

# The Corporation of The City of



## Chapter – 47 - Council “Procedural By-law 3634-2010”

**Adopted February 16, 2010**

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of the Council of the City of Dryden, Ontario, Canada



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## Chapter 47 – Council

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**§ 47-1 Title.**

This chapter may be cited as the "Procedural By-law".

**ARTICLE I  
Interpretation**

**§ 47-2 Definitions.**

As used in this chapter, the following terms shall have the meanings indicated:

ACT – The Municipal Act, 2001, S.O. 2001, c. 25, as amended and includes regulations thereunder.

AGENDA – A list of items on an Agenda of Council or Committee of the Whole or Special or other meetings.

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

CHAIR – The person presiding at a meeting.

CHIEF EXECUTIVE OFFICER – The Mayor in accordance with the *Act*.

CITY – The Corporation of The City of Dryden.

CITY MANAGER – The City Manager of the City.

CLERK – The Clerk of the City or designate.

CLOSED MEETING – A session of Council, Committee of the Whole or a Committee composed of more than 50 percent of members of Council, which is closed to the public in accordance with the *Act*.

COMMITTEE – An Advisory, Statutory, Special Project/Task Force, Ad Hoc Committee established by Council to advise on specific matters which Council has deemed appropriate for the Committee to consider in accordance with the City of Dryden Committee Policy and its terms of reference but does not include the Committee of the Whole.

COMMITTEE OF THE WHOLE – A Committee comprised of all members of Council.

**§ 47-2 Definitions. (Cont'd)**

CONSENT AGENDA – A list of items on the agenda containing recommendations from the Clerk and the City Manager as to their disposition, all of which may be adopted by one motion of the Council, Committee of the Whole, or Committee, but any of which may be transferred to the regular agenda for consideration upon the request of a member.

COUNCIL – The Council of the City.

DEPUTATION/DELEGATION – A person (s) making a verbal presentation to Council, Committee of the Whole or Committee.

DEPUTY MAYOR – The Councillor appointed by Council By-law to act in the absence of the Mayor.

DESIGNATED AREA – The spectator areas within the Council Chambers.

EMERGENCY – An Emergency as defined in the City's Emergency Plan.

EX-OFFICIO - By virtue of office or position and carries with it the right to participate fully in all committee meetings and to vote unless prohibited by law, but does not count towards a quorum.

HOLIDAY – Those dates listed as holidays in the *Legislation Act, 2006* with the exception of:

- (1) any other day proclaimed by the Council of the Corporation as a Civic Holiday;  
and,
- (2) any day as set out in a City by-law as such.

IMPROPER CONDUCT – Conduct which offers any obstruction to the deliberations of proper action of Council, Committee of the Whole, or Committee.

INAUGURAL MEETING – The first meeting of Council held after a municipal election in a regular election year.

MAJORITY VOTE – The vote of more than half of the members present and voting at a properly constituted meeting at which a quorum is present and the Mayor or Chair shall be included in the count. The count shall include those present and not excluded from voting by the provisions of the Municipal Conflict of Interest Act.

MAYOR – The Head of Council of the City as defined by the Act.

**§ 47-2 Definitions.** (Cont'd)

MEETING – Any meeting of Council, Committee of the Whole, or Committee and shall be open to the public unless authorized to be closed in accordance with the Act.

MEMBER – A member of Council or Committee of the Whole, or Committee as the case may be and includes the Chair.

MOTION – A question to be considered by the Council or a Committee which is moved, seconded, presented, ready by the Chair, and is subject to debate. When a motion is adopted, it becomes a resolution.

MOTION TO DEFER – A motion to dispose of a matter or motion with or without any proposed amendment, by delaying consideration thereof:

- (1) indefinitely;
- (2) until or within some specified time or time period;
- (3) until the happening of a specified event; or,
- (4) until the receipt of one or more reports.

MOTION TO RECEIVE – A motion to acknowledge the particular item, report or recommendation under consideration and to have the item, report or recommendation placed in the records of the Clerk for future reference with no additional action being taken with respect thereto at the present time.

MOTION TO REFER – A motion to dispose of a question under consideration, with or without any proposed amendment, in order to seek consideration by, and, if deemed desirable, one or more reports from, any designated committee, body or official.

MUNICIPAL ELECTION – A municipal election held pursuant to the *Municipal Elections Act*.

NEWSPAPER – A printed publication in sheet form, intended for general circulation, published regularly at intervals of not longer than a week, consisting in great part of news of current events of general interest and available to the public and to regular subscribers and distributed for sale or gratis on a daily and/or weekly basis.

NOTICE – A written, printed, published, verbal, electronic or posted notification or announcement to the public generally, but does not include notice given to specified persons.

**§ 47-2 Definitions.** (Cont'd)

NOTICE OF MOTION – The completion and filing with the Clerk of the form as affixed hereto as Schedule "A" and forming part of this Chapter, of the intent of a Member to introduce a matter by motion at the next or subsequent meeting of Council. The notice is a statement of intention and can be made by a member at the designated time on the agenda. When such notice is given, the motion requires no seconder, nor is it debatable until such time it is presented at the next Council meeting or subsequent meeting.

POINT OF ORDER – A question by a member with the view to calling attention to any departure from this chapter or in the conduct of the Council's business such as:

- (1) any breach of the Rules of Order of Council;
- (2) any defect in the constitution of any meeting of Council;
- (3) the use of improper, abusive or offensive language;
- (4) notice of the fact that the matter under discussion is not within the scope of the proposed motion; or,
- (5) any other informality or irregularity in the proceedings of Council.

POINT OF PERSONAL PRIVILEGE – A question by a member who is concerned and believes that another member has spoken disrespectfully towards that member, or who considers that his or her integrity has been impugned.

POINT OF PRIVILEGE – A question affecting the rights and immunities of the Council collectively or the position and conduct of members as elected representatives.

POINT OF PROCEDURE – A question to obtain information on a matter of parliamentary procedure or the rules of the Council bearing on the business at hand in order to assist a member to make an appropriate motion, raise a point of order, or understand the parliamentary situation or the effect of a motion.

PRESENTATION – A person, group or organization that has been invited by Council or Committee of the Whole or City Manager to attend a meeting to present on a specific matter or issue or to present an award or provide recognition as identified under subsection 47-90.

## **§ 47-2 Definitions. (Cont'd)**

**PRESIDING OFFICER** – A person appointed by the Members present at a meeting of Council in the event the Mayor or the Deputy Mayor are not in attendance within fifteen (15) minutes after the hour appointed for the Council meeting, or in the event the Mayor and/or the Deputy Mayor declare a conflict of interest with the subject matter in the meeting.

**PROCEDURAL BY-LAW** – This Chapter as amended from time to time.

**PUBLIC MEETING** – A meeting called by Council to receive the input of the public on any matter on which Council wishes to receive public comment; or a meeting called by Council pursuant to the provisions of the Act and any other Act.

**QUORUM** – The minimum number of members who must be present at the meetings for business to be legally transacted. The quorum required commencing and continuing a meeting of Council, Committee of the Whole or Committee shall be more than fifty percent (50%) of the Members.

**RECORDED VOTE** – The recording of the name and vote of every member by the Clerk at the request of a member on a motion during a Council meeting immediately prior to or after the vote.

**REGULAR MEETING** – A scheduled meeting held in accordance with the approved calendar/schedule of meetings and this Chapter.

**SPECIAL MEETING** - A meeting not scheduled in accordance with the approved calendar/schedule of meetings.

**TWO THIRDS MAJORITY** – A vote of two-thirds (2/3) of the Members present and voting on an issue. The Mayor or Chair shall be included in the count. The count shall include only those present and not excluded from voting by the provisions of the Municipal Conflict of Interest Act.

**WEBSITE** – The City of Dryden electronic community information site for the public to access information, selected websites containing a variety of pages and online services and information and is used as a tool for providing notice.

**ARTICLE II**  
**General**

**§ 47-3 Business Conducted According to this Chapter.**

The rules and regulations contained in this chapter shall be observed in all proceedings of the Council and all meetings and shall be the rules and regulations for the order and dispatch of business before Council, Committee of the Whole and its Committees, where applicable.

**§ 47-4 Waiving of Chapter Provisions.**

- A. Subject to subsection B, a motion to waive, or not to follow a rule of procedure established under this Chapter shall not be passed without a two-thirds vote of the members present and voting.
- B. Subsection not to be waived. Subsection 47-3 A and 47-4 may not be waived and shall be followed.

**§ 47-5 Amendment to this Chapter.**

- A. Majority vote required.
  - (1) This Chapter shall not be amended or repealed except by a majority vote of all the members of Council.
- B. Notice to be given at a previous meeting.
  - (1) No amendments or repeal of this chapter shall be considered at any meeting of the Council unless notice of the proposed amendment or repeal was given at a previous open regular meeting of the Council and in accordance with Chapter 133 Notices.

**§ 47-6 Parliamentary Procedures.**

All points of Order of Procedure not provided for in these Rules shall be decided in accordance with Bourinot's Rules of Order.

**§ 47-7 Council – Introduction of New Item on Agenda.**

Extraordinary item(s) not provided for on the agenda shall be identified by a member of Council under Notices of Motion. A motion shall be required to introduce the new item to be presented for a specific matter, (and shall precede the item to be introduced) and such motion shall not proceed without the unanimous consent of Council.

The member making such request is to state the nature of the motion and the reason for introducing the new item. Any extraordinary item that is introduced shall not contravene the provisions of Chapter 133 Notices of the City’s Municipal Code.

**§ 47-8 Deputy Mayor – Appointment.**

The position of Deputy Mayor shall be on a rotating basis among the six (6) members of Council whereby each Member shall be appointed Deputy Mayor for a four (4) month period that is rotated over the term of Council. The appointments shall be approved by by-law, passed at the Inaugural Meeting of the new Council and shall list the rotation every four (4) months for the full term of Council commencing alphabetically on the date of the passing of the By-law.

**§ 47-9 Deputy Mayor – Authority in Absence of Mayor.**

In the absence of the Mayor, the Deputy Mayor for the purposes of this Chapter shall act in the place and stead of the Mayor and shall have all rights, powers and authority of the Mayor, while so acting.

**§ 47-10 Members of Council – Absence – Notification.**

Members of Council shall notify the Clerk or Designate when the member is aware that he/she will be absent from any meeting of Council or Committee of the Whole.

**§ 47-11 Minutes of Meetings.**

Minutes of meetings shall be taken of all meetings of Council, Committee of the Whole, Special, Public and Committee meetings, open or closed. The Clerk or designate shall take minutes of all meetings of Council, Committee of the Whole, Special and Public meetings, open or closed. In the case of Committee meetings, the appropriate municipal staff shall take the minutes as determined by the Clerk.

**§ 47-12 Councillors – Addressed.**

At meetings, Members of Council shall be addressed as “Councillor (surname inserted).”

**§ 47-13 Mayor – Addressed.**

At Meetings, the Mayor shall be addressed as “Mayor (surname inserted)” or as “Your Worship.”

**§ 47-14 Chair and Members of Committee of the Whole – Addressed.**

The Chair shall be addressed as Chair or Madam Chair and Members addressed as Member Councillor (surname inserted) or Mayor (surname inserted).

**§ 47-15 Location of Meetings.**

All meetings of Council, Committee of the Whole, Special Meetings, or public meetings as required by legislation shall be held in Council Chambers of City Hall, 30 Van Horne Avenue, in the City of Dryden, or as otherwise designated by Council.

**§ 47-16 Use of Audio-Video Equipment.**

The use of audio-video recording equipment during a meeting that is not closed to the public is only permitted as long as it is not disruptive to the conduct of the meeting and provided same has been authorized by the Clerk. Any and all audio-video recordings recorded other than by the municipality shall not, under any circumstances, be deemed to be official records.

**ARTICLE III**  
**Duties of Mayor and Councillors**

**§ 47-17 Mayor and Councillors.**

- A. It is the duty of the Mayor to preside at all meetings of Council, and in addition to the requirements in the Municipal Act shall be responsible; to,
- (1) open the meeting of Council by taking the Chair and calling the meeting to order;
  - (2) receive and submit, in the proper manner, all motions, which are moved and seconded, or necessarily arise in the course of the proceedings by the members;
  - (3) put to a vote all motions and to announce the results;
  - (4) sit as an ex-officio member of any Committees and to vote at meetings;
  - (5) decline to put motions to a vote which infringe upon the rules of procedure or are beyond its power of authority;
  - (6) inform the members of the proper procedure to be followed and to enforce the rules of procedure;
  - (7) enforce on all occasions, the observance of order and decorum among the members;
  - (8) call to order any member persisting in a breach of the rules of procedure and to order the member to vacate the meeting;
  - (9) permit questions to be asked through the Mayor of any officer of the City for information to assist in any debate when the Mayor deems it proper;
  - (10) vote on all motions before the Council unless prohibited from voting by law by clearly raising your hand;
  - (11) provide information to members on any matter relating to the business of the City;
  - (12) authenticate by signature all by-laws, agreements and minutes of Council;
  - (13) rule on any points of order raised by members;
  - (14) represent and support the Council;
  - (15) recommend the members of Council who are to serve on committees;

**§ 47-17 Mayor and Councillors.** (Cont'd)

- A. It is the duty of the Mayor to preside at all meetings of Council, and in addition to the requirements in the Municipal Act shall be responsible; to,
- (16) maintain order. Where it is not possible to maintain order, the Mayor may, without any motion being put forward, adjourn the meeting to a time to be determined by the Mayor;
  - (17) adjourn the meeting when the business is concluded;
  - (18) carry out the duties of the Mayor under the Act or any other Act; and,
  - (19) act in accordance with the Oath of Allegiance and Oath of Elected Office.
- B. It is the duty of Councillors to attend all meetings of Council, Committee of the Whole and Committees, in addition to the requirements in the Municipal Act, to:
- (1) prepare for meetings, including reviewing the agenda and background information prior to the meeting;
  - (2) speak only to the subject on debate;
  - (3) vote on all motions before the Council unless prohibited from voting by law by clearly raising your hand;
  - (4) observe proper procedure and decorum at all meetings;
  - (5) state questions to be asked through the Mayor or Chair;
  - (6) support the decisions of Council;
  - (7) attend Board and Committee meetings to which the member has been appointed by Council; and,
  - (8) carry out the duties of Council under the Act or any other Act and act in accordance with their Oath of Allegiance and Oath of Elected Office.

## **ARTICLE IV Meetings**

### **§ 47-18            Inaugural Meeting.**

- A.     The Inaugural Meeting of Council shall be held on the first Monday in December at 6:00 p.m. following a regular municipal election.
- B.     No business shall be conducted at the Inaugural Meeting of Council until the Declarations of Office and Oaths of Allegiance have been made by the members of Council.
- C.     The location of the Inaugural Meeting shall be the Council Chambers, unless it is determined that it be held at a different location, prior to the meeting date by resolution of Council.

### **§ 47-19    Dates, Times, and Curfew of Meetings.**

- A.     Council shall hold its regular meetings of Council on the 3<sup>rd</sup> Monday of every month at 7:00 p.m. and shall stand adjourned at or before 10:00 p.m.
- B.     Closed meetings of Council shall commence at 6:00 p.m. on 3<sup>rd</sup> Monday of every month and shall stand adjourned at 6:45 p.m. Unfinished business shall be brought forward if required during the closed portion of the regular meeting of Council.
- C.     Meetings of Committee of the Whole shall be held on the 2<sup>nd</sup> Monday of every month at 7:00 p.m. and shall stand adjourned at or before 10:00 p.m.
- D.     Closed meetings of Committee of the Whole shall commence at 6:00 p.m. on 2<sup>nd</sup> Monday of every month and shall stand adjourned at 6:45 p.m. Unfinished business shall be brought forward if required during the closed portion of the regular meetings of Committee of the Whole.
- E.     Meetings held to consider applications under the Planning Act or to obtain public input may be held at 5:00 p.m. prior to the regular meeting of Committee of the Whole or Council. The regular meeting of Committee of the Whole to adjourn to a closed session shall commence at 6:00 p.m. or, if the public meeting continues beyond 6:00 p.m., the Committee of the Whole or Council meeting shall commence immediately after all public comment has been received and the public meeting has adjourned. The meeting may be called at an earlier time or at a different date and time upon the approval by resolution of Council provided adequate notice is given to the public of the impending change as directed by the Clerk or designate.

**§ 47-19 Dates, Times, and Curfew of Meetings. (Cont'd)**

- F. Where Council directs otherwise, a meeting for the purpose of receiving public comments on any matter; or where Council directs a meeting shall be held pursuant to the provisions of the Act or any other Act, a public meeting shall have a time limit of two (2) hours unless extended, with the approval of a majority of all Members of Council present at a meeting prior to the time limit; in any event the meeting shall adjourn within four (4) hours.
- G. Meeting adjournment times may be extended by one (1) hour by Council resolution with the approval of a majority of the members of Council or Committee of the Whole present at a meeting prior to the time limit. For each hour thereafter, the meeting may be further extended by a further one (1) hour by a Council resolution which must receive the unanimous approval of Council or Committee of the Whole.
- H. Where there is unfinished business at a meeting that adjourned, the unfinished business shall be brought forward and transacted at the date of the next meeting or at the meeting that has been re-scheduled.
- I. Cancellation/Postponement of Meetings:
  - (1) Council may, by resolution, cancel, or postpone a regular meeting of Council or Committee of the Whole provided that twenty-four (24) hours notice is given to the public of the impending change as directed by the Clerk or designate.
  - (2) Should there not be sufficient advance notice to authorize the cancellation or postponement by resolution, the Clerk shall provide for written notice, provided at least 24 hours notice can be given or if such notice cannot be provided for, the Clerk shall attempt to notify the Members of Council, staff, media and the general public as soon as possible and in the most expedient manner available.
  - (3) A meeting may be cancelled due to lack of quorum as referenced in subsection 47-26 B of this Chapter.
- J. In the event that a Municipal Election falls on a Monday of a regular meeting of Council or Committee of the Whole, the meeting shall be cancelled, unless otherwise provided by resolution.
- K. In the event that a regular meeting falls on a holiday, the Council shall meet at the same hour on the first day thereafter, which is not a holiday, unless otherwise provided by resolution of Council.

**§ 47-19 Dates, Times, and Curfew of Meetings. (Cont'd)**

L. Special Meeting of Council or Committee of the Whole:

- (1) The Mayor or Chair may, at any time, summon a Special Meeting of Council or Committee of the Whole for the purpose as approved by the Mayor or Chair, Clerk and City Manager.
- (2) The Clerk shall summon a Special Meeting upon submission to the Clerk of a written petition of the majority of Council members. The written petition shall advise the Clerk of the reason for the Special Meeting and may include the date or time for the meeting.
- (3) The Special Meeting shall be held not sooner than forty-eight (48) hours following the Mayor's summons or receipt of the petition, as the case may be, and notice shall be given to Council, staff, affected parties, the public and media and shall state the specific business to be considered at the Special Meeting.
- (4) Unless otherwise specified in the notice described in section subsection 47-14, a Special Meeting shall be held in Council Chambers.

**§ 47-20 Public Notice of Meetings.**

- A. The published agenda shall be considered adequate public notice and deemed to have been given by being posted on the City of Dryden website and available for public review in the office of the City Clerk and the Dryden Public Library before the close of business on either the Friday or applicable business day preceding the regularly scheduled meeting.
- B. All notices of meetings of Council and Committee of the Whole shall indicate the day, time, and place of commencement of the meeting, and the contact information for the Clerk's Office.
- C. The Clerk or designate shall provide each Member of Council a hard copy of the agenda with supporting reports and correspondence by the close of business on the Thursday immediately prior every regular meeting of Council and Committee of the Whole.
- D. Agendas for all open meetings, along with all supporting reports and correspondence, shall be published to the website and distributed by hard copy to the Dryden Public Library before the close of business on the Friday prior to the regular scheduled meeting of Committee of the Whole or the regular meeting of Council.

**§ 47-20 Public Notice of Meetings. (Cont'd)**

E. Special Meeting:

- (1) The Clerk shall deliver to the Members of Council, an agenda for any Special Meeting called in accordance with this Chapter by either facsimile transmission, electronic mail, hand delivered, or in the established mail pick-up area for Members of Council a minimum of 48 hours in advance of such meetings. The agenda shall be posted to the public website and a hard copy forwarded to the Dryden Public Library.
- (2) Public notice shall be given to Council, affected parties, the public and media.
- (3) The notice shall specify the purpose for the meeting and the only business to be dealt with at a Special Meeting is that which is listed in the notice.

F. Special Closed Meeting:

Should it be required to hold a closed meeting of Council or Committee of the Whole that is not on a regularly scheduled meeting date, a minimum of forty-eight (48) hours public notice shall be given to Council, affected parties, the public and media and shall state the general nature of the business to be considered and not already provided for on any meeting agenda where notice is deemed to have been given.

G. Emergency – Notice Not Required:

In the case of an emergency as defined in the City of Dryden Emergency Plan, an emergency meeting may be held without notice, to deal with the emergency or extraordinary situations, provided proof that an attempt has been made by the Clerk or designate to notify the members about the meeting as soon as possible and in the most expedient manner possible. Notice of the holding of the meeting shall be given as soon as possible thereafter to ensure the public is apprised of the holding of such a meeting.

H. Public Meetings:

Notice of Public Meetings held to consider applications under the Planning Act or to obtain public input shall be given in accordance with required legislation and in accordance with the Chapter 133 – Notices of the City's Municipal Code. The Agenda and any supporting material shall be circulated to Council on the Thursday prior to the Public Meeting.

**§ 47-20 Public Notice of Meetings. (Cont'd)**

I. Other Meetings:

Notice shall be given for any meeting, open or closed, and such notice shall be determined by the Clerk in accordance with this Chapter.

J. Committee Meetings:

The Agenda for a Committee Meeting shall be considered notice of the meeting and shall be delivered to members of Council and/or other appointed members and applicable staff prior to the commencement of the meeting, and also in accordance with Chapter 133 Notices of the City's Municipal Code.

K. Lack of Receipt of Notice or Agenda:

Lack of receipt of notice or an agenda by the members of Council shall not affect the validity of the meeting or any action lawfully taken thereat.

L. Adoption of Procedural By-law:

Before passing a Procedural By-law, or amendment, the Council shall give notice of intention to pass such by-law by providing notice on the applicable agenda preceding the meeting, and posted on the Website, Clerk's Office and Dryden Public Library.

M. Minimum Requirements:

The notice requirements set out in this by-law are minimum requirements only and the Clerk may give notice in an extended manner if in the opinion of the Clerk or Council, the extended manner is reasonable and necessary in the circumstances.

N. Subordinate to Other Required Forms of Notice:

The notice requirements set out in the by-law shall be subject to any specific requirements for the fixing of notice as prescribed by legislation or as directed by Council.

**§ 47-21 Closed Meetings "Closed Session".**

A. All meetings of Council, Committee of the Whole and Committees shall be open to the public, unless otherwise authorized by *the Act* or other Statute.

B. Criteria and Procedure – Closed Meetings:

Meetings shall be closed to the public in accordance with Section 239 of *the Act* or other Statute.

C. Closed Item to be included on Agenda:

The general nature of the closed meeting items shall be listed on the agenda of the regular or special meeting of Council, Committee of the Whole, or Committee.

D. Motions Permitted in Closed Meetings:

(1) A vote may not be taken at a meeting which is closed to the public, with the exception that written motions may be voted on as follows:

- (a) for giving instructions to officers, employees or agents of the Corporation or persons retained by or under contract with the City; and,
- (b) for procedural matters such as confirming minutes and adjourning the meeting.

E. Moving Out of Closed to the Open Meeting:

Members shall adjourn from the closed meeting and reconvene to the open meeting to report from the closed meeting.

F. Closed Meeting Minutes:

(1) Closed meeting minutes shall be recorded by the Clerk or as delegated and shall record the following, without note or comment:

- (a) the starting time of the closed meeting and fact of the holding;
- (b) those in attendance and the Mayor or Chair;
- (c) Declarations of Pecuniary Interest;
- (d) the general nature of the matter considered;

F. Closed Meeting Minutes: (Cont'd)

- (e) motions to adopt closed minutes of previous meeting and providing direction; and,
  - (f) the adjournment time of the closed meeting.
- (2) All agendas, reports and presentations, and minutes shall be copied on "golden rod" coloured paper to distinguish them from regular open minutes.

**ARTICLE V**  
**Council Agendas**

**§ 47-22 Council Agendas – Composition – Prepared by Clerk.**

- A. The Clerk or designate shall prepare the Council Agenda with the Orders of the Day for regular Council Meetings, subject to necessary modifications for Special and Emergency meetings consisting of the following:
- (1) Call to Order
  - (2) Declarations of Pecuniary Interest and the General Nature Thereof:
    - (a) For the agenda for this meeting; and,
    - (b) For minutes of a meeting at which a member was not in attendance.
  - (3) Adjournment to Closed Session (if required)
  - (4) Reconvene from Closed Session (if required)
  - (5) Resumption of Open Council (if required)
  - (6) Report on matters arising from Closed Session (if required)
  - (7) Delegations
  - (8) Presentations
  - (9) Public Notices – Clerk
  - (10) Consent Agenda - Part 1 (Items 11 to 16)
  - (11) Adopt/Receive Minutes
  - (12) Motions Arising from previous Council and Committee of the Whole Meeting;
  - (13) Award of Tenders/Request for Proposals
  - (14) Departmental Quarterly Reports (as required)
  - (15) Information Items
  - (16) Proclamations
  - (17) Consent Agenda - Part 2 (Item 18)
  - (18) By-laws – First, Second and Third Reading
  - (19) Items Severed from Consent Agenda or Deferred Items
  - (20) Staff Reports
  - (21) Notices of Motion
  - (22) Motions
  - (23) Reports of Municipal Officers
    - (a) City Manager
    - (b) City Clerk;
    - (c) Director of Community Services;
    - (d) Director of Corporate Services/Treasurer; and,
    - (e) Director of Engineering and Public Works Services.
  - (24) Announcements:
    - (a) Mayor’s Remarks; and,
    - (b) Councillors’ Reports.
  - (25) Adjournment to Closed Session (if required)
  - (26) Reconvene from Closed Session (if required)
  - (27) Report from Closed Session (if required)
  - (28) Adjournment

**§ 47-23 Deadline for Material to be Included on the Agenda.**

The deadline for receipt of material by the Clerk to be included on the Agenda for Regular Meetings shall be 4:30 p.m. on the Wednesday, prior to the regular meeting.

**§ 47-24 Order of Business – as specified – exception.**

The business of each meeting shall be taken up in the order in which it stands on the Agenda unless otherwise decided by a majority vote of the members present and the motion shall not be amendable or debatable.

**§ 47-25 Consent Agenda – Declaration of Pecuniary Interest.**

Any member disclosing any direct or indirect Pecuniary Interest with an Agenda Item listed on the Consent Agenda that item shall be transferred to the regular agenda for separate consideration.

**ARTICLE VI**  
**Minutes**

**§ 47-26      Minutes – Council and Committee of the Whole.**

- A.      The minutes of Council and Committee of the Whole shall be taken by the Clerk or designate, and shall consist of a record of all proceedings taken during a Council meeting pursuant to the Act. The Clerk or designate shall record, without note or comment, the following information for the purpose of the official minutes:
- (1)      date, place and time of meeting;
  - (2)      name of the Chair;
  - (3)      members present and absent (regrets);
  - (4)      member(s) who make a declaration of pecuniary interest and the general nature thereof;
  - (5)      any public delegation or presentation and the name of the person/group;
  - (6)      motions;
  - (7)      by-laws; and,
  - (8)      time of adjournment.

**ARTICLE VII**  
**Quorum**

**§ 47-27 Commencement of Council Meetings – Quorum.**

A. Quorum – Call to Order:

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

B. Quorum – Time Appointed – Meeting:

If there is not a quorum within fifteen (15) minutes after the time appointed for the meeting, the Clerk shall call the roll, the names of the members present shall be recorded and the items included on the agenda shall be included on the agenda for the next regular meeting of Council or of a Special Meeting of Council if called for that purpose, and in the case of Committee of the Whole or Committees, at the next regularly scheduled meeting.

C. Quorum – lost – adjourn to reconvene – exception:

If during the course of a meeting, the quorum is lost, then the meeting shall stand adjourned.

**ARTICLE VIII**  
**Absence of Mayor, Deputy Mayor, Chair at Meetings**

**§ 47-28 Mayor – Absence – Deputy Mayor to Preside.**

In the event the Mayor does not attend the meeting or within fifteen minutes after the time appointed, the Deputy Mayor shall call the members to order and if a quorum is present, shall preside as Chair during the meeting or until the arrival of the Mayor.

**§ 47-29 Mayor/Deputy Mayor Absence - Member Appointed - To Preside.**

In the absence of the Mayor and the Deputy Mayor and, if a quorum is present, the Clerk shall call the Members to order. In the absence of the Deputy Mayor, the previously appointed Deputy Mayor may preside, or a Chair shall then be chosen by the members present from amongst the members and shall preside during the Meeting or until the arrival of the Mayor or Deputy Mayor.

**ARTICLE IX**  
**Rules of Debate and Conduct**

**§ 47-30 Mayor – Speaking on Motion – To leave Chair.**

The Mayor may answer questions and comment in a general way without relinquishing the Chair, but if he/she wishes to speak to a motion taking a position and endeavouring to persuade the Council to support the position, then he/she shall first relinquish the chair to the Deputy Mayor.

**§ 47-31 Mayor – Leaving Chair – Member Designated in Place.**

If the Mayor desires to relinquish the Chair for the purpose of taking part in the debate or for any other reason, the Mayor shall relinquish the Chair to the Deputy Mayor. In the absence of the Deputy Mayor, the Mayor shall designate another member to fill the Mayor's place until the Mayor resumes the Chair.

**§ 47-32 Speaking – Recognition of Chair – Required.**

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

**§ 47-33 Speaking – Order – Determination.**

When two (2) or more members indicate simultaneously that they wish to speak, the Mayor shall name the member who is to speak first.

**§ 47-34 Speaking – Limitation – Subject – Maximum Five (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 five (5) minutes.

**§ 47-35 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.

**§ 47-36 Disruption – Council – by Member – Prohibited.**

No member shall disturb the Council by disorderly conduct or comments.

**§ 47-37 Offensive Language – Insults – Prohibited.**

No member shall use profane or offensive words or insulting expressions.

**§ 47-38 Disobedience – Rules – Points of Order – Prohibited.**

No member shall disobey the rules of the Council or a decision of the Mayor of the Council on points of order or on the interpretation of the rules of procedure.

**§ 47-39 Leaving Seat – Disturbance During Vote – Prohibited.**

No member shall leave his/her seat or make noise or cause a disturbance while a vote is being taken or until the result is declared.

**§ 47-40 Speaking – Without Addressing – Prohibited.**

No member shall speak until he/she has addressed himself/herself to the Mayor or Chair.

**§ 47-41 Interruption – Speakers – Exception.**

No member shall interrupt a member who is speaking, except to raise a point of order or a question of privilege.

**§ 47-42 Leaving Meeting – Not to Return – Mayor Informed.**

No member shall leave the meeting when he/she does not intend to return thereto without first advising the Mayor or Chair.

**§ 47-43 Disorderly Conduct – Member to be Removed – Question.**

In the event that a member persists in a breach of the rules prescribed in this by-law, after having been called to order by the Mayor, the Mayor 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.

**§ 47-44 Disorderly Conduct – Member to Leave Seat.**

If the Council decides the question set out in subsection 47-42 of this Chapter is in the affirmative by a majority vote of the members, the Mayor or Chair shall order the member to leave his/her seat for the duration of the meeting.

**§ 47-45 Apology – Member to Resume Seat – by Permission.**

If the member apologizes, the Mayor or Chair, with the unanimous consent of the Council, may permit him/her to resume his/her seat.

**§ 47-46 Council – Contact Senior Staff – Prior to Meeting.**

Members of Council are encouraged to contact the appropriate Director or Manager prior to a meeting to raise questions or clarify issues relevant to matters on the Council Agenda.

**ARTICLE X**  
**Motions**

**§ 47-47 Addressing Council.**

Members shall read motions presented to Council.

**§ 47-48 Motion – Filed with Clerk.**

A member of Council may file a motion to be placed on the agenda with the Clerk no later than 4:30 p.m. on the Wednesday prior to the regular Council meeting, as deemed appropriate.

**§ 47-49 Notice of Motion.**

- A. A member may complete and file with the Clerk, a form as affixed hereto as Schedule "A" and forming part of this Chapter, of the intent of a Member to introduce an item by motion at the next or subsequent meeting of Council.
- B. The notice is a statement of intention and can be made by a member at the appropriate time on the agenda.
- C. When such notice is given, the motion requires no seconder, nor is it debatable until such time as it is presented at the next Council meeting or subsequent meeting.
- D. Any motion may be introduced without notice, if the Council, without debate, dispenses with notice on the unanimous consent of Council. A motion to introduce the new item without notice shall precede the main motion to be introduced. Any motion introduced, without notice, shall not contravene the provisions of Chapter 133 Notices of the City Municipal Code.

**§ 47-50 Motion – Moved and Seconded Before Debate.**

Motion of Council shall be moved, seconded and be received by the Chair before being debated or put to a vote.

**§ 47-51 Withdrawal – Before Put – Requirement.**

Every motion shall be deemed to be in the possession of Council for debate after it is accepted by the Mayor or Chair, but may be withdrawn with the consent of Council.

**§ 47-52 Motion – Reply.**

A reply shall be allowed to a Member who has made a substantive motion, to any Member who has moved an amendment, the previous question and/or instruction to a Committee.

**§ 47-53      Calling the Question.**

After the vote is called by the Chair, no Member shall speak, nor shall any other motion be made until after the vote is taken and the result has been declared by the Mayor or Chair.

**§ 47-54      Decision – Voting.**

The manner of determining the decision of the Council or Committee of the Whole on a motion shall be by a show of hands, and any motion shall require votes from a majority of the members present in order to be valid and binding on Council or Committee of the Whole.

**§ 47-55      Motion under Debate – Other Motions Permitted.**

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

- (1) to adjourn;
- (2) to proceed beyond the hour of 10:00 p.m.;
- (3) to lay on the table (to set a motion aside temporarily in order to take up a more pressing matter);
- (4) to put the question (to close the debate);
- (5) to postpone (defer);
- (6) to refer; or,
- (7) to amend.

**§ 47-56      Motion to Adjourn – Qualifications.**

A motion to adjourn shall:

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

**§ 47-57 Motion to Proceed past 10:00 p.m. – Qualifications.**

A motion to proceed beyond the hour of 10:00 p.m. shall:

- (1) not be amended;
- (2) not be debated;
- (3) always be in order, except when a member is speaking or the members are voting; and,
- (4) shall require a majority vote of those members present for the first hour and a unanimous vote for every hour thereafter; and should this not occur the meeting shall automatically be adjourned.

**§ 47-58 Motion to Defer to Later in the same Meeting (postpone).**

This motion provides a mechanism whereby a motion can be set aside and taken up again at any time later in the meeting by moving a procedural motion to resume consideration of the matter and shall:

- (1) not be amended;
- (2) not be debated; and,
- (3) require approval of two thirds majority of votes cast.

**§ 47-59 Motion to Defer to subsequent Meeting (postpone).**

This motion enables the discussion of a substantive issue to be put off to a subsequent meeting and shall:

- (1) state the substantive issue and the date and/or time of the postponement;
- (2) be debatable only with respect to the date and time;
- (3) have a seconder;
- (4) have amendments restricted to the stated date/and or time; and,
- (5) be approved by majority.

**§ 47-60 Motion to Amend.**

A motion to amend, add to, delete from, or substitute words in the main motion, shall:

- (1) be presented in writing and seconded;
- (2) be open to debate;
- (3) not propose a direct negative to the main motion;
- (4) be relevant to the main motion;
- (5) have only one motion to amend the main motion at one time;
- (6) have only one motion to amend a motion to amend the main motion at one time; and,
- (7) be put in the reverse order to that in which it is moved.

**§ 47-61 Motion to Refer.**

A motion to refer is used to allow closer study of the subject. It is used to require a committee or staff to examine the matter under consideration in greater detail. A Motion to Refer a matter should include the name of the committee or official, etc. to whom the matter is to be referred and instructions respecting the terms upon which the matter is to be referred; and shall:

- (1) be debatable (debate is restricted to the pros and cons of making the referral);
- (2) be amendable; and,
- (3) be relevant to the main motion.

**§ 47-62 Motion – Not Within Jurisdiction – Not in Order – Ultra Vires.**

A motion relating to a matter not within the jurisdiction or beyond Council's power of authority is not in order and shall not be entertained by the Chair.

**§ 47-63 Disposition of Motion.**

Every motion in Council must be voted on and either carried, defeated, withdrawn or deferred before any other motion (other than a motion to amend), can be introduced, deferred, amended, etc.

## **ARTICLE XI Voting**

### **§ 47-64 Mandatory Vote – All Members.**

All members present shall vote by a show of hands when a question is put, except when a member declares a Pecuniary Interest on a particular item.

### **§ 47-65 Amendment to Amendment – Voted on First.**

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

### **§ 47-66 Voting – Order.**

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

- (1) a motion to amend a motion to amend the main motion;
- (2) a motion, as amended, to amend the main motion; and,
- (3) the main motion, as amended.

### **§ 47-67 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 the provisions of the Chapter.

### **§ 47-68 Speaking – After Motion Put – Before Vote Announced.**

After the Mayor or Chair calls the vote, 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 Mayor or Chair.

### **§ 47-69 No Vote – Deemed Negative – Exception.**

Every member who is not disqualified from voting by reason of a Declaration of Pecuniary Interest shall be deemed to be voting against the motion if he/she declines or abstains from voting.

### **§ 47-70 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 and every vote so taken is of no effect.

**§ 47-71 Result – Announced by Chair.**

The Chair shall announce the result of every vote, except in the case of a recorded vote in which the Clerk shall announce the result.

**§ 47-72 Tie Vote – Deemed Defeated.**

When a vote is taken and a tie results, the motion is deemed to be defeated.

**§ 47-73 Opposition – Support – Not Recorded in Minutes – Exception.**

The Clerk shall not note dissenting votes in the Minutes, unless a request has been made by a member of Council for a recorded vote.

**§ 47-74 Recorded Vote.**

A. When Called For:

- (1) A recorded vote shall be taken when called for by any member before or immediately after vote or when required by law. The Clerk shall call upon each member of Council entitled to vote on the motion, in alphabetical order by surname, to answer "Yea" or "Nay." The Clerk shall request the Mayor to announce his/her vote last.

B. Names Entered in Minutes:

- (1) When a recorded vote is taken, the names of the members of Council who voted in support and those who voted in opposition to the motion shall be entered in the minutes.

C. All Members to Vote – Exception:

- (1) All members present shall vote when a recorded vote is called for, except when they have been disqualified from voting by reason of a declared conflict of pecuniary interest.

D. Members – Does Not Advise of their Vote:

- (1) If any member does not advise of their vote, they shall be deemed as voting in the negative.

E. Results:

- (1) The Clerk shall announce the results of the vote.

**§ 47-75 Reconsideration.**

A. Introduction – by Majority Voter:

- (1) A motion to reconsider a decided matter shall only be moved by a member who voted with the majority on the original motion.

B. Reconsideration – Majority:

- (1) A motion to reconsider a decided matter at the same meeting or subsequent meeting shall require the approval of the majority of Council present.

C. Reconsideration – Qualifications:

- (1) A motion to reconsider:
  - (a) is not debatable;
  - (b) is not amendable;
  - (c) cannot be considered if the action approved in the motion cannot be reversed; and,
  - (d) suspends action on the motion to which it applies until it has been decided.

D. Members – Responsible – Determination – How Voted:

Each member of Council shall be responsible for making a determination on how the Member voted on a specific matter. The Clerk shall not record or note in the minutes how a member votes unless a request for a recorded vote has been made.

E. Reconsideration – Once – Twelve Months:

No motion shall be reconsidered more than once during a period of twelve (12) months following the date on which the question was decided.

F. Affirmative Vote – Original Matter – Next Business:

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

**§ 47-75 Reconsideration.** (Cont'd)

G. Succeeding Council – Not Reconsideration:

When a question is brought before a succeeding Council, it shall be deemed to be new business and not a matter of reconsideration.

**ARTICLE XII**  
**Delegation (Deputations) – In Council, Committee of the Whole**

**§ 47-76 Public May Address Council/Committee of the Whole.**

Any person desiring to present information or speak to Council at a Council meeting shall make application on the prescribed form as attached hereto as Schedule "B" to this Chapter.

**§ 47-77 Delegation Form Necessary.**

A signed "Request for Delegation" form as identified in Schedule "B" shall be completed and be submitted to the Clerk by 4:30 p.m. on the **Wednesday prior to the Council or Committee of the Whole meeting**, or at least 48 hours prior to the **Special Meeting of Council or Committee of the Whole** with a legibly written presentation provided to the Clerk prior to the delegation.

**§ 47-78 Delegation – Public Hearing – Exception.**

Delegations will be permitted from the gallery without prior registration to hear during a public hearing portion of a meeting under the provisions of the Planning Act or other legislation or regulation requiring a public hearing.

**§ 47-79 Business – Stated – Related To.**

Persons addressing Council/Committee of the Whole shall confine their remarks to the stated business.

**§ 47-80 Delegation – Time Limit.**

Deputations shall limit their presentations to not more than ten (10) minutes, and successive extensions of five (5) minutes may be granted by Council or Committee of the Whole. Persons requesting to appear before Council or Committee of the Whole shall be advised of the time limitation in advance.

**§ 47-81 Curtailment of Time.**

The Mayor or Chair may curtail any delegation, any questions of a delegation or debate during the presentation, for disorder or other breach of this Chapter and if the Mayor or Chair rules that the delegation is concluded, the person or persons appearing shall withdraw.

**§ 47-82 Limit – Delegation – Council Meetings.**

No more than two (2) delegations shall be scheduled for any Council or Committee of the Whole meetings unless otherwise approved by the City Manager.

**§ 47-83 Location.**

No person in attendance at a meeting, except Council Members and authorized staff, shall be allowed to come within the Council Members' seating location during a meeting without the permission of the Mayor or Chair. The public is expected to speak from the lectern provided in Council Chambers to address Council or Committee of the Whole.

**§ 47-84 Behaviour of Delegation.**

No delegation shall:

- (1) speak without first being recognized by the Mayor or Chair;
- (2) speak disrespectfully of any person;
- (3) use offensive words or gestures, or make abusive comments;
- (4) speak on any subject other than the subject stated on their Deputation Request Form; nor,
- (5) disobey the Rules of Procedure or a decision of the Council or Committee of the Whole.

**§ 47-85 Conduct by the Public.**

No person in attendance at a meeting shall:

- (1) address Council or Committee without permission from the Mayor or Chair;
- (2) bring signage, placards or banners into such meetings or on the premises of City Hall;
- (3) engage in any activity or behaviour that would affect the deliberations; nor,
- (4) bring food into the Council Chambers or meeting unless so authorized.

**§ 47-86      Expulsion.**

The Mayor or Chair may expel and exclude any member of the public who creates any disturbance or acts improperly during a meeting of Council or Committee of the Whole. If necessary, the Clerk may be called upon to seek the appropriate assistance from police officers for this purpose.

**§ 47-87      Recording of Delegations in Minutes.**

The Clerk shall record, without note or comment, a brief summary of a public delegation where no written submission is presented, including the name of the person/group represented. Where a written submission is presented it shall be duly noted in the minutes that a written submission was received, and filed with the Clerk for the public record.

**§ 47-88      Directors, Managers, Supervisors, Employees – Address to Council/Committee of the Whole.**

City staff in attendance at a meeting shall provide advice and respond to questions from members.

**§ 47-89      Repetition – Prevented – Hearing Declines – 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 Mayor or Chair 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.

**§ 47-90      Appearance – Previous – Limitation – New Information.**

A delegation that has previously appeared before Council or Committee of the Whole on the same subject matter requires a motion of reconsideration as prescribed under subsection 47-48 of this Chapter before the delegation can appear before Council or Committee of the Whole and shall be presented by way of Notice of Motion.

**§ 47-91 Presentations – Request of Council or Committee or City Manager.**

- A. From time to time, it may be necessary for the Council or Committee of the Whole or City Manager to invite a person, group or organization to attend a meeting to discuss a specific matter or issue. Unless otherwise required by law and the Act, these deputations shall be open to the public. Council or Committee of the Whole may request that these presentations be not more than 30 minutes in duration and should such presentations be of a significant length of time, a special meeting of Council or Committee of the Whole shall be called to address the presentation specifically. Such requests shall be identified on the agenda under Presentations.
- B. On occasion, presentations at Council or Committee of the Whole may be undertaken to present awards or to recognize individuals. These are to be identified on the agenda under Presentations.
- C. Correspondence or reports relating to the presentation shall be submitted to the Clerk for inclusion on the agenda in accordance with the timelines as established under subsection 47-22.

**ARTICLE XIII**  
**Proceedings – Committee of the Whole:**

**§ 47-92      General.**

The Committee of the Whole may meet from time to time in addition to the times specified in this Chapter for the purpose of considering any matter or thing referred to or brought before the Committee for consideration.

**§ 47-93      Special Meetings – Notice.**

Meetings of a Committee of the Whole may be called by the Mayor or City Manager whenever he/she considers it necessary or by petition of Council, provided 48 hours advance public notice is given, in accordance with the Notice provisions contained in subsection 47-19.

**§ 47-94      Meetings – Closed.**

A Committee of the Whole meeting may adjourn to a closed session of Committee of the Whole if so required by a majority vote of the Members of the Committee present, provided the meeting complies with Section 239 of the Act.

**§ 47-95      Committee of the Whole – Chair – Deputy Mayor.**

The Deputy Mayor shall be the Chair of all Committee of the Whole meetings, including closed meetings.

**§ 47-96      Procedures – Modifications.**

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

**§ 47-97      Committee of the Whole – Motions Permitted.**

A vote may not be taken at a Committee of the Whole meeting, with the exception that written motions may be voted on as follows:

- (1) for giving instructions to officers, employees or agents of the Corporation or persons retained by or under contract with the City;
- (2) to refer items to the regular Council meeting for disposition; or,
- (3) for procedural matters such as adjourning the meeting.

**§ 47-98 Committee of the Whole Agendas – Composition – Prepared by Clerk.**

The Clerk or designate shall prepare the Committee of the Whole Agenda, subject to necessary modifications for Special and Emergency meetings consisting of the following:

- (1) Call to Order
- (2) Declarations of Pecuniary Interest and the General Nature Thereof
- (3) Adjournment to Closed Session (if required)
- (4) Reconvene from Closed Session (if required)
- (5) Report from Closed Session (if required)
- (6) Resumption of Open Committee of the Whole
- (7) Delegations
- (8) Presentations
- (9) Public Notices – Clerk
- (10) Staff Reports
- (11) Notices of Motion
- (12) Announcements:
  - (a) Mayor.
  - (b) Councillors.
- (13) Adjournment to Closed Session (if required)
- (14) Reconvene from Closed Session (if required)
- (15) Report from Closed Session(s) (if required)
- (16) Adjournment

**§ 47-99 Closed Meetings (Sessions) – Committee of the Whole.**

Members shall adjourn from the closed meeting and reconvene to the open meeting to report from the closed meeting.

**§ 47-100 Deadline for Material to be Included on the Agenda.**

The deadline for receipt of material by the Clerk to be included on the Agenda for Regular Committee of the Whole meetings shall be 4:30 p.m. on the Wednesday, prior to the meeting.

**§ 47-101 Order of Business – As Specified – Exception.**

The business of each meeting shall be taken up in the order in which it stands on the Agenda unless otherwise decided by a majority vote of the members present and the motion shall not be amendable or debatable.

**ARTICLE XIV**  
**Petitions - Communications**

**§ 47-102 Presentation – Information – Legibly Written – Signed.**

Every petition and/or communication intended to be presented to Council shall be legibly written and shall be submitted on the prescribed form attached hereto as Schedule "C." All petitions intended for submission to Council shall be in the prescribed format included in Schedule "C."

**§ 47-103 Material – Distribute to Council – Prohibited – Unless Authorized.**

No person, except a member of Council or an authorized City employee shall, before, a meeting of Council or Committee of the Whole, place on the desks of members or otherwise distribute any material whatsoever unless such person is acting with the approval of the Clerk.

**§ 47-104 Submission on Agenda.**

Petitions shall be included on the agenda by the City Manager or Clerk.

**ARTICLE XV**  
**Reports of Directors/Managers and Supervisors**

**§ 47-105 Staff Report – Format.**

All Staff Reports shall be completed by staff in the prescribed format as identified in the City's Corporate Policy Manual and shall be identified on the Council or Committee of the Whole Agenda or Special or Public meeting under Staff Reports.

**§ 47-106 Staff Report – Approvals.**

All Staff Reports shall be completed by Municipal Staff and shall be forwarded and approved by their respective Director/Manager prior to forwarding to the City Manager or designate for final approval prior to their inclusion on an agenda.

**§ 47-107 Staff Report – Presented to Council/Committee of the Whole, Special or Public Meeting.**

The author of the Staff Report or a designate shall present the Staff Report at the appropriate Council or Committee of the Whole, Special or Public meeting where the item is identified on the agenda.

**§ 47-108 Staff Report – Deadline Submitted to CAO and Clerk.**

Staff Reports shall be submitted to the City Manager **no later than Tuesday before the meeting date** and to the Clerk and Deputy Clerk **no later than 4:30 p.m. on the Wednesday before the meeting for inclusion on the agenda.**

**§ 47-109 Staff Report – Exception.**

Should an urgent matter arise where a Staff Report needs to be presented to Council or Committee of the Whole for recommendation or approval and the deadline has passed, the following process shall apply:

- (1) approval of the City Manager or designate is required before the report can be placed before Council or Committee of the Whole;
- (2) upon the approval of the City Manager, the approved report shall be forwarded to the Clerk and Deputy Clerk in order to prepare an addendum to the agenda; and,
- (3) the report shall comply with the City's Chapter 133 Notices of the City of Dryden Municipal Code.

**ARTICLE XVI**  
**Procedures – Public Hearings of Council**

**§ 47-110 Agenda.**

The Clerk, in accordance with the applicable Department, shall prepare the necessary agenda for the public meeting, which could include, but is not limited to a hearing for an Official Plan or Zoning Amendment, requirements under the Notice By-law, or for the purpose of Municipal Licensing Appeals.

**§ 47-111 Minutes.**

The Clerk shall record the date, time, place, reason for meeting, and persons in attendance, together with the following:

- (1) Chair to confirm reason for the convening of the public meeting;
- (2) Chair to confirm public notice of meeting;
- (3) Chair to request anyone wishing to receive notice of the adoption of the by-law is to leave their name and address with the Clerk;
- (4) Chair to outline the procedures for the meeting;
- (5) Chair to call on Clerk for an explanation of the proposed amendment (if necessary);
- (6) Chair to call on the Clerk to identify written correspondence received;
- (7) Chair to call on comments from staff;
- (8) Chair to call on comments from the public or those opposed or in favour;
- (9) Chair to call on comments from Council; and,
- (10) Chair to declare the public meeting adjourned.

**ARTICLE XVII**  
**Enactment of By-laws**

**§ 47-112 By-laws – Introduced.**

By-laws shall be introduced in the section on the Agenda for the Council meeting designed for the readings of by-laws. By-laws of an urgent nature that were not included on the regular Council agenda prior to distribution, may be considered at a Council meeting and must be listed as an addendum to the agenda.

**§ 47-113 Readings – Three (3) – Required Before Enactment.**

Every by-law shall receive first reading, second reading and third reading by Council before being enacted, unless provided otherwise by law.

**§ 47-114 Introduction – Same Motion – First, Second and Third Reading.**

All the by-laws may be introduced in the same motion, duly moved and seconded, specifying the number and title of the by-law, giving them a first, second and third reading with no debate. Debate on amendments to the by-law may take place after the reading of the motion for third reading.

**§ 47-115 By-law – Introduced – Final Form.**

Every by-law introduced at a Council meeting shall be in its final form and contain no blanks, except such as may be required to conform to accepted procedure or to comply with the provisions of any Act.

**§ 47-116 Draft By-law.**

A draft by-law may be presented to Committee of the Whole or Council Agenda under Staff Reports for discussion and amendments if required, prior to its passing at a Council meeting.

**§ 47-117 By-law Enacted.**

Every by-law enacted by the Council shall be numbered and shall be signed by the Mayor and Clerk, sealed with the seal of the Corporation and shall show the dates of the three (3) readings by the Council. The Clerk shall ensure that the by-law is properly stored for safekeeping.

**ARTICLE XVIII**  
**Committee Structure**

**§ 47-118 Committees.**

City Committees shall adhere to the requirements of this Chapter as applicable and as prescribed and in accordance with the City's policy as identified in the City's Corporate Policy Manual.

**ARTICLE XIX**  
**Declarations of Pecuniary Interest**

**§ 47-119 Disclosures of Pecuniary Interest.**

- A. The Clerk shall provide each member of Council with a copy of *the Act* prior to being sworn into Office.
  
- B. A member who knows that he or she will be declaring a pecuniary interest at an upcoming meeting should advise the Clerk prior to the meeting by completing the prescribed form as set out in Schedule "D" and submit the form to the Clerk prior to the meeting.

**ARTICLE XX**  
**Confirmatory By-laws**

**§ 47-120 Confirmatory By-law.**

The proceedings at every open and regular/special meeting of Council, Committee of the Whole and/or its local Boards or Committees, shall be confirmed by by-law at the next regular meeting of Council so that every decision of the Council at that meeting and every resolution adopted at such meeting 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.

**Schedule "A" – Notice of Motion Form**



In accordance with Chapter 47 - Council Article X – Motions § 47-49 of the City of Dryden Municipal Code,

Member of Council \_\_\_\_\_ (please print)

Hereby files a Notice of Motion to be included on the Agenda for the Regular meeting of Council, which is scheduled to be held on:

\_\_\_\_\_, 20\_\_\_\_, under the following Agenda heading:

Subject:

\_\_\_\_\_

and,

which Notice of Motion reads as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COUNCIL MEMBER: \_\_\_\_\_

(Signature)

**CLERK'S USE ONLY:**

Date Received: \_\_\_\_\_, 20\_\_\_\_

Time Received, \_\_\_\_\_

Notice of Motion Given, \_\_\_\_\_, 20\_\_\_\_



### Schedule "B" - Request for Delegation Form

Attention: City Clerk  
The Corporation of The City of Dryden  
30 Van Horne Avenue  
Dryden, ON P8N 2A7

Email: [cbrosseau@dryden.ca](mailto:cbrosseau@dryden.ca)  
Phone: (807) 223-1127  
Fax: (807) 223-3999

<b>FOR OFFICE USE ONLY</b>		
Meeting:		
C.O.W.	<input type="checkbox"/>	
Council:	<input type="checkbox"/>	
Meeting Date:	_____ / _____ / _____	
	Year	Month Day

Name of Individual(s)	_____
Position / Title	_____
Name of Organization	_____
Contact No.	____ - ____ - ____ ext. ____ Fax No. ____ - ____ - ____
Name of Individual(s)	_____
Position / Title	_____

Your title or interest in the group?	_____
Will other representatives be attending?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you appeared before Council in the past regarding this issue?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Special Needs?	_____
Written or Oral Presentation or Both?	<input type="checkbox"/> Oral <input type="checkbox"/> Written
<i><u>Please provide the Clerk's Office with a copy of your written presentation by the Wednesday prior to the Council or Committee of the Whole Meeting.</u></i>	

**City of Dryden - Request for Delegation Form:**

Reason(s) for delegation request (subject matter to be discussed)

I am attaching a formal written presentation to accompany my delegation.

Yes       No

I will require the following audio-visual equipment/software for my presentation:

Overhead Projector       Power Point       LCD Projector

Screen       Internet       Other (please specify) \_\_\_\_\_

**Note:** Delegates are requested to provide 13 copies of all background material / presentations to the Clerk’s Office by the **Wednesday** prior to the Council Meeting. Once the above information is received in the Clerk’s Office, you will be contacted to confirm your placement on the appropriate agenda. Thank you.

**Notice with Respect to the Collection of Personal Information**  
*(Municipal Freedom of Information and Protection of Privacy Act)*

Personal information contained on this form is authorized under subsection 47-76 of the City of Dryden Procedural By-law 3634-2010, for the purpose of contacting individuals and/or organizations requesting an opportunity to appear as a delegation before Council or Committee of the Whole. The Procedural By-law is a requirement of Section 238(2) of the Municipal Act, 2001. Questions about collection can be directed to the City Clerk, 30 Van Horne Avenue, Dryden, ON P8N 2A7 or call (807) 223-1127.



**Appendix "C"**

**PETITION**

We, the

Identify, in general terms, who the petitioners are: for example: Residents of Ward,  
Residents of Street,  
Residents of Community of, Citizens of the City of Dryden.

**Briefly state the matter or argument in support of your petition.**

*This is to be included on each signature page.*

**State the specific request for action you wish Council to undertake.**

*This is to be included on each signature page.*

**NAME, ADDRESS AND TELEPHONE NUMBER  
OF THE SPOKESPERSON OR PRINCIPLE PETITIONER:**

**Here follows the Signatures**

<b>Signatures</b> <i>(only original signatures are permitted – if signing on behalf of a business or organization you should indicate if you are the owner, president, secretary, treasurer, etc.)</i>		<b>Addresses</b> <i>(your residential address in the City of Dryden)</i>
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		

***Once submitted to Council, this petition becomes a public document and is available for viewing. The information provided on a petition is not considered to be confidential information and may be seen by anyone requesting to see copies of the petition. This information will not be used by the City for any purpose other than to ensure it meets Council's requirements for a valid petition and ensure to contact with spokesperson on principal petitioner.***

**PETITION**

**Briefly state the matter or argument in support of your petition.**

*This is to be included on each signature page.*

--

**State the specific request for action you wish Council to undertake.**

*This is to be included on each signature page.*

--

<b>Signatures</b> <i>(only original signatures are permitted – if signing on behalf of a business or organization you should indicate if you are the owner, president, secretary, treasurer, etc.)</i>		<b>Addresses</b> <i>(your residential address in the City of Dryden)</i>
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		
<b>4.</b>		
<b>5.</b>		
<b>6.</b>		
<b>7.</b>		
<b>8.</b>		
<b>9.</b>		
<b>10.</b>		

