

THE CORPORATION OF THE CITY OF BRAMPTON

BY-LAW

Number 62-81

To provide rules governing the order and proceedings of the Council and the standing committees 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 and the standing committees of The Corporation of the City of Brampton;

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

1. DEFINITIONS

1.1 For the purposes of this by-law,

- (1) "Chair" means the Mayor or acting head of the Council or the chairman of the meeting;
- (2) "committee chairman" means the chairman of a standing or special committee of the Council;
- (3) "Committee of the Whole" means all the Members present sitting in committee;
- (4) "defer, "deferred" or "deferral", when used in connection with a matter or item before the council or a committee, means that the said matter or item is to be dealt with at the next meeting of the same body, or at the meeting of the same body which is specified in the motion to defer.
- (5) "standing committee" means the Council meeting in public for review and policy discussion purposes;
- (6) "Head of the Council" means the Mayor;
- (7) "Member" means a member of the Council;
- (8) "recorded vote" means the recording of the name and vote of every member voting on any matter or question.
- (9) "refer", "referred" or "referral", when used in connection with a matter or item before the council or a committee, means that

the said matter or item is referred to the body or person named in the motion to refer, for further consideration, and, if so specified, a report back to the council or committee;

2. MAYOR

2.1 The Mayor shall be a member of 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. PLACE OF MEETINGS

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

4.1 The Council shall hold two regular meetings each month.

4.2 All regular monthly meetings shall be held on the second and fourth Monday of each month, commencing at 7:30 o'clock in afternoon, local time.

4.3 When the day for a regular meeting of Council or standing committee is a public or civic holiday, the Council or standing committee shall meet at the same hour on the Wednesday immediately following the Monday which is not a public or civic holiday, unless otherwise provided by resolution of Council.

5. SPECIAL MEETINGS

5.1 The Mayor may at any time summon a special meeting of Council on twenty-four (24) hours written or oral notice to the Members.

5.2 Upon receipt of the petition of the majority of the Members the Clerk shall summon a special meeting for the purpose and at the time mentioned in the petition.

5.3 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

6.1 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.

6.2 A majority of the Members are required to be present to constitute a quorum.

6.3 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

7.1 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 an approved leave, there shall be an Acting Mayor who shall have all the powers and duties of the Mayor.

7.2 (1) Each month, in rotating alphabetical order, a Member shall be designated the person who is to be the Acting Mayor if the need arises in that month.

(2) At the beginning of each term the Clerk shall prepare and circulate a list setting out the month(s) during which each Member may be called upon to hold the position of Acting Mayor.

(3) Should any designated Member be unable to carry on the duties of Acting Mayor, the designation will automatically pass to the next Member in the alphabetical listing.

(4) The aforementioned alphabetical listing shall be prepared by first listing regional councillors in alphabetical order, followed by the alderman in alphabetical order.

7.3 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.

8. STANDING COMMITTEES

8.1 (1) A standing committee system is established, consisting of a Public Works Committee, a Parks and Recreation Committee, an Administration and Finance Committee, and a Buildings and By-law Enforcement Committee.

(2) The Public Works Committee shall meet on the first and third Monday of each month in the Municipal Council Chambers, commencing at 2:00 o'clock in the afternoon, local time.

(3) The Parks and Recreation Committee shall meet on the first and third Monday of each month in the Municipal Council Chambers, commencing at 3:00 o'clock in the afternoon, local time.

- (4) The Administration and Finance Committee shall meet on the first and third Wednesday of each month in the Municipal Council Chambers, commencing at 1:30 o'clock in the afternoon, local time.
 - (5) The Buildings and By-law Enforcement Committee shall meet on the first and third Wednesday of each month in the Municipal Council Chambers, commencing at 3:00 o'clock in the afternoon, local time.
 - (6) Notwithstanding the above, staff may alter the starting times for committee meetings because of the length of the agenda, when and if the need arises.
- 8.2
- (1) A standing committee shall consist of the Mayor and as many Members as are appointed by Council, the total membership of each committee to be not less than eight.
 - (2) A member of a committee may appoint any Member to attend a meeting of that committee in their absence, and the appointed Member shall be considered a member of the committee for that meeting.
- 8.3 A quorum shall consist of a majority of the members of the committee present.
- 8.4 Any Member in attendance at a committee meeting has the right to speak and vote on any matter before the committee.
- 8.5 A chairman and vice-chairman of each committee shall be elected at the first committee meeting of the term of the committee.
- 8.6 The rules governing the procedure of the Council and the conduct of Members shall be observed at meetings of standing committees, insofar as they are applicable, provided that:
- (1) a motion shall not be required to be seconded.
 - (2) 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 voted upon until every member wishing an opportunity to speak has spoken once,
 - (3) no member shall speak more than once to an item of business until every member who desires to speak has spoken,
 - (4) 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,
 - (5) the vote on any particular item shall not be recorded, though a member, may request a recorded vote.
 - (6) if a member disregards the rules of the Council or a decision of the Chairman of the standing 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 Chairman, the Chairman shall forthwith put the following 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.

8.7 All meetings of standing committees shall be open to the public, provided that standing committees may exclude the public and members of the media upon a majority vote of the members present.

8.8 (1) A person may address a standing committee by requesting the Clerk, in writing, to place his or her name on the agenda for the particular meeting, as a deputation, no later than 12:00 o'clock noon on the date for preparation of the agendas.

(2) Notwithstanding the above and by a majority vote of the committee members present, any deputation in addition to those listed may be heard in respect of any item appearing on the agenda.

(3) The priority in which deputations are heard by the committee shall be in accordance with the following:

(a) known and listed deputations arranged for in accordance with Section 8.8(1),

(b) deputations who, subsequent to the preparation of the agenda, and prior to the commencement of a meeting, apply to the Clerk in writing 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.

8.9 Members of standing committees may be permitted to add items for discussion to the agenda prepared by the Clerk, provided that such additions must be approved at the commencement of the meeting by at least two-thirds of the members of the committee present.

8.10 The Clerk, or an employee of The Corporation designated by the Clerk, shall be the secretary of the standing committee.

8.11 (1) A copy of the minutes of each standing committee meeting shall be forwarded to the Mayor and to Members by the Clerk with the next regular Council Meeting agenda.

(2) The Chairman shall report to Council without an item by item review, though debate and questions will be permitted on any item contained within the standing committee minutes.

9. PLANNING COMMITTEE

- 9.1 The Council shall meet as Planning Committee on the Monday evening which follows the first regular Council meeting of each month, commencing a 7:30 o'clock in the afternoon, local time.
- 9.2 The rules of procedure for meetings of standing committees shall apply equally to the meetings of the Planning Committee.
- 9.3 Notwithstanding Section 8.8(2), deputations not listed on the agenda may speak on recognition by the Chairman.
- 9.4 A member of committee may request a recorded vote on any particular item.
- 9.5 The Chairman may change the order of the agenda on a majority approval of committee.

10. SPECIAL COMMITTEES

- 10.1 Council may at any time appoint a special committee to enquire into and report on any matter.
- 10.2 The names of members required to serve on special committees shall be determined by Council in Committee of the Whole.

11. ORDER OF BUSINESS

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

- (1) Approval of Agenda
- (2) Conflicts of Interest
- (3) Adoption of Minutes
- (4) Delegations
- (5) Reports of Officials
- (6) Committee Reports
- (7) Unfinished Business
- (8) Correspondence
- (9) Resolutions
- (10) Notice of Motion
- (11) Petitions
- (12) Other Business/New Business
- (13) Tenders
- (14) By-laws
- (15) Adjournment

- 11.2 A change in the order of items listed on the agenda may be permitted on a majority approval of Council.
- 11.3 (1) When it appears that any matter may be more conveniently considered in Committee of the Whole, Council may, on motion, re-

solve into a Committee of the Whole and the proceedings taken in Committee, when adopted by Council, shall be deemed to be proceedings of Council.

- (2) The Mayor may preside in the Committee of the Whole or may designate another member to preside.

12. DUTIES OF PRESIDING OFFICER

It shall be the duty of the Mayor or other presiding officer:

- (1) to open the meeting of Council by taking the Chair and calling the members to order;
- (2) to announce the business before the Council in the order in which it is to be acted upon;
- (3) to receive and submit, in the proper manner, all motions presented by the Members;
- (4) 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;
- (5) to decline to put to vote motions which infringe upon the rules of procedure;
- (6) to restrain the members, when engaged in debate, within the rules of order;
- (7) to enforce on all occasions the observance of order and decorum among the Members;
- (8) to do all matter to permit the meetings to proceed in an orderly and efficient manner;
- (9) to authenticate by his signature, when necessary, all by-laws, resolutions and minutes of Council.
- (10) to receive all messages and other communications and announce them to Council;
- (11) to adjourn the meeting when the business is concluded;
- (12) Mayor may adjourn the sitting without question or put or suspend the sitting for a time to be named by him, if he considers it necessary, because of grave disorder.

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, in the opinion of the Mayor, first rose, as the member to have the floor.
- 13.3 Every Member present at a meeting of the Council, when a question is put, shall, in accordance with The Municipal Act, 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 (1) A Member may speak initially on a question or motion for five (5) minutes.
- (2) Any Member, including the mover of the motion, wishing to speak a second time may do so for a further five (5) minutes.
- (3) The mover may request the right to be the last Member to speak on the matter.
- 13.11 The alderman of the ward, or the councillor(s) of the area, of which an item is concerned has the right to speak first to the motion.
- 13.12 (1) 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, or through the Mayor.
- (2) Notwithstanding paragraph (1), 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 (1) 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:
- (a) a point of order or a matter of personal privilege
 - (b) to lay on the table or defer
 - (c) to postpone indefinitely or to a certain day
 - (d) to refer
 - (e) to adjourn
 - (f) to suspend the rules of procedure
 - (g) to recess
- (2) A motion to amend may be introduced without notice, but shall be in writing and signed by the mover and seconder.
- (3) Except as provided by paragraph (1) above, all motions shall be in writing and signed by the mover and seconder.
- (4) Motions to defer, to adjourn, or to lay on the table are not debatable.

13.14 The question may only be called after each member who wishes to speak has spoken once.

14. POINTS OF ORDER AND PRIVILEGES

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

14.2 A Member can rise on a point of order when he or she considers that:

- (1) there has been a breach of the rules of order of Council;
- (2) there is a defect in the constitution of any meeting of the Council;
- (3) improper, offensive or abusive language has been used;
- (4) the matter under discussion is not within the scope of the notice of motion;
- (5) there has been any other informality or irregularity in the proceedings of Council.

14.3 (1) When a Member rises on 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.

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

14.4 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:

- (1) 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;
- (2) use offensive words or unparliamentary language in or against the Council or against any Member;
- (3) speak on any subject other than the subject in debate;
- (4) criticize any decision of the Council except for the purpose of moving in accordance with the provisions of Section 19 that the question be reconsidered;
- (5) 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.

15.2 If a Member persists in any such disobedience after having been called to order by the Mayor, the Mayor may forthwith put the question, with 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 FOR COUNCIL MEETINGS

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 present.

16.3 MINUTES

- (1) The minutes of a meeting shall record, without note or comment,
 - (a) the place, date and time of meeting;
 - (b) the name of the presiding officer or officers and the record of attendance of the Members which shall indicate reason for absence if known;
 - (c) the reading, if requested, correction and adoption of the minutes of prior meetings;
 - (d) all the other proceedings of the meeting.

- (2) (a) It shall be the duty of the Clerk to ensure that the minutes of the last ordinary meeting, and all special and standing 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.
- (b) 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.
- (3) (a) Such minutes as referred to in Clause 2(a) of this section may be adopted by Council without having been read at the meeting considering the question of their adoption.
- (b) In other cases the minutes shall be read prior to consideration of adoption.

17. PETITIONS AND COMMUNICATIONS

- 17.1 (1) Every communication, including a petition, 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;
- (2) 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;
- (3) Subject to the decision of the Mayor under paragraph (2) hereof, the Clerk shall convey the substance of each communication to the Council, but any Member may require the reading of part or all thereof;
- (4) All petitions or communications on any subject within the jurisdiction of the standing committees shall, on presentation, unless otherwise disposed of by Council forthwith, be considered as referred to the proper committee, without any motion or debate, unless otherwise ordered by Council.

17.2 DELEGATIONS

- (1) Persons desiring to appear before Council shall give notice to the Clerk in writing no later than twenty-four (24) hours before the preparation of the Council agenda, and shall submit to the Clerk in writing, the reasons for their appearance, for inclusion on the agenda.

- (2) The delegation will be allowed to speak for five (5) minutes, followed by a ten (10) minute question period.
- (3) If a staff report is required to answer to the delegation, the matter shall be referred to the appropriate standing committee.

17.3 COMMITTEE REPORTS

- (1) Committee reports shall not be received by Council unless received by the Members in accordance with Section 16.3(2)(a) and (b),
- (2) may be referred back to the same or a different committee.

17.4 UNFINISHED BUSINESS

The items on the agenda not disposed of by Council shall be noted and repeated on each subsequent agenda, together with the date of their first appearance, until disposed of by Council, unless removed from the agenda by direction of the Council.

17.5 BY-LAWS

- (1) 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.
- (2) Every by-law shall be introduced upon motion by a Member specifying the title of the by-law.
- (3) 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.
- (4) Every by-law shall have three readings in order to be passed.
- (5) The first reading of a by-law shall be decided without amendment or debate.
- (6) If the Council determines that the by-law is to be considered in Committee of the Whole it shall be so considered before the third reading thereof.
- (7) In proceedings of the Committee of the Whole upon by-laws, each section shall be considered in its proper order, inclusive of the title and recitals.
- (8) If Council so determines, a by-law may be taken as read.
- (9) The Clerk shall endorse on all by-laws enacted by Council the date of the several readings and passage thereof.
- (10) All amendments to the by-law 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 the by-law shall be open to debate and amendment before it is ordered for the third reading.
- (11) 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 directed by Council.

(12) 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 (1) Notice of all new motions, except motions listed in Section 13.14(1), shall be given in writing and delivered to the Clerk at least six (6) clear days, excluding Saturdays and statutory holidays, before 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 for each succeeding meeting until the motion is considered or otherwise disposed of.

(2) Each motion shall be submitted to the Clerk in writing over the signature of the mover and seconder and shall be complete and correct.

(3) When a Member's notice of motion has been called from the Chair in two successive meetings and not proceeded with it shall be removed 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 a simple majority of the Members present.

18.3 SECONDING

A motion must be formally seconded before it can be recorded in the minutes, or the presiding officer can put the question.

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 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.

18.6 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 sections 13.14(1) and 13.14(2).

18.7 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.

18.8 REFERENCE TO A COMMITTEE

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

18.9 AMENDMENT

A motion to amend:

- (1) shall be presented in writing
- (2) shall be disposed of by Council before a previous amendment or the question,
- (3) shall not be further amended more than once, provided that further amendment may be made to the main question,
- (4) shall be relevant to the question to be received,
- (5) shall not be received if it is directly negative to the question,
- (6) may propose a separate and distinct disposition of a question,
- (7) shall be put in the reverse order to that in which it is moved.

18.10 The Previous Question

A motion for the previous question:

- (1) cannot be amended;
- (2) cannot be proposed on the main motion, when there is an amendment under consideration;
- (3) shall preclude all further amendments of the main question;
- (4) when resolved in the affirmative the question is to be put forthwith without debate or amendment.

18.11 Motion to Adjourn

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

- (2) A motion to adjourn shall not be made at a meeting of Council until a by-law confirming the proceedings of the Council at that meeting to the time of adjournment has been presented to, and dealt with by, the Council.
- (3) If the motion to adjourn is defeated, and the meeting is to continue, the Council shall first consider, and deal with a by-law repealing the by-law passed pursuant to Section 18.11(2).

18.12 Privileges

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.

18.13 Motion to Refer

A motion to refer a subject back to a standing committee with or without instructions may be amended, but must be disposed of by Council before the question on or an amendment to any other motion on the subject and, when made prior thereto, before a decision on a motion for the previous question or postponement.

18.14 Motion to Divide

- (1) A motion containing distinct proposals shall be divided at the request of any Member.

19. RECONSIDERATION

- (1) No item, once dealt with by Council, may be reconsidered or reopened at the same meeting without approval of the majority of the members present.

20. VOTING ON MOTIONS

20.1 Question

Immediately preceding the taking of a vote, the Mayor may state the question in the form introduced, and in which it is to be recorded in the minutes, and shall do so, if required by a member, he shall state the question in the precise form.

20.2 No Interruption after Question

After a question is finally put by the Mayor, no Member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.

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 division on a question has commenced 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

- (1) When a Member present requests a recorded vote all members present, unless otherwise prohibited by statute, must vote.
- (2) The Clerk shall ask those Members in favour to stand, and then those opposed to stand.
- (3) The Clerk shall record the names of those who voted for and of those who voted against the matter in the minutes, and then announce the results.
- (4) 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, or request Council's leave to speak from the Chair.

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;

- (1) (a) motions may be moved orally except where the Chairman requests that the motion be in written form, and
(b) a seconder shall not be required on motions.
- (2) 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;
- (3) No Member shall speak more than once except to make an explanation, until every Member who desires to speak shall have spoken at least once;
- (4) 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 sus-

pend the proceedings of the Committee and report the circumstances to the Council, and the Mayor shall forthwith put the following question, with no amendment, adjournment or debate being allowed, "That such Member be ordered to leave his seat for the duration of the meeting of the Committee," but if the Member apologizes he may, by vote of the committee, 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 (1) The public may be excluded from any meeting of the Committee by resolution of the Council.
- (2) Matters to be considered by Committee of the Whole with the public excluded, shall be considered not later than the beginning of the fourth (4th) hour of any meeting which has not adjourned at that time.

22. LENGTH OF MEETINGS

- 22.1 (1) Subject to Section 22.1(2), a Council meeting shall not carry on past 11:55 o'clock in the afternoon, local time, and shall at that time, by operation of this rule, without requiring a motion or resolution, be adjourned, unless there is unanimous approval of a motion to continue the meeting until all matters of business have been dealt with.
- (2) Where a motion to continue is not made or, if made, not approved unanimously, the meeting of Council:
- (a) shall not be adjourned until a by-law confirming the proceedings of that meeting to the time of adjournment has been presented to, and dealt with by the Council, and
- (b) shall be adjourned to 7.30 o'clock in the afternoon, local time, of the day following the meeting, or to another date and time agreed upon by Council, to deal with the remaining business set out in the agenda of the meeting being adjourned.
- (3) The operation of the rule of procedure set out in Section 22.1 may only be suspended by unanimous approval of the Council.

22.2 The meeting shall be recessed for ten (10) minutes, after two and one-half hours (2 1/2) hours with no waiving unless there is unanimous consent of Council.

23. SUSPENSION OF RULES

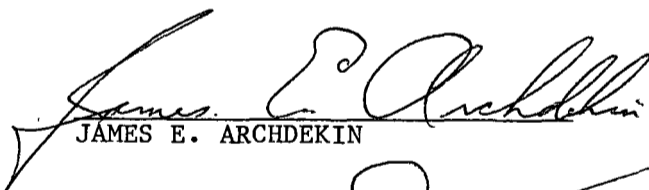
Except where it is provided otherwise, any one or more of these rules of procedure may be temporarily suspended if at least two-thirds (2/3) of the Members present at a meeting vote to do so, but they shall not be repealed, altered or amended without one (1) week's prior notice of a motion to do so, such notice to be given at a meeting of the Council.

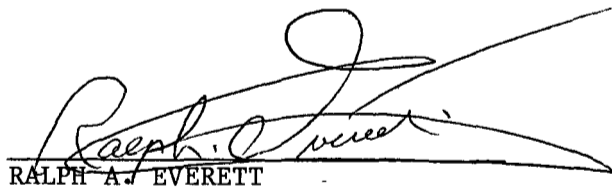
24. CASES NOT PROVIDED FOR

In all cases not provided for in this by-law, the question shall be decided by the presiding officer and, in making his ruling, he shall base his decision on the Rules, Forms and Forms of Procedure of Bourinot's Rules of Order.

25. By-law 1-78 is hereby repealed.

READ a FIRST, SECOND and THRID TIME and PASSED in Open Council this 16th day of March, 1981.


JAMES E. ARCHDEKIN


RALPH A. EVERETT