

## PROCEDURE BY-LAW 001-2026

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# ***THE CITY OF VAUGHAN***

# ***BY-LAW***

## **BY-LAW NUMBER 001-2026**

**A By-law to govern the proceedings of Council and Committees of Council, and to repeal By-law 7-2011 and all amendments thereto.**

**WHEREAS** section 238(2) of the *Municipal Act, 2001* provides that every municipality must pass a procedure by-law for governing the calling, place and proceedings of meetings;

**NOW THEREFORE**, the Council of The Corporation of the City of Vaughan ENACTS AS FOLLOWS:

### **1.0 INTRODUCTION**

#### **1.1 PURPOSE STATEMENT**

This Procedure By-law establishes the principles and rules to be used for meetings of the Council of the City of Vaughan, for the Committees that report to it directly or indirectly, and for its local boards which have not adopted separate rules of procedure.

#### **1.2 PRINCIPLES**

- (1) The rules set out in this Procedure By-law are to be interpreted in accordance with these principles and all applicable law.
- (2) Council is the decision-making body and the decisions of Council are paramount in all matters within its authority. It is the role of Council's Committees to make recommendations to Council, but not to decide any matter unless specifically delegated to that Committee, so that the primacy of Council is preserved.
- (3) These principles and rules facilitate the decision making of Council and are to be liberally interpreted to administer meetings in a manner, which:
  - a. Is respectful of all participants;
  - b. Balances debate with the need to make recommendations and decisions in a timely manner;
  - c. Establishes clear outcomes;

- d. Provides for the hearing/consideration of input from interested parties in a pragmatic way; and
  - e. Respects the statutory regime in which the City of Vaughan operates.
- (4) Council conducts the business of the municipality at its Committee and Council meetings.
  - (5) The business of Council is to be conducted by all parties with respect and courtesy, even where there is vigorous debate or disagreement.

### **1.3 DEFINITIONS**

- (1) ACT: *The Municipal Act, 2001*.
- (2) AGENDA: A list and general order of proceedings for a Meeting, setting out the items or business to be brought forward for consideration by a Committee or Council.
- (3) BY-LAW: A form of law that has been drafted and proposed to Council to give effect to recommendations that have been authorized by Council.
- (4) CEREMONIAL PRESENTATION: A form of recognition given at a Committee of the Whole or Council Meeting.
- (5) CHAIR: The person presiding at a Meeting or such other person as may be authorized to preside in their absence.
- (6) CITY: The Corporation of the City of Vaughan.
- (7) CITY CLERK: The City Clerk of the City of Vaughan or the Deputy City Clerk, or their designate, pursuant to section 228 of the Act.
- (8) CLOSED SESSION: A Meeting or part of a Meeting that is held in private and is closed to the public, only for reasons that are permitted under section 239 of the Act.
- (9) COMMITTEE: A committee of Council, including Committee of the Whole, a Statutory Committee, an Advisory Committee, or a Sub-Committee:
  - a. COMMITTEE OF THE WHOLE: A standing committee that consists of all Members of Council.

- b. SUB-COMMITTEE: A committee comprised exclusively of Members of Council appointed pursuant to section 8.2 of this By-law, and in accordance with the City's Council-Appointed Advisory Committees Policy (06.C.03).
  - c. ADVISORY COMMITTEE: A statutory or non-statutory Committee appointed pursuant to section 8.1 of this By-law, and in accordance with the City's Council-Appointed Advisory Committees Policy (06.C.03).
- (10) COMMITTEE RECOMMENDATION: A motion passed by a Committee during a Committee Meeting and forwarded to Council for approval.
  - (11) COMMUNICATION: Written correspondence, presentation material, or other document that is submitted to the Office of the City Clerk with respect to an item listed on an Agenda, for review by Members of Council or a Committee.
  - (12) CONFIRMATORY BY-LAW: A By-law passed at the conclusion of Council Meetings, confirming and giving effect to the actions of Council taken at that Meeting.
  - (13) CONFLICT OF INTEREST: A Member and/or their parent, child or spouse who has a direct or indirect pecuniary interest in accordance with the *Municipal Conflict of Interest Act, 1990* and/or the City's Code of Ethical Conduct for Members of Council Policy (CL-011).
  - (14) COUNCIL: The Council of the City of Vaughan.
  - (15) DEPUTATION: An oral submission made by and at the request of a member of the public, which may be supported by written and/or presentation material.
  - (16) DEPUTY MAYOR: The Local and Regional Councillor with the most votes in the last general municipal election.
  - (17) ELECTRONIC PARTICIPATION: Participation in a Committee or Council Meeting remotely via electronic means.

- (18) EX-OFFICIO MEMBER: A Member of an Advisory or Sub-Committee as a result of one's status or position. An ex-officio member counts towards Quorum and has voting privileges.
- (19) MAYOR: The head of Council.
- (20) MEETING: Any regular, special or other meeting of Council, of a local board, or of a Committee of either of them, where:
- a. A Quorum of Members is present; and
  - b. Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, local board or Committee.
- (21) MEMBER: An elected or appointed Member of Council or a Committee.
- (22) MEMBER'S RESOLUTION: A report from a Member of Council that makes recommendations to Committee of the Whole or to Council.
- (23) MINUTES: A record of all resolutions, decisions and other proceedings that take place during the Meeting without note or comment.
- (24) MOTION: A Member's formal proposal that Council or a Committee take certain action.
- (25) PETITION: A written request from more than one member of the public in support of a shared cause or concern.
- (26) POINT OF ORDER: Bringing to the attention of the Chair that a person has broken a rule or made an error in procedures and asking that the Council or Committee meeting follow the rules or that the error in procedure be corrected.
- (27) POINT OF PRIVILEGE: A request to the Chair to immediately consider and take action to remedy a situation negatively affecting the rights or privileges of Members of Council, or of Council as a whole, despite other pending business currently before Council.
- (28) QUORUM: The minimum amount of Members of Council or Members of a Committee required to be present in order to conduct a Meeting.



- (29) RECORDED VOTE: A vote for which the City Clerk records all Members present and how they voted; occurs only at Council Meetings.
- (30) RULING or RULE: The Chair's interpretation of the Procedure By-law to settle a procedural matter.
- (31) SHORT REPORT: A minute document created following every Committee Meeting to record the proceedings.
- (32) SPECIAL MEETING: A Council or Committee of the Whole Meeting, other than a regular Meeting, called in accordance with the rules of this By-law.
- (33) STAFF INFORMATION MEMORANDUM: A communication from City of Vaughan staff intended only for information purposes.
- (34) STAFF REPORT: A City official's report that makes recommendations to a Committee or to Council.
- (35) STATUTORY HEARING: A public Meeting on a matter for which a statute requires that a public hearing be held.
- (36) STRONG MAYOR POWERS: Those powers, duties and responsibilities set out in Part VI. 1 of the Act, titled "Special Powers and Duties of the Head of Council", and any regulation made thereunder, applying solely to the person who has been elected as Mayor (head of council) under the provisions of the Act.
- (37) TRANSMITTAL REPORT: A report forwarding the recommendations of an Advisory or Sub-Committee to Council for approval.
- (38) VOTE (MAJORITY): An affirmative vote of more than one-half of Members present and voting.
- (39) VOTE (TWO-THIRDS): An affirmative vote of at least two-thirds of Members present and voting.
- (40) VOTE (UNANIMOUS): An affirmative vote of all Members present and voting.
- (41) WORKING DAY: means any day except any Saturday, any Sunday, or any day which is a federal or provincial legal holiday

## 2.0 MEETINGS

### 2.1 INAUGURAL MEETING

- (1) The first meeting of a newly elected Council after a regular election shall be held at a date and time to be determined by the Clerk following the start of a new term of Council as per section 230 of the Act.
- (2) The only business to be brought forward at an inaugural meeting shall be:
  - a. Declaration of office;
  - b. Any other ceremonial proceedings related to the inauguration of Council; and
  - c. Passage of a confirmatory by-law.

### 2.2 COUNCIL COMMITTEE STRUCTURE

The Council/Committee structure for the City of Vaughan shall consist of the following components. Committee recommendations are not final until ratified by Council.

- (1) **Council**, consisting of all Members of Council.
- (2) **Committee of the Whole**, consisting of all Members of Council, and reporting directly to Council, as follows:
  - a. **Committee of the Whole**, which shall have jurisdiction over all matters within Council's authority, and which shall generally be held twice a month in months where there are meetings, with the meetings being referred to as "Committee of the Whole (1)" and "Committee of the Whole (2)".
    - i. Committee of the Whole (1) meetings shall focus on matters pertaining to planning, growth and infrastructure development.
    - ii. Committee of the Whole (2) meetings shall focus on matters that pertain to the City's finances, budget, audit function, and corporate administrative matters, such as corporate policies.

- b. **Committee of the Whole (Closed Session)**, which shall discuss matters that require consideration in the absence of the public, so long as such matters are in keeping with the closed meeting provisions of the Act.
- c. **Committee of the Whole (Public Meeting)**, which shall provide an evening forum to hear from interested parties on planning matters in accordance with the *Planning Act*, R.S.O. 1990, c. P.13 so that staff may consider public comment prior to preparing a comprehensive technical report on the matter to Committee of the Whole.
- d. **Committee of the Whole (Working Session)**, which shall provide a forum to consider matters that meet one of the following criteria:
  - i. items which are considered by staff to be complex, preliminary, or exploratory, and for which a further report to a Committee of the Whole is anticipated at a later date; or
  - ii. a detailed presentation from staff or a third party.

- (3) Statutory Committees that Council is obliged to establish by statute.
- (4) Advisory and Sub-Committees that are established under this By-law.

## 2.3 SCHEDULE OF MEETINGS

The schedule of dates and times of regular Council and Committee of the Whole meetings will be adopted by Council prior to the commencement of the new calendar year.

## 2.4 LENGTH OF MEETINGS

- (1) Meetings scheduled to commence at either 1:00 p.m. or earlier and which are in session at 6:01 p.m. will be adjourned unless otherwise determined by a Vote (Two-Thirds).

- (2) Meetings which are scheduled to commence at 7:00 p.m. and which are in session at 12:01 a.m. the following day will be adjourned unless otherwise determined by a Vote (Two-Thirds).
- (3) Unless a Meeting is adjourned in accordance with subsections (1) or (2), all items on an agenda must be considered prior to adjournment. In circumstances where a Meeting is adjourned due to the length of a Meeting, any remaining items may be deferred to the following Council Meeting, or to a future Committee of the Whole Meeting.

## **2.5 LOCATION OF MEETINGS**

All Meetings of Council and Committee of the Whole are held in the Council chamber, or through electronic means, or a combination of both, in accordance with the schedule adopted annually by Council. Meetings may be held at any other location authorized by Council.

## **2.6 ELECTRONIC MEETINGS**

- (1) An electronic Meeting is held in full or in part via electronic means (including, but not limited to, audio teleconference, video teleconference, or via means of the internet), and with or without the attendance of Members in person.
- (2) Any Meeting of Council, Committee of the Whole, Advisory or Sub-Committees, including open and Closed Sessions, may be conducted by electronic Meeting, subject to any protocols that may be determined necessary by the Chair, in consultation with the Clerk, to facilitate the Meeting.

## **2.7 OPEN MEETINGS**

Subject to section 2.8, all Meetings must be open to the public.

## **2.8 CLOSED SESSIONS**

- (1) Notwithstanding section 2.7, a Meeting or a portion thereof may be closed to the public if the subject matter being considered is a matter identified in section 239(2), (3), or (3.1) of the Act.

- (2) Before all or part of a Meeting is closed to the public, a resolution shall be passed by Council or the Committee in session immediately prior to the commencement of the Closed Session, which shall state:
  - a. The fact of the holding of the Closed Session; and
  - b. The general nature of the matter to be considered at the Closed Session.
- (3) A Meeting shall not be closed to the public during the taking of a vote.
- (4) Notwithstanding subsection 2.8 (3), a Meeting may be closed to the public during a vote if:
  - a. A Meeting is permitted or required to go into Closed Session; and
  - b. The vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the City or local board, or persons retained by or under contract with the City or local board.
- (5) A Committee of the Whole (Closed Session) Education and Training Meeting may be called for the purpose of educating and training Members, at which Meeting nothing may be discussed or otherwise dealt with in a way that materially advances the business or decision-making of Council. These Meetings may be closed to the public, in accordance with subsection 2.8 (1).

## **2.9 PUBLIC NOTICE OF MEETINGS**

Public notice including meeting date, time and location shall be given for all Meetings of Committees and Council.

- (1) Posting of the schedule of Meetings or the posting of a notice of a Special Meeting or the posting of a notice of the cancellation or re-scheduling of a Meeting on the City's website shall be considered effective public notice.

- (2) The notice requirements set out in this By-law shall be subject to any specific requirements for the fixing of notice as prescribed by legislation or as directed by Council.
- (3) Any Meeting may be cancelled or rescheduled to a day, time and place set out in a notice from the City Clerk sent to each Member at least 24 hours in advance of the scheduled Meeting and posted to the City's website.
- (4) Notice which is substantively given but which is irregular or not otherwise in strict compliance with this By-law will not invalidate the holding of a meeting or any proceeding taken at a meeting.

#### **2.10 PUBLIC NOTICE OF SPECIAL MEETINGS**

- (1) In addition to its regular Meetings, a majority of Members present at a Meeting may decide that Council shall convene a Special Meeting of Committee of the Whole or Council to consider a matter or matters.
- (2) The Mayor or the City Clerk, in consultation with the City Manager, may also, at any time, summon a Special Meeting on 24 hours notice to the Members.
- (3) When so requested in writing or by e-mail by a majority of the Members, the Mayor or City Clerk shall summon a Special Meeting on 24 hours notice to the Members.
- (4) In circumstances of an emergency, the Mayor or the Deputy Mayor, may direct the City Clerk to summon a Special Meeting on less than 24 hours notice, and all Members shall be notified of the Special Meeting either personally or by electronic mail, or by any other means necessary, and the Special Meeting shall proceed if a majority of Members agree to the Special Meeting by giving written consent to the City Clerk before the beginning of the Special Meeting.

- (5) Except in cases of an emergency, notice of Special Meetings shall be posted on the City's website 24 hours prior to the meeting. The notice shall contain only the matter(s) for which the Special Meeting has been called, and no addendum items shall be permitted.
- (6) The only business to be dealt with at a Special Meeting is that which is listed in the notice of the Meeting.

#### **2.11 AGENDA AVAILABILITY**

Council and Committee regular Meeting Agendas shall be available in the City Clerk's office and posted on the City's website, according to the following timelines:

- (1) All Committee of the Whole Agendas shall be made available internally to staff and Members of Council on the Friday, at least seven working days prior to the Meeting, and posted on the City's website at least five working days prior to the Meeting, with the exception of Committee of the Whole (Closed Session) Agendas, which shall be posted on the City's website the Friday prior to the Meeting.
- (2) All Council Agendas shall be made available on the Friday prior to the Meeting.

#### **2.12 ADDENDUM AGENDAS**

Council and Committee addendum Agendas shall be prepared, where possible, and may be introduced without notice. Addendum Agendas shall be available in the City Clerk's office and posted on the City's website as soon as practicable.

### **3.0 ROLES AND CONDUCT**

#### **3.1 MEETING CHAIR**

##### **(1) Committee of the Whole**

- a. In months where there are Meetings, Members of Council other than the Mayor will rotate each month as Chair of Committee of the Whole in alphabetical order. If a Special Meeting is called in July, the Chair of the previous month will preside. If a Special Meeting is called in August, the Chair of the following month will preside.
- b. In the absence of the Chair at Committee of the Whole Meetings, the Mayor or his/her substitute determined in accordance with subsection 3.1 (2) b., shall act as Chair.

##### **(2) Council**

- a. The Mayor presides over Council Meetings.
- b. In the absence of the Mayor, the Deputy Mayor acts as the Chair at Council. In the absence of the Mayor and Deputy Mayor at Council, the Meeting shall be chaired by the Local and Regional Councillor present who received the next most votes in the general election, and in their absence, the remaining Councillors shall appoint a Chair from amongst themselves.

#### **3.2 DUTIES OF THE CHAIR**

The Chair is responsible for the following duties:

- (1) Preside over the Meeting impartially in accordance with the Procedure By-law's rules and principles;
- (2) Accept Motions which are moved and seconded and Rule on whether they are in order;
- (3) Ensure that all Members have been given an opportunity to speak or ask questions on a Motion that has been Ruled in order;
- (4) Decline to put to vote Motions which infringe on the principles and rules set out in this By-law;



- (5) Put all Motions to a vote and announce the results;
- (6) Contain the Members within the rules of debate under section 6, when engaged in debate;
- (7) Acknowledge when in order, and Rule on any Point of Order or Point of Privilege declared by a Member;
- (8) Enforce the observance of order and decorum among the Members and any other person at the Meeting in accordance with the City's Council and Committee Meeting Safety Policy (06.C.04); and
- (9) Adjourn the Meeting when all matters have been considered.

### **3.3 DUTIES OF THE MAYOR**

The Mayor is responsible for the following duties:

- (1) Preside as Chair of Council Meetings in accordance with section 3.1;
- (2) Serve as an Ex-Officio member of all Advisory and Sub-Committees;
- (3) Authenticate by signature, when necessary, all applicable By-laws and Minutes; and
- (4) Perform all other duties in accordance with section 225 of the Act.

### **3.4 CITY CLERK'S RESPONSIBILITIES**

The City Clerk is responsible for the following duties:

- (1) Schedule of Meetings;
- (2) Prepare and distribute the Agendas, Minutes, and any other related material for each Meeting, enforce deadlines, and provide appropriate notice;
- (3) Provide advice regarding Meeting procedures and advise on effective governance in accordance with the principles set out in this By-law;
- (4) Prepare the appropriate records for all Committee and Council Meetings and maintain a record of the documents that are available to the public on request;

- (5) Revise Agendas, Minutes, and any meeting documents produced in accordance with this By-law for the purpose of administrative corrections, at their discretion;
- (6) Authenticate by signature, when necessary, all applicable By-laws and Minutes; and
- (7) Uphold the roles and responsibilities as defined within the City's Council and Committee Meeting Safety Policy (06.C.04).

### **3.5 CITY MANAGER'S RESPONSIBILITIES**

The City Manager is responsible for the following duties:

- (1) Approve the items and deputations to be placed on Agendas and addendum Agendas except for Advisory and Sub-Committees; and
- (2) Answer, or direct other staff to answer, such questions as may be asked through the Chair.

### **3.6 CONDUCT OF MEMBERS**

Members shall adhere to the City's Code of Ethical Conduct for Members of Council Policy (CL-011). Additionally, no Member shall:

- (1) Use offensive words or unparliamentary language in or against Council or against any Member;
- (2) Speak on any subject other than the subject in debate;
- (3) Criticize any decision of Council or continue to debate the matter after it has been decided, except for the purpose of moving that the question be reconsidered;
- (4) Disobey the Ruling of Council, or a decision of the Chair on questions of order, practice or upon the interpretation of this By-law and other policies approved by Council. Where a Member persists in any such disobedience after having been called to order by the Chair, the Chair shall then put forward the question for a Vote (Majority): "that such Member be ordered to leave their seat for the duration of the meeting of Council or Committee," with no amendment, adjournment or debate allowed. If the Member apologizes, they may be permitted to retake their seat; and

- (5) Disclose any information that is identified or deemed to be confidential information.

### **3.7 EXPULSION FOR MISCONDUCT**

The Chair may expel or exclude from the Meeting, any person, who, in the opinion of the Chair, has behaved improperly under the principles and rules of this By-law and in accordance with section 6 of the City's Council and Committee Meeting Safety Policy (06.C.04).

### **3.8 PUBLIC ATTENDANCE AND CONDUCT**

No person may display signs or placards, applaud debating participants, intimidate anyone in attendance, or engage in conversation or other behaviour that disrupts a Meeting as outlined in the City's Public Code of Meeting Conduct Policy (06.C.05).

### **3.9 VIDEO OR AUDIO RECORDING EQUIPMENT**

The use of video or audio recording equipment or devices by members of the public or media during a Meeting is permitted within the areas designated for that purpose by the City Clerk, and provided that it is not disruptive to the Meeting.

### **3.10 ELECTRONIC DEVICES**

All electronic devices including cellular telephones shall be placed in silent mode in the Council chambers and Committee rooms during Meetings held under this By-law.

#### **4.0 MEETING PROCEDURES OF COMMITTEE OF THE WHOLE AND COUNCIL**

The principles and rules respecting the conduct of business of Committee of the Whole shall apply to the business of Council unless specified otherwise.

##### **4.1 DECLARATION OF A CONFLICT OF INTEREST**

- (1) Members having declared a Conflict of Interest on any matter may not move, second or vote on the "adoption of items not requiring separate discussion", if the matter they have declared a Conflict of Interest in is contained therein.
- (2) Members may not participate in the discussion, move, second or vote on a matter if they have declared a Conflict of Interest on the item being considered, unless permitted by statute.
- (3) A declaration of a Conflict of Interest does not prohibit a Member from moving, seconding, or voting on a matter of general procedure, including:
  - a. Confirmation of the Agenda;
  - b. Approval of the Minutes of a previous meeting;
  - c. An omnibus motion to adopt all By-laws presented for adoption at the Meeting; and
  - d. Confirmatory By-law.
- (4) A Member who has declared a Conflict of Interest in an item being discussed shall file with the City Clerk a written statement of the Conflict of Interest declared and its general nature, when the Conflict of Interest is declared or as soon as possible afterwards.
- (5) The City Clerk shall maintain a registry of declarations of Conflict of Interest filed by the Members and that registry shall be available for public inspection during normal business hours, and a summary of the declarations shall be posted on the City's website.

## **4.2 INDIGENOUS LAND ACKNOWLEDGEMENT**

The indigenous land acknowledgement statement, as approved by Council, shall be read prior to the commencement of every regular or special Council, Committee of the Whole, and Statutory Committee Meetings.

## **4.3 QUORUM**

Quorum at Meetings shall be the majority of Members.

- (1) If no Quorum is present 30 minutes after the time scheduled for a Council or Committee of the Whole Meeting, the City Clerk shall call the roll and record the names of the Members present, and the Meeting shall stand adjourned until the next day of the regular Meeting.
- (2) If Quorum is lost during a Council or Committee of the Whole Meeting, the City Clerk, in consultation with the Chair, may request a recess to attempt to re-establish Quorum, or the Meeting shall stand adjourned and any remaining items forwarded to the next day of the regular Meeting.

## **4.4 CALLING A MEETING TO ORDER**

The Chair shall call the Meeting to order as soon as Quorum has been achieved after the hour fixed for holding the Meeting.

## **4.5 ABSENCE OF CHAIR**

If the Chair of a Committee or Council is not present for a period of 15 minutes after the time scheduled for the Meeting to commence, then the Chair for that meeting shall be determined in accordance with section 3.1.

## **4.6 AGENDA**

Prior to each regular Meeting, the City Clerk shall prepare an Agenda of all the business to be brought before the Meeting.

### **(1) Committee of the Whole**

- a. Every Committee of the Whole Meeting is to have an agenda which lists one or more Staff Reports or Deputations.

- b. Advisory and Sub-Committee short reports shall be included on the agenda of the next available Committee of the Whole Meeting, for information purposes, and once considered, shall be noted in the Short Report under “Other Items Considered by the Committee”.
- c. Committee of the Whole shall report to Council on all matters connected with their duties or referred to them by Council, and shall recommend such action as they deem necessary, unless the matter has been deferred or referred in accordance with this By-law.

**(2) Council**

- a. No matter shall be placed on a Council agenda unless:
  - i. it has already been considered by Committee of the Whole;
  - ii. is a Communication in respect of an item;
  - iii. is a Staff Information Memorandum;
  - iv. is an addendum item;
  - v. is a By-law whose authority has been previously passed or is anticipated to be passed at the meeting;
  - or
  - vi. is a Ceremonial Presentation authorized by the City Manager.

**(3) Staff Participation**

- a. **Staff Presentations**
  - i. Presentations shall have a duration of no longer than 10 minutes. If additional time is required, requests are made to the City Clerk in advance of the Meeting, in consultation with the Chair and City Manager.
  - ii. Presentations at Committee of the Whole (Working Session) may have a duration of longer than 10 minutes.

**b. Staff Information Memorandum**

- i. Staff Information Memoranda are intended for routine reporting or status updates with respect to matters not listed on an Agenda and are for information only.
- ii. Staff Information Memoranda shall be listed under the heading 'Staff Info Memo' on the Committee or Council Agenda.
- iii. Staff Information Memoranda may be called for discussion; however, no decisions shall be made by Committee or Council other than a request for further information, or that Committee or Council directs that a Staff Report be prepared for a future Committee Meeting.
- iv. The deadline for submitting a Staff Information Memorandum to the Office of the City Clerk for inclusion on an Agenda shall be 12 p.m. on the Thursday prior to the Meeting, and are not permitted as an addendum after this deadline.

**(4) Ceremonial Presentations**

- a. Staff or Council Members may request a Ceremonial Presentation by submitting a request to the City Clerk no later than 12:00 p.m. on the Tuesday, of the third week prior to the Meeting. Members of the public are not permitted to request a Ceremonial Presentation.
- b. Ceremonial Presentations shall only be made with respect to matters within Council's purview and jurisdiction.
- c. The number and type of Ceremonial Presentations scheduled for a Meeting may be limited, as determined by the City Clerk.
- d. Ceremonial Presentations shall be heard at or near the commencement of the Meeting.

**(5) Member's Resolution**

- a. Members of Council may submit recommendations on matters within the jurisdiction of Council by submitting a Member's Resolution in a format satisfactory to the City Clerk.
- b. Items related to planning matters should take into account the statutory requirements as set out in the *Planning Act, R.S.O. 1990, c. P.13*.
- c. Member's Resolutions shall include consideration of financial and staff resources in consultation with appropriate departments.
- d. Member's Resolutions that are received by the City Clerk after the publishing of the Agenda for a Committee may be added to the Agenda as an addendum.

**(6) New Business**

- a. Matters that may be introduced as "new business" include matters of a general nature and requests for staff to attend public and/or neighbourhood meetings held after normal working hours.
- b. Requests for Staff Reports for matters raised under "new business" shall be put over to a future Committee of the Whole Meeting, allowing adequate time for the preparation and consideration of these reports.
- c. "New Business" is not permitted at Committee of the Whole (Public Meeting), Special Meetings of Committee of the Whole and Council.

**4.7 ADDENDUM ITEMS**

- (1) An item that is not on a Committee of the Whole Agenda as published on the City's website shall require a Vote (Two-Thirds) to be added on the Agenda.



- (2) Addendum items are not permitted at Special Meetings, and Committee of the Whole (Public Meeting).
- (3) An item that is not on the Agenda for Council as published on the City's website shall require a Vote (Unanimous) to be added to the Agenda.
- (4) Notwithstanding subsection (2), pursuant to the Strong Mayor Powers, the Mayor may introduce any matter that could potentially advance a prescribed provincial priority under the Act for consideration by Council or Committee and require a discussion and vote on any such matter.
- (5) Any matter introduced by the Mayor pursuant to the Strong Mayor Powers will normally be included on the Agenda prepared by the Clerk, but may be, at the Mayor's discretion, introduced when confirming the Agenda at the Meeting.
- (6) Notwithstanding subsections 4.7(1) and (3), no motion or vote of Council or Committee is required to include the matters set out in subsections 4.7(4) and (5) on the Agenda.

#### **4.8 BY-LAWS**

- (1) The City Clerk may place on a Council Agenda, By-laws that have been authorized by Council, delegated by Council, or regarding which the authority for adoption is contained within an item on the Agenda for that Meeting.
- (2) All By-laws may be enacted with a single Motion but the Motion may be divided on the request of a Member who has declared a Conflict of Interest in a matter.
- (3) At the City Clerk's discretion and in consultation with appropriate staff, the City Clerk is hereby authorized to make minor deletions, additions or other administrative corrections to any By-law, to ensure that the correct and complete implementation of the actions of Council form the subject matter of the By-law. Members of

Council shall be advised by the City Clerk of such changes by written notice.

- (4) Pursuant to the Strong Mayor Powers, the Mayor may introduce a By-law for consideration by Council and require Council to vote on any such By-law. Any By-law introduced by the Mayor pursuant to the Strong Mayor Powers will normally be included on the Agenda prepared by the Clerk, but may be, at the Mayor's discretion, introduced when confirming the Agenda at the Meeting, except that no Motion or vote of Council is required to include any such By-law on the Agenda.
- (5) Notwithstanding anything else in this By-law, a By-law introduced by the Mayor pursuant to the Strong Mayor Powers to advance a prescribed provincial priority shall, in accordance with subsection 284.11.1(4) of the Act, be passed if more than one-third of the total Members of Council vote to pass that by-law.
- (6) In accordance with Strong Mayor Powers, and subject to the timelines set out in Part VI.1 of the Act and the associated regulations, the Mayor shall communicate to the Clerk:
  - i. Written approval of By-laws enacted by Council; or
  - ii. Written notice of any By-laws that the Mayor intends to veto pursuant to Strong Mayor Powers, and a written veto document as prescribed by the Act.
- (7) Upon receipt of written notice from the Mayor as set out in section 4.8 (6), and in accordance with the timelines prescribed in Part VI.1 of the Act and the associated regulations, the Clerk shall advise Council and the public by:
  - i. Written approval of By-laws enacted by Council; or
  - ii. Posting notice of Mayoral veto of a By-law or By-laws on the City's website and advising all Members by e-mail, including providing a copy of the veto document.

- (8) In accordance with Strong Mayor Powers, and subject to the timelines set out in Part VI.1 of the Act and the associated regulations, Council may override a Mayoral veto with a vote of two-thirds of the total Members of Council. The override may be introduced by Motion:
- i. Without prior notice at any regular Council meeting when confirming the Agenda; or
  - ii. At a Special Meeting called for this purpose in accordance with section 2.10.

#### **4.9 MINUTES**

- (1) The City Clerk shall prepare a Short Report following every Committee of the Whole Meeting.
- (2) The record of the proceedings of Committee of the Whole will be in the form of a Short Report, which shall contain:
- a. The start and end time of the Meeting;
  - b. The Members present;
  - c. Any declaration of a Conflict of Interest by any Member;
  - d. A record of each item before the Committee of the Whole for consideration;
  - e. Recommendations to Council on each item before the Committee of the Whole for consideration, and where no recommendation has been reached the item may be received or deferred to Council;
  - f. The names of all deputants appearing before the Committee of the Whole.
  - g. A section titled "Other Items Considered by the Committee" in which are listed the disposition of Advisory and Sub-committee Short Reports, Staff Information Memoranda, and any other procedural matters of significance.
- (3) Items set out under 'Other Items Considered by the Committee' in a Short Report may not be debated by Council.

- (4) The record of the proceedings of Council will be in the form of Minutes which shall contain:
  - a. The start and end time of the Meeting;
  - b. The Members present;
  - c. Any declaration of a Conflict of Interest declared by any Member; and
  - d. A record of each item adopted and/or amended by Council.
- (5) The City Clerk shall provide the Minutes of the last regular Meeting of Council and all subsequent Council Meetings held more than five Working Days before, and for consideration at, the next regular Council Meeting.
- (6) Council shall pass a Motion to adopt the Minutes as prepared or amend the Minutes for any corrections or changes. The Mayor and City Clerk shall sign the Minutes after they have been adopted.

#### **4.10 ELECTRONIC PARTICIPATION**

- (1) A Member who wishes to participate in a Meeting through Electronic Participation shall provide the City Clerk a minimum of 24 hours' notice, or in consultation with the City Clerk, as much time that is practically required to ensure appropriate technical preparations for a Meeting. Council Members shall connect to a Meeting through a corporate computing device.
- (2) Council Members attending a Meeting that is closed to the public, through Electronic Participation, shall declare at the start of the closed Meeting that they will maintain the confidentiality of the closed Meeting, that they are alone in their location, and that any discussions that take place cannot be overheard.
- (3) Immediately after calling the Meeting to order, the Chair may direct the City Clerk to conduct a roll call to identify the Members participating in a Meeting and confirm that a Quorum has been achieved.

- (4) A Member who is not present during the roll call, and who subsequently joins the meeting via Electronic Participation shall advise the Chair and City Clerk of their attendance at the Meeting.
- (5) A Member who is participating in a Meeting through Electronic Participation who, for any reason or duration will no longer be electronically participating prior to adjournment, shall advise the Chair and City Clerk of their departure from the Meeting.
- (6) If there is an interruption in the communications link to any Member who is participating in a Meeting through Electronic Participation, the Chair may:
  - a. decide on a short recess until it is determined whether the link can be re-established with no more than two attempts; or
  - b. continue the Meeting and treat the interruption in the same manner as if the Member who is physically present leaves the room.

## **5.0 PUBLIC PARTICIPATION**

### **5.1 WRITTEN SUBMISSIONS**

#### **(1) Communications**

- a. Communications from the public shall include the name and contact information of the individual or party providing the submission. Anonymous submissions shall not be processed.
- b. Communications will become part of the public record and made available online.
- c. Communications received for Committee of the Whole by the City Clerk prior to the Agenda being published on the City's website:
  - i. shall be referred to staff for inclusion in the corresponding Staff Report, if received prior to its final approval deadline; or
  - ii. shall be distributed with those Communications received after the publishing of the Committee Agenda, if received following the corresponding Staff Report's final approval deadline.
- d. Communications received for Committee of the Whole or Council by the City Clerk after the publishing of the Agenda, up until 12 p.m. on the last business day prior to the commencement of the Meeting, shall be circulated to Members of Council and posted to the City's website.
- e. Communications received for Committee of the Whole after 12 p.m. on the last business day prior to the commencement of the Meeting may be referred directly to Council and posted to the City's website.
- f. Communications received for Council after 12 p.m. on the last business day prior to the commencement of the Meeting may be referred to staff for consideration.

- g. Communications presented and received during a Meeting will be posted to the City's website following that Meeting.
- h. Communications to be posted to the City's website may be abridged as determined by the City Clerk to facilitate posting.

**(2) Petitions**

- a. Petitions may be submitted to the Office of the City Clerk in paper or electronic format, and shall include the following:
  - i. the name and contact information of the person, organization, association, or group acting as the Petition organizer and main contact for the Petition;
  - ii. a clear purpose statement outlining the shared cause, request or concern that is within the jurisdiction of Council; and
  - iii. name and contact information of all signatories;
- b. Petition organizer should include a disclosure statement on each page of the Petition, indicating that the Petition will become a public document.
- c. Petitions pertaining to an item listed on an Agenda will be forwarded to Committee or Council as a Communication in accordance with the procedures outlined in subsection 5.1 (1) and follow the same submission deadlines.
- d. Petitions not pertaining to an item listed on an Agenda may:
  - i. be brought forward as a Deputation request to the Committee of the Whole; or
  - ii. be otherwise referred to staff for consideration.
- e. Petitions must be submitted in a format satisfactory to the City Clerk. Petitions only accessible through third party or external websites are not permitted.

## **5.2 DEPUTATIONS**

### **(1) General**

- a. Deputants, other than those Deputations with respect to a statutory hearing, shall be given five minutes to speak. If required, an extension may be requested through the Chair and approved or denied at the discretion of the Committee.
- b. A Deputation on behalf of an organization, corporation, association, or group, shall be made by a single representative.
- c. Deputants may participate in meetings either in-person or by Electronic Participation.
- d. Deputants wishing to provide any written material for consideration should provide it to the City Clerk's Office in accordance with the Communications deadlines listed in subsection 5.1(1).

### **(2) Items Listed on an Agenda**

The public may address a Committee, with the exception of Committee of the Whole (Closed Session), on any item listed on an Agenda, following the below provisions:

- a. Deputants should complete a Deputation form, in paper or electronic format, prior to addressing a Committee.
- b. For Electronic Participation, completion of a Deputation form in advance of a Meeting is required and should be completed by 12 p.m. on the day prior to the Meeting.

### **(3) Items Not Listed on an Agenda**

The public may submit a Deputation request to address the Committee of the Whole on an item not listed on an Agenda, following the below provisions:

- a. A detailed written request shall be submitted to the City Clerk's Office by 12:00 p.m. on the Tuesday, of the third week prior to the Meeting.



- b. Deputations shall deal with municipal issues that are within Council's jurisdiction.
- c. A person may submit only one Deputation request to appear before Committee of the Whole regarding one subject matter per Meeting.
- d. The City Clerk shall review the Deputation request and if it meets the provisions of this By-law, shall place it on the next appropriate Committee of the Whole Agenda under the heading, 'Deputations,' provided that no Deputations to Committee of the Whole (Closed Session) shall be permitted.
- e. For matters which are more properly within the responsibility of City staff, the City Clerk shall direct the proposed deputant to the appropriate City department; the deputant shall not be listed on an Agenda for Deputation until staff have had the opportunity to address the matter.
- f. Where a person cannot be listed to provide a Deputation at a given Meeting, the City Clerk may schedule the deputant to appear at the next Meeting.
- g. If a Deputation is with respect to a recently considered matter, it shall not be heard within the next four of Council's regular Meetings after the Meeting at which it was originally considered, unless a reconsideration Motion is passed.
- h. No Deputations are permitted on a Deputation listed on an agenda.

**(4) Deputations at Council Meetings**

Deputations are not permitted at Council Meetings, except with respect to a matter that requires a statutory hearing or a budget Meeting.

## **6.0 RULES OF DEBATE**

- (1) The Chair shall maintain a list of Members who have requested to speak or to ask questions. The Chair shall designate Members to speak or to ask questions in the order in which they appear on the list.
- (2) No Member shall speak more than once, except if requested to give an explanation, until every Member on the Chair's speakers' list has spoken.
- (3) When a Member is speaking, no other Member shall interrupt them, except to raise a Point of Order, a Point of Privilege, or to obtain clarification in accordance with subsection (5).
- (4) A Member may speak to each question for a maximum of five minutes, and may be granted a five-minute extension with a Vote (Majority).
- (5) When an item is being discussed and one Member has the floor, another Member may ask a question only for the purpose of obtaining information necessary for a clear understanding of the matter under debate. If an interruption occurs, the Member who had the floor does not lose it; as soon as the interruption has been disposed of, the Chair shall direct the Member to proceed.
- (6) All questions shall be stated succinctly and questions shall not be used as a means of making statements or assertions.
- (7) Questions may be asked only of:
  - a. Staff;
  - b. The Chair;
  - c. The previous speaker; and
  - d. A deputant.
- (8) When a member of staff or a deputant is on the floor to answer questions, the Chair shall enquire if Members have questions of that person. After staff or the deputant has responded to the questions, the Member who had asked the questions may resume speaking for the duration of his or her allotted time.

- (9) A Member may not ask a question if the Chair rules that such question, in substantially similar form and content, has already been asked and answered.
- (10) When a Motion to defer or to refer as set out in section 7.2 (4) and (5) is on the floor, no Member shall address any other topic other than the Motion to defer or refer.

## **6.1 POINTS OF ORDER OR POINTS OF PRIVILEGE**

### **(1) Points of Order**

A Member may interrupt the person who has the floor to raise a Point of Order when such Member feels that there has been a deviation or departure from the rules of procedure and upon hearing such Point of Order, the Ruling of the Chair shall be final unless the Member appeals the Ruling to Council which shall then decide upon the question without debate.

### **(2) Points of Privilege**

A Member may rise at any time on a Point of Privilege where such Member feels that his or her integrity or the integrity of Council has been impugned by another Member and upon hearing such point, the Ruling of the Chair shall be final unless the Member appeals the Ruling to Council which shall then decide upon the question without debate.

### **(3) Breach of Privilege**

Where the Chair recognizes that the integrity of Council or the integrity of a Member has been impugned by another Member, the Chair shall demand that the offending Member apologize, and failing such apology shall require such Member to vacate the Council chamber for the duration of the Meeting.

### **(4) Dispute with Respect to a Matter of Procedure or Privilege**

Where there is a dispute with respect to a matter of procedure or privilege in the course of a Meeting, the Chair shall give consideration to all applicable rules and principles and render a

Ruling, and subject to the Ruling of the Chair being challenged and overturned in accordance with subsection 5, that Ruling shall stand for the purpose of administering the Meeting at which it is made.

**(5) Appeal of a Decision**

Any Member may appeal the decision of the Chair to Council which shall decide the question "that the decision of the Chair be sustained" without debate upon a Vote (Majority).

## **7.0 MOTIONS AND VOTING**

### **7.1 MOTIONS**

- (1) Every Motion shall be read aloud, and shall only be open for discussion when moved and seconded.
- (2) A Motion or an amendment thereto may not be withdrawn without the consent of the mover and seconder.
- (3) The Chair may not move or second any Motion, but may vote on a Motion. In cases where two Members constitute as Quorum, the Chair may move or second any Motion.
- (4) The Chair may appoint a Member to preside in their place and vacate the Chair in order to move or second a motion. The Chair shall resume the Chair following the vote on the matter.
- (5) A Member may request the City Clerk to provide advance circulation of a Motion he or she intends to move in respect to an item on the Agenda for a Meeting.

### **7.2 SPECIFIC MOTIONS**

When a vote is taken, unless otherwise decided by Council, the order of the vote shall be taken as follows:

#### **(1) Motion to Adjourn**

- a. A Motion to adjourn means to end the Meeting, and:
  - i. Is not debatable or amendable; and
  - ii. Will take precedence over any other Motion and will be put to vote immediately without debate.
- b. A Motion to adjourn will always be in order except when:
  - i. Another Member has the floor;
  - ii. A Member has indicated to the Chair their desire to speak on the matter; or
  - iii. A vote has been called or when Members are voting.

**(2) Motion to Recess and Reconvene**

- a. A Motion to recess means to provide a break in the Meeting.
- b. A Motion to reconvene means to resume the Meeting.
- c. Both motions are not debatable or amendable.

**(3) Call the Question**

A Motion to call the question is used to end debate on a pending question and bring it to a vote immediately, and:

- a. Is not debatable or amendable;
- b. Can only be moved by a Member who has not spoken to the question, or after each Member who desires to speak has spoken at least once; and
- c. The mover of the Motion to call the question will not be allowed to speak to the question again if the Motion is decided in the negative.

**(4) Motion to Defer**

A Motion to delay consideration of an item to a future time or date, and:

- a. Is open to debate as to the advisability of postponement; and
- b. May be amended as to the time or date to which the matter is to be deferred.

**(5) Motion to Refer**

A Motion to refer a matter under consideration to an Advisory Committee, Sub-Committee or staff for further examination or review, and:

- a. Is open to debate and may be amended; and
- b. Includes the reasons for which the motion is being referred.

**(6) Motion to Amend**

A Motion to amend changes the wording of a Motion before it is voted on, and:

- a. Is debatable and must relate to the main motion;
- b. Only one Motion to amend a main Motion will be on the floor at any one time;
- c. No more than one amendment to an amendment will be permitted at one time;
- d. An amendment will be out of order if the Chair rules it to be a substantive Motion and not an amendment;
- e. An amendment that, in effect, is nothing more than a rejection of the main Motion is not in order; and
- f. A “friendly amendment” is a minor amendment to a Motion under debate with the consent of the mover and seconder and does not require a Motion to amend.

**(7) Motion to Receive**

A Motion to receive means to acknowledge receipt of a matter with no expectation of any future action being taken, and:

- a. Is debatable and not amendable; and
- b. If moved after the main Motion, will be treated as an amendment to the main Motion.

**(8) Motion to Reconsider**

- a. A Motion to re-open a matter that was considered within the same Committee or Council Meeting; or
- b. A Motion to re-open a matter that was considered in a previous Council Meeting:
  - i. “considered” shall mean those matters for which the Members at the meeting have decided upon, and shall not include the receipt of information where no action has been sought or taken.

- ii. If a matter has been considered in a previous Council Meeting, the Motion to reconsider shall not be heard within the next four of Council's regular meetings after the Meeting at which it was originally considered, without a Vote (Two-Thirds), and:
  - a) Is debatable, but confined to the reasons for or against;
  - b) No discussion of the main question will be allowed until the Motion for reconsideration is carried;
  - c) If the Motion to reconsider is carried, the question is reopened in its entirety unless the Motion to reconsider specifies otherwise;
  - d) If the question is reopened, all previous decisions of Council remain in force unless Council decides otherwise; and
  - e) No Motion to reconsider may, itself, be the subject of a Motion to reconsider.

**(9) Motion to Extend**

a. Length of Meeting

A Motion to extend the length of a Meeting in accordance with section 2.4.

b. Length of Deputation

A Motion to extend the length of a Deputation in accordance with subsection 5.2 (1) a.

**7.3 VOTING ON MOTIONS**

- (1) Every Member present at a Meeting when a question is put shall vote thereon unless prohibited by statute, in which case it shall be so recorded.



- (2) Members present and voting shall each indicate their vote upon the Motion openly by raising their hand, or by electronic means, and no vote shall be taken by ballot, or any other method of secret voting.
- (3) If there is a tied vote on any question, the vote shall be deemed to have not carried.
- (4) If a Member does not vote on the question, they shall be deemed as voting in the negative except where prohibited from voting by statute.
- (5) When the Chair calls for a vote on a question, each Member shall occupy their seat and shall remain in their seat until the result of the vote has been declared by the Chair, and during such time no Member shall speak to any other Member or make any noise or disturbance.
- (6) After a question is put to a vote by the Chair, no Member shall speak to the question nor shall any other Motion be made until after the vote is taken and the result has been declared.
- (7) Upon the request of any Member, and when the Chair is satisfied that a question under consideration contains distinct proposals, the vote upon each proposal shall be taken separately.
- (8) One or more report items on a Meeting Agenda other than a Committee of the Whole (Public Meeting) or a Meeting required by statute may be adopted in a single Motion.

#### **7.4 RECORDED VOTE**

Recorded Votes are only permitted in Meetings of Council. There shall be no Recorded Vote in Committee of the Whole Meetings.

- (1) A request by a Member for a Recorded Vote shall be made immediately prior to the commencement of the vote being taken.

- (2) When a Recorded Vote is requested by a Member, the City Clerk shall conduct the vote by:
  - a) electronic means; or
  - b) asking the members to indicate their vote in random order following the name of the Member who requested the Recorded Vote.
- (3) The City Clerk shall display or announce the results and record the name and vote of every Member on the question in the Minutes.

## **8.0 OTHER COMMITTEES**

### **8.1 ADVISORY COMMITTEES**

- (1) Council shall at the beginning of each term of Council make appointments to Advisory Committees or other bodies that it is obliged by law.
- (2) At the beginning of each term of Council, or at such times as it considers advisable, Council may make appointments to Advisory Committees that facilitate the effective governance of the City where:
  - a. there is an absence of staff expertise on the subject, or there is a particular community of interest with a unique perspective on the proposed mandate; or
  - b. there is a need for information gathering and analysis in order to inform subsequent deliberations of the Committee of the Whole.
- (3) Every Advisory Committee shall:
  - a. have a specific mandate and time frame for the Advisory Committee to conduct its work;
  - b. be established for a specific term, which cannot exceed the term of Council, and in no event for a term greater than the period anticipated to achieve its specific mandate;
  - c. be comprised of less than a majority of Council;
  - d. be chaired by a person who is either a Member of Council or a member of the public as identified in the terms of reference as being more appropriate;
  - e. report to the Committee of the Whole after every meeting in the form of a Short Report;
  - f. not exercise decision-making powers, or commit expenditures save for those specifically delegated by Council;

- g. not direct staff to undertake activities not already specified in the Committee's mandate, without authority from Council;
- h. have a defined terms of reference in accordance with the format prescribed by the City Clerk;
- i. have assigned resource and support staff as specified by Council; and
- j. terminate at the conclusion of their mandate, as specified in their terms of reference, or at the end of the Council term in which they were appointed.

## **8.2 SUB-COMMITTEES**

- (1) Council may establish Sub-Committees to facilitate the effective governance of the City and each such Sub-Committee shall:
  - a. have a specific mandate;
  - b. be established for a specific term, which cannot exceed the term of Council and in no event for a term greater than the period anticipated to achieve its specific mandate;
  - c. be comprised of less than a majority of Council;
  - d. report to the Committee of the Whole after every meeting in the form of a Short Report;
  - e. not exercise decision-making powers, or commit expenditures save for those specifically delegated by Council;
  - f. not direct staff to undertake activities not already specified in the Committee's mandate, without authority from Council;
  - g. have a defined terms of reference in accordance with the format prescribed by the City Clerk;
  - h. have assigned resource and support staff as specified by Council; and
  - i. terminate at the conclusion of their mandate, as specified in their terms of reference, or at the end of the Council term in which they were appointed.

### **8.3 MEETING PROCEDURES OF ADVISORY AND SUB-COMMITTEES**

- (1) The notices, agendas, reports and other forms and documents of the Committee of the Whole shall apply to Advisory and Sub-Committee, if required, subject to the necessary changes being made.
- (2) Every Committee Agenda shall include one or more reports or presentation items.
- (3) Quorum of an Advisory or Sub-Committee shall be the majority of Members. If no Quorum is present 15 minutes after the time scheduled for a Meeting, the City Clerk shall call the roll and record the names of the Committee Members present, and the Meeting shall stand adjourned until the next regular Meeting, or at the call of the Chair.
- (4) The principles and rules respecting the Meeting procedures of Committee of the Whole shall apply to the business of Advisory and Sub-Committees unless specified otherwise.
- (5) The record of Advisory and Sub-Committee Meetings will be in the form of a Short Report, which shall contain:
  - a. The start and end time of the Meeting;
  - b. The Members present;
  - c. Any declaration of a Conflict of Interest declared by any Member;
  - d. A record of each item before the Advisory or Sub-Committee for consideration;
  - e. Recommendations to the Committee of the Whole on each item; and
  - f. The names of all deputants appearing before the Advisory or Sub-Committee.

- (6) Every recommendation made by an Advisory or Sub-Committee that requires Council's decision to implement shall be reported by the City Clerk as an item on the next appropriate agenda of the Committee of the Whole, in the form of a Transmittal Report.

## **9.0 GENERAL**

### **9.1 WAIVING THE RULES OF PROCEDURE**

A Vote (Two-Thirds) is required to waive the Rules of procedure for the Procedure By-law unless prescribed by statute.

The following rules cannot be waived:

- (1) Rules pertaining to Quorum.
- (2) Rules pertaining to the introduction of “New Business” at Special Meetings and at Committee of the Whole (Public Meeting).
- (3) Rules respecting the introduction of an addendum at Council.

### **9.2 RECORDING OF MEETINGS**

Recordings of Council and Committee Meetings shall be carried out by the City Clerk, and shall be retained in the Office of the City Clerk in accordance with the City's records retention schedule.

### **9.3 ELECTRONIC SIGNATURE**

Electronic signatures are permitted on official records, such as Council Minutes and By-laws, in accordance with corporate standards.

### **9.4 EXCEPTIONS**

This By-law does not apply to:

- (1) Committees established by other governments and bodies at which Members of Council are invited participants or appointed to sit on such body by Council, and which are governed by rules of procedure established by those bodies; and
- (2) Meetings held by Council or a Committee for the purpose of holding a hearing as required by any statute, where the provisions of the statute and the *Statutory Powers Procedure Act R.S.O. 1990, c. S.22*, as applicable, shall govern the proceedings.

### **9.5 PROCEDURAL MATTERS NOT COVERED**

Where any matter relating to proceedings arises which is not covered by a provision of this By-law, the procedure to be followed shall be decided by the Chair in reference to the principles set out in section 1.2 of this By-law and if necessary to Roberts Rules of Order.

**9.6 REPEAL**

- (1) That By-laws 7-2011, 166-2017, 111-2019, 029-2020, 033-2020, 039-2020, 069-2020, 120-2020, 190-2020 and 016-2021 are hereby repealed.

Voted in favour by City of Vaughan Council this 27<sup>th</sup> day of January, 2026.

\_\_\_\_\_  
Steven Del Duca, Mayor

\_\_\_\_\_  
Todd Coles, City Clerk

Authorized by Item No. 9 of Report No. 1 of the Committee of the Whole.  
Report adopted by Vaughan City Council on January 27, 2026.  
City Council voted in favour of this by-law on January 27, 2026.  
Approved by Mayoral Decision MDC 001-2026 dated January 27, 2026.  
**Effective Date of By-Law: January 27, 2026**