

A large, modern office space, likely a City Clerk's Office, featuring a U-shaped desk with multiple workstations. Each workstation is equipped with a computer monitor, keyboard, and mouse. The desk is made of wood and has a light-colored top. The office has a carpeted floor and wood-paneled walls. A sign on the wall reads "London".

City Clerk's Office

What do we do?

Legislative and protocol oversight for:

- Council
- Standing Committees
- Advisory Committees
- Task Forces
- Boards of Management (Dearness, Water Boards)

Administrative support for Mayor/Councillors' Offices

Licensing (marriage, lottery, animals, boulevard parking)

Civil marriage ceremonies



Records management and retention
MFIPPA administration (Clerk is the “Head” under the Act)
Provincial Offences Court administration
Commissioner of Oath services
Municipal elections



Council Procedure By-law A-45

“A by-law to provide for the Rules of Order and Procedure for the Council of The Corporation of the City of London”

A comprehensive summary of meeting procedures

Proposed amendments coming forward to reflect recent Council direction (Deputy Mayor, Investment and Economic Prosperity Committee)

Quorum

Quorum is a simple majority of members present.

Quorum must be present before any Council or Committee meeting can commence. If a quorum is not present within one-half hour after the time appointed for the meeting, the meeting shall stand adjourned until the date and time of the next regular or special meeting, and the Clerk shall record the names of the members present upon such adjournment.

Official business cannot be transacted in the absence of a quorum. Should members leave in the course of a meeting that has begun with a quorum, proceedings must cease at the point at which the number attending falls below a quorum.



Agenda Circulation

Council agendas will be circulated on the Friday prior to the meeting (hardcopy and electronic copy).

Standing Committee agendas will be circulated after Noon on the Wednesday the week prior to the meetings (electronic and by courier that same day).

In all cases, agendas are published to the City website at the same time that they are electronically circulated.

CONFIDENTIAL agendas are available to Members only, and in hardcopy only.

Motions

There should only be one main or substantive motion on the floor at any one time.

There can be only one motion to amend the main motion at one time – the amendment must be considered and voted upon before any other amendments to the main motion can be put forward.

There can be a motion to amend the amendment placed on the floor.

A motion to amend the main motion is not in order if it proposes a direct negative to the main motion.

All amendments to motions need to be moved and seconded

There are certain motions which cannot be amended in accordance with the Council Procedure By-law – for example, a motion to table a motion.

Motion for Reconsideration of a decided matter of Council can only be introduced by a member who voted with the majority on the original motion or who was absent when the vote was called.

A photograph of a council chamber with rows of desks and chairs, overlaid with text. The room has wood-paneled walls and a grey carpet. A sign on the wall reads "London".

Rules of Debate and Voting

At Council, a member may only speak once on a motion, for a maximum of 5 minutes unless otherwise decided by a majority vote of the members present .

Voting on the main motion and amending motions shall be conducted in the following order:

- a motion to amend a motion to amend the main motion
- a motion (as amended or not) to amend the main motion
- the main motion (as amended or not)

Voting is electronic, is reflected in the record and is simultaneous. Every member present shall vote on every motion, unless a member indicates a conflict of interest.



Rules for meeting In Camera – *Municipal Act, 2001*

A meeting or part of a meeting may be closed to the public if the subject matter being considered is:

The security of the property of the municipality or local board

Personal matters about an identifiable individual, including a municipal or local board employee

A proposed or pending acquisition or disposition of land by the municipality or local board

Labour relations or employee negotiations

Litigation or potential litigation including matters before administrative tribunals affecting the municipality or local board

Advice that is subject to solicitor/client privilege including communication necessary for that purpose, or


A matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act

A photograph of a council chamber or meeting room. The room features rows of desks and chairs arranged in a semi-circle. Each desk has a computer monitor and keyboard. The walls are wood-paneled, and there is a sign on the wall that says "London". The text is overlaid on the image.

Rules for meeting In Camera – *Municipal Act, 2001*

A meeting may also be closed to the public if the matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act, if the council is the head under the legislation

A meeting may also be closed to the public for educational or training sessions if at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the of the council



Before a Committee or Council can go in camera it is necessary for a resolution to be passed which stipulates one or more of the permitted reasons for an in camera meeting in accordance with the provisions of the *Municipal Act, 2001* – the resolution should include as much information as possible to explain the general nature of the matter to be considered.

Once in camera, only the matter for which a resolution has been passed can be considered –no other matters can be added without going back into public session to pass the necessary resolution.

As required under the *Municipal Act, 2001*, the City has a “Closed Meeting Investigator”, the Ontario Ombudsman.

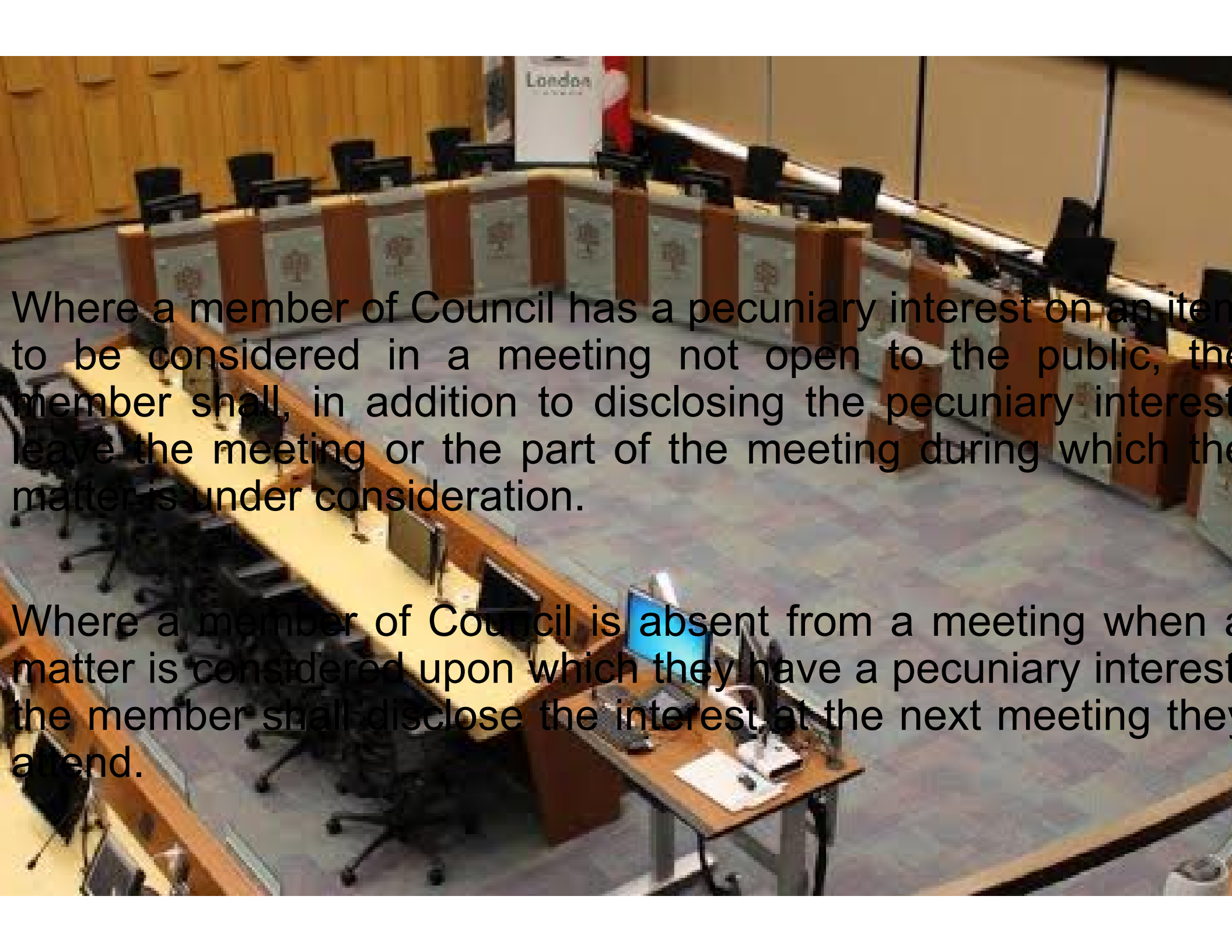


Conflict of Interest

Members of Council are required to disclose when they have an pecuniary interest in a matter to be considered at a Council, Board or Committee meeting.

The disclosure of a pecuniary interest shall be made prior to consideration of the matter and the general nature of the interest must be disclosed.

Members of Council must refrain from all discussion and voting regarding matters upon which they have disclosed a pecuniary interest and shall not attempt in any way before, during or after the meeting to influence the voting on the matter.



Where a member of Council has a pecuniary interest on an item to be considered in a meeting not open to the public, the member shall, in addition to disclosing the pecuniary interest, leave the meeting or the part of the meeting during which the matter is under consideration.

Where a member of Council is absent from a meeting when a matter is considered upon which they have a pecuniary interest, the member shall disclose the interest at the next meeting they attend.



MFIPPA

Municipal Freedom of Information and Protection of Privacy Act

Freedom of Information Legislation

Gives members of the public a statutory right to government-held records.

Reflects the public value that government is open and accountable to its citizens.

Privacy Protection Legislation

Protects an individual's right to privacy by regulating the collection, use and disclosure of Personal Information (PI).



Right of Access

Custody or Control

- Is the record under the City's custody or control? It need not be both.

Officer or Employee of Institution

- Councilors are generally not considered officers or employees of the City.

All factors must be taken into account in determining custody or control.

Obligations



Members of Council who have received personal information or other confidential information in the performance of their duties have a responsibility to protect this information while it is in their possession.

Members of Council must ensure that the privacy of the individual about whom the information relates is protected at all times and must keep the information physically secure so as to avoid unauthorized disclosure or destruction.

Information about individuals acting in their business or professional capacity is not personal information, even if working out of the home.

A photograph of a council chamber or meeting room. The room features rows of desks with computers, arranged in a semi-circle. The walls are wood-paneled, and there is a sign that says "London" in the background. The text is overlaid on the image.

Councillors' Information is Unique

Constituency and Political information
Constituency and political records are not generally subject to Freedom of Information (FOI) requests.

City business information

If a Councillor emails City staff about an issue or forwards a constituent's email to staff for follow-up that email becomes a City record.

City Board Information

Records held as a Board member could be considered "Board" business or business of the associated institution.