That, on the joint recommendation of the General Manager of Finance and Corporate Services, the City Solicitor and the City Clerk, with the concurrence of the Corporate Management Team, the following actions be taken with respect to the attached draft Procedure By-law:

(a) the attached draft Procedure By-law **BE ENDORSED IN PRINCIPLE**;

(b) the City Clerk **BE AUTHORIZED** to undertake all necessary administrative actions required to hold a public participation meeting at the Board of Control meeting scheduled for Wednesday, October 13, 2004 for the purpose of permitting the public with an opportunity to comment on the by-law noted in (a), above; it being noted that in accordance with section 238(4) of the *Municipal Act, 2001*, as amended, a municipality shall give notice of its intention to pass a procedure by-law; and

(c) subsequent to the public participation meeting noted in (b), above, the draft Procedure By-law, as may be amended, **BE INTRODUCED** at the Municipal Council Meeting on October 18, 2004.

**BACKGROUND**

An extensive review has been undertaken of the existing Council Procedure By-law, which has resulted in several proposed amendments. A copy of the proposed by-law is attached. While many changes are minor in nature (e.g. updating legislative references, staff titles, departmental structures, renumbering to reflect consolidation of amendments that had been made to the original by-law, etc.) there are some significant changes as follows:

**Annual Schedule of Meetings**

A new section 3.2 has been added to reflect the need for the Clerk to submit an annual schedule of meetings for consideration and adoption by the Municipal Council.

**Open Meetings**

A new Part 5 has been added to the Procedure By-law, together with references in the latter part of the By-law dealing with closed sessions of the Board of Control and the three Standing Committees, to clearly identify those matters that can be considered in-camera in accordance with the *Municipal Act 2001*, as amended. There is also provision in section 6.2 for a listing on the agendas of the general nature of those items to be considered in-camera.

**Submission Deadlines – Council**

In order to alleviate time pressures on staff, including the Print Room, which have more and more frequently resulted in delayed distribution of the Orders of the Day, the 2:00 p.m. submission deadline on the Thursday preceding a Council meeting has been moved back to 11:00 a.m.
Additionally a new section 7.2 has been added to reflect a deadline of 11:00 a.m. on the day of the Council meeting for any added communications, again to allow sufficient print time for these items, which includes the preparation of added by-laws in their complete form.

Extension of Council Meeting Beyond 11:00 p.m.

In order to streamline the procedure for extending the hour of adjournment, the requirement for a motion to proceed beyond midnight has been eliminated. One motion to extend the meeting beyond 11:00 p.m. will be all that is required and the meeting can then run into the next calendar day without a further extension or adjournment.

Calling of Votes

A new section 12.10 has been added to reflect the proper procedure for the calling of votes by the Chair. This matter has been reviewed with the City Solicitor who is in concurrence with the proposed new section. All votes at Council, Board of Control and Standing Committee meetings should be called by the Chair by asking who is in favour and then who is opposed. Our past practice of asking only who is opposed should be discontinued. In addition, the practice of noting in the minutes who is opposed should be discontinued as the Municipal Act, 2001, as amended, only provides for recorded votes at the request of a member of Council. Recorded votes are the only true method for ensuring that the complete voting record is accurate as members of Council routinely leave the Council Chambers for short periods of time and may not be present during particular votes.

Earlier Distribution of Standing Committee Agendas

Section 23.21 reflects a change in the agenda deadline for Standing Committees to 11:00 a.m. on the Monday one week in advance of the Committee meeting. This will allow staff sufficient time to draft agendas for the review of the Corporate Management Team on the Tuesday prior to the Committee meeting, with a view to distributing the three Standing Committee agendas on the Thursday preceding the meetings. The agendas will go to print on Wednesday, for distribution on the next day (Thursday). This will result in a one-day delay to the present turnaround of Council resolution letters which staff would normally dedicate their time to on the Tuesday after a Council meeting. It would be necessary for Standing Committee agenda preparation to take precedence in order to meet distribution on Thursday. This will permit the Council Members an additional day to review their agendas in preparation for the upcoming meeting and earlier awareness of the upcoming agendas by the public.

Added Items – Standing Committee Agendas

New sections 23.22 and 23.23 have been added to reflect an earlier deadline for added items for Standing Committee agendas (11:00 a.m.) and the qualifications for additions thereto. The same general qualifications have been applied to Standing Committee agendas that apply to the Orders of the Day.

It is believed that the above-noted changes are a positive step forward in assisting the Municipal Council in carrying out its responsibilities.
ADMINISTRATIVE

By-law A-

A by-law to provide for the
RULES OF ORDER AND PROCEDURE
FOR THE MUNICIPAL COUNCIL OF THE
CITY OF LONDON

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The Municipal Council of The Corporation of the City of London enacts as follows:

SHORT TITLE
COUNCIL PROCEDURE BY-LAW

Part 1
DEFINITIONS

1.1 Definitions
In this by-law:

Board of Control - defined
"Board of Control" shall mean the Board established in accordance with subsection 468(2) of the Municipal Act, 2001, S.O. 2001, c.26, as amended.

Chair - defined
"Chair" shall mean the person presiding at a Board of Control or committee meeting.

Clerk - defined
"Clerk" shall mean the City Clerk of The Corporation of the City of London.

Committee - defined
"committee" shall mean a committee established by the Council.

Committee of the Whole - defined
"Committee of the Whole" shall mean a committee composed of all of the members of the Council.

Council - defined
"Council" shall mean the Council of The Corporation of the City of London.

In-camera - defined
"in-camera" shall mean a closed session of the Board of Control, of a committee or of the Committee of the Whole, not open to the public.

Meeting - defined
"meeting" shall mean a meeting of the Council.

Member - defined
"member" shall mean a member of the Council.

Recorded vote - defined
"recorded vote" shall mean the recording of the name and vote of every member on a motion during a meeting.

Year - defined
"year" shall mean the Council year commencing December 1st and ending November 30th of the calendar year thereafter.
Part 2

GENERAL

2.1 Rules - regulations - observed - at all times
The rules and regulations contained in this by-law shall be observed in all proceedings of the Council and shall be the rules and regulations for the order and dispatch of business in the Council.

2.2 Rules - observed - modifications - permitted
The rules contained in this by-law shall be observed, with the necessary modifications, in every committee and in the Board of Control.

2.3 Parliamentary procedure - proceedings
Those proceedings of the Council, the committees thereof or the Board of Control not specifically governed by the provisions of this by-law shall be regulated in accordance with generally accepted parliamentary procedure.

2.4 Rules - regulations - suspended - 2/3 consent - Council
Any rules or regulations contained in this by-law may be suspended with the consent of at least two-thirds of the whole Council.

2.5 Absence - Mayor - Deputy Mayor - authority
In the absence of the Mayor from the Municipality, or if he/she is absent through illness or if he/she refuses to act or if the office is vacant, the Deputy Mayor for the purposes of this by-law shall act in the place and stead of the Mayor and shall have all the rights, powers and authority of the Mayor, while so acting.

2.6 Absence - Deputy Mayor - member - appointed
In the event that the Deputy Mayor is unable, for any reason, to act in the place and stead of the Mayor, a member shall be appointed pursuant to subsection 226 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, to act from time to time in the place and stead of the head of the Council, and shall have and may exercise, while so acting, all the rights, powers and authority of the head of the Council.

2.7 Meeting - in session - entrance to floor - restriction
No person shall be allowed to enter the main floor of the Council Chambers during meetings without the leave of the Mayor, except members, employees and servants of the Corporation and those representatives of the media who have appropriate identification to the satisfaction of the Clerk.

Part 3

SCHEDULE OF MEETINGS

3.1 Annual Schedule of Meetings – Prepared by Clerk
The Clerk shall, on an annual basis, prepare and submit a schedule of meetings for each Council Year by no later than September 30 of each calendar year for consideration and adoption by the Municipal Council.
3.2 Annual Schedule of Meetings - Qualifications
When setting the annual schedule of meetings:

(a) Following a regular municipal election, the inaugural meeting shall be held on the first Monday in December of that year at a time chosen by the Clerk and the Mayor-elect.

(b) The Council shall hold only one regular meeting during each of the months of July and August in each year.

3.3 Special meeting - emergency - called by Mayor
The Mayor may, at any time, call a special or emergency meeting.

3.4 Special meeting - called by Clerk - petition - submitted
Upon receipt of a petition signed by a majority of the members, the Clerk shall call a special meeting for the purpose and at the time mentioned in the petition.

3.5 Special meetings - emergency - held in Chambers
Special or emergency meetings shall be held in the Council Chambers at the City Hall, unless otherwise decided by a majority of the members present.

Part 4
NOTICE OF MEETINGS

4.1 Orders of the Day - deemed notice - exception
The Orders of the Day shall be considered as adequate notice of regular meetings, except for meetings held on a day or at a time other than as provided for by this by-law.

4.2 Orders of the Day - delivered - 48 hours in advance
The Orders of the Day for regular meetings shall be delivered by courier or sent by mail to the residences or places of business of each member so as to be received not later than 48 hours before the hour appointed for the meeting.
4.3 Special meetings - notice - delivered - 24 hours prior
Notice of special meetings called in accordance with sections 3.3 and 3.4 of this by-law shall be delivered by courier or sent by mail to the residences or places of business of each member so as to be received not later than 24 hours before the hour appointed for the special meeting.

4.4 Special meetings - business specified - transacted
No business except the business dealing directly with the purpose mentioned in the notice shall be transacted at any special meeting.

4.5 Emergency - notice not required
Notwithstanding any other provision of this by-law, an emergency meeting may be held, without written notice, to deal with an emergency or extraordinary situation, provided that an attempt has been made by the Clerk to notify the members about the meeting as soon as possible and in the most expedient manner available.

4.6 Emergency - business specified - transacted
No business except business dealing directly with the emergency or extraordinary situation shall be transacted at the emergency meeting.

4.7 Orders of the Day - notice - not received - validity
Lack of receipt of a notice or of the Orders of the Day by the members shall not affect the validity of the meeting or any action taken thereat.

4.8 Postponement - meeting - emergency - up to 3 days
The Mayor may, when emergency or extraordinary situations arise, postpone a meeting for not more than 3 days.

4.9 Postponement - notice by Clerk
Upon the postponement of a meeting by the Mayor in accordance with section 4.8 of this by-law, the Clerk shall attempt to notify the members of the postponement as soon as possible and in the most expedient manner available.

Part 5
OPEN MEETINGS

5.1 Meetings - open to public
Except as otherwise provided by Section 239 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, all meetings shall be open to the public.

5.2 Meetings - when closed
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 meeting under another Act.

5.3 Meetings - required to be closed
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.

5.4 Meetings - resolution required
Before holding a meeting or part of a meeting that is to be closed to the public, the Council, the Board of Control or the committee that is holding the meeting shall state by resolution:

(a) the fact of the holding of a closed meeting; and

(b) the general nature of the matter to be considered at the closed meeting.

5.5 Meetings - not closed during vote
Subject to section 5.6 of this by-law, a meeting shall not be closed to the public during the taking of a vote.

5.6 Meetings - not closed during vote - exception
A meeting may be closed to the public during a vote if:

(a) sections 5.2 and 5.3 permit or require the meeting to be closed to the public; and

(b) the vote is for a procedural matter or for giving direction or instruction to officers, employees or agents of the municipality, local board or committee of either of them or persons retained by or under a contract with the municipality or local board.

5.7 Voting Procedure-In Camera -Committee of the Whole
At any meeting or part of a meeting of the Committee of the Whole that is closed to the public, no vote shall be taken on any matter that does not fall within Section 5.6 and the Committee of the Whole shall instead consider whether to forward the matter to the City Council for the purposes of deliberation and taking a vote in public session. A motion from the Committee of the Whole forwarding a matter which must be voted on in public session shall indicate on its face that the forwarding of the matter is a procedural step under this By-law made for the purpose of having the Committee of the Whole forward the matter to City Council for deliberation and vote in public session.

5.8 Voting Procedure-In Camera-Board of Control and Standing Committees
At any meeting or part of a meeting of the Board of Control or a Standing Committee that is closed to the public, no vote shall be taken on any matter that does not fall within Section 5.6 and any such matter shall instead be forwarded to the Committee of the Whole in closed session as a procedural matter for consideration as to whether the matter should be forwarded to City Council for the purposes of deliberation and taking a vote in public session. A motion from the Board of Control or a Standing
Committee forwarding a matter which may be considered in closed session but which must be voted on in public session shall indicate on its face that the forwarding of the matter is a procedural step under this By-law made for the purpose of having the Committee of the Whole forward the matter to City Council for deliberation and vote in public session.

Part 6
CONSENT AGENDAS

6.1 Consent Agendas - composition - prepared by Clerk
The Clerk shall prepare consent agendas for the Board of Control and for each of the three Standing Committees of the Council consisting of the following parts:

Part 1 Disclosures of Pecuniary Interest
Part 2 Schedule of Appointments
Part 3 Consent Items
Part 4 Items for Direction
Part 5 Items for Referral to Advisory Committees
Part 6 Discussions and Enquiries
Part 7 Deferred Matters (as applicable)
Part 8 Confidential (as applicable).

6.2 Confidential Items - generally identified by Clerk
The Clerk shall include in the consent agendas for the Board of Control and for each of the three Standing Committees of the Council a list of the general nature of matters to be considered in a closed meeting under Part 8 of the consent agendas.

6.3 Consent Items - defined
Consent items include but are not necessarily limited to the following types of matters:

(a) untimed/no delegation or public participation meeting items;
(b) staff report items that contain clear "take action, give approval or receive for information" recommendations;
(c) Advisory Committee Reports without recommendations; and
(d) routine matters (e.g., in the case of the Board of Control, letters of resignation from Committees and nominations for Committee appointments).
6.4 Consent Items - process to address
All of the Items listed in the consent part of the agenda of the Board of Control or of a Standing Committee shall be the subject of one motion and that motion shall be neither debatable nor amendable; provided however, that any member of the Board of Control or of a Standing Committee may ask for any item/s included in the consent motion to be separated from that motion whereupon the consent motion without the separated item/s shall be put, and the separated item/s shall be considered immediately thereafter.

6.5 Items for Direction - defined
Items for direction include all other items of business

(a) not listed in the consent part of the agendas of the Board of Control and of the Standing Committees, as defined in section 6.3 of this by-law; and

(b) items not consented to, as defined in section 6.4 of this by-law.

Part 7
ORDERS OF THE DAY

7.1 Composition - prepared by Clerk
The Clerk shall prepare the Orders of the Day for all regular meetings consisting of the following:

I disclosures of interest;
II confirmation and signing of the minutes of the previous meeting(s);
III review of confidential matters to be considered in public;
IV communications and petitions;
V motions of which notice given;
VI added reports;
VII reports;
VIII deferred matters;
IX enquiries;
X emergent motions;
XI Committee of the Whole;
XII by-laws;
XIII adjournment.
7.2 Deadline - material inclusion
The deadline for receipt of material by the Clerk to be included in the Orders of the Day shall be 11:00 a.m. on the Thursday prior to the meeting.

7.3 Order of business - as specified - exception
The business of each meeting shall be taken up in the order in which it stands in the Orders of the Day, unless otherwise decided by a two-thirds vote of the members present.

7.4 Motion - to change order - not amendable - debatable
A motion changing the order of business shall not be amendable or debatable.

Part 8
COMMENCEMENT OF MEETINGS

8.1 Quorum - majority - required
A quorum shall be a majority of the members constituting the Council.

8.2 Call to order - quorum present
As soon after the hour fixed for a meeting as a quorum is present, the meeting shall be called to order by the Mayor.

8.3 Mace - carried in procession - to Chambers - order
The mace shall be carried in procession into the Council Chambers, preceding the Mayor, by the Sergeant-at-Arms.

8.4 Mayor seated - mace put in place
When the Mayor is seated in his/her chair, the mace shall be put in place and shall remain there during the meeting.

8.5 Adjournment - quorum not present - names recorded
If there is no quorum present within one-half hour after the time appointed for the meeting, the Council shall stand adjourned until the date and time of the next regular or special meeting, and the Clerk shall record the names of the members present upon such adjournment.

8.6 Mayor - to preside - all meetings
The Mayor, if present, shall preside at all meetings.

8.7 Mayor - absence - Deputy Mayor - to preside
In the absence of the Mayor, the Deputy Mayor shall preside during the meeting, or until the arrival of the Mayor.

8.8 Mayor - Deputy - absence - member appointed
In the absence of the Mayor and the Deputy Mayor, the Clerk shall call the meeting to order 15 minutes after the hour appointed for the meeting and the members shall elect a member to preside during the meeting or until the arrival of the Mayor or the Deputy Mayor.
Part 9
RULES OF DEBATE AND CONDUCT

9.1 Order - decorum - maintained - Mayor
The Mayor shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal to the Council.

9.2 Mayor - speaking on motion - to leave Chair
The Mayor may answer questions and comment in a general way without leaving the Chair, but if he/she wishes to make a motion or to speak on a motion taking a definite position and endeavouring to persuade the Council to support that position, then he/she shall first leave the Chair.

9.3 Mayor - leaving Chair - member designated in place
If the Mayor desires to leave the Chair for the purpose of taking part in the debate or for any other reason, he/she shall designate another member to fill his/her place until he/she resumes the Chair.

9.4 Speaking - recognition by Mayor - required
Before a member may speak to any matter, he/she shall first be recognized by the Mayor.

9.5 Speaking - order - determination
When two or more members indicate simultaneously that they wish to speak, the Mayor shall name the member who is to speak first.

9.6 Speaking - limitation - subject - maximum 5 minutes
When a member is speaking to a motion, he/she shall confine his/her remarks to the motion and in speaking shall be limited to a maximum of 5 minutes, unless otherwise decided by a majority vote of the members present.

9.7 Speaking - once only - exception - vote - reply
A member shall not speak more than once to any motion, unless otherwise decided by a majority vote of the members present, but the member who has made a motion shall be allowed to reply for a maximum of 5 minutes.

9.8 Speaking - under debate - motion - prohibited
A member who has already spoken to any motion under debate shall not be permitted to move any motion described in section 11.7 of this by-law, except a motion to proceed beyond the hour of 11:00 p.m.

9.9 Motion - under debate - questions - before vote
When a motion is under debate, a member may ask a concisely worded question of another member, of the Chief Administrative Officer or of a department head or appropriate staff, through the Mayor prior to the motion being put to a vote by the Mayor in accordance with section 12.4 of this by-law.

9.10 Motion - under debate - read - at any time
A member may require the motion under debate to be read at any time during the debate, but shall not interrupt a member who is speaking.
9.11 Disruption - Council - by member - prohibited
A member shall not disturb the Council by any disorderly deportment.

9.12 Offensive language - insults - prohibited
A member shall not use profane or offensive words or insulting expressions.

9.13 Disobedience - rules - points of order - prohibited
A member shall not disobey the rules of the Council or a decision of the Mayor or of the Council on points of order or on the interpretation of the rules of procedure of the Council.

9.14 Leaving seat - disturbance during vote - prohibited
A member shall not leave his/her seat or make any noise or disturbance while a vote is being taken or until the result is declared.

9.15 Speaking - without rising and addressing - prohibited
A member shall not speak until he/she has risen and addressed himself/herself to the Mayor.

9.16 Interruption - speakers - exception
A member shall not interrupt a member who is speaking, except to raise a point of order or a question of privilege.

9.17 Leaving meeting - not to return - Mayor informed
A member shall not leave the meeting when he/she does not intend to return thereto without first advising the Mayor.

9.18 Disorderly conduct - member to be removed - question
In the event that a member persists in a breach of the rules prescribed in sections 9.11 to 9.16 inclusive of this by-law, after having been called to order by the Mayor, the Mayor shall put the question "Shall the member be ordered to leave his/her seat for the duration of the meeting?" and such question is not debatable.

9.19 Disorderly conduct - member to leave seat
If the Council decides the question set out in section 9.18 of this by-law in the affirmative by a majority vote of the members present, the Mayor shall order the member to leave his/her seat for the duration of the meeting.

9.20 Apology - member to resume seat - by permission
If the member apologizes, the Mayor, with the approval of the Council, may permit him to resume his/her seat.

9.21 Failure to leave seat - removal by Sergeant-at-Arms
If a member does not leave his/her seat after being ordered to do so by the Mayor in accordance with section 9.19 of this by-law and if the member does not apologize in accordance with section 9.20 of this by-law, then the Mayor shall seek the appropriate assistance from the Sergeant-at-Arms.
Part 10
QUESTIONS OF PRIVILEGE
POUNTS OF ORDER

10.1 Rights - privileges - integrity - of members - affected
If a member believes that his/her rights, privileges or integrity or those of the members collectively have been prejudicially affected, he/she shall ask leave of the Mayor to raise a question of privilege which shall take precedence over all other matters, but he/she shall not be permitted to enter into any argument or introduce any motion related to the question of privilege.

10.2 Administration - integrity questioned - procedure
When the Mayor considers that the integrity of the Chief Administrative Officer or a member of the civic administration has been impugned or questioned, the Mayor may permit the Chief Administrative Officer or a department head or his/her designate to make a statement to the Council.

10.3 Rule of procedure - violation - raised by member
When a member desires to call attention to a violation of the rules of procedure, he/she shall ask leave of the Mayor to raise a point of order and after leave is granted, he/she shall state the point of order to the Mayor succinctly and the Mayor shall then decide upon the point of order and advise the members of his/her decision.

10.4 Appeal - Mayor's decision - immediately - required
Unless a member immediately appeals the Mayor's decision to the Council, the decision of the Mayor shall be final.

10.5 Appeal - decision - question put - to Council
If the decision of the Mayor is appealed to the Council, then the question "Shall the ruling of the Chair be sustained?" shall be put immediately without debate and its result shall be final.

10.6 Call to order - member to sit - speaking - permission
When the Mayor calls a member to order, that member shall immediately sit down until the point of order is dealt with and that member shall not speak again to the matter under discussion without the permission of the Mayor, unless to appeal the ruling of the Mayor.

Part 11
MOTIONS - ORDER - PUTTING MOTIONS

11.1 Notice of motion - filed with Clerk
Notices of motion filed with the Clerk shall be directed by the Clerk to the next regular Board of Control or standing committee meeting.

11.2 Question - urgent - included in Orders of the Day
Notwithstanding the provisions of section 11.1 of this by-law, when a member, submitting a notice of motion to the Clerk within the deadline prescribed in section 7.2 of this by-law indicates in writing to the Clerk that the notice of motion is a question of urgency, the Clerk shall include the notice of motion in the Orders of the Day at Stage V.

11.3 Notice - Orders of the Day - consideration - conditions
Notices of motions included in the Orders of the Day at Stage V shall only be considered by the Council when a majority of the members present have given leave for the introduction of such a motion.

11.4 Motions for giving leave - non-amendable - debatable
Motions for giving leave shall not be amended and shall be decided without debate.

11.5 Motion - seconded before debate - exception
Motions shall be seconded before being debated or put to a vote, except motions to adopt a recommendation from a Board of Control or a committee report.

11.6 Withdrawal - before put - requirement
Every motion shall be deemed to be in the possession of the Council for debate after it is accepted by the Mayor, but may, with the permission of the Council, be withdrawn at the joint request of the mover and seconder at any time before the motion is disposed of.

11.7 Motion under debate - other motions permitted
When a motion is under debate, no other motion shall be in order except a motion:

(a) to adjourn;
(b) to proceed beyond the hour of 11:00 p.m.;
(c) to table;
(d) to put the question (to close the debate);
(e) to postpone;
(f) to refer; or
(g) to amend.

11.8 Motion to adjourn - qualifications
A motion to adjourn shall:

(a) not be amended;
(b) not be debated;
(c) not include qualifications or additional statements; and
(d) always be in order, except when a member is speaking or the members are voting or when made in Committee of the Whole.

11.9 Motion to adjourn - rejected - procedure
When a motion to adjourn has been decided in the negative, no further motion to adjourn shall be made until after some subsequent proceeding has taken place.

11.10 Adjournment - extension - maximum - permissible
The Council shall always adjourn at 11:00 p.m. if in session at that hour, unless otherwise decided before that hour by a two-thirds vote of the members present at a meeting or at a meeting of the Committee of the Whole.

11.11 Motion to proceed beyond 11 p.m. - qualifications
A motion to proceed beyond the hour of 11:00 p.m. shall:

(a) not be amended;
(b) not be debated; and
(c) always be in order, except when a member is speaking or the members are voting.

11.12 Motion to table - qualifications
A motion to table shall:

(a) not be amended;
(b) not be debated;
(c) apply to the main motion and any amendments thereto under debate at the time when the motion to table was made; and
(d) not include qualifications or additional statements.

11.13 Motion to table - accepted - procedure
Notwithstanding the provisions of sections 11.1 and 11.2 of this by-law, if a motion to table is decided in the affirmative by a majority vote of the members present, then the main motion and any amendments thereto shall be removed from the Council's consideration until such time as a notice of motion to lift the matter from the table is filed with the Clerk within the deadline prescribed in section 7.2 of this by-law and is included in the Orders of the Day at Stage VIII.

11.14 Motion to put the question - qualifications
A motion to put the question (to close the debate) shall:

(a) not be amended;
(b) not be debated;
(c) apply to the motion or amendment under debate at the time when the motion to put the question is made;
(d) not be received in the Board of Control or any committee;
(e) be moved using the words "that the question now be put" and the mover and the seconder shall not be permitted to speak to the motion to put the question; and
(f) not be permitted either when a motion or an amendment on the floor involves the
approval of an expenditure by the Council that is $1,000,000.00 or greater.

11.15  **Motion to put the question - accepted - procedure**
If a motion to put the question is decided in the affirmative by a two-thirds vote of the members present, then the preceding motion or amendment shall be voted on immediately without further debate or comment.

11.16  **Motion to postpone - to certain time - qualifications**
A motion to postpone a matter to a certain time shall:

(a) be open to debate;

(b) be amendable; and

(c) preclude amendment and debate of the preceding motion, unless the motion to postpone to a certain time is resolved in the negative, in which case the preceding motion shall be open to debate and amendment.

11.17  **Motion to refer - qualifications**
A motion to refer a matter under consideration to the Board of Control, to a committee, to the Civic Administration or elsewhere shall:

(a) be open to debate;

(b) be amendable; and

(c) preclude amendment or debate of the preceding motion, unless the motion to refer is resolved in the negative, in which case the receding motion shall be open to debate and amendment.

11.18  **Motion to amend - qualifications**
A motion to amend shall:

(a) be open to debate;

(b) not propose a direct negative to the main motion; and

(c) be relevant to the main motion.

11.19  **Motion to amend - main motion - one at a time**
Only one motion to amend the main motion shall be allowed at one time.

11.20  **Motion to amend - amendment - one at a time**
Only one motion to amend a motion to amend the main motion shall be allowed at one time.

11.21  **Zoning by-laws - public notice - considerations**
When the Council amends a proposed zoning or rezoning by-law that has been recommended by the Planning Committee after the holding of a public meeting by that committee as required by the Planning Act, the Council shall immediately vote on the question of whether or not any further notice is to be
given in respect of the proposed by-law, as amended.

11.22 **Public notice - question - amendable - debatable**
The question of whether or not any further notice is to be given shall be amendable and debatable.

11.23 **Zoning by-law - notice determination - before enacted**
The proposed zoning or rezoning by-law, as amended, shall not be introduced and enacted until the question of whether or not any further notice is to be given has been resolved.

**Part 12**

**VOTING**

12.1 **Amendment - to amendment - voted on first**
A motion to amend an amendment to a motion shall be voted on first.

12.2 **Voting - order**
Voting on the main motion and amending motions shall be conducted in the following order:

(a) a motion to amend a motion to amend the main motion;
(b) a motion (as amended or not) to amend the main motion; and
(c) the main motion (as amended or not).

12.3 **Propositions - divided - voted on separately**
When the motion under consideration contains distinct propositions, upon the request of any member and provided a recorded vote has not been called for, the vote on each proposition shall be taken separately.

12.4 **Motion to vote - immediately - after all have spoken**
A motion shall be put to a vote by the Chair immediately after all members desiring to speak on the motion have spoken in accordance with section 9.7 of this by-law.

12.5 **Speaking - after motion - before vote announced**
After a motion is put to a vote by the Chair, no member shall speak on that motion nor shall any other motion be made until after the result of the vote is announced by the Chair.

12.6 **Mandatory vote - all members - exception**
Every member present, except the Mayor, shall vote on every motion unless the member indicates a conflict of interest.

12.7 **No vote - deemed negative - exception**
Notwithstanding the provisions of section 12.6 of this by-law, every member, except the Mayor, who is not disqualified from voting by reason of a declared conflict of interest shall be deemed to be voting against the motion if he/she declines or abstains from voting.
12.8 Mayor - voting privilege
Subject to section 12.17 of this by-law, the Mayor may vote with the other members, except when he/she is disqualified from voting by reason of a declared conflict of interest.

12.9 Secret voting - on motion - prohibited
The manner of determining the decision of the Council on a motion shall not be by secret ballot or by any other method of secret voting.

12.10 Putting the question to vote - qualifications
When putting the question to vote, the Chair shall first ask for those in favour of its adoption to raise their hands, then ask for those opposed to its adoption to raise their hands.

12.11 Result – announced – by Chair
The Chair shall announce the result of every vote.

12.12 Result - disagreement - objection immediate - retaken
If a member disagrees with the number of votes for and against a motion as announced by the Chair, he/she may object immediately to the Chair's declaration and, with the consent of the Council, the vote shall be retaken.

12.13 Tie vote - deemed negative
When there is a tie vote on any motion, it shall be deemed to have been decided in the negative.

12.14 Recorded vote - required - when called for - other
A recorded vote shall be taken when called for by any member or when required by law.

12.15 Recorded vote - called for - before - after - vote
A member may call for a recorded vote immediately prior to or immediately after the taking of the vote.

12.16 Recorded vote - names - entered in minutes
When a recorded vote is taken, the names of those who voted for and those who voted against the motion shall be entered in the minutes.

12.17 Recorded vote - all members to vote - exception
Notwithstanding the provisions of section 12.8 of this by-law, the Mayor and all members present shall vote when a recorded vote is called for, except when they have been disqualified from voting by reason of a declared conflict of interest.

12.18 Voting - number of members - calculation
In any vote required of the whole Council, the number of members constituting the Council shall be determined by excluding:

(a) the number of members who are present at the meeting but who are excluded from voting by reason of the Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50 and

(b) the number of seats that are vacant on the Council by reason of section 259(1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended.
12.19 Voting – Rotation – Recorded Vote
The taking of the first recorded vote at any Council meeting will begin with the Deputy Mayor, except when he/she has been disqualified from voting by reason of a declared conflict of interest or is absent; and thereafter the starting point for the taking of subsequent recorded votes will move from eligible member to eligible member in a counter-clockwise rotation around the Council board; provided however, that the Mayor will always be the last person voting when a recorded vote is being taken.

Part 13
RECONSIDERATION

13.1 Introduction - by majority voter - or absentee
A motion to reconsider a decided matter shall only be introduced by a member who voted with the majority on the original motion or who was absent when the vote was called.

13.2 Board of Control - standing committee - privilege
Notwithstanding the provisions of section 13.1 of this by-law, any member of the Board of Control or a standing committee may introduce a motion on behalf of the Board of Control or the standing committee to reconsider a decided matter.

13.3 Emergent motions - introduction - same meeting
A motion to reconsider a decided matter under section 13.1 of this by-law shall be introduced at Stage X (Emergent Motions) when it is made at the same meeting when the original motion was decided.

13.4 Board of Control - standing committee
A notice of motion to reconsider a decided matter filed with the Clerk which relates to a matter within the jurisdiction of the Board of Control or a standing committee, as prescribed in sections 22.2 and 23.6, 23.7 and 23.8 of this by-law, shall be directed by the Clerk to the next regular Board of Control or standing committee meeting, as the case may be.

13.5 Urgent question - included in Orders of the Day
Notwithstanding the provisions of section 13.4 of this by-law, when a member submitting a notice of motion to reconsider a decided matter to the Clerk within the deadline prescribed in section 7.2 of this by-law indicates in writing to the Clerk that the notice of motion is a question of urgency, the Clerk shall include the notice of motion in the Orders of the Day at Stage V (Motions of which Notice Given).

13.6 Administrative action - not delayed - before notice
A notice of motion to reconsider a decided matter filed with the Clerk shall not stop or delay any administrative action on the decided matter at any time before the notice of motion has been dealt with by the Council.

13.7 Reconsideration - 2/3 vote - whole Council - required
A motion to reconsider a decided matter shall require the approval of at least two-thirds of the whole Council.

13.8 Reconsideration - majority approval - exception
Notwithstanding the provisions of section 13.7 of this by-law, a motion to recommend the reconsideration of a decided matter of the Council, made at a Board of Control, standing committee or
special committee meeting, shall only require the approval of a majority of all of the members of the board or committee.

13.9 Reconsideration - twice only
No motion for the reconsideration of any decided matter shall be permitted more than twice during any one year nor shall a motion to reconsider be reconsidered.

13.10 Affirmative vote - original matter - next business
If a motion to reconsider is decided in the affirmative at a meeting, then consideration of the original matter shall become the next order of business.

13.11 Debate - prohibited - statement of reason - permitted
No debate on a motion to reconsider a decided matter shall be permitted; however, the mover of a motion to reconsider may provide or may make a brief and concise statement outlining the reasons for proposing such reconsideration.

Part 14
DELEGATIONS

14.1 Appearance - before Council - where required by law
No person shall be permitted to appear before the Council except where required by law.

14.2 Chief Administrative Officer - department heads or their designate - address to Council
Notwithstanding the provisions of section 14.1 of this by-law, the Chief Administrative Officer and the department heads or their designate shall be permitted to address the Council in accordance with section 9.9 of this by-law.

14.3 Chief Administrative Officer - authority - provided
Notwithstanding the provisions of sections 14.1 and 14.2 of this by-law, the Chief Administrative Officer shall be permitted to address the Council in accordance with the by-law which establishes the position of Chief Administrative Officer.

14.4 Written request - to Clerk - for board - committee
Any person desiring to be heard by the Board of Control or by a committee shall submit a written request to the Clerk and the Clerk shall then direct the request to the Board of Control or to the appropriate committee.

14.5 Business - stated - matters - related to
Persons appearing before the Board of Control or before a committee shall confine their remarks to the business stated in their request.

14.6 Repetition - prevented - hearing declined - exception
In order to avoid repetition and to ensure an opportunity for the expression of different points of view but except as required by law, the Board of Control or any committee may decline to hear any person who has an identifiable common interest or concern with any other person who has already appeared and spoken at the meeting of the Board of Control or committee.
14.7 Appearance - previous - limitation - new information
Except as required by law, any person appearing before the Board of Control or before a committee who has previously appeared before the same board or before the same committee on the same subject matter shall be limited to providing only new information in their second and subsequent appearances.

Part 15
COMMUNICATIONS - PETITIONS

15.1 Presentation - information - legibly written - signed
Every communication or petition intended for presentation to the Council, to the Board of Control or to a committee shall be legibly written or printed and shall be signed by at least one person giving his/her address.

15.2 Listed - in Orders of the Day - with similar matters
The Clerk shall list in the Orders of the Day only those communications and petitions which pertain to matters contained in the reports and other communications listed in the Orders of the Day.

15.3 Matters - not pertinent - directed to appropriate area
Every communication or petition which does not pertain to matters in the Orders of the Day shall be directed by the Clerk to the Board of Control or to the appropriate committee.

15.4 Language - obscene - defamatory - prohibited
Notwithstanding the provisions of sections 15.2 and 15.3 of this by-law, communications or petitions containing obscene or defamatory language shall not be listed in the Orders of the Day or be directed to the Board of Control or to a committee.

Part 16
ENQUIRIES

16.1 Corporation - business - procedure
Enquiries relating to any matter connected with the business of The Corporation of the City of London may be made by members to the Mayor or, through him/her, to another member or to the Chief Administrative Officer or to a department head or his/her designate, at Stage IX.

16.2 Argument - opinions - debates - prohibited
When an enquiry is made in accordance with section 16.1 of this by-law, no argument, opinion or facts shall be stated, except so far as may be necessary to explain the enquiry, and no debate shall be permitted with respect to the enquiry.

16.3 Answer - response - debate - prohibited
When a member answers a question in response to an enquiry, he/she shall not debate the matter to which the enquiry refers.
Part 17
BOARD OF CONTROL - STANDING COMMITTEE REPORTS

17.1 Reports - adopted - confirmed - by motion
The reports of the Board of Control and of the standing committee meetings may be adopted and confirmed by the Council in a single motion and the passage of such a motion shall be taken to confirm and adopt all of the recommendations contained in the report, except for those recommendations dealt with or voted on separately.

17.2 Recommendation - separate vote - upon request
A member may request, prior to the adoption of a Board of Control or of a standing committee report, that a specific recommendation be voted on separately for the purpose of calling for a recorded vote or due to a declared conflict of interest, and such a request shall not require the introduction of a motion.

17.3 Debate - prohibited - report without recommendation
There shall be no debate by the members on a matter that is reported to the Council without a recommendation by the Board of Control or by a standing committee; however, such a matter may be discussed only for the purpose of explaining the matter or to address a question raised by a member in accordance with section 9.9 of this by-law.

17.4 Debate - discussion - permitted - conditions
Notwithstanding the provisions of section 17.3 of this by-law, debate or discussion by the members on a matter that is reported to the Council without a recommendation by the Board of Control or a standing committee shall be permitted if:

(a) a majority of the members present give leave for discussion or debate of a reported matter; and

(b) a substantive motion is then made with respect to the reported matter in accordance with section 11.5 of this by-law.

17.5 Debate - discussion - motions - no amendment - debate
Motions to give leave for discussion or debate on a reported matter pursuant to section 17.4(a) of this by-law shall not be amendable or debatable.

17.6 No majority decision - report without recommendation
When the Board of Control or a standing committee is unable to reach a majority decision on any matter, such matters shall be reported to the Council without a recommendation, in which case such matters shall not be subject to the provisions of sections 17.3 and 17.4 of this by-law, but shall be deemed to be in the possession of the Council for its disposition.

17.7 Members - presentation - Board of Control reports
The members of the Board of Control, excluding the Mayor, shall take turns presenting the Board of Control reports at meetings on behalf of the Board of Control.

17.8 Chair - standing committee - presentation
The Chair of a standing committee shall present the report of his/her standing committee to the Council on behalf of his/her standing committee.
17.9 Chair - absent - presentation - by member
Notwithstanding the provisions of sections 17.7 and 17.8 of this by-law, another member may present
the report of the Board of Control or a standing committee, or part thereof, to the Council in the
absence of or at the request of the presenter.

17.10 Support of Recommendations - by presentation
When the presenter of a Board of Control, standing committee or Committee of the Whole report does
not support one or more recommendations contained therein, then the presenter shall ask a member of
the Board of Control, the respective standing committee or the Committee of the Whole (as the case
may be) who is supportive of such recommendations to present them to the Council on behalf of the
Board of Control, the standing committee or the Committee of the Whole.

Part 18
EMERGENT BUSINESS

18.1 Emergency - congratulations - condolatory matters
Business that is not part of the Orders of the Day shall not be considered by the Council unless it is of
an emergency, congratulatory or condolatory nature.

18.2 Introduction - 2/3 vote - required
Members shall introduce matters described in section 18.1 of this by-law at Stage X, but in order for
such matters to be introduced two-thirds of the members present shall give leave for the introduction of
such matters.

18.3 Motion to introduce - not amendable - debatable
Motions to give leave for the introduction of such matters shall not be amendable or debatable.

Part 19
UNFINISHED BUSINESS

19.1 Repeated - until disposed of
Items in the Orders of the Day which have not been disposed of by the Council shall be repeated in
each subsequent Orders of the Day until disposed of by the Council.

Part 20
ENACTMENT OF BY-LAWS

20.1 Printed - distributed - with Orders of the Day
By-laws shall be printed and distributed with the Orders of the Day for the meeting at which they are to
be read.

20.2 Printed - distributed - with Added Communications - motion to introduce -
majority vote
Notwithstanding the provisions of section 20.1 of this by-law, a motion to introduce those by-laws which
are distributed with the Added Communications shall be decided by a majority vote of the members present prior to such by-laws being read.

20.3 Readings - 3 - required - before enactment
Every by-law shall receive 3 separate readings before being enacted by the Council.

20.4 Readings - 3 - at same meeting - permitted
Unless otherwise provided by law, every by-law may receive all 3 readings at the same meeting.

20.5 First - third readings - motion - no amendment - debate
Motions for the first and third readings of by-laws shall not be amendable or debatable.

20.6 Second reading - amendable - debatable
Amendments and debate on the content of by-laws shall be in order after a motion for the second reading of the by-laws has been duly made and seconded.

20.7 Second readings - referral to Committee of the Whole
During the debate on the motion for the second reading of by-laws, by-laws may, by a majority vote of the members present, be referred to the Committee of the Whole for consideration.

20.8 Committee - report - second reading - motion
When by-laws have been referred to the Committee of the Whole, the motion for the second reading shall be put to a vote immediately following the adoption of the Committee of the Whole report.

20.9 Signed - seal affixed - dates shown
Every by-law enacted by the Council shall be signed by the Mayor or Presiding Officer and the Clerk or Deputized Clerk, sealed with the seal of the Corporation and shall show the dates of the three readings by the Council.

Part 21
COMMITTEE OF THE WHOLE

21.1 Chair - designated - report to Council
Whenever a majority of the members present decide that the Council should resolve into Committee of the Whole, the Mayor, or the Deputy Mayor if so designated by the Mayor, shall become the Chair of the Committee of the Whole and shall maintain order during the meeting and shall report the proceedings thereof to the Council.

21.2 Chair - appointed - where Mayor absent
In the absence of the Mayor and the Deputy Mayor, or when the Deputy Mayor is the Presiding Officer of the meeting in accordance with section 8.7 of this by-law, the Presiding Officer shall appoint a member present at the meeting to act as the Chair of the Committee of the Whole.

21.3 Report - to Council - all matters referred
The Committee of the Whole shall consider and report to the Council on any other matter which has been referred to the Committee by resolution of the Council.
21.4 Meetings - apart from regular - permitted
At the direction of the Council, the Committee of the Whole may meet apart from regular meetings when matters are referred to it by the Council.

21.5 Meeting - in camera - decided by majority vote
Any Committee of the Whole meeting, or any part thereof, may be held in camera if the Committee so decides by a majority vote of the members present to consider matters in accordance with sections 5.1 to 5.8 of this by-law.

21.6 Procedure - modifications
The rules governing the procedure of the Council and the conduct of its members shall be observed in the Committee of the Whole, with the necessary modifications, except that:

- (a) motions do not require a seconder,
- (b) a member need not rise to speak,
- (c) a member shall not speak more than once to a motion until every member who desires to speak has spoken once,
- (d) no recorded votes shall be permitted,
- (e) a motion to put the question shall not be permitted, and
- (f) a motion to adjourn shall not be permitted, except when meeting apart from regular meetings.

21.7 Points of order - decision by Chair
Points of order arising in the Committee of the Whole shall be decided by the Chair of the Committee, subject to an appeal by any member to the Committee.

21.8 Vote - by Chair - permitted - exception
The Chair of the Committee of the Whole may vote on any motion after the other members have voted, except when the Chair is disqualified from voting by reason of a declared conflict of interest.

21.9 Motion to rise and report - non-debatable
A motion shall be made in Committee of the Whole to rise and report to the Council and shall be decided without debate.

21.10 Report - proceedings - by Chair - immediate
The proceedings of the Committee of the Whole meeting, when held as part of the proceedings at a meeting, shall be reported by the Chair of the Committee of the Whole as soon as the Committee rises.

21.11 Report - separate meeting - consideration by Council
The report of the Committee of the Whole, when held apart from regular meetings, shall be treated in the same manner as Board of Control and standing committee reports when being considered by the Council.
21.12 **Report - recommendations - adopted - confirmed**
The report and recommendations of the Committee of the Whole referred to in sections 21.10 and 21.11 of this by-law may be adopted and confirmed by the Council in a single motion.

21.13 **Request - to vote separately - requirements**
A member may request prior to the adoption of a Committee of the Whole report that a Committee of the Whole recommendation be voted on separately for the purpose of calling for a recorded vote or due to a declared conflict of interest, and such a request shall not require the introduction of a motion.

21.14 **Adjournment - 11 p.m. - extension - requirements**
The Committee of the Whole shall always adjourn at 11:00 p.m. if in session at that hour, unless it is otherwise decided by a two-thirds vote of the members present to continue the Committee of the Whole meeting.

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### Part 22

**BOARD OF CONTROL MEETINGS**

**22.1 Composition - Mayor - 4 Controllers**
The Board of Control shall be composed of the Mayor and four Controllers.

**22.2 Reports - recommendations - to Council - Schedule 'A'**
The Board of Control shall make recommendations and reports to the Council on those matters outlined in Schedule 'A' of this by-law.

**22.3 Meetings - Wednesday - weekly**
The Board of Control shall meet regularly on the Wednesday prior to each regular meeting or another time as may be determined by the annual schedule of meetings in accordance with sections 3.1 to 3.5 of this by-law.

**22.4 Meetings - special - called by Mayor**
Special meetings of the Board of Control may be called by the Mayor whenever he/she considers it necessary.

**22.5 Meetings - special - called - upon request**
It shall be the duty of the Mayor, or in the case of his/her neglect or failure, the duty of the Board of Control Secretary, to call a special meeting of the Board of Control whenever such a special meeting has been requested in writing by a majority of the members of the Board.

**22.6 Agenda - preparation - deadline**
The deadline for material to be included on the Board’s agenda shall be 4:30 p.m. on the Friday prior to the day of the Board of Control meeting.

**22.7 Meeting - in camera - majority vote - required**
Any Board of Control meeting, or any part thereof, may be held in camera if the Board so decides by a majority vote of the members present to consider matters in accordance with sections 5.1 to 5.8 of this by-law.
22.8 Procedure - modifications
The rules governing the procedure of the Council and the conduct of its members shall be observed in Board of Control meetings, with the necessary modifications, except that:

(a) a member need not rise to speak;
(b) a member shall not speak more than once to a motion until every member who desires to speak has spoken once;
(c) no recorded votes shall be permitted; and
(d) a motion to put the question shall not be permitted.

22.9 Meeting - regular - notice - not required
The Board of Control Secretary shall not be required to give notice of regular Board of Control meetings but the distribution of the agenda for the meeting shall constitute notice thereof.

22.10 Agenda - not received - meeting - valid
Lack of receipt of the agenda by the members shall not affect the validity of the Board of Control meeting or any action taken thereat.

22.11 Summer months - jurisdiction - authority
If the Council holds only one regular meeting during each of the months of July and August pursuant to section 3.2(b) of this by-law, then the Board of Control shall be authorized to act on behalf of the Corporation during those two months and, while so acting, the Board of Control shall be assigned all those duties over which the Council normally exercises jurisdiction, except the enactment of by-laws and the reconsideration of matters decided by the Council.

22.12 Summer months - action taken - report
The Board of Control shall report its actions taken in respect of section 22.11 of this by-law to the next regular meeting.

22.13 Public hearing - motions postponed - until all heard
Where members of the public are to be heard on a matter by the Board of Control, no motion shall be made by a member of the Board until the public has been heard.

22.14 Public participation - prohibited - after motion
No further public participation shall be allowed after a motion has been duly made and seconded.

22.15 Striking Committee - appointments - composition
In the year of a regular municipal election, the members-elect of the Board of Control shall serve as the Striking Committee for the recommendation of appointments to boards, committees and other bodies.

22.16 Nominating Committee – not required – new Council term – Advisory Committees
At the commencement of a new Council term, a Nominating Committee shall not be required to recommend initial appointments to Advisory Committees to the Striking Committee.

22.17 Striking Committee - meeting - report
The Striking Committee shall meet prior to the members taking office and shall submit its report to a
The caucus meeting of the members-elect of the Council shall be held at the call of the Mayor-elect and shall be prior to the inaugural meeting.

In deciding upon its recommendations for appointments to office where there are two or more nominees for a particular office, the members of the Board of Control, or in the case of an election year, the members of the Striking Committee, shall cast their votes for the nominee(s) of their choice, with the persons receiving the lowest number of votes falling out in succession until the required number of nominees has been selected.

In deciding upon its recommendations for the appointment of members of Council to any committee, the Board of Control, or in the case of an election year, the Striking Committee, shall ensure that all members of Council are asked whether or not they are interested in being appointed to the subject committee.

Recommendations from standing committees which are within the jurisdiction of the Board of Control, as outlined in Schedule 'A' of this by-law, shall first be submitted to the Board of Control for concurrence or otherwise.

The Board of Control shall not postpone its decision on such recommendations of standing committees for more than four weeks from the date on which the recommendation was first before the Board of Control, unless otherwise authorized by the Council.

Every postponement of a standing committee recommendation by the Board of Control shall be reported to the Council at every meeting until the said recommendation has been dealt with by the Board.

Recommendations of standing committees may be altered by the Board of Control only by a recommendation of the Board to the Council and such a recommendation shall be dealt with by the Council as an amendment to the standing committee recommendation and debated by the Council at the time of the introduction of the standing committee recommendation.

Recommendations of a standing committee which involve the expenditure of funds not in the approved capital or current budgets shall be submitted to the Board of Control for concurrence or otherwise.
Part 23
STANDING COMMITTEE - MEETINGS

23.1 Three standing committees - composition
There shall be three standing committees of the Council, namely:

(a) the Planning Committee which shall be composed of 6 members;
(b) the Environment and Transportation Committee which shall be composed of 6 members; and
(c) the Community and Protective Services Committee which shall be composed of 6 members.

23.2 Appointments - members only
The Council shall appoint only members to the standing committees.

23.3 Service - at least one committee - every member
Every member shall serve on at least one standing committee.

23.4 Controller - at least one - to each committee
At least one Controller shall be appointed to each of the standing committees.

23.5 Mayor - member - ex officio - all committees
The Mayor shall be, ex officio, a member of all committees of the Council.

23.6 Planning Committee - matters - Schedule 'B'
The Planning Committee shall make recommendations and reports to the Council on those matters outlined in Schedule 'B' of this by-law.

23.7 Environment - Transportation - matters - Schedule 'C'
The Environment and Transportation Committee shall make recommendations and reports to the Council on those matters outlined in Schedule 'C' of this by-law.

23.8 Community - Protective Services - matters - Schedule 'D'
The Community and Protective Services Committee shall make recommendations and reports to the Council on those matters outlined in Schedule 'D' of this by-law.

23.9 Meetings - regular - Monday - exception - holiday
The standing committees shall regularly meet commencing at 5:00 p.m., or at such other starting time as the committee may determine, on the Monday prior to regular meetings, unless the said Monday is a public holiday, in which case the meeting shall be held on the next following day that is not a public holiday.

23.10 Meetings - special - called by Chair
Special meetings of any standing committee may be called by the committee Chair whenever he/she considers it necessary.
23.11 Meetings - special - called on request
It shall be the duty of the committee Chair, or in the case of his/her neglect or failure, the duty of the Clerk, to call a special meeting of a standing committee whenever such a special meeting has been requested in writing by a majority of the members of the standing committee.

23.12 Chairs - appointment - nomination - procedure
The Chairs of the standing committees shall be appointed by the Council at the first meeting each year on the nomination of the Striking Committee in the case of the year of a regular municipal election and in accordance with section 22.15 of this by-law, or on the nomination of the Board of Control in every other year.

23.13 Meeting - in camera - majority vote - required
Any standing committee meeting, or any part thereof, may be held in camera if the committee so decides by a majority vote of the members present to consider matters in accordance with sections 5.1 to 5.8 of this by-law.

23.14 Procedure - modifications
The rules governing the procedure of the Council and the conduct of its members shall be observed in standing committee meetings, with the necessary modifications, except that:

(a) a member need not rise to speak;
(b) a member shall not speak more than once to a motion until every member who desires to speak has spoken once;
(c) no recorded votes shall be permitted; and
(d) a motion to put the question shall not be permitted.

23.15 Motions - seconded
Each standing committee shall require motions made at its meetings to be seconded.

23.16 Vice Chairs - appointed - first meeting
Each standing committee shall appoint a Vice Chair at its initial meeting in each year.

23.17 Chair - replacement - by Council - at any time
The Council may, at any time, replace the Chair of a standing committee.

23.18 Minutes - not kept - report to Council
Minutes of the proceedings of standing committee meetings shall not be kept, but the proceedings shall be recorded in the form of a report and shall be presented to the Council in accordance with section 17.8 of this by-law.

23.19 Agenda - distribution - deemed notice
The Clerk shall not be required to give notice of regular standing committee meetings but the distribution of the agenda for the meeting shall constitute notice thereof.
23.20 Agenda - not received - validity - not affected
Lack of receipt of the agenda by the members shall not affect the validity of the standing committee meeting or any action taken thereat.

23.21 Agenda - preparation - deadline
The deadline for material to be included on the agenda of each standing committee shall be 11:00 a.m. on the Monday prior to the standing committee meeting.

23.22 Added Materials - deadline
The deadline for receipt of added materials by the Clerk for addition to a standing committee agenda shall be 11:00 a.m. on the Monday of the standing committee meeting.

23.23 Added Materials - qualifications
Communications of an emergent nature and/or those communications and petitions which pertain to matters contained in the reports and other communications listed in the standing committee agenda, that are legibly written or printed and signed by at least one person giving his/her address and do not contain obscene or defamatory language shall be added to the standing committee agenda.

23.24 Public hearing - motions - postponed - until all heard
Where members of the public are to be heard on a matter by a standing committee, no motion shall be made by a member of a standing committee until the public has been heard.

23.25 Public participation - prohibited - after motion
No further public participation shall be allowed after a motion has been duly made.

Part 24
SPECIAL COMMITTEES

24.1 Appointment - by Council - consideration - report
A special committee may be appointed by the Council to consider and report on a specific subject, project or undertaking.

24.2 Work - completed - committee - dissolved
When a special committee has completed its work and made its report to the Council, the committee shall be deemed to be dissolved.

Part 25
DISCLOSURES OF PECUNIARY INTEREST

25.1 Pecuniary interest - disclosure - requirements
If a member has any pecuniary interest, direct or indirect, in any matter in which the Council is concerned and if he/she is present at a meeting at which the said matter is the subject of consideration, then he/she shall disclose his/her interest at Stage I and he/she shall not take part in the consideration or discussion of the said matter nor shall he/she vote on any motion in regard to the said matter.
25.2 Non-compliance - by member - validity not affected
The failure of one or more members to comply with section 25.1 of this by-law shall not affect the validity of the meeting in regard to the said matter.

25.3 Disclosure - by majority - quorum - requirement
Notwithstanding the provisions of section 8.1 of this by-law, when a majority of the members has disclosed an interest in accordance with section 25.1 of this by-law and the Municipal Conflict of Interest Act, as may be amended from time to time, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two.

Part 26
CONFIRMING BY-LAW

26.1 Proceedings - all matters
The proceedings at every regular and special meeting shall be confirmed by by-law so that every decision of the Council at that meeting and every resolution passed thereat shall have the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted.

26.2 Non-amendable - non-debatable
Notwithstanding the provisions of section 20.6 of this by-law, confirming by-laws shall not be amendable or debatable.

Part 27
REPEAL - ENACTMENT - AMENDMENT

27.1 By-laws - previous
By-law A-7, as passed on November 15, 1993 and all of its amendments are hereby repealed.

27.2 Effective date
This by-law comes into force on

Passed in Open Council on.

Anne Marie DeCicco
Mayor

Kevin Bain
First Reading -
Second Reading -
Third Reading -
1. In addition to the matters over which it has jurisdiction pursuant to section 468 of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, the Board of Control shall consider and report to the Council on the following:

(a) **Chief Administrative Officer's Department**

Corporate Management  
Economic Development  
Audit and Management Support Services  
Fire Services  
Corporate Communications  
Human Resources  
Legal Services  
Intergovernmental and Community Liaison

(b) **Finance and Corporate Services Department**

City Clerk's Office  
Financial Planning and Policy  
Financial Operations  
Technology Services  
Realty Services  
Centennial Hall Liaison

(c) **Miscellaneous**

Appointment of Members and of Citizens to Boards, Committees, Commissions and other Bodies  
Boundary Adjustments (annexations and amalgamations)  
Tax appeals
Utilities and Communications - rates, franchises, utility services - extension to utility services - extension to other municipalities

2. The Board of Control shall have responsibility for considering any matter not specifically assigned to the standing committees, as prescribed in Schedules 'B', 'C' and 'D' of this by-law.

3. The Board of Control shall have responsibility for the production of an annual progress report, with community input; it being noted that the production process for the Annual Progress Report should include group discussions with community leaders; and it being further noted that this process constitutes an arms length monitoring approach.
Schedule 'B' - Jurisdiction - Planning Committee

1. In addition to the matters over which the Council is responsible under the provisions of the Planning Act, the Planning Committee shall consider and report to Council on the following:

   Architectural and Historic Designations
   Building Inspection
   Building Moving (Physical Moving Over Streets)
   Building Permits (Repairs, Renovations and Building By-law Requirements)
   By-law Enforcement
   Committee of Adjustment Decisions
   Conservation and Valley Land

Development Approvals under the Planning Act, R.S.O. 1990, c. P.13, as amended, including Official Plan matters, zoning by-law matters, plans of subdivision, site plan issues and development agreements

House Numbering and Renumbering

Liaison with Planning Boards in Surrounding Municipalities

Parks Design and Development

Pits and Quarries

Plumbing and Drainage Inspection

Signs and Billboards (including overhanging and pole but - excluding directional signs)

Street Naming and Renaming

Zoning Administration and Enforcement

2. The Planning Committee shall be responsible for the preliminary budget review (capital and current) of all matters prescribed in section 1 of this Schedule and shall report thereon to the Board of Control.
Schedule 'C' - Jurisdiction - Environment & Transportation Committee

NOTE: The following matters under the jurisdiction of the Environment and Transportation Committee will be “restructured” in their subcategories to reflect the current departmental structure.

1. The Environment and Transportation Committee shall consider and report to the Council on the following:

   (a) Transportation

       Streets and Lanes

       Traffic

       Transportation

   (b) Sanitary Sewerage System

       Pollution Control (Water)

       Pollution Control Plants

       Sanitary Sewers and Private Drain Connections

       Sewage Pumping Stations

   (c) Natural Infrastructure/Stormwater Management

       Environmental Control

       Mosquito Control

       Pest Control

       River and Drainage

       Storm Sewers and Private Drain Connections

   (d) Water Supply/Distribution System

       Water Service

       Water Pipelines

       Water Pumping Stations
2. The Environment and Transportation Committee shall be responsible for the preliminary budget review (capital and current) of all matters prescribed in section 1 of this Schedule and shall report thereon to the Board of Control.
Schedule 'D' - Jurisdiction - Community & Protective Services Committee

1. In addition to the matters for which the Municipal Council is responsible under the provisions of the *Homes for the Aged and Rest Homes Act*, the Community and Protective Services Committee shall consider and report to the Municipal Council on the following:

(a) **Arts, Culture and Recreation**
   - Arts
   - Art Galleries
   - Cultural Facilities and Programs
   - Multiculturalism and Race Relations
   - Museum Liaison
   - Parks Programming and Services
   - Recreation Programming and Services

(b) **Education, Training and Information**
   - Employment Programs
   - Educational Liaison
   - Library Liaison
   - Rehabilitation Programs
   - Scholarships

(c) **Health**
   - Dearness Services for Seniors
   - Health (Liaison with Middlesex-London Health Unit & Thames Valley District Health Council)
   - Hospital liaison
   - Land Ambulance Services
2. The Community and Protective Services Committee shall be responsible for the preliminary budget review (capital and current) of all matters prescribed in section 1 of this Schedule and shall report thereon to the Board of Control.