

Bill No. xx
2012

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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**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 committee – defined

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

Amend – defined

“amend” shall mean to alter or vary the terms of a main motion without materially changing its purpose, and amendment shall have a corresponding meaning.

Chair - defined

"Chair" shall mean the person presiding at a Council, Committee of the Whole or a standing committee meeting.

Clerk - defined

"Clerk" shall mean the City Clerk of The Corporation of the City of London or his/her designate.

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 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.

Defer - defined

“defer” shall mean to delay consideration of a matter by Council, the Committee of the Whole or a standing committee.

Meeting - defined

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

Member - defined

"member" shall mean a member of the Council.

Motion - defined

“motion” shall mean a proposal by a member for the consideration of Council, the Committee of the Whole or a standing committee that is moved by a member and seconded by another member.

Notice of Motion - defined

“notice of motion” shall mean a notice of motion provided to the Clerk, in writing, by a member, requesting the inclusion of a motion on a future Agenda of a meeting of Council, Committee of the Whole or a standing committee in accordance with sections 11.1 and 11.2 of this by-law.

Point of Order - defined

“point of order” shall mean a question by a member with respect to any rules or practices.

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, by either electronic or manual means.

Standing committee – defined

"standing committee" shall refer to one or more of the following committees: the Civic Works Committee, the Community and Protective Services Committee, the Corporate Services Committee, the Investment and Economic Prosperity Committee, the Planning and Environment Committee and the Strategic Priorities and Policy 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 standing committee and Committee of the Whole.

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, or if he/she refuses to act or if the office is vacant, a Ward Councillor shall serve as Acting Mayor and shall act in the place and stead of the Mayor. Ward Councillors shall serve as Acting Mayor on a rotating basis, in ward order, in accordance with Council Policy 5(1), and shall have all the rights, powers and authority of the head of Council, 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, the next Ward Councillor in the ward order rotation shall be appointed to act in the place and stead of the Mayor and shall have all the rights, powers and authority of the head of Council, while so acting.

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 30th 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) Unless otherwise decided by Council, regular meetings of Council shall be held:
 - (i) Twice monthly wherever possible, on Tuesdays, commencing at 4:00 PM, except during each of the months of July and August in each year where only one Council Meeting will be held per month; and,
 - (ii) in accordance with the approved annual calendar noted in section 3.1, above.
- (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 Agenda - 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 or the public 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 to such date determined by the Mayor in consultation with the Clerk. The Clerk shall then give notice of a special meeting to deal with the postponed matters in accordance with section 4.4 of this by-law.

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
COMMITTEE OF THE WHOLE AND STANDING COMMITTEE AGENDAS

6.1 Committee of the Whole and Standing Committee Agendas - composition - prepared by Clerk

The Clerk shall prepare Agendas for the Committee of the Whole and each of the standing committees of the Council consisting of the following parts:

Part I	Disclosures of Pecuniary Interest
Part II	Consent Items
Part III	Scheduled Items
Part IV	Items for Direction
Part V	Deferred Matters/Additional Business
Part VI	Confidential
Part VII	Adjournment

6.2 Confidential Items – general description by Clerk

The Clerk shall include in the Agendas for the Committee of the Whole and 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 VI of the 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) items where little discussion/debate is anticipated;
- (c) staff report items that contain clear “take action, give approval or receive for information” recommendations;
- (d) Advisory Committee Reports without recommendations; and
- (e) 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 COUNCIL AGENDA

7.1 Composition - prepared by Clerk

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

- I Disclosures of Pecuniary Interest
- II Review of Confidential Matters to be Considered in Public
- III Added Reports
- IV Committee of the Whole, In Closed Session
- V Recognitions
- VI Confirmation and Signing of the Minutes of the Previous Meeting(s);
- VII Communications and Petitions
- VIII Motions of Which Notice Given
- IX Reports;
- X Deferred Matters
- XI Enquiries
- XII Emergent Motions
- XIII By-laws
- XIV Adjournment

7.2 Deadline - material inclusion

The deadline for receipt of material by the Clerk to be included in the regular Council Agenda shall be 9:00 AM on the Wednesday 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 AM 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 on stands in the Council 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 Council meetings

The Mayor, if present, shall preside at all Council 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 PM.

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, Managing Director 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 department, including conduct contrary to the Code of Conduct established by the Council.

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 a member considers that the integrity of a member of the Civic Administration has been impugned or questioned, the Chair shall, if they choose to do so, permit the City Manager or a Managing Director 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 or practices 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 VIII 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 VIII, 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 put immediately without amendment or 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 the Committee of the Whole or a standing 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 PM;
- (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 closed session.

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 PM if in session at that hour, unless otherwise decided before that hour by a two-thirds vote of the members present at the meeting.

11.11 Motion to proceed beyond 11 PM - qualifications

A motion to proceed beyond the hour of 11:00 PM 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 X, 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 the Committee of the Whole or a standing 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 Committee of the Whole or the relevant standing committee after the holding of a public meeting by the Committee or the Whole or the relevant standing 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. In the case of electronic voting, the Chair shall ask all members to vote simultaneously whether they are in favour or opposed to its adoption except for those Members who have recused themselves, pursuant to section 12.16.

12.10 Result - announced - by Chair

The Clerk 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 when called for by any member or when required by law, in those instances where electronic voting is not available

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 Electronic Voting – where applicable

Where electronic voting is available, every member present shall vote on every motion unless a 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 meetings, including the recusals.

12.17 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.

12.18 Voting – simultaneous - rotation – recorded vote

Electronic voting shall be simultaneous. In those instances where a recorded vote is not being taken electronically 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 by means other than electronically.

PART 13 RECONSIDERATION

13.1 Reconsideration – not in order – legally binding commitments

No motion to reconsider a decided matter shall be in order when the motion has been implemented resulting in a legally binding commitment that is in place on the date that a motion to reconsider is to be debated.

13.2 Reconsideration – same Committee of the Whole or standing committee meeting – any time

A motion to reconsider a decided matter may be introduced at any time when it is made at the same Committee of the Whole or standing committee meeting at which the original motion was decided.

13.3 Reconsideration – same Committee of the Whole or standing committee meeting – introduction

A motion to reconsider a decided matter at the same Committee of the Whole or standing committee meeting at which the original motion was decided must be made by a member who voted with the majority on the original motion.

13.4 Reconsideration – same Committee of the Whole or standing committee meeting – once only

No motion to reconsider a decided matter at the same Committee of the Whole or standing committee meeting at which the original motion was decided shall be permitted more than once.

13.5 Reconsideration – same Committee of the Whole or standing committee meeting – majority vote

A motion to recommend the reconsideration of a decided matter at the same Committee of the Whole or standing committee meeting at which the original motion was decided shall only require the approval of the majority of the members present at that standing committee meeting.

13.6 Reconsideration – decided matter of Council – same meeting

A motion to reconsider a decided matter of Council at the same meeting at which the original motion was decided shall be introduced at Stage XII (Emergent Motions) of the Council Agenda, unless the Chair determines there was a clear misunderstanding of the question that was put, in which case a motion for reconsideration shall be introduced immediately after the original vote was taken.

13.7 Reconsideration – decided matter of Council – subsequent meeting

A motion to reconsider a decided matter of Council at a meeting subsequent to the meeting at which the original motion was decided shall require a notice of motion submitted in accordance with section 7.2 of this by-law, and shall be introduced at Stage VIII (Motions of Which Notice is Given) of the Council Agenda.

13.8 Reconsideration – decided matter of Council – introduction

A motion to reconsider a decided matter of Council must be made by a member who voted with the majority on the original motion.

13.9 Reconsideration – decided matter of Council – only once

No motion to reconsider a decided matter of Council shall be made more than once in the twelve month period from the date the matter was decided, unless a regular election has occurred following the decision.

13.10 Reconsideration – decided matter of Council – 2/3 vote – whole Council

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

13.11 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.

13.12 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 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 – Managing Directors or their designates - address to Council

Notwithstanding the provisions of section 14.1 of this by-law, the City Manager and the Managing Directors or their designates 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 of the Whole or standing committee

Any person desiring to be heard by the Committee of the Whole or a standing committee shall submit a written request to the Clerk in accordance with the established submission deadline as set out in Sections 24.23 and 24.24 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 the Committee of the Whole or a standing committee shall confine their remarks to the business stated in their request.

14.6 Speaking – limited - 5 minutes

No delegation shall speak on a matter longer than a 5 minute period, without leave of a majority of the members present at a Council, Committee of the Whole or standing committee meeting, except as otherwise prescribed by applicable legislation.

14.7 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, the Committee of the Whole or any standing 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.

14.8 Appearance - previous - limitation - new information

Except as required by law, any person appearing before the Committee of the Whole or a standing committee who has previously appeared before the same Committee of the Whole or standing 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, Committee of the Whole or to a standing 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 the Committee of the Whole or a standing committee.

Part 16

PUBLIC AT COUNCIL, COMMITTEE OF THE WHOLE AND STANDING COMMITTEE MEETINGS

16.1 Public – Proper Decorum to Be Maintained At All Times

Members of the public in attendance at Council, Committee of the Whole or standing committee meetings shall conduct themselves with proper decorum at all times, in order to ensure a safe and respectful meeting environment.

16.2 Public – Electronic Devices – Silenced

Members of the public in attendance at Council, Committee of the Whole or standing committee meetings shall ensure that all electronic devices are set to silent mode.

16.3 Public – Disorderly Conduct

Any person who is not conducting themselves in a manner as set out in section 16.1 or 16.2 of this by-law shall be asked by the Chair to do so. If that person continues to conduct themselves in a manner contrary to section 16.1 or section 16.2 of this by-law, then the person shall be removed from the meeting.

16.4 Public – Immediate Removal

Notwithstanding section 16.3 of this by-law, in the event a member of the public is conducting themselves in a manner which poses a threat to the personal safety of themselves or others in attendance at the meeting, they shall be removed from the meeting, without warning.

16.5 Suspension of meeting – order restored

The Chair may unilaterally suspend the meeting until order is restored in the meeting.

Part 17

ENQUIRIES

17.1 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 Managing Director or his/her designate, at Stage XI, as identified in section 7.1 of this by-law.

17.2 Argument - opinions - debate - prohibited

When an enquiry is made in accordance with section 17.1 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.

17.3 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 18

COMMITTEE OF THE WHOLE AND STANDING COMMITTEE REPORTS

18.1 Reports - adopted - confirmed - by motion

The reports of the Committee of the Whole or 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.

18.2 Recommendation - separate vote - upon request

A member may request, prior to the adoption of a Committee of the Whole or 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.

18.3 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 the Committee of the Whole or 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.

18.4 Debate - discussion - permitted - conditions

Notwithstanding the provisions of section 18.3 of this by-law, debate or discussion by the members on a matter that is reported to the Council without a recommendation by the Committee of the Whole or 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.

18.5 Debate - discussion - motions - no amendment - debate

Motions to give leave for discussion or debate on a reported matter pursuant to section 18.4(a) of this by-law shall not be amendable or debatable.

18.6 No majority decision - report without recommendation

When the Committee of the Whole or 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 18.3 and 18.4 of this by-law, but shall be deemed to be in the possession of the Council for its disposition.

18.7 Chair – Committee of the Whole or standing committee - presentation

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

18.8 Chair - absent - presentation - by member

Notwithstanding the provisions of section 18.7 of this by-law, another member may present the report of the Committee of the Whole or a standing committee, or part thereof, to the Council in the absence of or at the request of the presenter.

18.9 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 19
EMERGENT BUSINESS**

19.1 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.

19.2 Introduction - 2/3 vote - required

Members shall introduce matters described in section 19.1 of this by-law at Stage XII, 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.

19.3 Motion to introduce - not amendable - debatable

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

**Part 20
UNFINISHED BUSINESS**

20.1 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 21
ENACTMENT OF BY-LAWS**

21.1 Published - distributed - with Agenda

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

21.2 Distributed - with Added Communications - motion to introduce - majority vote
Notwithstanding the provisions of section 21.1 of this by-law, a motion to introduce those by-laws arising from Added Reports or Added Communications shall be decided by a majority vote of the members present prior to such by-laws being read.

21.3 Readings - 3 - required - before enactment
Every by-law shall receive 3 separate readings before being enacted by the Council.

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

21.5 First - third readings - motion - no amendment - debate
Motions for the first and third readings of by-laws shall not be amendable or debatable.

21.6 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.

21.7 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.

21.8 Committee of the Whole - 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.

21.9 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 22 COMMITTEE OF THE WHOLE

22.1 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.

22.2 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.

22.3 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.

22.4 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.

22.5 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.

22.6 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.

22.7 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.

22.8 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.

22.9 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.

22.10 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.

22.11 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 a member of the Committee of the Whole, excluding the Mayor or Acting Mayor, and a member of the Committee of the Whole shall be selected by the Mayor or Acting Mayor to present the Committee of the Whole report to Council.

22.12 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.

22.13 Report - recommendations - adopted - confirmed

The report and recommendations of the Committee of the Whole referred to in sections 22.11 and 22.12 of this by-law may be adopted and confirmed by the Council in a single motion.

22.14 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.

22.15 Adjournment - 11 PM - extension - requirements

The Committee of the Whole shall always adjourn at 11:00 PM 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 23
STRIKING COMMITTEE**

23.1 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.

23.2 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.

23.3 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 24
STANDING COMMITTEE - MEETINGS

24.1 Standing committees - composition

The following shall be standing committees of the Council, namely:

- (a) the Civic Works Committee, which shall be composed of 5 members of Council;
- (b) the Community and Protective Services Committee, which shall be composed of 5 members of Council;
- (c) the Corporate 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 5 members of Council;
- (e) the Planning and Environment Committee, which shall be composed of 5 members of Council; and,
- (f) the Strategic Priorities and Policy Committee, which shall be composed of all members of Council.

24.2 Appointments - members only

The Council shall appoint only members to the standing committees.

24.3 Service - every member

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

24.4 Mayor - member - ex officio - all committees

The Mayor, shall be, an ex officio member of all standing committees of the Council, except for the Corporate Services Committee, Committee of the Whole and Strategic Priorities and Policy Committee, where the Mayor shall serve as Chair and shall, when attending a standing committee meeting in his/her ex officio capacity, have full voting privileges and be counted for the purposes of the standing committee's quorum. The Mayor is not however counted for the purposes of the standing committee's quorum when he/she is not in attendance at a standing committee meeting.

24.5 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.

24.6 Community and Protective Services Committee – matters – Schedule 'C'

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

24.7 Corporate Services Committee - matters - Schedule 'D'

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

24.8 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.

24.9 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.

24.10 Strategic Priorities and Policy Committee – matters – Schedule 'G'

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

24.11 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, unless otherwise 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 and Protective Services Committee shall commence at 7:00 PM on Mondays to be identified in the annual meeting schedule, unless otherwise 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 Corporate Services Committee shall commence at 1:00 PM on Tuesdays to be identified in the annual meeting schedule, unless otherwise 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 4:00 PM. on Mondays to be identified in the annual meeting schedule, unless otherwise identified in the annual meeting schedule. The Chair may amend the time of the Committee meeting, or cancel a 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 Tuesdays to be identified in the annual meeting schedule, unless otherwise 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 Strategic Priorities and Policy Committee shall commence at 4:00 PM on Mondays to be identified in the annual meeting schedule, unless otherwise 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.

24.12 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 in order to deal with a time sensitive matter.

24.13 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.

24.14 Chairs - appointment - nomination - procedure

The Chairs of the standing committees shall be appointed by the Council upon receipt of nominations by the Strategic Priorities and Policy Committee.

24.15 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.

24.16 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.

24.17 Motions - seconded

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

24.18 Vice Chairs - appointed - first meeting

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

24.19 Chair - replacement - by Council - at any time

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

24.20 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.

24.21 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.

24.22 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.

24.23 Agenda - preparation - deadline

The deadline for material to be included on the Agenda of each standing committee shall be 9:00 AM. 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 AM prior thereto.

24.24 Added Materials – deadline

The deadline for receipt of added materials by the Clerk for addition to a standing committee Agenda shall be 9:00 AM one business day prior to the standing committee meeting.

24.25 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.

24.26 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.

24.27 Public participation - prohibited - after motion

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

**Part 25
SPECIAL COMMITTEES**

25.1 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.

25.2 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 26
DISCLOSURES OF PECUNIARY INTEREST**

26.1 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.

26.2 Non-compliance - by member - validity not affected

The failure of one or more members to comply with section 26.1 of this by-law shall not affect the validity of the meeting in regard to the said matter.

26.3 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 26.1 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 27
CONFIRMING BY-LAW**

27.1 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.

27.2 Non-amendable - non-debatable

Notwithstanding the provisions of section 21.6 of this by-law, confirming by-laws shall not be amendable or debatable.

**Part 28
REPEAL - ENACTMENT - AMENDMENT**

28.1 By-laws - previous

By-law A-41, as passed on October 24, 2011 and all of its amendments are hereby repealed.

28.2 Effective date

This by-law shall come into force and take effect on December 1, 2012.

Passed in Open Council on October 30, 2012.

Joe Fontana
Mayor

Catharine Saunders
City Clerk

First Reading - October 30, 2012
Second Reading – October 30, 2012
Third Reading - October 30, 2012

Schedule “A” – Mandate – 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 the Council.

Schedule “B” – Mandate – Civic Works Committee

The City Clerk shall direct the following general matters to the Civic Works Committee for consideration and report to the Council:

- Bicycle Master Plan
- Bridges and Overpasses
- Drainage and Flood Control
- Equipment acquisition and maintenance
- Parking – Assets and Maintenance
- Public Transit (Conventional & Specialized)
 - ❖ London Transit Commission
 - ❖ Alternate Modes (Rapid Transit, etc.)
- Roadways - Planning, Design and Maintenance
- Sewers
- Sidewalks – Planning, Design and Maintenance
- Snow Control
- Specialized Rail Services
- Street Lighting
- Tenders for infrastructure services projects approved as part of the annual budget
- Traffic Control
- Transportation Master Plan and Policies
- Utilities (Hydro, Gas, Telecommunications – Operational)
- Waste Management
 - ❖ Recycling and Composting
 - ❖ Garbage Collection and Disposal
- Wastewater
- Water Supply

Any other matters the City Clerk identifies as relevant to the jurisdiction of the Committee.

Schedule “C” – Mandate – Community and Protective Services Committee

The City Clerk shall direct the following general matters to the Community and Protective Services Committee for consideration and report to the Council:

Animal Services

Emergency Services

- Emergency Management
- Emergency Medical Services (EMS)
- Fire Services
- Police Services

Community Services

- Childcare and Early Learning
- Dearness Services (unless otherwise within the jurisdiction of the Dearness Home Committee of Management)
- Housing and Homelessness
 - ❖ Homeless Support and Emergency Shelters
 - ❖ Social Housing
 - ❖ Affordable Housing
- Local School Board Liaison
- Middlesex London Health Unit
- Ontario Works
- Parks, Recreation and Neighbourhood Services

- Aquatics
- Arenas
- Community Centres
- Community Development/Strengthening Neighbourhoods
- Community Gardens
- Community Recreational and Leisure Programming
- Golf
- Parks and Recreation Master Plan
- Parks Planning - Design and Development
- Parks Planning – Management/Maintenance
- Special Events Coordination
- Sports Services
- Storybook Gardens

Public Safety

- By-laws
- Downtown Surveillance Cameras
- Licensing
- Enforcement (Parking, noise, property standards, etc.)

Any other matters the City Clerk identifies as relevant to the jurisdiction of the Committee.

Schedule “D” – Mandate – Corporate Services Committee

The City Clerk shall direct the following general matters to the Corporate Services Committee for consideration and report to the Council:

- AODA (Compliance and Annual Plan)
- Appointments to/resignations from Advisory Committees after the initial appointments at the commencement of a Council term
- Asset Management (Facilities Maintenance and Operations)
- Civic Protocol and Recognitions
- Corporate Communications
- Corporate Information and Archive Management
- Corporate Management
- Corporate Security & Downtown Surveillance Cameras
- Council Support Services
- Customer Service (Corporate Plans and Policies)
- Finance
 - ❖ Annual Development Charges Reporting
 - ❖ Assessment
 - ❖ Banking
 - ❖ Community Grants
 - ❖ Debenture Issuance
 - ❖ Financial Monitoring and Performance
 - ❖ Reserve Funds – Establishment and Reporting
 - ❖ Taxation
- Human Resources
 - ❖ Benefits and Compensation
 - ❖ Corporate Training
 - ❖ Employment Policies
 - ❖ Health and Safety
 - ❖ Labour Relations
 - ❖ Recruitment
- Human Rights
- Information Technology
- Intergovernmental and Community Liaison
- Legal Services (except reporting matters directly related to the jurisdiction of another standing committee)
- Legislative Services
- Municipal Elections
- Payroll
- Purchasing (excluding tender/contract awards for matters falling within the jurisdiction of another standing committee)
- Realty Services
- Risk Management

Any other matters the City Clerk identifies as relevant to the jurisdiction of the Committee.

Schedule “E” – Mandate – Investment and Economic Prosperity Committee

The City Clerk shall direct the following general matters to the Investment and Economic Prosperity Committee for consideration and report to the Council:

- Culture (Plan, Advisory and Funding)
 - ❖ Art Gallery and Museum (Museum London)
 - ❖ Arts, Culture and Heritage Advisory and Funding
 - ❖ Library Services
 - ❖ London Arts Council
- Economic Strategies, Initiatives and Emerging Issues
 - ❖ Business Retention and Development
 - ❖ Governmental Liaison Related to Economic Development Matters
 - ❖ Industrial Land Strategy
 - ❖ Investment Strategy
 - ❖ Labour Force Retention and Development
 - ❖ London Convention Centre Corporation (Conventions, Meetings and Events)
 - ❖ London Economic Development Corporation
 - ❖ Southwest Economic Alliance (SWEA)
 - ❖ Tourism London (Tourism and Sports Attraction)
- Major Public Facilities
 - ❖ Budweiser Gardens (formerly John Labatt Centre)
 - ❖ Covent Garden Market
 - ❖ Centennial Hall
 - ❖ Eldon House
 - ❖ Grand Theatre
 - ❖ Western Fair

Any other matters the City Clerk identifies as relevant to the jurisdiction of the Committee.

Schedule “F” – Mandate – Planning & Environment Committee

The City Clerk shall direct the following general matters to the Planning & Development Services Committee for consideration and report to the Council:

- Area Plans
- Building Approvals
- Business Improvement Areas (BIA)
- Community Planning and Community Improvement Plans
- Condominium Approvals
- Conservation Authorities
- Development Approvals
- Environmental Assessments (related to development)
- Five-Year Official Plan Review
- Growth Management
- Heritage – Built
- Land Use Planning
- Natural Heritage (Environmentally Significant Areas)
- Official Plan
- Planning Approvals
- Secondary Area Plans
- Site Plans
- Subdivision Approvals
- Urban Design
- Urban Forestry
- Zoning

Any other matters related to the *Planning Act*, *Ontario Heritage Act* and *Municipal Act*, 2001 and other legislation applicable to planning and development and/or other matters the City Clerk identifies as relevant to the jurisdiction of the Committee.

Schedule “G” – Mandate – Strategic Priorities and Policy Committee

Strategic Initiatives:

- Asset Management Plan (Policies and Procedures)
- Corporations with Share Capital (London Hydro and London-Middlesex Housing Corporation)
 - ❖ Annual General Meetings

- ❖ Board of Directors Compensation
- ❖ Dividends
- ❖ Shareholder Resolutions
- Council's Strategic Plan
- Development Charges (Policy and By-law)
- Governance
 - ❖ Appointment/Resignation of Members of Standing Committees, Special Committees, Boards, Commissions and Outside Agencies
 - ❖ Boundary Adjustments (annexations and amalgamations)
 - ❖ Citizen Appointments to Advisory Committees (at the commencement of a new Council term)
 - ❖ Council Conduct
 - ❖ Governance Model
- Major Corporate Initiatives (e.g. Citizen Engagement, Service London, etc.)

Budget:

- Annual Operating and Capital Budgets
- Long-Term Financial Plans and Policies

Any other matters the City Clerk identifies as relevant to the jurisdiction of the Committee.