

CITY OF ST. CATHARINES

BY-LAW NO. 2024-155

A By-law to regulate the proceedings of Council of The Corporation of the City of St. Catharines, and to repeal By-laws 2021-124, 2022-198, 2023-101, and 2024-064.

WHEREAS the Municipal Act, S.O. 2001, c.25, as amended, section 238, requires that every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings;

AND WHEREAS the Council of The Corporation of the City of St. Catharines intends to pass a By-law to replace By-law No. 2021-124, as amended;

AND WHEREAS Council intends to increase the transparency and accountability of Council and Committee meetings;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF ST. CATHARINES enacts as follows:

DEFINITIONS

For the purposes of this by-law the following definitions shall apply:

ACCESSIBLE means in compliance with accessibility standards established by regulation under the Accessibility for Ontarians with Disabilities Act, 2005.

AD HOC COMMITTEE means a body established by Council, of which at least fifty per cent of the members are also members of Council, for the purpose of dealing with a special project, issue, or task. May be referred to as a Task Force.

ADVISORY BODY means all advisory bodies established by Council, including a Task Force, Advisory or Quasi-Judicial Committee, which includes as Members persons nominated by other bodies, citizens or staff, and which fewer than fifty per cent of the members are members of Council.

AGENDA means the order of business setting out the matters to be considered at a Meeting.

AMEND means a change in wording or substance of a Motion before Committee or Council or a prior decision of a Committee or Council, and **AMENDMENT** has a corresponding meaning.

AWARDS AND RECOGNITIONS means an appearance by any person before Council to accept an award or recognition from or present an award or recognition to the City.

BOARD means governing bodies of Municipal services established in accordance with Ontario law.

BY-LAW usually means this By-Law, including its recitals and schedules which form integral parts of it. When the capitalized term appears with a number after it, however, it is a reference to that particular numbered by-law of the Corporation.

CALL THE QUESTION means to end debate and submit the motion to a vote.

CHAIR means the person presiding at a Meeting.

CHIEF ADMINISTRATIVE OFFICER (hereinafter CAO) means the Chief Administrative Officer for the City of St. Catharines.

CITY means The Corporation of the City of St. Catharines.

CITY CLERK means the City Clerk for the City of St. Catharines, the Deputy Clerk, or his / her designate, and **CLERK** has a corresponding meaning.

CLOSED MEETING, CLOSED SESSION or IN-CAMERA means a Meeting at which only Members, designated City staff, and other persons or Presenters specifically permitted by Council, may attend pursuant to the requirements of the Municipal Act, 2001, for Closed Meetings.

COMMITTEE means any advisory or other committee, subcommittee, Standing or Ad Hoc Committee, or similar entity established by Council, of which at least fifty per cent of the members are also members of one or more Councils.

COUNCIL means the Municipal Council of the City of St. Catharines, composed of the Mayor and twelve (12) Councillors.

DEBATE means regulated discussion and speaking in advocacy of a position on an issue.

DEFER means to remove a Motion or matter from consideration until such time as provided for in the Motion to Defer.

DELEGATE and DELEGATION means any person who requests to address Council or a Committee, or the request by any person to address Council or a Committee, as the context requires.

DEPUTY MAYOR means the Member of Council appointed by Council to be the “Deputy Mayor” of the City of St. Catharines.

ELECTRONIC PARTICIPATION means participation in a Meeting from a remote location by such electronic means or service as determined and provided by the City Clerk, and **PARTICIPATE ELECTRONICALLY** has a corresponding meaning.

JURISDICTION means the scope of authority and governance granted to a municipality, encompassing the powers, duties, and responsibilities as outlined in the Municipal Act, 2001. This includes but is not limited to, local by-laws, public services, infrastructure, and regulatory matters within the geographic boundaries of the municipality, as specified under the Municipal Act, 2001, S.O. 2001.

MAJORITY VOTE means the affirmative vote of a majority of Members who are qualified to vote and are present at a Meeting.

MAYOR means the Head of Council for the City of St. Catharines.

MEETING means a gathering of Council Members or Committee Members where a Quorum of Members is present, and Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of Council or the Committee.

MEMBER means a member (Councillor), and includes the Head of Council, of the Municipal Council of the City of St. Catharines, or a Member of a Committee.

POINT OF ORDER means a concern about the order in which business is being considered, or about a procedure or procedures being used in the course of a Meeting.

POINT OF PRIVILEGE means a concern about the honour, dignity, character or rights of the Mayor, or of a Member.

PRESENTATION means a presentation given by staff, a consultant, or an organization invited to make a presentation by Council or the City Clerk, and **PRESENTER** has a corresponding meaning.

PROXY means the appointment of a Member by another Member to act in their place when they are absent from a Meeting.

PUBLIC MEETING means a Meeting of City Council, or part thereof, conducted pursuant to the Planning Act, other provincial legislation, or the City's Public Notice Policy.

QUORUM means a majority of Members (Quorum is 7 Members for City Council).

RECONSIDERATION means revisiting a previously decided motion for the purpose of rescinding the motion or of changing the core purpose and intent of the motion, and **RECONSIDER** has a corresponding meaning.

REFER means to remove a motion from consideration by directing the matter to a *Committee or administration pending more information is provided at a time provided for* in the Motion to Refer.

REGIONAL COUNCIL means the municipal council of The Regional Municipality of Niagara.

RULES, PROCEDURES or RULES OF PROCEDURE means the rules and regulations provided in this By-law and, where this By-law is silent, the rules and regulations provided in Bourinot's Rules of Order.

STANDING COMMITTEE means a Committee established by Council, of which at least fifty per cent of the Members are also Members of Council, that is intended to be permanent unless otherwise disbanded by City Council.

TIE VOTE means a vote which results in an equal number of "Yes" votes and "No" votes being cast by the Members who are qualified to vote and are present at a Meeting thereof.

TWO-THIRDS (2/3) VOTE means the affirmative vote of two-thirds of the Members who are qualified to vote and are present at a Meeting thereof.

UNANIMOUS VOTE means the affirmative vote of all of the Members who are qualified to vote and are present at a Meeting thereof.

SECTION A – GENERAL

A1 Rules Apply to Council and Committees of Council

- A1.1 In all proceedings of Council and Committees, the Procedures set out in this By-law, with necessary modifications, shall apply and shall be the Rules for the order and dispatch of business. Any erroneous contraventions to this by-law during a Meeting shall not invalidate the proceedings of the Meeting or establish a precedent for any future Meetings.
- A1.2 This By-law shall not apply to an Advisory Body. An Advisory Body will follow the Simplified Meeting Procedures for Advisory Bodies or any other procedures as adopted by Council.

A2 Procedures Not Provided For in this By-law

- A2.1 All procedures of the Council not specifically provided for in this By-law, or by the Statutes of Ontario or Regulations, shall be decided by a motion duly put and passed by **Majority Vote**.
- A2.2 Should a procedural reference be required, other than this By-law, that reference shall be “Bourinot's Rules of Order”.

A3 Statutes of Ontario and Other Specific Procedures to Prevail

Should any provision of this By-law be or become in conflict with any statute of the Province of Ontario or with any specific procedure approved by Council by By-law or resolution and still in effect for certain matters, the statute or specific procedure shall prevail.

A4 Suspension of Rules

- A4.1 Suspension of the Rules contained within this By-law should be restricted to cases of extreme urgency.
- A4.2 The Rules contained herein, other than a Quorum requirement, may be suspended at such times and upon such conditions as may be deemed appropriate, by a motion duly put and passed by **Two-Thirds (2/3) Vote**.
- A4.3 Notwithstanding Article A4.2 of this By-law, Rules requiring a Unanimous Vote may only be suspended by a motion duly put and passed by a **Unanimous Vote**.

A5 Amend or Repeal Procedure By-law

A5.1 This By-law, and any amendment to it, shall not be amended or repealed except by a **Two-Thirds (2/3) Vote** of Council.

A5.2 No amendment or repeal to this By-law shall be considered at any Meeting of Council unless the proposed amendment or repeal was listed on the Agenda.

SECTION B – MAYOR AND DEPUTY MAYOR

B1 Mayor to Preside

The Mayor shall preside at all Meetings of Council.

B2 Deputy Mayor to Preside in Mayor's Absence

In the absence of the Mayor (or if that office is vacant, or if the Mayor refuses to act) the Deputy Mayor shall preside at Meetings of Council and shall have all the powers of the Mayor for the purposes of presiding at the Meeting.

B3 Council to appoint a Deputy Mayor:

B3.1 Council shall appoint a Member to be the Deputy Mayor for a two-year term, unless otherwise approved by a resolution of Council.

B3.2 In the absence of both the Mayor and the Deputy Mayor, or if a Deputy Mayor has not been appointed by Council, the Mayor, or Deputy Mayor, may appoint, in writing, any other Member to be authorized to sign documents in the absence of the Mayor and Deputy Mayor in accordance with Article B5 of this By-law. The appointment of any other Member must be filed with the City Clerk.

B4 Mayor may Assign Certain Responsibilities to Deputy Mayor

In the absence of the Mayor at any time (but not if that office is vacant or if the Mayor refuses to act), the Deputy Mayor is appointed and authorized to carry out any duty or responsibility of the Mayor if assigned by the Mayor, including acting in place of the Mayor on any committee, board or body other than on Regional Council, and, in so acting as assigned, the Deputy Mayor may exercise all the rights, powers, and authority of the Mayor.

B5 Deputy Mayor Authorized to Sign Documents in Absence of the Mayor

In the absence of the Mayor (or if that office is vacant or if the Mayor refuses to act) at any time, the Deputy Mayor is authorized to sign any by-law, agreement, or other document authorized to be signed by the Mayor and any such document so signed by the Deputy Mayor shall be effective to the same extent as if it had been signed by the Mayor.

B6 Special Powers and Duties of the Head of Council (Strong Mayor Powers)

The powers and duties of the head of council specified under the Municipal Act and/or any other Act, and any requirements, authority and timelines associated with these powers and duties, shall prevail over anything specified in this by-law.

SECTION C – OPEN MEETINGS

C1 Meetings shall be open to the Public and Decorum at Meetings

Except as provided herein, all Meetings shall be open to the public and no person excluded except for improper conduct.

Members of the public may not applaud, heckle, make audible demonstrations of support or opposition, engage in conversation or display any other behaviour which may be considered to be disruptive, inconsiderate, disrespectful or intimidating to others.

C2 Members shall not advance decision making outside of Meetings

Members shall not discuss or deal with a matter that materially advances the business or decision making of Council or a Committee outside of Meetings, including through e-mail.

C3 Broadcasting of Meetings

The Municipal Act, S.O. 2001, c.25, as amended, does not require the City to broadcast or record the meetings of Council or Committees of Council; however, the City will endeavour to offer livestreaming and / or archived webcasting of Meetings. The inability to broadcast or record a Meeting, for any reason, shall not invalidate the Meeting or require the Meeting to be postponed or cancelled. The official record of the Meeting shall be the minutes.

SECTION D – PUBLIC PARTICIPATION

D1 Delegates shall register with the Clerk

D1.1 Any person wishing to make a Delegation shall register with the City Clerk prior to 9:00 a.m. on the Meeting date, and each request shall include a clear statement as to the nature of the business to be presented.

D1.2 Notwithstanding Article D1.1 of this By-law, in the case of Public Meetings held pursuant to the Planning Act or other provincial statute, Delegates shall not be required to register in advance with the City Clerk, unless such delegation is being made through Electronic Participation.

D1.3 By a motion duly put and passed by a **Two-Thirds (2/3) Vote**, any person not registered as a Delegate with the City Clerk may be heard.

D2 Delegations shall pertain to matter on the Agenda

Delegations shall pertain to a matter which is within Council's statutory Jurisdiction and relate to a matter appearing on the Agenda. The Clerk shall be authorized to refuse Delegations not related to matters on the Agenda.

D3 Delegations permitted on certain matters

D3.1 Delegations shall only be permitted to speak to consent or discussion reports (except closed reports), Public Meetings and motions (except notices of motion, motions to reconsider and motions arising from closed session).

D3.2 No Delegation shall be permitted to speak to Closed Meeting Agenda item. Correspondence may be provided to Members through the Office of the City Clerk.

D3.3 Where a Delegate has spoken to a matter at a previous Council or Committee Meeting, a further Delegation request by the Delegate, or related party, pertaining to the same matter will not be permitted unless the Delegate is bringing forward new information. Only the new information will be heard.

D3.4 If a Delegation intends to use written materials, multimedia, a presentation, or any other additional materials, these must be provided to the Clerk's office according to such deadlines and conditions as the Clerk has noted on the City website.

D3.5 A Delegation is not permitted on any matter that is the subject of a future statutory Public Meeting or of a statutory Public Meeting which has been closed in which the presenter has previously provided written and / or oral comments at a Public Meeting.

D4 Delegates limited to stated business

A Delegate must confine their remarks to the stated business as provided to the Clerk pursuant to D1.1.

D5 Delegations limited to five minutes

Each Delegation to Council, including a group Delegation, shall be limited to speaking not more than five minutes in total. The City Clerk will set the timer when the Delegate commences to speak. The Chair may, at their discretion, extend the length of time. Delegates shall be encouraged to provide written submissions to supplement their Delegation.

D6 Conduct during Delegations

D6.1 A Delegate shall address Council or a Committee in a respectful and temperate manner, and their conduct shall be determined by the Chair.

D6.2 Delegates shall direct their comments and questions to the Chair and shall not be permitted to direct inquiries to other Members, or to staff in attendance.

D6.3 Members shall be permitted to ask questions of Delegates, but shall not make statements to nor enter into debate with Delegates.

D7 Awards and Recognitions

Awards and Recognitions before Council shall be held at a special ceremony held immediately prior to the start of a Meeting, or during regular Council at the discretion of the Mayor, and will include, but are not limited to Council recognitions of community significance.

D8 Correspondence and Petitions

See Schedule A, Council Correspondence Policy, for information on the submission of correspondence and petitions.

D8.1 Any correspondence submitted by a member of the public regarding the conduct of a Councillor(s) shall not be placed on a Council or Committee of Council Agenda and the member of the public shall be directed to address the concern(s) through the established Code of Conduct complaint process.

SECTION E – Meeting Commencement, Adjournment and Curfew

E1 Commencement of Meetings

As soon after the time appointed for the commencement of a Meeting, the Chair shall, if Quorum is present, call the Meeting to order.

E2 City Clerk to Call Meeting to Order in Absence of Chair

In the absence of the Chair (or if that office is vacant, or if the Chair refuses to act) and in the absence of the Deputy Mayor (in the case of Council Meetings) or Vice Chair (in the case of Committee Meetings), the City Clerk shall, if Quorum is present, call the Meeting to order at the time appointed for the commencement of a Meeting and the Members present shall, by a motion duly put and passed by **Majority Vote**, appoint a Member to Chair the Meeting and such Member shall have all the powers of the Chair for the purposes of presiding at the Meeting.

E3 Where Quorum not present after Twenty Minutes

E3.1 Where a Quorum is not present twenty (20) minutes after the time appointed for the commencement of a meeting, or if Quorum is lost for twenty (20) minutes during a Meeting, the Meeting shall stand adjourned, either until a Special Meeting is called to deal with the matters intended to be dealt with at the adjourned Meeting, or until the convening of the next regularly scheduled Meeting.

E3.2 The City Clerk shall record the names of the Members and City Staff respectively present and absent and shall enter them in the minutes of the Meeting.

E4 Improper Conduct Preventing Meeting being Called to Order

If a Meeting cannot be called to order due to improper conduct by members of the public, the Chair may immediately recess the meeting without need for a vote and the meeting shall reconvene when the Chair is satisfied that order is restored.

E5 Adjournment of Meetings

Adjournment of all Meetings shall be by motion duly put and passed by **Majority Vote**.

E6 Curfew

Unless otherwise directed by a motion duly put and passed by a **Two-Thirds (2/3) Vote** to waive this provision, for one period of thirty minutes, or by **Unanimous Vote** for any further extensions, no Meeting of the Council shall progress past TEN (10:00 p.m.), but shall adjourn at that time, and all business outstanding on the Agenda shall be held in abeyance and be entered on the Agenda for the next-scheduled regular Meeting.

SECTION F – Scheduling, Notice and Cancelling Meetings

F1 Inaugural Meetings

F1.1 Schedule of Inaugural Meeting of Council

Inaugural Meetings will be held, on the first (1st) Monday of the Term for which the Council is elected, except that when the first Monday is a public holiday or a civic holiday, the new Council shall meet on the second Monday of the Term for which it is elected, at the time and the place aforesaid.

F1.2 Location of Inaugural Meeting of Council

The Inaugural Meeting of a new Council shall convene in a location that is Accessible and considered large enough to allow members of the public to attend.

F1.3 Member Notice of Inaugural Meetings

Notice of Inaugural Meetings shall be circulated to the Members of a newly-elected Council not later than seven (7) days prior to the Inaugural Meeting.

F1.4 Public Notice of Inaugural Meetings

Public Notice of Inaugural Meetings, setting out the date, time and place of the Meeting, shall be published in the local press at least once prior to the Inaugural Meeting.

F2 Regular Meetings

F2.1 Schedule of Regular Council Meetings

From and after the Inaugural Meeting, Council shall meet regularly on Mondays on a bi-weekly basis, at (6:00 P.M.) in the Council Chambers, City Hall, unless:

- (a) otherwise provided by a motion duly put and passed by **Majority Vote**, or
- (b) otherwise provided in a Schedule of Meeting Dates and Times approved by Council.

F2.2 Schedule of Regular Committee Meetings

The frequency and schedule of Committee Meetings shall be established in the Terms of Reference for that Committee or by resolution of the Committee.

F2.3 Public Notice of Regular Meetings

The publication of scheduled Meetings on the City's website shall be deemed to be sufficient public notice of regular Meetings.

F3 Special Meetings

F3.1 Calling Special Meetings

F3.1.1 The Chair may, at any time, summon a Special Meeting, for the purpose and at the time stated in the summons.

F3.1.2 The Chair shall summon a Special Meeting whenever requested to do so by a written or verbal petition of a Majority of the Members, for the purpose and at the time requested.

F3.1.3 The City Clerk shall summon a Special Meeting whenever requested to do so by a written or verbal petition of a Majority of the Members, for the purpose and at the time requested.

F3.2 Member Notice of Special Meetings

Notice of Special Meetings shall be delivered to each Member as expeditiously as possible and shall include an Agenda which shall set out the matter(s) to be considered.

F3.3 Public Notice of Special Meetings

The publication of notice of Special Meetings on the City's website at least three hours before the Special Meeting shall be deemed to be sufficient public notice of Special Meetings.

F3.4 No Business to be considered other than Items on Agenda

No business may be considered at a Special Meeting other than that specified in the notice or the Agenda.

F4 Lack of Notice or Agenda not to Invalidate Meeting

Notwithstanding the provisions of Articles F2.3, F3.2, F3.3, and G1 of this By-law, lack of notice or public notice, or of an Agenda, shall not affect the validity of a regular or Special Meeting, or of any decision(s) taken at such Meeting.

F5 Postponing or Cancelling a Meeting

The Chair may, in consultation with the CAO and City Clerk, postpone or cancel any Meeting, other than a Meeting called by the City Clerk in accordance with the provisions of Articles F3.1.2 and F3.1.3, if it has been determined that there are insufficient Agenda items for the Meeting, or if it appears that inclement weather or another situation will prevent the Members from attending. The City Clerk will provide notice of the cancellation as expeditiously as possible.

F6 Meeting Locations

All Meetings will be held in a location that complies with the requirements of the Municipal Act, is Accessible and allows residents to observe and, when appropriate, participate in the proceedings.

SECTION G – Agendas

G1 Publishing Agendas

G.1.1 Notwithstanding Article M1 of this By-law, no item shall be placed on an Agenda with respect to a matter which is not within the Jurisdiction of Council. The Mayor, in consultation with the Clerk, will determine if a matter is within the Jurisdiction of Council.

G1.2 The City Clerk shall publish an Agenda for all Meetings.

G1.3 The Agenda for a Regular Meeting of Council shall be published no later than 10 days prior to Meeting. The Clerk may republish the Agenda prior to the Meeting, as required and with notice to the Members, and such republishing shall not invalidate the notice of the Meeting.

G1.4 The Agenda for Committee Meetings shall be published at least five days, where feasible, in advance of a Meeting. The Clerk may republish the Agenda prior to the Meeting, as required and with notice to the Members, and such republishing shall not invalidate the notice of the Meeting.

G2 Introduction of Business Not Included on an Agenda

No business shall be introduced at a Meeting which has not been included on the Agenda for such Meeting, except with the approval through a motion duly put and passed by **Majority Vote**.

G3 Consent and Discussion Agenda

The City Clerk is authorized to prepare a Consent Agenda and a Discussion Agenda for each Meeting. Any item placed on the Consent Agenda may be moved to the Discussion Agenda, without restriction, at the request of a Member. The business of Council will be in the order on which it appears on the Agenda. A request may be made by the Mayor / Chair, by a Member, or by the Clerk to reorder during the Adoption of the Agenda, which will be ratified by motion at the meeting.

G4 Discretion of Clerk in Preparing for Meeting

In preparing for Meetings, including preparation of Agendas, the City Clerk has authority to make decision on matters not specified in this By-law to ensure accountability, transparency, and efficiency of the Meeting. Where further information or reports are necessary for Council to properly review an item of business, the Clerk may postpone the placement of an item to a future Agenda in order to arrange for the provision of the necessary information.

G5 Staff Reports withdrawn at End of Term

All staff reports requested remaining unreported and outstanding at the end of a term of Council shall be deemed to be withdrawn upon the end of a term of Council.

SECTION H – CLOSED (IN-CAMERA) MEETINGS

H1 Motion Required to Authorize Closed Meeting

H1.1 A Closed Meeting shall only be conducted if it appears on the Agenda and upon a motion first being duly put and passed by **Majority Vote in open session** to authorize such a Meeting.

H1.2 A motion to authorize a Closed Meeting shall state the fact of the holding of the Closed Meeting, a description of the general nature of the matter to be considered at the Closed Meeting to disclose available information that may be made public, and the reason for proceeding into the Closed Meeting.

H2 Unanimous Vote Required for Closed Meeting for an Item not on Agenda

A Closed Meeting regarding any matter not appearing on the agenda shall only be conducted upon a motion first being duly put and passed by **Unanimous Vote**. To add a Closed Meeting to the agenda, Members must first disclose the general nature of the matter to be considered in the Closed Meeting to the City Clerk at least one business day prior to the Meeting. If the new matter is permitted to be discussed in a Closed Meeting, the City Clerk will prepare the necessary motion for consideration.

H3 Reasons Authorized to hold Closed Meeting

H3.1 Meeting may be closed in accordance with subsections 239 (1), 239 (2), and 239 (3.1) of the Municipal Act

As authorized by subsections 239 (1), 239 (2), and 239 (3.1) of the Municipal Act, a Meeting or part of a Meeting on any of the following subject matters, or is held for the purpose of, may be closed to the public:

- (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) Any 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;
- (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; and
- (l) Education or training of members provided that at the meeting no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of Council or the Committee.

H3.2 Meeting shall be closed to public in accordance with subsection 239 (3) of the Municipal Act

In accordance with subsection 239 (3) of the Municipal Act, a Meeting shall also be closed to the public if the subject matter being considered is:

- (a) 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; or
- (b) an ongoing investigation respecting the City, 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 the Municipal Act, or the investigator referred to in subsection 239.2 (1) of the Municipal Act.

H4 Members' Electronic Devices not permitted in Closed Meetings

Members are not permitted to bring cell phones, iPads or other electronic devices into a Closed Meetings unless such devices are necessary to facilitate Electronic Participation in the Meeting.

H5 Printed Materials from a Closed Meeting

Any printed Closed Session materials received by Members shall remain in Closed Session and shall be returned to the Clerk for destruction at the conclusion of the Meeting.

H6 Reporting out of Closed Session

Matters discussed in Closed Session which require a motion will be brought forward to an Open Session of Council for consideration.

SECTION J – Electronic Participation

J1 Electronic Participation Permitted

J1.1 Any Member may participate in a Meeting through Electronic Participation when the technology and resources are reasonably available to support such participation at the discretion of the City Clerk.

J1.2 A Delegate is permitted to participate in a Meeting through Electronic Participation when the technology and resources are reasonably available to support such participation at the discretion of the City Clerk.

J2 Electronic Participants have same Rights

J2.1 Any Member who participates in a Meeting through Electronic Participation shall have the same rights and responsibilities as if the Member was physically present, including the right to vote.

J2.2 Any Member who participates in a Meeting through Electronic Participation shall be counted for the purposes of Quorum.

J3 Method of Electronic Participation Determined by Staff

The method of Electronic Participation, including the platform used, shall be determined by the Clerk and CAO and may vary from time to time.

J4 Procedures Apply to Electronic Participation with Necessary Modifications

All provisions included in this By-law shall continue to apply when Meetings include Electronic Participation, with such necessary modifications as may be required to accommodate such participation at the discretion of the City Clerk.

SECTION K – CONDUCT AND DEBATE

K1 Mayor / Chair to Preserve Order and Decorum

It shall be the duty of the Mayor to preserve order and decorum at Council Meetings, and the duty of the Chair to preserve order and decorum at Committee Meetings.

K2 General Conduct at Meetings

K2.1 No Member or person at a Meeting shall:

- (a) Speak disrespectfully of or use offensive words against any individual or organization, including Members, public officials, Presenters, Delegates, and Staff;
- (b) Speak about a motion or matter that is not under consideration;
- (c) Comment upon a decided vote, except for the purpose of moving that such vote be Reconsidered;
- (d) Refuse to obey the Rules of Council or this By-law;
- (e) Disobey a decision of the Chair on questions of Order or Privilege, except as provided for in Article K10 of this By-law.

K2.2 Members shall not carry on private discussions during the proceedings of a Meeting.

K2.3 No Member shall interrupt a Member who is speaking, except to raise a Point of Order, or Privilege.

K3 Members to Wait to be Recognized and to Address the Chair

K3.1 Prior to speaking to any motion or matter, Members shall indicate their wish to speak, shall wait to be recognized by the Chair, and when so recognized shall address the Chair.

K3.2 When two or more Members indicate their wish to speak at the same moment, the Chair shall name the Member who shall speak first.

K4 Members not to Speak more than Once

Subject to Article K6 of this By-law, no Member shall, except when permitted by the Chair, speak more than once to the same motion or matter other than to explain a material part of their speech which may have been misunderstood and, in doing so, shall not introduce any new motion or matter.

K5 Members not to Speak for more than Five Minutes

No Member shall, except when permitted by the Chair, speak to the same matter or motion, or in reply, for a continuous period of time exceeding five (5) minutes.

K6 Mover of a Motion permitted to Reply to Questions

A Member who has moved a debatable motion or an Amendment to a debatable motion shall be permitted to reply to questions relating to such motion or Amendment.

K7 Members to Stop Speaking when Called to Order by the Chair

When a Member is called to order by the Chair, the Member shall immediately stop speaking and sit down / remain seated until the Chair gives leave for the Member to continue.

K8 Points of Order or Privilege Take Precedence

Whenever a Point of Order or Privilege is raised by a Member it shall be taken into consideration and decided immediately.

K9 Raising and Deciding Points of Order or Privilege

K9.1 A Member may raise a Point of Order or Privilege (in that order of precedence) by raising his / her hand and addressing the Chair with the words, "Mr. / Madam Mayor / Chair, Point of Order" (or Privilege, as the case may be).

K9.2 When a Member raises a Point of Order or Privilege, the Chair shall immediately recognize the said Member and shall proceed to hear and decide the point raised.

K9.3 When a Point of Order or Privilege is raised as a Member is addressing Council or a Committee, the Member addressing Council / the Committee shall immediately stop speaking and sit down / remain seated until the Chair has considered and decided the said point.

K9.4 All Points of Order or Privilege raised by Members shall be stated without unnecessary comment and shall be decided by the Chair.

K9.5 Where no appeal is made by any Member, the Chair's decision shall be final.

K10 Appeal from Chair's Decision

K10.1 Where a Member who has raised a Point of Order or Privilege disagrees with and wishes to appeal the Chair's decision regarding the said Point of Order or Privilege, the Member shall immediately voice an appeal to Council / the Committee.

K10.2 When an appeal has been duly voiced as set out in Article K10.1, it shall be immediately taken into consideration and shall be dealt with as follows:

- (a) The Chair shall acknowledge the Member's appeal and shall re-state his / her decision from which the appeal is made.
- (b) Where the Majority of the Members signify support for the appeal, the Chair's decision shall be overturned and the subject Point of Order or Privilege shall be decided immediately by a motion duly put and passed by **Majority Vote**, whereupon Council / the Committee shall proceed with the business before it.

- (c) Where a motion is duly put, but does not pass, the Chair's decision shall stand, whereupon Council / the Committee shall proceed with the business before it.

K11 Where Chair Wishes to Leave the Chair

Where the Chair wishes to leave the Chair for any reason, the Chair shall call upon the Deputy Mayor / Vice Chair (or in the absence of the Deputy Mayor / Vice Chair, a Councillor whom the Chair shall appoint) to act as the Chair until the Chair returns.

K12 Removal from Meeting Due to Misconduct

Subject to Article K10 of this By-law, where any Member or any person present at a Meeting, refuses to obey the Rules of the Meeting or disobeys the decision of the Chair on a Point of Order or Privilege the Member or person may be ordered by the Chair to leave the Meeting (and may be ejected). Any member of the public that breaches a rule of conduct set out herein, or that otherwise disrupts a Meeting, will receive a warning from the Chair. If the conduct persists, the Chair may ask the member of the public to leave the Meeting. If the person does not leave the Meeting when requested by the Chair, the member of the public may be expelled or excluded from the Meeting.

K13 Restricted Entry within the Council Bar

No person other than a Member and officials of the Corporation shall, without the prior permission of the Chair, be allowed within the Council Bar and in no case shall such person be allowed to take a seat among, or to occupy the seat of any of the Members.

K14 Restricted Access to Council Dais

No person other than the Chair, the CAO, and the City Clerk, shall, without the prior permission of the CAO, be permitted upon the Council Chamber's dais during Meetings.

K15 Use of Electronic Devices by Attendees

Public attendees shall ensure all electronic devices are turned off or switched to silent during Council and Committee Meetings. Public attendees taking photos and / or video will only be permitted so long as it does not interfere with the Meeting in any way. At any time during the Meeting, at the discretion of the Clerk, the use of electronic devices may also be prohibited if it is believed that the use is interfering with any audio or video broadcast of the Meeting.

SECTION L – Conflict of Interest

L1 Each Member shall Disclose Conflict of Interest

Pursuant to the provisions of the Municipal Conflict of Interest Act, it shall be the sole responsibility of each Member to:

- (a) disclose their conflicts of interest as they arise, and in so doing, to clearly state the reason for each and every such conflict; and
- (b) file a written statement of their conflict of interest and the general nature of the interest with the City Clerk.

L2 Declaration of Interest and Matters of General Procedure

A declaration of interest does not prohibit a Member from moving, seconding, or voting on a matter of general procedure, including:

- (a) Adoption of the Agenda;
- (b) Approval of the Minutes of a previous Meeting;
- (c) An omnibus motion to approve the items on the consent agenda;
- (d) An omnibus motion to adopt all by-laws presented for adoption at the Meeting.

By voting on the above matters the vote shall be deemed to be save and except for any matter which the Member declared a conflict of interest.

SECTION M – MOTIONS

M1 Motions to be Within Council's Jurisdiction

Motions shall pertain to a matter which is within Council's statutory Jurisdiction, save and except for motions that endorse or advocate to any other body with jurisdiction to take or refrain from taking action.

M2 Motions to be in Writing

Motions shall be presented in writing to the Clerk, with a seconder identified, before being presented.

M3 Motions to be Put on the Floor

A seconder is required for a motion to be put on the floor. The mover shall read, state, display or verbally acknowledge their motion when asked to do so by the Chair, whereupon the motion shall be deemed to be in the possession of the Council or the Committee.

M4 Withdrawal of Motions

Motions may be withdrawn by the mover at any time prior to the main motion being amended or a vote being taken on the motion.

M5 No Motions to be Presented when a Motion is Under Debate

M5.1 Subject to Article M5.2 of this By-law, when a motion is under Debate no other motion shall be accepted by the Council, except a motion for the following purposes:

- (a) To adjourn the Meeting
- (b) To extend the curfew
- (c) To Call the Question
- (d) To Suspend the Rules
- (e) To Defer the motion under consideration
- (f) To Refer the motion under consideration
- (g) To Amend the motion under consideration.

M5.2 Notwithstanding the provisions of Article M5.1 of this By-law, no new motion shall be in order, nor shall a new motion be accepted:

- (a) When a Member is speaking.
- (b) When the question has been called.
- (c) When the vote has been called.
- (d) When the Members are voting.

M6 Notices of Motion

M6.1 A Notice of Motion may be introduced by any Member at a regular Meeting and shall be included on the Agenda for consideration at the next regular Meeting following that at which it is introduced, unless a different Meeting date is specified in the notice.

M6.2 No Notice of Motion is required if the Member provides the City Clerk the motion in writing and identifies the seconder at least one (1) business day prior to the day on which the Agenda is initially published. In this case the motion shall be included on the Agenda for consideration at the Meeting. Publication in the Agenda will be deemed notice.

M6.3 A Notice of Motion may be withdrawn by the introducer at any time, upon notice given to the City Clerk.

M6.4 A **Unanimous Vote** is required to consider a motion not appearing on the agenda.

M7 Motions Contrary to the Rules

Whenever the Chair is of the opinion that a motion is contrary to the Rules set out in this By-law, the Chair shall so rule and advise Council / the Committee.

M8 Request for Motion to be Read

Any Member may, at any time during a debate (but not while a Member is speaking) request that a motion under consideration be read.

M9 Motion to Adjourn

A motion to adjourn shall:

- (a) Require a seconder;
- (b) Require a **Majority Vote** to pass;
- (c) Be debatable; and
- (d) Be amendable.

M10 Motion to Extend Curfew

A motion to extend curfew shall:

- (a) Require a seconder;
- (b) Require a **Two-Thirds (2/3) Vote** to pass for one period of thirty minutes, or a Unanimous Vote for any further extension;
- (c) Be debatable; and
- (d) Be amendable.

M11 Motion to Call the Question

A motion to Call the Question shall:

- (a) Require a seconder;
- (b) Require a **Majority Vote** to pass;
- (c) Not be debatable, except that the propriety of the motion can be challenged on a Point of Order;
- (d) Not be amendable; and
- (e) Not be allowed until each Member has been given an opportunity to speak once to the motion under consideration.

M12 Motion to Suspend the Rules

A motion to Suspend the Rules shall:

- (a) Require a seconder;
- (b) Require a **Two-Thirds (2/3) Vote** to pass;
- (c) Not be debatable, except that the propriety of the motion can be challenged on a Point of Order;
- (d) Not be amendable;
- (e) Shall identify the rule(s) to be suspended and the purpose of the suspension.

M13 Motion to Defer

M13.1 A Motion to Defer a motion or matter under consideration shall:

- (a) Require a seconder;
- (b) Require a **Majority Vote** to pass;
- (c) Not be debatable except that the propriety of the motion can be challenged on a Point of Order;
- (d) Not be amendable; and
- (e) Shall state a time-frame and any applicable reason for the deferral (e.g. indefinitely, for a specific period of time, or to a specific date).

M13.2 Should there be an amendment(s) on the floor at the time of the deferral, the deferred motion shall come back with the original motion, the amendment(s) and the original mover and seconder.

M13.3 When a Motion to Defer is passed, the deferred motion or matter shall not be considered again (wholly or in part) at the same Meeting.

M14 Motion to Refer

A Motion to Refer a motion or matter under consideration shall:

- (a) Require a seconder;
- (b) Require a **Majority Vote** to pass;
- (c) Not be debatable except that the propriety of the motion can be challenged on a Point of Order;
- (d) Not be amendable;
- (e) Not be moved by a Member who has already spoken to the motion or matter under consideration; and
- (f) Shall include direction specifying where it is referred to and for what action.

M15 Motion to Amend a Motion

M15.1 A motion to Amend a motion under consideration shall:

- (a) Require a seconder;
- (b) Require a **Majority Vote** to pass;
- (c) Be debatable;
- (d) Be amendable
- (e) Be relevant to the motion under consideration;
- (f) Not be contrary to, or substantially alter, the motion, or any part thereof, under consideration;
- (g) Shall be considered and decided in the reverse order to which they are put;
- (h) Not be required if the change is considered friendly by the mover and seconder of the main motion; and
- (i) Shall be decided (or withdrawn) before the main motion is put to a vote.

M15.2 If the main motion is defeated, all Amendments to the motion which were previously passed, fall within the defeated main motion and have no further effect.

M16 Main Motion

A main motion shall:

- (a) Require a seconder;
- (b) Require a **Majority Vote** to pass;
- (c) Be debatable; and
- (d) Be amendable.

M17 Motion to Reconsider

M17.1 A motion to Reconsider a motion that was previously decided (i.e. the original motion) shall:

- (a) Only be introduced by way of a notice of motion put forward by a Member who originally voted on the prevailing side. A notice of motion is not required when a motion to Reconsider is introduced at the same Meeting at which the original motion was decided;
- (b) Require a seconder;
- (c) Specify whether the Reconsideration will address the entire original motion or only part of the original motion. The Reconsideration can only apply to part of the original motion if the various parts of the motion can stand as independent propositions;
- (d) Not Be debatable, however the mover may provide a brief and concise statement outlining the reasons for proposing such Reconsideration and Members may ask clarification questions of the mover and staff;
- (e) Not be amendable; and
- (f) Require a **Two-thirds (2/3)** Vote to pass.

M17.2 Discussion of the original motion will not be in order until the motion to Reconsider has been passed.

M17.3 If a motion to Reconsider is passed, the original motion to be reconsidered will be the next order of business unless the motion to Reconsider calls for a future definite date.

M17.4 The debate on the original motion being reconsidered shall proceed as though the motion had never previously been voted on, with the original mover, and all rules governing motions shall apply.

M17.5 No motion shall be Reconsidered more than once during the term of Council and a motion to Reconsider shall not be Reconsidered.

M17.6 A Committee shall not consider or Reconsider a motion or matter that was previously decided by Council without direction from Council to do so.

M17.7 A motion that was decided by Council cannot be reconsidered if action has been taken in implementing the resolution resulting in legally binding commitments that are in place on the date that notice of the motion to Reconsider is provided at a Meeting or to the Clerk.

M17.8 If Council passes a motion and adopts the same matter by by-law, only the resolution may be Reconsidered. If the decision resulting from the Reconsideration warrants, the by-law will be amended or repealed accordingly.

M17.9 Notwithstanding these provisions, a motion to Reconsider shall not be required for the following:

- (a) A motion passed by a previous Term of Council;
- (b) A motion that, while pertaining to a previously decided motion, does not alter the core purpose or intent of the previously decided motion;
- (c) A motion presented in respect of a previously decided matter for the purpose of strengthening or clarifying the original decision;
- (d) A motion presented in respect of a previously decided matter for the purpose of moving a matter through a series of necessary steps or phases;
- (e) For any revision to the budget in budget confirmation years that are made in accordance with the Budget Planning and Control Policy.

M18 Alternative Motions to Recommendations in Staff Reports

When a staff report is under consideration, the Chair shall call for a mover and seconder of the staff recommendation within the report. A Member shall only be permitted to move a motion that is different than the staff recommendation if no Members wish to move and second the staff recommendation. If a Staff Recommendation is duly moved and seconded, it shall be considered a motion and all rules governing motions shall apply.

M19 Order of Precedence

The order in which motions shall take precedence over one another and be considered, shall be as follows:

1. To adjourn the Meeting
2. To extend the curfew
3. To Call the Question
4. To suspend the Rules
5. To Defer (a motion or matter under consideration)
6. To Refer (a motion or matter under consideration)

7. To Reconsider (a previously-decided motion)
8. To Amend (a motion under consideration)
9. Main motion.

Pursuant to Article K8 of this By-law, whenever any Point of Order or Privilege (in that order of precedence) is raised by a Member it shall be taken into consideration and decided immediately.

SECTION N – VOTING

N1 Chair may Vote on All Motions

Subject to the provisions of the Municipal Act or any other applicable statute of Ontario, and subject to Article N2 of this By-law, the Chair may, at his or her discretion, vote on all motions before the Council.

N2 Chair must Vote when Recorded Vote is Required

Subject to Article N8 of this By-law, where a recorded vote is required by this By-law, the Chair shall be required to signify his / her vote.

N3 Members to be Seated and to Vote on all Motions

Subject to Articles N4 and N8.3(D) of this By-law, when a vote is called by the Chair, the Members present at the Meeting shall immediately be seated in their respective places, shall vote, and shall remain seated until the Chair has declared the result of the vote.

N4 Where a Member Refuses to Vote

If a Member abstains from voting on a motion and has not declared a conflict of interest, the Member shall be recorded as having voted "No" on the motion.

N5 No Vote to be Secret or Closed to the Public

N5.1 No vote shall be taken by secret ballot or by any other method of secret voting and no vote shall be closed to the public, except as authorized by statute.

N5.2 When a ballot is used to identify a Member to be appointed to a Committee, Advisory Body, Chair, Vice-Chair, or for another similar purpose, Council or the Committee shall then consider a motion to appoint the Member. The ballots will be recorded in the minutes of the Meeting, unless otherwise authorized by statute.

N6 Manner of Signifying Vote

The vote on a motion shall be decided by a show of hands, except that when a recorded vote is required by this By-law, the vote on a motion shall be decided by a verbal vote or other procedure established by the City Clerk.

N7 Mayor to Decide if a Motion has been put to a Vote

The Chair shall have discretion to decide whether or not a motion has been put to a vote.

N8 Recorded Votes

N8.1 Items Requiring Recorded Vote:

1. A motion to approve all items on Consent Agenda as a whole;
2. A motion to approve any individual item on the Discussion Agenda;
3. An appeal from the Chair's Decision as set out in Article K10;
4. Motions arising from a Closed Meeting; and
5. Motions presented by Councillors.

N8.2 Items Not Requiring a Recorded Vote:

1. Motion to Refer;
2. Motion to Defer;
3. Motion for a staff report;
4. Motion to Receive or Receive and Refer Delegations; and
5. Motions for all procedural items (e.g. amend / accept the Agenda, adopt the minutes)

N8.3 When a recorded vote is required by this By-law:

- (a) The City Clerk shall proceed to call the name of each Members, in an order determined by the City Clerk, except that the Chair's name shall be called last.
- (b) When their name is called, Members shall state their vote by saying "Yes" if voting in favour of the motion, or "No" if voting against the motion, without comment.
- (c) The City Clerk shall record the name of each Member, and their respective vote, in the minutes of the Meeting.
- (d) When all votes have been received the City Clerk shall announce the result.

N8.4 Where a recorded vote produces a result which differs from a vote taken immediately prior to the request for the recorded vote, the result of the recorded vote shall be deemed to be the decision.

N9 Division of a Motion (Voting on Separate Parts)

Where a motion under consideration consists of more than one distinct part, the motion shall, upon the request of any Member made prior to the calling of the vote, be divided and each part (or combination of parts) contained in the motion shall be considered and voted upon separately.

N10 Voting by Proxy not Permitted

No Member shall be permitted to appoint a Proxy or cast any vote by Proxy.

N11 Tie Votes Deemed to be Lost

Where there is a Tie Vote on any motion, the motion shall be deemed to be lost.

N12 Recount of Votes

The Chair may, and shall, when requested to do so by a Member, order and conduct a recount of votes before announcing the decision on any motion.

SECTION P – BY-LAWS

P1 Consideration and Passage of By-laws

P1.1 All by-laws proposed for consideration at a Meeting of Council shall be listed on the Agenda for the Meeting or in a motion to introduce such by-laws for consideration and shall be identified by title.

P1.2 Subject to Article P2 of this By-law, all by-laws proposed for consideration at a Meeting of the Council shall be considered and dealt with collectively, as a by-law package.

P1.3 Subject to the provisions of any statute or regulation of the Province of Ontario which require otherwise, the procedure for considering and passing by-laws shall be as follows:

- (a) By-laws require only one reading prior to being passed by Council. They are decided without Amendment or debate and passed by a **Majority Vote**.

P2 Separate Consideration of a By-law

P2.1 Before voting on the motion to pass the by-laws any Member may request that a by-law be considered separately.

P2.2 Upon the request of a Member, as set out in sub-article P2.1 of this By-law, the by-law specified by the Member shall, without debate, be removed from further consideration with the other by-laws before the Council and shall thereafter be considered separately.

P2.3 Separate consideration of a by-law that implements a matter or motion already decided by Council shall be deemed to be a Reconsideration of the previous decision and all Rules governing Reconsiderations shall apply.

P2.4 Where a by-law is to receive separate consideration as set out in sub-articles P2.1 and P2.2 of this By-law, the by-law shall be the next item of business to be dealt with following consideration of the other by-laws before the Council.

P2.5 Where more than one by-law is the subject of a request for separate consideration, each such by-law shall be separately considered in the order in which the request pertaining to it was made.

P3 Amendments to By-laws

Amendments to any by-laws approved by Council shall be deemed to be incorporated into the by-law and if the by-law is enacted by Council, the amendment shall be inserted by the Clerk.

P4 Signing, Sealing and Custody of By-laws

P4.1 Every by-law enacted by Council shall be signed by the Mayor or Deputy Mayor, or the Member who presided at the Meeting at which the by-law was enacted, and by the City Clerk.

P4.2 The City Clerk shall affix the seal of the Corporation to every by-law enacted by the Council and signed pursuant to Article P4.1 of this By-law, and shall be responsible for the custody of all such by-laws.

P4.3 Notwithstanding Article P3 of this by-law, the Clerk is authorized to make minor corrections to any by-law to amend technical or typographical errors prior to the by-law being signed. When amendments are made to a by-law the Clerk shall notify Council in writing. The amended by-law shall supersede the original by-law.

SECTION Q – COMMITTEES

Q1 Council may establish Committees

Council may establish Committees by a motion duly put and passed by **Majority Vote**.

Q2 Committee's Role set out in Terms of Reference

Q2.1 Committees shall have only the roles and responsibilities set out in the terms of reference adopted by Council, or such other functions as directed by Council resolution.

Q2.2 The terms of reference establishing a Committee shall include:

- (a) The name of the Committee.
- (b) The specific purpose, object, or mandate of the Committee.
- (c) The proposed number and composition of the Committee's Members.
- (d) Reporting structure, including, if applicable, a proposed time-frame within which the committee shall complete its assigned purpose or object, shall make its final report to the Council and thereafter dissolve.

Q3 Standing Committees

The following Committees shall be Standing Committees:

- (a) Budget Standing Committee.

Q4 Council may Disband a Committee

Q4.1 Council may disband a Committee at any time, by a motion duly put and passed by a **Majority Vote**.

Q4.2 An Ad-Hoc Committee will be disbanded in accordance with the provisions of its terms of reference, unless otherwise decided by a motion duly put and passed by **Majority Vote** of Council.

Q5 Committee shall Appoint a Chair to Preside at Meetings

Unless otherwise provided in the terms of reference, a Committee shall elect a Chair and a Vice Chair at the first Meeting of the term, or as otherwise required by the Committee's terms of reference. The Chair (or Vice Chair in the absence of the Chair) shall preside at all meetings of that Committee.

Q6 Approval of a Committee's Closed Meeting Minutes

Upon confirmation by Council of the minutes of a Meeting of a Committee which contain a report of Closed Meeting proceedings and / or a recommendation emanating from a Closed Meeting proceeding, the report and / or the recommendation shall be deemed to bear the approval and the authority of the Council.

SECTION R – ADMINISTRATION

H.1 Repeal

By-laws 2021-124, 2022-198, 2023-101, and 2024-064 are hereby repealed.

Read and passed this 16th day of December 2024.

D Deluca
Acting CLERK



MAYOR

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