

Bill No. xxx  
2011

By-law No. A-xx

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

The Council of The Corporation of the City of London enacts as follows:

## **ADMINISTRATIVE**

### **By-law**

#### **A by-law to provide for the RULES OF ORDER AND PROCEDURE FOR THE COUNCIL OF THE CORPORATION OF THE CITY OF LONDON**

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Schedule 'G' – Jurisdiction – Public Safety Committee

Schedule 'H' – Jurisdiction – Strategic Priorities and Policy Committee

**SHORT TITLE  
COUNCIL PROCEDURE BY-LAW**

**Part 1  
DEFINITIONS**

**1.1 Definitions**

In this by-law:

**Acting Mayor – defined**

“Acting Mayor” shall mean a member of Council appointed to act as Acting Mayor who shall act in the place and stead of the Mayor, when the Mayor is absent or refuses to act or the office is vacant, for the period of time for which they are appointed and shall have all the powers and duties of the Mayor, while so acting.

**Address – defined**

“Address” shall mean primary domicile.

**Advisory committees – defined**

“advisory committee” shall mean a committee appointed by Council to provide recommendations, advice and information to Council through one of its standing committees.

**Chair - defined**

"Chair" shall mean the person presiding at a Council or committee meeting.

**Clerk - defined**

"Clerk" shall mean the City Clerk of The Corporation of the City of London.

**Closed session - defined**

"closed session" shall mean a closed session of a standing committee, the Committee of the Whole or the Council not open to the public, held in accordance with section 239 of the *Municipal Act, 2001*.

**Committee – defined**

“committee” shall refer to one or more of the standing committees of the Council.

**Committee of the Whole - defined**

"Committee of the Whole" shall mean a committee composed of all of the members of the Council.

**Corporation – defined**

“Corporation” means The Corporation of the City of London.

**Council - defined**

"Council" shall mean the Council of The Corporation of the City of London.

**Meeting - defined**

"meeting" shall mean a meeting of the Council, Committee of the Whole or standing committee.

**Member - defined**

"member" shall mean a member of the Council.

**Published – defined**

“published” shall mean the provision of documents in print and/or electronic formats.

**Recorded Vote - defined**

"recorded vote" shall mean the recording of the name and vote of every member on a motion during a meeting.

**Standing committee – defined**

“standing committee” shall refer to one or more of the following committees: the Strategic Priorities and Policy Committee, the Public Safety Committee, the Community Services Committee, the Civic Works Committee, the Planning and Environment Committee, the Investment and Economic Prosperity Committee and the Finance and Administrative Services Committee.

**Year - defined**

"year" shall mean the Council year commencing December 1st and ending November 30th of the calendar year thereafter.

## **Part 2 GENERAL**

### **2.1 Rules - regulations - observed - at all times**

The rules and regulations contained in this by-law shall be observed in all proceedings of the Council and shall be the rules and regulations for the order and dispatch of business by the Council.

### **2.2 Rules - observed - modifications - permitted**

The rules contained in this by-law shall be observed, with the necessary modifications, in every committee.

### **2.3 Parliamentary procedure - proceedings**

Those proceedings of the Council, Committee of the Whole and the standing committees thereof not specifically governed by the provisions of this by-law shall be regulated in accordance with generally accepted parliamentary procedure.

### **2.4 Rules - regulations - suspended - 2/3 consent - Council**

Any rules or regulations contained in this by-law may be suspended, except for those rules or regulations that are set out by legislation, with the consent of at least two-thirds of the whole Council.

### **2.5 Absence - Mayor - authority**

In the absence of the Mayor from the Municipality, or if he/she is absent through illness or if he/she refuses to act or if the office is vacant, Council shall appoint three members to act on a rotating basis as Acting Mayor who shall act in the place and stead of the Mayor for the periods of time for which they are appointed and shall have all the powers and duties of the Mayor, while so acting.

### **2.6 Absence – Acting Mayor - member appointed**

In the event that an Acting Mayor is unable, for any reason, to act in the place and stead of the Mayor, a member shall be appointed pursuant to subsection 226 of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, to act from time to time in the place and stead of the head of the Council, and shall have and may exercise, while so acting, all the rights, powers and authority of the head of the Council.

### **2.7 Meeting - in session - entrance to floor - restriction**

No person shall be allowed to enter the main floor of the Council Chambers during meetings without the leave of the Chair, except members, employees and servants of the Corporation and those representatives of the media who have appropriate identification to the satisfaction of the Clerk.

### **2.8 Meeting Location**

All meetings of the Council, the Committee of the Whole and the standing committees shall be held at London City Hall, 300 Dufferin Avenue, London, Ontario unless there are concerns with respect to health and safety and/or an emergency has been declared in accordance with the *Emergency Management and Civil Protection Act, 1990*, for which there is consent by at least two-thirds of the whole Council to hold a meeting at another location within the boundaries of the City of London, subject to the provision of public notice of the change in venue, and subject to the availability of a venue which is accessible to the public and satisfactory to the Clerk.

## **Part 3 SCHEDULE OF MEETINGS**

### **3.1 Annual Schedule of Meetings – prepared by Clerk**

The Clerk shall, by September 30<sup>th</sup> of each calendar year, submit a schedule of the upcoming meetings for each Council year for consideration and adoption by the Council.

### **3.2 Annual Schedule of Meetings - qualifications**

When setting the annual schedule of meetings:

- (a) Following a regular municipal election, the inaugural meeting shall be held at a date and time chosen by the Clerk and Mayor-Elect, but no later than the first Tuesday in December of that year;
- (b) The Council shall hold only one regular meeting during each of the months of July and August in each year.
- (c) Provision shall be made for meetings to consider and adopt the annual Operating, Capital, Water and Wastewater and Treatment Budgets.

**3.3 Special meeting - emergency - called by Mayor**

The Mayor may, at any time, call a special or emergency meeting.

**3.4 Special meeting - called by Clerk - petition - submitted**

Upon receipt of a petition signed by a majority of the members, the Clerk shall call a special meeting for the purpose and at the time mentioned in the petition.

**Part 4  
NOTICE OF MEETINGS**

**4.1 Agenda - deemed notice - exception**

The Agenda shall be considered as adequate notice of regular meetings, except for meetings held on a day or at a time other than as provided for by this by-law.

**4.2 Agenda - delivered - 48 hours in advance**

The Agenda for regular meetings shall be delivered by courier or sent by mail to the residence or place of business of each member or sent electronically to each member, so as to be received not later than 48 hours before the hour appointed for the meeting.

**4.3 Special meetings - notice - delivered - 24 hours prior**

Notice of special meetings called in accordance with sections 3.3 and 3.4 of this by-law shall be delivered by courier or sent by mail to the residence or place of business of each member or sent electronically to each member, so as to be received not later than 24 hours before the hour appointed for the special meeting.

**4.4 Special meetings - business specified - transacted**

No business except the business dealing directly with the purpose mentioned in the notice shall be transacted at any special meeting.

**4.5 Emergency - notice not required**

Notwithstanding any other provision of this by-law, an emergency meeting may be held, without written notice, to deal with an emergency situation, provided that an attempt has been made by the Clerk to notify the members about the meeting as soon as possible and in the most expedient manner available.

**4.6 Emergency - business specified - transacted**

No business except business dealing directly with the emergency situation shall be transacted at the emergency meeting.

**4.7 Agenda - notice - not received - validity**

Lack of receipt of a notice or of the Agenda by the members shall not affect the validity of the meeting or any action taken thereat.

**4.8 Postponement - meeting - emergency - up to 7 days**

The Mayor may, when emergency situations arise, postpone a meeting for not more than 7 days.

**4.9 Postponement - notice by Clerk**

Upon the postponement of a meeting by the Mayor in accordance with section 4.8 of this by-law, the Clerk shall attempt to notify the members of the postponement as soon as possible and in the most expedient manner available.

**Part 5  
MEETINGS**

**5.1 Meetings – open to public**

Except as otherwise provided by Section 239 of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, all meetings shall be open to the public.

**5.2 Meetings – when closed**

A Council, Committee of the Whole or standing committee 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 meeting under another Act.

**5.3 Meetings – when closed – education or training**

A meeting may be closed to the public if the following conditions are both satisfied:

- (a) the meeting is held for the purpose of educating or training the members; and
- (b) 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 Council, Committee of the Whole or standing committee.

**5.4 Meetings - required to be closed**

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.

**5.5. Meetings – resolution required**

Before holding a meeting or part of a meeting that is to be closed to the public, the Council, the Committee of the Whole or the standing committee that is holding the meeting shall state by resolution:

- (a) the fact of the holding of a closed meeting;
- (b) the general nature of the matter to be considered at the closed meeting; and,
- (c) in the case of a meeting under section 5.3 of this by-law, the fact of the holding of the closed meeting, the general nature of its subject-matter and that it is to be closed under that section of the by-law.

**5.6 Meetings - not closed during vote**

Except as provided in sections 5.2, 5.3 and 5.4 of this by-law, a Council, Committee of the Whole or standing committee meeting shall not be closed to the public during the taking of a vote.

**5.7 Meetings - not closed during vote - exception**

A Council, Committee of the Whole or standing committee meeting may be closed to the public during a vote if:

- (a) sections 5.2, 5.3 and 5.4 permit or require the meeting to be closed to the public; and
- (b) the vote is for a procedural matter or for giving direction or instruction 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.

**5.8 Voting Procedure - closed session – Committee of the Whole and standing committees – procedural matters**

At any meeting or part of a meeting of a standing committee or the Committee of the Whole that is closed to the public, no vote shall be taken on any matter that does not fall within Section 5.7 of this by-law and the standing committee or Committee of the Whole may consider whether to forward a matter to the Council for the purposes of deliberation and taking a vote in public session. A motion from a standing committee or the Committee of the Whole forwarding a matter which must be voted on in public session shall indicate on its face that the forwarding of the matter is a procedural step under this by-law made for the purpose of having the standing committee or the Committee of the Whole forward the matter to Council for deliberation and vote in public session.

**Part 6  
CONSENT AGENDAS**

**6.1 Consent Agendas - composition - prepared by Clerk**

The Clerk shall prepare consent agendas for each of the standing committees of the Council consisting of the following parts:

- Part 1                      Disclosures of Pecuniary Interest
- Part 2                      Scheduled Items
- Part 3                      Consent Items
- Part 4                      Items for Direction

Part 5	Discussions and Enquiries
Part 6	Deferred Matters/Additional Business
Part 7	Confidential
Part 8	Adjournment

**6.2 Confidential Items – general description by Clerk**

The Clerk shall include in the consent agendas for each of the standing committees of the Council a description of the general nature of matters to be considered in a closed meeting under Part 7 of the consent agendas.

**6.3 Consent Items - defined**

Consent items include but are not necessarily limited to the following types of matters:

- (a) untimed/no delegation or public participation meeting items;
- (b) staff report items that contain clear “take action, give approval or receive for information” recommendations;
- (c) Advisory Committee Reports without recommendations; and
- (d) routine matters.

**6.4 Consent Items - process to address**

All of the items listed in the consent part of the agenda of a standing committee or Committee of the Whole shall be the subject of one motion and that motion shall be neither debatable nor amendable; provided however, that any member of the standing committee or the Committee of the Whole may ask for any item(s) included in the consent motion to be separated from that motion whereupon the consent motion without the separated item(s) shall be put, and the separated item/s shall each be considered immediately thereafter.

**6.5 Items for Direction - defined**

Items for direction include all other items of business:

- (a) not listed in the consent part of the agendas of the standing committees, as defined in section 6.3 of this by-law;
- (b) items listed under the Scheduled Items; and
- (c) items not consented to, as defined in section 6.4 of this by-law.

**Part 7  
AGENDA**

**7.1 Composition - prepared by Clerk**

The Clerk shall prepare the Agenda for all regular meetings consisting of the following:

- I recognitions
- II disclosures of interest;
- III confirmation and signing of the minutes of the previous meeting(s);
- IV review of confidential matters to be considered in public;
- V communications and petitions;
- VI motions of which notice given;
- VII added reports;
- VIII reports;
- IX deferred matters;
- X enquiries;
- XI emergent motions;

- XII by-laws
- XIII Committee of the Whole;
- XIV adjournment.

**7.2 Deadline - material inclusion**

The deadline for receipt of material by the Clerk to be included in the regular Agenda shall be 9:00 a.m. on the Thursday prior to the meeting.

**7.3 Added Materials – deadline**

The deadline for receipt of added materials by the Clerk for addition to the regular Council agenda shall be 9:00 a.m. on the business day prior to the Council Meeting.

**7.4 Order of business - as specified - exception**

The business of each meeting shall be taken up in the order in which it stands in the Agenda, unless otherwise decided by a two-thirds vote of the members present.

**7.5 Motion - to change order - not amendable - debatable**

A motion changing the order of business shall not be amendable or debatable.

**Part 8  
COMMENCEMENT OF MEETINGS**

**8.1 Quorum - majority - required**

A quorum shall be a majority of the members constituting the Council, the Committee of the Whole or standing committee.

**8.2 Call to order - quorum present**

As soon after the hour fixed for a meeting as a quorum is present, the meeting shall be called to order by the Chair.

**8.3 Mace - carried in procession - to Chambers - order**

The mace shall be carried in procession into the Council Chambers, preceding the Mayor, by the Sergeant-at-Arms for each Council Meeting.

**8.4 Mayor seated - mace put in place**

When the Mayor is seated in his/her chair, the mace shall be put in place and shall remain there during the meeting.

**8.5 Adjournment - quorum not present - names recorded**

If there is no quorum present within one-half hour after the time appointed for the meeting, the Council 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.

**8.6 Mayor - to preside - all meetings**

The Mayor, if present, shall preside at all meetings.

**8.7 Mayor and Acting Mayor - absence - member appointed**

In the absence of the Mayor and the Acting Mayor, the Clerk shall call the meeting to order 15 minutes after the hour appointed for the meeting and the members shall elect a member to preside during the meeting or until the arrival of the Mayor or Acting Mayor.

**Part 9  
RULES OF DEBATE AND CONDUCT**

**9.1 Order - decorum - maintained - Mayor**

The Mayor shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal to the Council.

**9.2 Mayor - speaking on motion - to leave Chair**

The Mayor may answer questions and comment in a general way without leaving the Chair, but if he/she wishes to make a motion or to speak on a motion taking a definite position and endeavouring to persuade the Council to support that position, then he/she shall first leave the Chair.



**9.3 Mayor - leaving Chair - member designated in place**

If the Mayor desires to leave the Chair for the purpose of taking part in the debate or for any other reason, he/she shall designate another member to fill his/her place until he/she resumes the Chair.

**9.4 Speaking - recognition by Chair - required**

Before a member may speak to any matter, he/she shall first be recognized by the Chair.

**9.5 Speaking - order - determination**

When two or more members indicate simultaneously that they wish to speak, the Chair shall name the member who is to speak first.

**9.6 Speaking - limitation - subject - maximum 5 minutes**

When a member is speaking to a motion, he/she shall confine his/her remarks to the motion and in speaking shall be limited to a maximum of 5 minutes, unless otherwise decided by a majority vote of the members present.

**9.7 Speaking - once only - exception - vote - reply**

A member shall not speak more than once to any motion, unless otherwise decided by a majority vote of the members present, but the member who has made a motion shall be allowed to reply for a maximum of 5 minutes.

**9.8 Speaking - under debate - motion - prohibited**

A member who has already spoken to any motion under debate shall not be permitted to move any motion described in section 11.7 of this by-law, except a motion to proceed beyond the hour of 11:00 p.m.

**9.9 Motion - under debate - questions - before vote**

When a motion is under debate, a member may ask a concisely worded question of another member, the City Manager, a department head or appropriate staff, through the Chair prior to the motion being put to a vote by the Chair in accordance with section 12.4 of this by-law.

**9.10 Motion - under debate - read - at any time**

A member may require the motion under debate to be read at any time during the debate, but shall not interrupt a member who is speaking.

**9.11 Disruption - Council - by member - prohibited**

A member shall not disturb the Council by any disorderly deportment.

**9.12 Offensive language - insults - prohibited**

A member shall not use profane or offensive words or insulting expressions.

**9.13 Disobedience - rules - points of order - prohibited**

A member shall not disobey the rules of the Council or a decision of the Chair or of the Council on points of order or on the interpretation of the rules of procedure of the Council.

**9.14 Leaving seat - disturbance during vote - prohibited**

A member shall not leave his/her seat or make any noise or disturbance while a vote is being taken or until the result is declared.

**9.15 Speaking - rising and addressing**

A member may rise to speak, after addressing himself/herself to the Chair.

**9.16 Interruption - speakers - exception**

A member shall not interrupt a member who is speaking, except to raise a point of order or a question of privilege.

**9.17 Leaving meeting - not to return - Chair informed**

A member shall not leave the meeting when he/she does not intend to return thereto without first advising the Chair.

**9.18 Disorderly conduct - member to be removed - question**

In the event that a member persists in a breach of the rules prescribed in sections 9.11 to 9.17 inclusive of this by-law, after having been called to order by the Chair, the Chair shall put the question "Shall the member be ordered to leave his/her seat for the duration of the meeting?" and such question is not debatable.

**9.19 Disorderly conduct - member to leave seat**

If the Council decides the question set out in section 9.18 of this by-law in the affirmative by a majority vote of the members present, the Chair shall order the member to leave his/her seat for the duration of the meeting.

**9.20 Apology - member to resume seat - by permission**

If the member apologizes, the Chair, with the approval of the Council, may permit him/her to resume his/her seat.

**9.21 Failure to leave seat - removal by Sergeant-at-Arms**

If a member does not leave his/her seat after being ordered to do so by the Chair in accordance with section 9.19 of this by-law and if the member does not apologize in accordance with section 9.20 of this by-law, then the Chair shall seek the appropriate assistance from the Sergeant-at-Arms.

**Part 10  
QUESTIONS OF PRIVILEGE  
POINTS OF ORDER**

**10.1 Rights - privileges - integrity - of members - affected**

If a member believes that his/her rights, privileges or integrity or those of the members collectively have been prejudicially affected, he/she shall ask leave of the Chair to raise a question of privilege which shall take precedence over all other matters, but he/she shall not be permitted to enter into any argument or introduce any motion related to the question of privilege.

**10.2 Administration - integrity questioned - procedure**

When the Chair considers that the integrity of a member of the Civic Administration has been impugned or questioned, the Chair may permit the City Manager or a department head or his/her designate to make a statement to the Council.

**10.3 Rule of procedure - violation - raised by member**

When a member desires to call attention to a violation of the rules of procedure, he/she shall ask leave of the Chair to raise a point of order and after leave is granted, he/she shall state the point of order to the Chair succinctly and the Chair shall then decide upon the point of order and advise the members of his/her decision.

**10.4 Appeal - Chair's decision - immediately - required**

Unless a member immediately appeals the Chair's decision to the Council, the decision of the Chair shall be final.

**10.5 Appeal - decision - question put - to Council**

If the decision of the Chair is appealed to the Council, then the question "Shall the ruling of the Chair be sustained?" shall be put immediately without debate and its result shall be final.

**10.6 Call to order - member to sit - speaking - permission**

When the Chair calls a member to order, that member shall immediately sit down until the point of order is dealt with and that member shall not speak again to the matter under discussion without the permission of the Chair, unless to appeal the ruling of the Chair.

**Part 11  
MOTIONS - ORDER - PUTTING MOTIONS**

**11.1 Notice of motion - filed with Clerk**

Notices of motion filed with the Clerk shall be directed by the Clerk to the next regular standing committee meeting.

**11.2 Question - urgent - included in Agenda**

Notwithstanding the provisions of section 11.1 of this by-law, when a member, submitting a notice of motion to the Clerk within the deadline prescribed in section 7.2 of this by-law indicates in writing to the Clerk that the notice of motion is a question of urgency, the Clerk shall include the notice of motion in the Agenda at Stage VI as identified in section 7.1 of this by-law.

**11.3 Notice - Agenda - consideration - conditions**

Notices of motions included in the Agenda at Stage VI, as identified in section 7.1 of this by-law, shall only be considered by the Council when a majority of the members present have given leave for the introduction of such a motion.

**11.4 Motions for giving leave - non-amendable - debatable**

Motions for giving leave shall not be amended and shall be decided without debate.

**11.5 Motion - seconded before debate - exception**

Motions shall be seconded before being debated or put to a vote, except motions to adopt a recommendation from a committee.

**11.6 Withdrawal - before put - requirement**

Every motion shall be deemed to be in the possession of the Council for debate after it is accepted by the Chair, but may, with the permission of the Council, be withdrawn at the joint request of the mover and seconder at any time before the motion is disposed of.

**11.7 Motion under debate - other motions permitted**

When a motion is under debate, no other motion shall be in order except a motion:

- (a) to adjourn;
- (b) to proceed beyond the hour of 11:00 p.m.;
- (c) to table;
- (d) to put the question (to close the debate);
- (e) to postpone;
- (f) to refer; or
- (g) to amend.

**11.8 Motion to adjourn - qualifications**

A motion to adjourn shall:

- (a) not be amended;
- (b) not be debated;
- (c) not include qualifications or additional statements; and
- (d) always be in order, except when a member is speaking or the members are voting or when made in Committee of the Whole.

**11.9 Motion to adjourn - rejected - procedure**

When a motion to adjourn has been decided in the negative, no further motion to adjourn shall be made until after some subsequent proceeding has taken place.

**11.10 Adjournment - extension - maximum - permissible**

The Council shall always adjourn at 11:00 p.m. if in session at that hour, unless otherwise decided before that hour by a two-thirds vote of the members present at a meeting.

**11.11 Motion to proceed beyond 11 p.m. - qualifications**

A motion to proceed beyond the hour of 11:00 p.m. shall:

- (a) not be amended;
- (b) not be debated; and
- (c) always be in order, except when a member is speaking or the members are voting.

**11.12 Motion to table - qualifications**

A motion to table shall:

- (a) not be amended;
- (b) not be debated;
- (c) apply to the main motion and any amendments thereto under debate at the time when the motion to table was made; and
- (d) not include qualifications or additional statements.

**11.13 Motion to table - accepted - procedure**

Notwithstanding the provisions of sections 11.1 and 11.2 of this by-law, if a motion to table is decided in the affirmative by a majority vote of the members present, then the main motion and any amendments thereto shall be removed from the Council's consideration until such time as a notice of motion to lift the matter from the table is filed with the Clerk within the deadline prescribed in section 7.2 of this by-law and is included in the Agenda at Stage IX, as identified in section 7.1 of this by-law.

**11.14 Motion to put the question - qualifications**

A motion to put the question (to close the debate) shall:

- (a) not be amended;
- (b) not be debated;
- (c) not be introduced by a Council Member who has already spoken to the motion or amendment under debate, in accordance with section 9.8 of this by-law;
- (d) apply to the motion or amendment under debate at the time when the motion to put the question is made;
- (e) not be received in any committee;
- (f) be moved using the words "that the question now be put" and the mover and the seconder shall not be permitted to speak to the motion to put the question; and
- (g) not be permitted either when a motion or an amendment on the floor involves the approval of an expenditure by the Council that is \$1,000,000.00 or greater.

**11.15 Motion to put the question - accepted - procedure**

If a motion to put the question is decided in the affirmative by a two-thirds vote of the members present, then the preceding motion or amendment shall be voted on immediately without further debate or comment.

**11.16 Motion to postpone - to certain time - qualifications**

A motion to postpone a matter to a certain time shall:

- (a) be open to debate;
- (b) be amendable; and
- (c) preclude amendment and debate of the preceding motion, unless the motion to postpone to a certain time is resolved in the negative, in which case the preceding motion shall be open to debate and amendment.

**11.17 Motion to refer - qualifications**

A motion to refer a matter under consideration to a committee, to the Civic Administration or elsewhere shall:

- (a) be open to debate;
- (b) be amendable; and
- (c) preclude amendment or debate of the preceding motion, unless the motion to refer is resolved in the negative, in which case the preceding motion shall be open to debate and amendment.

**11.18 Motion to amend - qualifications**

A motion to amend shall:

- (a) be open to debate;
- (b) not propose a direct negative to the main motion; and
- (c) be relevant to the main motion.

**11.19 Motion to amend - main motion - one at a time**

Only one motion to amend the main motion shall be allowed at one time.

**11.20 Motion to amend - amendment - one at a time**

Only one motion to amend a motion to amend the main motion shall be allowed at one time.

**11.21 Zoning by-laws - public notice - considerations**

When the Council amends a proposed zoning or rezoning by-law that has been recommended by the relevant standing committee after the holding of a public meeting by that Committee as required by the *Planning Act*, the Council shall immediately vote on the question of whether or not any further notice is to be given in respect of the proposed by-law, as amended.

**11.22 Public notice - question - amendable - debatable**

The question of whether or not any further notice is to be given shall be amendable and debatable.

**11.23 Zoning by-law - notice determination - before enacted**

The proposed zoning or rezoning by-law, as amended, shall not be introduced and enacted until the question of whether or not any further notice is to be given has been resolved.

**Part 12  
VOTING**

**12.1 Amendment - to amendment - voted on first**

A motion to amend an amendment to a motion shall be voted on first.

**12.2 Voting - order**

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

- (a) a motion to amend a motion to amend the main motion;
- (b) a motion (as amended or not) to amend the main motion; and
- (c) the main motion (as amended or not).

**12.3 Propositions - divided - voted on separately**

When the motion under consideration contains distinct propositions, upon the request of any member and provided a recorded vote has not been called for, the vote on each proposition shall be taken separately.

**12.4 Motion to vote - immediately - after all have spoken**

A motion shall be put to a vote by the Chair immediately after all members desiring to speak on the motion have spoken in accordance with section 9.7 of this by-law.

**12.5 Speaking - after motion - before vote announced**

After a motion is put to a vote by the Chair, no member shall speak on that motion nor shall any other motion be made until after the result of the vote is announced by the Chair.

**12.6 Mandatory vote - all members**

Every member present shall vote on every motion unless the member indicates a conflict of interest, in which case the member shall recuse themselves from the vote.

**12.7 No vote - deemed negative**

Notwithstanding the provisions of section 12.6 of this by-law, every member, except the Mayor, who is not recused from voting by reason of a declared conflict of interest, shall be deemed to be voting against the motion if he/she declines or abstains from voting.

**12.8 Secret voting - on motion - prohibited**

The manner of determining the decision of the Council on a motion shall not be by secret ballot or by any other method of secret voting.

**12.9 Putting the question to vote - qualifications**

When putting the question to vote, the Chair shall first ask for those in favour of its adoption to raise their hands and then ask for those opposed to its adoption to raise their hands or vote electronically pursuant to section 12.18.

**12.10 Result - announced - by Chair**

The Chair shall announce the result of every vote.

**12.11 Result - disagreement - objection immediate - retaken**

If a member disagrees with the number of votes for and against a motion as announced by the Chair, he/she may object immediately to the Chair's declaration and, with the consent of the Council, the vote shall be retaken, unless the vote has been taken electronically, in which case the voted results, recorded by the electronic system shall be deemed final.

**12.12 Tie vote - deemed negative**

When there is a tie vote on any motion, it shall be deemed to have been decided in the negative.

**12.13 Recorded vote - required**

A recorded vote shall be taken on all motions where electronic voting is available and in those instances where electronic voting is not available, but when called for by any member or when required by law.

**12.14 Recorded vote - called for - before - after - vote**

A member may call for a recorded vote immediately prior to or immediately after the taking of the vote in those instances where electronic voting is not available.

**12.15 Recorded vote - names - entered in minutes**

When a recorded vote is taken, the names of those who voted for and those who voted against the motion shall be entered in the minutes.

**12.16 Voting - number of members - calculation**

In any vote required of the whole Council, the number of members constituting the Council shall be determined by excluding:

- (a) the number of members who are present at the meeting but who are excluded from voting by reason of the *Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50* and
- (b) the number of seats that are vacant on the Council by reason of section 259(1) of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended.

**12.17 Voting – rotation – recorded vote**

The taking of the first recorded vote at any Council meeting will begin with the Ward 1 council member and proceed around the Council table in ward order, with the exception of any council member that has been disqualified from voting by reason of a declared conflict of interest or is absent; and thereafter the starting point for the taking of subsequent recorded votes will move to the next eligible member in ward order, provided however, that the Mayor will always be the last person voting when a recorded vote is taken.

**12.18 Electronic Voting – where applicable**

Where electronic voting is available, every member present shall vote on every motion unless the member indicates a conflict of interest, in which case the member shall recuse themselves and the result of the vote shall be publicly displayed and included in the record of the meeting.

**Part 13  
RECONSIDERATION**

**13.1 Introduction - by majority voter - or absentee**

A motion to reconsider a decided matter shall only be introduced by a member who voted with the majority on the original motion or who was absent when the vote was called.

**13.2 Standing committee - privilege**

Notwithstanding the provisions of section 13.1 of this by-law, any member of a standing committee may introduce a motion on behalf of the standing committee to reconsider a decided matter.

**13.3 Emergent motions - introduction - same meeting**

A motion to reconsider a decided matter under section 13.1 of this by-law shall be introduced at Stage XI (Emergent Motions), as identified in section 7.1 of this by-law, when it is made at the same meeting when the original motion was decided.

**13.4 Standing committee – notice of motion**

A notice of motion to reconsider a decided matter with the Clerk which relates to a matter within the jurisdiction of a standing committee, as prescribed in sections 23.5, 23.6, 23.7, 23.8, 23.9, 23.10 and 23.11 of this by-law, shall be directed by the Clerk to the next standing committee meeting, as the case may be.

**13.5 Urgent question - included in Agenda**

Notwithstanding the provisions of section 13.4 of this by-law, when a member submitting a notice of motion to reconsider a decided matter to the Clerk within the deadline prescribed in section 7.2 of this by-law indicates in writing to the Clerk that the notice of motion is a question of urgency, the Clerk shall include the notice of motion in the Agenda at Stage VI (Motions of which Notice Given), as identified in section 7.1 of this by-law.

**13.6 Administrative action - not delayed - before notice**

A notice of motion to reconsider a decided matter filed with the Clerk shall not stop or delay any administrative action on the decided matter at any time before the notice of motion has been dealt with by the Council.

**13.7 Reconsideration - 2/3 vote - whole Council - required**

A motion to reconsider a decided matter shall require the approval of at least two-thirds of the whole Council.

**13.8 Reconsideration - majority approval - exception**

Notwithstanding the provisions of section 13.7 of this by-law, a motion to recommend the reconsideration of a decided matter of the Council, made at a standing committee or special committee meeting, shall only require the approval of a majority of all of the members of the committee.

**13.9 Reconsideration - twice only**

No motion for the reconsideration of any decided matter shall be permitted more than twice during any one year nor shall a motion to reconsider be reconsidered.

**13.10 Affirmative vote - original matter - next business**

If a motion to reconsider is decided in the affirmative at a meeting, then consideration of the original matter shall become the next order of business.

**13.11 Debate - prohibited - statement of reason - permitted**

No debate on a motion to reconsider a decided matter shall be permitted; however, the mover of a motion to reconsider may provide or may make a brief and concise statement outlining the reasons for proposing such reconsideration.

**Part 14  
DELEGATIONS**

**14.1 Appearance - before Council - where required by law**

No person shall be permitted to appear before the Council except where required by law or where there is a special recognition which has been approved by the Chair.

**14.2 City Manager - department heads or their designate - address to Council**

Notwithstanding the provisions of section 14.1 of this by-law, the City Manager and the department heads or their designate shall be permitted to address the Council in accordance with section 9.9 of this by-law.

**14.3 City Manager - authority - provided**

Notwithstanding the provisions of sections 14.1 and 14.2 of this by-law, the City Manager shall be permitted to address the Council in accordance with the by-law which establishes the position of City Manager.

**14.4 Written request - to Clerk - for committee**

Any person desiring to be heard by a standing committee shall submit a written request to the Clerk in accordance with the established submission deadline as set out in Sections 23.24 and 23.25 of this by-law and the Clerk shall then direct the request to the appropriate committee.

**14.5 Business - stated - matters - related to**

Persons appearing before a committee shall confine their remarks to the business stated in their request.

**14.6 Repetition - prevented - hearing declined - exception**

In order to avoid repetition and to ensure an opportunity for the expression of different points of view but except as required by law, any committee may decline to hear any person who has an identifiable common interest or concern with any other person who has already appeared and spoken at the meeting of the committee.

**14.7 Appearance - previous - limitation - new information**

Except as required by law, any person appearing before a committee who has previously appeared before the same committee on the same subject matter shall be limited to providing only new information in their second and subsequent appearances.

**Part 15**  
**COMMUNICATIONS - PETITIONS**

**15.1 Presentation - information - legibly written - signed**

Every communication or petition intended for presentation to the Council or to a committee shall be legibly written or printed and shall be signed by at least one person giving his/her address.

**15.2 Listed - in Agenda - with similar matters**

The Clerk shall list in the Agenda only those communications and petitions which pertain to matters contained in the reports and other communications listed in the Agenda.

**15.3 Matters - not pertinent - directed to appropriate area**

Every communication or petition which does not pertain to matters in the Agenda shall be directed by the Clerk to the appropriate committee.

**15.4 Language - obscene - defamatory - prohibited**

Notwithstanding the provisions of sections 15.2 and 15.3 of this by-law, communications or petitions containing obscene or defamatory language shall not be listed in the Agenda or be directed to a committee.

**Part 16**  
**ENQUIRIES**

**16.1 Corporation - business - procedure**

Enquiries relating to any matter connected with the business of The Corporation of the City of London may be made by members to the Chair or, through him/her, to another member or to the City Manager or to a department head or his/her designate, at Stage X, as identified in section 7.1 of this by-law.

**16.2 Argument - opinions - debate - prohibited**

When an enquiry is made in accordance with section 16.1 of this by-law, no argument, opinion or facts shall be stated, except so far as may be necessary to explain the enquiry, and no debate shall be permitted with respect to the enquiry.

**16.3 Answer - response - debate - prohibited**

When a member answers a question in response to an enquiry, he/she shall not debate the matter to which the enquiry refers.

**Part 17**  
**STANDING COMMITTEE REPORTS**

**17.1 Reports - adopted - confirmed - by motion**

The reports of the standing committee meetings may be adopted and confirmed by the Council in a single motion and the passage of such a motion shall be taken to confirm and adopt all of the recommendations contained in the report, except for those recommendations dealt with or voted on separately.

**17.2 Recommendation - separate vote - upon request**

A member may request, prior to the adoption of a standing committee report, that a specific recommendation be voted on separately due to a declared conflict of interest, and such a request shall not require the introduction of a motion.

**17.3 Debate - prohibited - report without recommendation**

There shall be no debate by the members on a matter that is reported to the Council without a recommendation by a standing committee; however, such a matter may be discussed only for the purpose of explaining the matter or to address a question raised by a member in accordance with section 9.9 of this by-law.

**17.4 Debate - discussion - permitted - conditions**

Notwithstanding the provisions of section 17.3 of this by-law, debate or discussion by the members on a matter that is reported to the Council without a recommendation by a standing committee shall be permitted if:

- (a) a majority of the members present give leave for discussion or debate of a reported matter; and
- (b) a substantive motion is then made with respect to the reported matter in accordance with section 11.4 of this by-law.



**17.5 Debate - discussion - motions - no amendment - debate**

Motions to give leave for discussion or debate on a reported matter pursuant to section 17.4(a) of this by-law shall not be amendable or debatable.

**17.6 No majority decision - report without recommendation**

When a standing committee is unable to reach a majority decision on any matter, such matters shall be reported to the Council without a recommendation, in which case such matters shall not be subject to the provisions of sections 17.3 and 17.4 of this by-law, but shall be deemed to be in the possession of the Council for its disposition.

**17.7 Chair - standing committee - presentation**

The Chair of a standing committee shall present the report of his/her standing committee to the Council on behalf of his/her standing committee.

**17.8 Chair - absent - presentation - by member**

Notwithstanding the provisions of section 17.7 of this by-law, another member may present the report of a standing committee, or part thereof, to the Council in the absence of or at the request of the presenter.

**17.9 Support of recommendations - by presentation**

When the presenter of a standing committee or Committee of the Whole report does not support one or more recommendations contained therein, then the presenter shall ask a member of the respective standing committee or the Committee of the Whole (as the case may be) who is supportive of such recommendations to present them to the Council on behalf of the standing committee or the Committee of the Whole.

**Part 18  
EMERGENT BUSINESS**

**18.1 Emergent - congratulatory - condolatory matters**

Business that is not part of the Agenda shall not be considered by the Council unless it is of an emergent, congratulatory or condolatory nature.

**18.2 Introduction - 2/3 vote - required**

Members shall introduce matters described in section 18.1 of this by-law at Stage XI, as identified in section 7.1 of this by-law, but in order for such matters to be introduced two-thirds of the members present shall give leave for the introduction of such matters.

**18.3 Motion to introduce - not amendable - debatable**

Motions to give leave for the introduction of such matters shall not be amendable or debatable.

**Part 19  
UNFINISHED BUSINESS**

**19.1 Repeated - until disposed of**

Items in the Agenda which have not been disposed of by the Council shall be repeated in each subsequent Agenda until disposed of by the Council.

**Part 20  
ENACTMENT OF BY-LAWS**

**20.1 Published - distributed - with Agenda**

By-laws shall be published with the Agenda for the meeting at which they are to be read.

**20.2 Distributed - with Added Communications - motion to introduce - majority vote**

Notwithstanding the provisions of section 20.1 of this by-law, a motion to introduce those by-laws which are distributed with the Added Communications shall be decided by a majority vote of the members present prior to such by-laws being read.

**20.3 Readings - 3 - required - before enactment**

Every by-law shall receive 3 separate readings before being enacted by the Council.

**20.4 Readings - 3 - at same meeting - permitted**

Unless otherwise provided by law, every by-law may receive all 3 readings at the same meeting.

**20.5 First - third readings - motion - no amendment - debate**

Motions for the first and third readings of by-laws shall not be amendable or debatable.

**20.6 Second reading - amendable - debatable**

Amendments and debate on the content of by-laws shall be in order after a motion for the second reading of the by-laws has been duly made and seconded.

**20.7 Second readings - referral to Committee of the Whole**

During the debate on the motion for the second reading of by-laws, by-laws may, by a majority vote of the members present, be referred to the Committee of the Whole for consideration.

**20.8 Committee - report - second reading - motion**

When by-laws have been referred to the Committee of the Whole, the motion for the second reading shall be put to a vote immediately following the adoption of the Committee of the Whole report.

**20.9 Signed - seal affixed - dates shown**

Every by-law enacted by the Council shall be signed by the Mayor, Acting Mayor or Presiding Officer and the Clerk or Deputized Clerk, sealed with the seal of the Corporation and shall show the dates of the three readings by the Council.

**Part 21  
COMMITTEE OF THE WHOLE**

**21.1 Chair - designated - report to Council**

Whenever a majority of the members present decide that the Council should resolve into Committee of the Whole, the Mayor shall become the Chair of the Committee of the Whole and shall maintain order during the meeting.

**21.2 Chair - appointed - where Mayor absent**

In the absence of the Mayor, the Acting Mayor shall act as the Chair of the Committee of the Whole.

**21.3 Report - to Council - all matters referred**

The Committee of the Whole shall consider and report to the Council on any other matter which has been referred to the Committee by resolution of the Council.

**21.4 Committee of the Whole - matters - Schedule 'A'**

The Committee of the Whole shall make recommendations and reports to the Council on those matters outlined in Schedule 'A' of this by-law.

**21.5 Meetings - apart from regular - permitted**

At the direction of the Council, the Committee of the Whole may meet apart from regular meetings when matters are referred to it by the Council.

**21.6 Meeting - in closed session - decided by majority vote**

Any Committee of the Whole meeting, or any part thereof, may be held in closed session if the Committee so decides by a majority vote of the members present to consider matters in accordance with sections 5.1 to 5.8 of this by-law.

**21.7 Procedure - modifications**

The rules governing the procedure of the Council and the conduct of its members shall be observed in the Committee of the Whole, with the necessary modifications, except that:

- (a) a member shall not speak more than once to a motion until every member who desires to speak has spoken once,
- (b) recorded votes shall be permitted during Committee of the Whole meetings, except for those matters dealt with in closed session,
- (c) a motion to put the question shall not be permitted, and
- (d) a motion to adjourn shall not be permitted, except when meeting apart from regular meetings.

**21.8 Points of order - decision by Chair**

Points of order arising in the Committee of the Whole shall be decided by the Chair of the Committee of the Whole, subject to an appeal by any member to the Committee.

**21.9 Vote - by Chair - permitted - exception**

The Chair of the Committee of the Whole may vote on any motion after the other members have voted, except when the Chair is disqualified from voting by reason of a declared conflict of interest.

**21.10 Motion to rise and report - non-debatable**

A motion shall be made in Committee of the Whole to rise and report to the Council and shall be decided without debate.

**21.11 Report - proceedings - immediate**

The proceedings of the Committee of the Whole meeting, when held as part of the proceedings at a Council meeting, shall be reported by members of the Committee of the Whole, excluding the Mayor or Acting Mayor, and members of the Committee of the Whole shall take turns presenting the Committee of the Whole reports at Council meetings on behalf of the Committee of the Whole.

**21.12 Report - separate meeting - consideration by Council**

The report and recommendations of the Committee of the Whole, when held apart from regular meetings, shall be treated in the same manner as standing committee reports when considered by Council.

**21.13 Report - recommendations - adopted - confirmed**

The report and recommendations of the Committee of the Whole referred to in sections 21.11 and 21.12 of this by-law may be adopted and confirmed by the Council in a single motion.

**21.14 Request - to vote separately - requirements**

A member may request prior to the adoption of a Committee of the Whole report that a Committee of the Whole recommendation be voted on separately, in the instance where electronic voting is not available, or due to a declared conflict of interest, and such a request shall not require the introduction of a motion.

**21.15 Adjournment - 11 p.m. - extension - requirements**

The Committee of the Whole shall always adjourn at 11:00 p.m. if in session at that hour; unless otherwise decided before that hour by a two-thirds vote of the members present at the meeting.

**Part 22  
STRIKING COMMITTEE**

**22.1 Striking Committee - meeting - report**

In the year of a municipal election following the election, a striking committee shall be appointed to meet to make recommendations for initial appointments to advisory committees and shall submit its report to a meeting of the new Council.

**22.2 Striking Committee – composition**

The striking committee shall be composed of a past member of the London Diversity and Race Relations Advisory Committee, one representative to be nominated by each of the Pillar Non-Profit Network, the Urban League of London, the London and District Labour Council and the London Chamber of Commerce, as well as a retired Council member and two citizens at large to be selected by the outgoing Council.

**22.3 Advisory Committee Nominees - two or more - voting procedure**

In deciding upon its recommendations for appointments to advisory committees where there are two or more nominees for a particular office, the members of the striking committee shall cast their votes for the nominee(s) of their choice, with the persons receiving the lowest number of votes falling out in succession until the required number of nominees has been selected.

**Part 23  
STANDING COMMITTEE - MEETINGS**

**23.1 Standing committees - composition**

There shall be seven standing committees of the Council, namely:

- (a) the Civic Works Committee, which shall be composed of 5 members of Council;
- (b) the Community Services Committee, which shall be composed of 5 members of Council;
- (c) the Finance and Administrative Services Committee, which shall be composed of the Mayor and 4 members of Council;
- (d) the Investment and Economic Prosperity Committee, which shall be composed of 6 members of Council;

- (e) the Planning and Environment Committee, which shall be composed of 5 members of Council;
- (f) the Public Safety Committee, which shall be composed of 5 members of Council;
- (g) the Strategic Priorities and Policy Committee, which shall be composed of all members of Council.

**23.2 Appointments - members only**

The Council shall appoint only members to the standing committees.

**23.3 Service - every member**

Every member shall serve on standing committees such that all positions are filled.

**23.4 Mayor - member - ex officio - all committees**

The Mayor shall be, ex officio, a member of all committees of the Council, except for the Finance and Administrative Services Committee and Strategic Priorities and Policy Committee, where the Mayor shall serve as Chair.

**23.5 Civic Works Committee - matters - Schedule 'B'**

The Civic Works Committee shall make recommendations and reports to the Council on those matters outlined in Schedule 'B' of this by-law.

**23.6 Community Services Committee – matters – Schedule 'C'**

The Community Services Committee shall make recommendations and reports to the Council on those matters outlined in Schedule 'C' of this by-law.

**23.7 Finance and Administrative Services Committee - matters - Schedule 'D'**

The Finance and Administrative Services Committee shall make recommendations and reports to the Council on those matters outlined in Schedule 'D' of this by-law.

**23.8 Investment and Economic Prosperity Committee – matters – Schedule 'E'**

The Investment and Economic Prosperity Committee shall make recommendations and reports to the Council on those matters outlined in Schedule 'E' of this by-law.

**23.9 Planning and Environment Committee - matters - Schedule 'F'**

The Planning and Environment Committee shall make recommendations and reports to the Council on those matters outlined in Schedule 'F' of this by-law.

**23.10 Public Safety Committee – matters – Schedule 'G'**

The Public Safety Committee shall make recommendations and reports to the Council on those matters outlined in Schedule 'G' of this by-law.

**23.11 Strategic Priorities and Policy Committee – matters – Schedule 'H'**

The Strategic Priorities and Policy Committee shall make recommendations and reports to the Council on those matters outlined in Schedule 'H' of this by-law.

**23.12 Meetings - regular – exception – holiday**

- (a) Regular meetings of the Civic Works Committee shall commence at 4:00 pm on Mondays to be identified in the annual meeting schedule. The Chair may amend the time of the committee meeting, when the content of the Agenda warrants a change to be necessary. The date and time may be varied where a holiday falls on a regular meeting date and during July and August.
- (b) Regular meetings of the Community Services Committee shall commence at 7:00 p.m. on Mondays to be identified in the annual meeting schedule. The Chair may amend the time of the Committee meeting, when the content of the Agenda warrants a change to be necessary. The date and time may be varied where a holiday falls on a regular meeting date and during July and August.
- (c) Regular meetings of the Finance and Administrative Services Committee shall commence at 1:00 pm on Mondays to be identified in the annual meeting schedule. The Chair may amend the time of the Committee meeting, when the content of the Agenda warrants a change to be necessary. The date and time may be varied where a holiday falls on a regular meeting date and during July and August.

- (d) Regular meetings of the Investment and Economic Prosperity Committee shall commence at 1:00 p.m. on Mondays to be identified in the annual meeting schedule. The Chair may amend the time of the Committee meeting, when the content of the Agenda warrants a change to be necessary. The date and time may be varied where a holiday falls on a regular meeting date.
- (e) Regular meetings of the Planning and Environment Committee shall commence at 4:00 pm on Mondays to be identified in the annual meeting schedule. The Chair may amend the time of the Committee meeting, when the content of the Agenda warrants a change to be necessary. The date and time may be varied where a holiday falls on a regular meeting date and during July and August.
- (f) Regular meetings of the Public Safety Committee shall commence at 4:00 p.m. on Tuesdays to be identified in the annual meeting schedule. The Chair may amend the time of the committee meeting, when the content of the Agenda warrants a change to be necessary. The date and time may be varied where a holiday falls on a regular meeting date and during July and August.
- (g) Regular meetings of the Strategic Priorities and Policy Committee shall commence at 4:00 p.m. on Mondays to be identified in the annual meeting schedule. The Chair may amend the time of the committee meetings, when the content of the Agenda warrants a change to be necessary. The date and time may be varied where a holiday falls on a regular meeting date and during July and August.

**23.13 Meetings - special - called by Chair**

Special meetings of any standing committee may be called by the committee Chair, in consultation with the Clerk, whenever he/she considers it necessary.

**23.14 Meetings - special - called on request**

It shall be the duty of the committee Chair, or in the case of his/her neglect or failure, the duty of the Clerk, to call a special meeting of a standing committee whenever such a special meeting has been requested in writing by a majority of the members of the standing committee.

**23.15 Chairs - appointment - nomination - procedure**

The Chairs of the standing committees shall be appointed by the Council upon receipt of nominations by the Committee of the Whole.

**23.16 Meeting - in closed session - majority vote - required**

Any standing committee meeting, or any part thereof, may be held in closed session if the committee so decides by a majority vote of the members present to consider matters in accordance with sections 5.1 to 5.8 of this by-law.

**23.17 Procedure - modifications**

The rules governing the procedure of the Council and the conduct of its members shall be observed in standing committee meetings, with the necessary modifications, except that:

- (a) a member need not rise to speak;
- (b) a member shall not speak more than once to a motion until every member who desires to speak has spoken once;
- (c) no recorded votes shall be permitted, unless electronic voting is available; and
- (d) a motion to put the question shall not be permitted.

**23.18 Motions - seconded**

Each standing committee shall require motions made at its meetings to be seconded.

**23.19 Vice Chairs - appointed - first meeting**

Each standing committee shall appoint a Vice Chair at its initial meeting in each year.

**23.20 Chair - replacement - by Council - at any time**

The Council may, at any time, replace the Chair of a standing committee.

**23.21 Minutes - not kept - report to Council**

Minutes of the proceedings of standing committee meetings shall not be kept, but the proceedings shall be recorded in the form of a report and shall be presented to the Council in accordance with section 17.7 of this by-law.

**23.22 Agenda - distribution - deemed notice**

The Clerk shall not be required to give notice of regular standing committee meetings but the publishing and distribution of the agenda for the meeting shall constitute notice thereof.

**23.23 Agenda - not received - validity - not affected**

Lack of receipt of the agenda by the members shall not affect the validity of the standing committee meeting or any action taken thereat.

**23.24 Agenda - preparation - deadline**

The deadline for material to be included on the agenda of each standing committee shall be 9:00 a.m. on the Monday the week prior to the standing committee meeting. In weeks with a holiday Monday, the deadline shall be the first business day at 9:00 a.m. prior thereto.

**23.25 Added Materials – deadline**

The deadline for receipt of added materials by the Clerk for addition to a standing committee agenda shall be 9:00 a.m. on the day of the standing committee meeting.

**23.26 Added Materials – qualifications**

Communications of an emergent nature and/or those communications and petitions which pertain to matters contained in the reports and other communications listed in the standing committee agenda, that are legibly written or printed and signed by at least one person giving his/her address and do not contain obscene or defamatory language shall be added to the standing committee agenda.

**23.27 Public hearing - motions - postponed - until all heard**

Where members of the public are to be heard on a matter by a standing committee, except for motions on procedural matters, no motion shall be made by a member of a standing committee until the public has been heard.

**23.28 Public participation - prohibited - after motion**

No further public participation shall be allowed after a motion has been duly made.

**Part 24  
SPECIAL COMMITTEES**

**24.1 Appointment - by Council - consideration - report**

A special committee may be appointed by the Council to consider and report on a specific subject, project or undertaking.

**24.2 Work - completed - committee - dissolved**

When a special committee has completed its work and made its report to the Council, the committee shall be deemed to be dissolved.

**Part 25  
DISCLOSURES OF PECUNIARY INTEREST**

**25.1 Pecuniary interest - disclosure - requirements**

If a member has any pecuniary interest, direct or indirect, in any matter in which the Council is concerned and if he/she is present at a meeting at which the said matter is the subject of consideration, then he/she shall disclose his/her interest at Stage II, as identified in section 7.1 of this by-law, and he/she shall recuse themselves and not take part in the consideration or discussion of the said matter nor shall he/she vote on any motion in regard to the said matter.

**25.2 Non-compliance - by member - validity not affected**

The failure of one or more members to comply with section 25.1 of this by-law shall not affect the validity of the meeting in regard to the said matter.

**25.3 Disclosure - by majority - quorum - requirement**

Notwithstanding the provisions of section 8.1 of this by-law, when a majority of the members has disclosed an interest in accordance with section 25.1 of this by-law and the *Municipal Conflict of Interest Act*, as may be amended from time to time, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two.

**Part 26**  
**CONFIRMING BY-LAW**

**26.1 Proceedings - all matters**

The proceedings at every regular and special meeting may be confirmed by one or more by-laws so that every decision of the Council at that meeting and every resolution passed thereat shall have the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted.

**26.2 Non-amendable - non-debatable**

Notwithstanding the provisions of section 20.6 of this by-law, confirming by-laws shall not be amendable or debatable.

**Part 27**  
**REPEAL - ENACTMENT - AMENDMENT**

**27.1 By-laws - previous**

By-law A-38, as passed on March 29, 2010 and all of its amendments are hereby repealed.

**27.2 Effective date**

This by-law shall come into force and take effect on December 1, 2011.

Passed in Open Council on October 24, 2011.

Joe Fontana  
Mayor

Catharine Saunders  
City Clerk

First Reading - October 24, 2011  
Second Reading – October 24, 2011  
Third Reading - October 24, 2011

## **Schedule 'A' - Jurisdiction – Committee of the Whole**

The Committee of the Whole may consider any matters falling within the purview of Council and in addition shall consider and report to the Council on the following:

Confidential reports from standing committees when held as part of the proceedings at a Council meeting

Any other matters referred to it by Council.

## **Schedule 'B' – Jurisdiction – Civic Works Committee**

The Civic Works Committee shall consider and report to the Council on the following:

### Transportation

- Public Transit (London Transit Commission)
  - Transit – Conventional
  - Transit – Specialized

### Roadways

- Roadways Planning and Design
- Road Maintenance
- Snow Control
- Traffic Control and Street Lighting
- Parking – assets and maintenance
- Adoption of Transportation Master Plan

### Utilities and Public Works

- Water
- Wastewater Removal/Land Drainage and Flood Control Management
- Waste Management
  - Recycling and Composting
  - Garbage Collection and Disposal
- Hydro (London Hydro)

Includes the following specific matters/subjects:

- Liaison/communication with London Transit Commission, London Hydro
- Tenders for civic works projects already approved in the budget
- Conservation Authorities related to drainage or flood control matters

Any other matters the Clerk identified as relevant to the jurisdiction of the committee

## **Schedule 'C' – Jurisdiction – Community Services Committee**

The Community Services Committee shall consider and report to the Council on the following:

### Public Health

- Public Health – Middlesex London Health Unit

### Housing

- Homeless Support and Emergency Shelters
- Social Housing
- Affordable Housing

### Social Services

- Ontario Works
- Long Term Care Homes and Services

### Neighbourhood Services

- Childcare and Early Learning
- Community Grants and Development
- Recreation and Sports Services
  - Aquatics
  - Community Recreational and Leisure Programming
  - Golf
  - Special Events Coordination
  - Sports Services
  - Storybook Gardens

### Parks and Facilities

- Parks and Facilities Planning and Construction
  - Parks Planning and Construction
  - Facilities Planning and Construction
  - Arenas
  - Community Centres
- Parks Maintenance



- Approval of Parks and Recreation Master Plan

Includes the following specific matters/subjects:

- Contracts with Middlesex London Housing Authority
- Liaison/communication with Middlesex London Health Unit
- Liaison/communication with local school boards
- Dearness Committee of Management – may provide information updates

Any other matters the Clerk identified as relevant to the jurisdiction of the committee

### **Schedule 'E' - Jurisdiction – Finance and Administrative Services Committee**

The Finance and Administrative Services Committee shall consider and report to Council on the following:

Corporate and Operational Services

- Corporate Management
- Finance
  - Payroll
  - Purchasing
  - Audit
  - Capital Costs & Contingencies
  - Corporate Revenues
  - Development Charges
  - Financial Planning and Reporting
  - Financial Services
  - Business Planning
  - Taxation
- Risk Management
- Asset Maintenance
  - Facilities Maintenance and Operations
  - Fleet Management
- Technology Services
- Corporate Communications
- Customer Service
  - Dispatch
  - Customer Service
- Legal (except planning appeals, property acquisition, disposal or leasing)
- Human Resources
- City Clerk's Services
  - Information and Archive Management
  - Vital Statistics and Certificate
  - Municipal Elections
  - Provincial Offences Administration

Legislative and Council Services (City Clerk's supports)

- Legislative Support
- Mayor
- Constituency Support
- Advisory Committees (appointments, resignations)

Matters related to Civic Protocol

Any other matters the Clerk identified as relevant to the jurisdiction of the committee

### **Schedule 'F' – Jurisdiction – Investment and Economic Prosperity Committee**

The Investment and Economic Prosperity Committee shall consider and report to Council on the following:

Culture

- Art Gallery and Museum (Museum London)
- Arts, Culture and Heritage Advisory and Funding
- Library Services

Economic Development

- Tourism and Sports Attraction and Services (Tourism London)
- Conventions, Meetings and Events Attraction (London Convention Centre)
- Business Attraction and Retention (London Economic Development Corporation)
- Business Improvement Areas (BIA)
- Labour Force Development (London Economic Development Corporation)

Investment

- Government Liaison (as it relates to Economic Development matters)
- Business Liaison

- Asset Management
- Major Community Facilities
  - Covent Garden Market
  - Centennial Hall
  - Western Fair
  - John Labatts Centre

Realty Services

Includes the following specific matters/subjects:

- Updates on community-based economic strategies and initiatives
- Emerging economic issues
- All contractual arrangements including Centennial Hall, Cross-Cultural Learning Centre, London Arts Council, London Economic Development Corporation

Any other matters the Clerk identified as relevant to the jurisdiction of the committee

**Schedule 'G' - Jurisdiction – Planning and Environment Committee**

In addition to the matters over which the Council is responsible under the provisions of the *Planning Act*, the Planning and Environment Committee shall consider and report to Council on the following:

Planning Policies and Regulations:

- Land Use Planning
- Community Planning
- Secondary Area Plans
- Heritage Planning
- Urban Design

Approvals

- Land Use Planning Applications
  - Planning Applications
  - Site Plan Approval
  - Official Plan Amendment (site specific)
  - Zoning By-law Amendment (site specific)

Development Approvals

Building Approvals

Environmental Policies

- Natural Heritage Planning (ESAs)
- Environmental Assessments (related to development)
- Conservation Authorities
- Urban Forestry

Any other matters the Clerk identified as relevant to the jurisdiction of the committee

**Schedule 'H' – Jurisdiction – Public Safety Committee**

The Public Safety Committee shall consider and report to the Council on the following:

Public Safety

- Police Services
- Emergency Medical Services (EMS)
- Fire Services
  - Fire and Rescue Services
  - Fire Prevention and Education
  - Specialized Rescue Services
- Emergency Management
- Security Management
- Animal Services

Enforcement

- Student Housing Mediation Services
- By-law Enforcement and Property Standards

Licensing

- Business Licensing
- Municipal Licensing

Includes the following specific matters/subjects:

- EMS contract with Middlesex County

Any other matters the Clerk identified as relevant to the jurisdiction of the committee

**Schedule 'H' – Jurisdiction – Strategic Priorities and Policy Committee**

The Strategic Priorities and Policy Committee shall consider and report to the Council on the following:

Strategic and Corporate Planning

- Annual Budget
- Strategic Planning
- Corporate Business Cycle
- Corporate Initiatives (e.g. Service London Strategy: Citizen Engagement Strategy)
- Official Plans, Master Plans, Citywide Plans/Policies
- Asset Management Plan
- Long-term Financial Plans and Policies

Services Review Committee

- Business Plans
- Business Cases for Service Change (e.g. new funding requests)
- Emergent Business Cases – new funding requests (internal and external) dealing with emergent issues as a result of changes in legislation or direction from Council

Includes the following specific matters/issues with respect to the receipt of public input:

- Industrial Land Strategy
- Matters related to Governance
- Development Charges

Appointments to standing committees, special committees, committees, boards, commissions and agencies

Annual general shareholder meetings for corporations with share capital (e.g. London Hydro, London Middlesex Housing Corporation)

Boundary Adjustments (annexations and amalgamations)

Any other matters the Clerk identified as relevant to the jurisdiction of the committee