



THE CORPORATION OF THE CITY OF BRAMPTON

BY-LAW

Number 1-78

A By-law to provide rules governing the order and proceedings of the Council of The Corporation of the City of Brampton.

WHEREAS it is necessary and expedient that there should be rules governing the order and proceedings of the Council of The Corporation of the City of Brampton;

THEREFORE the Council of The Corporation of the City of Brampton ENACTS as follows:

1. In this By-law
 - a) 'Chair' means the Mayor or Acting Head of the Council or Chairman of the meeting;
 - b) 'Clerk' means the Clerk of The Corporation of the City of Brampton;
 - c) 'Committee Chairman' means the Chairman of General Committee, a Standing or Special Committee of the Council;
 - d) 'Committee of the Whole' means all the members present sitting in committee;
 - e) 'Council' means the Council of The Corporation of the City of Brampton;
 - f) 'General Committee' means the Council meeting in public for review and policy discussion purposes;
 - g) 'Head of the Council' means the Mayor;
 - h) 'Member' means a Member of the Council;
 - i) 'Municipal Corporation' means The Corporation of the City of Brampton;

j) 'Point of Order' means:

- i) any breaches of the Rules of Order of Council; or
- ii) any defect in the constitution of any meeting of the Council; or
- iii) the use of improper, offensive or abusive language; or
- iv) notice of the fact that the motion under discussion is not within the scope of the notice of motion; or
- v) any other informality or irregularity in the proceedings of Council.

k) 'Point of Privilege' - when a Member considers that his integrity or the integrity of the Council has been impugned.

l) 'Recorded Vote' means the recording of the name and vote of every member voting on any matter or question.

2. MAYOR:

The Mayor shall be a member of General Committee, all Standing and other committees of the Council, and shall vote on all questions except where he is disqualified to vote by reason of interest or otherwise.

3. COUNCIL MEETINGS:

Place - Meetings of the Council shall be held at the Council Chambers adopted and used by the Council from time to time for such purposes.

4. REGULAR MEETINGS:

The Council shall hold two regular meetings each month. The first regular monthly meeting shall be held on the Monday following the first Wednesday of each month commencing at 7:30 o'clock in the afternoon

local time; the second monthly meeting shall be held on the Monday following the third Wednesday of each month commencing at 2:00 o'clock in the afternoon local time.

When the day for a regular meeting of Council or General Committee is a public or civic holiday, the Council shall meet at the same hour on the next following day which is not a public or civic holiday unless otherwise provided by resolution of Council.

5. SPECIAL MEETINGS:

The Mayor may at any time summon a special meeting of Council on twenty-four (24) hours' written or oral notice to the Members of Council or, upon receipt of the petition of the majority of the Members of Council, the Clerk shall summon a special meeting for the purpose and at the time mentioned in the petition. At least twenty-four (24) hours' written or oral notice of all special meetings of Council shall be given to the Members through the Clerk's Office.

6. CALLING OF COUNCIL MEETINGS TO ORDER AND QUORUM:

As soon after the hour fixed for the holding of the meeting of the Council as a quorum is present the Mayor shall take the Chair and call the meeting to order. A majority of Members of the City Council are required to be present to constitute a quorum.

If no quorum is present one-half (1/2) hour after the time appointed for a meeting of the Council, the Clerk shall record the names of the Members present and the meeting shall stand adjourned until the date of the next regular meeting.

7. ABSENCE OF THE MAYOR:

In the event the Mayor does not attend within fifteen (15) minutes after the time appointed for a

meeting of the Council the Acting Mayor shall assume the Chair and call the Members to order and the Acting Mayor shall preside until the arrival of the Mayor and while presiding, shall have all the powers of the Mayor.

When the Office of the Mayor is vacant or when the Mayor is unable to carry on his duties through illness or otherwise, or when the Mayor is absent from the office in the course of his duties, or on vacation or on an approved leave, there shall be an Acting Mayor who shall have all the powers and duties of the Mayor.

The position of designated Acting Mayor shall rotate alphabetically among the Members of Council on a month to month basis, and at the beginning of each term the Clerk shall prepare and circulate a list assigning each Member of Council the month(s) during which he may be called upon to hold the position of Acting Mayor. Should any designated Member of Council be unable to carry on the duties of Acting Mayor the designation will automatically pass to the next Member of Council in the alphabetical listing. The aforementioned alphabetical listing shall be prepared on the basis of listing Regional Councillors alphabetically, followed by a listing of the Aldermen alphabetically.

8. GENERAL COMMITTEE:

The Council shall meet in General Committee on the first Wednesday of each month in the Municipal Council Chambers commencing at 2:00 o'clock in the afternoon local time; the second monthly meeting shall be held on the third Wednesday of each month commencing at 7:30 o'clock in the afternoon local time.

- a) The General Committee of Council shall consist of all Members of Council.
- b) The Chairman of the General Committee of Council shall be the person designated in Section 7 as the Acting Mayor.

- c) A quorum of General Committee shall be eight Members of Council.
- d) The General Committee shall have jurisdiction and be responsible to formulate and discuss major and general policies for recommendation to the Council and shall also consider such other matters as may be referred to it by the Council.
- e) The General Committee agenda shall be divided into three parts as follows:
 - i) Administration and Finance
 - ii) Public Works
 - iii) Parks & Recreation
- f) In addition to regular meetings, special meetings of General Committee may be called by the Mayor whenever he deems it necessary to do so. It shall be the duty of the Mayor, or in the case of his illness or absence from the municipality, it shall be the duty of the Clerk of the Council to summon a special meeting of the General Committee whenever requested in writing to do so by a majority of the Council. However, in no event shall less than 24 hours written or oral notice be given to Council of any special meeting of General Committee.
- g)
 - i) In the absence of the General Committee Chairman for a period of fifteen minutes after the time scheduled for the meeting to commence, one of the other members of the General Committee, if there be a quorum present, may be chosen to preside and he shall discharge the duties of the Committee Chairman during the meeting or until the arrival of the Committee Chairman.
 - ii) If no quorum be present one half hour after the time scheduled for a meeting, the Clerk shall call the roll and record the names of the members present and the meeting shall stand adjourned until the next day of meeting or at the call of the Mayor.

- h) The rules governing the procedure of the Council and the conduct of Members of Council shall be observed in a meeting of a General Committee insofar as they are applicable, provided that:
- (a) a motion shall not be required to be seconded.
 - (b) the number of times a member may speak on any question shall not be limited unless a member moves that the vote be now taken, which motion shall not be made until every member wishing an opportunity to speak has spoken once,
 - (c) no member shall speak more than once to an item of business until every member who desires to speak has spoken,
 - (d) at the request of any Member of the Committee present any item on the agenda of the meeting may be re-opened upon a majority vote of the Members present,
 - (e) the vote of any particular item shall not be recorded however, a member, on request, may be recorded as being opposed,
 - (f) if a member disregards the rules of the Council or a decision of the Chairman of the General Committee on questions of order or practice or upon the interpretation of the rules of the Council and persists in such conduct, after having been called to order by the said Chairman, the Chairman shall forthwith put the question with no amendment, adjournment or debate, "that such member be ordered to leave his seat for the duration of the Committee meeting." If following such vote by the Committee the Member apologizes, he may, by a further vote of the Committee, be permitted to retake his seat.
- i) All meetings of General Committee shall be open to the public provided that General Committee may

exclude the public and members of the media upon a majority vote of the members present.

- j) Deputations may address General Committee by requesting the Clerk of the Municipality, or his appointee, to place their name in deputation on the agenda for the particular meeting prior to the date for preparation of agendas. Notwithstanding the above and at the Committee's discretion, any deputations in addition to those listed may be heard on any item appearing on the agenda. The priority in which deputations are heard by the Committee shall be in accordance with the following:
 - (a) known and listed deputations arranged for prior to distribution of agenda.
 - (b) deputations who, subsequent to the preparation of the agenda, and prior to the commencement of a meeting, apply to the Clerk to be heard on a particular matter,
 - (c) deputations who appear at a meeting and are not identified until such times as a particular item comes forward.
- k) Members of General Committee may be permitted to make additions of items for discussion, to the agenda prepared by the Clerk, provided that such additions must be approved at the commencement of the meeting by approval of two-thirds of the Members of Council present.
- l) The Clerk of the Council, or an employee of The Corporation designated by the Clerk, shall be Secretary of the General Committee.
- m) A copy of the minutes of each General Committee meeting shall be forwarded to the Mayor and to Members of Council by the Clerk with the next regular Council Meeting agenda and the Chairman shall report to Council without an item by item review, however, debate and questions will be

permitted on any item contained within the General Committee minutes.

- n) Additions to the General Committee agenda of items for discussion may be permitted by approval of two-thirds of the Members of Council present.

9. PLANNING COMMITTEE:

The Council shall meet as Planning Committee on the Monday evening which follows the first regular Council meeting of each month commencing at 7:30 o'clock in the afternoon.

The Planning Committee agenda shall be divided into two parts:

- i) Community Planning dealing with all present matters before Planning Committee.
- ii) Proposed new City Official Plan.

9(a) SPECIAL COMMITTEES:

Council may at any time appoint a Special Committee to enquire into and report on any matter.

A Budget Steering Committee shall be formed consisting of the Mayor and two Members of Council.

10. APPOINTMENT TO COMMITTEES:

The names of members required to serve on Special Committees shall be determined by Council in Committee of the Whole.

11. ORDER OF BUSINESS:

The Clerk shall prepare for the use of the Members of Council at the regular meetings of Council an agenda under the following headings:

- a) Approval of Agenda
- b) Adoption of Minutes
- c) Communications
- d) Deputations

- e) Petitions
- f) Reports of Officials
- g) Committee Reports
- h) Resolutions
- i) Other Business/New Business/Inquiries by Members
- j) Unfinished Business
- k) By-laws

11.1 When it appears that any matter may be more conveniently considered in Committee of the Whole Council may, on motion, resolve into a Committee of the Whole and the proceedings taken in Committee when adopted by Council shall be deemed to be proceedings of Council. The Mayor may preside in the Committee of the Whole or may designate another member to preside.

12. It shall be the duty of the Mayor or other presiding Officer:

- a) To open the meeting of Council by taking the Chair and calling the members to order;
- b) To announce the business before the Council in the order in which it is to be acted upon;
- c) To receive and submit, in the proper manner, all motions presented by the Members of Council;
- d) To put to vote all questions which are regularly moved and seconded or necessarily arise in the course of the proceedings, and to announce the result;
- e) To decline to put to vote motions which infringe upon the rules of procedure;
- f) To restrain the Members, when engaged in debate, within the rules of order;
- g) To enforce on all occasions the observance of order and decorum among the Members;
- h) To authenticate by his signature, when necessary, all by-laws, resolutions and minutes of Council;

- i) To receive all messages and other communications and announce them to the Council;
- j) To inform the Council when necessary, or when referred to, for the purpose on a point of order or usage;
- k) To adjourn the meeting when the business is concluded;
- l) If he considers it necessary, because of grave disorder, the Mayor may adjourn the sitting without question or put or suspend the sitting for a time to be named by him.

13. RULES OF DEBATE IN COUNCIL:

- 13.1. Every Member, prior to speaking to any question or motion, shall rise from his seat and address the Mayor.
- 13.2. When two or more Members rise to speak the Mayor shall designate the Member who has the floor who shall be the Member who, in the opinion of the Mayor, first rose.
- 13.3. Every Member present at a meeting of the Council in accordance with the Municipal Act, when a question is put, shall vote thereon unless prohibited by statute or by reason of conflict of interest or for any other reason.
- 13.4. If any Member present at a meeting of the Council when a question is put or a Recorded Vote taken, does not vote, he shall be deemed as voting in the negative except where he is prohibited from voting by law.
- 13.5. When a Recorded Vote is requested by a Member, or is otherwise required, the Clerk shall record the name and vote of every Member on any matter or question.

- 13.6. If a Member disagrees with the announcement of the Mayor that a question is ~~carried~~ or lost he may, but only immediately after the declaration by the Mayor, object to the Mayor's declaration and request that the vote be retaken.
- 13.7. When the Mayor calls for the vote on a question each Member shall occupy his seat and shall remain in his place until the result of the vote has been declared by the Mayor, and during such time no Member shall walk across the room or speak to any other Member or make any noise or disturbance.
- 13.8. When a Member is speaking no other Member shall pass between him and the Mayor or interrupt him except to raise a point of order or personal privilege.
- 13.9. Any Member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a Member while speaking.
- 13.10. No Member shall speak more than twice to the same question without leave of the Council, except that a reply shall be allowed to be made only by the Member of the Council who has presented the motion to the Council, but not by any Member who has moved an amendment.
- 13.11. No Member, without the leave of the Council, shall speak to the same question, or in reply, for longer than ten minutes.
- 13.12.a) A Member may ask a question only for the purpose of obtaining information relating to the matter under discussion and such question must be stated concisely and asked only of the Mayor.

- b) Notwithstanding paragraph a) when a Member has been recognized as the next speaker then immediately before speaking such Member may ask a question of the Mayor on the matter under discussion but only for the purpose of obtaining information, following which the Member shall speak.

13.13.a) The following matters and motions with respect thereto may be introduced orally without written notice and without leave, except as otherwise provided by these Rules of Procedure:

- i) a point of order or personal privilege;
 - ii) to lay on the table;
 - iii) to postpone indefinitely or to a day certain;
 - iv) to refer;
 - v) to adjourn;
 - vi) to suspend Rules of Procedure;
 - vii) to recess.
- b) A motion to amend may be introduced without notice, but shall be in writing signed by the mover and seconder.
 - c) Except as provided by paragraph a) above, all motions shall be in writing and signed by the mover and seconder.
 - d) Motions to defer, to adjourn, or to lay on the table are not debatable.

14. POINTS OF ORDER AND PRIVILEGES:

14.1. The Mayor shall preserve order and decide questions of order.

14.2. a) When a Member rises to a point of order he shall ask leave of the Mayor to raise a point

of order and, after leave is granted, he shall state the point of order to the Mayor and sit down and remain seated until the Mayor shall have decided the point of order.

- b) Thereafter, a Member shall only address the Mayor for the purpose of appealing to the Council from the Mayor's decision.
- c) If no Member appeals the decision of the Mayor shall be final.
- d) The Council, if appealed to, shall decide the question without debate and its decision shall be final.

14.3. When a Member considers that his integrity or the integrity of the Council as a whole has been impugned he may, as a matter of personal privilege, rise at any time, with the consent of the Mayor, for the purpose of drawing the attention of the Council to the matter.

15. CONDUCT OF MEMBERS IN COUNCIL:

15.1. No Member shall:

- a) speak disrespectfully of the Reigning Sovereign, or of any of the Royal Family, or of the Governor-General, the Lieutenant-Governor of any Province, of any Member of the Senate, the House of Commons of Canada or the Legislative Assembly of the Province of Ontario;
- b) use offensive words or unparliamentary language in or against the Council or against any Member;
- c) speak on any subject other than the subject in debate;
- d) criticize any decision of the Council except for the purpose of moving in accordance with the provisions of Section 24 that the question be reconsidered;

e) disobey the rules of the Council or a decision of the Mayor or of the Council on questions of order or practice or upon the interpretation of the rules of the Council; and in case a Member persists in any such disobedience after having been called to order by the Mayor, the Mayor may forthwith put the question, no amendment, adjournment or debate being allowed, "that such Member be ordered to leave his seat for the duration of the meeting of the Council," but if the Member apologizes he may, by vote of the Council, be permitted to retake his seat.

16. AGENDA IN COUNCIL:

16.1. The Clerk shall have prepared and printed a list of the items under the topics as set out in Section 11 hereof as the routine of business for the use of each Member at an ordinary meeting.

16.2. Additions to the Council agenda of items for discussion may be permitted by unanimous approval of the Members of Council present.

16.3. MINUTES:

a) Minutes shall record:

- i) the place, date and time of meeting;
- ii) the names of the presiding officer or officers and the record of attendance of the Members;
- iii) the reading, if requested, correction and adoption of the minutes of prior meetings;
- iv) all the other proceedings of the meeting without note or comment;

b) It shall be the duty of the Clerk to ensure that the minutes of the last ordinary meeting, and all Special, Standing and General Committee meetings held more than five (5) days prior to an ordinary meeting, together with the agenda prepared in accordance with Section 11 are mailed

or delivered to each Member not less than forty-eight (48) hours before the hour appointed for the holding of such ordinary meeting. The Clerk may also prepare an additional agenda for Council meetings but the contents thereof shall be limited to:

- i) Communications deemed urgent by the Clerk; and
 - ii) Special Reports requested by Council or Committees.
- c) Such minutes as referred to in clause b) of this paragraph may be adopted by Council without having been read at the meeting considering the question of their adoption, and in other cases the minutes shall be read prior to consideration of adoption.

17. PETITIONS AND COMMUNICATIONS:

- a) Every communication, including a petition, designed to be presented to the Council shall be legibly written or printed and shall not contain any obscene or improper matter or language and shall be signed by at least one person and filed with the Clerk;
- b) Every petition or communication shall be delivered to the Clerk not less than five (5) days before the commencement of the meeting of the Council and if, in the opinion of the Mayor, it contains any obscene or improper matter or language the Mayor shall decide whether it should be included in the agenda for a Council meeting;
- c) Subject to the decision of the Mayor under paragraph b) hereto, the Clerk shall read the substance thereof to the Council but any Member may require the reading of part or all thereof;

- d) All petitions or communications on any subject within the cognizance of the General Committee shall, on presentation, unless otherwise disposed of by Council forthwith, be considered as referred to the General Committee as the case may be without any motion or debate unless otherwise ordered by Council.

17.2. Delegations

Persons desiring to verbally present information on matters of fact, or make a request of Council, shall give notice to the Clerk not less than five (5) days before the commencement of the meeting of the Council, unless their presentation relates to a report before Council in which case the notice required shall be forty-eight (48) hours, and such persons may be heard on leave of the Mayor or other presiding Officer of Council, but shall be limited in speaking to not more than ten (10) minutes, except that a delegation consisting of more than five (5) persons shall be limited to two (2) speakers each limited to speaking not more than ten (10) minutes.

17.3. Committee Reports

- a) Shall not be received by Council unless received by the Members in accordance with Section 16.2.b).
- b) May be recommitted to the same or a different Committee.

17.4. Unfinished Business

The items listed in the order of the topics set out in the agenda of prior meetings which have not been disposed of by Council and the date of their first appearance on the agenda shall be noted and repeated on each subsequent agenda until disposed of by Council, unless removed from the agenda by leave of the Council.

17.5. By-laws

- a) No by-law, except a by-law to confirm the proceedings of Council, shall be presented to Council unless the subject matter thereof has been considered and approved by Council.
- b) Every by-law shall be introduced upon motion by a Member of the Council, specifying the title of the by-law.
- c) Every by-law, when introduced, shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with the provisions of any Act and shall be complete with the exception of the number and date thereof.
- d) Every by-law shall have three readings previous to it being passed.
- e) The first reading of a by-law shall be decided without amendment or debate.
- f) If the Council determines that the by-law is to be considered in Committee of the Whole it shall be so considered previous to the third reading thereof.
- g) In proceedings in Committee of the Whole upon by-laws each section shall be considered in its proper order, inclusive of the title and recitals.
- h) If Council so determines a by-law may be taken as read.
- i) The Clerk shall endorse on all by-laws enacted by Council the date of the several readings thereof.
- j) All amendments made in Committee of the Whole shall be reported by the Mayor to the Council which shall receive the same forthwith, and after the report has been received a by-law shall be open to debate and amendment before it is ordered for the third reading.

- k) When a by-law is reported without amendment it shall be forthwith ordered to be read the third time at such time as may be appointed by Council.
- l) Every by-law which has been enacted by the Council shall be numbered and dated and shall be sealed with the seal of The Corporation and signed by the Clerk and the Mayor and shall be deposited by the Clerk in his office for safe-keeping.

18. MOTIONS:

- 18.1. a) Notice of all new motions, except motions listed in paragraphs 13 a) to b) of Section 13, shall be given in writing delivered to the Clerk at least six (6) clear days, excluding Saturdays and statutory holidays preceding the date of the meeting at which a motion is to be introduced and a motion shall be printed in full in the agenda for that meeting of the Council and each succeeding meeting until the motion is considered or otherwise disposed of. The motion shall be submitted to the Clerk in writing over the signature of the mover and seconder and shall be complete and correct.
- b) When a Member's notice of motion has been called from the Chair in two successive meetings and not proceeded with it shall be dropped from the agenda unless Council otherwise decides.

18.2. Dispensing with Notice

Any motion may be introduced without notice if the Council, without debate, dispenses with notice on the affirmative vote of at least a simple majority of the Members present and voting.

18.3. Seconding

A motion must be formally seconded before the presiding officer can put the question or a motion

be recorded in the minutes.

18.4. Presentation of Motion by Mayor

When a motion is presented in Council in writing it shall be read or, if it is a motion which may be presented orally, it shall be stated by the Mayor before debate.

18.5. Ultra Vires

A motion in respect of a matter which is ultra vires the jurisdiction of the Council shall not be in order.

18.6. Withdrawal

After a motion is read or stated by the Mayor it shall be deemed to be in possession of the Council but may, with the permission of the Council, be withdrawn at any time before decision or amendment.

18.7. Priority of Disposition

A motion properly before the Council for decision must receive disposition before any other motion can be received, except motions in respect of matters listed in paragraphs 13. a) and 13. b) of Section 13.

18.8. Procedure Next Meeting

A motion called in the order in which it stands upon the agenda of the routine of business of a meeting, and which is not decided by Council, shall be allowed to stand retaining its precedence upon the agenda of the routine of business of the next ordinary meeting of the Council.

18.9. Reference to a Committee

A motion to refer a matter under discussion by the Council to General Committee of the Council shall preclude all amendments of the main question until it is decided.

18.10. Amendment - A motion to amend

- a) shall be presented in writing;
- b) shall receive disposition of Council before a previous amendment or the question;
- c) shall not be further amended more than once

provided that further amendment may be made to the main question;

- d) shall be relevant to the question to be received;
- e) shall not be received proposing a direct negative to the question;
- f) may propose a separate and distinct disposition of a question;
- g) shall be put in the reverse order to that in which it is moved.

18.11. The Previous Question - A Motion for the previous question

- a) cannot be amended;
- b) cannot be proposed on the main motion when there is an amendment under consideration;
- c) shall preclude all further amendments of the main question;
- d) when resolved in the affirmative the question is to be put forthwith without debate or amendment.

18.12. Motion to adjourn

- a) the motion shall always be in order except as provided by this Rule;
- b) when resolved in the negative it cannot be made again until after some intermediate proceedings shall have been completed by Council;
- c) is not in order when a Member is speaking or during the verification of a vote;
- d) is not in order immediately following the affirmative resolution of a motion for the previous question;
- e) is not debatable when a specified time is indicated in the motion.

18.13. Privilege

A motion on a matter of privilege shall receive disposition of Council forthwith upon receipt and, when settled, the question so interrupted shall be resumed from the point where it was suspended.

18.14. Motion to Refer

Or to refer back a question to Committee with or without instructions may be amended but must receive disposition by Council before the question, or an amendment to the question, and when made prior thereto, before decision on a motion for the previous question or postponement.

18.15. Motion to Divide

A motion containing distinct proposals may be divided at the request of any Member of Council.

19. RECONSIDERATION:

19.1. No member shall reflect upon any prior determination of the Council on matters discussed at regularly scheduled meetings, except to conclude such remarks with a motion to reconsider such determination, which motion may be only made once and only by a Member who previously voted on the prevailing side. A motion to reconsider shall not be made at the same meeting of Council at which the original determination was taken unless it is moved and seconded by two Members from among those who voted with the majority that carried the original motion.

20. VOTING ON MOTIONS:

20.1. Questions Stated

Immediately preceding the taking of a vote the Mayor may state the question in the form introduced and shall do so if required by a Member. He shall state the question in the precise form in which it will be recorded in the minutes.

20.2. No Interruption after Question

After a question is finally put by the Mayor no Member shall speak to the question or shall any other motion be made until after the vote is taken and the result has been declared.

20.3. Division of Question

A separate vote shall be taken upon each proposal contained in a question divided with leave of Council.

20.4. Vote not Allowed

A Member not present before the result of the division on a question is declared shall not be entitled to vote on that question.

20.5. Unrecorded Vote

The manner of determining the decision of the Council on a motion shall be at the discretion of the Mayor and may be by voice, show of hands, standing or otherwise.

20.6. Recorded Vote

When a member present requests a recorded vote all members, unless otherwise prohibited by statute, present at the Council must vote. The Clerk shall ask those Members in favour to stand, and then those opposed to stand. The Clerk shall announce the results and shall record the names of those who voted for and others who voted against in the minutes. A request for a recorded vote can only be made before an unrecorded vote is taken.

21. PROCEEDINGS IN COMMITTEE OF THE WHOLE:

21.1. The Mayor may appoint another Member of the Committee to act as Committee Chairman while he is speaking to a question or while he is temporarily absent from the meeting.

21.2. The Committee Chairman shall maintain order in the Committee and report the proceedings to the Council.

21.3. The rules governing the procedure of the Council and the conduct of Members in Council shall be observed in Committee so far as they are applicable, except that;

- a) i) Motions may be moved orally except where the Chairman requests that the motion be in written form.
- ii) A seconder shall not be required on motions.
- b) The number of times of speaking on any question shall not be limited unless a Member moves that the vote be now taken;
- c) No Member shall speak more than once except to make an explanation until every Member who desires to speak shall have spoken;
- d) If a Member disobeys the rules of the Council or the decision of the Committee Chairman on questions of order or practice, or upon interpretation of the rules of the Council and persists in such disobedience after having been called to order by the Committee Chairman the Committee Chairman shall forthwith suspend the proceedings of the Committee and report the circumstances to the Council, and the Mayor shall forthwith put the question, no amendment, adjournment or debate being allowed, "That such Member be ordered to leave his seat for the duration of the meeting of the Council," but if the Member apologizes he may, by vote of Council, be permitted to retake his seat.

21.4. The Committee Chairman shall be entitled to vote at meetings thereof as a Member of the Committee.

21.5. A motion in Committee to rise and report shall be decided without debate and a motion to rise without reporting shall always be in order and shall take precedence over any other motion and, if carried, the subject referred to the Committee shall be deemed to have been disposed of in the

negative subject, however, to its reconsideration if Council should so decide, and the Mayor shall resume the Chair in the Council and proceed with the next order of business.

21.6 The public may be excluded from any meeting of the Committee by resolution of the Council.

In the event of matters to be considered by Committee of the Whole with the public excluded, such matters shall be considered not later than the beginning of the fourth (4th) hour of any meeting which has not adjourned at that time.

22. A Council meeting shall not carry on for a duration in excess of five (5) hours. Items of business not considered within the five (5) hour period shall be placed on the next Council meeting agenda.

23. SUSPENSION OF RULES:

Any one or more of these rules and orders may be temporarily suspended by a vote of two thirds (2/3) of a majority of the Council present at a meeting but they shall not be repealed, altered or amended without one (1) week's notice of intended motion, such notice to be given at a meeting of the Council.

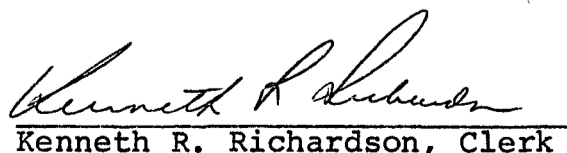
24. UNPROVIDED CASES:

In all contingencies unprovided for in this By-law the question shall be decided by the Presiding Officer and, making such a rule, he shall base his decision on the Rules, Forms and Forms of Procedure of Bourinot's Rules of Order.

25. That By-laws 18-74 and 36-77 be and are hereby repealed.

READ a FIRST, SECOND and THIRD TIME and PASSED in Open Council this 9th day of January, 1978.


James E. Archdekin, Mayor


Kenneth R. Richardson, Clerk