



AMENDED BY BY-LAW 71-2005

194-2006, 23-2007, 62-2007
195-2007, 378-2007, 405-2007,
85-2008, 86-2008, 313-2008,
219-2009

THE CORPORATION OF THE CITY OF BRAMPTON

BY-LAW

160-2004

Number _____

To provide rules governing the order and proceedings of the council and the committees of the council of The Corporation of the City of Brampton (The Procedure By-law 2004) and to repeal By-law 62-81, as amended.

WHEREAS subsection 238(2) of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, (the "*Municipal Act*") requires municipalities to pass a procedure by-law governing the calling, place and proceedings of meetings; and,

WHEREAS it is necessary and expedient that there should be rules governing the order and proceedings of the council and the committees 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. DEFINITIONS

1.1 For the purposes of this by-law,

- (1) "**announcement**" means any announcement related to an event of interest to the general public.
- (2) "**call the question**" means that the vote on the motion shall now be taken.
- (3) "**chair**" means the Mayor or the presiding officer of a meeting.
- (4) "**City**" means The Corporation of the City of Brampton.
- (5) "**City Councillor**" means a member of the council who is elected to be a member of the Council of The Corporation of the City of Brampton.
- (6) "**City Manager**" means the chief administrative officer of The Corporation of the City of Brampton or designate.
- (7) "**Clerk**" means the clerk of The Corporation of the City of Brampton or designate.
- (8) "**closed session**" means that part of a meeting closed to the public in accordance with the provisions of the *Municipal Act*.
- (9) "**committee**" means any standing committee, advisory committee, subcommittee or other committee or similar entity established for a specific purpose.

- (10) **“committee recommendation”** means a motion passed by a committee during a committee meeting and recommended for adoption by the council.
- (11) **“confirming by-law”** means a by-law passed immediately prior to adjournment of every meeting of the council to adopt, ratify and confirm the actions of the council at that meeting.
- (12) **“Corporation”** means The Corporation of the City of Brampton.
- (13) **“consent motion”** means a single motion to approve the recommendations arising out of a number of items of business on the agenda of a meeting which items are considered to be routine and non-controversial.
- (14) **“council”** means the council of The Corporation of the City of Brampton.
- (15) **“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 later in the same meeting, or at the next meeting of the same body, or at the meeting of the same body that is specified in the motion to defer.
- (16) **“delegation”** means a person intending to address the council or committee on a matter where a decision of the council may be required.
- (17) **“majority vote”** means a vote where more than one-half (1/2) of the members who are present and eligible to vote, vote in the affirmative.
- (18) **“meeting”** means a gathering of the members of the council or a committee where quorum is achieved and either public business or public policy over which the council or committee has jurisdiction or control is discussed or deliberated and/or during which formal action is taken.
- (19) **“member”** means a member of the council or a committee.
- (20) **“motion”** means a proposal by a member to resolve and effect a decision.
- (21) **“open session”** means any part of a meeting not in “closed session”.
- (22) **“point of order”** means a member calling attention to:
 - (a) any breach of the rules of order pursuant to this Procedure By-law; or
 - (b) any defect in the constitution of any meeting; or
 - (c) the use of improper offensive or abusive language; or
 - (d) notice of the fact that the matter under discussion is not within the scope of the proposed motion; or
 - (e) any other informality or irregularity in the proceedings of the meeting.

- (23) **“point of personal privilege”** means a member calling attention to a matter relating to:
- (a) statements challenging the integrity of the council, committee or individual members; or
 - (b) an individual member (e.g. statements made during the meeting naming that member specifically, comments regarding a member’s character, an incorrect record of a member’s participation in a meeting contained in minutes approved in a member’s absence); or
 - (c) the rights and privileges of the council or committee (e.g. the accuracy of published reports of its proceedings; the conduct of its officers, employees or visitors; the comfort of members with respect to heating, ventilation, lighting, noise).
- (24) **“proclamation”** means a public statement from the Office of the Mayor to proclaim a specific date, week or month in order to acknowledge a significant event.
- (25) **“public meeting”** means a public meeting under the *Municipal Act* or the *Planning Act*, or any other statute that requires the council to hold a public meeting.
- (26) **“public notice”** means a public notice published in accordance with the City’s Public Notice By-laws.
- (27) **“public question period”** means that part of a meeting where any member of the public may ask a question related to any item on the agenda for that meeting.
- (28) **“quorum”** means a majority of the members of the council or committee, unless otherwise provided for by resolution pertaining to a specific committee.
- (29) **“question period”** means that part of a meeting where any member asks questions of municipal staff regarding any matters within the jurisdiction of the committee.
- (30) **“recorded vote”** means the recording of the name and vote of every member voting on a motion.
- (31) **“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 action.
- (32) **“Regional Councillor”** means a member of the council who is elected to be a member of both the Council of The Corporation of the City of Brampton and the Council of the Regional Municipality of Peel.
- (33) **“resolution”** means the decision of the council on any motion or committee recommendation.
- (34) **“two-thirds majority vote”** means a vote where at least two-thirds (2/3) of the members present and eligible to vote, vote in the affirmative.

1.2 Interpretation

- (1) A word in this by-law interpreted in the singular number has a corresponding meaning when used in the plural. Words importing a single gender should be read to be inclusive of both genders.
- (2) The Clerk shall be responsible to interpret and administer the rules of procedure under this Procedure By-law.

2. COUNCIL AND COMMITTEE MEETINGS - GENERAL

2.1 Inaugural Meeting

The inaugural meeting of the council after a regular election shall be held on the first Monday in December at 8:00 p.m., or on such day and time in December prior to the first Monday as may be fixed by resolution of the council in office at the time of the preceding regular election.

2.2 Time of First Regular Meeting

The first regular meeting of the council following the inaugural meeting of the newly elected council shall be held on such day and time in December as may be fixed by resolution of the council in office at the time of the regular election preceding the inaugural meeting.

2.3. Place of Meetings

Regular meetings of the council and standing committees shall be held in the Council Chambers, or other Committee Room at City Hall, 2 Wellington Street West, Brampton.

Other meetings may be held at any convenient location within or outside the City at the call of the Mayor in accordance with the requirements of this Procedure By-law.

2.4 Joint Meetings of Councils

Notwithstanding subsection 2.3, if authorized by resolution prior to the holding of the meeting, the council may meet in joint session with the councils of one or more municipalities for the consideration of matters of common interest. Such meeting may be held in any one of the involved municipalities.

2.5 Standing Committees

Standing committees are comprised of the members of the council, except the Mayor who shall be an ex-officio member of such committees, as follows:

- (1) **Committee of Council**, which is divided into the following sections, that shall consider and make recommendations to the council for those matters identified:
 - **By-laws and Licensing Section** - matters related to enforcement-type by-laws, including the Licensing By-law and the Sign By-law;
 - **Community Services Section** - matters within the jurisdiction of the City's Community Services Operating Department, except those which may be considered by the By-laws and Licensing Section;

- **Corporate Services and Finance Section** - matters related to services to The Corporation, including finance, administration, information technology, human resources, legal services, corporate buildings, property, real estate and public relations, except those which may be considered by the By-laws and Licensing Section;
 - **Works and Transportation Section** – matters within the jurisdiction of the City’s Works and Transportation Operating Department, except those which may be considered by the By-laws and Licensing Section.
- (2) (a) **Economic Development Committee** shall consider and make recommendations to the council on matters related to economic development, and such other matters as set out in the mandate of the committee, established by resolution.
- (b) The Economic Development Committee shall also have appointed to it certain business volunteers who shall be appointed by resolution to represent the following:
- academia sector (1 representative)
 - manufacturing sector (2 representatives)
 - service sector (2 representatives)
 - Brampton Board of Trade (1 representative)
 - Brampton Downtown Business Association (1 representative), and
 - representatives from the business community at large (2 representatives).
- (3) (a) **Planning, Design and Development Committee** shall consider and make recommendations on matters within the jurisdiction of the Planning, Design and Development Operating Department.
- (b) Notwithstanding subsection (a) above, matters related to the Sign By-law shall be considered by the By-laws and Licensing Section of the Committee of Council.
- (c) (i) The committee shall hold the public meetings required by the *Planning Act*, which shall be conducted in accordance with the rules under this Procedure By-law.
- (ii) At the commencement of each public meeting, the chair shall explain the intent of the meeting is to hear the views of the public, and that the members shall not enter into discussion or debate on the subject.
- (4) The council shall appoint a chair and vice-chair of:
- (a) each section of the Committee of Council as set out in subsection 2.5(1),
 - (b) the Economic Development Committee, and
 - (c) the Planning, Design and Development Committee.
- (5) The chairs shall be City Councillors, with the expectation that each of the five (5) City Councillors shall chair a standing committee or a section of the Committee of Council, except that the chair of the By-laws and Licensing Section and the Works and Transportation Section of the Committee of Council shall be the same City Councillor.

- (6) The rules governing the council as set out in sections 7, 9 and 10, and the conduct of members as set out in section 11 shall be observed at meetings of the standing committees, insofar as they are applicable, except that:
 - (a) the chair shall preside at meetings, or in his absence, the vice chair;
 - (b) a motion shall not be required to be in writing,
 - (c) a motion shall not be required to be seconded,
 - (d) the number of times a member may speak on any item shall not be limited unless a member moves to call the question.

2.6 Other Committees

- (1) The council may at any time establish and appoint a committee from time to time for such purpose as deemed appropriate and approved by resolution.
- (2) The members required to serve on such a committee shall be appointed by resolution.
- (3) The Mayor is an ex-officio member of any committee established by this subsection.
- (4) Each committee shall appoint from among its members a chair and vice-chair, or co-chairs, for approval by resolution.
- (5) Committees established by this subsection shall report to a standing committee or the council, as set out by resolution.
- (6) The rules governing the council as set out in sections 7, 9 and 10 and the conduct of members as set out in section 11 shall be observed at meetings of committees, insofar as they are applicable, provided that:
 - (a) a motion shall not be required to be in writing,
 - (b) a motion shall not be required to be seconded,
 - (c) the number of times a member may speak on any item shall not be limited unless a member moves to call the question.

2.7 Regular Meetings

- (1) The regular meetings of the council and committees shall be established on an annual basis by the Clerk, and approved prior to the end of the month of September of the previous calendar year.
- (2) The schedule of regular meetings may be subject to the following exceptions:
 - (a) when otherwise directed by resolution of the council; or
 - (b) when the Mayor or chair advises otherwise with 48 hours notice; or
 - (c) in extenuating circumstances, at the call of the Mayor or chair of the committee.
- (3) (a) The council shall hold two regular meetings each month on the second and fourth Monday commencing at 1:00 p.m.

- (b) (i) The Committee of Council shall meet on the first Wednesday of each month commencing at 9:30 a.m. and adjourning no later than 3:30 p.m., except as provided for in subsection 2.10(1).
- (ii) The Committee of Council shall meet on the third Wednesday of each month commencing at 9:30 a.m., recessing or adjourning no later than 11:45 a.m. to accommodate a meeting of the Economic Development Committee, and if necessary, reconvening at approximately 2:00 p.m., and adjourning no later than 3:30 p.m., except as provided for in subsection 2.10(1).
- (c) The Economic Development Committee shall meet on the third Wednesday of each month at 12:00 noon and adjourn no later than 2:00 p.m.
- (d) The Planning, Design and Development Committee shall meet on the first and third Monday of each month at 7:00 p.m. and 1:00 p.m., respectively.
- (e) Other committees shall make recommendations regarding the scheduling of regular meeting dates for approval by resolution.
- (4) (a) (i) Notwithstanding subsection (3)(a) above, during the months of July and August, one regular meeting of the council shall be held on the second Wednesday of the month commencing at 1:00 p.m., or at such other date and time as may otherwise be provided for by resolution.
- (ii) Notwithstanding subsection (3)(a) above, during the month of December, one regular meeting of the council shall be held on the second Monday of the month commencing at 1:00 p.m., or at such other date and time as may otherwise be provided for by resolution.
- (b) (i) Notwithstanding subsection (3)(b) above, during the months of July and August, the Committee of Council shall not meet, and matters which would be heard by that committee shall be directed to a meeting of the council, or at such other date and time as may otherwise be provided for by resolution.
- (ii) Notwithstanding subsection (3)(b) above, during the month of December, one regular meeting of the Committee of Council shall be held on the 1st Wednesday of the month commencing at 9:30 a.m. and adjourning no later than 3:30 p.m., except as provided for in subsection 2.10(1), or at such other date and time as may otherwise be provided for by resolution.

- (c) Notwithstanding subsection (3)(d) above, during the months of July, August and December, one regular meeting of the Planning, Design and Development Committee shall be held on the second Monday of the month commencing at 7:00 p.m., or at such other date and time as may otherwise be provided for by resolution.
- (5) Notwithstanding subsection 2.7(3), when a regular meeting would fall on a public or civic holiday, the council or committee, as the case may be, shall meet at the same hour on the Wednesday immediately following the public or civic holiday, unless otherwise provided for by resolution.
- (6) Notwithstanding the subsections (1) through (5) above, the Clerk may:
 - (a) on direction from the chair, cancel a regular meeting by giving notice of cancellation to the members and to the public,
 - (b) in consultation with the chair, appoint a different time of commencement for a meeting other than the one required by this subsection, should the need arise to do so,
 - (c) move the time of the commencement of a meeting ahead of its appointed time of commencement, but only if all delegations listed on the agenda for that meeting, and all members of the council or committee, other than the ones who have notified the Clerk of their intention not to attend, are available to be present,
 - (d) delay the time of the commencement of a meeting of any committee beyond its appointed time of commencement if the preceding meeting of another committee continues past the time scheduled for the commencement of the next committee meeting.
- (7) In the year of a municipal election, no regular meetings shall be scheduled after Nomination Day until the new council takes office.

2.8 Special Meetings

- (1) The Mayor may at any time summon a special meeting of the council upon twenty-four (24) hours notice to the members of the council, which notice shall be given through the Clerk, and which notice shall set out the item(s) to be considered at the special meeting.
- (2) Upon receipt of a petition of the majority of the members of the council, the Clerk shall summon a special meeting for the purpose and at the time set out in the petition, provided that the Clerk shall provide a minimum of twenty-four (24) hours notice to the members of the council of the call of the meeting.
- (3) The chair of a committee may, at any time summon a special meeting of that committee, upon twenty-four (24) hours notice to the members, which notice shall be given through the Clerk, and which notice shall set out the item(s) to be considered at the special meeting.

2.9 Closed Sessions

- (1) A part of a meeting may be closed to the public if the subject being considered is so authorized to be considered in a closed session pursuant to the provisions of the *Municipal Act*, or any other applicable statute, and such meeting shall be called a "closed session" meeting.
- (2) For any meeting at which there are items to be considered in a closed session, the agenda for that meeting shall identify the subsection(s) of the *Municipal Act*, or other applicable legislation, which authorizes each item to be considered at the closed session.
- (3) The Clerk shall prepare, and have approved by the Commissioner of Legal Services and City Solicitor or her designate, an agenda for the closed session which shall include a list of items to be considered and shall identify the subsection of the *Municipal Act*, or other applicable legislation, which authorizes each item to be considered at the closed session.
- (4) The Clerk shall circulate the closed session agenda to all members of the council and to such staff as directed by the City Manager.
- (5) No item may be added to an agenda for a closed session without the prior approval of the Commissioner of Legal Services and City Solicitor or her designate.
- (6) Before a meeting is closed, a motion shall be carried as to:
 - (a) the fact of the holding the closed meeting; and
 - (b) the subsection(s) of the *Municipal Act*, which authorizes each item to be considered at the closed session.
- (7) Once in a closed session, no item may be added to the agenda for that closed session.
- (8) Subject to subsection (9) below, a meeting shall not be closed to the public during the taking of a vote.
- (9) Despite subsection (8) above, during a closed session, a vote may be taken for a procedural matter or for giving directions or instructions to the council or a committee, officers, employees or agents of the City or persons retained by or under contract with the City.
- (10) Minutes shall be kept of all closed sessions, identifying the members present and absent, and the senior staff present, in the same fashion as those kept for open sessions and shall correspond directly to the prepared closed session agenda and shall identify any added items and shall note any direction given pursuant to subsection (9) above.
- (11) No member of the council shall distribute any reports or items, or disclose the nature or content of discussions regarding any matters that are part of a closed session agenda without the prior approval of the council or committee.

- (12) (a) The council or a committee, rather than moving into a closed session, may simply acknowledge the items, without full discussion, on a closed session agenda, and may give direction in accordance with a recommendation included in a report on a closed session agenda, without moving into closed session.
- (b) When the option in subsection (a) above has been exercised, the record will include a "Note to File" that will indicate the steps taken.
- (13) For discussion of items regarding confidential matters related to an individual employee during a closed session, the City Manager will designate which staff members may be present and the City Manager may, if appropriate, be the designate of the Clerk for that portion of the closed session.
- (14) The Clerk may require that copies of any reports or documents circulated at a closed session regarding confidential matters related to an individual employee shall be collected by the Clerk and destroyed.
- (15) The Clerk shall be responsible to maintain a confidential copy of all agendas and minutes of closed sessions.

2.10 Length Of Meetings

- (1) Subject to a motion to extend, if any:
 - (a) a meeting shall not carry on past 11:55 p.m.;
 - (b) a meeting of Committee of Council shall recess no later 11:45 a.m. on the days that the Economic Development Committee is scheduled to meet at 12:00 noon;
 - (c) a meeting of Committee of Council shall not carry on past 3:30 p.m.;
 - (d) a meeting of the Economic Development Committee shall not carry on past 2:00 p.m.and shall be recessed or adjourned at the time specified, unless a motion to continue is passed by a two-thirds (2/3) majority vote, and there is a decision to extend the meeting to a later time.
- (2) Ten (10) minutes prior to the times set out in subsection (1) above, discussion on the item then being considered shall be suspended for the purpose of dealing with the matters set out in subsection (1) above only.
- (3) Notwithstanding subsection (1) above, where a motion to continue is not approved, the meeting shall adjourn only after:
 - (a) a motion to adjourn the meeting to another date and time has been passed; and
 - (b) in the case of a meeting of the council, all the by-laws arising out of business dealt with by the council at that meeting to the time of the proposed adjournment have been presented and dealt with by the council; and
 - (c) in the case of a meeting of the council, a confirming by-law of the proceedings of that meeting up to the time of the proposed adjournment has been presented and dealt with by the council.

- (4) The items on the agenda for a meeting adjourned before all items have been dealt with, shall be placed on the agenda for the next meeting.

2.11 Minutes Of Meetings

- (1) The Clerk shall prepare minutes of all meetings which shall record:
 - (a) The place, date and time of meeting,
 - (b) The name of the chair and vice-chair, or co-chairs, and the attendance of the members,
 - (c) The name of the recording secretary and senior staff present,
 - (d) The proceedings of the meeting, without note or comment, and
 - (e) The time of adjournment.
- (2)
 - (a) The minutes of each meeting of the council shall be presented to the council at the next regular meeting for approval.
 - (b) Notwithstanding subsection (a) above, if the meeting of the council is less than five (5) days prior to a regular meeting of the council, the minutes may be presented to the meeting of the council at the next following regular meeting for approval.
- (3) The presence or absence of the Mayor shall not be shown in the record of attendance for meetings of the standing committees.
- (4) After the minutes of each meeting of the council have been approved by the council, the minutes shall be signed by the Mayor and Clerk.
- (5)
 - (a) The minutes of each meeting of a standing committee shall be presented to the council at the next regular meeting for approval of the recommendations therein and receipt of the minutes.
 - (b) The chair of the standing committee shall report to the council without an item-by-item review. Notwithstanding, the council may debate and amend, if appropriate, any matter contained within the minutes.
 - (c) After the minutes of each meeting of the standing committee have been approved by the council, the minutes shall be signed by the chair.
- (6)
 - (a) The minutes of each meeting of other committees shall be presented to the appropriate standing committee or the council at the next regular meeting for approval of the recommendations therein and receipt of the minutes.
 - (b) The standing committee or the council may debate and amend, if appropriate, any matter contained within the minutes.

- (c) After the minutes of each meeting have been received by the council, the minutes shall be signed by the chair.

2.12 Conflicts of Interest

- (1) A member shall declare a conflict of interest in accordance with the *Municipal Conflict of Interest Act* and
- shall, prior to any consideration of the matter at a meeting, disclose the interest and the general nature thereof;
 - shall not take part in the discussion of, or vote on any motion in respect of the matter; and
 - shall not attempt in any way whether before, during or after the meeting to influence the voting on any such motion.
- (2) If the conflict under subsection (1) above is with respect to an item on a closed session agenda, in addition to complying with the requirements of subsection (1) above, the member shall forthwith leave the closed session or that part of the closed session during which the matter is under consideration.
- (3) Where the interest of a member has not been disclosed as required by subsection (1) above, by reason of the member's absence from the meeting referred to therein, the member shall disclose the interest and otherwise comply with subsection (1) above at the first meeting of the council attended by the member after the meeting referred to in subsection (1) above.

2.13 Absent Member May Appoint

By notifying the Clerk (either orally or in writing) before the commencement of a meeting, a member of the council may designate another member of the council to attend a committee meeting on his or her behalf and the member of the council so designated shall be deemed to be a member of the committee for the purposes of that meeting.

2.14 Absence From Meeting

The members of the council or committee shall inform the Clerk of all planned absences, late arrivals, and early departures from a meeting in order that the recording of the minutes of such meeting may accurately reflect attendance (ie. vacation, illness, other municipal business, personal).

2.15 Attendance Requirement

- (a) Should any member of a committee, who is not a member of the council, fail to attend three consecutive regular meetings of that committee without authorization from the council by resolution, that person's membership on the committee is terminated and the council shall appoint a new person to fill that vacancy.
- (b) Should the council, by resolution, authorize a member of a committee, who is not a member of the council, to be absent from meetings of the committee for more than three consecutive meetings, the council may appoint another person to fill that temporary vacancy.

3. MAYOR NOT PRESENT

- 3.1 When the Office of the Mayor is vacant, or when the Mayor is unable to carry on her duties through illness or otherwise, or when the Mayor is absent from the office in the course of her 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.
- 3.2 At the beginning of each term of the council, the Clerk shall prepare and circulate a list setting out the month(s) during which each member of the council may be called upon to hold the position of Acting Mayor.
- 3.3 The aforementioned Acting Mayor list shall be prepared by listing the City Councillors in alphabetical order, followed by the Regional Councillors in alphabetical order.
- 3.4 Should any designated member be unable to carry out the duties of Acting Mayor, the designation of Acting Mayor will automatically pass to the next member on the alphabetical listing.

4. ORDER OF BUSINESS AT MEETINGS

4.1 Format of Agenda

- (1) For each regular meeting of the council, the Clerk shall have prepared and printed, an agenda with a list of all items to be considered in the following headings:
 - A. Approval of Agenda
 - B. Conflicts of Interest
 - C. Adoption of the Minutes
 - D. Consent Motion
 - E. Announcements
 - F. Proclamations
 - G. Delegations
 - H. Reports of Officials
 - I. Committee Reports
 - J. Unfinished Business
 - K. Correspondence
 - L. Resolutions
 - M. Notices of Motion
 - N. Petitions
 - O. Other Business/New Business
 - P. Tenders
 - Q. Public Question Period
 - R. By-laws
 - S. Closed Session
 - T. Confirming By-Law
 - U. Adjournment
- (2) For each special meeting of the council, the Clerk shall have prepared and printed, an agenda with a list of all items to be considered in the appropriate headings, but in any case shall include the following in the appropriate order:

- Approval of Agenda
- Conflicts of Interest
- Public Question Period
- Confirming By-Law
- Adjournment

(3) (a) For each regular meeting of a committee, the Clerk shall have prepared and printed, an agenda with a list of all items to be considered under such headings as may be established by the Clerk to effectively manage the business to be considered, but in any case, the agenda shall include the following in the appropriate order:

- Approval of Agenda
- Conflicts of Interest
- Consent Motion
- Public Question Period
- Adjournment

(b) In addition to subsection (a) above, the agenda for the Committee of Council shall be divided into the sections referenced in subsection 2.5(1), the order of which shall rotate from meeting to meeting.

4.2 Consent Motion

- (1) The agenda for a meeting shall identify by asterisk (*) those items which are considered to be routine and non-controversial and may be approved by a single motion.
- (2) Any member, before the consent motion is voted on, may remove any number of items of business from the consent motion and each such item shall be dealt with separately and pursuant to section 9 in the order in which the item appears on the agenda.
- (3) Any member, before the consent motion is voted on, may add to the consent motion, any number of items of business from the agenda.
- (4) In the event that a member declares a conflict of interest on an item that is included in the consent motion, that item shall be removed from the consent motion and dealt with separately and pursuant to section 9 in the order in which the item appears on the agenda.

4.3. Announcements

- (1) In the event that a member of the public wishes an announcement to be made at a meeting, the request and the details shall be received, in writing, by the Clerk no later than 4:30 p.m. on the Tuesday of the week preceding the meeting.
- (2) It shall be the decision of the Clerk, in consultation with the Mayor, whether the announcement will be included on the agenda, and the Clerk shall notify the person who requested the announcement of the decision made.

- (3) When an announcement is to be included on the agenda, the Clerk shall make the appropriate arrangements with the member of the public who made the request.
- (4) The agenda shall list the name of the member of the public to make the announcement and the general nature thereof.
- (5) The member of the public making the announcement shall be limited to speaking not more than two minutes.
- (6) The chair shall respond on behalf of the council and no other member shall speak.

4.4 Proclamations

- (1) Proclamations on an agenda shall be accompanied by a staff report providing background to the issue.
- (2) The agenda shall list the proclamation and the name of any person expected to be present to accept the proclamation.
- (3) The person present to accept the proclamation shall be limited to speaking not more than two minutes.
- (4) The member who reads the proclamation shall respond on behalf of the council and no other member shall speak.

4.5 Delegations

- (1) Any person may, by written notice to the Clerk, request an opportunity to address the members of the council on any matter within the jurisdiction of the City.
- (2) Every request to be a delegation shall be received by the Clerk no later than 4:30 p.m. on the Tuesday of the week preceding the meeting, and shall include the complete name, address, telephone number, and/or email address, of the person requesting the opportunity to be a delegation, as well as the reasons for the delegation, and, if applicable, the name, address and telephone number of any person, corporation or organization represented.
- (3) For the purposes of subsections (1) and (2) above, it shall be the decision of the Clerk, in consultation with the Mayor, whether a delegation will be included on an agenda.
- (4) The Clerk shall direct any delegation approved under subsection (3) above to the appropriate committee.
- (5) The Clerk shall notify the person who requested the delegation of the decision made under subsection (3) above, and if appropriate, the date and time of the committee to which the delegation is directed under subsection (4) above.
- (6) (a) A delegation wishing to address an item already on the agenda for a meeting shall be listed with reference to the item on the agenda, and such requests for delegation shall be accepted by the Clerk until the agenda for that meeting has been finalized for printing purposes.

- (b) In the event that a request for delegation wishing to address an item already on the agenda is received after the agenda has been finalized for printing purposes, the Clerk shall make note of the request and advise the chair of the meeting at the time of the approval of the agenda.
 - (c) At the time a delegation is heard regarding a matter which is the subject of a staff report, the chair may request that staff first provide an overview of the staff report.
- (7) Where notice has been published under the provisions of the *Municipal Act* and in accordance with the City's Public Notice By-law(s), that a public meeting is to be held, or that there is an intention to consider a matter, the fact that there may be possible delegations regarding that notice shall be listed on the agenda for that meeting under Delegations on the agenda, and any person present to address that matter shall be heard.
- (8)
 - (a) A delegation who is added to the agenda pursuant to subsection 4.10 regarding an item which is not on the agenda, shall be received without comment on the subject and the matter shall be referred to staff for a report, unless there is a unanimous vote otherwise.
 - (b) The Clerk shall notify the delegation of the meeting at which the staff report referenced in subsection (a) above is to be considered so that the delegation may attend and be given the opportunity to request to be a delegation at the meeting when the item will be discussed.
- (9) Where a particular matter is expected to generate a large number of delegations (namely, ten (10) delegations or more), the council may pass a resolution to hold a special meeting in order to afford all delegations an opportunity to address the committee.
- (10) The priority in which delegations are listed on the agenda shall be in accordance with the following:
 - (a) delegations, if any, in response to a public notice referred to in subsection (5) above;
 - (b) delegations arranged for in accordance with this subsection, in the order in which written notice was received by the Clerk;
 - (c) such other order as may be determined by the Clerk in order to facilitate the efficient management of the matters to be heard.
- (11) A delegation shall sit or stand, as may be appropriate, at a place usually reserved for that purpose or as may be directed by the chair.
- (12) No delegation shall:
 - (a) speak disrespectfully of any person;
 - (b) use offensive words or unparliamentary language;
 - (c) speak on any subject other than the subject for which he received approval to address; or
 - (d) disobey the rules of order or a decision of the chair.

- (13) (a) A delegation shall be limited to speaking not more than five minutes.
 - (b) Notwithstanding subsection (a) above, if a delegation has not completed his presentation within the time allotted, the chair, or any member through the chair, shall determine if the extension shall be allowed by immediate vote in which case the time shall be extended for such reasonable time as the chair and members may so determine.
- (14) After a delegation has completed the presentation, members shall each have the opportunity to ask questions of the delegation for clarification purposes only, and without debate. When all members who have indicated a desire to ask questions have been given the opportunity to do so, the delegation shall withdraw from the place designated to make submissions before any debate on the subject of the delegation begins.
 - (15) The chair may curtail any delegation, any questions of a delegation or debate during a delegation, for disorder or for any other breach of this Procedure By-law and, should the chair rule that the delegation is concluded, the delegation shall withdraw immediately from the place designated to make submissions as specifically directed by the chair.

4.6 Correspondence and Petitions

- (1) Every item of correspondence and every 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. The Clerk shall not accept any correspondence or petition that contains any obscene or improper language, as determined by the Clerk in consultation with the Mayor.
- (2) Every item of correspondence and every petition shall be received by the Clerk no later than 4:30 p.m. on the Tuesday of the week preceding the meeting 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 on the agenda.
- (3) (a) Any item of correspondence or petition within the jurisdiction of a committee shall be referred by the Clerk directly to the appropriate committee, unless the matter relates to a subject or a report already scheduled to be dealt with by the council.
- (b) Any correspondence received from municipalities and local boards outside of the Region of Peel and requesting endorsement or consideration of a resolution shall:
 - (i) be circulated to each member of the council and as directed by the City Manager;
 - (ii) be placed on the agenda for a meeting of the council or committee, only at the request of a member of the council or the City Manager;and,

(iii) be responded to by the Clerk, advising that the matter is thereby referred to the Association of Municipalities of Ontario.

4.7 Unfinished Business

- (1) Any item on an agenda not disposed of shall be noted and repeated on each subsequent agenda, together with the date of its first appearance, until fully disposed of, unless removed from the agenda by resolution of the council.
- (2) Any item referred to another meeting for disposition shall be included on the agenda for that meeting, together with information as to how the item came to be included on the said agenda.

4.8 Public Question Period

- (1) The agenda for each meeting shall include a public question period during which any member of the public may ask a question related to any item on the agenda for that meeting, except a matter dealt with in a closed session.
- (2) The maximum time allocated for public questions shall be fifteen (15) minutes, unless, by unanimous consent of the members present, the council or committee agrees to extend that time limit.

4.9 Delivery of Agenda

It shall be the duty of the Clerk to ensure that the agenda for a regular meeting prepared in accordance with subsection 4.1 shall be mailed or delivered to each member not less than forty-eight (48) hours before the hour appointed for the holding of such regular meeting.

4.10 Additions to an Agenda

- (1) Additions to the agenda for a meeting of the council may be permitted by unanimous approval of the members present.
- (2) Additions to the agenda for a meeting of a committee may be permitted by a two-thirds (2/3) majority vote.

4.11 Change in Order of Business

A change in the order of items listed on the agenda may be permitted on a majority vote.

5. CALLING A MEETING TO ORDER AND QUORUM

- 5.1 The chair shall call the meeting to order as soon after the hour fixed for the holding of the meeting that a quorum is present.
- 5.2 (a) For a meeting of the council, in the event the Mayor does not attend within fifteen (15) minutes after the time appointed for a meeting, the Acting Mayor shall assume the chair for the meeting and call the meeting to order and shall preside until the arrival of the Mayor and, while presiding, shall have all the powers of the Mayor.

(b) For a meeting of a committee, in the event the chair does not attend within fifteen (15) minutes after the time appointed for a meeting, the co-chair or vice-chair, or other member, shall assume the chair for the meeting and call the meeting to order and shall preside until the arrival of the chair and, while presiding, shall have all the powers of the chair.

5.3 A majority of the members are required to be present and seated in order to constitute a quorum.

5.4 If a quorum is not achieved within one half (1/2) hour after the time appointed for the commencement of the meeting, the Clerk shall record the names of the members present and the meeting shall not be called to order. All items on the agenda shall be included on the agenda for the next regular meeting or special meeting as the case may be.

5.5 If during the course of a meeting, the quorum is lost, then the meeting shall stand recessed and shall reconvene when a quorum is regained. In the event that the quorum is not regained within thirty (30) minutes, then the Clerk shall record in the minutes the names of those present and the meeting shall be ended without formal adjournment.

5.6 (a) In the case of a meeting of the council, if a meeting ends because the quorum is lost, and no confirming by-law has been passed, all items on the agenda for that meeting shall be placed on the agenda for the next regular meeting or special meeting as the case may be.

(b) In the case of a meeting of committee, if a meeting ends because the quorum is lost, the items on the agenda for that meeting:

- that were dealt with will be included in the minutes of the meeting with any recommendations therefrom, and
- that were not dealt with shall be placed on the agenda for the next regular meeting or special meeting as the case may be.

5.7 The minutes of a meeting which ended because the quorum was lost, shall note the time that the quorum was lost and shall include the names of the members present at the time the quorum was lost.

6. DUTIES OF THE CHAIR

It shall be the duty of the chair of a meeting to:

- 6.1 open the meeting by taking the chair and calling the meeting to order;
- 6.2 ensure that a quorum is established and is maintained throughout the course of the meeting;
- 6.3 chair the meeting;
- 6.4 announce the business in the order in which it is to be considered;
- 6.5 direct discussion such that all comments shall be through the chair;
- 6.6 receive and submit, in the proper manner, all motions presented by the members, in accordance with section 9;

- 6.7 put to vote all motions which are moved, and seconded when necessary, or all motions that arise in the course of the proceedings, and to announce the results of the votes;
- 6.8 decline to put to vote motions that infringe upon the rules under this Procedure By-law;
- 6.9 restrain the members, when engaged in debate, within the rules of order under this Procedure By-law;
- 6.10 enforce on all occasions the rules and the observance of order and decorum amongst the members, and the conduct of members in accordance with section 11;
- 6.11 undertake all matters required to permit the meetings to proceed in an orderly and efficient manner;
- 6.12 authenticate by signature, when necessary, all applicable by-laws, resolutions and minutes;
- 6.13 recess the meeting for a minimum of ten minutes after two and one-half (2 1/2) hours has passed, unless there is unanimous consent to continue without such;
- 6.14 adjourn the meeting when the business is concluded or at the designated time in accordance with subsection 2.10(1);
- 6.15 adjourn the meeting without question or suspend the meeting to a time to be named by him, if he considers it necessary, because of grave disorder.

7. RULES OF DEBATE IN COUNCIL MEETINGS

7.1 Chair at Meetings

The Mayor shall chair at meetings of the council, and in her absence, the Acting Mayor shall chair.

7.2 Speaking at Meetings

- (1) Every member, prior to speaking to any matter or motion, shall ask leave of the chair to so speak.
- (2) When a member is speaking, no other member shall pass between him and the chair or interrupt the member speaking except to raise a point of order or personal privilege.
- (3) When a member desires to address a point of personal privilege, the member shall ask permission of the chair to raise a point of personal privilege. Once permission is granted, the member shall state the point of personal privilege to the chair and the point of personal privilege shall be immediately decided by the chair.
- (4) Thereafter, a member shall only address the chair for the purpose of appealing the chair's decision to the council or committee.
- (5) If no member appeals the decision of the chair, the decision of the chair shall be final.

7.3 Number of Times a Member May Speak

- (1) A member may initially speak on an item of business or motion for five (5) minutes.
- (2) No member shall speak more than once on an item of business until every member who desires to speak has spoken.
- (3) Any member, including the mover of the motion, wishing to speak on an item of business a second time may do so for a further five (5) minutes.

7.4 Member Asking a Question

A member may ask a question only for the purpose of obtaining information relating to the matter under discussion and said question must be stated concisely and asked only of the chair, or through the chair.

7.5 Member To Be Present For Voting

When the chair calls for a vote on a motion, each member shall occupy his seat and shall remain in his place until the chair has declared the result of the vote, and during such time, no member shall walk across the room or speak to any other member or make any noise or cause any disturbance.

7.6 Stating The Motion To Be Voted On

Immediately preceding the taking of a vote, the chair may state the motion in the form introduced, and the manner in which it is to be recorded in the minutes, and shall, if required by a member, state the motion in the precise form.

7.7 No Member Shall Speak Until The Vote Is Taken

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

7.8 Splitting the Motion

A member may request that a separate vote shall be taken upon each proposal contained in a motion and the vote shall then be taken on each proposal.

7.9 Every Member Present Must Vote

Every member present, when a motion is put, shall, in accordance with the *Municipal Act*, vote thereon unless prohibited by law.

7.10 Manner of Voting

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

7.11 Member Who Does Not Vote Deemed To Vote In The Negative

If any member present does not vote when a vote is taken, he shall be deemed as voting in the negative, except where he is prohibited from voting by law.

7.12 Recorded Vote

- (1) Any member may request that a recorded vote be taken on any motion.
- (2) When a recorded vote is requested by a member, the Clerk shall call for each member in favour of the motion to rise and be counted and shall then call for each member opposed to the motion to rise and be counted and shall record the name and vote of every member on the motion and shall announce the result.
- (3) Any member present who does not rise to indicate that he is in favour of, or opposed to, the motion, shall be deemed as voting in the negative and shall be recorded as voting in the negative, except where he is prohibited from voting by law.

7.13 Tie Vote Loses

In the event that the number of members voting in favour of and the number opposing a motion are equal, that motion will not carry and is deemed to have "lost".

7.14 Member Disagrees With Announcement Of The Vote

If a member disagrees with the announcement of the chair that a motion is carried or lost he may, but only immediately after the declaration by the chair, object to the chair's declaration and request that the vote be retaken.

7.15 Member Disregards The Rules

- (1) If a member:
 - disregards the rules under this Procedure By-law, or
 - disregards a decision of the chair on points of order or privilege, or
 - upon the interpretation of the rules under this Procedure By-law, andpersists in such inappropriate conduct, after having been called to order by the chair, then the chair shall forthwith take a vote, with no amendment, adjournment or debate, for the purpose of deciding whether to order such member to leave his seat for the duration of the meeting
- (2) If a member is ordered to leave his seat for the duration of a meeting, and if the member apologizes, he may, by a further majority vote, be permitted to retake his seat and continue participating in the meeting.

8. NOTICE OF MOTION

- 8.1 Any member may request the Clerk to include a motion on an agenda for a meeting no later than 4:30 p.m. on the Tuesday of the week preceding a meeting at which the motion is to be introduced.
- 8.2 The motion shall be submitted to the Clerk in writing over the signature of the mover and seconder and shall be complete and correct.
- 8.3 The motion shall be printed in full on the agenda for the next meeting and may be considered at that time.
- 8.4 The motion shall be printed in full on the agenda for each succeeding meeting until the motion is considered or otherwise disposed of.
- 8.4 When a member's motion has been called by the chair at two successive meetings and not proceeded with, it shall be removed from the agenda unless the council or committee, by majority vote, otherwise decides.

9. MOTIONS

9.1 Motion At Meeting Of The Council To Be In Writing And Seconded

A motion, in a meeting of the council, shall be in writing and formally moved and seconded before it will be recorded in the minutes, and before the chair will take the vote on the motion.

9.2 Motion To be Read Or Stated

When a motion is presented in a meeting of the council in writing it shall be read by the chair or, if it is a motion, which may be presented orally, stated by the chair before debate.

9.3 Motion In Possession Of The Council

After a motion is read or stated by the chair, it shall be deemed to be in possession of the council or committee, as the case may be, but may, with the permission of the council or committee, as the case may be, and the member who moved the motion, be withdrawn at any time before decision or amendment is made.

9.4 Motion To Amend

A motion to amend:

- (1) may be introduced without notice;
- (2) shall be in writing and signed by the mover and seconder if in a meeting of the council, or shall be with the approval of the mover if in a meeting of committee;
- (3) shall be disposed of by the council or committee before a previous amendment or the main motion;
- (4) shall be relevant to the main motion to be received;
- (5) shall not be received if it is contrary to the motion;
- (6) may propose a separate and distinct disposition of a motion;
- (7) shall be voted on in the reverse order to that in which it is moved, pursuant to subsection 9.9.

9.5 Motion To Defer

A motion to defer shall be put to vote immediately without prior debate.

9.6 Motion To Refer

A motion to refer is a motion by which a matter, action or a pending motion can be sent or directed to a committee, staff, other body or official named in the motion, for such purpose as may be named in the motion; and,

- (1) shall include the name of the committee, staff position, other body or official to which the matter is to be referred;
- (2) may be debated, subject to debate being confined to the merits of the referral only, and debate shall not deal with the subject of the main motion; and,
- (3) may be amended.

9.7 Disposition Of Motion

A motion properly before the council or committee for decision must receive disposition before any other motion can be received, except motions in respect of matters listed in subsections 9.8 and 9.9.

9.8 Oral Motions

Despite subsection 9.1, the following motions may be introduced orally without notice or specific permission, except as otherwise provided for in these rules:

- (1) to defer;
- (2) to refer;
- (3) to call the question;
- (4) to suspend the rules;
- (5) any other procedural motion; and
- (6) to adjourn.

9.9 Ranking of Motions

The following list ranks motions in descending order, such that each takes precedence, and must be decided before others ranking below it in the list are decided or dealt with, as follows:

- (1) to sustain a decision of the chair;
- (2) to fix the time to which to adjourn;
- (3) to adjourn, subject to subsection 2.10;
- (4) to recess;
- (5) point of privilege;
- (6) to call the question;
- (7) to limit or extend limits of debate;
- (8) to defer;
- (9) to refer;
- (10) to amend the main motion;
- (11) the main motion.

9.10 Right to Speak First

If the motion pertains to a specific geographic area only within the City of Brampton, the City Councillor, or the Regional Councillor, of the area, has the right to speak first to the motion; and in the event both wish to speak, the chair shall determine who first requested to speak.

9.11 Right to Speak Last

The mover may request the right to be the last member to speak on the motion.

9.12 Call for Motion To Be Read

Any member may require the motion under discussion to be read at any time during the debate but such request shall not be made so as to interrupt a member while speaking.

9.13 Calling A Question

- (1) A member may make a motion to “call the question” in order to end debate on a motion.
- (2) The chair shall take the vote on a motion to “call the question” after each member who wished to speak on the motion has spoken once.
- (3) If a member speaks to the subject of a motion, he may not then immediately “call the question”.
- (4) A motion to “call the 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 motion;
 - (d) when resolved by a majority vote, the motion is to be put forthwith without debate or amendment.

9.14 Motion to Adjourn

Subject to subsection 2.10, a motion to adjourn a meeting may be called at any time, provided that:

- (1) when resolved in the negative, it shall not be made again until after some intermediate proceedings have been completed;
- (2) it shall not be called when a member is speaking or during the verification of a vote;
- (3) it shall not be called immediately following a majority vote on a motion to “call the question”;
- (4) it shall not be debated when a specified time of adjournment is named in the motion;
- (5) it shall not be made at a meeting of the council until a by-law confirming the proceedings of the council at that meeting to the time of adjournment has been presented and dealt with by the council;
- (6) 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 subsection (5) above.

10. POINTS OF ORDER AND PRIVILEGE

- 10.1 The chair of a meeting shall preserve order and decide questions of order.
- 10.2 A member may rise on a point of order.
- 10.3 When a member rises on a point of order:
- (1) the member shall ask leave of the chair to raise the point of order and, after leave is granted, the member shall state the point of order to the chair and sit down and remain seated until the chair has decided the point of order,
 - (2) thereafter, a member shall only address the chair for the purpose of appealing the chair's decision to the council or committee in which the point of order was raised,
 - (3) if no member appeals the decision of the chair, the chair's decision shall be final,
 - (4) if there is an appeal to the council or committee, the chair shall immediately take a vote to sustain the chair's decision, without debate, and the decision shall be final.

11. CONDUCT OF MEMBERS AT MEETINGS

- 11.1 No member shall:
- (1) speak disrespectfully of any person;
 - (2) use offensive words or unparliamentary language;
 - (3) speak on any subject other than the subject in debate or for which he has received approval to address council; or
 - (4) disobey the rules or a decision of the chair or of the council or committee on questions of order or practice or upon the interpretation of the rules.
- 11.2 Procedures that may be used by the chair in the event of a breach of order are as follows, in increasing order of severity provided that the chair may use any such procedure regardless of order of severity where circumstances warrant:
- (1) advise and correct the member;
 - (2) request an apology or withdrawal of a remark from the member;
 - (3) warn the member;
 - (4) call the member to order, by which the member shall be seated and not speak further until recognized by the chair;
 - (5) name the member, by which the member shall be called to order and further, that the member's name and offence shall be entered into the minutes; and
 - (6) expel or exclude the member.
- 11.3 (1) When a member desires to appeal a ruling of the chair regarding conduct, the member shall give notice to the chair that his ruling is being appealed and shall state the nature of the appeal .
- (2) If there is an appeal to the council or committee with respect to the ruling regarding conduct, then the chair shall immediately take a vote to sustain the decision of the chair, without debate, and the decision shall be final.

12. DIRECTION TO STAFF BY COUNCIL OR COMMITTEE

- 12.1 The council or committee may, by resolution, give direction to staff to pursue a course of action.
- 12.2 Despite subsection 12.1, where direction to staff is made by a committee and, for practical and logistical reasons that action must be undertaken prior to council passing a resolution to approve the committee's recommendation (e.g. direction to refer a matter to the meeting of the council at which the committee's recommendation would be considered) such direction may still be given but only on a majority vote.

13. REOPENING A QUESTION

13.1 Reopening a Question At the Same Meeting

There shall be no further discussion of an item already voted on at a meeting, unless there is a two thirds (2/3) majority vote to reopen the question on that item, but the member who moves the motion to reopen the question shall state the reasons for making that motion.

13.2 Reopening a Question After The Matter Has Been Dealt With By Council

There shall be no further discussion of a matter previously dealt with by resolution, unless notice to that effect has been given pursuant to section 8 and unless there is a two thirds (2/3) majority vote to reopen the question when the notice of motion is voted on, but the member who moves the notice of motion to reopen the question shall state the reasons for making that motion.

13.3 No Motion To Reopen Shall Be Reconsidered Once Resolved

No motion to reopen the question shall be considered again if there has been a previous motion to reopen the question which was not approved by a two-thirds (2/3) majority vote, within the current term of the council.

14. SUSPENSION OF RULES IN PROCEDURE BY-LAW

Except where it is otherwise provided, any one or more of these rules may be temporarily suspended on a two-thirds (2/3) majority vote, except where such suspension may be contrary to the *Municipal Act*.

15. CONFLICT WITH LEGISLATION

In the event of conflict between the provisions of this Procedure By-law and any legislation, the provisions of the legislation shall prevail.

16. MATTERS NOT PROVIDED FOR IN PROCEDURE BY-LAW

Where a matter is not provided for in the Procedure By-law, or, in the case of conflict with the Procedure By-law, *Bourinot's Rules of Order* may be consulted as an interpretive aid in resolving the problem.

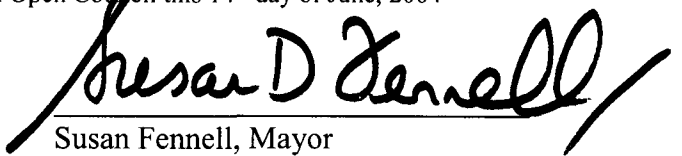
17. REPEAL OF FORMER PROCEDURE BY-LAW

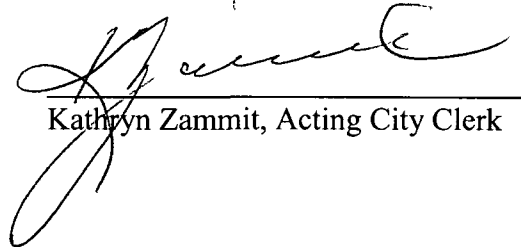
The former Procedure By-law, being By-law 62-81, as amended, is hereby repealed.

18. SHORT TITLE

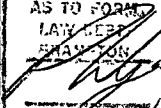
This by-law shall be known as "The Procedure By-law 2004".

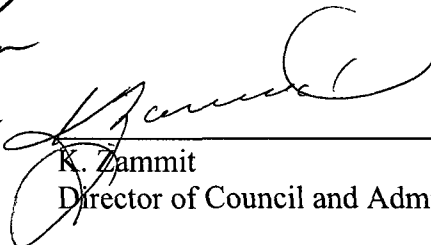
Read a first, second and third time, and passed in Open Council this 14th day of June, 2004


Susan Fennell, Mayor


Kathryn Zammit, Acting City Clerk

Approved as to content

| |
|--|
| APPROVED AS TO FORM LAW DEPT BY DATE |
|  |
| DATE June 13/04 |


K. Zammit
Director of Council and Administrative Services