

COUNCIL

Chapter 22 COUNCIL - PROCEDURE

CHAPTER INDEX

Article 1 INTERPRETATION

- 22.1.1 City - defined
- 22.1.2 City Centre - defined
- 22.1.3 Clerk - defined
- 22.1.4 Closed session - defined
- 22.1.5 Consent agenda - defined
- 22.1.6 Council - defined
- 22.1.7 Deputation defined
- 22.1.8 Holiday defined
- 22.1.9 Mayor defined
- 22.1.10 Meeting defined
- 22.1.11 Member defined
- 22.1.12 Presentation defined
- 22.1.13 Quorum defined
- 22.1.14 Recess defined
- 22.1.15 Statutory meetings of Council defined
- 22.1.16 Website - defined

Article 2 MEETING - LOCATION - SCHEDULES

- 22.2.1 Inaugural - when held
- 22.2.2 Inaugural - agenda - responsibility
- 22.2.3 Inaugural - land acknowledgment and presentation
- 22.2.4 Regular - date - set by resolution
- 22.2.5 Meetings - Same Day or Week as Committee - determined by Council
- 22.2.6 Schedule of meetings - maintained - Clerk's Office
- 22.2.7 Regular - time - location

- 22.2.8 Special and Statutory - time - location
- 22.2.9 Emergency - location
- 22.2.10 Special - summoned by Mayor - at anytime
- 22.2.11 Special - Emergency Meeting
- 22.2.12 Special - summoned - upon receipt of petition
- 22.2.13 Meetings - open to public
- 22.2.14 Meetings - televised - recorded
- 22.2.15 Presentation - notice - information - requirements
- 22.2.16 Deputation - notice - information - requirements
- 22.2.17 Deputation - procedure
- 22.2.18 Open public forum - procedure

Article 3 QUORUM

- 22.3.1 Quorum - present call to order
- 22.3.2 Quorum - not present - names recorded - adjournment

Article 4 RULES

- 22.4.1 Rules - regulations - observed
- 22.4.2 Presiding officer - chosen - Mayor not in attendance
- 22.4.3 Order - decorum - preserved by Mayor
- 22.4.4 Point of Order - stated - appeal
- 22.4.5 Transferring items from closed session
- 22.4.6 Entry - Council platform - permission
- 22.4.7 Adjournment 11:00 p.m. - unless otherwise approved
- 22.4.8 Robert's Rules of Order - Parliamentary Authority

Article 5 ELECTRONIC MEETING PARTICIPATION

- 22.5.1 Electronic Meeting Participation

Article 6 DECLARATION OF INTEREST

- 22.6.1 Declaration of Pecuniary Interest and General Nature Thereof

- 22.6.2 Written statement - required
- 22.6.3 Declarations - registry

Article 7 RULES OF DEBATE

- 22.7.1 Participation - Mayor
- 22.7.2 Speaking - order - determination
- 22.7.3 Speaking - reply - maximum duration - fifteen minutes
- 22.7.4 Vote - call - disturbance - prohibited
- 22.7.5 Reading - motion - under debate - at any time

Article 8 CONDUCT OF MEMBER

- 22.8.1 Speaking - disrespectfully - prohibited
- 22.8.2 Speaking - motion in debate - only
- 22.8.3 Speaking - through Chair - only
- 22.8.4 Speaking - audience - prohibited
- 22.8.5 Reflection upon vote - prohibited - exception
- 22.8.6 Disobey - rules - decisions - Council - prohibited
- 22.8.7 Disobedience - member ordered to leave - apology

Article 9 MOTIONS

- 22.9.1 Motion - seconded - read by Mayor - debated
- 22.9.2 Motion - seconded - read by Mayor - possession of Council
- 22.9.3 Notice of Motion - new matter
- 22.9.4 Motion - verbal
- 22.9.5 Motion - under debate - motions permitted - set out
- 22.9.6 Motion to postpone
- 22.9.7 Motion to recess
- 22.9.8 Motion to amend - process
- 22.9.9 Amendment - in writing - decided - withdrawn
- 22.9.10 Amendment - to amendment - one only
- 22.9.11 Reconsideration - authority - main motion

- 22.9.12 Motion - taken separately - upon request
- 22.9.13 Vote - finally called - speaking - other motion
- 22.9.14 Rules - contravened - member apprised
- 22.9.15 Point of Privilege - consideration - immediate

**Article 10
VOTING ON MOTIONS**

- 22.10.1 Non-vote deemed negative - exception
- 22.10.2 Recorded vote - when used
- 22.10.3 Equality of votes - deemed lost
- 22.10.4 Mayor not required to vote unless a recorded vote

**Article 11
READING OF BY-LAW - PROCEEDING**

- 22.11.1 Introduction - in blank - imperfect shape - prohibited
- 22.11.2 By-laws - listed - prepared - legislatively required
- 22.11.3 Introduction - one motion - permitted
- 22.11.4 Endorsed by Clerk - seal affixed
- 22.11.5 Signed - seal affixed
- 22.11.6 Minutes - resolution number - requirements
- 22.11.7 Confirmation By-law

**Article 12
MUNICIPAL STAFF SUPPORT**

- 22.12.1 Clerk - Secretary for all Council meetings - duty
- 22.12.2 Chief Administrative Officer - Clerk

**Article 13
AGENDA**

- 22.13.1 Agenda - prepared by Clerk - items to be considered
- 22.13.2 Agenda - addendums
- 22.13.3 Agenda - Council Meetings
- 22.13.4 Agenda - Statutory and special meetings
- 22.13.5 Agenda - land acknowledgement - meeting in June
- 22.13.6 Business - order - as specified

22.13.7 Agenda - prepared - deadline

ARTICLE 14 PUBLIC NOTICE

22.14.1 Public notice - Council meetings

22.14.2 Public notice - Statutory meetings

22.14.3 Public notice - Special meetings - minimum of 24 hours

22.14.4 Public Notice - Emergency Meeting

Article 1 INTERPRETATION

22.1.1. City - defined

"City" means the Corporation of the City of Orillia.

22.1.2 City Centre - defined

"City Centre" means the Administration Office of the Corporation of the City of Orillia located at 50 Andrew Street South, Suite 300, Orillia, L3V 7T5.

22.1.3 Clerk - defined

"Clerk" means the Clerk of the Corporation of the City of Orillia, or designate.

22.1.4 Closed session - defined

"closed session" means the portion of a Council meeting held to deal with matters set out in Section 239 of the *Municipal Act*, 2001.

22.1.5 Consent agenda - defined

"consent agenda" means a list of items on the agenda containing recommendations from the Clerk as to their disposition, all of which may be adopted by one motion of Council, or upon request of any member, any item may be pulled for consideration.

22.1.6 Council - defined

"Council" means the Council of the Corporation of the City of Orillia.

22.1.7 Deputation - defined

"deputation" means the presentation of a petition, brief, request or appeal of a Council decision by an individual or organization. Deputations may be provided in alternative formats including video conferencing and telephone.

22.1.8 Holiday - defined

"holiday" means:

- (a) any public holiday as defined by the *Employment Standards Act*;
- (b) Remembrance Day, Easter Monday and the Civic Holiday.

22.1.9 Mayor - defined

"Mayor" means the Head of Council or any Member of Council acting in the capacity of Mayor with respect to the role of presiding at meetings.

22.1.10 Meeting - defined

"meeting" means any regular, special or other meeting of a council, of a local board or of a committee of either of them, where,

- (a) a quorum of members is present, and
- (b) members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

22.1.11 Member - defined

"Member" means a member of Council and includes the Mayor.

22.1.12 Presentation - defined

"presentation" means the exchange of an award, trophy, gift or tribute to or from Council or the introduction of an individual or group to the general public, involving a brief ceremony. Presentations may be provided in alternative formats including video conferencing and telephone.

22.1.13 Quorum - defined

"Quorum" means a majority of the members (50% +1)

22.1.14 Recess - defined

"Recess" means an interruption in a meeting's proceedings which does not close a meeting and after which business will be resumed at exactly the point where it was stopped.

22.1.15 Statutory meetings of Council - defined

"Statutory meetings of Council" means any meetings of the Council called pursuant to the requirements of the *Planning Act*, the *Retail Business Holidays Act*, the *Rental Housing Protection Act*, the *Development Charges Act* or other Acts of the Province of Ontario.

22.1.16 Website - defined

"website" means the domain name www.orillia.ca

Article 2
MEETING - LOCATION - SCHEDULES

22.2.1 Inaugural - when held

The inaugural meeting of a newly-elected Council shall be held on the first Monday in December following the municipal election at 4:00 p.m. in the Council Chamber at the City Centre.

22.2.2 Inaugural - agenda - responsibility

The Mayor-elect and Clerk shall be responsible for the content of the agenda for the inaugural meeting and the arrangements for the inaugural proceedings.

22.2.3 Inaugural - land acknowledgment and presentation

The inaugural meeting of the newly-elected Council shall include the reading of a Land Acknowledgment. The Chippewas of Rama First Nation, the Chippewa Tri-Council and the Williams Treaties First Nations shall be extended an invitation to provide a presentation in conjunction with the reading of the statement.

22.2.4 Regular - date - set by resolution

Council shall establish, by resolution, the regular meeting dates of Council for the following year. Regular Council meetings shall be held on alternate Mondays from Council Committee meetings except when Monday is a holiday or when otherwise specified by Council resolution.

22.2.5 Meetings - Same Day or Week as Committee - determined by Council

Notwithstanding Section 22.2.3, Council meetings may be held the same day or week as Council Committee as determined by Council.

22.2.6 Schedule of meetings - maintained - Clerk's Office

The Clerk shall maintain in his or her office, for public inspection, a schedule of all the meeting dates, times and locations for all meetings of Council.

22.2.7 Regular - time - location

All regularly scheduled Council meetings shall start at 4:00 p.m. and be held in the Council Chamber of the City Centre. Council meetings may be held electronically as determined by Council.

22.2.8 Special and Statutory - time - location

Special and statutory meetings may start earlier than the regular Council meetings contingent on agenda items and be held in the Council Chamber of the City Centre unless otherwise determined by the Mayor and Clerk. Special and statutory meetings may be held electronically as determined by Council. Statutory meetings held electronically will be conducted in accordance with a protocol to be established by the Clerk.

22.2.9 Emergency - location

Notwithstanding Sections 22.2.5 and 22.2.6, in the case of a disaster or emergency, Council may hold a regular, statutory or special meeting in another location either within or outside the municipal boundaries.

22.2.10 Special - summoned by Mayor - at anytime

The Mayor may, at any time, summon a special meeting of the Council and it shall be his or her duty to summon a special meeting whenever requested in writing by a majority of the members of Council provided twenty-four hours' notice is given. The notice calling a special meeting of the Council shall state the business to be considered and no business other than that stated in the notice shall be considered at such meeting.

22.2.11 Special - Emergency Meeting

In the event of an emergency as determined by the Head of Council, Chief Administrative Officer or Clerk, a special meeting to deal with a matter deemed to require immediate action may be held as soon as practical following notification to members of Council. The notice calling an emergency special meeting of Council shall state the business to be considered and no business other than that stated in the notice shall be considered at such meeting.

22.2.12 Special - summoned - upon receipt of petition

Notwithstanding Section 22.2.9, the Clerk shall, upon receipt of a petition signed by a majority of the members of Council, summon a special meeting for the purpose and at the time mentioned in the petition.

22.2.13 Meetings - open to public

All meetings of Council shall be open to the public except when meeting in closed session to deal with items set out in Section 239 of the *Municipal Act*, 2001.

22.2.14 Meetings - televised - recorded

Meetings of Council, except when meeting in closed session, may be televised and/or recorded.

22.2.15 Presentation - notice - information - requirements

Any person wishing to appear to make a presentation to Council at a regular meeting may request in writing, including the subject matter and presentation material of the presentation, to the Clerk not later than 12 noon on the Wednesday preceding regular Council meetings. The Clerk, in consultation with the Mayor, shall review all presentation requests.

22.2.16 Deputation - notice - information - requirements

Any person wishing to appear as a deputation to Council at a regular meeting must give notice in writing, including the subject matter and presentation material of the deputation, to the Clerk not later than 12 noon on the Wednesday preceding regular Council meetings. The Clerk, in consultation with the Mayor, shall review all deputation requests.

22.2.17 Deputation - procedure

The following procedure shall be followed for deputations:

- (a) Deputations shall be scheduled at the beginning of Council meetings.
- (b) A maximum of three speakers shall be permitted per deputation and each deputation shall be limited to a maximum of fifteen minutes.
- (c) Members of Council shall not interrupt a deputant while he/she is addressing Council, except on a Point of Order.
- (d) Members of Council may ask questions of deputants following completion of the deputation, but shall not enter into debate with deputants.
- (e) Any motions arising from a deputation shall be considered under the "Motions" heading of the agenda.
- (f) The Clerk, in consultation with the Mayor, shall screen the deputation requests.
- (g) The Mayor shall grant deputation requests, at his/her discretion, provided the subject matter of the deputation falls within municipal jurisdiction.
- (h) Requests from deputants who have previously addressed Council on a topic shall not be granted unless they can prove that they have new information to present.
- (i) The Clerk shall inform Council of requests which are not granted.
- (j) No deputations shall be heard during the summer months.
- (k) No more than two deputations shall be scheduled for any Council meeting, subject to the necessity to deal with matters of an urgent nature.
- (l) Deputations to Council from declared candidates for elected office shall not be permitted.
- (m) Deputations shall not promote a specific business.

22.2.18 Open public forum - procedure

- (a) Each speaker shall be required to provide their name and whether they are a resident or non-resident.
- (b) Each speaker shall speak only to issues within municipal jurisdiction.
- (c) Each speaker shall be limited to a maximum of 5 minutes.

- (d) Each open public forum period shall be limited to a maximum of 30 minutes.
- (e) Members shall not answer questions from the speaker(s).
- (f) If a question is directed to Council which requires staff input, the Mayor may request the speaker to put their concerns in writing.
- (g) Speakers may participate in alternative formats, including video conferencing and telephone. In the case of electronic participation, speakers shall register with the Clerk in advance of the meeting. Requests must be received by the Clerk's Office by 12:00 p.m. on the day of the meeting.

Article 3 QUORUM

22.3.1 Quorum - present call to order

As soon as quorum is present after the scheduled commencement of the meeting, the Mayor shall call the meeting to order.

22.3.2 Quorum - not present - names recorded - adjournment

If no quorum is present within 30 minutes after the scheduled commencement of the meeting, the Clerk shall record the names of the members of Council present and the meeting shall stand adjourned until a special meeting is scheduled, subject to the provisions of Section 22.2.9 and 22.2.10.

Article 4 RULES

22.4.1 Rules - regulations - observed

The rules and regulations in this Chapter shall be observed in all proceedings of Council and shall be the rules and regulations for the order and dispatch of business.

22.4.2 Presiding Officer - chosen - Mayor not in attendance

If the Mayor does not attend within fifteen minutes after the scheduled commencement of the meeting, the Chair of Council Committee shall call the meeting to order and preside until the arrival of the Mayor.

22.4.3 Order - decorum - preserved by Mayor

The Mayor shall preserve order and decorum and decide points of order, subject to an appeal to the Council by any member and, in the absence of the Mayor, the presiding officer shall have the same authority while presiding at the meeting as the Mayor would have had if present.

22.4.4 Point of Order - stated - appeal

- (a) A member may raise a Point of Order and state the Point of Order to the Mayor.
- (b) The member shall identify the procedural rule that has been broken.
- (c) The Mayor shall make a decision or ruling on the Point of Order. The point is declared either “well taken” or “not well taken” with a short explanation of the ruling.
- (d) A member shall only address the Mayor for the purpose of appealing the Mayor’s decision.
- (e) If no member appeals, the decision of the Mayor shall be final.
- (f) If appealed, with a seconder, the members shall decide on the Point of Order by a majority vote of the members and the decision is final. The motion to appeal the decision of the Mayor is debatable.

22.4.5 Transferring items from closed session

At the outset of discussion of a closed session item in closed session, any member who believes that the agenda item does not qualify for discussion in closed session shall request that the item be transferred to open session and a vote of the members shall decide the question.

22.4.6 Entry - Council platform - permission

No person, except members of Council and staff, shall be allowed onto the Council platform during a meeting without the permission of the Mayor.

22.4.7 Adjournment 11:00 p.m. - unless otherwise approved

The Council meeting shall adjourn by 11:00 p.m. unless members, by majority vote, extend this time.

22.4.8 Robert’s Rules of Order - Parliamentary Authority

The governing rules of procedure set out herein are the rules of procedure to be followed by Council. Where the Chapter is silent on a rule, the parliamentary authority to be used shall be Robert’s Rules of Order.

Article 5**ELECTRONIC MEETING PARTICIPATION****22.5.1 Electronic Meeting Participation**

Members of Council may participate electronically in a meeting which is open or closed to the public. A member of Council who is participating electronically in such a meeting may be counted in determining whether or not a quorum of members is present at any point in time. Electronic participation shall include, but is not limited to, participation by teleconference or video conference.

- (a) Any member wishing to participate electronically in a meeting shall provide notice to the Clerk by 12:00 p.m., or as soon as is practicable, on the day of the meeting to provide staff an opportunity to make necessary arrangements for the technological needs of electronic participation.
- (b) The Chair shall request that each member participating electronically declare their vote either by a show of hands or state verbally whether they are for or against the motion.
- (c) Members of Council participating electronically in closed session shall ensure confidentiality is maintained at all times.
- (d) In the event of technical failure during the meeting, Council may take a recess to allow staff to reinstate the electronic participation. If a member can no longer participate by electronic means, the meeting may continue.

Article 6 DECLARATION OF INTEREST

22.6.1 Declaration of Pecuniary Interest and General Nature Thereof

Where a member has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of Council, Committee or Local Board defined under the *Municipal Conflict of Interest Act*, at which the matter is the subject of consideration, the member:

- (a) Shall, at the beginning of each meeting, disclose the interest and the general nature thereof.
- (b) Shall not take part in the discussion of, or vote on any question in respect to the matter.
- (c) Shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.
- (d) when the meeting is in Closed Session, shall leave the closed meeting or part of the closed meeting during which the matter in relation to which the interest has been declared is under consideration.

22.6.2 Written statement - required

In addition to a verbal declaration, each member must provide to the Clerk at the meeting a written statement of the member's pecuniary interest(s), if any, in accordance with the *Municipal Conflict of Interest Act*. The statement shall include a description of the general nature of the pecuniary interest(s) and a reference to the agenda item(s) to which the statement relates.

22.6.3 Declarations - registry

A registry of declarations made by members will be posted on the City Website in accordance with the Clerk's administrative procedures.

**Article 7
RULES OF DEBATE****22.7.1 Participation - Mayor**

If the Mayor desires to leave the Chair for the purpose of taking part in the debate, another member shall be called upon to fill the Chair until the Mayor resumes that position.

22.7.2 Speaking - order - determination

When two or more members request to speak, the Mayor shall designate the member who has the floor.

22.7.3 Speaking - reply - maximum duration - fifteen minutes

No member, without leave of Council, shall speak to the same motion, or in reply for longer than 15 minutes.

22.7.4 Vote - call - disturbance - prohibited

When the Mayor is calling a vote, no member shall walk across or out of the room or make any noise or disturbance; nor, when a member is speaking, shall any other member pass between the member speaking and the Mayor, or interrupt that member except to raise a Point of Order or Point of Privilege.

22.7.5 Reading - motion - under debate - at any time

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

**Article 8
CONDUCT OF MEMBER****22.8.1 Speaking - disrespectfully - prohibited**

A member shall not use profane or offensive language or speak in a disrespectful or insulting manner.

22.8.2 Speaking - motion in debate - only

Members shall only speak to the motion in debate.

22.8.3 Speaking - through Chair - only

No member shall speak to another member except through the Chair.

22.8.4 Speaking - audience - prohibited

No member shall engage with members of the audience during the proceedings of a meeting.

22.8.5 Reflection upon vote - prohibited -exception

No member shall reflect upon any vote of the Council.

22.8.6 Disobey - rules - decisions - Council - prohibited

No member shall disobey the rules of Council or the decision of the Mayor or Council.

22.8.7 Disobedience - member ordered to leave -apology

If any member disobeys the rules of Council, he or she may be ordered by the Mayor to leave his or her seat for that meeting; but, in the case of an apology being made by the offender, he or she may, by majority vote of the members present be permitted to retake his or her seat.

**Article 9
MOTIONS****22.9.1 Motion - seconded - read by Mayor -debated**

All motions shall be seconded before being debated or read by the Chair. When a motion is seconded, it shall be read or stated by the Mayor before debate.

22.9.2 Motion - seconded - read by Mayor - possession of Council

After a motion is read or stated by the Mayor, it shall be deemed to be in possession of the Council but may, with the permission of Council, be withdrawn at any time before decision or amendment.

22.9.3 Notice of Motion - new matter

All Notice of Motions for introducing new matters shall be received in writing in report format by the Clerk no later than 12 noon on the Tuesday preceding the meeting unless the Council, without debate, waives such notice by a two-thirds vote of members present.

22.9.4 Motion - verbal

All motions shall be in writing except the following motions which may be made verbally:

- (a) to adjourn;
- (b) to approve the minutes;
- (c) to approve the agenda;
- (d) to proceed past 11:00 p.m.;
- (e) to appeal the decision of the Chair;
- (f) to postpone;
- (g) to recess;

- (h) to withdraw.

22.9.5 Motion - under debate - motions permitted - set out

When a motion is under debate, no motion shall be received unless:

- (a) to read it;
- (b) to amend it;
- (c) to postpone it;
- (d) to withdraw it;
- (e) to move that the vote be taken; or
- (f) to extend the hour for closing proceedings.

22.9.6 Motion to postpone

A motion to postpone to a specific day shall not be received and stated or read by the Mayor until he or she has determined that sufficient discussion has taken place.

22.9.7 Motion to recess

A recess shall be convened either by motion or at the discretion of the Mayor.

22.9.8 Motion to amend - process

- (a) The member shall verbally announce the intent of the proposed amendment prior to the written motion to amend being seconded and presented to the Mayor/Chair for full introduction;
- (b) The motion to amend shall be dealt with before the main motion is dealt with;
- (c) The motion to amend shall be germane to the main motion.

22.9.9 Amendment - in writing - decided - withdrawn

Every amendment submitted shall be made in writing, shall be germane to the main motion and shall be decided or withdrawn before the main motion is called to a vote.

22.9.10 Amendment - to amendment - one only

Only one amendment shall be allowed to an amendment and any further amendments must be to the main motion.

22.9.11 Reconsideration - authority - main motion

“Council may revisit the vote taken on a resolution from a previous meeting by introducing a motion to reconsider, subject to the following conditions:

- (a) Resolutions adopted by a previous Council term are not considered a

reconsideration for the current Council term subject to (c) below; and

- (b) That a Notice of Motion is provided as set out in Section 22.8.3. which may be made by any member; and
- (c) That no part of the motion to be reconsidered has been implemented resulting in legally binding commitments; and
- (d) That the motion to be reconsidered has not been previously reconsidered within the current term of Council; and
- (e) That the motion to reconsider is adopted by a two-thirds vote of members present prior to debate taking place on the original resolution; and
- (f) That no discussion, except that obtaining information that justifies the reconsideration, shall be allowed until the motion for reconsideration is decided upon.

22.9.12 Motion - taken separately - upon request

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

22.9.13 Vote - finally called - speaking - other motion

After a vote is finally called by the Mayor, no member may speak to the motion, nor shall any other motion be made until the result of the vote has been declared.

22.9.14 Rules - contravened - member apprised

Whenever the Mayor is of the opinion that a motion is contrary to the rules and privileges of Council, members shall be apprised immediately before calling the vote, and the Mayor shall cite the rule or authority applicable to the case.

22.9.15 Point of Privilege - consideration - immediate

Points of Privilege may affect an individual member or all of the members. A motion to raise a Point of Privilege may be raised by a member at any time, with recognition from the Mayor, for the purpose of drawing Council's attention to a matter that requires immediate consideration. The Mayor shall make a decision.

**Article 10
VOTING ON MOTIONS**

22.10.1 Non-vote deemed negative - exception

Every member who is present when a motion is put forth shall vote unless the member has declared a pecuniary interest. In such case, the member shall refrain from taking part in the discussion and from voting on the motion. If any member present persists in refusing to vote for other than the reason stated in this section, that member shall be deemed as voting in the negative.

22.10.2 Recorded vote - when used

A recorded vote shall be entered in the minutes when any member requests a recorded vote. All members shall take their seats when a recorded vote is requested. Members shall use the electronic voting equipment for the purpose of recording the vote and the results shall be read by the Clerk or designate. If the electronic voting equipment is not available, all members shall announce his or her vote openly and the Clerk or designate shall record each vote.

22.10.3 Equality of votes - deemed lost

Any motion on which there is an equality of votes shall be deemed to be lost.

22.10.4 Mayor not required to vote unless a recorded vote

Notwithstanding Section 22.9.1, the Mayor is not required to vote when a vote is called; however the Mayor is required to vote with the other members on a recorded vote, unless excused or exempted for reasons set out in Section 22.9.1.

Article 11
READING OF BY-LAW - PROCEEDING

22.11.1 Introduction - in blank - imperfect shape - prohibited

A by-law shall not be introduced either in blank or in an imperfect form.

22.11.2 By-laws - listed - prepared - legislatively required

The Clerk shall prepare and list on the agenda only those by-laws that are legislatively required.

22.11.3 Introduction - one motion - permitted

All by-laws may be introduced by one motion unless Provincial legislation requires individual readings, or unless a member of Council requires a by-law to be introduced separately.

22.11.4 Endorsed by Clerk - seal affixed

The Clerk shall endorse all by-laws introduced, and shall be responsible for the correctness of such by-laws should they be amended and shall affix the seal of the Corporation upon the by-law once passed.

22.11.5 Signed - seal affixed

Every by-law shall be under the seal of the Corporation and shall be signed by the Mayor and Clerk in attendance at that meeting.

22.11.6 Minutes - resolution number - requirements

There shall be attached to every resolution of the proceedings of Council a progressive resolution number.

22.11.7 Confirmation By-law

There shall be enacted a by-law at the end of each Council meeting to confirm by by-law each resolution and other actions passed and taken by Council at the meeting.

**Article 12
MUNICIPAL STAFF SUPPORT****22.12.1 Clerk - Secretary for all Council meetings - duty**

The Clerk shall be the Secretary for all Council meetings and will prepare agendas and keep the minutes and records of the Council meetings.

22.12.2 Chief Administrative Officer - Clerk

The Chief Administrative Officer and Clerk or designate shall attend all meetings of Council.

**Article 13
AGENDA****22.13.1 Agenda - prepared by Clerk - items to be considered**

The Clerk shall determine the items to be considered by Council in accordance with the provisions of this Chapter and prepare an agenda for each regular, statutory, or special meeting of Council.

22.13.2 Agenda - addendums

The Clerk shall add such items to the agenda after the print deadline that are of an urgent nature or are items of importance or relevance to items on the agenda and such items shall appear on an "Addendum to Agenda" sheet which shall be made available to Council and the public at the start of the meeting and which shall be considered part of the regular agenda for the named date. Late agenda items shall be received by the City Clerk's Office no later than 10:00 a.m. on the day of the Council meeting.

22.13.3 Agenda - Council meetings

The agenda format for all regular meetings of Council shall be as follows:

1. Call to Order
2. Canada
3. Moment of Silence
4. Approval of Agenda
5. Disclosure of Interest
6. Presentations

7. Deputations
8. Minutes
9. Correspondence
10. Reports
11. Motions
 - Notice of Motion Deputation
 - Motions
12. Consent Agenda
13. By-laws
14. Announcements
15. Open Public Forum
16. Adjournment

22.13.4 Agenda - Statutory and special meetings

Agendas for Statutory and Special meetings of Council may be prepared similarly as provided in Section 22.13.3.

22.13.5 Agenda - land acknowledgement - meeting in June

A Land Acknowledgement Statement shall be included on an agenda in the month of June. The Chippewas of Rama First Nation, the Chippewa Tri-Council and the Williams Treaties First Nations shall be extended an invitation to provide a presentation in conjunction with the reading of the statement

22.13.6 Business - order - as specified

The business shall, in all cases, be taken up in the order as listed on the agenda unless otherwise decided by the members under the heading "Approval of Agenda."

22.13.7 Agenda - prepared - deadline

For all regularly scheduled meetings of Council, the Clerk shall have the agenda prepared and distributed to the members no later than the Thursday preceding the meeting of Council and available to the public after 10:30 a.m. on the Friday preceding the meeting.

ARTICLE 14 PUBLIC NOTICE

22.14.1 Public notice - Council meetings

Public notice of regular Council meetings shall be given as follows:

- (a) annual schedule shall be posted on the City's website at the commencement of each year;
- (b) advertised monthly in the Council Calendar;
- (c) advertised monthly in the newspaper;
- (d) advertised in the newspaper on the Thursday preceding the meeting; and
- (e) advertised on the City's Corporate social media sites on the day of the meeting.

22.14.2 Public notice - Statutory meetings

Public notice of statutory meetings shall be given as follows:

- (a) at the City Clerk's Office;
- (b) on the City's website;
- (c) advertised in the newspaper a minimum of seven days prior to the meeting date, or on such earlier date as may be specified in the applicable legislation; and
- (d) advertised on the City's Corporate social media sites on the day of the meeting.

22.14.3 Public notice - Special meetings - minimum 24 hours

Public notice of special meetings shall be given no less than 24 hours preceding the meeting as follows:

- (a) at the City Clerk's Office; and
- (b) on the City's website; and
- (c) on the City's Corporate social media sites on the day of the meeting.

22.14.4 Public Notice - Emergency Meeting

In the case of an emergency meeting, notice shall be given by posting the agenda and meeting advertisement on the City website as soon as is practicable.

Adopting By-law: By-law 1994-10, 10 January 1994.

By-law Amendments: By-law 1995-74, 8 May 1995; By-law 1997-116, 22 September 1997; By-law 1997-125, 6 October 1997; By-law 1998-9, 12 January 1998; By-law 1998-16, 2 February 1998; By-law 1998-79, 8 June 1998; By-law 1998-133, 19 October 1998; By-law 1999-21, 25 January 1999; By-law 1999-54, 12 April 1999; By-law 1999-157, 8 November 1999; By-law 2000-20, 31 January 2000; By-law 2000-28, 14 February 2000; By-law 2001-2, 15 January 2001; By-law 2001-135, 10 September 2001; By-law 2002-119, 9 September 2002; By-law 2002-172, 16 December 2002; By-law 2004-117, 19 July 2004; By-law 2004-130, 16 August 2004; By-law 2007-130, 13 August 2007; By-law 2008-12, 21 January 2008.

Repealed and Replaced: By-law 2008-207, 19 January 2009.

By-law Amendments: By-law 2010-22, 22 February 2010.

Repealed and Replaced: By-law 2012-138, 22 October 2012.

By-law Amendments: By-law 2013-102, 18 July 2013; By-law 2014-18, 17 March 2014.

Repealed and Replaced: By-law 2018-7, 29 January 2018.

By-law Amendment: By-law 2019-45, 1 April 2019, By-law 2020-9, 10 February 2020; By-law 2020-17, 18 March 2020; By-law 2020-18, 18 March 2020; By-law 2020-48, 25 May 2020; By-law 2020-70, 27 August 2020; By-law 2020-93, 9 November 2020.