

TOWN OF OAKVILLE

**PROCEDURE BY-LAW
2020-011**

Effective:

Table of Contents

1.	DEFINITIONS:	4
2.	GENERAL	9
3.	ROLE OF THE MAYOR AS HEAD OF COUNCIL AND ROLE OF COUNCIL ..	11
4.	DETERMINATION OF ACTING MAYOR AND CHAIRS OF COMMITTEES ...	12
5.	COUNCIL AND COMMITTEE MEETINGS	13
5.1	Schedule of Meetings	13
5.2	Inaugural Meeting.....	13
5.3	Regular Council	14
5.4	Planning and Development Council.....	15
5.5	Special Meetings of Council	16
5.6	Committee of the Whole	17
5.7	Standing Committees of Council	18
5.8	Standing Committee Procedures.....	19
5.9	Standing Committee Minutes	20
5.10	Special Committees.....	21
6.	CLOSED SESSION	21
7.	DECLARATION OF PECUNIARY INTEREST	23
8.	NOTICE OF MEETINGS	24
9.	PUBLIC PRESENTATIONS	25
10.	DELEGATIONS	25
11.	CORRESPONDENCE, PETITIONS AND INFORMATION ITEMS	27
12.	QUORUM	27
13.	RULES OF CONDUCT	28
13.1	Chair at Meetings	28
13.2	Questions	29
13.3	Speaking at Meetings	29
13.4	Rules of Order	30
13.5	Conduct at Meetings.....	30
14.	MOTIONS	31
14.1	Notice of Motion.....	31
14.2	Request for Reports	32
14.3	Motion Process.....	32
14.4	Motions.....	33
14.5	Reconsideration of a Motion.....	34
14.6	Voting on Motions.....	35
14.7	Recorded Votes.....	36
15.	POINT OF PRIVILEGE	37
16.	POINT OF ORDER	37
17.	NEW BUSINESS	38
18.	UNFINISHED BUSINESS	38
19.	ADJOURNMENT	38
20.	ENACTMENT OF BY-LAWS	38
20.1	By-law Approval Process.....	38

20.2 Confirming By-law39
21. SHORT TITLE.....39
22. REPEAL.....39
23. EFFECTIVE DATE.....39



THE CORPORATION OF THE TOWN OF OAKVILLE

BY-LAW NUMBER 2020-011

A by-law to establish rules governing the calling, place, proceedings and provision of public notice of meetings of Council and Committees of Council of The Corporation of the Town of Oakville and to repeal By-law 2019-024.

WHEREAS subsection 238(2) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, (the "*Municipal Act*") requires municipalities to pass a procedure by-law for governing the calling, place and proceedings of meetings;

WHEREAS subsection 238(2.1) of the *Municipal Act* requires the procedure by-law to provide for public notice of meetings;

WHEREAS it is necessary and expedient that there shall be rules governing the order and proceedings of the Council and the Committees of the Council of The Corporation of the Town of Oakville;

WHEREAS Council desires that its governance processes and procedures facilitate, to the greatest extent possible, the understanding and participation of its citizens in the effective conduct of the Corporation's business; and

COUNCIL ENACTS AS FOLLOWS:

1. DEFINITIONS:

In this by-law:

- (1) **"Acting Mayor"** means the member of Council appointed to act from time to time in the place and stead of the Mayor. (See section 4)
- (2) **"Addendum"** means a supplemental agenda package prepared for use at a meeting which contains additional information required for the meeting.
- (3) **"Agenda"** means a document prepared for use at a meeting setting out the business to be undertaken.

- (4) **“CAO”** means the Chief Administrative Officer (CAO) of The Corporation of the Town of Oakville, or designate.
- (5) **“Chair”** means the Head of Council or the presiding officer of a meeting.
- (6) **“Clerk”** means the Clerk of The Corporation of the Town of Oakville, or designate.
- (7) **“Close debate”** (call the question) means a motion requiring that debate be closed and the vote on the motion be taken immediately. (See section 14.4(5))
- (8) **“Closed session”** (in-camera) means a meeting or part of a meeting closed to the public in accordance with the provisions of the *Municipal Act*. (See section 6)
- (9) **“Committee”** for the purpose of this by-law means any committee, sub-committee, or similar entity of which at least 50 per cent of the members are also Members of Council.
- (10) **“Committee of the Whole”** means a Committee comprised of all the Members of Council. (See section 5.6)
- (11) **“Committee recommendation”** means a motion that is passed by a Committee during a meeting and that is subject to approval by Council.
- (12) **“Confine to table”** means to limit comments and questions relating to the matter under consideration to the members only.
- (13) **“Confirming by-law”** means a by-law passed prior to adjournment of every meeting of Council to confirm by by-law the resolutions and actions of Council taken at that meeting. (See section 20.2)
- (14) **“Consent item”** means an item of business on an agenda, which is considered routine and non-contentious and for which there has been no indication of public interest.
- (15) **“Consent motion”** means a single motion to approve the recommendations arising out of one or more consent items of business on the agenda of a meeting.
- (16) **“Corporation”** means The Corporation of the Town of Oakville (the Town).

-
- (17) **“Council”** means the Council of The Corporation of the Town of Oakville.
- (18) **“Defer”** means to postpone consideration of a matter. (See section 14.4(6))
- (19) **“Delegation”** means a person or group of persons permitted to address Council or Committee in person, individually or on behalf of a group, on any matter on the agenda for that meeting in accordance with the provisions of this by-law. (See section 10)
- (20) **“Discussion item”** means an item of business on an agenda, which is not routine and may be contentious in nature or for which there has been an indication of public interest.
- (21) **“Emergency”** as it relates to New Business means a time sensitive matter which if not dealt with may have serious ramifications, as determined by the Mayor in consultation with the Clerk, including but not limited to, the inability to address or influence the matter at a later date.
- (22) **“Ex-officio”** means a member of a committee by reason of holding another position, who has all the rights and privileges of a full member. (See section 5.7(4))
- (23) **“Information Items (Circulated Electronically)”** means any general correspondence or communication received by the Town Clerk for distribution to Council.
- (24) **“Local board”** means a local board as defined in section 1(1) of the *Municipal Act*.
- (25) **“Matter”** includes any record, item, document or information, or the contents, or any part thereof, as the context permits.
- (26) **“Majority vote”** means a vote where more than one-half (1/2) of the members who are present and eligible to vote, vote in the same manner.
- (27) **“Mayor”** means the Head of Council/CEO of The Corporation of the Town of Oakville.
- (28) **“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.
- (29) **“Member”** means a member of Council or Committee.
- (30) **“Motion”** means a proposal by a member to resolve and effect a decision, and may include the motions outlined in section 14.4 of this by-law.
- (31) **“Municipal Act”** means the *Municipal Act, 2001, S.O. 2001, c. 25, as amended from time to time.*
- (32) **“Municipal Conflict of Interest Act”** means the *Municipal Conflict of Interest Act, R.S.O. 1990 c. M.50, as amended from time to time.*
- (33) **“MFIPPA”** means the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990. c. M.56, as amended from time to time.*
- (34) **“New business”** means an item of business that has not been included as a listed item on an agenda and is of an emergency, congratulatory or condolence nature, or a notice of motion in accordance with section 14.1. (See section 17)
- (35) **“Notice of motion”** means a motion in writing including a mover and seconder, which is introduced at a regular Council meeting for consideration at the next regular meeting of Council, thereby affording all members with notice that the subject matter is to be addressed. (See section 14.1)
- (36) **“Open session”** means a meeting, or portion thereof that is open to public attendance and delegations.
- (37) **“Outstanding Issues”** means items that have been referred back to staff by Council for a further report.
- (38) **“Pecuniary interest”** means a direct or indirect pecuniary (monetary) interest within the meaning of the *Municipal Conflict of Interest Act.* (See section 7)
- (39) **“Planning Act”** means the *Planning Act, R.S.O. 1990 c. P.13, as amended from time to time.*
- (40) **“Point of order”** means any alleged breach of the rules or irregularity in the proceedings of a meeting. (See section 16)

-
- (41) **“Point of privilege”** means a statement calling attention to a matter where the integrity, character or reputation of an individual, individuals or the entire Council, or the ability of an individual to participate, is perceived to be in question. (See section 15)
- (42) **“Public presentation”** means information presented to Council in person by an individual or group on an issue not requiring any action to be taken by Council. (See section 9)
- (43) **“Public hearing item”** means any item for which a public meeting is required under the *Municipal Act* or *Planning Act*, or any other statute or Town policy.
- (44) **“Quorum”** means the number of members required to be present at any meeting, being a majority of the members, in order that business may be conducted. (See section 12)
- (45) **“Reconsideration”** means consideration of a previous decision of the current Council. (See section 14.5)
- (46) **“Record”** has the meaning given to it by the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, and includes any information contained in a record.
- (47) **“Record of meeting”** means the minutes of the meeting which shall be kept in accordance with the provisions of the *Municipal Act*.
- (48) **“Recorded vote”** means the recording of the name and vote of every member voting on a motion. (See section 14.7)
- (49) **“Refer”** means to directing consideration of a matter to another meeting, committee, or person. (See section 14.4(7))
- (50) **“Request for report”** means a motion introduced as an item of business at a regular Council meeting requesting staff to prepare a report to be considered on a future agenda.
- (51) **“Resolution”** means the decision of Council on any motion or committee recommendation.
- (52) **“Regular meeting”** means a scheduled meeting held in accordance with the approved calendar of meetings.
- (53) **“Special committee”** means a special committee appointed by Council. (See section 5.10)

- (54) **“Special meeting”** means a meeting (called under the provisions of this by-law) for a specified purpose. (See section 5.5)
- (55) **“Standing committee”** means a standing committee of Council. (See section 5.7)
- (56) **“Suitable meeting place”** means an accessible location that is large enough to accommodate Council and reasonable public attendance.
- (57) **“Town”** means the Town of Oakville.

2. GENERAL

- (1) The rules and regulations contained in this by-law shall be observed in all proceedings to which they apply and shall be the rules and regulations for the order and dispatch of business at meetings of Council and its Committees, unless otherwise provided by law.
- (2) The rules and regulations contained herein may be suspended by resolution for a single occasion by a vote of at least two-thirds of the entire Council, unless otherwise provided by law. (10 members)
- (3) The rules of order may be relaxed, as appropriate, as they apply to a meeting called for the purpose of education or training of the members.
- (4) Committees, with the exception of the Committee of the Whole, shall not pass a motion to suspend the rules of this by-law.
- (5) The Clerk shall be responsible to interpret and administer the rules of procedure under this by-law and shall be permitted to make minor clerical, typographical or grammatical corrections to any Committee or Council record or documentation including, but not limited to, by-laws, motions, resolutions, agendas and/or minutes, to ensure correct and complete implementation of the decisions and actions of the Committee or Council.
- (6) Any erroneous contraventions to this by-law during a meeting shall not invalidate the proceedings of the meeting or establish a precedent for any future meeting.
- (7) Procedural matters of Council or Committees not governed by the provisions of this by-law shall be governed by Roberts Rules of Order.

- (8) The business of each meeting shall be taken up in the order in which it stands on the agenda, unless the Chair, or the members by majority vote, determine otherwise.
- (9) Items of business for inclusion on any agenda shall be delivered in accordance with the timelines as established under corporate policy and procedure, which are sufficient to meet the requirements of Council.
- (10) Where further information or reports are necessary for Council and/or Committees to properly review an item of business, the Clerk may postpone the placement of an item to a future agenda in order to arrange for the provision of the necessary information.
- (11) Notwithstanding the Council and Committee Meetings section 5 of this by-law, the Clerk shall be authorized to determine the appropriate meeting at which items of business shall be considered.
- (12) No person, except members and employees of the Corporation, shall be allowed to come beyond the public seating area without permission of the Chair.
- (13) No person other than the Clerk or designate shall be permitted to distribute materials at a meeting.
- (14) The Clerk shall ensure that any material relating to any matter for which a meeting may resolve into closed session under the *Municipal Act*, is circulated as confidential material, which shall remain as confidential material unless Council, or the relevant department head, in consultation with the Town Solicitor approves its release or partial release, as a public document.
- (15) Notwithstanding any other provision of this by-law, matters of either a routine nature, where Council is deemed by the Clerk to be in possession of sufficient information to make a decision, or matters of an urgent nature, as determined by the Clerk, may be referred directly to regular Council or Planning and Development Council, as required.
- (16) Where employees of the Corporation have been directed by resolution of Council to carry out a specific action and it is determined subsequently that the action cannot be carried out in accordance with Council's resolution, Council will be notified as soon as possible of these findings and further direction shall be requested of Council, as required.
- (17) Reports and minutes from citizen advisory and special committees shall be treated as items of business, and shall be presented to

Council ~~or a standing committee~~ in the same manner as other items of business.

- (18) The authority to hold public hearings may be delegated to the most appropriate person or body determined by Council, in accordance with the Corporate Delegation Policy.

~~(19) Public meetings required under the 'Public Notice and Engagement Policy' shall be held by the appropriate standing committee, as determined under section 5.7, or when deemed appropriate by Council, by the Committee of the Whole.~~

- (20) If it appears that inclement weather or like occurrence, or an emergency situation will prevent the members from attending a meeting, the Mayor may direct the Clerk to postpone the meeting by contacting as many members as he/she is able to reach. Postponement shall not extend beyond the date of the next regularly scheduled meeting.

- (21) Notwithstanding any provisions of this by-law, the CAO or designate, or any other employee of the Corporation, shall be permitted, with the leave of the Chair, to address Council and/or Committee with regard to any item of business listed on the agenda.

3. ROLE OF THE MAYOR AS HEAD OF COUNCIL AND ROLE OF COUNCIL

- (1) The role of the Mayor as Head of Council is to:
- a) act as chief executive officer of the municipality;
 - b) preside over Council meetings so that its business can be carried out efficiently and effectively;
 - c) provide leadership to the Council;
 - d) without limiting clause (c), to provide information and recommendations to the Council with respect to the role of Council described in clauses 3(3) e) and f) below;
 - e) represent the municipality at official functions;
 - f) carry out the duties of the Head of Council under this by-law or any *Act*;
 - g) uphold and promote the purposes of the municipality;
 - h) promote public involvement in the municipality's activities;
 - i) act as the representative of the municipality both within and outside the municipality, and promote the municipality locally, nationally and internationally; and
 - j) participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents.

- (2) The Mayor, as Head of Council, if present, shall preside as Chair at all regular or special meetings of Council, except where the provisions of section 4(3) apply.
- (3) The role of Council is to:
 - a) represent the public and to consider the well-being and interests of the municipality;
 - b) develop and evaluate the policies and programs of the municipality;
 - c) determine which services the municipality provides;
 - d) ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
 - e) ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
 - f) maintain the financial integrity of the municipality; and
 - g) carry out the duties of Council under this by-law or any *Act*.
- (4) Council may deal with all matters within its jurisdiction. A motion or resolution pertaining to the exercise of a power or powers not within the jurisdiction of Council, shall not be in order nor in effect if passed.
- (5) Members shall inform the Clerk's office of all planned absences, late arrivals and early departures from a meeting.
- (6) Members shall adhere to all Corporate policies governing the conduct of Council and/or staff.

4. DETERMINATION OF ACTING MAYOR AND CHAIRS OF COMMITTEES

- (1) At its first meeting in a year in which a municipal election is held, Council shall by by-law, appoint in surname alphabetical order, unless otherwise determined by Council, the Members of Council to act from time to time in the place and stead of the Mayor. Each member shall have an equal opportunity to serve as Acting Mayor during the term of Council.
- (2) The first Acting Mayor for December shall, where possible, be a returning member of Council and the rotation of members shall proceed thereafter in alphabetical order.
- (3) In the absence of the Mayor from the municipality, or if he/she is absent through illness or if he/she refuses to act or his/her office is vacant, or otherwise at the request of the Mayor, the Acting Mayor as determined by by-law shall serve as Acting Mayor.

- (4) Where the Acting Mayor is unable to serve in that capacity, the next Acting Mayor as determined by by-law shall serve in his/her place.
- ~~(5) The members of the Administrative Services and Community Services Committees, excluding the Mayor, shall take turns serving as Chair, changing every meeting in alphabetical order according to the first letter of their surnames. In the event of the Chair being absent, the next member present on the alphabetical listing shall serve as Chair.~~
- ~~(6) Notwithstanding subsection (5), the rotation of Committee Chair shall, where possible, at the outset of each new term commence with a returning member of Council and proceed thereafter in alphabetical order.~~
- (7) The members of the Budget Committee shall elect a Chair at the first meeting of each year. The member elected as Chair shall serve as Chair of the Committee. In the event of the Chair being absent, the members of the Committee shall assume the position of Acting Chair on a rotation basis in alphabetical order according to the first letter of their surname.

5. COUNCIL AND COMMITTEE MEETINGS

5.1 Schedule of Meetings

- (1) Council shall adopt a schedule of meetings annually and any changes to this schedule shall be authorized by Council.
- (2) Where it has been determined by the Mayor and the Clerk that there are insufficient agenda items for a meeting, the Clerk shall cancel the meeting and provide public notice accordingly.
- (3) The Mayor may authorize an earlier or later commencement time of a meeting, a change to the location of a meeting and the notice provisions under section 8 shall apply. The Clerk shall notify all members and provide public notice accordingly.

5.2 Inaugural Meeting

- (1) The Inaugural meeting of Council shall be held ~~at 7 p.m.~~ on the ~~third~~ Monday in ~~November~~ ~~December~~ following a regular municipal election.
- (2) The Inaugural Council agenda shall include the following items:

- a) declaration of office for all Members of Council;
- b) a by-law to establish the rotation for Members of Council to serve as Acting Mayor; and
- e) ~~confirmations of member appointments to standing and other committees.~~

5.3 Regular Council

- (1) Regular Council meetings shall be held Monday evenings in the Council Chamber at Town Hall every four weeks, commencing at 6:30 p.m. ~~7:00 p.m.~~, unless otherwise authorized.
- (2) Council shall address minutes, reports of standing committees, administrative and community service issues and reports of the Mayor and CAO, as required, and any other time sensitive matters or any matter authorized by Council.
- (3) The Clerk shall have an agenda prepared for all regular Council meetings with the order of business as follows:
 - 1. O Canada
 - 2. Regrets
 - 3. Declarations of Pecuniary Interest
 - 4. Confirmation of Minutes of the previous Council meeting(s)
 - 5. Public Presentation(s)
 - 6. ~~Delegation(s)~~
 - 7. Standing Committee Minutes
 - 8. Committee of the Whole
 - 9. Agenda Items
 - i. Consent Item(s)
 - ii. Confidential Consent Item(s)
 - iii. Discussion Item(s)
 - iv. Confidential Discussion Item(s)
 - v. Advisory Committee Minutes
 - 10. Rise and Report to Council
 - 11. Information Items (Circulated Electronically)
 - 12. Status of Outstanding Issues
 - 13. New Business (in accordance with section 17)
 - i. Emergency
 - ii. Congratulatory
 - iii. Condolence
 - iv. Notice of Motion (in accordance with section 14.1)
 - 14. Regional Reports and Question Period Regarding Town Boards and Advisory Committees
 - 15. Requests for Reports
 - 16. Consideration and Reading of By-law(s)
 - 17. Adjournment

- (4) The Clerk may prepare an addendum to the meeting agenda containing any minutes, Notice of Motions, reports, by-laws or additional information required for the Council meeting. Any addendum shall be prepared and delivered to Council and made available to the public no less than 48 hours prior to the Council Meeting.

~~(2) After the agenda has been prepared in accordance with section 5.3(3) a supplementary list of delegations, who registered prior to noon the day of the meeting, shall be provided as an addendum to the agenda and distributed to Members of Council prior to the meeting.~~

5.4 Planning and Development Council

- (1) Planning and Development Council meetings shall be held Monday evenings in the Council Chamber at Town Hall every four weeks, commencing at 6:30 p.m. 7:00 p.m. unless otherwise authorized.
- (2) The Planning and Development Council shall address planning and development issues, including land use, building regulations and public meetings primarily relating to or within the scope of responsibility of the Community Development Commission.
- (3) The following statement shall be printed on the agenda of any public meeting conducted under the provisions of the *Planning Act*, and such statement shall be deemed to satisfy the requirement for providing notice to the public in compliance with the legislation:

If a person or public body does not make oral submissions at a public meeting or make written submissions to Council on a proposed Official Plan Amendment, Zoning By-law Amendment and/or Plan of Subdivision or Condominium, before a decision is made, the person or public body is not entitled to appeal the decision of Oakville Council to the Local Planning Appeal Tribunal (LPAT); and may not be added as a party to the hearing of an appeal before the LPAT.

- (4) When Council amends a proposed zoning or rezoning by-law after the holding of a public meeting as required by the *Planning Act*, the Council shall immediately vote on the question of whether or not any further notice is to be given in respect of the proposed by-law, as amended.
- (5) The Clerk shall have an agenda prepared for all Planning and Development Council meetings as follows:

1. Regrets
2. Declarations of Pecuniary Interest
3. Committee of the Whole
4. Agenda Items
 - i. Consent Item(s)
 - ii. Confidential Consent Item(s)
 - iii. Public Hearing Item(s)
 - iv. Discussion Item(s)
 - v. Confidential Discussion Item(s)
 - vi. Advisory Committee Minutes
5. Rise and Report to Council
6. New Business (in accordance with section 17)
 - i. Emergency
 - ii. Congratulatory
 - iii. Condolence
7. Consideration and Reading of By-law(s)
8. Adjournment

(6) The Clerk may prepare an addendum to the meeting agenda containing any minutes, reports, by-laws or additional information required for the Planning and Development Council meeting. Any addendum shall be prepared and delivered to Council and made available to the public no less than 48 hours prior to the Council Meeting.

5.5 Special Meetings of Council

- (1) Council may, by resolution, authorize the holding of a Special Meeting for a specified purpose and no other business shall be transacted at that meeting.
- (2) The Mayor may, at any time, call a Special Meeting.
- (3) Upon receipt of a petition requesting a Special Meeting, signed by a majority of the members, the Clerk shall call a Special Meeting for the purpose and at the time mentioned in the petition.
- (4) Notice provisions under section 8 shall apply to all Special Meetings of Council.
- (5) All Special Meetings shall be held in the Council Chambers, or at a suitable meeting place, which shall be specified by the Clerk in the notice of the meeting.
- (6) The Clerk shall have an agenda prepared for all Special Meetings of Council with the order of business as follows:
 1. Regrets

2. Declaration of Pecuniary Interest
3. Agenda Item(s)
4. Consideration and Reading of By-law(s)
5. Adjournment

5.6 Committee of the Whole

- (1) Council may resolve at any time into a Committee of the Whole session by resolution.
- (2) Committee of the Whole follows the rules of procedure governing Standing Committees, established in section 5.8 of this by-law, with the exception of section 5.8(b) to enable recorded votes, and section 5.8(h) to permit the suspension of the rules of this by-law.
- (3) Committee of the Whole meetings may be authorized to be held apart from Council meetings for any purpose.
- (4) The Mayor shall be the Chair of the Committee of the Whole, but may appoint another member to act as Chair in his/her stead. The Mayor shall resume the Chair in the event of disorder in the meeting.
- (5) The Committee of the Whole shall consider and report on the following:
 - a) communications which have been referred to the committee;
 - b) any other matter or item of business which has been referred to the committee by Council; and
 - c) all items as listed on the Committee of the Whole agenda when held apart from a Council meeting.
- (6) The report of the Committee of the Whole, when held apart from regular meetings of Council, shall be treated in the same manner as standing committee reports when being considered by Council.
- (7) When sitting in Committee of the Whole as part of the proceedings of a Council meeting, the Committee may resolve back into Council upon approving a motion to rise and report to Council, which shall be decided without debate.
- (8) The proceedings in Committee of the Whole, when held as part of the proceedings at a Council meeting, shall be reported by the Chair as soon as the Committee rises **and reports to Council**, and consideration of the Committee report shall be the next order of business.

5.7 Standing Committees of Council

- (1) The Budget Committee is a standing committee of Council, composed of the Mayor and four Members of Council, and shall include one member of the previous year's committee to provide continuity to the committee, where possible.

~~There shall be three Standing Committees of Council as follows:~~

- ~~a) the Administrative Services Committee composed of the Mayor (ex-officio) and seven Members of Council;~~
- ~~b) the Community Services Committee composed of the Mayor (ex-officio) and the other seven Members of Council; and~~
- ~~c) the Budget Committee composed of the Mayor and four Members of Council, shall include one member of the previous year's committee to provide continuity to the committee, where possible.~~

- (2) The Clerk shall have an agenda prepared for **all** standing committee meetings as follows:
1. Regrets
 2. Declarations of Pecuniary Interest
 3. Agenda Items
 - i. Consent Item(s)
 - ii. Confidential Consent Item(s)
 - iii. Discussion Item(s)
 - iv. Confidential Discussion Item(s)
 4. **Advisory Committee Minutes**
 5. Adjournment
- (3) The names of the members to be appointed to the standing committee shall be recommended and confirmed by resolution or by-law at the Inaugural meeting of the new Council, and where appropriate, at a Council meeting each year thereafter.
- (4) The Mayor or Acting Mayor shall be an ex-officio member of every standing committee.
- (5) Every Member of Council shall serve **on either the Administrative Services or Community Services Committee each year, and shall serve** on the Budget Committee at least once during each term of Council, unless otherwise determined by Council.
- (6) **The Administrative Services Committee meetings shall be held Monday evenings at Town Hall every four weeks, commencing at**

~~7:00 p.m., unless otherwise authorized. The committee shall address administrative issues, primarily relating but not limited to services within the scope of responsibility of the CAO's Office and the Corporate Services Commission. The committee shall also address the review of corporate policies, appointments of members of the public to advisory committees and other committees established or supported by Council and all issues relating to the Internal and External Auditors, including the system of internal control and financial reporting process.~~

- ~~(7) The **Community Services Committee** meetings shall be held Monday evenings at Town Hall every four weeks, commencing at 7:00 p.m. unless otherwise authorized. The committee shall address community service issues including programs, facilities and services afforded to the public, primarily relating but not limited to services within the scope of responsibility of the Community Services Commission, and the Engineering and Construction and Environmental Policy departments of the Community Development Commission.~~
- (8) The Budget Committee shall meet each year, a sufficient number of times as determined by the committee, to review and make recommendations on the proposed annual operating and capital budgets for the upcoming year.
- (9) **Every** Standing Committees shall report to Council on all matters referred to it and shall recommend such action as it deems appropriate.
- (10) **All** Recommendations from standing committee shall be considered in accordance with section 5.9 - Standing Committee Minutes.
- (11) Standing Committee recommendations become resolutions of Council upon approval. Standing committees are not empowered to direct that any action be taken by the Corporation or any of its employees, except to request further clarification or give minor administrative direction on any matter of business under consideration.

5.8 Standing Committee Procedures

The rules governing the procedure of Council and the conduct of its members shall be observed in Standing Committee meetings, including delegations, so far as applicable, except that:

- a) motions do not require a seconder;
- b) recorded votes shall not be permitted;
- c) a motion to close the debate (call the question) shall not be permitted;

- d) a member shall not be restricted to asking questions only of the previous speaker, but questions shall directly relate to the matter under discussion;
- e) all motions shall be entered in the minutes;
- f) the introduction of new business shall not be permitted;
- g) delegations to the Committee shall not be required to register in accordance with section 10(1);
- h) committees shall not be permitted to suspend the rules of this by-law; and
- i) a motion to reconsider shall not be permitted unless the matter is to be considered at the same meeting or where the matter has been referred back to the Committee for further review, prior to the matter being resolved by Council.

5.9 Standing Committee Minutes

- ~~(1) Standing Committee minutes may be read by the Committee Chair stating the title and recommendation for each item.~~
- (2) Standing Committee minutes may be adopted and confirmed by Council in a single motion, and the passage of such motion shall be taken to confirm all of the proceedings taken in the meeting and adopt and ratify all recommendations therein, except for those matters dealt with or voted on separately.
- (3) A motion to adopt standing committee **minutes report** referred to in subsection (1) above shall:
 - a) not be amended; and
 - b) not be debated.
- (4) Prior to the adoption of standing committee minutes, any member may request that an item be separated for consideration, or be voted on separately.
- (5) When a request to separate a standing committee item is accepted by the Chair, a motion to approve or not approve the separated item as recommended by the Committee will be the next order of business following the adoption of the remaining **items reports**.
- (6) Amendments to a standing committee recommendation shall be in order, however, a contrary motion to any recommendation of a standing committee shall not be accepted until such time as the committee recommendation has been voted on and lost.

5.10 Special Committees

- (1) A Special Committee may be appointed by Council to consider and report on a specific subject, project, or undertaking.
- (2) When a Special Committee has been appointed by Council, the member who shall serve as Chair shall be determined by the committee at its first meeting.
- (3) When a Special Committee has completed its mandate and filed a final report with Council, the Committee shall be deemed to be dissolved, unless otherwise determined by Council.

6. CLOSED SESSION

- (1) Except as provided in this by-law, all meetings shall be open to the public.
- (2) In accordance with the provisions of the *Municipal Act*, a meeting or part of a meeting may be closed to the public if the subject matter being considered is:
 - a) The security of the property of the municipality or local board;
 - b) Personal matters about an identifiable individual, including municipal or local board employees;
 - c) A proposed or pending acquisition or disposition of land by the municipality or local board;
 - d) Labour relations or employee negotiations;
 - e) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
 - f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - g) A matter in respect of which a council, board, committee or other body may hold a closed meeting under another *Act*;
 - h) Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory, or a Crown agency of any of them;
 - i) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board which, if disclosed could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
 - j) A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or

- k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.
- (3) In accordance with the provisions of the *Municipal Act*, a meeting or part of a meeting shall be closed to the public if the subject matter being considered:
- a) Relates to the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act* if the Council, board, commission or other body is the head of an institution for the purposes of that *Act*; or
 - b) An ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13(1), or the investigator referred to in subsection 239.2(1) of the *Municipal Act*.
- (3.1) In accordance with the provisions of the *Municipal Act*, a meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:
- a) The meeting is held for the purpose of educating or training the members.
 - b) At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.
- (4) Before holding a meeting or part of a meeting that is to be closed to the public, Council or Committee shall state by resolution:
- a) That it is proceeding to hold a closed meeting; and
 - b) The general nature of the matter to be considered at the closed meeting, and in the case of an educational or training session, state that it is to be closed under the section 239, subsection 3.1 of the *Municipal Act*.
- (5) A meeting shall not be closed to the public during the taking of a vote except where:
- a) Section 6(2) or 6(3) of this by-law permits or requires a meeting to be closed to the public; and
 - b) The vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the municipality or persons retained by or under contract with the municipality.
- (6) Members shall not in any way disclose to any person or other body, by any means, any reports or items, or disclose the nature or content of any reports or items or of discussions, regarding any matters that are confidential and or are part of a confidential agenda, without approval

of such release by Council. Where possible, staff shall place an item on the public agenda.

- (7) The Clerk shall be responsible to maintain a confidential copy of all original documentation distributed, and shall keep a record of the meeting in accordance with the *Municipal Act*.
- (8) Copies of any reports or documents circulated separately from the agenda regarding confidential matters related to an individual employee shall be returned to the Clerk at the end of the meeting for destruction.
- (9) Where practical, any closed session shall be held after all public items of business have been resolved.
- (10) While in closed session, the Chair shall ascertain what information shall be released in public.
- (11) On reconvening in public session, the Chair shall accept a motion to resolve the matter publicly, or alternatively advise that direction had been given to staff during the closed session in accordance with the *Municipal Act*.
- (12) Any person may file a complaint as to whether the municipality has complied with the open meeting legislation by filing the complaint with the Clerk for submission to an Investigator appointed under section 239.2 of the *Municipal Act*.

7. DECLARATION OF PECUNIARY INTEREST

- (1) A member shall declare a direct or indirect pecuniary interest in accordance with the *Municipal Conflict of Interest Act*, and;
 - a) prior to any consideration of the matter at a meeting, shall disclose the interest and the general nature thereof verbally and by filing a written statement of the interest with the Clerk at the meeting or as soon as possible afterwards;
 - b) shall not take part in the discussion of, or vote on any motion in respect of the matter;
 - c) during or after the meeting, shall not attempt in any way to influence the voting on any such motion; and
 - d) shall be included in the minutes.
- (2) A copy of each written statement shall be kept in a registry which will be available for public inspection.

- (3) Where multiple members have declared a pecuniary interest in a matter, the requirements for quorum established in section 12 of this by-law shall prevail.
- (4) If the declared pecuniary interest under subsection (1) above is with respect to an item on a closed session agenda, in addition to complying with the requirements of subsection (1) above, the member shall forthwith leave the closed session, or that part of the closed session during which the matter is under consideration.
- (5) Where the interest of a member has not been disclosed as required by subsection (1) above, by reason of the member's absence from the meeting, the member shall disclose the interest at the first subsequent meeting thereafter.
- (6) A member may declare an affiliation or personal interest in any item before Council or Committee which is not pecuniary in nature, and such declaration shall not preclude or excuse the member from participating in debate or voting on the item and this interest shall be recorded in the minutes. Notwithstanding a declaration under this subsection, every member present shall be deemed to vote against the motion if he/she declines or abstains from voting pursuant to section 14.6(5).

8. NOTICE OF MEETINGS

- (1) The Clerk shall provide the public with notice of the Council and Committee schedule by annually posting a calendar of the meetings on the Town of Oakville website. Any amendments or cancellations to such meetings shall be posted as required.
- (2) The meeting agenda shall constitute notice of each individual meeting, shall include all relevant material on any matter to be considered by Council and committees, and shall be posted on the Town website subsequent to the material being forwarded to the members and senior management.
- (3) Meeting agendas shall either be hand delivered, mailed, or sent electronically to each member a minimum of 48 hours prior to the meeting.
- (4) Lack of receipt of the notice shall not affect the validity of the meeting or any action taken at that meeting.
- (5) Notice of a Special Meeting shall specify the purpose of the meeting.

- (6) Notwithstanding any other provision of this by-law, a Special Meeting may be held, without notice, to deal with an emergency situation as defined under the *Emergency Management and Civil Protection Act*, provided that an attempt has been made to reach the members by telephone and/or email. No business, except business dealing directly with the emergency situation, shall be transacted at that meeting.
- (7) Where public notice of any matter is required and is not otherwise provided for by legislation, it shall be provided in accordance with Council policy and procedure relating to the Town of Oakville's Public Notice and Engagement Policy.

9. PUBLIC PRESENTATIONS

- (1) Any person wishing to make a public presentation at a regular Council meeting shall submit a request to the Clerk no later than **three weeks prior to the meeting.** ~~noon the Wednesday prior to the meeting.~~
- (2) All requests for public presentations shall be forwarded to the Mayor for approval prior to being listed on the agenda.
- (3) Public presentations shall be heard only at regular Council.
- (4) Public presentations shall be:
 - a) limited to 10 minutes in duration per item;
 - b) matters of community wide interest; and
 - c) items not requiring any action to be taken by Council.
- (5) Presentations by the public relating to an item on the agenda are deemed to be delegations and therefore subject to section 10 of this by-law (Delegations).

10. DELEGATIONS

- (1) Persons who wish to appear as delegations at Council, **Planning and Development Council and any Special Meetings of Council are encouraged to** advise the Clerk, no later than noon on the day of the meeting, providing their name, contact information, association with any organization, if applicable, and the agenda item to be addressed.
- ~~(2) Any person whose name does not appear on a Council agenda or addendum as a delegation, shall be heard only with permission of Council by a majority vote.~~

- (3) Delegations may only speak to matters listed on the agenda for that particular meeting.
- (4) Delegations shall not be permitted to speak to items listed under Information Items and/or Status of Outstanding Issues on the Council agenda.
- ~~(5) Any delegation intending to speak to Council regarding a recommendation of the Committee of the Whole shall be heard only with permission of Council by a majority vote.~~
- (6) Delegations appearing before Council, who have previously appeared before Council on the same subject matter, shall be limited to providing only new information in their second and any subsequent appearances.
- (7) Any person wishing to present materials either in hard copy or electronically shall submit a copy of the material to the Clerk no later than noon on the day of the meeting, or alternatively provide 20 hard copies to the Clerk at the meeting for distribution. No person other than the Clerk or designate shall be permitted to distribute materials at a meeting.
- (8) Unless otherwise authorized by resolution, or by a majority vote of the Council or Committee, a delegation shall be permitted to speak for a maximum of 10 minutes per agenda item, excluding replies to questions from the members.
- (9) Following each delegation, Members of Council may ask questions of the delegate.
- (10) Delegations shall be encouraged to submit any questions they may have to the Clerk in writing prior to the meeting.
- (11) Questions of staff by any delegate shall be received by the Chair and addressed when practical prior to the consideration of the subject item, after the conclusion of all delegations.
- (12) Groups are encouraged to select a spokesperson to present their views, however, if a delegation involves two or more people, the total presentation time is still limited to 10 minutes.

11. CORRESPONDENCE, PETITIONS AND INFORMATION ITEMS

- (1) Any general correspondence, communication or petitions intended for presentation to Council or a Committee shall be legible and shall not contain any defamatory allegations, or impertinent or improper matter, and:
 - a) shall be signed by at least one person giving his/her name and mailing address;
 - b) when delivered by electronic mail shall contain the electronic mail address of the sender as well as a name and mailing address, and any attachments shall be in a printable format; and
 - c) when delivered by facsimile transmission, shall contain the facsimile number as well as the name and mailing address of the sender.

- (2) All correspondence and petitions, about a matter on a meeting agenda, received by the Clerk become part of the public record and may be published in an agenda and on the Town of Oakville website with personal information removed.

- (3) Where appropriate, any general correspondence or communications, and/or petitions addressed to Council shall be:
 - a) ~~Directed by the Clerk to the appropriate Committee and be accompanied by a staff report; or~~
 - b) Directed to the appropriate town department for information and action;
 - c) Circulated to Members of Council for information;
 - d) Listed under '*Information Items*' on the Council agenda; and
 - e) Made available for public viewing in the Clerk's department.

- (4) Any member may request a report at a regular Council meeting on any information item for consideration on a future agenda in accordance with section 17.

12. QUORUM

- (1) A quorum shall be eight (8) members as it applies to Council, ~~four (4) members as it applies to the Administrative Services and Community Services Committees~~ and three (3) members as it applies to the Budget Committee, constituting a majority of the members.

- (2) Participation by any individual at any meeting shall be in person. Written comments may be submitted in accordance with section 11 of this by-law.

- (3) If quorum is lost as a result of declarations of pecuniary interest by one or more members, the remaining members shall be deemed to constitute a quorum, provided the number of such members is not fewer than two.
- (4) The Chair shall call the meeting to order at the time fixed for the holding of the meeting, unless quorum is not present.
- (5) If there is no quorum present within one-half hour after the time appointed for the meeting, the meeting shall stand adjourned until the date and time of the next regular meeting, and the Clerk shall record the names of the members present.
- (6) In the event the Mayor or the Chair does not attend within 15 minutes after the time appointed for a meeting of Council or Committee, the Acting Mayor or next Chair shall assume the Chair for the meeting, and where quorum is present, call the meeting to order and preside over the meeting until the arrival of the Mayor or the Chair.

13. RULES OF CONDUCT

13.1 Chair at Meetings

It shall be the duty of the Chair of a meeting to:

- a) Open the meeting by calling the meeting to order;
- b) Ensure that a quorum is established and is maintained throughout the course of the meeting;
- c) Announce the business in the order in which it is to be considered;
- d) Direct discussion in such a manner that all questions and comments shall be presented through the Chair;
- e) Receive and submit, in the proper manner, all motions presented by the members;
- f) Put to vote all motions which are moved, and seconded when necessary, or all motions that arise in the course of the proceedings, and announce the result of each vote;
- g) Decline to put to vote motions that infringe upon the rules under this by-law;
- h) Uphold on all occasions the rules and the observance of order and decorum amongst the members, and the conduct of members and attendees, in accordance with this by-law, Council policies and procedures, or any other applicable legislation;
- i) Undertake all matters required to permit the meetings to proceed in an orderly and efficient manner;
- j) Authenticate by signature, all applicable by-laws;

- k) Adjourn the meeting when the business is concluded, or at the designated time; and
- l) Adjourn the meeting without question or suspend the meeting to a time to be named by the Chair, if he/she considers it necessary to establish order.

13.2 Questions

- (1) Prior to accepting a motion the Chair shall permit questions from the members relating to the matter under consideration.
- (2) All members shall address their questions and comments through the Chair.
- (3) Members are encouraged to provide questions to staff prior to the meeting.

13.3 Speaking at Meetings

- (1) The Chair may answer questions and comment in a general way, but if the Chair wishes to make a motion, speak to a motion under consideration, take part in the debate, or leave the chair for any other reason he/she shall first delegate the duties of the Chair to another member in accordance section 4, until he/she resumes the position of Chair.
- (2) When two or more members wish to speak, the Chair shall name the member who is to speak first.
- (3) When a member is recognized by the Chair, he/she shall confine his/her remarks to the motion under consideration, and shall be limited to speak for a maximum of five (5) minutes, unless otherwise decided by a majority vote of the members present.
- (4) No member shall speak more than once on an item of business until every member who desires to speak has spoken.
- (5) Any member, wishing to speak on an item of business a second time may do so for a further five (5) minutes.
- (6) When a motion is under debate, a member may ask a question of another member, CAO, or other employee of the corporation, through the Chair.
- (7) Any member may require the motion under debate to be read at any time during the debate, but in doing so shall not interrupt a member while speaking.

13.4 Rules of Order

- (1) A member shall not:
 - a) Disturb Council by any disruptive or distracting conduct, including private conversations or electronic communications among members at a meeting;
 - b) Use profane or offensive words or insulting expressions;
 - c) Disobey the rules of procedure;
 - d) Leave his/her seat or make any noise or disturbance while a vote is being taken;
 - e) Speak until he/she has been recognized by the Chair; or
 - f) Interrupt a member who is speaking, except to raise a point of order or a point of privilege.
- (2) A member shall not leave the meeting at any time without advising the Chair or the Clerk.
- (3) In the event that a member persists in a breach of subsection (1) above, after having been called to order by the Chair, the Chair shall without debate call the question "Shall the member be ordered to leave his/her seat for the duration of the meeting?", and this question shall not be debatable.
- (4) If Council decides the question set out in subsection (3) above in the affirmative by a majority vote of the members present, the Chair shall order the member to leave his/her seat for the duration of the meeting.
- (5) If the member apologizes, the Chair, with the approval of Council, may permit him/her to resume his/her seat.
- (6) If a member does not leave his/her seat after being ordered to do so by the Chair in accordance with subsection (4) above, and if the member does not apologize in accordance with subsection (5) above, then the Chair shall direct the Clerk to seek the appropriate assistance from the Halton Regional Police Service.
- (7) When the integrity of an employee of the corporation has been impugned or questioned, the CAO, or his/her representative, shall be permitted with the leave of the Chair, to address Council and/or committee as a point of privilege.

13.5 Conduct at Meetings

- (1) Attendees at a meeting shall maintain order and quiet and shall not display signs or placards, applaud, heckle, or engage in

telephone or other conversation, or any behaviour which may be considered disruptive, inconsiderate, disrespectful, or intimidating to others.

- (2) Attendance at a meeting shall be in person. Comments submitted electronically or through any form of social media shall not be permitted for consideration at the meeting, unless received in accordance with section 10(7) of this by-law.
- (3) All cell phones and electronic devices, except those in use to facilitate the meeting, shall be turned off or otherwise set so as not to emit any audible sound during a meeting.
- (4) Any person that disrupts a meeting shall be asked by the Chair to stop the disruptive behaviour, and if the person persists they shall be asked to leave the meeting.
- (5) If a person refuses to leave the meeting upon being requested to do so by the Chair, the Chair shall recess the meeting and shall direct the Clerk to seek the appropriate assistance from the Halton Regional Police Service.
- (6) The Chair may expel or exclude from any meeting any person who disturbs the meeting.
- (7) All Council and committee meetings shall be recorded in video or audio format by the town. Any additional video, photo, and audio recordings undertaken by members of the public shall not be disruptive to the meeting.
- (8) All members, staff and the public shall comply with this by-law and related Town policies and procedures.

14. MOTIONS

14.1 Notice of Motion

- (1) Notices of Motion may be introduced at regular Council meetings only and shall name the mover and seconder.
- (2) Notices of Motion shall be introduced as new business, shall not be discussed or debated when introduced, and shall be included on the next regular Council meeting agenda for consideration as a 'Discussion Item.'

- (3) A Notice of Motion may be received by the Clerk at any time and when received:
 - a) Prior to noon **Wednesday, two weeks prior to the** meeting ~~the week prior to the~~, the notice shall be included on the agenda as a 'New Business' item;
 - b) Prior to noon **Wednesday**, the **week prior to the** meeting, the notice shall be included on the addendum as a New Business item; and
 - c) After the times noted above, the notice shall be introduced orally under 'New Business' on the agenda.
- (4) The Clerk, with the consent of the mover and seconder, shall be authorized to make minor revisions to the Notice of Motion as required, without changing the intent of the motion.
- (5) The introduction of a Notice of Motion shall not serve as a request or direction to staff to prepare a report for the return of the motion.

14.2 Request for Reports

- (1) Request for Reports is a motion introduced as an item of business at a regular Council meeting requesting staff to prepare a report to be considered on a future agenda.
- (2) Requests for reports may be introduced at regular Council meetings only and shall name the mover and seconder.
- (3) A Request for Report may be received by the Clerk at any time and when received will be distributed at the meeting.

14.3 Motion Process

- (1) Where deemed in order by the Chair, every motion shall be moved and seconded before being spoken to, questioned, debated, or put to a vote, except when in committee, where a mover only is required in accordance with the provisions of section 5.8.
- (2) Whenever possible, members shall submit motions to the Chair in writing.
- (3) Where members of the public are to be heard on a matter, no motion shall be received until they have been heard, and no further public participation shall be allowed after the motion has

been duly moved ~~and seconded~~, at which time the motion shall be deemed as confined to table for debate of the members only.

- (4) A motion may be withdrawn at any time with the consent of the members.

14.4 Motions

- (1) When any motion is under consideration, no other motion shall be received except a motion as cited below which shall have precedence in the order in which they are named:
- a. Adjourn
 - b. Proceed beyond the hour of 10:30 p.m.
 - c. Recess
 - d. Close debate
 - e. Defer/Postpone
 - f. Refer
 - g. Amend
- (2) A motion to adjourn shall:
- a. not be amendable;
 - b. not be debatable;
 - c. not include qualifications or additional statements;
 - d. always be in order except when a member is speaking or the members are voting or are about to vote; and
 - e. where resolved in the negative, not be presented again prior to further business being conducted.
- (3) A motion to proceed beyond the hour of 10:30 p.m. shall:
- a. not be amendable;
 - b. not be debatable;
 - c. always be in order except when a member is speaking or the members are voting; and
 - d. requires a majority ~~two-thirds~~ vote of the members present.
- (4) A motion to recess shall specify the length of time of the recess and shall:
- a. be amendable only with respect to the length of the recess; and
 - b. not be debatable.
- (5) A motion to close debate or put the question when decided in the affirmative, will result in the preceding motion or amendment being voted on immediately without further debate or comment. A motion to close debate shall:
- a. not be amendable;
 - b. not be debatable;

- c. not be permitted until every member has been afforded an opportunity to speak once to the motion under consideration;
 - d. not be permitted in any committee; and
 - e. require a two-thirds vote of the members present.
- (6) A motion to defer has the effect of postponing consideration of a matter and shall include the time for which the matter is deferred, or a description of the circumstances that would cause the matter to be brought back for consideration. A motion to defer shall:
- a. be amendable as it relates to the time element for the deferral;
 - b. be debatable only with respect to the merits of postponing consideration of the item; and
 - c. preclude amendment and debate of the preceding motion unless the motion to defer has been resolved in the negative.
- (7) A motion to refer has the effect of directing a matter under discussion to a specific Council or committee meeting, or to town staff, the purpose for which shall be stated in the motion. A motion to refer shall:
- a. be amendable;
 - b. be debatable only with respect to the merits of referring the matter, to whom the matter is to be referred and any time period within which the matter is to be reported back; and
 - c. preclude any amendment or debate of the preceding motion unless the motion to refer has been resolved in the negative.
- (8) A motion to amend has the effect of revising the motion under consideration and shall:
- a. be amendable subject to the limitation that only one amendment to an amendment may be under consideration at one time;
 - b. be debatable;
 - c. be limited in that only one motion to amend the main motion shall be allowed at one time;
 - d. be relevant to the main motion; and
 - e. not propose a direct negative to the main motion.

14.5 Reconsideration of a Motion

- (1) A notice of motion for reconsideration shall not be required for any decision of a previous Council.

- (2) A motion to reconsider a previous decision made during the term of Council shall only be introduced by a member who voted with the majority on the original motion, or who was not in attendance when the vote was called. A motion to reconsider may be seconded by any member.
- (3) A motion to reconsider shall not be amended, but may be debated and such debate shall be confined to reasons for or against reconsideration.
- (4) The mover of a motion to reconsider shall specify whether the reconsideration will address the entire original motion or part of the original motion.
- (5) When a motion for reconsideration is introduced at the same meeting at which the original motion was decided, a motion to reconsider may be introduced at any point prior to adjournment of the meeting.
- (6) When a motion for reconsideration is introduced at the same meeting at which the original motion was decided, no discussion of the original motion shall be allowed unless the motion for reconsideration is approved by the majority of the members present.
- (7) When a motion for reconsideration is introduced at a subsequent meeting, the motion to reconsider shall be introduced by a 'Notice of Motion' in accordance with section 14.1 of this by-law and shall require approval by at least two-thirds of the entire Council.
- (8) No motion shall be reconsidered more than once, nor shall a motion to reconsider be reconsidered.
- (9) If a motion to reconsider is decided in the affirmative, the reconsideration of the original motion shall become the next order of business, unless the motion to reconsider calls for a future definite date to consider the original motion.
- (10) As a result of an affirmative motion of reconsideration, the debate on the original motion being considered shall proceed as though it had never previously been voted on.

14.6 Voting on Motions

- (1) Voting shall be conducted in the following order:
 - a) amendment to any amending motion;

- b) upon determination of a) above, any subsequent amendment to the amending motion;
 - c) the amending motion;
 - d) the main motion.
- (2) When the motion under consideration contains distinct recommendations, a member may request that the vote be taken separately on each proposal.
 - (3) The Chair shall call the vote immediately after all members desiring to speak to the motion have spoken.
 - (4) Upon the Chair calling for a vote, no further speakers shall be permitted.
 - (5) Every member present shall vote on every motion, unless the member has declared a pecuniary interest.
 - (6) Every member present shall be deemed to vote against the motion if he/she declines or abstains from voting, unless disqualified from voting by reason of a declared pecuniary interest.
 - (7) The manner of determining the vote on a motion shall be at the discretion of the Chair, and may be by voice, show of hands, standing, electronic tally or otherwise, but shall not be by secret ballot.
 - (8) The Chair shall announce the result of every vote.
 - (9) If a member disagrees with the announcement of the result of any vote, he/she may object immediately to the announcement and require that the vote be retaken.
 - (10) Any motion upon which there is a tied vote shall be deemed to have been decided in the negative.
 - (11) No vote shall be taken at any meeting by any method of secret voting, except where permitted or required by law.

14.7 Recorded Votes

- (1) A recorded vote shall be taken when called for by any member or when required by law.

- (2) A member may call for a recorded vote immediately prior or immediately subsequent to the taking of the vote.
- (3) When a recorded vote is taken, the names of those who voted for and those who voted against the motion shall be entered in the Council minutes.

15. POINT OF PRIVILEGE

- (1) A member may at any time raise a point of privilege directing attention to a matter that affects the integrity, character or reputation of an individual, individuals or the entire Council, or the ability of an individual to participate.
- (2) A point of privilege shall take precedence over any other matter.
- (3) A member shall not be permitted to enter into any debate or introduce any motion not related to the point of privilege.
- (4) The Chair shall decide upon the point of privilege and advise the members of the decision.
- (5) Unless a member immediately appeals the Chair's decision, the decision of the Chair shall be final.
- (6) If the decision of the Chair is appealed, the question "Shall the ruling of the Chair be upheld?" shall be called without debate, and its results shall be final.
- (7) When the matter has been determined to be a point of privilege, the member shall be afforded an opportunity to propose a motion in relation to that point of privilege.

16. POINT OF ORDER

- (1) A member may at any time raise a point of order to a perceived violation of the rules of procedure.
- (2) The Chair shall decide upon the point of order and advise the members of the decision.
- (3) Unless a member immediately appeals the Chair's decision, the decision of the Chair shall be final.

- (4) If the decision of the Chair is appealed, the question “Shall the ruling of the Chair be upheld?” shall be called without debate, and its results shall be final.

17. NEW BUSINESS

- (1) New business shall not be introduced unless it is of an emergency, congratulatory, or condolence nature.
- (2) New Business that is not of an emergency, congratulatory or condolence nature, may be introduced at regular Council meetings by a notice of motion in accordance with section 14.1.
- (3) The Mayor and Clerk shall be advised in writing, where possible, of all new business by noon on the **Wednesday prior** to the meeting at which the item of new business is being introduced.

18. UNFINISHED BUSINESS

Items on an agenda that have not been dealt with shall be repeated on each subsequent agenda until resolved or removed from the agenda by resolution.

19. ADJOURNMENT

- (1) All meetings shall adjourn at **10:30 p.m.**, unless a motion to proceed beyond **10:30 p.m.** in accordance with section 14.4(3) of this by-law is approved.
- ~~(2) Notwithstanding subsection (1) above, no meeting shall proceed beyond the hour of 10:30 p.m.~~

20. ENACTMENT OF BY-LAWS

20.1 By-law Approval Process

- (1) Every by-law shall be listed on the agenda by an identifying number, followed by a brief description of the intent of the by-law.
- (2) Upon accepting a motion to approve the by-laws listed on the agenda, the Chair shall determine if the members have questions or proposed amendments, or if discussion is required, prior to calling the vote on the motion.

- (3) Every by-law may be debated, amended or referred to a named committee or to staff for further consideration.
- (4) Where a by-law has been presented which implements the decision of the current Council, no debate shall be allowed which would involve a reconsideration of such decision or of any part thereof, until the provisions of section 14.5 of this by-law have been met.
- (5) Every by-law passed by Council shall be signed by the Mayor and the Clerk, sealed with the seal of the corporation and show the date of approval.

20.2 Confirming By-law

The proceedings at every Council meeting shall be confirmed by by-law, so that every decision of Council at that meeting and every resolution passed 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.

21. SHORT TITLE

This by-law may be referred to as the Town of Oakville Procedure By-law.

22. REPEAL

By-law 2019-024, is repealed as of the date this by-law is passed.

23. EFFECTIVE DATE

This by-law shall come into full force on May 1, 2020.

PASSED this 23rd day of March, 2020.

MAYOR

CLERK