

Council

By-Law 2002-202

Procedure



Council Procedure

Contents

TABLE OF CONTENTS

PART 1 - INTRODUCTION

Page

ARTICLE 1 - VISION, VALUES AND GOALS

1.1	Preamble	1
1.2	Mission	1
1.3	Values	1
1.4	Vision	2
1.5	Broad Goals	3
1.6	Strategic Priorities	4

PART II - DEFINITIONS

ARTICLE 2 - DEFINITIONS

2.1	Advisory Panel	5
2.2	Amendment	5
2.3	Chair	5
2.4	Chief Administrative Officer	5
2.5	Chief Executive Officer	6
2.5.1	Chair - Finance Committee	6
2.6	Chair - Planning Committee	6
2.6.1	Chair - Priorities Committee	6
2.7	Clerk	6
2.8	Committee	6
2.9	Committee of the Whole	6
2.10	Consent Agenda	7
2.11	Council	7
2.12	Deputy Mayor	7
2.13	Emergency	7
2.13.1	Finance Committee	7
2.14	In-Camera	7

TABLE OF CONTENTS

ARTICLE 2 - DEFINITIONS

2.15	Majority	8
2.16	Meeting	8
2.17	Member	8
2.18	Motion	8
2.19	<i>Municipal Act</i>	8
2.20	Municipality	8
2.21	Nominating Committee	9
2.22	Priorities Committee	9
2.23	Procedure By-law	9
2.24	Public Input Meeting	9
2.25	Roll Call Vote	9
2.26	Routine Department Reports	9
2.27	Secretary	10
2.28	Sub-Committee	[repealed by By-law 2002-348P]
2.29	Sub-Committee Chair	[repealed by By-law 2002-348P]
2.30	Two-thirds Majority	10

PART III - GENERAL PROVISIONS

ARTICLE 3 - GENERAL PROVISIONS

3.1	Rules - governing- proceeding - Council - Committees	11
3.2	Rules- suspended - by resolution - exception	11
3.3	Rules of Order - governing proceedings	11
3.4	Rules of Order - Robert's - application	11
3.5	Conflict - Rules of Procedure	12
3.6	Procedure - Interpretation by the Chair	12
3.7	Entrance - within enclosure - restricted - exception	12
3.8	Entrance - without permission - improper conduct	12

TABLE OF CONTENTS

ARTICLE 4 - MAYOR

4.1	Chair - all Council meetings	13
4.2	Ex-officio - all Committees	13
4.3	Mayor - appointed by Council - Member of Board	13

ARTICLE 5 - DEPUTY MAYORS, CHAIR, PLANNING COMMITTEE

5.1	Appointment - Deputy Mayors - annually	14
5.2	Service	14
5.3	Absence Mayor	14
5.4	Second and Third Deputy Mayor [repealed by By-law 2002-348P]	
5.5	Selection Criteria	15
5.6	Chair - Committee of the Whole	15
5.7	Position - selection - authority	15
5.8	Re-appointment	15
5.9	Mayor - Deputy - absent - Member designated	15
5.10	Acting Deputy Mayor - designation - rotation system	16
5.11	Rotation - list - annual - prepared by Clerk	16

ARTICLE 6 - COMMITTEE OF MANAGEMENT - PIONEER MANOR

6.1	Appointment - Committee of Management - Pioneer Manor	17
6.2	Responsibilities - Committee of Management - Pioneer Manor	17

ARTICLE 7 - CONVENING - MEETINGS

7.1	First Regular meeting - time - location	18
7.2	Council Meetings - by-weekly	18
7.3	Council meetings -1 - July - August - December	18
7.4	Council meetings - time - location	18
7.5	Special meeting - summoned - by Mayor - any time	19
7.6	Special meeting - summoned - majority petition	19
7.7	Special meeting - location - open - in-camera	19
7.8	Special meeting - Committee of the Whole - summoned	19

TABLE OF CONTENTS

ARTICLE 7 - CONVENING - MEETINGS

7.9	Special meeting - Planning Committee - summoned	20
7.9.1	Special meeting - Priorities Committee - summoned	20
7.9.2	Special meeting - Finance Committee - summoned	20
7.10	Meeting - time - date - place - altered - by resolution	20

ARTICLE 8 - NOTICE OF MEETINGS

8.1	Notice - by Clerk - all Members	21
8.2	Notice - form - agenda	21
8.3	Agenda - Council - Committees - distribution	21
8.4	Agenda - others - sent - residence - business	22
8.5	Agenda - special meeting - sent - informed by telephone	22
8.6	Notice - not received - validity of meeting - upheld	22
8.7	Notice - requested - sent - by Clerk	22
8.8	Agenda - distribution	23
8.9	Confidential Reports	23

ARTICLE 9 - SEAT ALLOCATION

9.1	Council - established - by Mayor - Clerk	24
9.2	Media - staff - public - Council meetings - established	24
9.3	Seating arrangement - contravened - improper conduct	24

TABLE OF CONTENTS

PART IV - AGENDA

ARTICLE 10 - AGENDAS - PREPARATION

10.1	Clerk - responsibility	25
10.2	Items - accepted - General Managers - approval required	25
10.3	Correspondence - petitions - considered - included	25
10.4	Correspondence - petition - to General Managers - report	25
10.5	Correspondence - petition - report - approval required	26
10.6	Items - public - refused - initiators - informed	26
10.7	Items - public - refused - reconsideration request	26
10.8	Items - public- refused - appeal	26
10.9	Approved format - required - all agenda items	27
10.10	Headings - Staff Reports - Format - Deadline for receipt by Clerk	27

ARTICLE 11 - AGENDA FORMAT

11.1	Prepared - by Clerk - order	28
11.2	Committee meetings - prepared - relevant headings	29
11.3	Order - followed - exception - by resolution	29
11.4	Items - not considered - transferred - next meeting	29
11.5	Chief Administrative Officer's reports - format	29
11.6	In camera - items - to Committee of the Whole	29
11.7	Clerk to distribute all Agendas	30

ARTICLE 12 - ROLL CALL

12.1	Moment of silence - reflection	31
12.2	Roll call - by Clerk	31
12.3	Late arrival - Secretary to record - in minutes	31

ARTICLE 13 - PECUNIARY INTEREST

13.1	Pecuniary Interest - Members bound	32
------	--	----

TABLE OF CONTENTS

ARTICLE 14 - DELEGATIONS

14.1	Delegations to appear before Sub-Committees	33
14.2	Delegations at Council	33
14.3	Meetings Scheduled to Hear Delegations [repealed by By-law 2002-348P]	
14.4	Delegations - Limitation [repealed by By-law 2002-348P]	
14.5	Presentation - time limitation - extension	33
14.6	Delegations to be heard in order	34
14.7	Decision of Clerk to be final	34
14.8	Powers of Sub-Committee after hearing a Delegation . . [repealed by By-law 2002-348P]	
14.9	Delegations referred to Council [repealed by By-law 2002-348P]	
14.10	Procedure Rules for Public Delegations	35
14.11	Request - in writing - by Member - deadline	35
14.12	Request in writing - Requirements	36
14.13	Clerk to Forward	37
14.14	Request - by delegation - deadline	37
14.15	Delegations encouraged to speak first to Staff	37
14.16	Members to ask questions for clarification and additional information	37
14.17	Questions of Staff	38
14.18	Rules for Delegation	38
14.19	Chair may curtail any Delegation	38
14.20	Request - presentation - prior to meeting	38
14.21	Public hearing - presentation - prohibited	39
14.22	Secretary - announce - time remaining - expiry	39
14.23	Delegation - speakers - maximum - three	39
14.24	Visual aids - use - as required - arrangement in advance	39
14.25	Delegation - listed on agenda - order - determination	39
14.26	Completion - presentation - questions - motion	40
14.27	Limitation on appearance of Delegations	40

TABLE OF CONTENTS

ARTICLE 15 - IN-CAMERA MEETINGS

15.1	Open Meetings	41
15.2	Commencement - adjournment - time for	41
15.3	Incomplete items - to Council agenda	41
15.4	Request - by member - requirements	42
15.5	Closed meeting - resolution	42
15.6	Closed meetings - votes	42
15.7	Direction to Staff - In Camera	42
15.8	Speaking - not limited	43
15.9	Motion - for adjournment - not entertained	43
15.10	Motion - to rise and report- always in order -exception	43
15.11	Completion - reconvene - public session - report	43
15.12	Disclosure - in-camera - meeting	43

ARTICLE 16 - CONSENT AGENDA

16.1	Contents	44
16.2	Introduction - by motion - moved - seconded	44
16.3	Mayor - inquiry - wish to debate	44
16.4	Member - wishing to debate - to advise Mayor	44
16.5	Debate - no amendments - call for vote - on item	45
16.6	Debate - amendments proposed - report to Council	45
16.7	Amendments - original - voted on - separately	45
16.8	Items - separately - where pecuniary interest	45
16.9	Items - appropriately worded - moved- seconded	45
16.10	By-law - introduction - written resolution	46
16.11	By-law - Member - inquiry - wish to debate	46
16.12	By-law - Member- wishing to debate - Chair advised	46
16.13	By-law - debate - no amendment - resolution passed	46
16.14	By-law - debate - amendments - report to Council	46
16.15	By-law - amendments - original - voted on - separately	47
16.16	By-law - heading - on consent agenda - meeting	47
16.17	By-law - source- number - readings- on agenda	47
16.18	Administrative Amendments	47

TABLE OF CONTENTS

ARTICLE 17 - MINUTES - ADOPTION

17.1	Council - Committee of the Whole - action taken - no change permitted . . .	48
17.2	Committee minutes - discussion of items	48
17.3	Committee minutes - errors - omissions	48

ARTICLE 18 - REFERRED - DEFERRED ITEMS

18.1	Items - deferred - included- next meeting agenda	49
18.2	Agenda - placement - order	49

ARTICLE 19 - ADDENDUM

19.1	Permitted - after deadline - urgent items - on approval	50
19.2	Items - dealt with - resolution required - Council	50
19.3	Items - dealt with - resolution required - Committee	50
19.4	Declaration - of pecuniary interest	50

ARTICLE 20 - QUESTION PERIOD

20.1	Inquiries - to General Managers - matters - immediate	51
20.2	Chief Administrative Officer - response - immediate - later meeting	51
20.3	Question - recorded - answers or not - in minutes	51
20.4	Inquiries at Committees	51
20.5	Written Reports require Unanimous Consent of All Members Present	52
20.6	Limit on Number of Questions	52
20.7	Announcements not to be recorded in Minutes	52

TABLE OF CONTENTS

ARTICLE 21 - NOTICE OF MOTION

21.1	Submitted - to Clerk - on the Wednesday two weeks in advance of meeting	53
21.2	Submitted - prior to close of meeting - recorded	53
21.3	Secunder - not required - before debate	53
21.4	Motion - not on addendum - not presented - exception	53
21.5	Reading - member submitting - need not be present	54
21.6	Moved - seconded - at meeting - before debate	54
21.7	Automatic Withdrawal of a Member's Motion	54

ARTICLE 22 - ADJOURNMENT

22.1	Motion - in order - exception - member on floor	55
22.2	Motion - in order - exception - decision vote	55
22.3	Motion - in order - exception - during vote	55
22.4	Motion - subsequent - after intermediate proceedings	55
22.5	Automatic - 10 p.m. - exception - resolution	55
22.6	Continuation - automatic adjournment - exception	56

PART V - RULES OF PROCEDURE

ARTICLE 23 - QUORUM

23.1	Council - minimum -50% - members	57
23.2	Adjournment - no quorum - within 30 minutes	57
23.3	Adjournment - names- members present - recorded	57
23.4	Recess - temporary lack of quorum - procedure	58
23.5	Present - meeting called to order	58
23.6	Alternate Members for Quorum	58

TABLE OF CONTENTS

ARTICLE 24 - RULES OF DEBATE - IN COUNCIL AND COMMITTEES

24.1	Order - decorum - points of order - procedure - other	59
24.2	Council Meeting - Chair - appointed - Mayor absent	59
24.3	Committee Meeting - Chair - absent - Member appointed	59
24.4	Ruling - subject to appeal	59
24.5	Absence of a Chair - Member of Council to be appointed	60
24.6	Appeal - announced - reasons	60
24.7	Appeal - without debate - vote	60
24.8	Appeal - upheld - rejected - results	60
24.9	Chair - speaking - before debate	60
24.10	Chair - speaking - close of debate	60
24.11	Chair - participation - in debate - leaves chair	61
24.12	Pecuniary interest - declared - withdrawal - from chair	61
24.13	Speaking - without permission - improper conduct	61
24.14	Recognition by Chair - acknowledgement - by speaker	61
24.15	Ruling - by Chair - before presentation - prohibited	61
24.16	Motion - mover - first - right to speak	62
24.17	Motion - mover - seconder - right to speak	62
24.18	Motion - in report - reading waived - optional	62
24.19	Speaking - only once - exception	62
24.20	Right of reply - limitations	62
24.21	Speaking - time limitation - exception	63
24.22	Motions - all - moved - seconded - signed - exception	63
24.23	Mover - seconder - present - at vote	63
24.24	Mover - only - no seconder required	63
24.25	Mover - present - at vote	64
24.26	Motions - limited - matter under debate	64
24.27	Motion - to refer - defer - adjourn - precedence	64
24.28	Motion - to refer - direction - required - not debatable	64
24.29	Motion - to defer - reason - time - required	64
24.30	Motion - to vote - opportunity to speak - required	65
24.31	Motion - to vote - entertained - vote - without debate	65
24.32	Motion - outside jurisdiction - not in order	65
24.33	Conduct of Members	65
24.34	Visitors	65

TABLE OF CONTENTS

ARTICLE 25 - POINTS OF INFORMATION

25.1	Questions - previous speaker - through Chair	66
25.2	Explanation - previous speaker - through Chair	66
25.3	Questions - staff- present - through Chair	66
25.4	Motion - ownership - withdrawal - majority consent	66
25.5	Motion - debated - in order - presentation	66
25.6	Motion - reading - request - by member - limitation	67
25.7	Respect - sovereign - Royal Family	67
25.8	Offensive - unparliamentary language - prohibited	67
25.9	Procedural rules - order- disobeyed - prohibited	67
25.10	Leaving - seat - during vote - prohibited	67
25.11	Noise - disturbance - during vote - prohibited	67
25.12	Entrance - to meeting - during vote - prohibited	68
25.13	Interruption - speaker - prohibited - exception	68
25.14	Passing between - speaker - Chair - prohibited	68
25.15	Improper conduct - expulsion - exclusion	68
25.16	Leaving meeting - prior to adjournment - procedure	68

ARTICLE 26 - POINTS OF ORDER

26.1	Member - recognition - rise to speak	69
26.2	Member - explanation - Chair - ruling	69
26.3	Ruling - appealed - immediately - or final	69
26.4	Ruling - appealed - procedure	69
26.5	Decision - debate resumed	69
26.6	Improper conduct - expulsion - meeting adjourned	70
26.7	Conduct - Members disobey rules of Council or Decision of Mayor	70
26.8	Conduct - Question - Member ordered to Leave Seat	70
26.9	Conduct - Member apologizes - Retake Seat	70

ARTICLE 27 - QUESTIONS OF PRIVILEGE

27.1	Member - address - permission	71
27.2	Matter of privilege - precedence	71
27.3	Call to order- members speaking - procedure	71

TABLE OF CONTENTS

ARTICLE 28 - VOTING - AMENDMENTS

28.1	Amendment - presentation - limitation	72
28.2	Amendment - not yet read - read informally	73
28.3	Amendment	73

ARTICLE 29 - VOTING - GENERAL

29.1	Voting- commenced- speaking - motions - prohibited	74
29.2	Method - show of hands - exception - roll call vote	74
29.3	Refusal - failure - to vote - deemed negative	74
29.4	Chair- right of vote	74
29.5	Chair - to announce - results	74
29.6	Roll call vote - requested - vote announced - openly	75
29.7	Members - called - alphabetical order - Chair last	75
29.8	Results - Clerk - to announce	75
29.9	Refusal - failure to vote - deemed negative	75
29.10	Vote - tie - deemed negative	75
29.11	Vote - retaken - disagreement - exception - roll call	75
29.12	Opposition - not recorded - exception - roll call	76
29.13	Propositions- distinct - vote taken separately	76
29.14	Vote - simultaneous - recorded - request	76
29.15	Vote - simultaneous - collected - read- by Clerk	76
29.16	Vote - simultaneous - result - announced	76
29.17	Vote - simultaneous - abstinence- deemed in negative	76
29.18	Unanimous Vote	77
29.19	Member not in his or her seat	77
29.20	Friendly Amendments	77

TABLE OF CONTENTS

ARTICLE 30 - VOTING- RECONSIDERATION

30.1	Motion - carried - lost - seconded - opened to debate	78
30.2	Reconsideration - same meeting - motion passed	78
30.3	Reconsideration - subsequent meeting - upon 2/3 vote	78
30.4	Notice- motion - reconsideration	78
30.5	Motion - reconsideration - limited - two annually	79
30.6	Question - not reconsidered - until motion - adopted	79
30.7	Action - delayed by motion - prohibited - exception	79
30.8	Affirmative vote - next order of business - exception	79
30.9	Debate - on motion - for reconsideration	79
30.10	Reconsider - question	80

ARTICLE 31 - TELEPHONE / ELECTRONIC MAIL POLL

31.1	Exceptional matter Emergency - immediate action - required	81
31.2	Resolution - read- included - next meeting - report	81
31.3	Action - authorized - Chief Administrative Officer - duty	81

TABLE OF CONTENTS

PART VI - COMMITTEES- ADVISORY PANELS - PUBLIC MEETINGS

ARTICLE 32 - COMMITTEES OF COUNCIL

32.1	General Responsibility of all Committees	82
32.2	Reporting	[repealed by By-law 2002-348P]
32.3	Authority of Committees	83
32.4	Expenditure of Funds by Committees	83
32.5	Committees Established	83

ARTICLE 33 - PLANNING COMMITTEE, PRIORITIES & FINANCE COMMITTEE

33.1	Planning Committee - Established and Composition	84
33.2	Appointment of Members, Chair and Vice-Chair	84
33.3	Planning Committee - Chair to Vote	84
33.4	Planning Committee - Chair - Service	85
33.5	Planning Chair - Year 2002	[repealed by By-law 2002-348P]
33.6	Authority of Vice-Chair	85
33.7	Hearing of Applications	85
33.8	Planning Committee Meetings - by monthly - Tuesday	86
33.9	Planning Committee - Mandate	86
33.10	Priorities Committee - Meetings - by-monthly - Wednesday	86
33.11	Time and Location of Meetings	87
33.11.1	Automatic - 10 p.m. - exception - resolution	87
33.11.2	Continuation - automatic adjournment - exception	87
33.12	Chair - Priorities Committee	87
33.13	Vice-Chair - Priorities Committee	88
33.14	Appointment of Chair and Vice-Chair in subsequent Council Terms [repealed by By-law 2002-348P]	
33.15	Responsibilities of the Chair and Vice-Chair	88
33.16	Priorities Committee - Chair to Vote	88

TABLE OF CONTENTS

ARTICLE 33 - PLANNING COMMITTEE, PRIORITIES & FINANCE COMMITTEE

33.17	Organization of the Priorities Committee	
33.18	Terms of Reference - Community Viability Sub-Committee	
33.19	Terms of Reference - Public and Intergovernmental Affairs Sub-Committee [repealed by By-law 2002-348P]	
33.20	Terms of Reference - Financial and Program Accountability Sub-Committee	
33.21	Finance and Efficiencies Sub-Committee - Established	
33.22	Finance and Efficiencies Sub-Committee - Composition	
33.23	Finance and Efficiencies Sub-Committee - Chair to Vote	
33.24	Finance and Efficiencies Sub-Committee - Chair - Year 2002	
33.25	Finance and Efficiencies Sub-Committee - Terms of Reference [repealed by By-law 2002-267P]	
33.26	Appointment of Chairs and Vice-Chairs for Sub-Committees	
33.27	Appointment of Chairs for Year Ending November 30, 2002	
33.28	Sub-Committees Chairs to Vote	
33.29	Calling of Joint Meetings	
33.30	Priorities Committee and Sub-Committee Agenda	
33.31	Rotation of Sub-Committees on Agenda	
33.32	Rules of Debate in Sub-Committees	
33.33	Sub-Committee's Report to Priorities Committee	
33.34	Confirmation of Reports and Recommendations of Sub-Committees [repealed by By-law 2002-348P]	
33.35	Requirement for Recommendation to Council	91
33.36	No Action Binding on Council	91
33.37	Cancellation of Meetings	91
33.38	Finance Committee - established	92
33.39	Finance Committee - Appointment of Chair and Vice-Chair	92
33.40	Finance Committee - Chair to Vote	92
33.41	Finance Committee - Mandate	92

TABLE OF CONTENTS

ARTICLE 34 - ADVISORY PANELS

34.1	Established	93
34.2	Composition - reporting	93
34.3	Advisory Panels - Conduct of Meetings	93
34.4	Advisory Committees - 2001/2003 term	94
34.5	Established additional - Advisory Panels	94
34.6	Advisory Panels - Annual Report	94

ARTICLE 35 - AD HOC COMMITTEES

35.1	Appointed - by Council - specific matters	95
35.2	Motion to appoint - requirements	95
35.3	Term- not extended - exception	95
35.4	Meetings - arrangement - determined - by policy	95

ARTICLE 36 - NOMINATION COMMITTEE - CITIZEN APPOINTMENTS

36.1	Made by Committee of the Whole - Procedure	96
36.2	Advertising - position - requirements - to local citizens	96
36.3	Applications - in writing - time limitation	96
36.4	Applications - qualifying - included - Committee of the Whole Agenda	96
36.5	Applicants- qualified - exact number- motion	97
36.6	Applicants- qualified - more than required -selection	97
36.7	Roll call vote - Council - taken -regarding applicants	97
36.8	Appointment - determined - by vote - exception	97
36.9	Voting - unsuccessful - position selected - by lot	98
36.10	Special vote - applicants tied - least number of votes	98
36.11	Staff member - appointment - conditions	98
36.12	Further votes	98
36.13	Term of Appointment - Citizens	99
36.14	Council Appointments - ballots	99
36.15	Council Appointments - destruction of ballots	99

TABLE OF CONTENTS

ARTICLE 37 - PUBLIC INPUT - INFORMATION MEETINGS

37.1	Resolution - to receive- public comments	100
37.2	Rules of Procedure - Public Input Meeting	100 - 101

ARTICLE 38 - PUBLIC HEARINGS

38.1	Public Hearings - Rules	102 - 106
------	-------------------------------	-----------

ARTICLE 39 - DEVELOPMENT COMMITTEE

39.1	Establish - mandate	107
39.2	Composition	107
39.3	Committee of Staff	107

ARTICLE 40 - STAFF ATTENDANCE - COUNCIL MEETINGS

40.1	General Managers - designates - to render assistance	108
40.2	Staff - use - Councillors' lounge	108

ARTICLE 41 - AMENDMENT

41.1	Notice - majority vote required	109
------	---------------------------------------	-----

ARTICLE 42 - EFFECTIVE DATE

42.1	Effective Date	110
------	----------------------	-----



TABLE OF CONTENTS

SCHEDULES

SCHEDULE “A”

Rules - Majority or Two-thirds Majority Vote of Council, Committee, etc. 111

SCHEDULE “B”

Rotation Schedule for Acting Deputy Mayor 112

SCHEDULE “C”

Sections 238 to 246, *Municipal Act, 2001* 113 - 117

SCHEDULE “D”

Code of Ethics and Conduct 118 - 124

SCHEDULE “E”

The Council - Chief Administrative Officer Covenant 125 - 128

SCHEDULE “F”

The Key and Distinctive Roles of Council 129 - 137

SCHEDULE “G”

The Key and Distinctive Role of the Mayor 138 - 141



Council Procedure

Introduction

PART I - INTRODUCTION

ARTICLE 1

VISION, VALUES, GOALS

1.1 **PREAMBLE**

The City of Greater Sudbury, as part of its Procedure By-law, deems it desirable to include a Vision Statement for the municipality, which statement enunciates the values and goals of the corporation.

1.2 **Mission**

We provide excellent access to quality municipal services and leadership in the social, environmental and economic development of the City of Greater Sudbury.

1.3 **Values**

We are committed to:

- providing high quality service with a citizen focus,
- managing the resources in our trust efficiently, responsibly and effectively,
- encouraging innovation and accepting risks,
- maintaining honest and open communication,
- creating a climate of trust and a collegial working environment,
- acting today in the interests of tomorrow.

*[*2002-89 THAT Council adopt the "One Community - One Vision - One Direction: Mapping the Vision for the City of Greater Sudbury 2002" as a Guide for the strategic planning and budgeting process of the City of Greater Sudbury. CC (25th) 2002-02-08.]*

1.4 **Vision**

The City of Greater Sudbury is a growing, world-class community bringing talent, technology and a great northern lifestyle together.

We will embrace the digital revolution to be an attractive location for information and communications technology-based businesses. We will build on our strengths as the centre for innovation in mining, health care and education and actively pursue emerging opportunities in the environmental and renewable energy sectors to be recognized as one of the smartest, greenest, most sustainable communities in the world.

Our success in creating jobs and fostering business development will enhance the City's tax base, helping generate the revenues needed to modernize, maintain and expand our infrastructure and foster human development. This will create a broad range of new opportunities so that our young people will be able to pursue rewarding careers here in Greater Sudbury. It will also lead to a dramatic improvement in the socioeconomic status of our citizens. This will help to brighten the future for our children. Increasing prosperity will also expand the opportunities to small and medium-sized businesses, helping revitalize our city.

Citizens will have access to quality health care in our community, including a full complement of medical professionals trained in the North for the North. We will excel in providing a safe, caring and stimulating environment for all ages.

1.4 **Vision**

People from across North America and around the world will consider Greater Sudbury to be a highly desirable place to live, work, study and play because of our attractive northern lifestyle, vibrant economy, environmental leadership, educational opportunities and excellent quality of life.

1.5 **Broad Goals**

- to foster economic development and job creation,
- to promote the well-being of our citizens in a healthy, safe and stimulating community,
- to protect and improve the environment and ecological health of the community,
- to develop a viable strategy to increase investment in infrastructure,
- to secure new sources of revenue through innovative strategies and partnerships,
- to ensure our community is attractive to young adults as a place to build careers and raise families,
- to put children first,
- to present Greater Sudbury to the world as a dynamic and vibrant community.

1.6 Strategic Priorities

- Focussing growth in the Information and Communication Technology Sector, by growing the telecommunications industry, capitalizing on broadband technology, and encouraging the development of (dot-) .com and software companies, in partnership with the provincial and federal governments as well as the private sector.
- Seeking new environmental and renewable energy opportunities in order to play a leadership role in developing industries of the future through The Community Energy Plan and other priorities identified by EARTHCARE SUDBURY.
- Ensuring our Citizens have access to health services in the community, by identifying new opportunities in research, education and health care arising from the Northern Medical School, continuing our efforts to recruit and retain physicians, and encouraging the timely completion of the Sudbury Regional Hospital.
- Meeting our infrastructure needs for today and tomorrow through long-term financial planning and partnerships and a sustainable policy framework to complete priority projects.
- Implementing the principles of the Healthy Communities Movement by supporting the development of Community Action Networks and a Healthy Communities implementation framework.
- Engaging young people to develop strategies for attracting and retaining youth.
- Adopting a governance model appropriate to the City of Greater Sudbury and a policy approach to issues management.

Council Procedure Definitions

PART II - DEFINITIONS**ARTICLE 2****2.1 Advisory Panel - defined**

“Advisory Panel” means a body established by Council in accordance with Article 34 and shall include all bodies of an advisory or consultative nature established by Council, regardless of what the body is called.

2.2 Amendment - defined

“Amendment” means a change in the form of a Motion. An amendment is designed to alter or vary the terms of the main Motion without materially changing its meaning. It may propose that certain words be left out, that certain words be omitted and replaced by others, or that certain words be inserted or added. Every amendment must be strictly relevant to the question being considered.

2.3 Chair - defined

“Chair” means the person at a meeting who conducts the meeting and sees that the rules of procedure are observed and is actually presiding at the time, whether that person is the regular presiding officer or not.

2.4 Chief Administrative Officer - defined

“Chief Administrative Officer” means the person appointed by by-law as the Chief Administrative Officer of the Corporation and whose duties are herein prescribed and in the *Municipal Act*.

2.5 Chief Executive Officer - defined

“Chief Executive Officer” shall mean the Mayor in accordance with the *Municipal Act*.

2.5.1 Chair - Finance Committee - defined

“Chair - Finance Committee” means the Chair of the Finance Committee appointed in accordance with Article 33 herein. [amended by By-law 2002-348P]

2.6 Chair- Planning Committee - defined

“Chair - Planning Committee” means the Chair of the Planning Committee appointed in accordance with Article 33 herein.

2.6.1 Chair- Priorities Committee - defined

“Chair - Priorities Committee” means the Chair of the Priorities Committee appointed in accordance with Article 33 herein. [amended by By-law 2002-348P]

2.7 Clerk - defined

“Clerk” means the Clerk of the City of Greater Sudbury.

2.8 Committee - defined

“Committee” means any Committee established by Council from time to time and composed only of Members of Council.

2.9 Committee of the Whole - defined

“Committee of the Whole” means a Committee composed of all Members of Council.

2.10 Consent Agenda - defined

“Consent Agenda” means those items on an agenda which may be summarily dealt with by Council or a Committee in accordance with Article 16.

2.11 Council - defined

“Council” means the Council of the City of Greater Sudbury.

2.12 Deputy Mayor - defined

“Deputy Mayor” means a Council Member appointed in accordance with Article 5 who shall act in the absence of the Mayor and who shall perform such duties as are prescribed herein or as may be determined from time to time by the Mayor.

2.13 Emergency - defined

“Emergency” means a situation or the threat of an impending situation abnormally affecting the property and/or health, safety, welfare and well being of the Citizens of the Municipality or the Municipal government, which by its nature and magnitude requires a controlled and coordinated response and is by its nature and magnitude distinct from the routine daily operations of the municipality.

2.13.1 Finance Committee - defined

“Finance Committee” means Council meeting as a Committee of the Whole and Chaired by the Chair - Finance Committee. [amended by By-law 2002-348P]

2.14 In-Camera - defined

“In-Camera” means a Committee sitting in closed session; that is, not open to the public.

2.15 Majority - defined

“Majority” means a simple majority of those present as outlined in Schedule “A” to this By-law, which Schedule shall form a part hereof.

2.16 Meeting - defined

“Meeting” means any meeting of the Council or, a Committee, as the case may be and shall be open to the public unless authorized to be in camera by the *Municipal Act*.

2.17 Member - defined

“Member” means a Member of Council or a Committee, as the case may be, and includes the Chair.

2.18 Motion - defined

“Motion” means a question to be considered by the Council or a Committee which is moved, seconded, presented, read by the Chair and is subject to debate. When a motion is adopted, it becomes a resolution.

2.19 *Municipal Act* - defined

“*Municipal Act*” means the *Municipal Act, 2001* (S.O. 2001, c. 25), as amended or replaced.

2.20 Municipality - defined

“Municipality” means the City of Greater Sudbury.

2.21 Nominating Committee - defined

“Nominating Committee” means a Meeting of the Committee of the Whole called for the purpose of considering and recommending to Council, Citizen appointments to agencies, boards and Advisory Panels, as determined by Council and Chaired by a Deputy Mayor.

2.22 Priorities Committee - defined

“Priorities Committee” means Council meeting as a Committee of the Whole and Chaired by the Chair - Priorities Committee. [repealed and amended by By-law 2002-348P]

2.23 Procedure By-Law - defined

“Procedure By-law” means this by-law as amended from time to time.

2.24 Public Input Meeting - defined

“Public Input Meeting” means a meeting called by Council to receive the input of the public on any matter which Council wishes to receive public comment.

2.25 Roll Call Vote - defined

“Roll Call Vote” means a vote as provided for in the *Municipal Act*.

2.26 Routine Department Reports - defined

“Routine Department reports” includes reports from the General Managers approved by the Chief Administrative Officer which, in the opinion of the Clerk and the Chief Administrative Officer, are unlikely to require debate.

2.27 Secretary - defined

“Secretary” means the staff representative whose responsibility it is to attend Council or a Committee for the purpose of taking actions as set out in this By-law.

2.28 Sub-Committee - defined

[repealed by By-law 2002-348P]

2.29 Sub-Committee Chair - defined

[amended 2002-267P] [repealed by By-law 2002-348P]

2.30 Two-thirds Majority - defined

“Two-thirds Majority” means a majority of two-thirds (2/3) of Members present as outlined in Schedule “A” to this By-law.

Council Procedure

General Provisions

PART III - GENERAL PROVISIONS**ARTICLE 3****3.1 Rules - governing - proceedings- Council - Committees**

Subject to the provisions of the *Municipal Act*, the rules established by this By-law shall be the rules governing the proceedings of the Council and its Committees.

3.2 Rules - suspended - by resolution - exception

Any rules established by this By-law, other than a quorum requirement, may be suspended at or for a particular meeting by resolution adopted with the unanimous consent of all Members present and voting, provided that the suspension of the rules does not result in a contravention of the *Municipal Act*. [amended by By-law 2002-348P]

3.3 Rules of Order - governing proceedings

Subject to the provisions of the *Municipal Act* and any other Act and except as expressly provided in this By-law, the Rules of Order of the Parliament of Canada shall be the rules governing the proceedings of the Council or Committees and the conduct of the Members of same.

3.4 Rules of Order - Robert's - application

The most recent edition of Robert's Rules of Order in existence from time to time shall be referred to and abided by as far as applicable when questions arise respecting the interpretation of the rules contained in this By-law or respecting the Rules of Order of the Parliament of Canada.

3.5 Conflict - Rules of Procedure

In the event of any conflict between the provisions of this by-law, and those contained in any of the authorities set out previously, the provisions of this by-law shall apply.

3.6 Procedure - Interpretation by the Chair

Procedure shall be a matter of interpretation by the Chair or other presiding Member, subject to the appeal process as set out in Article 24.

3.7 Entrance - within enclosure - restricted - exception

No persons, except Members or the Clerk or the Secretary of the Council, or the Secretary of a Committee, as the case may be, shall come within the enclosure formed by the Member's chairs during meetings without permission from the Chair.

3.8 Entrance - without permission - improper conduct

Any person contravening this rule shall be guilty of improper conduct and may be subject to expulsion or exclusion from the meeting by the Chair.

ARTICLE 4

MAYOR

4.1 Chair - all Council meetings

The Mayor shall be the Chair of Council meetings.

4.2 Ex-officio - all Committees

The Mayor shall be an ex-officio Member of all Committees of the Council, and shall be entitled to vote as a Member of such Committees.

4.3 Mayor - appointed by Council - Member of Board

Unless otherwise prohibited, whenever the Mayor is appointed by Council as a Member of a local board or committee, the Mayor may, from time to time, appoint in writing a Member as a designate to attend a meeting of the local board or committee, as the case may be.

ARTICLE 5**DEPUTY MAYORS, CHAIR, PLANNING COMMITTEE****5.1 Appointment - Deputy Mayors - annually**

At the first regular meeting of Council in December of each year, Council shall by By-law, appoint three (3) Members of Council as Deputy Mayors, and a Member of Council as the Chair of the Planning Committee to hold office for the next succeeding calendar year or until their successors are appointed in accordance with this By-law.

5.2 Service

No Member of Council shall simultaneously serve as a Deputy Mayor and the Chair of the Planning Committee or as Chair or Vice-Chair of a Committee.

5.3 Absence Mayor

A Deputy Mayor shall act from time to time in the place and stead of the Mayor while the Mayor is absent from the municipality or is absent through illness or his/her office is vacant.

[amended by By-law 2002-348P]

5.4 Second and Third Deputy Mayor

[repealed by By-law 2002-348P]

5.5 **Selection Criteria**

When appointing Deputy Mayors, Council should consider the abilities of the Councillors to speak fluently in both English and French, so as to ensure that at least one Deputy Mayor is bilingual.

5.6 **Chair - Committee of the Whole**

A Deputy Mayor shall be the Chair of all Committee of the Whole - *in camera*.

[amended by By-law 2002-348P]

5.7 **Position - selection - authority**

Where by reason of an equality of votes in selecting a Deputy Mayor, Article 36.10 applies to the appointment.

5.8 **Re-appointment**

A Member may be re-appointed by Council to the position of a Deputy Mayor, Chair of the Planning Committee, Priorities Committee or Finance Committee.

[repealed and re-enacted by By-law 2002-348P]

5.9 **Mayor - Deputy - absent - Member designated**

In the absence of both the Mayor and the three (3) Deputy Mayors, then an Acting Deputy Mayor designated pursuant to Article 5.10 shall be Chair of Council Meetings.

5.10 Acting Deputy Mayor - designation - rotation system

Where the Mayor and Deputy Mayors are absent from the municipality or absent through illness, or the Mayor or Deputy Mayors' office is vacant or the Mayor or Deputy Mayors refuse to act, there shall be a monthly rotation system whereby a Member of Council shall replace the Mayor or Deputy Mayors as Acting Deputy Mayor when they are absent simultaneously. The Acting Deputy Mayor shall be determined based on a rotation by Ward as shown in Schedule "B" attached to and forming part of this by-law.

5.11 Rotation - list - annual - prepared by Clerk

The Clerk within 30 days of the inaugural meeting of Council shall deliver to the Members of Council, the Chief Administrative Officer and the General Managers, a list showing the rotation of Members for the term of Council. In the event the Councillor named on the list for that month is absent or unable to act, then the Councillor named for the next month shall be authorized to act.

ARTICLE 6**COMMITTEE OF MANAGEMENT - PIONEER MANOR****6.1 Appointment - Committee of Management - Pioneer Manor**

At the first regular meeting of Council in December of each year following an election, Council shall by By-law appoint three Members of Council as the Committee of Management for Pioneer Manor pursuant to the *Homes for the Aged and Rest Homes Act*, for the next succeeding calendar year or until their successors are appointed by Council.

6.2 Responsibilities - Committee of Management - Pioneer Manor

The Committee of Management appointed for Pioneer Manor shall exercise all the rights and fulfil all the duties assigned to a committee of management under the *Homes for the Aged and Rest Homes Act*, and regulations thereunder.

ARTICLE 7
CONVENING - MEETINGS

7.1 First Regular meeting - time - location

The first regular meeting of the Council shall take place on the first Thursday in December of the same year as an election year at the hour of 7:00 o'clock in the evening at a location chosen by the Clerk.

7.2 Council meetings - by-weekly

Regular Council meetings, other than the first meeting, shall be held on the second and fourth Thursdays of each month during the months of January to June, both inclusive, and September to November.

7.3 Council meetings - 1 - July - August- December

During the months of July, August and December in each year, there shall be one regular meeting of Council to be held at a day and time designated by the Chief Administrative Officer.

7.4 Council meetings - time - location

Regular Council meetings shall be held at the hour of 7:00 o'clock in the evening on the days set out herein at Tom Davies Square, Sudbury or at a location chosen by the Clerk.

7.5 Special meeting - summoned - by Mayor - any time

The Mayor may, at any time, summon a special Council meeting to be held on such day at such time and in such a location as is chosen by the Mayor.

7.6 Special meeting - summoned - majority petition

Upon receipt of a petition of the majority of the Members of Council, the Clerk shall summon a special Council meeting for the purpose set out in the petition and on the day and at the time and in the location mentioned in the petition. Once such a petition is received by the Clerk, no Member may remove his or her name.

7.7 Special meeting - location - open - in-camera

If there is no by-law or resolution fixing the place of meeting, a special meeting shall be held at the place where the then last meeting was held and a special meeting may be either open or “in-camera” in accordance with the *Municipal Act*.

7.8 Special meeting - Committee of the Whole - summoned

A Deputy Mayor may, at any time, in consultation with the Clerk, summon a special meeting of the Committee of the Whole, except a Planning, Priorities or Finance Committee, to be held for the purpose of and at the time, place and location designated by the Deputy Mayor for those matters which have previously been referred to the Committee of the Whole by Council or within its terms of reference. [amended by By-law 2002-348P]

7.9 Special meeting - Planning Committee - summoned

The Chair of the Planning Committee may, at any time, in consultation with the Clerk, summon a special meeting of the Planning Committee to be held for the purpose of and at the time, place and location designated by the Chair, Planning Committee for those matters which have previously been referred to the Planning Committee or within its terms of reference.

7.9.1 Special Meeting - Priorities Committee - summoned

The Chair of the Priorities Committee may, at any time, in consultation with the Clerk, summon a special meeting of the Priorities Committee to be held for the purpose of and at the time, place and location designated by the Chair, for those matters which have previously been referred to the Priorities Committee or within its terms of reference.

[enacted by By-law 2002-348P]

7.9.2 Special Meeting - Finance Committee - summoned

The Chair of the Finance Committee may, at any time, in consultation with the Clerk, summon a special meeting of the Finance Committee to be held for the purpose of and at the time, place and location designated by the Chair, for those matters which have previously been referred to the Finance Committee or within its terms of reference. [enacted

by By-law 2002-348P]

7.10 Meeting - time - date - place - altered - by resolution

Subject to the provisions of the *Municipal Act*, the Members may, by resolution, dispense with or alter the time, day or place of any meeting.

ARTICLE 8
NOTICE OF MEETINGS

8.1 Notice - by Clerk - all Members

The Clerk shall give notice of each meeting in accordance with this Article to all Council Members, to Committee Members where required, to the Chief Administrative Officer, General Managers and to such other persons as the Mayor, Chair or the Clerk deem advisable.

8.2 Notice - form - agenda

The notice shall be in the form of an agenda which shall first make mention of the day, time and place for the meeting.

8.3 Agenda - Council - Committees - distribution

Subject to Articles 8.5 and 8.9, the agenda shall be sent electronically by the Clerk to each Council Member, the Chief Administrative Officer and the General Managers, so as to be received not later than the Saturday previous to the day of the meeting. The Clerk shall ensure that an electronic copy of the agenda is posted to the municipality's internet web site prior to the meeting of Council or a Committee.

8.4 Agenda - others - sent- residence - business

With respect to such other persons as the Clerk deems advisable to receive the agenda, the agenda shall be delivered electronically or sent by regular mail by the Clerk to the residence or place of business of such other persons so as to be received by such other persons not later than the day previous to the day of the meeting.

8.5 Agenda - special meeting - sent - informed by telephone

In the case of special meetings of Council or any Committee where time does not permit personal delivery or sending by mail of the aforementioned agenda to meet the deadline referred to in Articles 8.3 and 8.4, the Clerk shall attempt to inform each Member, the Chief Administrative Officer and General Managers and such other persons as the Mayor or the Clerk deem advisable of the date, time, place and purpose of the meeting by telephone, electronic mail or otherwise.

8.6 Notice - not received - validity of meeting - upheld

Failure of any person to receive notice of the meeting to whom notice of the meeting was required to be given, shall not affect the validity of the holding of the meeting or any action taken thereafter.

8.7 Notice - requested - sent - by Clerk

The Clerk shall by regular mail or electronically, or both notify any person who has requested to be notified in relation to a particular matter and the Clerk shall send the notice so as to be received by the person at least one day prior to the meeting.

8.8 Agenda - distribution

Nothing herein precludes the Clerk from distributing an agenda both electronically and by some other means.

8.9 Confidential Reports

Notwithstanding Article 8.8, all confidential reports shall be distributed in hard copy and not electronically.

ARTICLE 9
SEAT ALLOCATION

9.1 Council - established - by Mayor - Clerk

Prior to the commencement of the first regular meeting of the Council following an election, the Clerk, in consultation with the Mayor, shall establish for Council and Committee meetings, the seating arrangement to be used for the term of that Council.

9.2 Media - staff- public - Council meetings - established

The Clerk, in consultation with the Mayor shall designate the seating arrangement for the media, municipal staff and the public at Council meetings.

9.3 Seating arrangement - contravened - improper conduct

Any person who contravenes any established seating arrangement shall be guilty of improper conduct and may be subject to expulsion or exclusion from the meeting by the Mayor.

Council Procedure

Agenda

PART IV - AGENDA**ARTICLE 10****AGENDAS - PREPARATION****10.1 Clerk - responsibility**

It shall be the duty of the Clerk to prepare the agendas of all Council and Committee meetings in accordance with the provisions contained in this Article.

10.2 Items - accepted - General Managers - approval required

The Clerk shall accept items for any agenda from the General Managers with approval of the Chief Administrative Officer and from Members of Council.

10.3 Correspondence - petitions - considered - included

The Clerk shall receive correspondence and petitions from the public and if, in the Clerk's opinion, the matter warrants the consideration of Council or a Committee, place the correspondence or petition on an agenda.

10.4 Correspondence - petition - to General Managers - report

Before placing any correspondence or petition from the public on an agenda, the Clerk shall forward it to the Chief Administrative Officer and the appropriate General Manager(s) requesting a report concerning the same.

10.5 Correspondence - petition - report - approval required

The correspondence or petition together with the General Manager's report shall be approved for inclusion on an agenda by the Chief Administrative Officer prior to the Clerk including the matter on an agenda.

10.6 Items - public - refused - initiators - informed

When, in the opinion of the Clerk, in light of a report or reports of the General Managers or otherwise, the Clerk does not consider that the matter warrants the consideration of Council or a Committee thereof, the Clerk, in consultation with the Chief Administrative Officer, may refuse to forward same to Council or a Committee thereof, as the case may be, and if the Clerk so refuses, the Clerk shall advise the correspondents or the petitioners of such refusal and indicate that they may request Council to consider such refusal.

10.7 Items - public - refused - reconsideration request

If the correspondents or the petitioners so request that Council consider the Clerk's refusal, and so advise the Clerk in writing, the Clerk shall place such request on the next Council meeting agenda and Council may, by resolution, passed by two-thirds of the Members present, set aside the Clerk's refusal and either deal with the matter at that time or at a later date determined by Council or refer the matter to an appropriate Committee.

10.8 Items - public - refused - appeal

At the appeal, copies of all correspondence or petitions as well as any requested department report received by the Clerk shall be attached by the Clerk to the appropriate agenda and noted thereon and forwarded to all Members.

10.9 Approved format - required - all agenda items

All items for any agenda must be in an approved format and must be received in writing by the Clerk no later than 12 o'clock noon on the Wednesday of the week prior to the meeting concerned.

10.10 Headings - Staff Reports - Format - Deadline for receipt by Clerk

All headings for Staff Reports must be in an approved format and must be received in writing by the Clerk no later than 12 o'clock in the forenoon on the Friday two weeks prior to the meeting concerned.

ARTICLE 11
AGENDA FORMAT

11.1 Prepared - by Clerk - order

All Council agendas shall be prepared by the Clerk in writing and shall be in the following order:

- | | |
|---|---|
| 1. Moment of silent reflection; | 8. Referred and Deferred items; |
| 2. Roll Call; | 9. Managers' reports; |
| 3. Declarations of Pecuniary Interest; | 10. Motions (those for which notice has been given either at a previous meeting or received by the Clerk prior to the agenda deadline); |
| 4. Delegations; | |
| 5. Public Hearings; | |
| 6. Matters arising from: | 11. Addendum; |
| i) Committee of the Whole; | 12. Citizen Petitions |
| ii) Planning Committee; | 13. Question Period; |
| iii) Priorities Committee; and, | 14. Notices of Motion; |
| iv) Finance Committee | 15. Committee of the Whole (incomplete items); |
| 7. Consent Agenda: | 16. Matters arising from Committee of the Whole; and |
| 1. Adoption of minutes; | 17. Adjournment. [amended by By-law 2002-348P] |
| 2. Award of tenders; | |
| 3. Routine Management Reports; | |
| 4. Telephone Polls | |
| 5. By-laws; | |
| 6. By-laws Arising from Planning Committee; | |
| 7. Correspondence for information only; | |

11.2 Committee meetings - prepared - relevant headings

All agendas prepared by the Clerk for Committee meetings shall be in the same format as Council agendas, provided however, that the Clerk and Chair of the Committee may include only those headings relevant to the particular Committee meeting and must include declarations of pecuniary interest.

11.3 Order - followed - exception - by resolution

The items on the agenda of each meeting shall be taken in the order in which they stand on the agenda unless otherwise decided by resolution by two-thirds of the Members present.

11.4 Items - not considered - transferred - next meeting

All items on an agenda not dealt with at a meeting shall be placed on the agenda for the next regular meeting unless otherwise decided.

11.5 Chief Administrative Officer's reports - format

The format of the Chief Administrative Officer's reports to Council or Committees shall be determined by the Chief Administrative Officer and General Managers from time to time.

11.6 In camera - items - to Committee of the Whole

In the event the Clerk receives items for an "in camera" agenda, they will be placed on an agenda for a Committee of the Whole meeting of Council to be held immediately preceding a meeting of Council.

11.7 Clerk to distribute all Agendas

The Clerk shall ensure that all Agendas of Council, its Committees and Ad-Hoc Committees are provided to all Members. [enacted by By-law 2002-348P]

ARTICLE 12**ROLL CALL****12.1 Moment of Silence - reflection**

Upon calling a regular Council meeting to order, the Chair shall request the Members and those in attendance at the meeting to rise for a moment of silent prayer, meditation or reflection.

12.2 Roll call - by Clerk

After the moment of silence, prayer, meditation or reflection, the roll call shall be called by the Clerk.

12.3 Late arrival - Secretary to record - in minutes

If a Member arrives at a meeting after the roll has been called, the secretary of the meeting shall note the time of arrival in the minutes.

ARTICLE 13
PECUNIARY INTEREST

13.1 Pecuniary Interest - Members bound

Members are bound by the provisions of the *Municipal Conflict of Interest Act* and shall declare the pecuniary interest and its general nature.

ARTICLE 14
DELEGATIONS

14.1 Delegations to appear before Sub-Committees

Delegations shall be heard at a meeting of the Priorities Committee scheduled for that purpose. [amended by By-law 2002-348P]

14.2 Delegations at Council

The Chief Administrative Officer may place a maximum of two (2) delegations on a Council Agenda where the delegations are appearing for information only. [repealed and re-enacted by By-law 2002-348P]

14.3 Meetings Scheduled to Hear Delegations

[repealed by By-law 2002-348P]

14.4 Delegations - Limitation

[repealed by By-law 2002-348P]

14.5 Presentation - time limitation - extension

A delegation shall have up to ten (10) minutes to make its presentation, although such time limit may be extended or reduced by decision of the Chair, by such amount of time as the Chair deems advisable following which there shall be up to twenty (20) minutes for questions from Members.

14.6 Delegations to be heard in order

The Clerk shall place each delegation on the appropriate Committee Agenda and each delegation shall appear on the Agenda, and be heard, in the following order:

- (1) Delegations requested by Council, the Mayor, or Member of Council.
- (2) Delegations requested by the public.
- (3) Delegations requested by staff. [amended by By-law 2002-348P]

14.7 Decision of Clerk to be final

The decision of the Clerk as to the placement of a delegation on the Agenda shall be considered final.

14.8 Powers of Sub-Committee after hearing a Delegation

[repealed by By-law 2002-348P]

14.9 Delegations referred by Council

[repealed by By-law 2002-348P]

14.10 Procedure Rules for Public Delegations

- (1) No public hearings shall be referred to the Priorities Committee.
- (2) When hearing from a delegation, a Committee does not require a motion on the floor.
- (3) The following procedures will apply to delegations appearing before the Priorities Committee:
 - (a) the Chief Administrative Officer will introduce the matter;
 - (b) the Chair will call the delegation to the podium to address the Committee;
and,
 - (c) after a delegation has spoken, a Member may ask the delegation any relevant questions. [amended by By-law 2002-348P]

14.11 Request - in writing - by Member - deadline

A delegation may also appear before a Committee if a Member requests in writing to the Clerk that the delegation be placed on the agenda prior to 12 o'clock noon of the Wednesday of the second week prior to the meeting, and provided that the provisions of Article 14.10 are complied with.

14.12 Request in writing - Requirements

Where a delegation wishes to have any policy matter considered by Council, the letter, petition or other communication shall be addressed to the City Clerk, and the letter, petition or communication shall:

- (a) be printed, typewritten or legibly written;
- (b) clearly set out the matter at issue and the request made of Council;
- (c) in the case of a letter or communication:
 - (i) be signed with the name of the writer; and
 - (ii) contain the mailing address, street address and telephone number of the writer;
- (d) in the case of a petition:
 - (i) be signed by at least two (2) citizens resident in the municipality;
 - (ii) set out the civic address of each petitioner; and,
 - (iii) indicate the name of a spokesperson, their mailing address, street address and telephone number;
- (e) where a letter, petition or communication is received in the French language, the Clerk shall arrange for its translation and shall place both a copy of the original French language version and its English translation on the Agenda. [amended by By-law 2002-348P]

14.13 Clerk to Forward

On receipt of a communication intended for Council or a Committee of Council, the Clerk may include it as an item on the Agenda for the appropriate meeting of Council or a Committee of Council, together with any necessary reports from the administration or refer it to the administration for a reply. [amended by By-law 2002-348P]

14.14 Request - by delegation - deadline

Prior to 12 o'clock noon of the Wednesday of the second week prior to the meeting of Council or a Committee, the delegation shall submit its request in writing, together with a written submission detailing the matters that the delegation wishes to present to the Committee or Council.

14.15 Delegations encouraged to speak first to Staff

Depending on the situation in question, delegations shall be encouraged by the Chief Administrative Officer and the Clerk to first resolve the issue with staff. Matters which are operational or administrative only shall be referred to the appropriate General Manager for resolution.

14.16 Members to ask questions for clarification and additional information

Upon the completion of a presentation to Council by a delegation, any discourse between Members of Council and the delegations shall be limited to Members asking questions for clarification and obtaining additional, relevant information only. Members of Council shall not enter into debate with the delegation respecting the presentation. [amended by By-law 2002-348P]

14.17 Questions of Staff

Members shall not ask questions of staff until all representatives of a delegation have been heard.

14.18 Rules for Delegation

No delegation shall:

- (1) speak disrespectfully of any person;
- (2) use offensive words or unparliamentary language;
- (3) speak on any subject other than the subject for which they have received approval to address Council. [amended by By-law 2002-348P]

14.19 Chair may curtail any Delegation

The Chair may curtail any delegation, any questions of a delegation or Member of Council or debate during a delegation for disorder or any other breach of this by-law and, if the Chair rules that the delegation is concluded, the person or persons appearing shall immediately withdraw.

14.20 Request - presentation - prior to meeting

Any person present at a meeting may request to make a presentation to Council or a Committee, as the case may be, respecting an item on the agenda, provided that the request is made to the Clerk or Secretary prior to the commencement of the meeting and provided that the request is agreed to by two-thirds of the Members present. If agreed to, all such delegations shall be placed as the final delegation on the agenda.

14.21 Public hearing - presentation - prohibited

Where a public hearing is held by a Committee pursuant to the *Municipal Act*, no person shall be permitted to appear before Council in respect of that matter.

14.22 Secretary - announce - time remaining - expiry

The Secretary shall advise the meeting when there is one minute remaining and once the time allotted to a delegation has expired, the Chair shall so inform the delegation and the delegation shall immediately cease its presentation. [amended by By-law 2002-348P]

14.23 Delegation - speakers - maximum - three

A delegation may use a maximum of three speakers in making its presentation.

14.24 Visual aids - use - as required - arrangement in advance

A delegation making its presentation may use such visual aids as it deems advisable provided that where such visual aids requires the use of municipal equipment, arrangements must be made by the delegation with the Clerk at least one day prior to the meeting.

14.25 Delegation - listed on agenda - order - determination

A delegation shall be listed on the agenda and heard in the order determined by the Clerk and approved by the Chief Administrative Officer.

14.26 **Completion - presentation - questions - motion**

Upon completion of the presentation and the questions by Members, the Chair shall introduce any motion, arising out of the subject matter of the delegation and the motion shall then be debated.

14.27 **Limitation on appearance of Delegations**

A delegation, once heard, shall not be entitled to be heard either at Council or a Committee on substantially the same matter for a period of twelve (12) months from the date of its first hearing. [amended by By-law 2002-348P]

ARTICLE 15
IN-CAMERA MEETINGS

15.1 Open Meetings

Subject to the *Municipal Act* all Council and Committee meetings shall be open to the public. The *Municipal Act* which authorizes in-camera meetings is attached hereto as Schedule "C". The Clerk is authorized to replace this Schedule at any time the provisions of the *Municipal Act* are amended.

15.2 Commencement - adjournment - time for

Unless otherwise determined by the Chief Administrative Officer, in consultation with the Mayor, Committee of the Whole "in-camera" meetings shall be scheduled immediately prior to the regular or special meeting of Council and shall adjourn at least ten minutes prior to the time scheduled for the commencement of the regular or special meeting of Council.
[amended by By-law 2002-348P]

15.3 Incomplete items - to Council agenda

Any matters not completed at the adjournment of the Committee of the Whole "in-camera" meeting held immediately prior to the meeting of Council, shall be completed at the conclusion of the Council meeting in accordance with Article 11.1.

15.4 Request - by Member - requirements

If, during a meeting of Council, a Member wishes to move "in-camera," the Member shall either move a motion to defer the matter to the Committee of the Whole Council "in-camera" item on the agenda or move a motion which would require a two-thirds vote of those Members present to immediately recess into the Committee of the Whole "in-camera."

15.5 Closed meeting - resolution

Before all or part of a meeting is closed to the public, the Council or a Committee thereof, shall state by resolution the fact of the holding of the closed meeting and the general nature of the matter to be considered at the closed meeting.

15.6 Closed meetings - votes

A meeting of Council or a Committee thereof shall not be closed to the public during the taking of a vote unless the *Municipal Act* permits or requires a meeting to be closed to the public, and the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the City or persons retained by or under contract with the City.

15.7 Direction to Staff - In Camera

Direction to staff or consultants retained by the City may be provided at in-camera meetings when permitted under the Municipal Act, by consensus of Members present.

[repealed and re-enacted by By-law 2002-348P]

15.8 Speaking - not limited

The number of times a Member may speak on any question shall not be limited, provided that no Member shall speak more than once until every Member who is entitled to do so shall have spoken.

15.9 Motion - for adjournment - not entertained

A motion for adjournment shall not be entertained by the Chair.

15.10 Motion - to rise and report - always in order - exception

Except when a Member is in possession of the floor or during the taking of a vote, a motion to rise and report progress shall always be in order during an "in-camera" session and shall not require a seconder and shall be decided without debate.

15.11 Completion - reconvene - public session - report

Upon completion of the "in-camera" session, the Council or Committee, as the case may be, shall immediately reconvene in public session and the Chair of the "in-camera" session shall report the results therefrom.

15.12 Disclosure - in-camera -meeting

No Member, officer or employee shall disclose the content of the matter or substance of the deliberations of an "in-camera" meeting, unless expressly authorized to do so by the Committee or required by law.

ARTICLE 16
CONSENT AGENDA

16.1 Contents

The Clerk shall include the following in each Consent Agenda:

- (a) adoption of minutes;
- (b) award of tenders;
- (c) routine department reports;
- (d) Telephone Polls
- (e) correspondence for information only; and,
- (f) by-laws.

16.2 Introduction - by motion - moved - seconded

Subject to Article 16.8, the Clerk shall introduce by way of a motion properly moved and seconded those items contained in Article 16.1 (a), (b), and (c).

16.3 Mayor - inquiry - wish to debate

The Chair shall then inquire whether any Members wish to debate any items set forth in the resolution.

16.4 Member - wishing to debate - to advise Mayor

Any Member who wishes to debate any item set forth in the resolution shall advise the Chair of the item or items that the Member wishes to debate and any Member may move an amendment to an item in accordance with this By-law during the course of the debate on that item.

16.5 Debate - no amendments - call for vote - on item

If, at the conclusion of the debate, no amendments have been proposed to any of the items, the Chair shall then call for the vote on the resolution.

16.6 Debate - amendments proposed - report to Council

If, at the conclusion of the debate, amendments have been proposed to any of the items, the Chair shall report all such amendments to Council.

16.7 Amendments - original - voted on - separately

Each amendment shall then be voted on separately without further amendment or debate following which the Chair shall call for the vote on the original resolution making reference to the amended items.

16.8 Items - separately - where pecuniary interest

The Clerk shall separately introduce any item contained in Article 16.1 (a), (b), and (c) on which a Member has declared a pecuniary interest in accordance with the *Municipal Conflict of Interest Act*.

16.9 Items - appropriately worded - moved - seconded

Each item contained within Article 16.1 (a), (b), and (c) shall include its own appropriately-worded, properly moved and seconded motion.

16.10 By-law - introduction - written resolution

The Clerk shall introduce all by-laws by way of one written resolution properly moved and seconded without amendment or debate providing that all by-laws shall be read a first and second time.

16.11 By-law - Member - inquiry - wish to debate

The Chair shall, after the introduction of a by-law, inquire if there are any Members who wish to debate a by-law or by-laws set forth in the resolution.

16.12 By-law - Member - wishing to debate - Chair advised

Any Member who wishes to do so shall advise the Chair of a by-law or by-laws that the Member wishes to debate, and any Member may move an amendment to a by-law during the course of the debate on that by-law.

16.13 By-law - debate - no amendment - resolution passed

If, at the conclusion of the debate, no amendments have been proposed to any of the by-laws, the Chair shall then call for a reading of the resolution, properly moved and seconded, that all by-laws named therein shall be considered to have been read a third time and passed.

16.14 By-law - debate - amendments - report to Council

If, at the conclusion of the debate, amendments have been proposed to any of the by-laws, the Chair shall report all such amendments to Council.

16.15 By-law - amendments - original - voted on - separately

Each amendment shall then be voted on separately without further amendment or debate following which the Chair shall call for a reading of a resolution properly moved and seconded providing that all by-laws named therein shall be considered to have been read a third time and passed as amended.

16.16 By-law - heading - on consent agenda - meeting

Each by-law heading shall appear on the consent agenda of the Council agenda of the meeting where it is to be proposed.

16.17 By-law - source - number - readings - on agenda

The agenda shall make reference to the original source of the by-law, i.e. Council or Committee resolution or accompanying report, and shall include the by-law number and the number of readings to be given.

16.18 Administrative Amendments

The Clerk is hereby authorized to make such minor deletions, additions or other changes in form to any by-law or resolution before it is signed or sealed for the purpose of ensuring complete implementation of the actions of Council forming the subject matter.

ARTICLE 17
MINUTES - ADOPTION

17.1 Council - Committee of the Whole - action taken - no change permitted

Subject to Article 17.2, during the adoption of the minutes of a previous meeting of Council, or Committee of the Whole, no changes can be made in the action taken by Council or Committee of the Whole, at the previous meeting; only changes in the form of errors and omissions and recording of any action taken at the previous meeting may be made in adopting the minutes. Debate on any item contained in the minutes requires a motion for reconsideration.

17.2 Committee minutes - discussion of items

During the adoption of the minutes of the Planning Committee, Priorities Committee, Finance Committee or a Committee other than the Committee of the Whole, any Member may debate any items mentioned in the Committee minutes and Council may by resolution alter or reject any decision of the Committee, refer the matter back to the Committee for further consideration or defer the matter. [amended by By-law 2002-348P]

17.3 Committee minutes - errors - omissions

During the adoption of the minutes of a Committee, changes in form of errors or omissions in the recording of any action taken at the Committee meeting may be made in adopting the minutes.

ARTICLE 18

REFERRED - DEFERRED ITEMS

18.1 Items - deferred - included - next meeting agenda

Any item which is deferred by Council shall be included on the agenda of the next regular meeting of Council if not deferred to a subsequent meeting.

18.2 Agenda - placement - order

Items deferred to or referred to a subsequent meeting shall be included on the agenda under "referred and deferred items" and shall be included on the agenda in the order that the items were originally deferred or referred with the earliest being first on the agenda.

ARTICLE 19**ADDENDUM****19.1 Permitted - after deadline - urgent items - on approval**

There shall only be an addendum to an agenda for a meeting when one or more items arise after the closing of the deadline for preparation of the agenda and prior to the meeting, which items the Clerk, with the consent of the Chief Administrative Officer, believes are of urgent nature and require the immediate consideration at the meeting.

19.2 Items - dealt with - resolution required - Council

Before any addendum may be dealt with at Council, a resolution must be passed by at least seven Members authorizing the Council to deal with all or any of the items on the addendum.

19.3 Items - dealt with - resolution required - Committee

At a Committee, before any addendum may be dealt with, a resolution must be passed by two-thirds of the Members present authorizing the Committee to deal with all or any of the items on the addendum.

19.4 Declaration - of pecuniary interest

The addendum shall include provision for declarations of pecuniary interest.

ARTICLE 20
QUESTION PERIOD

20.1 Inquiries - to General Managers - matters - immediate

Inquiries during the question period shall be directed by Members to the Chief Administrative Officer or General Managers and shall deal with matters of immediate nature not previously dealt with at the meeting.

20.2 Chief Administrative Officer - response - immediate - later meeting

The Chief Administrative Officer or the General Manager asked a question during the question period may either answer immediately or indicate to the Chair that he or she will answer at a subsequent meeting or directly to the Member.

20.3 Question - recorded - answers or not - in minutes

Each inquiry made during the question period shall be recorded in the minutes of the meeting concerned and in addition, the minutes shall note whether the inquiry was answered or requires an answer at a subsequent meeting.

20.4 Inquiries at Committees

Inquiries made at a Committee must be made at the Committee that would normally deal with the issue. [amended by By-law 2002-348P]

20.5 Written Reports require Unanimous Consent of All Members Present

Any request for a written response to an inquiry made by a Member at Council or Committee must first receive the unanimous consent of all Members present. [amended by By-law 2002-348P]

20.6 Limit on Number of Questions

No Member shall be permitted to ask more than two (2) questions without first receiving the unanimous consent of all Members present.

20.7 Announcements not to be recorded in Minutes

Where a Member wishes to make an announcement in lieu of a question, the Clerk shall not record the announcement in the Minutes without the unanimous consent of all Members present.

ARTICLE 21
NOTICE OF MOTION

21.1 Submitted - to Clerk - on the Wednesday two weeks in advance of meeting

Notices of motion may be submitted to the Clerk by a Member at any time and each notice of motion the Clerk has received by 12 o'clock noon of the Wednesday of the week prior to the meeting shall be included on the agenda for that meeting under the item "Motions".

21.2 Submitted - prior to close of meeting - recorded

A notice of motion in writing may also be received by the Secretary prior to the closing of the meeting and in this event, the Chair shall either read the notice of motion or declare the motion as read and it shall be duly recorded in the minutes and shall form part of the agenda for the subsequent meeting under the item, "motions".

21.3 Seconder - not required - before debate

The presentation of a notice of motion does not require a seconder for the motion until it comes before a meeting for debate.

21.4 Motion - not on addendum - not presented - exception

A motion with respect to a matter not on an agenda shall not be presented without the prior notice required by Article 21.1 unless a resolution to so dispose with such notice is passed by at least seven Members at a meeting of Council or a two-thirds majority of those present at a meeting of a Committee.

21.5 Reading - Member submitting - need not be present

The Member who delivers a written notice of motion to the Clerk to be read at any meeting need not be at the meeting during the reading of the notice.

21.6 Moved - seconded - at meeting - before debate

A motion for which notice was given in accordance with this Article must be moved and seconded at the meeting on which it appears on the agenda for debate; the motion cannot be moved at any subsequent meeting without notice having been given pursuant to Article 21.1.

21.7 Automatic Withdrawal of a Member's Motion

Where a Member's Motion has appeared on two successive Council Agendas and not been dealt with, it shall be deemed to have been withdrawn and be dropped from the Agenda unless Council otherwise decides. The mover of a Notice of Motion may withdraw his or her motion any time prior to the commencement of debate on the motion.

Article 22
ADJOURNMENT

22.1 Motion - in order - exception - Member on floor

A motion to adjourn a meeting shall be in order except, when another Member is in possession of the floor.

22.2 Motion - in order - exception - decision vote

A motion to adjourn a meeting shall be in order except when it has been decided that the vote be now taken.

22.3 Motion - in order - exception - during vote

A motion to adjourn a meeting shall be in order except during the taking of a vote.

22.4 Motion - subsequent - after intermediate proceedings

No subsequent motions to adjourn shall be made until after intermediate proceedings shall have taken place.

22.5 Automatic - 10 p.m. - exception - resolution

The Council meeting shall be deemed to be automatically adjourned at the hour of 10 p.m. if in session that hour, unless otherwise determined by resolution passed by two-thirds of the Members present. [amended by By-law 2002-348P]

22.6 Continuation - automatic adjournment - exception

Where by Article 22.5 a meeting continues past 10 p.m., the meeting shall be deemed to be automatically adjourned at the hour of 11 p.m. and each hour thereafter unless such proceedings be continued past that hour with the unanimous consent of all Members present.

Council Procedure

Rules of Procedure

PART V - RULES OF PROCEDURE

ARTICLE 23

QUORUM

23.1 Minimum - 50% - Members

The quorum required to commence and continue a meeting of Council or a Committee shall be more than fifty percent (50%) of the Members.

23.2 Adjournment - no quorum - within 30 minutes

Unless a quorum is present within thirty (30) minutes after the time appointed for the commencement of the meeting, the meeting shall automatically be deemed to stand adjourned until the next regular meeting or until a special meeting is called to deal with matters intended to be dealt with at the adjourned meeting.

23.3 Adjournment - names - Members present - recorded

The Secretary of the meeting concerned shall record the names of the Members present at the expiration of the thirty (30) minute time limit and such record shall be appended to the agenda for the next meeting.

23.4 Recess - temporary lack of quorum - procedure

If at any time during the meeting there is not a quorum, the meeting shall automatically be deemed to stand recessed until there is a quorum again in attendance or until the Chair declares the meeting adjourned. Should the lack of a quorum continue for thirty (30) minutes from the time of its occurrence, then the meeting shall automatically be adjourned either until the next regular meeting day or until a special meeting is called to deal with the matters still to be dealt with at the adjourned meeting.

23.5 Present - meeting called to order

As soon as there is a quorum after the hour affixed for the commencement of the meeting, the Chair shall call the meeting to order.

23.6 Alternate Members for Quorum

- (a) If a quorum is not possible because of the absence of one or more Members of a Committee, any Member of Council present at the Committee meeting who is not a Member of the Committee may, with his or her consent entered on the Minutes, become an alternative Member of the Committee and will be counted to determine quorum.
- (b) If more than one Member is present, priority for selection as an alternative Member will be determined in accordance with the rotation schedule for Acting Deputy Mayor, beginning with the current month's Acting Deputy Mayor.
- (c) Only the number of Members required to complete quorum shall be added as an alternative Member of the Committee.

Article 24**RULES OF DEBATE - IN COUNCIL AND COMMITTEES****24.1 Order - decorum - points of order - procedure - other**

The Chair shall preside over the conduct of the meeting including the preservation of good order and decorum, ruling of points of order, questions of privilege, points of information and ruling on all questions relating to the procedure of the meeting.

24.2 Council Meeting - Chair - appointed - Mayor absent

If the Mayor, Deputy-Mayors and Acting Deputy Mayor do not attend a Council meeting within fifteen minutes after the hour appointed for the opening of the meeting, the Members present forming a quorum, shall from amongst themselves appoint a Member to act as Chair in the place and stead of the Chair until the Chair arrives.

24.3 Committee Meeting - Chair - absent - Member appointed

If the Chair or Vice-Chair does not attend a Committee meeting within fifteen minutes after the hour appointed for the opening of the meeting, the Members present shall from amongst themselves appoint a Member to act as Chair in the place and stead of the Chair until the Chair arrives.

24.4 Ruling - subject to appeal

Any ruling made by the Chair is subject to an appeal to the Members by any Member.

24.5 Absence of a Chair - Member of Council to be appointed

In the absence of a Chair for any reason, then the Member designated pursuant to Schedule "B" shall be the Chair.

24.6 Appeal - announced - reasons

If an appeal is made by a Member of a ruling by the Chair, the Member appealing shall, after announcing the appeal, state the reasons for such an appeal and the Chair may then indicate why the appeal should be rejected and the Chair's ruling upheld.

24.7 Appeal - without debate - vote

Without debate on the appeal, the Members by roll call shall then vote on the appeal.

24.8 Appeal - upheld - rejected - results

If the appeal is upheld, then the Chair shall change his or her ruling accordingly; if the appeal is rejected then the ruling stands.

24.9 Chair - speaking - before debate

The Chair may speak on any matter before the commencement of debate on that matter.

24.10 Chair - speaking - close of debate

The Chair may speak to close the debate on any matter after everyone else wishing to speak has spoken.

24.11 Chair - participation - in debate - leaves chair

If the Chair wishes to take part in the debate, the Chair must leave the chair and call on another Member to act in the Chair's place and stead until the debate is closed and in such case the Chair waives his or her privilege to close the debate and the Member acting in the Chair's place may close the debate.

24.12 Pecuniary interest - declared - withdrawal - from chair

If a Chair has declared a pecuniary interest on any item on an agenda, then the Chair shall withdraw from the chair during the deliberation of that matter by Council or a Committee.

24.13 Speaking - without permission - improper conduct

No person shall speak aloud at a meeting or address Members without first receiving permission of the Chair to do so. All remarks shall be addressed to the Chair. Any person contravening this rule shall be guilty of improper conduct and may be subject to expulsion or exclusion from the meeting by the Chair.

24.14 Recognition by Chair - acknowledgement - by speaker

After being recognized by the Chair, every Member shall respectfully acknowledge the Chair prior to speaking on any matter.

24.15 Ruling - by Chair - before presentation - prohibited

The Chair may not exclude any matter from an agenda or rule any item out of order until that item is placed before the Council or Committee.

24.16 Motion - mover - first - right to speak

A Member who moves a main motion has the first right of speaking on that motion after the Chair.

24.17 Motion - mover - seconder - right to speak

A main motion is one requiring a seconder, and the seconder has the right of speaking second on the motion.

24.18 Motion - in report - reading waived - optional

Where a motion is contained in a report attached to the agenda, the Chair may, at the time of introduction of the motion to the meeting, waive the reading of the motion.

24.19 Speaking - only once - exception

A Member shall not speak more than once on a matter without the leave of Council or Committee, as the case may be, except:

- (a) if questioned by another Member; or
- (b) to explain comments which the Member believes have been misunderstood; or
- (c) in the case of the mover of a main motion, in reply just before the Chair and after everyone else has spoken.

24.20 Right of reply - limitations

The right of reply does not apply to movers of amendments nor to the mover of the main motion if that Member has moved an amendment to the main motion.

24.21 Speaking - time limitation - exception

No Member, without the leave of the Council or Committee, as the case may be, shall speak to a matter or in reply for longer than 10 minutes.

24.22 Motions - all - moved - seconded - signed - exception

Except for the types of motions listed in Articles 24.24 and 33.29 every motion, amendment to a motion or amendment to an amendment before being read and presented to the Chair for debate must be moved and seconded in writing and signed by the mover and seconder.

24.23 Mover - seconder - present - at vote

The mover and seconder of a motion or an amendment must both be present at the time a vote is taken for the vote to be valid.

24.24 Mover - only - no seconder required

The following motions require a mover only in order to be considered; they need not be seconded, nor in writing, nor signed by the mover in order to be considered:

- (a) motion to defer action;
- (b) motion to refer to a body certain;
- (c) motion that the vote now be taken;
- (d) motion to extend time limit and for delegation;
- (e) motion to overrule Clerk's decision on the appropriate body to consider a particular matter;
- (f) motion to overrule Clerk's refusal to place matter before Council or Committee;
- (g) motion to go "in-camera".

24.25 Mover - present - at vote

The mover must be present at the time the vote is taken on any motion referred to in Article 24.24.

24.26 Motions - limited - matter under debate

Subject to Article 24.22, when a matter is under debate, no motion shall be entertained other than a motion:

- (a) to refer to a certain body;
- (b) to amend;
- (c) to defer action;
- (d) to adjourn the meeting;
- (e) that the vote now be taken.

24.27 Motion - to refer - defer - adjourn - precedence

A motion to refer or defer shall take precedence over any motion or amendment except a motion to adjourn.

24.28 Motion - to refer - direction - required - not debatable

A motion to refer shall require direction as to the body to which it is being referred and is not debatable.

24.29 Motion - to defer - reason - time - required

A motion to defer must give a reason and a time certain to which the matter is deferred and is not debatable.

24.30 Motion - to vote - opportunity to speak - required

A motion that the vote be now taken shall not be entertained by the Chair until each of the Members has had an opportunity to speak at least once on the particular matter.

24.31 Motion - to vote - entertained - vote - without debate

Once a motion that the vote be now taken is presented and entertained by the Chair, it shall be put to a vote without debate and if carried by a two-third vote of the Members present, the motion and any amendments thereto under discussion shall be submitted to vote forthwith without further date.

24.32 Motion - outside jurisdiction - not in order

A motion relating to a matter not within the jurisdiction of the Council or a Committee is not in order and shall not be entertained by the Chair.

24.33 Conduct of Members

No Member shall:

- a) engage in private conversation while in the Council Chamber in such manner as to interrupt the proceedings of Council;
- b) speak on any subject other than the subject in debate; and
- c) where a matter has been discussed in-camera, disclose the content of the matter or substance of deliberations of the in-camera meeting, except as required by law.

24.34 Visitors

No person shall display signs or placards, applaud, engage in conversation or other behaviour which may disrupt debate.

ARTICLE 25
POINTS OF INFORMATION

25.1 Questions - previous speaker - through Chair

A Member may, through the Chair, ask questions to a previous speaker arising out of that speaker's remarks.

25.2 Explanation - previous speaker - through Chair

A Member may, through the Chair, seek an explanation from a previous speaker.

25.3 Questions - staff - present - through Chair

A Member may, through the Chair, ask questions during the discussion of any particular item on the agenda respecting the item of any staff of the municipality in attendance at the meeting.

25.4 Motion - ownership - withdrawal - majority consent

Every motion is the property of Council or Committee, as the case may be, after it is presented to the Chair and read to the meeting but may be withdrawn at a time prior to the vote thereon with the consent of the majority of Members present.

25.5 Motion - debated - in order - presentation

Motions shall be debated in the order of their presentation to the Chair.

25.6 Motion - reading - request - by Member - limitation

Any Member may, once only, require a motion under discussion to be read by the Chair at any time during the debate but not so as to interrupt another Member while the latter is speaking.

25.7 Respect - sovereign - Royal Family

No person at a meeting shall speak disrespectfully of the reigning sovereign, any Member of the Royal Family, the Governor General or the Lieutenant Governor.

25.8 Offensive - unparliamentary language - prohibited

No person at a meeting shall use offensive words or unparliamentary language.

25.9 Procedural rules - order - disobeyed - prohibited

No person at a meeting shall disobey the procedural rules or the decisions of the Chair or of the Council or Committee, as the case may be, on questions of order or practice or upon the interpretation of the procedural rules.

25.10 Leaving - seat - during vote - prohibited

No Member at a meeting shall leave his or her seat while a vote is being taken and until the results are declared.

25.11 Noise - disturbance - during vote - prohibited

No person at a meeting shall make any noise or disturbance while a vote is being taken and until the result is declared.

25.12 Entrance - to meeting - during vote - prohibited

No Member at a meeting shall enter the meeting while a vote is being taken.

25.13 Interruption - speaker - prohibited - exception

No person at a meeting shall interrupt a Member while speaking, by speaking out, making a noise or disturbance, except to raise a point of order.

25.14 Passing between - speaker - Chair - prohibited

No person at a meeting shall pass between a Member who is speaking and the Chair.

25.15 Improper conduct - expulsion - exclusion

Any person who contravenes any of the rules set out in Article 25 at a meeting shall be guilty of improper conduct and may be subject to expulsion or exclusion therefrom by the Chair.

25.16 Leaving meeting - prior to adjournment - procedure

If a Member desires to leave a meeting prior to adjournment and not return thereto, the Member shall so advise the Chair and the fact and time of the Member's early departure shall be recorded in the minutes.

Article 26
POINTS OF ORDER

26.1 Member - recognition - rise to speak

When a Member desires to call attention to what the Member believes to be a violation of the rules of procedure, the Member shall, when once recognized by the Chair, rise on a point of order.

26.2 Member - explanation - Chair - ruling

On raising the point of order, a Member shall state the point of order with a concise explanation and the Chair shall rule upon the point of order.

26.3 Ruling - appealed - immediately - or final

Unless a Member immediately appeals the ruling of the Chair, the ruling of the Chair on the point of order shall be final.

26.4 Ruling - appealed - procedure

If the ruling is appealed, the appeal procedure set out in Article 24 shall be followed.

26.5 Decision - debate resumed

Once the point of order has been dealt with, the debate shall resume at the point it was before the point of order was raised unless the decision on the point of order has changed this procedure.

26.6 Improper conduct - expulsion - meeting adjourned

Where a person has been deemed guilty of improper conduct by the Chair and is expelled or excluded from the meeting by the Chair and such person refuses to so leave, the Chair may adjourn the meeting without any motion to do so until such time as the person has left the meeting room.

26.7 Conduct - Members disobey rules of Council or Decision of Mayor

No Member shall disobey the rules of Council or a decision of the Mayor or Chair or of the Council on questions of order or practice or upon the interpretation of the rules of Council.

26.8 Conduct - Question - Member ordered to Leave Seat

In case a Member persists in any such disobedience after having been called to order by the Chair, the Chair shall forthwith put the question, no amendment, adjournment or debate being allowed, "that such Member be ordered to leave his or her seat for the duration of the meeting of the Council".

26.9 Conduct - Member apologizes - Retake Seat

If the Member apologizes he or she may, by vote of the Council, be permitted to retake his or her seat.

ARTICLE 27
QUESTIONS OF PRIVILEGE

27.1 Member - address - permission

When a Member desires to address the meeting upon a matter that concerns the rights or privileges of the Council or Committee, as the case may be, or of a Member thereof, the Member shall be permitted to raise such matter of privilege.

27.2 Matter of privilege - precedence

A matter of privilege shall take precedence over other matters except for points of order and motions to adjourn.

27.3 Call to order - Members speaking - procedure

When a Member is called to order by the Chair so that a point of order or question of privilege can be dealt with, the Member shall stop speaking until the point of order or question of privilege, as the case may be, has been dealt with, after which such Member shall be entitled to resume the floor and continue speaking unless the decision on the point of order or question of privilege, as the case may be, requires the procedure to be changed.

ARTICLE 28
VOTING - AMENDMENTS

28.1 Amendment - presentation - limitation

The following rules shall apply to amendments to motions:

- (1) an amendment to a main motion or to an amendment must be similar in import to the question which it is proposed to amend but with sufficient variance to constitute a different question;
- (2) only one amendment at a time can be presented to the main motion;
- (3) only one amendment can be presented to an amendment;
- (4) when an amendment to an amendment has been decided upon, another amendment to an amendment may be introduced;
- (5) when an amendment to a main motion has been decided upon, another may be introduced;
- (6) an amendment to the main motion cannot be withdrawn until the amendment to the amendment has been withdrawn or defeated;
- (7) the order of voting shall be:
 - (i) an amendment to an amendment shall be voted upon
 - (ii) an amendment to a main motion shall next be voted upon, and
 - (iii) the main motion, as amended shall finally be voted upon.

28.2 Amendment - not yet read - read informally

Nothing in this Article shall prevent other proposed amendments which have not yet been read to the meeting but which have been presented to the Chair from being read informally to the meeting if requested by any Member so as to inform the Members of the various amendments presented to the Chair respecting the motion concerned.

28.3 Amendment

An amendment which in effect is nothing more than a rejection of the motion is not in order.

ARTICLE 29
VOTING - GENERAL

29.1 Voting - commenced - speaking - motions - prohibited

After the Chair commences to take a vote on a question, no Member shall speak to such question or present any other motion until a vote has been taken on such question.

29.2 Method - show of hands - exception - roll call vote

Voting shall be by way of a "show of hands" in favour or against, except when a roll call vote is requested by any Member.

29.3 Refusal - failure - to vote - deemed negative

Every Member present at a meeting other than the Chair, when a vote by way of "show of hands" is taken on a question, shall vote thereon unless prohibited by statute; and if any Member present other than the Chair refuses to vote or fails to vote, the Member shall be deemed as voting against the question.

29.4 Chair - right of vote

Nothing in Article 29.3 shall be deemed to prevent the Chair from voting on any question.

29.5 Chair - to announce - results

The Chair shall announce the results of the vote once the vote is completed.

29.6 Roll call vote - requested - vote announced - openly

A Member may request a roll call vote on any question and when a Member so requests a roll call vote, each Member present, unless otherwise prohibited by statute, shall announce his or her vote openly and individually in favour of or against the question.

29.7 Members - called - alphabetical order - Chair last

The Clerk shall call the names of the Members present in alphabetical order except for the Chair whose name shall be called last and the Clerk shall record each Member's vote and each Member's vote shall be recorded in the minutes.

29.8 Results - Clerk - to announce

After completion of the vote the Clerk shall announce the results.

29.9 Refusal - failure to vote - deemed negative

If, during the roll call vote any Member present refuses to vote or fails to vote, the Member shall be deemed and recorded as voting against the question.

29.10 Vote - tie - deemed negative

Any question on which there is an equality of votes shall be deemed to be lost except where otherwise expressly provided by statute.

29.11 Vote - retaken - disagreement - exception - roll call

If a Member disagrees with the announcement by the Chair of the results of any vote, except a roll call vote, the Member may object immediately to the Chair's declaration and require the vote to be retaken by a roll call vote by the Clerk.

29.12 Opposition - not recorded - exception - roll call

A Member's opposition to any question shall not be recorded in the minutes unless a roll call vote has been taken.

29.13 Propositions - distinct - vote taken separately

When the question under consideration contains distinct propositions, upon the request of any Member, the vote upon each proposition shall be taken separately.

29.14 Vote - simultaneous - recorded - request

A Member may request a simultaneous recorded vote on any question and when a Member so requests, each Member present, unless otherwise prohibited by statute, shall on a sheet of paper provided by the Clerk, simultaneously mark in favour of or against the question and sign.

29.15 Vote - simultaneous - collected - read - by Clerk

The Clerk shall collect the sheets of paper and shall read aloud the name and vote of each Member and record the results in the minutes.

29.16 Vote - simultaneous - result - announced

The Clerk shall announce the result of the simultaneous vote.

29.17 Vote - simultaneous - abstinence - deemed in negative

If during the simultaneous recorded vote any Member present refuses to vote or fails to vote, the Member shall be deemed and recorded as voting against the question.

29.18 Unanimous Vote

When a vote is taken, and no dissent is declared, the vote shall be deemed to be unanimously in favour of the question.

29.19 Member not in his or her seat

A Member not in his or her seat when the Chair calls for the question shall not be entitled to vote.

29.20 Friendly Amendments

Before the Chair states the motion, a Member may rise and ask if the maker of the motion would accept a change in it. The maker can either accept or reject the proposed change. If the maker rejects the proposed change, the Member suggesting the change can propose an amendment after it has been placed before the meeting. If the change is accepted by the maker, the changed motion may be read.

ARTICLE 30
VOTING - RECONSIDERATION

30.1 Motion - carried - lost - seconded - opened to debate

Once a motion has been made and carried or lost, it shall be in order for any Member who voted with the prevailing side to move for a reconsideration and if such motion is seconded, it shall be open to debate and be disposed of by the meeting.

30.2 Reconsideration - same meeting - motion passed

When a motion of reconsideration is made at the same meeting at which the question to be reconsidered was previously dealt with, the majority of Members present may pass such motion of reconsideration.

30.3 Reconsideration - subsequent meeting - upon 2/3 vote

Where a motion of reconsideration is made at a meeting subsequent to that at which the question to be reconsidered was previously dealt with, the question shall not then be reconsidered unless two-thirds of the Members present pass a motion of reconsideration to do so.

30.4 Notice - motion - reconsideration

If a Member wishes to propose a motion for reconsideration at a subsequent meeting to that which the question to be reconsidered was previously dealt with, it must be preceded by a notice of motion of reconsideration given pursuant to Article 21.

30.5 Motion - reconsideration - limited - two annually

No more than two motions for reconsideration of any question shall be permitted in the same calendar year.

30.6 Question - not reconsidered - until motion - adopted

When Council has decided either for or against a certain question, a Committee shall not reconsider the same question during the same calendar year until a motion for reconsideration has been adopted by Council.

30.7 Action - delayed by motion - prohibited - exception

A notice of motion or reconsideration of any decided matter shall not operate to stop or delay an action on the decided matter unless the Council by a vote of at least two-thirds of Members shall so direct.

30.8 Affirmative vote - next order of business - exception

If a motion to reconsider is decided in the affirmative, such reconsideration shall become the next order of business, unless the motion of reconsideration calls for a future definite date for the reconsideration, and debate on the question to be reconsidered shall proceed as though it had never previously been voted on.

30.9 Debate - on motion - for reconsideration

Debate on a motion for reconsideration must be confined to reasons for or against reconsideration.

30.10 Reconsider - question

No Committee shall reconsider any question decided by Council during the current term nor consider any other matter which could involve a decision inconsistent with such Council decision, unless specifically authorized by Council.

ARTICLE 31**TELEPHONE / ELECTRONIC MAIL POLL****31.1 Exceptional matter - Emergency - immediate action - required**

Where a matter or an emergency nature arises which requires the approval of Council, and, in the opinion of the Chief Administrative Officer, requires immediate action by the Corporation prior to the next meeting of Council, the Chief Administrative Officer may direct the Clerk to conduct a telephone and/or electronic mail poll of Members of Council.

31.2 Resolution - read - included - next meeting - report

The resolution authorizing the appropriate action will be read to each Member of Council for information and that resolution will be included on the next regular meeting of Council, together with a report of the Clerk stating the results of the poll of Council.

31.3 Action - authorized - Chief Administrative Officer - duty

If, as a result of the poll of Council, the action is authorized, the Chief Administrative Officer shall direct the staff to take the appropriate action.

Council Procedure

**Committees
Advisory Panels
Public Meetings**

PART VI - COMMITTEES- ADVISORY PANELS - PUBLIC MEETINGS**ARTICLE 32**
COMMITTEES OF COUNCIL**32.1 General Responsibility of all Committees**

It shall be the responsibility of all Committees of Council:

- (a) To take into consideration during deliberations and any resulting recommendations Council's "One Community - One Vision - One Direction: Mapping the Vision for the City of Greater Sudbury", as set out in Article 1 and as amended from time to time by Council.
- (b) To consider and report on any and all matters referred to it by Council.
- (c) To provide direction and guidance to staff, through the Chief Administrative Officer, set priorities and ensure co-ordination among the policies, programs and services of the Municipality;
- (d) To provide a forum for public participation and for detailed discussion of Council's decision-making; and,
- (e) To promote accountability. [amended by By-law 2002-348P]

32.2 Reporting

[repealed by By-law 2002-348P]

32.3 Authority of Committees

All Committees shall have the full authority to exercise or perform any power or duty delegated under this or any other by-law. [amended by By-law 2002-348P]

32.4 Expenditure of Funds by Committees

Committees shall not recommend the expenditure of any funds not provided for in the current year's budget approved by Council unless their recommendation specifically identifies the expenditure as unbudgeted and further identifies a source of funds for the expenditure. [amended by By-law 2002-348P]

32.5 Committees Established

Effective the first day of January, 2003 the following Committees of Council shall be established:

- (1) Planning Committee;
- (2) Priorities Committee;
- (3) Finance Committee; and
- (4) Nominating Committee.

[repealed and re-enacted by By-law 2002-348P]

ARTICLE 33**PLANNING COMMITTEE, PRIORITIES & FINANCE COMMITTEE****33.1 Planning Committee - Established and Composition**

The Planning Committee shall be composed of five (5) Members appointed by Council, one (1) of whom shall be appointed as Chair and one (1) other Member who shall be appointed as Vice-Chair.

33.2 Appointment of Members, Chair and Vice-Chair

- (1) At the first regular meeting of Council following its Inaugural Meeting, or as soon after the commencement of the term as is reasonably possible, Council shall by by-law appoint five (5) Members of Council to be Members of the Planning Committee to hold office for the term of Council or until their successors are appointed in accordance with this by-law.
- (2) Annually Council shall appoint one (1) of the five (5) Members of the Planning Committee as Chair and one (1) of the five (5) Members shall be appointed as Vice-Chair both of whom shall hold office for one year or until their successors are appointed in accordance with this By-law. Nothing in this By-law shall prohibit any member of the Planning Committee from being appointed Chair for consecutive terms. [repealed and re-enacted by By-law 2002-348P]

33.3 Planning Committee - Chair to Vote

The Chair, and in the absence of the Chair, the Vice-Chair, shall preside at every meeting of the Planning Committee and shall vote on all questions.

33.4 Planning Committee - Chair - Service

No Member of Council shall simultaneously serve as a Deputy-Mayor and Chair of Planning Committee.

33.5 Planning Chair - Year 2002

[repealed by By-law 2002-348P]

33.6 Authority of Vice-Chair

The Vice-Chair of the Planning Committee shall serve in circumstances where the Chair is absent from the City, absent through illness, or refuses to act and while so acting in the place and stead of the Chair shall have and may exercise all the rights, powers and authority of the Chair in the absence of the Chair.

33.7 Hearing of Applications

The Planning Committee shall hear all applications and hold all public hearings under the *Planning Act*, *Drainage Act*, *Development Charges Act*, the *Condominium Act* and any other statute which requires the Council of a municipality to hold public hearings on matters related to the development or use of land, and shall make recommendations to City Council on all planning matters.

33.8 Planning Committee Meetings - by-monthly - Tuesday

There shall be a Planning Meeting held on the second and fourth Tuesday of each month, at 7:00 o'clock in the evening except in the months of July, August and December, when one meeting shall be scheduled on a day and time designated by the Chief Administrative Officer.

33.9 Planning Committee - Mandate

The Planning Committee shall hear matters and make decisions regarding issues dealing with the disposition of surplus municipal lands, street name approvals, street name changes - building renumbering, road and lane closures, disposition or opening of footpaths, matters involving heritage designations, land use issues including land acquisitions and expropriations, and except where otherwise provided either in this by-law or the *Municipal Act*, all hearings which are subject to or governed by the provisions of the *Statutory Powers Procedures Act*, including business and taxicab licensing matters.

33.10 Priorities Committee - Meetings - by-monthly - Wednesday

The Priorities Committee shall meet on the second and fourth Wednesday of each month except in the months of July, August and December, when it shall meet in the second week of December, and shall be a Committee of the Whole.

33.11 Time and Location of Meetings

All meetings of the Priorities Committee shall commence at the hour of 7:00 o'clock in the evening, and be held in the Council Chamber, Tom Davies Square, Sudbury. [amended by By-law 2002-348P]

33.11.1 Automatic - 10 p.m. - exception - resolution

All Priorities Committee meetings shall be automatically adjourned at the hour of 10 p.m., if in session that hour, unless otherwise determined by resolution passed by a majority of the Members present. [enacted by By-law 2002-348P]

33.11.2 Continuation - automatic adjournment - exception

Where by Article 33.11.1 a meeting continues past 10 p.m., the meeting shall be deemed to be automatically adjourned at the hour of 11 p.m. and each hour thereafter unless such proceedings be continued past that hour with the unanimous consent of all Members present. [enacted by By-law 2002-348P]

33.12 Chair - Priorities Committee

A Deputy-Mayor shall be appointed annually to serve as the Chair of the Priorities Committee. Nothing in this By-law shall prohibit a Deputy-Mayor from being appointed Chair of Priorities Committee for consecutive terms. [repealed and re-enacted by By-law 2002-348P]

33.13 Vice-Chair - Priorities Committee

A Vice-Chair of the Priorities Committee shall be appointed annually by Council, to serve in circumstances where the Chair is absent from the City, absent through illness, or refuses to act and while so acting in the place and stead of the Chair, shall have and may exercise all the rights, powers and authority of the Chair in the absence of the Chair. [repealed and re-enacted by By-law 2002-348P]

33.14 Appointment of Chair and Vice-Chair in subsequent Council Terms

[repealed by By-law 2002-348P]

33.15 Responsibilities of the Chair and Vice-Chair

The Chair and Vice-Chair, when presiding, shall be responsible to ensure that:

- (1) the Committee deals with policy issues effectively;
- (2) public dialogue and communication on policy matters is effective and co-ordinated;
- (3) the needs of the Committee for administrative support, analysis and advice are provided through the Office of the Chief Administrative Officer;
- (4) the Committee is organized appropriately to carry out its workload.

[amended by By-law 2002-348P]

33.16 Priorities Committee - Chair to Vote

The Chair, and in the absence of the Chair, the Vice-Chair, shall preside at every meeting of the Priorities Committee and shall vote on all questions.

33.17 Organization of the Priorities Committee

[repealed by By-law 2002-348P]

33.18 Terms of Reference - Community Viability Sub-Committee

[repealed by By-law 2002-348P]

**33.19 Terms of Reference - Public and Intergovernmental
Affairs Sub-Committee**

[repealed by By-law 2002-348P]

**33.20 Terms of Reference - Financial and Program Accountability
Sub-Committee**

[repealed and re-enacted by By-law 2002-267P] [repealed by
By-law 2002-348P]

33.21 Finance and Efficiencies Sub-Committee - Established

[repealed by By-law 2002-267P]

33.22 Finance and Efficiencies Sub-Committee - Composition

[repealed by By-law 2002-267P]

33.23 Finance and Efficiencies Sub-Committee - Chair to Vote

[repealed by By-law 2002-267P]

33.24 Finance and Efficiencies Sub-Committee - Chair - Year 2002

[repealed by By-law 2002-267P]

33.25 Finance and Efficiencies Sub-Committee - Terms of Reference

[repealed by By-law 2002-267P]

33.26 Appointment of Chairs and Vice-Chairs for Sub-Committees

[amended by By-law 2002-267P] [repealed by By-law 2002-348P]

33.27 Appointment of Chairs for Year Ending November 30, 2002

[repealed by By-law 2002-348P]

33.28 Sub-Committees Chairs to Vote

[repealed by By-law 2002-348P]

33.29 Calling of Joint Meetings

[repealed by By-law 2002-348P]

33.30 Priorities Committee and Sub-Committee Agenda

[repealed by By-law 2002-348P]

33.31 Rotation of Sub-Committees on Agenda

[repealed by By-law 2002-348P]

33.32 Rules of Debate in Sub-Committees

[repealed by By-law 2002-348P]

33.33 Sub-Committee's Report to Priorities Committee

[repealed by By-law 2002-348P]

33.34 Confirmation of Reports and Recommendations of Sub-Committees

[repealed by By-law 2002-348P]

33.35 Requirement for Recommendation to Council

The Priorities Committee shall not forward any item on its Agenda to Council without a recommendation.

33.36 No Action Binding on Council

No action of the Priorities Committee shall be binding on Council or the Municipality and no action shall be taken unless Council has adopted the report of the Priorities Committee.
[amended by By-law 2002-348P]

33.37 Cancellation of Meetings

The Clerk on the direction of the Chief Administrative Officer may cancel any meeting of the Priorities Committee.

33.38 Finance Committee - established

The Finance Committee shall be a meeting of the Committee of the Whole and shall meet at such times and location as determined by the Chair of the Finance Committee.

[enacted by By-law 2002-348P]

33.39 Finance Committee - Appointment of Chair and Vice-Chair

A Chair and Vice-Chair for the Finance Committee shall each be appointed annually by Council, both of whom shall hold office for that year or until their successors are appointed in accordance with this By-law. Nothing in this By-law shall prohibit a Member from being appointed Chair of Finance Committee for consecutive terms. [enacted by By-law 2002-348P]

33.40 Finance Committee - Chair to Vote

The Chair, and in the absence of the Chair, the Vice-Chair, shall preside at every meeting of the Finance Committee and shall vote on all questions. [enacted by By-law 2002-348P]

33.41 Finance Committee - Mandate

The Finance Committee shall be responsible in each year for reviewing current and capital budgets of the City and for making recommendations to Council, and shall meet throughout the year as required to:

- (a) review the City's current financial performance;
- (b) receive and review Auditor's and variance reports;
- (c) review the timetable and guidelines for the preparation of the following year's current budget; and
- (d) establish priorities for capital projects for the following year's budget.

And shall hold at least one public meeting prior to the budget each year to receive public input on budget matters. [enacted by By-law 2002-348P]

ARTICLE 34
ADVISORY PANELS

34.1 Established

Advisory Panels shall be established by resolution in accordance with this Article for the purpose of providing advice, information and expertise to the municipality on specific municipal matters.

34.2 Composition - reporting

Advisory Panels shall be composed of stakeholders and the public and staff, and shall make recommendations to a General Manager who shall report those recommendations of the Advisory Panel to Council. Members of Council may be included as Members of Advisory Panels, provided they do not compose a majority of the Members.

34.3 Advisory Panels - Conduct of Meetings

Advisory Panels shall, at their first meeting, appoint from among the Members a Chair who shall conduct the meetings. Meetings of Advisory Panels are informal and do not require agendas or minutes and are not required to follow the rules of procedure set out in Part V of this by-law. Public notice of the meetings of Advisory Panels is not required and Advisory Panel meetings may be held in camera.

34.4 Advisory Panels - 2001/2003 term

The following Advisory Panels are hereby established for the 2001/2003 term of Council:

Arts and Culture Advisory Panel

Cemetery Advisory Panel

Development Liaison Advisory Panel

Older Adults Advisory Panel

Taxi Advisory Panel

Transportation for the Physically Disabled Advisory Panel

Vegetation Enhancement Technical Advisory Panel

Volunteers Advisory Panel.

34.5 Establish additional - Advisory Panels

A motion appointing an Advisory Panel shall include:

- (a) the name of the Advisory Panel;
- (b) the Members of the Advisory Panel;
- (c) the purposes and objectives of the Advisory Panel;
- (d) the term of the Advisory Panel and the date its mandate expires.

34.6 Advisory Panels - Annual Report

Every Advisory Panel, which mandate has not previously expired and reported finally to Council, shall report to Council in December each year on its activities. [en-enacted by By-law 2002-348P]

ARTICLE 35
AD HOC COMMITTEES

35.1 Appointed - by Council - specific matters

Ad Hoc Committees of Council may be appointed by Council from time to time to consider specific matters and the following rules shall apply:

35.2 Motion to appoint - requirements

A motion appointing an Ad Hoc Committee shall include:

- (a) the name of the Ad Hoc Committee;
- (b) the Members of Council forming the Ad Hoc Committee;
- (c) the purposes and objectives of the Ad Hoc Committee;
- (d) the date by which the Ad Hoc Committee shall report to Council;
- (e) the term of the Ad Hoc Committee and the date its mandate expires.

35.3 Term - not extended - exception

Unless otherwise stated in the motion creating the Ad Hoc Committee, the term of an Ad Hoc Committee will not extend beyond the term of the Council by which it was created.

35.4 Meetings - arrangement - determined - by policy

Ad Hoc Committee meetings shall be arranged in accordance with the policy of Council as determined from time to time.

ARTICLE 36**NOMINATION COMMITTEE - CITIZEN APPOINTMENTS****36.1 Made by Committee of the Whole- Procedure**

Appointments to the various local boards, Advisory Panels and corporations of the City shall be recommended by the Nominating Committee at a meeting called for that purpose. In making such appointments, the procedure set out in this article shall apply unless otherwise provided in a shareholders' declaration. [amended by By-law 2002-348P]

36.2 Advertising - position - requirements - to local citizens

At least 30 days prior to the Committee meeting at which a Citizen appointment is scheduled to be considered, the Clerk shall place an advertisement in a local newspaper to run on at least two occasions and place an advertisement on radio or television or both, as the Clerk deems advisable, on at least one occasion outlining the position to be filled and inviting applications from interested citizens. A copy of each advertisement shall be provided to each Member of Council.

36.3 Applications - in writing - time limitation

All Citizen applications for appointment must be in writing and received by the Clerk at least four clear days prior to the meeting of Council concerned.

36.4 Applications - qualifying - included - Committee of the Whole Agenda

Copies of all applications received for each position from qualifying applicants shall be included with the agenda material for the Committee of the Whole meeting concerned.

36.5 Applicants - qualified - exact number - motion

Where there are only the exact number of qualified applicants as required for any position or positions, a motion to appoint the applicants to the position or positions concerned shall be presented and voted upon.

36.6 Applicants - qualified - more than required - selection

If there are more qualified applicants than positions available, then the Committee of the Whole shall recommend from the qualified applicants the ones to fill the position or positions concerned.

36.7 Roll call vote - Council - taken - regarding applicants

A roll call vote of the Committee of the Whole shall be taken with respect to the qualified applicants for each position available.

36.8 Appointment - determined - by vote - exception

If upon the first roll call vote no applicant receives the votes of the majority of Members present, the name of the applicant receiving the least number of votes shall be dropped and the Members shall proceed to vote anew and so continue until either an applicant receives the votes of the majority of Members present, at which time such applicant shall be declared to be the recommended candidate; or, it becomes apparent by reason of an equality of votes that no applicant can be recommended by the voting process.

36.9 Voting - unsuccessful - position selected - by lot

Where by reason of an equality of votes, it becomes apparent that no applicant can be selected by the voting process, then the recommended applicant shall be the applicant selected by lot by the Clerk.

36.10 Special vote - applicants tied - least number of votes

In the case where no applicant receives the majority required for appointment on a roll call vote, and where two or more applicants are tied with the least number of votes, a special roll call vote shall be taken to decide which of the tied applicants with the least number of votes shall be dropped from the list of names to be voted on in the next roll call vote.

36.11 Staff Member - appointment - conditions

Except where prohibited by law, Committee of the Whole may recommend the appointment a Member of staff to a local board or outside agency in the place of a Member of Council when no Member of Council wishes to be appointed.

36.12 Further votes

If no person receives more than half the votes, the Clerk shall take another vote, excluding the person who received the fewest votes in the previous vote; if two or more persons received the fewest votes, the Clerk shall choose the person to be excluded by lot.

36.13 Term of Appointment - Citizens

Citizens appointed by Council to Advisory Panels, local boards and committees shall be appointed for the term of office coinciding with the term of Council, or the terms set out in such appointments, and until their successors are appointed unless otherwise provided by Council or by law.

36.14 Council Appointments - ballots

At the first regular meeting of a new Council, or as soon thereafter as is reasonable, Council shall appoint Members to Committees by way of simultaneous, written, signed ballots which will be read aloud by the Clerk and recorded in the minutes.

36.15 Council Appointments - destruction of ballots

These ballots, as well as ballots used for simultaneous roll-call votes generally, may be destroyed by the Clerk and need not be retained following the confirmation of the minutes.

ARTICLE 37**PUBLIC INPUT - INFORMATION MEETINGS****37.1 Resolution - to receive - public comments**

Where Council by resolution directs a special meeting for the purpose of receiving public comments on any matter, then the following provisions shall apply:

- (a) the meeting may be conducted with four or more Members present, provided that if less than a quorum of Council is present, then no resolutions may be enacted at the meeting; and
- (b) where less than a quorum is present but more than three Members are present, only a motion appointing a Chair and a motion to adjourn shall be permitted.

37.2 Rules of Procedure - Public Input Meeting

Where Council has directed that a Public Input Meeting be held by a Committee, the following rules shall apply to the hearing of public comment:

- (1) all public input meetings shall be scheduled to start at 7:00 o'clock in the evening and adjourn automatically at 10:00 p.m; a motion to adjourn shall not be required.
- (2) The Chair shall, prior to receiving public comment, briefly state the purpose of the public input meeting.

37.2 Rules of Procedure - Public Input Meeting

- (3) Subject to the number of persons requesting to speak, the Chair may allow a maximum of five (5) minutes to each speaker, in order to allow as many persons as possible an opportunity to speak.
- (4) Each speaker when called to the podium shall state their full name and address, identify their interest in the matter and, if the matter is subject to the enactment of a by-law by Council, state if they are in favour or not in favour.
- (5) Each speaker shall address all their remarks to the Chair of the public input meeting.
- (6) Speakers shall be heard in the following order:
 - (i) those persons who have contacted the Clerk's Office prior to the close of the Agenda to have their names placed on the Speaker's List;
 - (ii) those persons who have added their names to the Speaker's List following the close of the Agenda and prior to the start of the public input meeting; and,
 - (iii) if time permits, any person in the public gallery may indicate their desire to address the public input meeting.
- (7) upon the completion of a speaker's comments, a Member of Council may ask the speaker a question for the purpose of clarification or for obtaining additional relevant information only. No Member shall enter into debate with the speaker respecting his/her comments. [amended by By-law 2002-348P]

ARTICLE 38
PUBLIC HEARINGS

38.1 Public Hearings - Rules

When a public hearing is required under the Planning Act or a public hearing is required under any other statute, the following rules shall apply to all such meetings and hearings, but to no other meetings:

- a) The rules set out in this Article shall take precedence over any other provision to the contrary in this By-Law.

The Chair at a public meeting shall commence the hearing by announcing "This is a public meeting under the provisions of the . . . Act concerning . . . Anyone who wishes to speak on this matter shall be allowed to do so".

- b) In all such meetings, the order of speakers shall be:
- (i) City staff, if any,
 - (ii) The Applicant, if any, and
 - (iii) Anyone else who wishes to speak on the matter, including Members of Council who are not Members of the Committee.
- c) In all such meetings, anyone may address the Council or the Committee without prior notification to the Council or the Committee.
- d) In all such meetings, no motion to refer or defer the hearing shall be in order until all persons who wish to address the Council or the Committee have had an opportunity to do so.

38.1 Public Hearings - Rules

- e) The provisions of Article 14 of this By-Law shall not apply to delegations at any such meeting.
- f) In all such meetings, no motion shall be read or voted upon until all persons who wish to address the Council or the Committee have done so.
- g) No Member of Council or Committee shall enter or leave the room while a public meeting is in progress. If a Member arrives late while a public meeting is in progress or wishes to leave before the public meeting is complete, the Clerk shall note this in the report, and the Member shall take no part in any recommendation or motion.
- h) Where a public meeting is to be continued at another date, the Chair shall inform the persons present of the time and place of the subsequent continuation or where the date or time is not known, notices of such subsequent continuation shall be sent to every person who leaves his or her name and address with the Clerk and to every person who has given the Clerk a written request for such notice.

38.1 Public Hearings - Rules

- i) The Chair at a public meeting shall conclude the hearing by announcing “The public meeting concerning this matter is now complete. The . . . Committee (or Council) shall now resume, in order to discuss and vote on the application. Following this announcement, it will not be in order for the Committee (or Council) to hear the Applicant or any other Member of the public. Following this announcement, it will not be in order for the Committee (or Council) to accept written submissions, from the Applicant or any other Member of the public. Following this announcement, the Committee (or Council) may discuss the application and vote upon it.

- j) In all such meetings, the recommendation being presented shall be voted upon by all Members present (unless disqualified by reason of conflict of interest), including the Committee Chair, and in the case of a tied vote at Council, the Mayor.

- k) Any motion resulting from a public meeting at the Committee level shall be in the form of a recommendation to Council, but shall not in itself approve or deny an application or any other matter.

- l) The Clerk shall summarize all evidence and representations given and all findings of fact made at a public meeting, shall record in alphabetical order the names of all Members present and shall record their votes on all resolutions. Tied votes at a Committee shall be reported as such in the Clerk’s report.

38.1 Public Hearings - Rules

- m) More than one recommendation may result from a hearing, with one or more Members supporting each recommendation. In that event, Council will deal with the recommendation supported by the largest number of Members, unless Council directs otherwise.
- n) Notwithstanding any other provision of this By-Law, where a hearing has been held at a Committee under this section, it is not in order for the Council, when discussing or confirming the minutes of the Committee pertaining to an application, or any resultant By-law, to hear the Applicant or any other Member of the public.
- o) Notwithstanding any other provision of this By-Law, where a public hearing is complete, it is not in order for the Clerk to receive or circulate written submissions from the applicant or any other Member of the public.
- p) Notwithstanding any other provision of this By-Law, where a public hearing is complete, it is not in order for a Member to receive or circulate written submissions from the applicant or any other Member of the public.
- q) Notwithstanding any other provision of this By-law where a hearing has been held by the Committee of Adjustment, it is not in order for the Council when discussing or confirming an application to hear the applicant or any other Member of the public.

38.1 Public Hearings - Rules

- r) If Council sees fit to consider a rezoning by-law that is different from a rezoning applied for, this By-Law will not be in order until such time as Council has dealt with a resolution to determine whether a further public hearing should be held.

ARTICLE 39
DEVELOPMENT COMMITTEE

39.1 Establish - mandate

There shall be a Development Committee which shall have a mandate of:

- a) reviewing major development applications; and
- b) establishing administrative procedures to ensure that development applications are administered in a timely manner, having regard to the interests of the applicant and the public generally.

39.2 Composition

Membership on the Development Committee shall include:

Chief Administrative Officer
General Manager of Public Works
General Manager of Economic Development and Planning
General Manager of Corporate Services
City Solicitor
City Treasurer

39.3 Committee of Staff

The proceedings of the Development Committee are not governed by the provisions of this By-law.

ARTICLE 40

STAFF ATTENDANCE - COUNCIL MEETINGS

40.1 General Managers - designates - to render assistance

General Managers or their designates shall render assistance to Council or Committees, and, subject to Article 40.2, shall attend meetings of the Council and Committees.

40.2 Staff - use - Councillors' lounge

Staff required to attend a meeting of Council or Committee, except the Chief Administrative Officer, Clerk and Council Secretary, may use the Councillors' lounge or such other location as Council may from time to time determine during those parts of the meeting when the Chief Administrative Officer or Member of staff is not actually required to be in attendance.

ARTICLE 41
AMENDMENT

41.1 Notice - majority vote required

Any provision contained in this by-law may be repealed, amended or varied and additions may be made to this by-law by a majority vote, provided that no motion for that purpose may be considered unless notice thereof has been given at a preceding regular Council meeting and such notice may not be waived.

ARTICLE 42
EFFECTIVE DATE

42.1 Effective Date

This By-law comes into force and takes effect on the 1st day of June, 2002.

**READ THREE TIMES AND FINALLY ENACTED AND PASSED IN OPEN SESSION THIS
SIXTEENTH DAY OF MAY, 2002.**

Council Procedure

Schedules

SCHEDULE "A"

The following rules shall apply when the by-law requires a Majority or Two-thirds Majority of Council, a Committee or Advisory Panel.

When the By-law calls for a Majority or a two-thirds Majority:

1. The count shall include only those present and not excluded from voting by the provisions of the Municipal Conflict of Interest Act, and
2. The Mayor or Chair shall be included in the count.

The following represents the required number of Members for a Majority or a Two-thirds Majority:

Members Present and Voting	Simple Majority	Two-thirds Majority
13	7	9
12	7	8
11	6	7
10	6	7
9	5	6
8	5	6
7	4	5
6	4	4
5	3	4
4	3	3
3	2	2

SCHEDULE "B"
ACTING DEPUTY MAYOR (Article 5.10)

The Acting Deputy Mayor shall be determined in accordance with the following:

- | | |
|------------------------|--|
| 1st Month of Term: | Ward 1 Councillor whose last name comes first in the alphabet |
| Next Succeeding Month: | Ward 2 Councillor whose last name comes first in the alphabet |
| Next Succeeding Month: | Ward 3 Councillor whose last name comes first in the alphabet |
| Next Succeeding Month: | Ward 4 Councillor whose last name comes first in the alphabet |
| Next Succeeding Month: | Ward 5 Councillor whose last name comes first in the alphabet |
| Next Succeeding Month: | Ward 6 Councillor whose last name comes first in the alphabet |
| Next Succeeding Month: | Ward 1 Councillor whose last name comes second in the alphabet |
| Next Succeeding Month: | Ward 2 Councillor whose last name comes second in the alphabet |
| Next Succeeding Month: | Ward 3 Councillor whose last name comes second in the alphabet |
| Next Succeeding Month: | Ward 4 Councillor whose last name comes second in the alphabet |
| Next Succeeding Month: | Ward 5 Councillor whose last name comes second in the alphabet |
| Next Succeeding Month: | Ward 6 Councillor whose last name comes second in the alphabet |

The list then repeats.

SCHEDULE "C"**MUNICIPAL ACT, 2001, as amended.**

Note: This Act comes into force on January 1, 2003. See: 2001, c. 25, s. 485 (1).

Procedure by-law**Definitions**

238. (1) In this section and in section 239,

"committee" means any advisory or other committee, subcommittee or similar entity of which at least 50 per cent of the members are also members of one or more councils or local boards; ("comité")

"local board" does not include police services boards or public library boards; ("conseil local")

"meeting" means any regular, special, committee or other meeting of a council or local board. ("réunion") 2001, c. 25, s. 238 (1).

Procedure by-laws respecting meetings

(2) Every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings. 2001, c. 25, s. 238 (2).

Outside municipality

(3) The procedure by-law may provide that meetings be held and public offices be kept at a place outside the municipality within an adjacent municipality. 2001, c. 25, s. 238 (3).

Notice

(4) Before passing a by-law under subsection (2), a municipality and local board shall give notice of its intention to pass the by-law. 2001, c. 25, s. 238 (4).

Meetings

Meetings open to public

239. (1) Except as provided in this section, all meetings shall be open to the public. 2001, c. 25, s. 239 (1).

Exceptions

(2) A meeting or part of a meeting may be closed to the public if the subject matter being considered is,

(a) the security of the property of the municipality or local board;

(b) personal matters about an identifiable individual, including municipal or local board employees;

(c) a proposed or pending acquisition or disposition of land by the municipality or local board;

(d) labour relations or employee negotiations;

(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

(g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act. 2001, c. 25, s. 239 (2).

Other criteria

(3) A meeting shall be closed to the public if the subject matter relates to the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act* if the council, board, commission or other body is the head of an institution for the purposes of that Act. 2001, c. 25, s. 239 (3).

Resolution

(4) Before holding a meeting or part of a meeting that is to be closed to the public, a municipality or local board or committee of either of them shall state by resolution,

(a) the fact of the holding of the closed meeting; and

(b) the general nature of the matter to be considered at the closed meeting. 2001, c. 25, s. 239 (4).

Open meeting

(5) Subject to subsection (6), a meeting shall not be closed to the public during the taking of a vote. 2001, c. 25, s. 239 (5).

Exception

(6) Despite section 244, a meeting may be closed to the public during a vote if,

(a) subsection (2) or (3) permits or requires the meeting to be closed to the public; and

(b) the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the municipality, local board or committee of either of them or persons retained by or under a contract with the municipality or local board. 2001, c. 25, s. 239 (6).

Calling of meetings

240. Subject to the procedure by-law passed under section 238,

(a) the head of council may at any time call a special meeting; and

(b) upon receipt of a petition of the majority of the members of council, the clerk shall call a special meeting for the purpose and at the time mentioned in the petition. 2001, c. 25, s. 240.

Head of council

241. (1) The head of council, except where otherwise provided, shall preside at all meetings of the council. 2001, c. 25, s. 241 (1).

Power to expel

(2) The head of council or other presiding officer may expel any person for improper conduct at a meeting. 2001, c. 25, s. 241 (2).

Absence of head

242. A municipality may by by-law or resolution appoint a member of the council to act in the place of the head of council when the head of council is absent or refuses to act or the office is vacant and while so acting such member has all the powers and duties of the head of council. 2001, c. 25, s. 242.

Voting

243. Except as otherwise provided, every member of a council shall have one vote. 2001, c. 25, s. 243.

Open voting

244. Except as provided in section 233, no vote shall be taken by ballot or by any other method of secret voting, and every vote so taken is of no effect. 2001, c. 25, s. 244.

Tie votes

245. Any question on which there is a tie vote shall be deemed to be lost, except where otherwise provided by any Act. 2001, c. 25, s. 245.

Recorded vote

246. (1) If a member present at a meeting at the time of a vote requests immediately before or after the taking of the vote that the vote be recorded, each member present, except a member who is disqualified from voting by any Act, shall announce his or her vote openly and the clerk shall record each vote. 2001, c. 25, s. 246 (1).

Failure to vote

(2) A failure to vote under subsection (1) by a member who is present at the meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote. 2001, c. 25, s. 246 (2).



SCHEDULE "D"
Code of Ethics and Conduct

PREAMBLE: The purpose of the Code of Ethics and Conduct is as follows:

1. To provide guidance to Council so as to ensure that each are accorded reasonable and fair treatment.
2. To assist Council Members in avoiding problems relating to role problems.
3. To preserve the integrity of the Council and administration.
4. To protect the individual rights of Council as normal citizens.

Primary Focus

Council Members recognize that its allegiance and loyalties are to the community as a whole and not to any individual(s) or group(s).

Relationships to Council Members and/or Administration

Each member shall ensure that their behaviour prior to, during, or following a meeting or public hearing, towards other Council Members, Members of the administration, and representatives of the public at all times:

- (a) is courteous, professional, fair and unbiased;
- (b) contributes to the preservation of orderly decorum in a hearing;
- (c) avoids sarcasm, derogatory comments, or questions or comments designed to embarrass; and
- (d) is respectful of the rulings of the Council as a whole.

These guidelines are additional to any requirements at law and do not excuse any member from complying with any common law or statute law.

Fair Treatment

Each member has a responsibility to ensure that all persons are:

- (a) treated fairly regardless of race, gender, religion, age, disability or occupation;
- (b) dealt with in good faith;
- (c) dealt with without bias and in an even-handed temper; and
- (d) given an adequate opportunity to state their case.

As chair of Council and other meetings of Council, the Mayor (or whomever is filling the role of chair of that meeting) will not tolerate:

- discourtesy by one party to another;
- rudeness to Members of staff or the public; and/or
- disruptive behaviour.

Council Plans & Priorities

Council will be asked to approve a “corporate business plan” on an annual basis. This plan will set the stage for the general guidance of corporate actions. The corporate business plan will set forth the priorities as determined by Council as a whole and as advised by the administration (through the CAO).

The CAO will be charged with establishing the “administrative action plan” which will guide the staff’s day-to-day objectives and priorities.

The CAO will be responsible for accomplishing the “corporate business plan” in its approved or amended form. The CAO will be given sole authority over the “administrative action plan” providing it is in keeping with the context and spirit of Council’s “corporate business plan”.

Authority and Powers

Both Council and its administration will respect the need for clear roles and powers. This aspect will be reviewed regularly to ensure that all parties are clear in this regard.

Each member of Council will respect the legislation which accords to Council the authority to make policy decisions which guide the actions of the CAO (and administration). As well, the Council will respect that authority which has been granted to the CAO by legislation and/or by-law and/or policy.

Council Members will refrain from attempting to direct the actions or unduly or inappropriately influence individual Members of staff. The authority to direct the administration has been delegated to the CAO.

Requests for Information

Council Members will direct their requests for information or action to the office of the CAO or to the appropriate General Manager. If the matter is subject to a current Council or policy, the administration will respond as quickly as possible in filling the request.

If the request is not covered by a current policy, it will be forwarded to the CAO who will place the matter before the Council to receive its direction.

Policy Leadership

Council and administration will recognize and support the value of clear and consistent policies which convey the values and beliefs of Council as to what constitutes a reasonable and fair "policy". The administration, under the guidance of the Chief Administrative Officer, will draft policy statements for the approval of Council. Approved policies of Council will be implemented as expeditiously as possible and circulated throughout the organization.

Conflict of Interest

Neither Council Members nor Members of the administration will act in such a way as to constitute a conflict of interest. All residents will be treated equally. No special favour will be granted unless it is approved by a legal resolution of the Council. Decisions on matters of pecuniary interest (either direct or indirect) which impact family Members in a way not consistent with the population as a whole will be deferred pending the advice of the municipality's solicitor.

In this, as in all matters, the legislation will prevail.

Council Spokesperson

The official decisions of Council will be conveyed to the public and all others by way of Council resolutions, bylaws and policies. These decisions will be conveyed by the Mayor (or as delegated to another member of Council, the CAO or other senior municipal official) to the media and to the public.

Any other comments on Council positions by any other member of Council, which are not consistent with the official position of Council, should be prefaced as personal opinion only.

Public Statements

A Council member is not restricted in any public statement they choose to make, but as a member of Council they are expected to:

- (a) support the role of the Council and the performance of duties of its administration;
- (b) support the current policies of Council; and
- (c) support the decisions of the Council.

Any statement made by a member of Council, which is contrary to the policies and decisions of Council, should be prefaced as personal opinion only.

Any requests by the media to Members of the administration for comment or information on matters pertaining to a matter within the jurisdiction of the Council and not yet subject to an approved policy should be immediately referred to the CAO or the appropriate General Manager (unless otherwise delegated).

Acceptance of Gifts

A member of Council is expected to avoid any actual or reasonable apprehension of bias in the acceptance of gifts and shall;

- (a) accept only those token gifts of protocol or social obligation that occur in normal business relationships, and
- (b) not accept a fee, gift or other benefit that is connected directly or indirectly with the performance of the duties of her/her office.

All gifts which exceed an individual value of \$100 shall be reported as early as possible to the CAO.

Bribery

A member is to be alert to any attempt of bribery and shall:

- (a) reject bribery in any form, and
- (b) report any attempt or perceived attempt to bribe to the Mayor and CAO.

Family Bias

Each member of Council and the administration is expected to avoid any actual or reasonable apprehension of bias in dealings with relatives (defined as immediate family) and shall not attempt to influence or persuade the administration to favour any family member in any dealing with the municipality e.g. employment, tenders, contracts, etc.

Confidentiality

Each member of Council and administration shall retain in confidence any matters presented to the Council or a committee in confidence and/or dealt with during an in camera meeting of Council or a committee.

Adherence to Code, Act and Procedures

Each member of Council shall:

- (a) adhere to all aspects of this code of ethics;
- (b) adhere to the requirements of the Municipal Act;
- (c) adhere to the requirements of Council policies and procedures.



SCHEDULE "E"**The Council/Chief Administrative Officer Covenant**

Obviously one of the keys to an effective organization is clarity and trust in the relationship between the Council and its CAO. One of the ways by which we believe it might be made appropriately clear is through establishing a Council-CAO covenant which commits both parties to seeking clarity in the relationship and to seriously undertaking to conduct their respective roles appropriately.

This covenant should be accepted or endorsed "in principle" by Council and be seen as an appendix to the CAO bylaw and/or contract.

WE, AS Members OF Council, WILL:

- carry out our responsibilities as set out in the applicable legislation to the best of our abilities
- make decisions which we believe to be in the best interests of our citizens
- review the background information and advice made available to us by the administration prior to rendering a decision
- seek further input when we are unsure of the issues or uncertain as to the preferred course of action
- refer any complaints, either written or verbal, about the decisions of Council or the actions of administration, to the CAO for review, comment and follow-up (as appropriate)

- refrain from making any commitments on behalf of Council to individual citizens or groups other than to take the request up with the Council or CAO and to respond appropriately
- seek to participate actively in the decision-making process
- ensure that the CAO and any employees of the Corporation are accorded respect in any personal and public comments; refrain from any public or private criticism of our administration wherein individual employees are identified
- act as good stewards of the City and as public servants of our citizens through ethical conduct
- provide effective leadership through guiding the corporation and the municipality through annual or longer term goals and priorities, through the budget approval process and by agreeing to reasonable policies which reflect, in our view, the best interests of a majority of our citizens
- ensure that we formally evaluate the performance of the CAO annually and involve the CAO in this process so as to ensure a full understanding of the Council's assessment.

Signatures - Mayor and Members of Council

I, THE CHIEF ADMINISTRATIVE OFFICER (CAO) WILL:

- adhere to all provisions of the Municipal Act and any other applicable legislation
- conduct myself as your chief policy advisor in an honest and ethical manner
- ensure that the Mayor and Councillors are accorded respect in all of my personal and public comments
- provide advice (on all issues) which is professionally sound, ethical, legal and in accordance to the policies and objectives of Council
- guide the actions of the administration so that they are in accordance with the policies and objectives of Council
- act only on the will of Council as a whole as established by the resolutions, policies and by-laws of Council
- forward any complaints or concerns of Council to the appropriate department and individual so that a reply will be provided in a reasonable time
- ensure that Council is made aware of the full picture with regard to each issue at least to the extent that the administration is aware of such information and ensure that Council has access to the reasonable decision options as well as my recommendation as your CAO
- seek to ensure that Council is aware of any key issues as they arise
- maintain a current understanding of the applicable legislation as well as relevant programs, policies and initiatives of the Provincial and Federal governments

- listen carefully to the concerns of Council vis-a-vis my performance and seek to improve any deficiencies on an ongoing basis
- ensure that all major issues are tracked in sufficient detail so as to advise Council of any progress, anticipated problems or decision points.

Signature:

Chief Administrative Officer: _____



SCHEDULE “F”

The Key and Distinctive Roles of Council

It is the role of Council,

- (a) to represent the public and to consider the well-being and interest of the municipality;
- (b) to develop and evaluate the policies and programs of the municipality;
- (c) to determine which services the municipality provides;
- (d) to ensure that administrative practices and procedures are in place to implement the decisions of Council;
- (e) to maintain the financial integrity of the municipality; and
- (f) to carry out the duties of Council under this or any other Act.

(Source: There is no description of the role of Council in the current *Municipal Act*. Section 224, of the *Municipal Act, 2001* (expected to be in force by January 1, 2003) provides the above statement as to the role of Council.)

Key Responsibilities

In supplement to the foregoing and not intended in any way to detract from the foregoing but rather to complement the legislation and to indicate what we view from experience as the expected significant responsibilities and obligations:

1. to work together as a body in order to provide leadership to the community and to the organization;
2. to determine the wishes, priorities and requirements of the community's citizenry, and to represent these views to their colleagues on Council;

3. to advise the public on how they might become involved in the political process; to ensure that there are avenues available for useful and timely input by the public;
4. to pass bylaws providing for public safety and good government; to respond to public complaints in an appropriate manner; to encourage a “customer first” focus;
5. to seek the advice of the chief administrative officer on all policy matters and other key issues;
6. to advise Council and the CAO (and relevant departments) through work on the various committees, commissions and boards; to act as a liaison on behalf of Council to such groups and to represent the views of Council (when known) at such meetings;
7. to facilitate and encourage the administration to deliver the best level of service possible within policy and budget constraints; to monitor performance through casual observation, attendance at meetings and community feedback;
8. to review and approve the annual budget (estimate of expenditures & revenues) and ensure that the CAO and, through the CAO, the department heads appropriately monitor their spending accordingly; to receive any requests for significant budget amendments and review the legitimacy of such changes;
9. to encourage innovation and reward excellence; to support the ongoing development of the administration on an ongoing basis where appropriate and as approved by budget;
10. to research background information on Council issues; to be prepared for all meetings;
11. to approve policies which provide effective direction to Council decision-making.

Leadership:

1. Outline the future vision.
2. Set the priorities.
3. Uphold the laws governing the corporate and individual behavior of Council Members.

Representational:

1. Seek the input of the community on key issues.
2. Ensure that the vision is endorsed by the community.
3. Take issues forward on behalf of the community.

Conflict Resolution:

1. Resolve differences on matters within the jurisdiction of the City.

Policy Guidance:

1. Establish the policies and by-laws necessary to put Council decisions into action and to guide the activities and actions of staff.
2. Ensure that present policies reflect the current Council's views.
3. Provide for those policies which are required by legislation.

Determining Service Delivery:

1. Decide which services will be offered.
2. Determine the level of services.
3. Determine how these services will be delivered.
4. Ensure that those issues which are delegated by law or policy to the CAO are, in fact, delegated.

Monitoring Results:

1. Assess the annual results of the activities and projects undertaken by the municipality.
2. Review these against the objectives set at the outset of the year.
3. Ensure that the decisions of Council are properly discharged.

Fiduciary Leadership:

1. Ensure that an appropriate and comprehensive budget process has been established.
2. Set the budget and tax rates; communicate this to the public; involve them in the process to the extent practical and reasonable.
3. Monitor results and budget performance on a regular basis.
4. Ensure that the external auditor has access to all necessary financial information.
5. Review year-end results in relation to expected deliverables.
6. Meet with the external auditor to review his/her comments on fiscal performance and the appropriateness of internal controls.

All Members Equal:

1. Regardless of personal views relative to effectiveness, the public believes that it elects “their” Council Members as being co-equal to all other Members on a Council.
2. Council is to be viewed as a body where each brings separate gifts to the table but where each are a necessary complement of the whole.
3. The effectiveness of a Council is often a reflection of the willingness of each member to participate as an equal representative of the public interest. That is, there must be a willingness by each member to view themselves and each of their colleagues as the elected voice and conscience of the public. The election process determined who the public views as best representing their opinions on how matters should be handled.
4. As a general rule, the public has confidence that their elected Councillors collectively will exercise their responsibilities in favour of the electorate as a whole. This requires a recognition by each Councillor that the views of each are worthy of a good hearing. It requires patience and respect as evidenced by how the reasons of each other are debated and subsequently decided.

The Levers of Power of Council:

One of the principal distinctions of a Council as opposed to the administration is Council's mandate to establish the policies of the organization. If Council is to lead effectively, it must be capable of understanding and distinguishing the levers of power as compared to ways of staying busy. The key levers of power are as follows:

Legislative Authority:

1. The powers to govern and make decisions which are granted to the Council by the legislation.

Representation of the Public:

2. The authority to make decisions on behalf of others as granted to the Council by virtue of an election.

The Business Plan:

3. The planning document which outlines the vision, mission, goals, objectives and priorities of the Council.

The Budget:

4. The funding and allocation document which translates the Business Plan principles and priorities into the expenditures and revenues of the Council on specific programs and objects.

Power to Approve Bylaws:

5. The authority granted by legislation to the Council to create bylaws which force compliance by the public (or by that portion of the public so affected) as to a particular initiative requiring legal enforcement.

The Levers of Power of Council continued:**Power to Establish Governance Policies:**

6. The authority granted to the Council to approve those policies which set out how this Council will conduct its affairs and thus those policies which are to steer administrative action.

Authority over the Chief Administrative Officer:

7. The control which Council as a whole has over the entire organization due to its authority to appoint and remove the senior administrative official at its will, subject to the provisions in the Act and the appointing by-law.

Criteria for Successful Leadership:

Whether or not a Council is perceived by the community as providing effective leadership is a composite judgment which is seemingly based on several inter-related factors. These include the following:

- strong decisive leadership by Council on difficult issues
- a willingness to abide by decisions even when there is considerable opposition
- Council meetings which are noted for their attention to process and decorum and which result in sound decisions
- obvious respect between Council and its administration
- a sense of clear Council direction which is accepted by the majority of Council
- sound policies and appropriate, responsive procedures; an unwillingness to be whipped around by momentary whims
- a Mayor who understands the role and who is held in respect by the rest of Council
- a high degree of trust and respect in the relationship between Council and its Chief Administrative Officer
- a reasonable, thorough yet prompt decision-making process
- a clearly defined business planning and budget process which includes some opportunity for planned public input
- a corporate sense to issues including an understanding of their implications and priority.

The *Municipal Act* empowers the Council to lead - to take charge. Council can only do this if it clearly recognizes the issues; understands its own sense of what is best for the community; seeks public input on the key issues; and is prepared to stand firm on what it believes to be the right course.



SCHEDULE "G"

The Key and Distinctive Role of the Mayor

It is the role of the head of Council,

1. to act as chief executive officer of the municipality;
2. to preside over Council meetings;
3. to provide leadership to the Council;
4. to represent the municipality at official functions; and
5. to carry out the duties of the head of Council under this or any other Act.

(Source: Section 225, of the *Municipal Act, 2001* (expected to be in force by January 1, 2003) provides the above statement as to the role of the Mayor.)

Leadership Functions:

1. Chair of Regular Meetings of Council; Consensus-Seeker on Behalf of all Members .
2. Key Spokesperson to the residents of the City and to the Administration .
3. Recommend the Establishment of Council Committees and Appointment of Members to both Internal and External Boards and Committees.
4. Make Recommendations re: Peace, Order, Good Government.

Communication Functions:

1. Brief Council Members on all Meetings and Correspondence.
2. Liaison with the Chief Administrative Officer.
3. Liaison with the Public.
4. Key Linkage and Spokesperson to Other Levels of Government.
5. Communicates the Decisions of Council to the Outside World; Expresses the "Will Of Council".

Monitoring Functions:

1. Act as Council's Eyes and Ears in Maintaining an Overseeing Role with regard to the Conduct of Municipal Officers.
2. Recommend the Suspension of a Municipal Officer or Employee (If Necessary).
3. Ensure that the Law Is Carried Out.

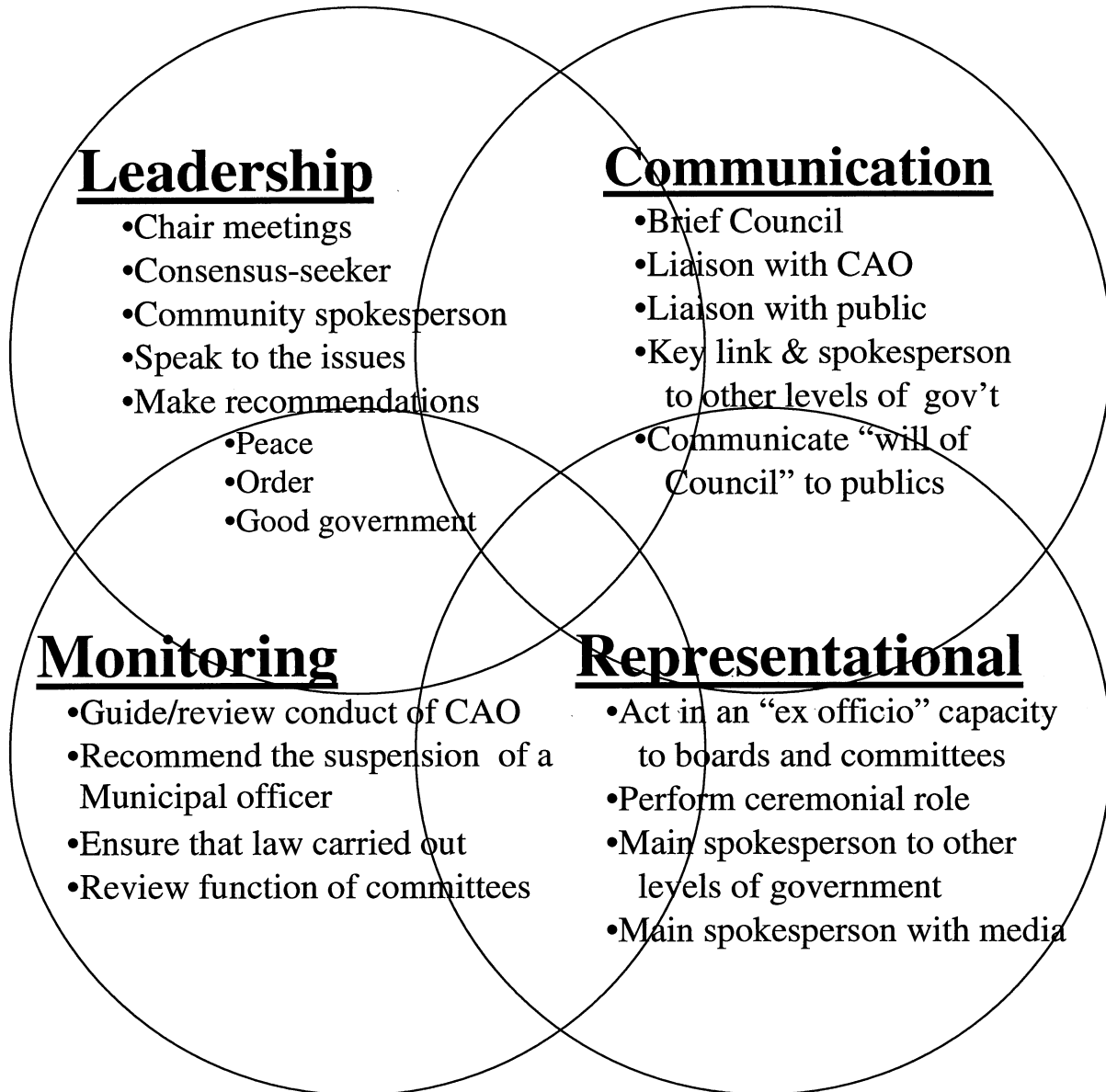
Representational Functions:

1. Acts In An “Ex Officio” Capacity to Boards and Committees (if so appointed).
2. Performs a Ceremonial Role on Special Occasions.
3. Main Spokesperson to Other Levels of Government.

Another way of describing this role of CEO includes:

- (a) Leadership Functions
- (b) Communication Functions
- (c) Monitoring Functions
- (d) Representational Functions:
 - i) ensure ongoing support by Council;
 - ii) increase the likelihood of Council being informed as to the issues; and,
 - iii) obtain an insight at least into how Council may react to a particular recommendation.

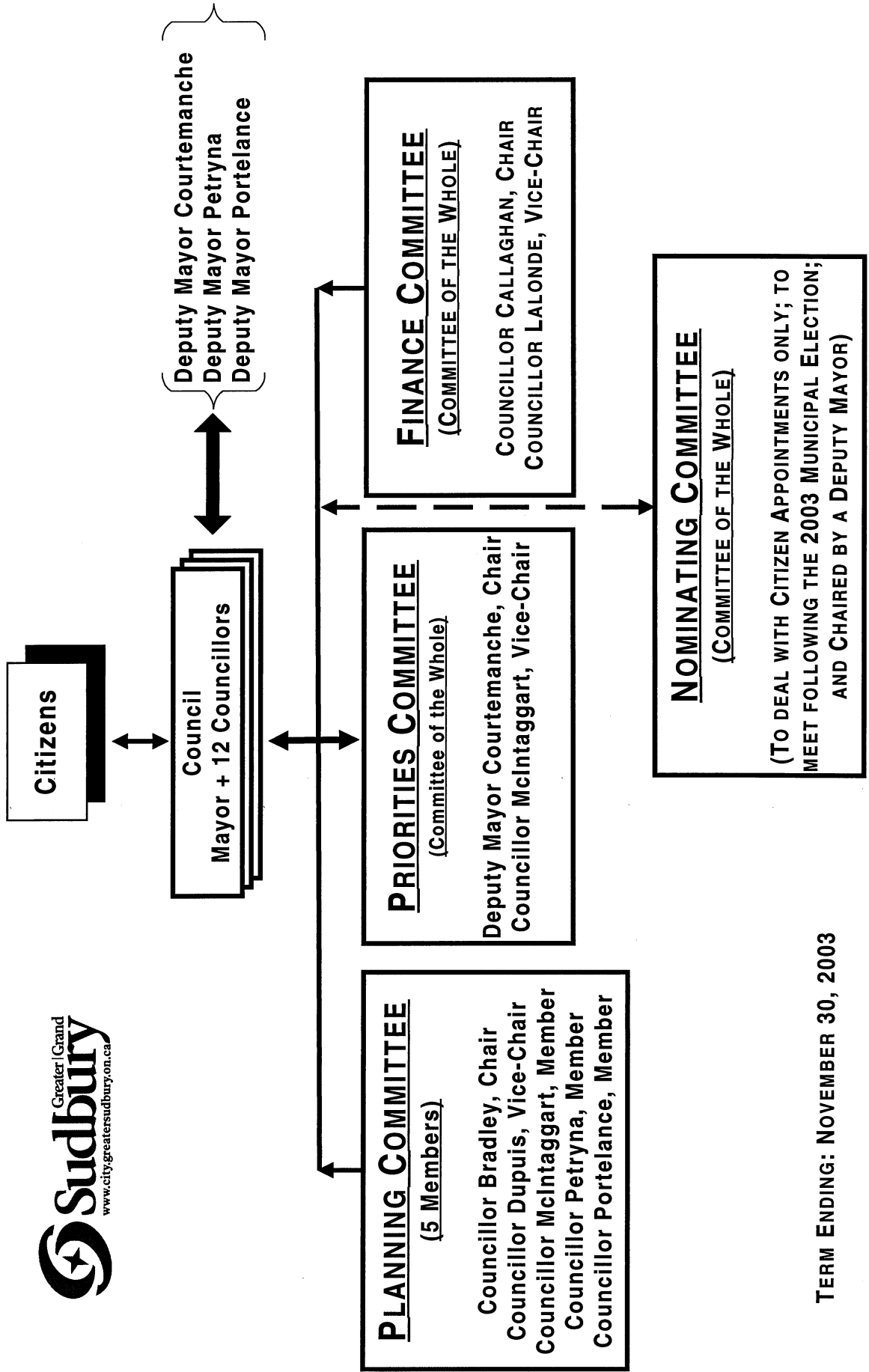
The Mayor is elected as a political leader and as a representative of the people. He/she is not expected to have any training as a municipal administrator. On the other hand, the Mayor needs to be able to understand community issues and concerns and to be able to **lead** the Council toward a successful resolution of the key issues.



Council Procedure

Forms

COUNCIL GOVERNANCE
(EFFECTIVE DECEMBER 12, 2002)



TERM ENDING: NOVEMBER 30, 2003

Council

Agenda Checklist Form



PLEASE BE SPECIFIC:

You are responsible for ensuring this form is complete and returned to the Council Secretary.

Meeting Date

For the City Council Meeting of:

Please complete by 12:00 noon on the Friday, two weeks prior to the Meeting.
Return this form to Gloria Ward, Council Secretary, 2nd Floor, City Clerks Office.

Type of Report

In Camera
Delegations
Public Hearings
Consent Agenda
Minutes
Tenders
Routine Management Reports
By-Laws
Correspondence - Information Only
Regular Agenda
Referred/Deferred Matters
Managers' Reports
Motions

Report From

C.A.O.	
GM Citizen & Leisure Services	GM Corporate Services
GM Economic Development and Planning	GM Emergency Services
GM Health & Social Services	GM Public Works
Other	Councillor

Report Information

Recommendation	Yes	No	
Attachments	Yes	No	
Audio/Visual Equip.	Yes	No	
Date of Report:			
Subject Line:			

THE FINAL REPORT, SIGNED BY THE GENERAL MANAGER IS DUE IN THE CLERK'S OFFICE BY 12:00 O'CLOCK NOON ON THE WEDNESDAY OF THE WEEK PRIOR TO THE MEETING. REPORTS RECEIVED AFTER THIS DEADLINE WILL BE PUT ON THE NEXT COUNCIL MEETING.

Report Annotation

The REPORT WRITING PROTOCOL is to be completed and attached to this form when a financial issue is on the Agenda. Your Report should include the following statement: "This Report and recommendation(s) have been reviewed by the Finance Division and the funding sources have been identified."

Request for Decision City Council



Type of Decision										
Meeting Date							Report Date			
Decision Requested			Yes		No		Priority		High	Low
		Direction Only				Type of		Open	Closed	

Report Title

Policy Implication + Budget Impact	
This report and recommendation(s) have been reviewed by the Finance Division and the funding source has been identified.	
Background Attached	

Recommendation
Recommendation Continued

Recommended by the General Manager
Name and Title

Recommended by the C.A.O.
Name and Title



**Request for Decision
City Council**



Recommendation <i>continued</i>	Background
--	-------------------

Please indicate if the information below is a continuation of the Recommendation or Background

Report Prepared By

Name
and Title

Division Review

Name
and Title

Main content area for the report and review, currently blank.

Small empty box in the bottom right corner.

Priorities

Agenda Checklist Form



PLEASE BE SPECIFIC:

You are responsible for ensuring this form is complete and returned to the Council Secretary.

Meeting Date

For the Priorities Committee Meeting of:

Please complete by 12:00 noon on the Friday, two weeks prior to the Meeting.
Return this form to Gloria Ward, Council Secretary, 2nd Floor, City Clerks Office.

Type of Report

<input type="checkbox"/>	Delegations / Presentations
<input type="checkbox"/>	Managers' Reports
<input type="checkbox"/>	Correspondence - Information Only

Report From

<input type="checkbox"/>	C.A.O.	<input type="checkbox"/>	
<input type="checkbox"/>	GM Citizen & Leisure Services	<input type="checkbox"/>	GM Corporate Services
<input type="checkbox"/>	GM Economic Development & Planning	<input type="checkbox"/>	GM Emergency Services
<input type="checkbox"/>	GM Health & Social Services	<input type="checkbox"/>	GM Public Works
<input type="checkbox"/>	Other	<input type="checkbox"/>	Councillor

Report Information

Recommendation	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Attachments	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Audio/Visual Equip.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Subject Line	
Report Date	
Report Annotation	

**THE FINAL REPORT,
SIGNED BY THE GENERAL MANAGER
IS DUE IN THE CLERK'S OFFICE
BY 12:00 O'CLOCK NOON ON
THE WEDNESDAY OF THE WEEK
PRIOR TO THE MEETING. REPORTS
RECEIVED AFTER THIS DEADLINE
WILL BE PUT ON THE NEXT
PRIORITIES COMMITTEE MEETING.**

Request for Recommendation Priorities Committee



Type of Decision									
Meeting Date					Report Date				
Recommendation		Yes		No	Priority		High		Low
		Direction Only			Type of Meeting		Open		Closed

Report Title

Policy Implications + Budget Impact	
	This report and recommendation(s) have been reviewed by the Finance Division and the funding source has been identified
	Background attached

Recommendation	
<p>If you need to use TABS in this or the Policy Implication form fields please press CTRL+TAB to insert your TAB</p>	
	Recommendation attached

Recommended by the General Manager
Name and Title

Recommended by the C.A.O.
Name and Title

--

Title:

Date:

Report Authored By

Name
and Title

Division Review

Name
and Title

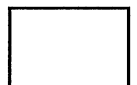
The Recommendation, Background or Report pages now include a header that you only have to fill out once. Then all subsequent pages will automatically carry your report's title, date and page numbering.

Please note: Do not TAB while in the Header portion of this page.

If additional pages are required they will be automatically inserted.
You no longer have to manually insert individual pages.

Text and tables from other WordPerfect documents,
including TABLES, can now be COPIED and PASTED in this area.

This text can be deleted...



Finance Committee

Agenda Checklist Form



PLEASE BE SPECIFIC:

You are responsible for ensuring this form is complete and returned to the Council Secretary.

Meeting Date

For the Finance Committee Meeting of:

Please complete by 12:00 noon on the Friday, two weeks prior to the Meeting.
Return this form to Gloria Ward, Council Secretary, 2nd Floor, City Clerks Office.

Type of Report

<input type="checkbox"/>	In Camera
<input type="checkbox"/>	Delegations
<input type="checkbox"/>	Public Hearings
Regular Agenda	
<input type="checkbox"/>	Routine Management Reports
<input type="checkbox"/>	Correspondence - Information Only

Report From

<input type="checkbox"/>	C.A.O.	<input type="checkbox"/>	
<input type="checkbox"/>	GM Citizen & Leisure Services	<input type="checkbox"/>	GM Corporate Services
<input type="checkbox"/>	GM Economic Development and Planning	<input type="checkbox"/>	GM Emergency Services
<input type="checkbox"/>	GM Health & Social Services	<input type="checkbox"/>	GM Public Works
<input type="checkbox"/>	Other	<input type="checkbox"/>	Councillor

Report Information

Recommendation	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Attachments	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Audio/Visual Equip.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Subject Line	
Report Date	
Report Annotation	

**THE FINAL REPORT,
SIGNED BY THE GENERAL MANAGER
IS DUE IN THE CLERK'S OFFICE
BY 12:00 O'CLOCK NOON ON
THE WEDNESDAY OF THE WEEK
PRIOR TO THE MEETING.
REPORTS RECEIVED AFTER THIS
DEADLINE WILL BE PUT ON THE NEXT
PRIORITIES COMMITTEE MEETING.**

Request for Recommendation Finance Committee



Type of Decision									
Meeting Date					Report Date				
Decision Requested		Yes		No	Priority		High		Low
Direction Only					Type of Meeting		Open		Closed

Report Title

Policy Implication + Budget Impact	
	This report and recommendation(s) have been reviewed by the Finance Division and the funding source has been identified.
	Background Attached

Recommendation	
<p>If you need to use TABS in this or the Policy Implication form fields please press CTRL+TAB to insert your TAB</p>	
	Recommendation Continued

Recommended by the General Manager
Name and Title

Recommended by the C.A.O.
Name and Title

--

Title:

Page: 1

Date:

Report Prepared By

Name
and Title

Division Review

Name
and Title

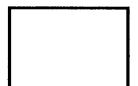
The Recommendation, Background or Report pages now include a header that you only have to fill out once. Then all subsequent pages will automatically carry your report's title, date and page numbering.

Please note: Do not TAB while in the Header portion of this page.

If additional pages are required they will be automatically inserted.
You no longer have to manually insert individual pages.

Text and tables from other WordPerfect documents,
including TABLES, can now be COPIED and PASTED in this area.

This text can be deleted...



Planning

Agenda Checklist Form



PLEASE BE SPECIFIC:

You are responsible for ensuring this form is complete and returned to the Planning Committee Secretary.

Meeting Date

For the Planning Committee Meeting of:

Please complete by 12:00 noon on the Friday, two weeks prior to the Meeting.
Return this form to Kathie Bowschar, Planning Committee Secretary, 2nd Floor, City Clerks Office.

Type of Report

In Camera
Delegations
Public Hearings
Consent Agenda
Minutes
Routine Management Reports
Correspondence - Information Only
Regular Agenda
Referred/Deferred Matter
Managers' Reports

Report From

C.A.O.	
GM Citizen & Leisure Services	GM Corporate Services
GM Economic Development and Planning	GM Emergency Services
GM Health & Social Services	GM Public Works
Other	Councillor

Report Information

Recommendation	Yes	No
Attachments	Yes	No
Date of Report:		
Subject Line:		

THE FINAL REPORT, SIGNED BY THE GENERAL MANAGER IS DUE IN THE CLERK'S OFFICE BY 12:00 O'CLOCK NOON ON THE WEDNESDAY OF THE WEEK PRIOR TO THE MEETING. REPORTS RECEIVED AFTER THIS DEADLINE WILL BE PUT ON THE NEXT PLANNING COMMITTEE MEETING.

Report Annotation

--

Request for Recommendation Planning Committee



Type of Decision

Meeting Date					Report Date				
Recommendation Requested	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Priority	<input type="checkbox"/>	High	<input type="checkbox"/>	Low
	Direction Only			<input type="checkbox"/>	Type of Meeting	<input type="checkbox"/>	Open	<input type="checkbox"/>	Closed

Report Title

Section Review	Division Review	Department Review
Author's Signature and Title	Director's Signature and Title	General Manager's Signature

Policy Implication + Budget Impact

	This report and recommendation(s) have been reviewed by the Finance Division and the funding source has been identified.
	Background Attached

Recommendation

	Recommendation Continued

Planning Staff Report

Report Prepared By:	File #:
Name Title	

Recommended by the C.A.O.

Name and Title

Report:
Date:

Page #

To continue the report's page number simply select the Report:, Page# and Date: and COPY (Ctrl+C) the text at the top of this page and PASTE it (Ctrl V) on to the additional pages.

If additional pages are required they will be automatically inserted.
Users no longer have to manually insert individual pages.

Text and tables from other WordPerfect documents,
including TABLES, can now be COPY and PASTED.

If you need to use TABS in an area on the form please press CTRL+TAB
when your cursor is in the form field you want to enter the tab in.
If you do not press CTRL+TAB your cursor will move to the
next available form field if you hit only the TAB key.

This text can be deleted...



Council Procedure

Calendar

SCHEDULE OF MEETING DATES - 2003

City Council Meetings Begin at 7:00 p.m.	Priorities Committee Meetings Begin at 7:00 p.m.	Planning Committee Meetings Begin at 7:00 p.m. except July and August - Meeting Time to be Determined	Finance Committee Meeting Begins at 5:30 - 9:00 p.m.
Thursday, January 9, 2003 Thursday, January 23, 2003	Wednesday, January 8, 2003 Wednesday, January 22, 2003	Tuesday, January 7, 2003 Tuesday, January 21, 2003	Monday, January 27, 2003 Tuesday, January 28, 2003
Thursday, February 13, 2003 Tuesday, February 18, 2003 (Sp. Council Meeting to Adopt Budget) Thursday, February 27, 2003	Wednesday, February 12, 2003 Wednesday, February 26, 2003	Tuesday, February 11, 2003 Tuesday, February 25, 2003	Tuesday, February 4, 2003 Wednesday, February 5, 2003 Monday, February 10, 2003 Monday, February 17, 2003 Tuesday, February 18, 2003
Thursday, March 13, 2003 Thursday, March 27, 2003	Wednesday, March 12, 2003 Wednesday, March 26, 2003	Tuesday, March 11, 2003 Tuesday, March 25, 2003	
Thursday, April 10, 2003 Thursday, April 24, 2003	Wednesday, April 9, 2003 Wednesday, April 23, 2003	Tuesday, April 8, 2003 Tuesday, April 22, 2003	
Thursday, May 15, 2003 Thursday, May 29, 2003	Wednesday, May 14, 2003 Wednesday, May 28, 2003	Tuesday, May 13, 2003 Tuesday, May 27, 2003	
Thursday, June 12, 2003 Thursday, June 26, 2003	Wednesday, June 11, 2003 Wednesday, June 25, 2003	Tuesday, June 10, 2003 Tuesday, June 24, 2003	
Tuesday, July 8, 2002	No Meeting	Tuesday, July 8, 2003	
Tuesday, August 12, 2002	No Meeting	Tuesday, August 12, 2003	
Thursday, September 11, 2003 Thursday, September 25, 2003	Wednesday, September 10, 2003 Wednesday, September 24, 2003	Tuesday, September 9, 2003 Tuesday, September 23, 2003	
Thursday, October 9, 2003 Thursday, October 23, 2003	Wednesday, October 8, 2003 Wednesday, October 22, 2003	Tuesday, October 7, 2003 Tuesday, October 21, 2003	
Thursday, November 13, 2003 Thursday, November 27, 2003	Wednesday, November 12, 2003 Wednesday, November 26, 2003	Tuesday, November 4, 2003 Tuesday, November 25, 2003	
Thursday, December 4, 2003 (Inaugural Meeting) Thursday, December 11, 2003	No Meeting	No Meeting	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>January 2003</h1>						
			1 NEW YEAR'S DAY	2 • Agendas Completed by Clerks and Approved by CAO	3 • Agendas Printed, Distributed and Delivered • Agendas Posted to Web by 4:30 pm	4 • Deadline for receipt of Agendas by Council
5	6	7 • Planning 7:00 pm	8 • Priorities 7:00 pm	9 • City Council 7:00 pm (Planning/ Priorities Minutes to be tabled at Council)	10 • Depts. submit draft agenda items - 12 pm • Notices of Motion & Delegations Deadline - 12 pm	11
12	13 • Clerks forward Index Pgs. to translator - 12 pm	14	15 • Deadline for Submission of Staff Reports - 12 pm	16 • Agendas Completed by Clerks and Approved by CAO	17 • Agendas Printed, Distributed and Delivered • Agendas Posted to Web by 4:30 pm	18 • Deadline for receipt of Agendas by Council
19	20	21 • Planning 7:00 pm	22 • Priorities 7:00 pm	23 • City Council & Budget Presentation 7:00 pm (Planning/ Priorities Minutes to be tabled at Council)	24	25
26	27 • Finance 5:30 pm	28 • Finance 5:30 pm	29	30	31 • Depts. submit draft agenda items - 12 pm • Notices of Motion & Delegations Deadline - 12 pm	

February 2003

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3 • Clerks forward Index Pgs. to translator - 12 pm	4 • Finance 5:30 pm	5 • Deadline for Submission of Staff Reports - 12 pm • Finance 5:30 pm	6 • Agendas Completed by Clerks and Approved by CAO	7 • Agendas Printed, Distributed and Delivered • Agendas Posted to Web by 4:30 pm	8 • Deadline for receipt of Agendas by Council
9	10 • Finance 5:30 pm	11 • Planning 7:00 pm	12 • Priorities 7:00 pm	13 • City Council 7:00 pm (Planning/ Priorities Minutes to be tabled at Council)	14 • Depts. submit draft agenda items - 12 pm • Notices of Motion & Delegations Deadline - 12 pm	15
16	17 • Clerks forward Index Pgs. to translator - 12 pm • Finance 5:30 pm	18 • Finance 5:30 pm • Sp. City Council (immediately following Finance)	19 • Deadline for Submission of Staff Reports - 12 pm	20 • Agendas Completed by Clerks and Approved by CAO	21 • Agendas Printed, Distributed and Delivered • Agendas Posted to Web by 4:30 pm	22 • Deadline for receipt of Agendas by Council
23	24 • Planning 7:00 pm	25 • Planning 7:00 pm	26 • Priorities 7:00 pm	27 • City Council 7:00 pm (Planning/ Priorities Minutes to be tabled at Council)	28 • Depts. submit draft agenda items - 12 pm • Notices of Motion & Delegations Deadline - 12 pm	

March 2003

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 • Clerks forward Index Pgs. to translator - 12 pm	4	5 • Deadline for Submission of Staff Reports - 12 pm	6 • Agendas Completed by Clerks and Approved by CAO	7 • Agendas Printed, Distributed and Delivered • Agendas Posted to Web by 4:30 pm	8 • Deadline for receipt of Agendas by Council
9	10	11 • Planning 7:00 pm	12 • Priorities 7:00 pm	13 • City Council 7:00 pm (Planning/ Priorities Minutes to be tabled at Council)	14 • Depts. submit draft agenda items - 12 pm • Notices of Motion & Delegations Deadline - 12 pm	15
16	17 • Clerks forward Index Pgs. to translator - 12 pm	18	19 • Deadline for Submission of Staff Reports - 12 pm	20 • Agendas Completed by Clerks and Approved by CAO	21 • Agendas Printed, Distributed and Delivered • Agendas Posted to Web by 4:30 pm	22 • Deadline for receipt of Agendas by Council
23	24	25 • Planning 7:00 pm	26 • Priorities 7:00 pm	27 • City Council 7:00 pm (Planning/ Priorities Minutes to be tabled at Council)	28 • Depts. submit draft agenda items - 12 pm • Notices of Motion & Delegations Deadline - 12 pm	29
30	31 • Clerks forward Index Pgs. to translator - 12 pm					

April 2003

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 • Deadline for Submission of Staff Reports - 12 pm	3 • Agendas Completed by Clerks and Approved by CAO	4 • Agendas Printed, Distributed and Delivered • Agendas Posted to Web by 4:30 pm	5 • Deadline for receipt of Agendas by Council
6	7	8 • Planning 7:00 pm	9 • Priorities 7:00 pm	10 • City Council 7:00 pm (Planning/ Priorities Minutes to be tabled at Council)	11 • Depts. submit draft agenda items - 12 pm • Notices of Motion & Delegations Deadline - 12 pm	12
13	14 • Clerks forward Index Pgs. to translator - 12 pm	15 • Deadline for Submission of Staff Reports - 12 pm	16 • Agendas Completed by Clerks and Approved by CAO	17 • Agendas Printed, Distributed and Delivered • Agendas Posted to Web by 4:30 pm	18 GOOD FRIDAY	19 • Deadline for receipt of Agendas by Council
20	21 EASTER MONDAY	22 • Planning 7:00 pm	23 • Priorities 7:00 pm	24 • City Council 7:00 pm (Planning/ Priorities Minutes to be tabled at Council)	25	26
27	28	29	30			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>May 2003</h1>						
				1	2	3
					<ul style="list-style-type: none"> Depts. submit draft agenda items - 12 pm Notices of Motion & Delegations Deadline - 12 pm 	<ul style="list-style-type: none"> Depts. submit draft agenda items - 12 pm Notices of Motion & Delegations Deadline - 12 pm
4	5	6	7	8	9	10
	<ul style="list-style-type: none"> Clerks forward Index Pgs. to translator - 12 pm 		<ul style="list-style-type: none"> Deadline for Submission of Staff Reports - 12 pm 	<ul style="list-style-type: none"> Agendas Completed by Clerks and Approved by CAO 	<ul style="list-style-type: none"> Agendas Printed, Distributed and Delivered Agendas Posted to Web by 4:30 pm 	<ul style="list-style-type: none"> Deadline for receipt of Agendas by Council
11	12	13	14	15	16	17
		<ul style="list-style-type: none"> Planning 7:00 pm 	<ul style="list-style-type: none"> Priorities 7:00 pm 	<ul style="list-style-type: none"> City Council 7:00 pm (Planning/ Minutes to be tabled at Council) 	<ul style="list-style-type: none"> Depts. submit draft agenda items - 12 pm Notices of Motion & Delegations Deadline - 12 pm 	
18	19	20	21	22	23	24
	VICTORIA DAY	<ul style="list-style-type: none"> Clerks forward Index Pgs. to translator - 12 pm 	<ul style="list-style-type: none"> Deadline for Submission of Staff Reports - 12 pm 	<ul style="list-style-type: none"> Agendas Completed by Clerks and Approved by CAO 	<ul style="list-style-type: none"> Agendas Printed, Distributed and Delivered Agendas Posted to Web by 4:30 pm 	<ul style="list-style-type: none"> Deadline for receipt of Agendas by Council
25	26	27	28	29	30	31
		<ul style="list-style-type: none"> Planning 7:00 pm 	<ul style="list-style-type: none"> Priorities 7:00 pm 	<ul style="list-style-type: none"> City Council 7:00 pm (Planning/ Minutes to be tabled at Council) 	<ul style="list-style-type: none"> Depts. submit draft agenda items - 12 pm Notices of Motion & Delegations Deadline - 12 pm 	<ul style="list-style-type: none"> Depts. submit draft agenda items - 12 pm Notices of Motion & Delegations Deadline - 12 pm

June 2003

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 • Clerks forward Index Pgs. to translator - 12 pm	3	4 • Deadline for Submission of Staff Reports - 12 pm	5 • Agendas Completed by Clerks and Approved by CAO	6 • Agendas Printed, Distributed and Delivered • Agendas Posted to Web by 4:30 pm	7 • Deadline for receipt of Agendas by Council
8	9	10 • Planning 7:00 pm	11 • Priorities 7:00 pm	12 • City Council 7:00 pm (Planning/ Priorities Minutes to be tabled at Council)	13 • Depts. submit draft agenda items - 12 pm • Notices of Motion & Delegations Deadline - 12 pm	14
15	16 • Clerks forward Index Pgs. to translator - 12 pm	17	18 • Deadline for Submission of Staff Reports - 12 pm	19 • Agendas Completed by Clerks and Approved by CAO	20 • Agendas Printed, Distributed and Delivered • Agendas Posted to Web by 4:30 pm	21 • Deadline for receipt of Agendas by Council
22	23	24 • Planning 7:00 pm	25 • Priorities 7:00 pm	26 • City Council 7:00 pm (Planning/ Priorities Minutes to be tabled at Council)	27 • Depts. submit draft agenda items - 12 pm • Notices of Motion & Delegations Deadline - 12 pm	28
29	30 • Clerks forward Index Pgs. to translator - 12 pm					

July 2003

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 CANADA DAY	2 • Deadline for Submission of Staff Reports - 12 pm	3 • Agendas Completed by Clerks and Approved by CAO	4 • Agendas Printed, Distributed and Delivered • Agendas Posted to Web by 4:30 pm	5 • Deadline for receipt of Agendas by Council
6	7	8 •Planning (Time to be determined) •City Council 7:00 pm	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2003

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 • Depts. submit draft agenda items - 12 pm • Notices of Motion & Delegations Deadline - 12 pm	2
3	4 CIVIC HOLIDAY	5 • Clerks forward Index Pgs. to translator - 12 pm	6 • Deadline for Submission of Staff Reports - 12 pm	7 • Agendas Completed by Clerks and Approved by CAO	8 • Agendas Printed, Distributed and Delivered • Agendas Posted to Web by 4:30 pm	9 • Deadline for receipt of Agendas by Council
10	11	12 • Planning (Time to be Determined) • City Council 7:00 pm	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29 • Depts. submit draft agenda items - 12 pm • Notices of Motion & Delegations Deadline - 12 pm	30
31						

September 2003

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 LABOUR DAY	2 • Clerks forward Index Pgs. to translator - 12 pm	3 • Deadline for Submission of Staff Reports - 12 pm	4 • Agendas Completed by Clerks and Approved by CAO	5 • Agendas Printed, Distributed and Delivered • Agendas Posted to Web by 4:30 pm	6 • Deadline for receipt of Agendas by Council
7	8	9 • Planning 7:00 pm	10 • Priorities 7:00 pm	11 • City Council 7:00 pm (Planning/ Priorities Minutes to be tabled at Council)	12 • Depts. submit draft agenda items - 12 pm • Notices of Motion & Delegations Deadline - 12 pm	13
14	15 • Clerks forward Index Pgs. to translator - 12 pm	16	17 • Deadline for Submission of Staff Reports - 12 pm	18 • Agendas Completed by Clerks and Approved by CAO	19 • Agendas Printed, Distributed and Delivered • Agendas Posted to Web by 4:30 pm	20 • Deadline for receipt of Agendas by Council
21	22	23 • Planning 7:00 pm	24 • Priorities 7:00 pm	25 • City Council 7:00 pm (Planning/ Priorities Minutes to be tabled at Council)	26 • Depts. submit draft agenda items - 12 pm • Notices of Motion & Delegations Deadline - 12 pm	27
28	29 • Clerks forward Index Pgs. to translator - 12 pm	30				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>October 2003</h1>						
5	6	7	8	9	10	11
		• Planning 7:00 pm	• Priorities 7:00 pm	• City Council 7:00 pm (Planning/ Priorities Minutes to be tabled at Council)	• Depts. submit draft agenda items - 12 pm • Notices of Motion & Delegations Deadline - 12 pm	• Deadline for receipt of Agendas by Council
12	13	14	15	16	17	18
	THANKSGIVING	• Clerks forward Index Pgs. to translator - 12 pm	• Deadline for Submission of Staff Reports - 12 pm	• Agendas Completed by Clerks and Approved by CAO	• Agendas Printed, Distributed and Delivered • Agendas Posted to Web by 4:30 pm	• Deadline for receipt of Agendas by Council
19	20	21	22	23	24	25
		• Planning 7:00 pm	• Priorities 7:00 pm	• City Council 7:00 pm (Planning/ Priorities Minutes to be tabled at Council)	• Depts. submit draft Planning agenda items - 12 pm • Notices of Motion & Delegations Deadline for Planning Agenda - 12 pm	
26	27	28	29	30	31	
	• Clerks forward Planning Committee Index Pgs. to translator - 12 pm		• Deadline for Submission of Planning Committee Staff Reports - 12 pm	• Planning Agenda Completed by Clerks and Approved by CAO	• Planning Agenda Printed, Distributed and Delivered • Planning Agenda Posted to Web by 4:30 pm • Depts. submit draft Council & Priorities agenda items - 12 pm • Notices of Motion & Delegations Deadline - 12 pm	

November 2003

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 • Deadline for receipt of Planning Agenda by Council
2	3 • Clerks forward Index Pgs. to translator - 12 pm	4 • Planning 7:00 pm	5 • Deadline for Submission of Staff Reports - 12 pm	6 • Agendas Completed by Clerks and Approved by CAO	7 • Agendas Printed, Distributed and Delivered • Agendas Posted to Web by 4:30 pm	8 • Deadline for receipt of Agendas by Council
9	10 VOTING DAY	11 REMEMBRANCE DAY	12 • Priorities 7:00 pm	13 • City Council 7:00 pm (Priorities Minutes to be tabled at Council)	14 • Depts. submit draft agenda items - 12 pm • Notices of Motion & Delegations Deadline - 12 pm	15
16	17 • Clerks forward Index Pgs. to translator - 12 pm	18	19 • Deadline for Submission of Staff Reports - 12 pm	20 • Agendas Completed by Clerks and Approved by CAO	21 • Agendas Printed, Distributed and Delivered • Agendas Posted to Web by 4:30 pm	22 • Deadline for receipt of Agendas by Council
23	24	25 • Planning 7:00 pm	26 • Priorities 7:00 pm	27 • City Council 7:00 pm (Planning/ Priorities Minutes to be tabled at Council)	28 • Depts. submit draft agenda items - 12 pm • Notices of Motion & Delegations Deadline - 12 pm	29
30	Planning, Priorities & Council: Subject to "lame duck" provisions of the Municipal Act, 2001					

December 2003

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 • Clerks forward Index Pgs. to translator - 12 pm	2	3 • Deadline for Submission of Staff Reports - 12 pm	4 • Agenda Completed by Clerks and Approved by CAO • City Council Inaugural 7:00 pm	5 • Agenda Printed, Distributed and Delivered • Agenda Posted to Web by 4:30 pm	6 • Deadline for receipt of Agenda by Council
7	8	9	10	11 • City Council 7:00 pm	12	13
14	15	16	17	18	19	20
21	22	23	24	25 CHRISTMAS DAY	26 BOXING DAY	27
28	29	30	31			