



Memorandum

Corporate By-law Number: 217-2025-City Manager's Office – Office of the City Clerk

TO: Office of the City Clerk **FILE:**

FROM: Krista Power, Director – Legislative Services and City Clerk
Office of the City Clerk, City Manager's Department

DATE PREPARED: June 4, 2025

SUBJECT: By-law 217-2025 - A by-law to govern the proceedings of meetings of City Council and its Committees

MEETING DATE: City Council - July 14, 2025

By-law Description: A by-law to govern the proceedings of meetings of City Council and its Committees and to repeal By-law 51-2021.

Authorization: Report 154-2025 (Office of the City Clerk-City Manager's Office)
Committee of the Whole – June 23, 2025

By-law Explanation: The purpose of this by-law to is govern the proceedings of meetings of City Council and its Committees and to repeal By-law 51-2021.

Schedules and Attachments:

Amended/Repealed By-law Number(s):

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THE CORPORATION OF THE CITY OF THUNDER BAY BY-LAW NUMBER 217-2025

A by-law to govern the proceedings of meetings of City Council and its Committees and to repeal By-law 51-2021

Recitals

1. The *Municipal Act, 2001*, requires municipal councils to adopt procedural rules to govern the proceedings of their meetings. This By-law presents a new consolidated procedural by-law that brings together all meetings of City Council, Special Committee of the Whole, Standing Committees, Special Purpose and Advisory Committees and Ward & Town Hall meetings.
2. With respect to Part VI.1 of the *Municipal Act, 2001*, the Mayor has special powers and duties as the Head of City Council.

ACCORDINGLY, THE COUNCIL OF THE CORPORATION OF THE CITY OF THUNDER BAY ENACTS AS FOLLOWS:

Article 1.00 Principles of Governance

1.01 The following are the principles upon which the procedural by-law is based:

- (a) All Members should have the information necessary to help make decisions, unless otherwise prevented by law.
- (b) All Members commit to efficient meetings.
- (c) All Members commit to treating all those involved in Meetings with respect and courtesy.
- (d) All Members have equal opportunities, privileges and obligations unless otherwise prevented by law.
- (e) Administration will advise, recommend and inform City Council pursuant to the responsibilities set out in Section 227 of *the Municipal Act*.
- (f) No item shall be placed on an agenda with respect to a matter which is not within the jurisdiction of City Council or Committee.
- (g) Members commit to advance the business of the municipality in good faith, with emphasis on appropriate timeliness to decision making.

1.02 This By-law is interpreted in accordance with the principles set out in 1.01.

Article 2.00 Definitions, Application & Interpretation

2.01 Definitions

Wherever a term set out below appears in the text of this By-law with its initial letter capitalized, the term is intended to have the meaning set out for it in this By-law. Wherever a term below appears in the text of this By-law in regular case, it is intended to have the meaning ordinarily attributed to it in the English language.

Acting Mayor means a Member who has been appointed by Council to act as the Mayor in their absence by By-law.

Administration means the body of persons employed by the Corporation or contracted by the Corporation for services.

Advisory Committee means a Committee established by City Council to examine, develop, administer, implement, report upon and recommend initiatives and programs of the City within the jurisdiction of City Council.

Amend means a change in wording or substance of a Motion before Committee or City Council or a prior decision of City Council.

Announcement means verbal information respecting Ward and Town Hall meetings, Civic meetings, city events and announcements of community interest. Announcements come forward at the call of the Chair and may be offered by both members of City Council and Administration. The goal of announcements is to increase information sharing with residents and share good news with our community.

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 By-law appears with a number after it, however, it is a reference to that particular numbered by-law of the Corporation.

Calendar of Meetings means the annual meetings schedule for City Council and Standing Committee meetings as approved by City Council.

Chair means the person presiding at all Meetings with the exception of City Council where the Speaker will preside.

City Manager means the member of Administration who fulfills the role of "Chief Administrative Officer" as set out in the *Municipal Act, 2001*.

City Clerk means the member of Administration who fulfills the statutory role of "Clerk" or is designated as such as set out in section 228 of the *Municipal Act, 2001* and outlined in this by-law.

Committee means a Committee of City Council, established by City Council and includes Standing Committees, Committee of the Whole, Special Purpose and Advisory Committees.

Committee of the Whole means a Committee made up of all of the Members of Council. Committee of the Whole will be established for Closed Session and large scale matters of significant public interest (i.e. Municipal Operating and Capital Budget) and referred to as Special Committee of the Whole.

Confirming By-law means a by-law passed at the conclusion of City Council meetings, confirming the actions of City Council taken at that Meeting and any previous meetings which did not have a confirmatory by-law, in respect of each resolution and other actions taken, so that every decision of City Council at that Meeting shall have the same force and effect as if each and every one of them had been the subject-matter of a separately enacted by-law.

Consent Agenda means a list of items on the agenda containing recommendations from the City Clerk as to their disposition, all of which may be adopted by one motion of the City Council or Committee, but any of which may be transferred to the regular agenda for consideration upon the request of a member.

Corporation means The Corporation of the City of Thunder Bay.

City Council means the municipal council for the Corporation, Members of which are elected or appointed in accordance with provincial legislation.

Councillor means any Member with the exception of the Mayor.

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

Defer means to remove a main Motion from consideration of City Council or a Committee until such time as provided for in the deferral Motion.

Deputant means any person who addresses a Committee in the context of a Deputation.

Deputation means a formal address to Standing Committees and Advisory or Special Purpose Committees. Refer to this By-law for the specific rules relating to deputations.

Deputy Speaker means a Member that City Council designates, with the consent of the Mayor, to preside at City Council Meetings in absence of the Speaker.

Electronic Meeting means a Meeting called and held, in full or in part, via electronic means, including telephone, video conferencing, or via means of the internet, and with or without in-person attendance.

Mayor means the Mayor, elected (or appointed) as the head of City Council, or in the absence of the Mayor, the Acting Mayor or, in the absence of both, another Member

appointed in accordance with this By-law.

Meeting means a City Council, Standing Committee, Special Committee of the Whole, Non-Business, Special Purpose or Advisory Committee, Ward or Town Hall Meeting called in accordance with this By-law.

Member means a person elected or appointed as a member of the municipal Council, including the Mayor; for sections that may apply to Special Purpose or Advisory Committees, members shall also mean those persons appointed to a Committee.

Motion means a formal proposal that certain actions be taken.

Non-Business Meeting means a meeting which no Motions are permitted or considered and no recommendations are passed.

Notice means an announcement which advises of the time and place of a Meeting.

Notice of Motion means advance notice provided by a Member of City Council of a Motion to be presented at a future City Council Meeting for Debate.

New Business, including Consent Agendas, means information received by the City Clerk for presentation on a Meeting agenda that is not related to an existing matter on the agenda.

Point of Order means a statement made by a Member during a Meeting drawing to the attention of the Chair an alleged breach of the Rules of Procedure.

Point of Privilege means the raising of a question which concerns a Member, or City Council collectively, when a Member believes that their rights or, the integrity of City Council as a whole, have been impugned.

Presentation means:

- (i) the formal recognition of a visiting delegate;
- (ii) an address from Administration or a consultant on behalf of the city to present information with respect to city services, programs or infrastructure;
- (iii) the announcement or promotion of a city-wide event; or
- (iv) the presentation of awards.

Presenter means any person who provides a Presentation.

Public Meeting means the portion of a City Council Meeting held as per *The Planning Act*.

Quorum means 50 percent of Members plus 1 required to be at a Meeting and legally entitled to vote in order for business to be conducted.

Recess means to take a break during a meeting for a defined period of time.

Reconsider means to re-open Debate on a prior decision of City Council only, as if the decision had never been made, in strict accordance with the requirements of this By-law. Reconsideration has a corresponding meaning.

Recorded vote means the recording at a City Council Meeting of the name and vote of every Member voting on a Motion.

Refer means to remove a main Motion from consideration by directing the matter to a Committee or Administration.

Rescind means to reverse or cancel a prior decision of City Council only, in strict accordance with the requirements of this By-law. Rescission has a corresponding meaning.

Resolution means to make a decision on a form of action agreed to by a vote.

Revote means to subsequently vote again on a question which has been voted upon at any prior time within the same Meeting.

Revisit means to Reconsider, Amend, Rescind or Revote on a prior decision.

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 Robert's Rules of Order.

Speaker means a Member that City Council designates, with the consent of the Mayor, to preside at City Council meetings.

Special Purpose Committee means a Committee of Council that investigates, reports and recommends on a particular subject or area.

Standing Committee means a Committee of Members of City Council appointed by City Council to consider matters regarding the Committee's mandate.

Vice Chair means the member of a Committee as appointed by the Committee to act as the Chair in absence of the Chair, or when the Chair steps down to act as a member.

2.02 Application

- (a) The Rules of Procedure must be observed in the proceedings of all Meetings of City Council, Standing Committees, Special Committee of the Whole, Non-Business, Special Purpose and Advisory Committees of Council and Ward and Town Hall for the handling of business, unless specifically provided for otherwise.
- (b) Despite the provisions of this By-law, nothing in this By-law shall be construed as giving authority to any Committee, Councillor, Speaker, or Chair of a Committee to direct or interfere with the performance of any work for the City; and Administration

shall be subject only to their superior as established in the formal organization structure of the City.

2.03 Interpretation Rules

This Section sets out the rules to be followed when reading and interpreting this By-law.

- (a) Strong Mayor Powers: This Bylaw is subject to Part V1.1 of the *Municipal Act, 2001*. Where the Mayor exercises a special power or duty in accordance with Part V1.1 of the *Municipal Act, 2001*, that conflicts with a provision of this By-law, this By-law shall be read and interpreted in a manner necessary to give effect to said special power or duty.
- (b) Number/Gender: This By-law is to be read with the absence of gender and number required by the context.
- (c) Sections/Headings: The captions, article and section names and numbers appearing in this By-law are for convenience of reference only and have no effect on its interpretation.
- (d) "Includes": The words "include", "includes", "including" and "included" are not to be interpreted as restricting or modifying the words or phrases which precede them.
- (e) Legislation References: Each reference to provincial legislation in this By-law is printed in *Italic font*. In every case, reference to a provincial statute includes all applicable amendments to the legislation including successor legislation.
- (f) Severability: If any article, section, subsection, paragraph, clause or subclause or any of the words contained in this By-law is held wholly or partially illegal, invalid or unenforceable by any court or tribunal of competent jurisdiction, the remainder of this By-law shall not be affected by the judicial holding but shall remain in full force and effect.

2.04 Proper Address for Members/Administration/Public

- (a) The Mayor shall be addressed as: "MAYOR (surname inserted) or (first name and surname) as requested", or, alternatively, as "YOUR WORSHIP".
- (b) The Speaker shall be addressed as "SPEAKER (surname inserted) or (first name and surname) as requested.
- (c) The Chair of Committee of the Whole shall be addressed as "CHAIR (insert surname) or alternatively CHAIR (first name and surname)" as requested.
- (d) All other Members are to be addressed as: "COUNCILLOR (surname inserted) or alternatively COUNCILLOR (first name and surname) as requested)."

- (e) Members of Administration shall be addressed as: "TITLE" or CITY OFFICIAL" (surname inserted)" (i.e. City Manager (surname inserted) City Clerk (surname inserted) or alternatively "TITLE or CITY OFFICIAL and (first and surname)" as requested.
- (f) Presenters/Deputants shall be addressed as "PRESENTER/DEPUTANT (surname inserted) or (first name and surname)" as requested. Deputants can request to be addressed by an honorific when submitting their Request to Speak to Council form.
- (g) Members of Committees shall be addressed as "MEMBER (surname inserted)" or "MEMBER (first name and surname)" as requested.

Article 3.00 Duties, Roles & Acting Designations

3.01 Duties of the Mayor

It is the duty of the Mayor to:

- (a) carry out the responsibilities, powers and duties described in the *Municipal Act, 2001*;
- (b) represent and support City Council and its decisions in all matters;
- (c) respect the Rules of Procedure; and
- (d) to authenticate, by signature, all by-laws, and minutes of Council.

3.02 Duties of Councillors

It is the duty of each Councillor to:

- (a) carry out the responsibilities described in the *Municipal Act, 2001*;
- (b) deliberate on the business submitted to City Council;
- (c) vote when a Motion is put to a vote; and
- (d) respect the Rules of Procedure.

3.03 Duties, Authority and Power of the Speaker and Chair

It is the duty of each Member assuming the role of Speaker or Chair of a Meeting to:

- (a) work in consultation with the City Clerk or designate relative to the development of the agenda for Meetings;
- (b) open the Meeting by calling the Members to order;

- (c) receive and submit, in the proper manner, all Motions duly moved and seconded by Members;
- (d) co-ordinate order of speakers;
- (e) put to a vote, and to vote on, all Motions, after Debate, and to announce the result;
- (f) enforce the Rules of Procedure;
- (g) maintain conduct, order and decorum of the Members;
- (h) call by name any Member persisting in a breach of the Rules of Procedure and order the Member to leave the Meeting;
- (i) rule on any Points of Order and Points of Privilege raised by Members;
- (j) where it is not possible to maintain order, adjourn the Meeting without the necessity of any Motion being put to a time named by the Chair; and,
- (k) to call for a Motion to adjourn the Meeting when the business is concluded.

3.04 Duties of the City Clerk

It is the duty of the City Clerk to:

- (a) carry out the responsibilities described in section 228 of the *Municipal Act, 2001*;
- (b) prepare all items for Meeting agendas in accordance with this By-law and relevant legislation and distribute agendas for all Meetings;
- (c) act as the secretary of all Meetings but may assign the duties of secretary as necessary;
- (d) correct any minor error(s) within the By-laws and/or minutes, without changing the intent of the By-laws and/or Resolutions adopted by City Council; and
- (e) provide advice relative to procedural rules and the interpretation of this By-law

3.05 Public Attendance and Conduct

The following are rules of conduct that all members of the public shall abide by when in attendance at a Meeting.

- (a) Every person shall reside respectfully in the gallery seating area for the period of time they choose to attend the Meeting.

- (b) No person may display signs or placards, applauding debating participants, or engaging in conversation or other behaviour that may disrupt a Meeting.
- (c) No person, other than a member of City Council or member of Administration, may speak to a matter before the assembly except by invitation of the Chair.
- (d) Unless authorized by the City Clerk, the Chair, City Council, or Committee:
 - No person may place any material on Members' desks; and
 - No person may distribute any material to Members during a meeting.
- (e) No person may use a cellular telephone during a Meeting, and anyone who brings one to a Meeting must ensure the device is silent.

Article 4.00 Meetings

4.01 Place of Meetings

- (a) All Meetings of City Council, Special Committee of the Whole and Standing Committees shall be held at City Hall, 500 Donald Street East, Thunder Bay.
- (b) Except for Electronic Meetings, all meetings are held in person in the Council Chambers (address noted above).
- (c) Webcasts of Meetings (live or archive) are provided for convenience only. Any failure of the audio or video streaming equipment for a Meeting or any portion thereof does not invalidate the outcome of the meeting.
- (d) All Meetings of Special Purpose and Advisory Committees and Non-Business Meetings, Ward/Town Hall Meetings established under this By-law or otherwise by Resolution of Council, shall take place at facilities that:
 - i. are accessible to the general public;
 - ii. serve the specific needs of each Committee including Ward and Town Hall Meetings; and
 - iii. are specified in the Notices issued for them as referenced in this By-law.

4.02 Chair of Meeting

- (a) Standing Committees shall be chaired by the Member of City Council designated to Chair that particular session. In the absence of the appointed Chair, the appointed Vice Chair shall chair the session. In the absence of both the Chair and Vice Chair, Members present shall elect from amongst themselves a Chair for the Meeting.
- (b) City Council shall be chaired by the Speaker designated to fill this role. In the absence of the Speaker, the Deputy Speaker shall chair the session. In the

absence of the both the Speaker and Deputy Speaker, Members present shall elect from amongst themselves a Speaker for the Meeting.

- (c) Speaker and Deputy Speaker, Chairs and Vice Chairs for City Council, Standing Committees, and Special Committee of the Whole shall be designated at the start of the term of City Council and reviewed mid-term or as required.
- (d) Each Meeting of Special Purpose and Advisory Committees of City Council shall be chaired by the Member appointed as Chair.
- (e) Each Non-Business Meeting shall be chaired by the City Manager or designate.
- (f) Each Ward and Town Hall Meeting shall be chaired by the Mayor or Member for whom the Meeting has been established.

4.03 Quorum

Quorum is required in order for business to be conducted. If Quorum is not reached following 20 minutes of the Meeting start time, the City Clerk shall adjourn the Meeting, recording for the minutes of Meeting, the attendance, start and end times.

4.04 Meetings Open to the Public

All Meetings shall be open to the public except as provided for in accordance with the *Municipal Act, 2001* and any other applicable legislation.

4.05 Confidentiality

- (a) All information, documentation or deliberation received, reviewed or taken in closed session of City Council and its Committees is confidential.
- (b) Members and Administration shall not disclose, release or allow access to any confidential information except when required by law to do so.

4.06 Inaugural City Council Meeting

- (a) The inaugural Meeting of City Council shall be held on the first week of December following the general municipal election, at 6:30 p.m. in the Council Chambers.
- (b) The agenda for the inaugural Meeting of City Council shall consist of only the following items:
 - i. the taking of the oath of allegiance and declaration of elected office by each Member;
 - ii. the appointment of Acting Mayors.

4.07 Establishing Regular Meetings of City Council, Standing Committees and Special Committee of the Whole

- (a) City Council shall adopt a schedule of Meetings for the coming year or more referred to as the Calendar of Meetings.
- (b) Standing Committee Meetings shall commence at 4:30 p.m. or 7 p.m. as per the approved Calendar of Meetings.
- (c) City Council Meetings shall commence at 6:30 p.m. as per the Calendar of Meetings and each meeting shall provide for the opportunity to receive applications under the *Planning Act* and fulfill the requirement of a City Council (Public Meeting).
- (d) Special Committee of the Whole shall commence at the time and date approved by resolution of City Council.
- (e) No Meetings shall be scheduled between October and November in the year of the municipal election.
- (f) City Council has the authority to amend the Calendar of Meetings at any time.

4.08 Establishing Additional and Special Meetings

Additional and Special Meetings may be held for the purposes of presenting the business identified when the Meeting was established. Additional and special Meetings may be established by:

- (a) Resolution of the Committee of Council.
- (b) At the call of the Speaker or the Chair and by providing Meeting Notice of at least 48 hours prior to the date and time of the Meeting; or
- (c) Polling, at the request of the Speaker or the Chair, the majority of the Members if called within less than 48 hours of the date and time of the Meeting. The poll is to be conducted by the City Clerk or designate, by either verbal or written expression or e-mail of the Members of City Council.

4.09 Establishing Non-Business Meetings

Non-Business Meetings are established at the call of the Chair and Notice provided to Members not less than seven (7) days prior to the event.

4.10 Establishing Special Purpose and Advisory Committees of City Council Meetings

Meetings are established as defined in the Terms of Reference for each Committee.

4.11 Public Notice of Meetings

- (a) Notice of all Meetings shall be given to the public in accordance with the Notice By-law and any other applicable legislation, and as otherwise provided for in this and other by-laws of the Corporation.
- (b) Notice of all Meetings shall include the posting of the Meeting agendas on the City of Thunder Bay's website.

4.12 Closed Meetings

- (a) All Meetings may be closed to the public as provided for under the provisions for closing a Meeting contained in the *Municipal Act, 2001*, or in any other applicable legislation.
- (b) A Motion is required to close a Meeting or part of a Meeting to the public. Such a Motion shall state:
 - the fact of the holding of the closed Meeting and the date and time of starting;
 - the general nature of the matter to be considered as specified in the *Municipal Act, 2001* as outlined below:

Pursuant to Section 239 of the *Municipal Act, 2011*, as may be amended from time to time, a Meeting or part of a Meeting may be closed to the public if the subject matter being considered is:

239 (2) Exceptions

- (a) the security of the property of the municipality or local board;
- (b) personal matters about an identifiable individual, including municipal or local board employees;
- (c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- (d) labour relations or employee negotiations;
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- (h) information explicitly supplied in confidence to the municipality or local board

by Canada, a province or territory or a Crown agency of any of them;

- (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- (j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board. 2001, c. 25, s. 239 (2); 2017, c. 10, Sched. 1, s. 26

Pursuant to Section 239 of the *Municipal Act, 2011*, as may be amended from time to time, a Meeting or part of a Meeting may be closed to the public if the subject matter being considered is:

239 (3) Other Criteria

- (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 municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman referred to in subsection 223.13 (1) of this Act, or the investigator referred to in subsection 239.2 (1). 2014, c. 13, Sched. 9, s. 22.

Pursuant to Section 239 of the *Municipal Act, 2011*, as may be amended from time to time, a Meeting or part of a Meeting may be closed to the public if the subject matter being considered is:

239 (3.1) Education or training sessions

A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:

1. The meeting is held for the purpose of educating or training the members.
2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee. 2006, c. 32, Sched. A, s. 103 (1).

- (c) No vote shall be taken during a Meeting or part of a Meeting that is closed to the public, except to give direction to Administration or on Motions of a procedural nature.

4.13 Standing Committee Meetings:

- (a) There shall be three (3) Standing Committees, namely Finance and Administration, Quality of Life, and Growth, each of which shall consider matters regarding the mandates set out below respectively:

- i. Finance and Administration

- The Finance & Administration Standing Committee will consult on matters relative to the financial stewardship and administrative functions of the municipality. This Standing Committee provides input, guidance, and recommendations related to fiscal planning, budgeting, financial reporting, and the overall governance framework and administrative functions prior to presentation and approval by City Council.

- ii. Quality of Life

- The Quality of Life Standing Committee will consult on matters relative to facilities, programs, services, and policies that enhance the well-being, health, safety, and cultural life of residents. This Standing Committee provides input guidance and recommendation on how the municipality is building an inclusive, accessible, and livable community for all citizens prior to presentation and approval by City Council.

- iii. Growth

- The Growth Standing Committee will consult on sustainable development, economic prosperity, and long-term planning within the municipality. This Standing Committee provides input, guidance and recommendations on matters related to land use, infrastructure, and economic development and consults on thoughtful and balanced community growth prior to presentation and approval by City Council.

4.14 Electronic Meetings

All Meetings may, as provided for in the *Municipal Act, 2001*, be held electronically, in full or in part, via electronic means (including telephone, video conferencing, or via means of the internet) and with or without in-person attendance. All articles of this By-law relating to conduct of meeting, agendas, voting, debate etc. apply to an Electronic Meeting in the same form as a Meeting held in person outside from the items detailed below.

- (a) **Quorum** – Members attending and present during an Electronic Meeting shall be counted for purposes of Quorum at the commencement of the Meeting and at any point in time during the Electronic Meeting.

(b) **Interruption in Communication** – If there is an interruption in the communications link to any Member who is participating electronically in a Meeting, the City Clerk may:

- Decide on a short recess until it is determined whether or not the link can be re-established with no more than two (2) attempts; or
- continue the Electronic Meeting and treat the interruption in the same manner as if the Member who is physically present leaves the room.
- Where communication to all members participating electronically and the connection to the public is interrupted and unable to be resolved, the Meeting shall be adjourned and rescheduled.

4.15 Reconvened Meetings

In the event that agenda material prepared for any Meeting has not been completed prior to the adjournment of the Meeting, all unfinished business will be considered at a reconvened session to be held on the date identified by the Members prior to the adjournment of the Meeting.

4.16 Non-Business Meetings

- (a) Council may, as provided for in the *Municipal Act, 2001* establish a Meeting for the purposes of information sharing.
- (b) Motions will not be considered.

4.17 Committees of City Council

- (a) Committees for special and specific purposes are established by presentation of a Motion to City Council indicating the type of Committee, its general purpose and its composition.
- (b) All Special Purpose and Advisory Committees of City Council are required to:
- i. Appoint a Chair and Vice Chair on a yearly basis;
 - ii. Review its Terms of Reference on a yearly basis, with updates submitted to the relevant Standing Committee for approval.
- (c) Special Purpose and Advisory Committees of City Council, if required, may establish working groups within their specific Committee for the purposes of achieving the deliverables of each Committee in the timelines indicated.
- (d) All Special Purpose and Advisory Committees of City Council required to either hold a closed session Meeting and/or move into a closed session Meeting shall follow the rules as identified in this By-law.
- (e) All Members of City Council not forming part of the membership a Committee, may attend these open session Meetings; receiving approval of the Chair prior to making presentation or participating in any Debate at these Meetings.

(f) All Special Purpose and Advisory Committees of City Council shall report on their proceedings to City Council through inclusion on an agenda:

- i. the minutes of their Meetings;
- ii. reports for information or with recommendations made in keeping with the Committee's terms of reference, as required;
- iii. memoranda of information, as required.

(g) Except for Committees/bodies established by a requirement of provincial statute, Committees of City Council shall take one of two forms as set out in this Section.

Special Purpose Committees: A Committee whose mandate is to investigate, report and recommend on a particular subject or area. In establishing the Special Purpose Committee, City Council shall identify:

- i. the time frame for the Committee's final report to be no later than the end of term of the City Council in which it was established;
- ii. the composition of the Committee which shall include no more than 5 Members of City Council, all of whom shall be voting Members but may also include other voting Members from the general public;
- iii. that Administrative resources to Committees shall be determined by the City Manager;
- iv. that invitation of non-voting resource members from the community at large be allowed, where such membership is identified in the terms of reference.

Advisory Committees: A Committee established by City Council to examine, develop, administer, implement, report upon and recommend initiatives and programs of the city within the jurisdiction of the City Council. In establishing the Advisory Committee, City Council shall identify:

- i. the composition of the Committee which may include both Members of City Council and the general public as voting members. Regardless of the composition, the Committee shall not have more than 5 Members of City Council;
- ii. that administrative resources to Committees shall be determined by the City Manager.

Article 5.00 Order of Proceedings

5.01 Standing Committee Agendas

The City Clerk shall have prepared for the use of the Members at the regular and special Meetings, an agenda that may include the following headings:

- (a) Land Acknowledgement
- (b) Disclosures of Interest
- (c) Confirmation of Agenda
- (d) Presentations
- (e) Deputations
- (f) Minutes of Previous Meetings
- (g) Reports of Administration
- (h) Petitions and Communications
- (i) New Business
- (j) Adjournment

5.02 Special Committee of the Whole – Agendas

The City Clerk shall have prepared for the use of the Members at Meetings of the Special Committee of the Whole, an agenda that may include the following headings:

- (a) Land Acknowledgement
- (b) Disclosures of Interest
- (c) Confirmation of Agenda
- (d) Reports of Administration
- (e) Petitions and Communications
- (f) New Business
- (g) Adjournment

5.03 City Council Agendas

The City Clerk shall have prepared for the use of the Members of City Council, an agenda that may include the following headings:

- (a) Opening Ceremonies
 - i. Land acknowledgement
 - ii. Moment of silent reflection
 - iii. National anthem
- (b) Disclosures of Interest
- (c) Confirmation of Agenda
- (d) Minutes of Previous City Council Meetings
- (e) Presentations
- (f) Reports of Committees, Boards and Outside Agencies
- (g) Public Meeting (As per the *Planning Act*)
- (h) Items Arising from Closed Session
- (i) Consent Agenda
- (j) Petitions and Communications
- (k) Reports of Administration
- (l) By-laws

- (m) New Business
- (n) Notice of Motion
- (o) Confirming By-law
- (p) Adjournment

5.04 Non-Business Agendas

The City Clerk shall have prepared for the use of the Members at Non-Business Meetings, an agenda that may include the following headings:

- (a) Disclosures of Interest
- (b) Confirmation of Agenda
- (c) Minutes of Previous Meetings
- (d) Discussion Items
- (e) Adjournment

5.05 Special Purpose and Advisory Committees of Council

The City Clerk shall have prepared for the use of the members at Special Purpose and Advisory Committees of Council Meetings, an agenda that may include the following headings:

- (a) Land Acknowledgement
- (b) Election of Chair and Vice Chair
- (c) Disclosures of Interest
- (d) Confirmation of Agenda
- (e) Presentations
- (f) Deputations
- (g) Minutes of Previous Meeting
- (h) Terms of Reference
- (i) Discussion Items
- (j) New Business
- (k) Next Meeting
- (l) Adjournment

Article 6.00 Rules for Agenda Items

6.01 Opening Ceremonies

Each Meeting of City Council shall commence with recognition of a land acknowledgement, followed by a moment of silent reflection and presentation of the national anthem.

6.02 Disclosures of Interest:

- (a) Members shall disclose any interest in a matter being considered at any Meeting in accordance with the provision of conflict of interest legislation currently in effect.

- (b) Oral disclosure does not preclude the member from the requirement of completing the disclosure of interest form for inclusion on the conflict of interest registry as per the *Municipal Act, 2001*. Disclosures of interest shall be recorded by the City Clerk in the minutes of the Meeting and posted in the conflict of interest registry located on the city's website.

6.03 Confirmation of Agenda

All Meetings will confirm the agenda as distributed including any additional information or New Business.

6.04 Minutes of Previous Meetings:

- (a) The minutes shall record:
 - i. the place, date and time of Meeting;
 - ii. the name of the presiding officer or officers and the names of Members and Administration in attendance; and
 - iii. all other proceedings of the Meeting without note or comment.
- (b) City Council agendas include the presentation of minutes from previous City Council Meetings for confirmation.
- (c) Non-Business agendas include the presentation of minutes from previous Non-Business Meetings for information.
- (d) Special Purpose Committee and Advisory Committee agendas include the presentation of minutes from previous Meetings of the same type for confirmation.
- (e) Standing Committee agendas include the presentation of minutes from previous Standing Committee Meetings for information.

6.05 Presentations

- (a) Presentations may be scheduled at all Meetings.
- (b) Time limits for Presentations:
 - (i) For formal recognition of visiting delegates or the announcement or promotion of city-wide events, the time limit is five (5) minutes.
 - (ii) For a Presentation of information by Administration or a consultant on behalf of the Corporation, the time limit is 10 (ten) minutes.
 - (iii) The time limits for Presentations do not include the time within which Members may question the Presenter.

6.06 Deputations:

(a) Deputations are heard at Standing Committees, Special Committee of the Whole and Special Purpose or Advisory Committee Meetings.

- i. Any person who wishes to be a Deputant shall submit a formal request to the City Clerk.
- ii. The request must be submitted either by formal correspondence in writing addressed to the City Clerk or as a request to speak form located on the city's website. Requests must be made a minimum of four (4) calendar days prior to the Meeting, by 12:00 p.m., at which the person wishes to appear.

(b) The request must describe:

- i. The subject matter on which the person wishes to address the Committee;
- ii. The outcome that is sought; and
- iii. the efforts the person has made to achieve the desired outcome with Administration.
- iv. Where time constraints are involved, late requests will be received by the City Clerk and if the matter is determined to meet the requirement of New Business as outlined in this By-law, the request may be presented to the Standing Committee or Special Purpose and Advisory Committees as a potential item of New Business as outlined in this By-law.

(c) Denial of Deputation Requests

The City Clerk shall be required to deny a request for a Deputation where:

- i. The subject matter that the person wishes to address, or the outcome that the person seeks from the Committee is outside of municipal jurisdiction;
- ii. The person wishes to address the Committee to request financial support for a purpose which falls within the criteria of the city's established financial assistance programs including but not limited to Community, Youth, Cultural Funding Program, Community Partnership Program, or any other approved funding program or agreement by City Council;
- iii. The subject matter involves negotiation with the Corporation that may include but is not limited to contracts, agreements, procurement, collective bargaining, development and land purchase;
- iv. The subject matter involves a report from the Integrity Commissioner appointed to the City of Thunder Bay;
- v. The subject matter involves litigation or potential litigation with the Corporation;

- vi. The subject matter has already been presented to the Committee by the Deputant or an organization to which they belong;
- vii. The Deputant wishes to speak to the municipality's annual capital or operating budget;
- viii. The Deputant seeks to have a prior decision of City Council Reconsidered;
- ix. The Deputant wishes to address a matter which was the subject of a Public Meeting held under the *Planning Act*; or
- x. The Deputant wishes to address a matter subject to the provisions of closed session (pursuant to section 239 or otherwise of the *Municipal Act, 2001* and referenced in this By-law).

(d) Scheduling Deputations

- i. Deputations shall be scheduled for the appropriate Standing Committee or Special Purpose or Advisory Committee.
- ii. Where the person requesting the Deputation is unable to attend on that date, or where the matter involves other time constraints, the Deputation shall be scheduled on a date that is most convenient.

(e) Information to Deputant

The City Clerk shall provide the Deputant with information outlining the Deputation process.

(f) Rules for the Deputant

- i. If the Deputant wishes to distribute material with the agenda packages to the Members, the Deputant shall provide the City Clerk's office with an electronic copy of the material to supply to include in the relevant agenda a minimum of four (4) days prior to the Meeting at which they will appear. Information supplied must be accessible as per the *Accessibility for Ontarians with Disabilities Act*.
- ii. All speaking notes must be provided to the City Clerk for review and approval four (4) days prior to the meeting.
- iii. A Deputation shall not exceed 10 minutes in length. This time limit does not include the time within which Members of the Committee may question the Deputant.
- iv. If a Deputation includes more than one person, the combined speaking time of all persons addressing the Committee shall not exceed the limit of 10 minutes.

- v. The Deputant must restrict their comments to the subject matter outlined in their request for Deputation.
- vi. Where several Deputations are scheduled on the same topic, the Chair may request that Deputations subsequent to each preceding Deputation only bring forward new information to the Committee.
- vii. All comments from the Deputant shall be directed through the Chair without the use of offensive language or behaviour.
- viii. In responding to questions from the Members of Committee, the Deputant shall not enter into Debate or question Members of the Committee.
- ix. Deputants must observe the rules set out in this By-law in addition to the terms and process provided by the City Clerk for attendance at Electronic Meetings, and the decisions and directions of the Chair presiding at the Meeting.
- x. Deputants shall at no time, put into question the municipal employee's personal or professional integrity.

(g) Limitations

- i. Where a Deputant disregards any one or more of the rules of this By-law, the Chair shall advise the Deputant of the error, remind them of the rules, and request that they adhere to the rules; or if the Deputant repeatedly ignores the rules, the Chair may call an end to the Deputation.
- ii. Where a Deputant repeatedly disregards any one or more of the rules the Chair may immediately order the Deputant to leave the Meeting for the remainder of the Meeting.
- iii. If the Deputant refuses to leave the Meeting, they may be escorted from the building by security or where the Meeting is an Electronic Meeting removed from the Meeting by the City Clerk.
- iv. City Council may, at its discretion, prohibit anyone from making Deputations for a period of time.

(h) Rules for Members and Administration

- i. When a request for a Deputation has been denied, the City Clerk shall provide the requestor the Members of the Committee, City Council and the City Manager with a memorandum outlining the reasons for the denial.
- ii. Where a Deputation relates to another matter on the agenda, the Deputation shall be scheduled during the same time on the agenda, following presentation

of the related matter.

- iii. When a Deputation is received after 12:00 noon, four (4) days prior to the Meeting, and the Deputation is approved as New Business, it will be presented under Deputations as a New Business Deputation in accordance with this By-law.
- iv. Upon the conclusion of a Deputation, Members of the Committee may ask questions of the Deputant. Questions to Deputants shall be limited to the subject matter of the Deputation.
- v. Members shall not enter into Debate with Deputants.
- vi. The Deputant shall be excused after Members of Committee have had the opportunity to question them. Questions by Members can be addressed to Administration at this point.
- vii. Except in cases involving established time constraints, no Motion regarding any Deputation aside from a Referral Motion to Administration not associated with another agenda item shall be presented at the same Meeting as the one at which the Deputation occurred.

6.07 Items Arising from Closed Session

Items previously presented in closed session that require decision or direction from City Council.

6.08 Consent Agenda

The Consent Agenda shall consist of items for information, minutes of previous meetings, items that do not require further consultation and matters of a procedural nature.

Members shall identify any items contained within the Consent Agenda, which they wish to speak to or change the recommended direction, and the matter shall be extracted from the Consent Agenda to be dealt with separately.

Should a Member have a conflict of interest, in accordance with the provincial legislation, including the *Municipal Conflict of Interest Act*, or the Code of Conduct for Members of Council, regarding an item within the Consent Agenda, the item shall be extracted from the Consent Agenda to be dealt with and voted on separately.

The balance of items on the Consent Agenda, which have not been extracted shall be voted on in one motion.

6.09 Reports of Committees, Boards and Outside Agencies

(a) City Council agendas may include the presentation of:

- i. Standing Committee, Special Committee of the Whole, Special Purpose and Advisory Committee, Ward and Town Hall, and Non-Business Meeting minutes for information.
- ii. Minutes provided by outside boards and other city-related agencies, such as a conservation authority, for information of City Council.

6.10 Public Meeting

(a) Public Meeting is held for the purposes holding public meetings on certain planning matters mandated by the *Planning Act*, or other provincial legislation, including amendments to the zoning by-law, official plan, or draft plans of subdivisions. A Public Meeting will be included as required on a City Council agenda as a function of the meeting.

(b) The City Clerk will advise those in attendance of the procedures to be followed when holding a Public Meeting pursuant to the provisions of the *Planning Act*, or any other Act.

(c) For each application presented the following procedure will occur:

- i. The City Clerk will provide information on the application.
- ii. The Planning Division will summarize the application.
- iii. The Chair will ask the applicant if they wish to present any comments. The applicant will have a maximum of ten (10) minutes to speak to the application.
- iv. The Chair will ask if there are speakers to the application who wish to be heard. Speakers will be provided with a maximum of ten (10) minutes to speak to the application.
- v. The Chair will ask City Council if they wish to ask questions of the applicant following comments made by any speakers to the application.
- vi. The Chair will ask City Council if they wish to ask questions of Administration.
- vii. The motion will be placed on the floor for Debate and decision.
- viii. Once a decision is made by City Council, notice of the decision will follow all applicable requirements of the *Planning Act*, or other provincial legislation.

6.11 Reports of Administration

(a) Reports of Administration prepared for presentation at City Council, Standing

Committees and Special Committee of the Whole Meetings are numbered and filed within the Office of the City Clerk.

- (b) Requests for reports from a Member of City Council to Administration, when made at a Meeting of City Council, Special Committee of the Whole, and in certain circumstance when necessary and applicable, at a Standing Committee, shall be by majority decision of the assembly and directed to the City Manager who, shall give direction to the appropriate departments.
- (c) Reports of Administration will be presented for consideration to the appropriate Meeting.
- (d) Any report of Administration may be accompanied by a Presentation which shall be noted within the report and subject to the provisions of this By-law.
- (e) City Council – Reports of Administration may be presented directly to City Council when:
 - i. The matter contained in the report is of an urgent nature and cannot be delayed by scheduling presentation at a regular Meeting of the appropriate Standing Committee.
 - ii. Reports presented at the inaugural Meeting of City Council include appointment of Acting Mayors and appointments of Chairs and Vice Chairs of Standing Committees.
 - iii. The subject matter is legislative in nature.
 - iv. Where consultation is not required.

6.12 Petitions and Communications

- (a) All petitions and communications presented to a Meeting shall be signed, be legibly written or printed and shall not contain any obscene or improper matter or language.
- (b) Petitions are presented at the relevant Standing Committee in accordance with the corporate policy on petitions.
- (c) Correspondence received from Members of Council, Administration and the public shall be filed with the City Clerk no later than 12:00 noon, twelve (12) calendar days prior to the day of the week in which the regular Meeting is held.

6.13 By-laws

- (a) Must be in the form conforming to accepted procedure and in compliance with the provisions of the By-law and with the provincial legislation and shall be complete with the exception of the date of passing.

- (b) Require only one reading prior to being passed by City Council. A majority vote of City Council is required. Should a by-law be defeated by City Council, direction is given to Administration by that vote.
- (c) Introduced with a Motion, specifying the subject of the by-laws and open to Debate and amendment prior to passing.
- (d) May be considered and Debated separately.
- (e) May be Referred to the relevant Standing Committee or City Council for further consideration.
- (f) May be Deferred to a subsequent Meeting date of City Council.
- (g) Every by-law enacted by City Council shall be numbered and dated, signed by the City Clerk and Mayor at the Meeting at which the by-law was passed and shall be sealed with the seal of the Corporation.
- (h) Every by-law shall be indexed and filed in a secure location in the Office of the City Clerk.

6.14 New Business

- (a) The City Clerk shall review and approve, in consultation with the Chair, all requests for items of New Business on a Meeting agenda.
- (b) No item of New Business may be dealt with without the consent of a majority of the Members present.
- (c) All items of New Business shall be written and copied to all Members of the Committee or City Council prior to Debate, unless urgent matters arise during a Meeting.

6.15 Notice of Motion

Notice of Motion to Reconsider, Rescind or Amend a prior decision of City Council will be presented at City Council Meetings only, in the following order:

- (a) Motions for Debate previously introduced at a prior City Council Meeting.
- (b) Introduction of Notices of Motion.

6.16 Confirming By-law

The Confirming By-law is presented at each City Council Meeting to confirm the proceedings of Council.

6.17 Adjournment

- (a) The Speaker or Chair shall call for a Motion to adjourn each Meeting.
- (b) Every effort will be made to adjourn Meetings within the established time scheduled.
- (c) No meetings should be scheduled to run past 11 p.m.
- (d) In the case that a Meeting has not concluded prior to 11 p.m., a Motion to extend the hour at 11:00 p.m. and every hour following until the Meeting is adjourned.

Article 7.00 Motions

7.01 Motions without Notice

The Motions listed in this section may be introduced verbally without written notice:

- (a) A Point of Order or a Point of Privilege;
- (b) To Refer a matter under discussion;
- (c) To Defer a matter under discussion;
- (d) To Amend a matter under discussion;
- (e) Motions to suspend a Rule of Procedure;
- (f) Motions to adjourn;
- (g) Motion to Recess;
- (h) Motions to vote on the question;
- (i) Motions that resolve into closed session.

7.02 Dividing a Question

When a Motion under consideration concerns two or more matters, each matter may be voted on separately upon the request of any Member.

7.03 Withdrawal of Motion

Once a Motion has been introduced, it is in the possession of the assembly and may only be withdrawn through a Motion and subsequent vote of the assembly.

7.04 Subsequent Motions

When a Motion is under Debate, no other Motion shall be in order except a Motion:

- (a) To adjourn;
- (b) To Recess;
- (c) To extend the hour;
- (d) To vote on the question;
- (e) To Defer;
- (f) To Refer;

(g) To Amend.

7.05 Rules for Subsequent Motions

(a) Motions to adjourn shall:

- i. Not be Amended;
- ii. Not be Debated;
- iii. Not include qualifications of additional statements; and
- iv. Always be in order.
- v. When a Motion to adjourn is lost, no further Motion to adjourn may be made until the matter at hand has been concluded.

(b) Motions to Recess shall:

- i. Be amendable only as to the length of time of the Recess;
- ii. Be open to Debate;
- iii. Include the time period for the Recess; and
- iv. Always be in order.

(c) Motions to Extend the Hour shall:

- i. Not be Amended;
- ii. Not be Debated; and
- iii. Always be in order, except when a Member is speaking or the Members are voting.

(d) Motions to Vote on the Question

A Motion to close the Debate and vote on the question is in order at any time, and shall:

- i. Not be Amended;
- ii. Not be Debated;
- iii. Only be permitted when a minimum of two rounds of speaking has been completed;
- iv. Be duly moved and seconded and recorded in the minutes of the Meeting; and
- v. Lead directly to a vote on the question, if carried.

(e) Motions to Defer

If a Motion to Defer is decided in the affirmative by a majority vote of the Members present, then the main Motion and any Amendments to it shall be removed from the consideration of the assembly until such time as provided for in the Motion. A Motion to Defer a matter shall:

- i. Not be Amended;
- ii. Be Debated only as to the time period of Deferral or postponement; and
- iii. Apply to the main Motion and any Amendments to it under Debate at the time when the Motion to Defer was made.

(f) Motions to Refer

A Motion to Refer a matter under consideration to a Committee or to Administration shall:

- i. Be open to Debate;
- ii. Be Amendable; and
- iii. End further Amendment or Debate of the preceding Motion, unless the Motion to Refer is lost.

(g) Motions to Amend

A Motion to Amend a Motion in possession of the Assembly shall:

- i. Be open to Debate;
- ii. Be relevant to the question to be received; and
- iii. Not be contrary to the main Motion.

A Motion to Amend the main Motion must be dealt with prior to presenting any additional Motions to Amend the main Motion.

An Amending motion to the main Motion can be Amended, with no more than (two) 2 Amending Motions on the floor at the same time.

(h) Motion to Appeal the Decision of the Chair (Challenge the Chair) shall:

- i. Be recognized by the Chair;
- ii. Be duly moved and seconded and recorded in the minutes;
- iii. Be open to Debate including an explanation by the Chair of their ruling and by the Member of their objection;
- iv. Not be amendable;
- v. Overturn the decision of the Chair with a majority of the vote in the affirmative; and
- vi. Uphold the decision of the Chair with a majority of the vote in the negative or tie.

7.06 Motion to Suspend the Rules

(a) A Motion to suspend the Rules of Procedure of City Council:

- i. Shall be specific to the rule to be suspended and the purpose of doing so;
- ii. Requires a two-thirds vote of City Council; and
- iii. Shall only be in order at City Council Meetings.

7.07 Jurisdiction

A Motion in respect of a matter that conveys authority or direction, that is beyond the power of City Council or Committee is not in order.

7.08 Submission of Motion

Notice of all new Motions except Motions without notice, shall be given in writing to the City Clerk at least 13 days preceding the date of the Meeting at which a Motion is to be introduced, and the Motion shall be prepared for the agenda for that Meeting.

7.09 Receipt of Motions

Every Motion, when moved and seconded and presented at a Meeting, in accordance with this By-law, shall be received by the Chair.

7.10 Order of Precedence of Motions

Where a Motion is under consideration, no Motion shall be received except a Motion having precedence in the following order:

- (a) To adjourn;
- (b) To Recess;
- (c) To vote on the question;
- (d) To close, limit or extend the Debate;
- (e) To Defer;
- (f) To Refer;
- (g) To Amend.

7.11 Non-debatable Motions

- (a) To adjourn;
- (b) To close, limit or extend Debate;
- (c) Point of Order;
- (d) Point of Privilege;
- (e) To suspend the Rules of Procedure;
- (f) To Defer;
- (g) To request a Revote on a matter at the same Meeting.

Article 8.00 Debate

8.01 Rules of Debate

- (a) Debate may not begin until the Chair has stated the Motion.
- (b) Debate must be relevant to the Motion under consideration.

- (c) Debate must be courteous and respectful.
- (d) Members who have declared conflicts of interest may not participate in the Debate.
- (e) A Member who wishes to Debate must raise their hand or signal that they would like to be added to the speakers list and wait for permission from the Chair to speak. The Chair shall keep a list of speakers, calling upon them in order of their recognition.
- (f) A Member may not speak on any subject other than the subject in Debate.
- (g) The Chair may not participate in the Debate on any Motion until all other Members have had at least one opportunity to speak.
- (h) The Chair may make brief remarks on non-debatable Motions.
- (i) A Member may interrupt a speaker on a Point of Order if they believes the speaker is violating any of the Rules of Procedure.
- (j) A Member may interrupt a speaker on a Point of Privilege if they believes the speaker has impugned a Member or the assembly.

8.02 Reopening an item for further Debate

At the request of any Member, any item on the agenda of a Meeting may be reopened with a majority vote of all Members present for further Debate; including a Revote on the related main Motion or any amendments that had been made.

8.03 Limits on Speaking

- (a) City Council, Standing Committees, Special Committee of the Whole, Non-Business Meetings, and Special Purpose and Advisory Committees of Council
 - i. There is a limit of three (3) rounds of speaking permitted by a Member speaking to a Motion or other item under consideration. Each Member is limited to five (5) minutes per round of speaking. Members shall be succinct when speaking to a motion and avoid duplication when possible.
- (b) Presentations and Deputations
 - i. Each Member is limited to one (1) round of questions of Presenters and Deputants. Members are limited to three (3) questions per round of speaking.
- (c) Notice of Motion to Reconsider, Rescind or Amend
 - i. Members are limited to three (3) rounds of speaking to a Motion to Reconsider, Rescind or Amend under consideration, a maximum of ten (10) minutes per round.

8.04 Public Meeting

Each Member is limited to one (1) round of questions for each speaker to an application, the applicant and to Administration, up to 3 questions per round. Applicants and speakers to applications are limited to no more than 10 minutes.

Article 9.00 Voting

9.01 Rules for Voting:

a) City Council

- i) All Members present when a vote on a question is called must vote by via recorded vote. The vote will be called and duly recorded by the City Clerk and reflected in the Meeting minutes.
- ii) Any Member who does not vote will be counted as having voted in the negative unless they are prohibited from voting having declared a conflict of interest.
- iii) Once the Chair has called a vote on a Motion, Members may not speak or make another Motion until after the result has been declared.

b) Special Committee of the Whole, Standing Committees Special Purpose and Advisory Committees

- i) All Members present when a vote on a question is called must vote by a show of hands (in person or via electronic participation).
- ii) Any member who does not vote will be counted as having voted in the negative unless they are prohibited from voting having declared a conflict of interest.
- iii) Once the Chair has called a vote on a Motion, members may not speak or make another Motion until after the result has been declared.
- iv) The vote on any particular item shall not be recorded, but a member may be recorded as being opposed.

Article 10.00 Revisiting Prior Decisions

10.01 Revote

Any Member may make a Motion to call for a Revote on a question that has been decided at the same Meeting. The Motion to Revote is non-debatable.

10.02 Reconsideration, Rescind or Amend Prior Decisions of City Council made in its

Current Term

(a) Motions to Reconsider, Rescind or Amend are subject to the following:

- i. Introduced at City Council Meetings, according to timelines indicated in this By-law prior to Debate at a subsequent City Council Meeting identified at the time of introduction.
- ii. May only be introduced once during each term of City Council with respect to any particular item.
- iii. A Motion to Reconsider may be introduced by any Member of City Council.
- iv. A Motion to Rescind or Amend may be introduced only by a Member of City Council that voted in favour of the prevailing side of the Motion to be Rescinded or Amended.
- v. A seconder is not required to introduce the Notice of Motion.
- vi. Where there are significant implications, financial impacts and/or legislative changes that may require a reconsideration, rescind or amendment, Administration may bring forward a recommendation to introduce a change in course of action by City Council.

(b) Reconsideration is subject to the following:

- i. The purpose of a Motion to Reconsider is to allow for fresh Debate of a Motion previously adopted by City Council, where new information about a decided matter has been introduced.
- ii. A Motion to Reconsider may only be introduced by placing a Notice of Motion on the:
 1. City Council agenda where the Motion to be Reconsidered was ratified, or
 2. City Council agenda or the next Special City Council agenda being held after the City Council Meeting where the Motion to be Reconsidered was ratified.
- iii. During presentation of the Motion at a subsequent City Council Meeting:
 1. the Motion to vote on whether or not to Reconsider the original Motion is introduced;
 2. if the Motion to Reconsider is carried by two-thirds vote of City Council, the original Motion is introduced;
 3. the original Motion is now open for Debate and consideration as if the

original vote had not occurred. A majority vote is required.

- iv. Until the Motion to Reconsider has been dealt with by City Council all actions are suspended relating to the original Motion previously adopted by Council.

(c) Rescission or Amendment

- i. The purpose of a Motion to Rescind is to reverse or cancel a decision previously adopted by Council.
- ii. The purpose of a Motion to Amend is to change the wording or substance of a Motion or decision previously adopted by City Council.
- iii. A Motion to Rescind or Amend may only be introduced by placing a Notice of Motion at any City Council Meeting within the term of Council.
- iv. During presentation of the Motion at a subsequent City Council Meeting, the Motion to Rescind or Amend is carried by two-thirds vote of City Council.
- v. Unless and until the Motion to Rescind or Amend has passed by two-thirds vote of City Council, the original decision continues in full force and effect.

Article 11.00 Conduct

11.01 Rules of Conduct

Members of City Council and Committees shall, at all Meetings, observe the rules of conduct set out in this Section. No Member shall:

- (a) Speak disrespectfully of a fellow Member or Administration;
- (b) Use offensive words or un-parliamentary language;
- (c) Operate any communication device during a closed Meeting of a Committee for purposes of recording communications during a Meeting of a Committee;
- (d) Disclose the content of any matter or substance of deliberations discussed in a closed Meeting; or
- (e) Disobey the Rules of Procedure, or a decision of the Chair, or of the Committee on questions of order and practice or upon the interpretation of the Rules of Procedure.
- (f) Should a Deputant or a Member of City Council or Administration offer a statement in error, any Member of City Council or Administration may be recognized by the Speaker or Chair on a Point of Order whereby the Members of City Council or Administration be recognized by the Speaker or Chair and may bring necessary corrections or clarifications to the comments or statement said by

the deputation.

- (g) A Member, while asking questions through the Chair, shall at no time, put into question the municipal employee's personal or professional integrity.

11.02 Failure to Obey the Rules of Conduct:

- (a) Where a Member has been called to order by the Chair for failing to observe the Rules of Conduct and the Member persists in such conduct, the Chair may put the question to a vote, without Amendment, adjournment or Debate being allowed, "that Councillor [Name of Member]" be ordered to leave their seat for the duration of the Meeting or during an Electronic Meeting, the Chair may advise "that Councillor [Name of Member]" will be removed from the Electronic Meeting by the City Clerk for the duration of the Meeting."
- (b) If a Member apologizes, the Member may, by vote of the Members, be permitted to retake their seat.
- (c) Should a Member fail to leave their seat or exit the Electronic Meeting after being ordered to do so, the Chair may, at the Chair's discretion, adjourn the Meeting without Debate or vote.

11.03 Point of Order, Point of Privilege:

- (a) The Chair shall preserve order and decide Points of Order and Points of Privilege.
- (b) A Member may rise at any time, with the consent of the Chair:
 - i. on a Point of Order; or
 - ii. on a Point of Privilege, where it is considered that the Member's rights or integrity or the rights or integrity of the Committee or Council as a whole have been impugned.
- (c) Upon being recognized by the Chair, the Member shall state the Point of Order or Point of Privilege.
- (d) The Point of Order or Point of Privilege shall be immediately decided by the Chair, without Debate or discussion. The Chair may ask clarification questions of the person raising the point.
- (e) After a Point of Order or Point of Privilege has been ruled upon, no Member shall address the Chair, except for the purpose of appealing the Chair's decision to the Committee.
- (f) If no Member appeals, the decision of the Chair is final.

(g) If a decision is appealed, the Chair shall require that:

- i. the following question be seconded: "Shall the decision of the Chair be sustained?"; and
- ii. call a vote, without Debate. The results of the vote shall be final.

Article 12.00 General

12.01 Repeal

(a) By-law 51-2021, being A By-law to govern the proceedings of City Council and its Committees, is hereby repealed.

(b) This By-law shall come into force and take effect on September 1, 2025.

Enacted and passed this 14th day of July, A.D. 2025 as witnessed by the Seal of the Corporation and the hands of its proper Officers.

Ken Boshcoff

Mayor

Dana Earle

Deputy City Clerk