

Meeting Procedures – Primer and Refresher

November 16, 2022

Interested Member Information Session



Open Meetings / Exceptions

All meetings open to the public. Limited exceptions for “closed meetings”

- security of municipal property
- personal matters about an identifiable individual
- proposed or pending acquisition or disposition of land
- labour relations or employee negotiations
- litigation or potential litigation
- advice that is subject to solicitor-client privilege
- training or education purposes (without advancing business or council decision-making)
- matter permitted under another Act to be considered in a closed meeting
- consideration of a Freedom of Information request
- an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman



Open Meetings / Exceptions

- 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;
- 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;
- 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
- 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.

While in Closed Session, Council/Committee can only vote:

- **on a procedural matter (e.g., refer or defer an item)**
- **to give direction or instructions to staff or another person working on behalf of City**



Mandatory Municipal Policy

Council-Staff Relations Policy

- Principles
 - All Members of Council are Equal
 - Mutual Respect
 - Open and Clear Communication
 - Respectful Workplace
- Policy Statements
 - Expectations for Members
 - Expectations for Staff



Council Decision-making



- Governance
- Procedure By-law
- Meetings & Decision-Making



Council Decision-making

Committee

- considers proposals/issues/reports and votes to make “**Recommendations**”
- Committee Minutes, including recommendations, presented to Council

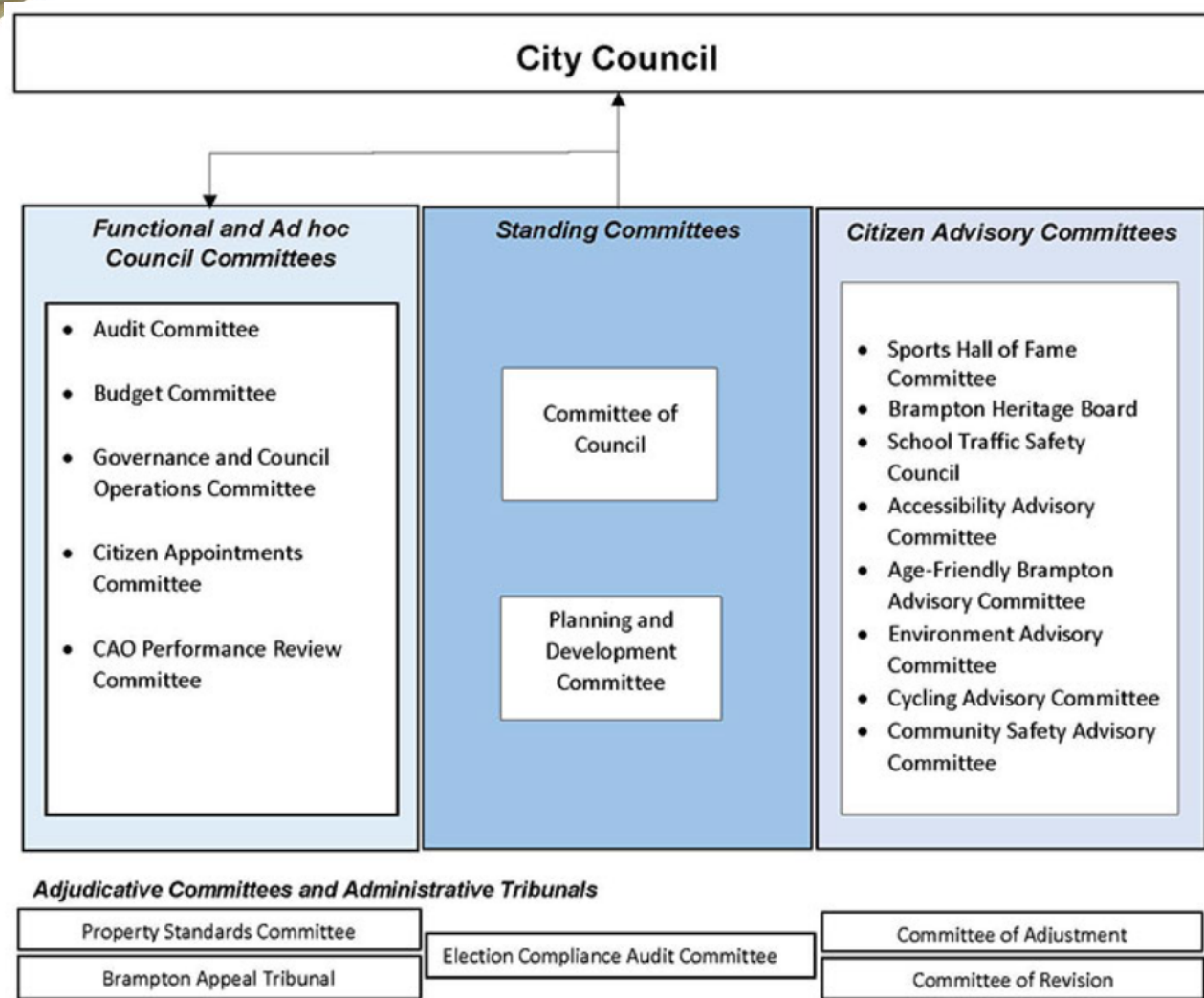


City Council

- final approval authority
- considers Committee Minutes, proposals and votes to adopt “**Resolutions**”
- Council acts by passing “**By-laws**”



Council Decision-making



Council Decision-making

Committees

- Standing Committees defined in Procedure By-law (purpose, composition and Chair)
 - Committee of Council
 - Planning and Development Committee
- All other committees must be approved by Council with terms of reference
- Council makes appointments to functional, ad hoc and citizen-based committees
- Less formal meeting rules for committees
 - Motion not required to be in writing or requires seconder
 - More speaking opportunities



Council Decision-making

Standing Committees and Mandates	Leadership
Committee of Council	
<p><i>Economic Development Section</i></p> <ul style="list-style-type: none"> matters including economic development, Brampton Entrepreneur Centre, competitive policy and business research, and advancing the City's economic development priorities 	Chair and Vice-Chair
<p><i>Corporate Services Section</i></p> <ul style="list-style-type: none"> matters related to services to the Corporation within the jurisdiction of the Chief Administrative Officer and Corporate Support Services Departments, including finance, administration, information technology, human resources, corporate operations, public relations and strategic communications, tourism, film, culture and events 	Chair and Vice-Chair
<p><i>Public Works and Engineering Section</i></p> <ul style="list-style-type: none"> matters within the jurisdiction of the City's Public Works and Engineering Department, including public works and infrastructure, environment and development engineering, construction and maintenance, corporate buildings and property services and Brampton Transit 	Chair and Vice-Chair
<p><i>Community Services Section</i></p> <ul style="list-style-type: none"> matters within the jurisdiction of the City's Community Services Department and Fire and Emergency Services, including parks maintenance and forestry, recreation services, fire services, emergency measures, the performing arts, as well as Service Brampton and real estate 	Chair and Vice-Chair
<p><i>Legislative Services Section</i></p> <ul style="list-style-type: none"> matters within jurisdiction of the Legislative Services Department including legal services, animal services, court administration, risk management, city clerk's office, and also matters related to the enforcement of by-laws and municipal licensing matters 	Chair and Vice-Chair



Council Decision-making

Standing Committees and Mandates

Leadership

Planning and Development Committee

- matters including land use planning, growth management, urban design and operational matters within the jurisdiction of the Chief Building Official
- holding of public meetings required by the *Planning Act*, which shall be conducted in accordance with the rules under the Procedure By-law

Chair and Vice-Chair



Council Decision-making

Adjudicative Committee and Administrative Tribunals

- Members are appointed by City Council
- Independent, make their own decisions – Council approval is not required
 - Downtown Brampton Business Improvement Area (BIA) (*Municipal Act*)
 - Brampton Public Library Board (*Public Libraries Act*)
 - Committee of Adjustment (*Planning Act*)
 - Property Standards Committee (*Building Code Act*)
 - Brampton Appeal Tribunal (Licensing By-law and Dog By-law)
 - Compliance Audit Committee (*Municipal Elections Act*)



Council Decision-making

Citizen-Based Advisory Committees

Guideline:

- Criteria for establishing a citizen-based advisory committee:
 - aligns with the City's Strategic Plan
 - requires a citizen voice
 - involves a broad subject matter
 - addresses emerging issues important to City
 - helps streamline discussion
 - handles work that staff do not regularly perform
 - defined by a clear mandate/work plan
- Terms of Reference approved by Council
- Reports regularly to Council through a defined Standing Committee
- Establishes annual work plan and reports results to Council
- Members of Council appointed to committee not counted for quorum
- Committee recommendations are advice and opinion provided to Council without commitment of City funds, resources or assets, unless Council approved or prescribed in legislation



Council Decision-making

Citizen-Based Advisory Committees

Appointment Procedure:

- Clerk's Office conducts recruitment
- Qualifications:
 - Brampton resident or non-resident Brampton-based organizational or business representative
 - Council may establish other criteria for appointment, including general or specific qualifications
- Applicants interviewed by a Council committee, unless Council decides otherwise
- Committee recommendations presented to Council for approval



Council Decision-making

Procedure By-law 160-2004

- Mandatory by *Municipal Act, 2001*
 - approved and amended by Council
- Set of rules for meetings, making decisions and conduct
- Applies to Council and “committee”
 - “committee” which at least 50% of the Members are Members of Council
- “meeting” is any gathering of Council or Committee
 - where quorum is present, and
 - 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
- Clerk explains and administers rules
 - advises meeting Chair



Council Decision-making

Procedure By-law 160-2004

Upholding fundamental Member rights for a meeting:

- The majority have the right to decide on a matter
- The minority have the right to be heard on a matter
- All Members have the right to information to help make decisions, unless prevented by law
- All Members have the right to an efficient meeting
- All Members have the right to be treated with respect and courtesy
- All Members have equal rights, privileges and obligations



Council Decision-making

Procedure By-law 160-2004 - Definitions

Quorum - Minimum number of members needed to conduct business at a meeting

Chair - Person presiding at a meeting of Council or committee

Delegation - Oral submission made by a member of the public

Motion - Formal proposal moved by a Member

Recommendation - Action proposed by staff or a Committee to address an issue

Vote - Formal indication in support of or opposition to a motion

Recorded Vote - Written record of the name and vote of every member voting on a motion

Resolution - Decision made by Council to direct a course of action

By-law - Legal instrument used by a municipal council to exercise its powers



Council Decision-making

■ Regular Meetings

- Committee of Council – generally twice per month on Wednesday at 9:30 am
- Planning, Design and Development Committee – generally twice per month on Monday at 7:00 pm
- City Council – generally twice per month on Wednesday at 9:30 am
- Rules for cancelling or changing regular start times
- Meeting breaks and end times
 - 10 minute break after 2.5 hours of meeting (unless unanimous vote)
 - cannot carry past 11:55 pm (unless 2/3 majority vote)

■ Special Meetings

- Committee – at call of Chair or petition by majority of members with 24 hrs. notice and definition of meeting purpose
- Council - at call of Mayor or petition by majority of members with 24 hrs. notice and definition of meeting purpose

Approved by Council, September 28, 2022
2022 Brampton City Council and Committee Meeting Schedule

Month	Day	Time	Committee
Jan	12	9:30 am	Committee of Council
Jan	26	9:30 am	Committee of Council
Feb	9	9:30 am	Committee of Council
Feb	23	9:30 am	Committee of Council
Mar	9	9:30 am	Committee of Council
Mar	23	9:30 am	Committee of Council
Apr	6	9:30 am	Committee of Council
Apr	20	9:30 am	Committee of Council
May	4	9:30 am	Committee of Council
May	18	9:30 am	Committee of Council
Jun	1	9:30 am	Committee of Council
Jun	15	9:30 am	Committee of Council
Jul	6	9:30 am	Committee of Council
Jul	20	9:30 am	Committee of Council
Aug	3	9:30 am	Committee of Council
Aug	17	9:30 am	Committee of Council
Sep	7	9:30 am	Committee of Council
Sep	21	9:30 am	Committee of Council
Oct	5	9:30 am	Committee of Council
Oct	19	9:30 am	Committee of Council
Nov	2	9:30 am	Committee of Council
Nov	16	9:30 am	Committee of Council
Dec	7	9:30 am	Committee of Council
Dec	21	9:30 am	Committee of Council



Council Decision-making

In Mayor's absence:

- Council-appointed **Deputy Mayor(s)** presides at Council meeting (*discretionary*)
- In absence of Deputy Mayor(s), **Acting Mayor** presides at Council meeting
- Acting Mayor roster
 - alphabetical
 - order determined by last name starting with City Councillor

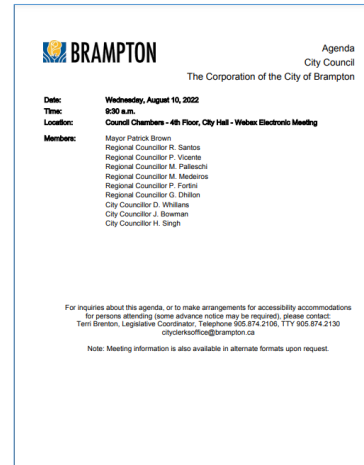
Acting Mayor *	Date
Navjit Kaur Brar	November 2022
Dennis Keenan	December 2022
Rod Power	January 2023
Rowena Santos	February
Harkirat Singh	March
Pat Fortini	April
Martin Medeiros	May
Michael Palleschi	June
Gurpartap Singh Toor	July
Paul Vicente	August

* - to be revised after additional Regional Councillors appointed



Council Decision-making

- Meeting Agenda
 - Published the week before meeting date (Friday)
 - PDC agenda prepared and distributed full week before meeting
- Agenda Process
 - Complete and final CLT/CAO-approved reports received in Clerk's Office (Monday of week preceding meeting)
 - Agenda finalized and published by Friday
 - Electronic-only meeting agenda distribution
 - Published to meetings and agendas site
 - Revised Agenda published day before meeting



<https://www.brampton.ca/EN/City-Hall/meetings-agendas/Pages/Welcome.aspx>



Council Decision-making

Hybrid Electronic Meetings

- Authorized by *Municipal Act, 2001* during pandemic
 - Originally, authorized during declared emergency; now extended for use at Council's discretion
 - Procedure By-law amended to permit hybrid meetings for one year after declared emergency
 - Currently permitted until March 2023, unless Council decides otherwise
 - City uses “webex” for open meetings and “Teams” for closed session
- Applies to City Council and all Committees



Council Decision-making

Council Agenda Order of Business

Call to Order

- indigenous land acknowledgement, national anthem, moment of silence/personal reflection
- roll call (used with hybrid meetings)

Business Items

- Approval of the Agenda
 - Confirming the agenda for the meeting
 - New business additions to the agenda with 2/3 majority vote
 - Change to order of agenda business by majority vote
- Declarations of Pecuniary Interest (as per *Municipal Conflict of Interest Act*)
 - Direct or indirect pecuniary (financial) interest affecting Member, spouse, parent, child
- Approval of Council Minutes
 - presented to next regular meeting for approval
 - Signed by Mayor and Clerk after approved



Council Decision-making

Council Agenda Order of Business

Business Items

▪ Consent Motion

- Items deemed by staff to be routine and non-controversial which can be approved by single motion
- All agenda items subject to consent motion, except:
 - Item held by Member for questions/debate
 - Announcements, Delegations, Presentations, Added New Business, Member Discussion Items, Notice of Motion, Public Question Period

▪ Announcements / Proclamations

- Announcements
 - 2 minutes statement about event of public interest
 - sponsored by a Member (1 per meeting)
- Proclamations
 - issued by Mayor; listed on agenda only
 - Mayor's discretion to read and present at meeting



Council Decision-making

Council Agenda Order of Business

Business Items

- Delegations (requests to speak at Council/Committee)
 - Must relate to matter within City's jurisdiction
 - Delegation Request Form submitted to City by 4:30 pm Tuesday the week prior to meeting
 - Clerk, in consultation with Mayor, decides delegation routing
 - Council
 - Must relate to business on agenda
 - Request made before or after agenda published
 - Delegations for funding assistance not permitted; follow City's funding request process
 - Committee
 - Opportunity for persons to bring forward new business
 - Delegations on subject with no staff report can only be received (no action taken) or referred to staff for a report
 - Limited to 5 minutes, unless longer time is approved by Council/Committee
 - Members can ask questions after delegation for clarification purposes only, without debate
 - Delegations must be respectful, speak to subject matter under consideration and follow rules and decision of Chair
 - Delegations received by a motion of Council/Committees



Council Decision-making

Council Agenda Order of Business

Business Items

- Correspondence (letters from public, businesses, organizations, other governments) and Petitions (public requests for a defined action)
 - Clerk refers any correspondence to appropriate Committee unless subject is listed on Council agenda
 - Petitions and Correspondence usually received or referred to staff for a report/investigation/follow-up
- Government Relations Matters
 - Update on inter-governmental affairs matters (Region of Peel Council, Provincial Government, Federal Government)
- Reports
 - From **Head of Council**
 - Reports and updates from the Mayor
 - From **Corporate Officials**
 - Staff reports from the CAO, Commissioners and Departments
 - From **Accountability Officers**
 - Reports from Integrity Commissioner, etc.
 - From **Committee (minutes)**
 - Minutes from Standing Committee and other Council Committees



Council Decision-making

The Staff Report

- Heading
 - date, subject, contact
- Recommendations
- Overview
- Background
- Current Situation
- Corporate Implications
 - Financial Implications
 - Other Implications
- Term of Council Priorities
- Conclusion
- Approval signatures
- Appendices



Report
Staff Report
The Corporation of the City of Brampton
2022-07-06

Date: 2022-06-29

Subject: Surplus Declaration of 0 Williams Parkway, Brampton, Ward 8

Contact: Cheryl Waters, Senior Real Estate Coordinator
cheryl.waters@brampton.ca, 416.464.2709

Report Number: Legislative Services-2022-600

Recommendations:

1. THAT the report titled "Surplus declaration of 0 Williams Parkway, Brampton, Ward 9" to the Council meeting of July 6, 2022 be received;
2. THAT a by-law be enacted to declare surplus to the City's requirements City owned lands, legally described as PCL PLAN-2, SEC 43M561; BLKS 4 & 8, PL 43M561, PIN 14209-0130 (LT), municipally known as 0 Williams Parkway, Brampton, having an area of approximately 1.45 acres for the purpose of disposing such lands to the adjacent landowner.

Overview:

- The adjacent landowner at 9400 Goreway Drive has made a request to the City of Brampton to consider the disposition of the remnant piece of land that is the subject of this report, known municipally as 0 Williams Parkway
- Priority Notification Recipients were contacted and a Public notice of the City's intention to declare the parcel surplus has been made in accordance with the City's Procedure by-law 160-2004.
- Region of Peel has advised that they have no interest in acquiring the subject lands however, they will require the reservation of a standard water main easement within the southern limits of the lands. The dimensions of the easement should be the full width of the PIN at the south by 8.0 m from the southern property limits northwards. A site



Council Decision-making

Council Agenda Order of Business

Business Items

▪ Unfinished Business

- Business items not yet resolved or referred from another decision-body

▪ Correspondence, Other/New Business

- Correspondence filed with Council
- Resolutions from other municipalities
- New business added to the meeting agenda

▪ Notices of Motion

- Specific proposal for action by a Member
- Must be:
 - submitted to Clerk by 4:30 pm on the Tuesday the week prior to the meeting date
 - in writing with signature of mover (proponent) and seconder (supporter)
 - complete and correct
- Properly filed Notice of Motion listed on next regular agenda for consideration



Council Decision-making

Council Agenda Order of Business

Business Items

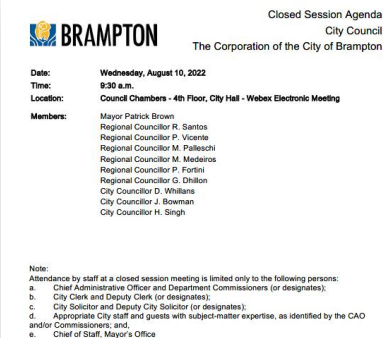
- Public Question Period
 - 15 minute period at end of meeting for public questions on *decisions* made at the meeting
- By-laws
 - Council acts by passing a by-law
 - Authority for passing a by-law is a Council Resolution
 - By-laws establish municipal law and can be amended/repealed
 - 4 levels of approval /endorsement
 - Approval as to content of by-law – responsible department
 - Approval as to form of by-law – Legal Services
 - Executed by Mayor
 - Executed by Clerk
- Closed Session



Council Decision-making

Closed Session

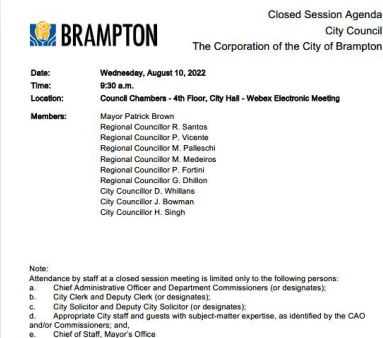
- Portion of the meeting held in private (no public permitted)
- For very specific and limited circumstances
- Closed Session Agenda
 - All business approved by City Solicitor
 - Clerk “shares” time-limited digital agenda to Members and other authorized staff
- Public motion required to proceed into closed session stating *Municipal Act* provision authorizing closed session
 - Once in closed session, new business cannot be added to agenda
- Closed session is audio recorded
- After closed session, reports out in public session
- Closed Session Minutes
 - Identify Members and senior staff present
 - Record of proceedings, discussion and any direction provided to staff



Council Decision-making

Closed Session

- Member obligations (unless expressly authorized by Council):
 - Cannot distribute any closed session report or item
 - Cannot disclose content of discussions
- Council/Committee can give direction to staff in public on a closed session report, without moving into closed session, and Clerk documents action
- For closed session matters involving an identifiable employee, CAO will determine which staff will be present and may be the designate for the Clerk for that closed session
- Clerk can require copies of closed session agenda, reports, documents returned
- Clerk maintains agendas and minutes
- Request for a closed meeting investigation, under *Municipal Act*, received by Clerk and referred to Closed Meeting Investigator



Council Decision-making

Council Agenda Order of Business

Business Items

- Confirming By-law
 - “Catch-all” by-law confirming the proceedings and decisions of Council at the meeting to satisfy the *Municipal Act* requirements for Council decisions to be enacted through a by-law
- Adjournment
 - Motion to adjourn (end) the meeting



Council Decision-making

Roles and Responsibilities

■ Members

- Prepare, listen, question, debate, propose, vote

■ Chair

- Prepare, lead, facilitate, order, vote

■ Clerk

- Prepare, advise, record

■ CAO/Staff

- Prepare, present, answer, advise, recommend, act

■ Public

- Prepare, attend, observe, delegate, question, participate



Council Decision-making

Duties of the Chair

- Open the meeting
- Ensure quorum maintained throughout meeting
- Chair (lead) the meeting fairly and impartially
- Announce business in order to be considered
- Direct discussion / debate through the Chair (leader)
- Receive and submit motions, in proper order, presented by Members
- Put to vote all motions properly placed, and announce results of vote
- Decline to put to vote motions contrary to rules of procedure
- Restrain Members to debating rules and procedure during meeting
- Enforce meeting rules, observe order, decorum and Member conduct
- Ensure meeting proceeds in orderly and efficient manner
- Sign applicable resolutions, by-laws and minutes duly passed
- Recess meeting after 2.5 hours, unless unanimous consent to continue
- Adjourn meeting when business is concluded or at designated time
- Adjourn or suspend the meeting to a future time if grave disorder



Council Decision-making

Member Conduct

No Member shall:

- speak disrespectfully of another person
- use offensive or unparliamentarily language
- speak on subject other than subject of debate
- disobey meeting rules or decision of the Chair on questions of order or interpretation of rules



Council Decision-making

Member Conduct

If a Member:

- breaches or disregards meeting rules or interpretation thereof, or
- disregards decision of Chair on Point of Order / Point of Privilege

then Chair shall:

- advise and correct Member
- request apology or withdrawal of remark from Member
- warn Member
- call Member to order (Member shall be seated and not speak until recognized by Chair)
- name the Member (Member called to order and name with offence recorded in minutes)
- expel or exclude the Member
- if persistent inappropriate conduct, after being called to order or named by Chair:
 - Chair immediately takes vote (no debate) to decide whether to order Member to leave remainder of meeting
 - Member leaves, if ordered by vote, but if apologizes, Chair takes vote for Member to resume seat and participate in meeting



Council Decision-making

Points of Order and Privilege

When Member speaking (has the floor) no Member shall interrupt speaking except for Point of Order or Point of Personal Privilege

Point of Order

- Call to Chair's attention a matter regarding:
 - Any breach of the meeting rules
 - Irregularity in proceedings of meeting
 - Relevance of discussion to business item under consideration
 - Use of improper, offensive or abusive language

Point of Personal Privilege

- Call to Chair's attention a matter regarding:
 - A statement challenging integrity of Member, committee or Council
 - Right and privileges of Council or committee (accuracy of reports and information, conduct of staff, visitors, public, comfort of Members)



Council Decision-making

Points of Order and Privilege

Process:

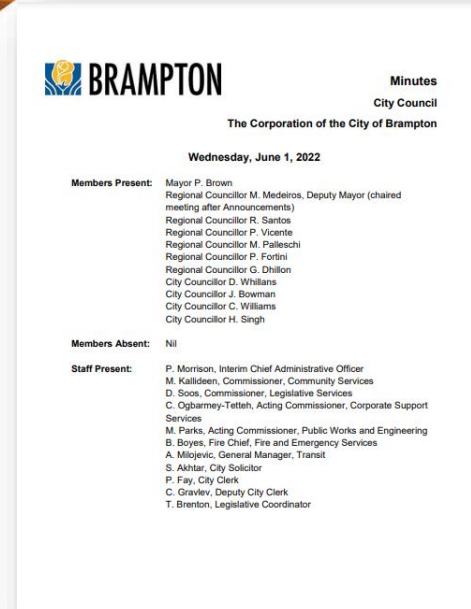
- Ask permission of Chair to raise Point of Order or Privilege
- Chair grants permission to Member to rise to state Point
- Member rises and states Point to Chair and sits down until Chair has decided Point
- Chair immediately decides Point (ruling)
- A Member only addresses Chair to appeal ruling
 - Appeal put to vote immediately to uphold ruling (majority vote) and decision is final
- If no appeal of Chair's decision, it is final



Council Decision-making

Meeting Minutes

- Clerk prepares meeting minutes, including:
 - Place, date and time of meeting
 - Name of Chair and attendance of Members
 - Name of minute taker and senior staff present
 - Meeting Proceedings, without note or comment
 - Summary of business considered in order of listing
 - All motions placed (mover/seconded)
 - All motions voted on that carried or lost
 - Approved minutes signed by Chair and Clerk
 - Committee Minutes
 - Standing Committee Minutes presented to Council meeting for approval of recommendations and receipt of minutes
 - Other Committee minutes presented to Standing Committee for approval
 - Minutes introduced at Council by Standing Committee Chair



Council Decision-making

Rules of Debate

Asking Questions (of delegations, staff or other Members)

Member can only ask questions to obtain information related to matter under discussion (Request to Question System)

Questions asked through the Chair

Speaking to agenda business

Member asks permission of Chair (Request to Speak System)

When Member speaking (has the floor) no Member shall interrupt Member

Speaking used to propose new Motion or support/oppose Motion "on floor"

Member can speak for 5 minutes

No speaking more than once, until every other Member has spoken

Member can speak for second time for further 5 minute

City or Regional Councillor may speak first to motion within specific ward

Mover of motion may request to speak last on motion



Council Decision-making

Main Motion

types

- substantive motion

 - a proposal for action

- procedural motion

 - change in process to deal with a main motion or subject

 - change in debate process

format, introduction, acceptance of a main motion

- must be in writing (except Committee)

- must have mover and seconder (except at Committee or procedural motion)

- must be accepted and stated by the Chair



Council Decision-making

Amending Motion

- introduced during debate on main motion
- must be in writing and signed by mover and seconder (except Committee)
- must be resolved before a previous amending motion or the main motion is considered
- must be germane/relevant to the main motion
- shall not be considered if contrary to main motion
- may propose a separate and distinct disposition of the main motion
- must be voted on in reverse order (amending motion before main motion)



Council Decision-making

Procedural Motions

do not need to be in writing

- defer (postpone consideration)
 - postpone consideration of a matter to later in the meeting or another meeting of the same body, with any conditions included
 - put to a vote immediately without debate or amendment

- refer (send somewhere for further consideration)
 - send a matter, action or pending motion to a committee, staff or other body for such purpose as named in the motion
 - subject to debate only on merits of referral and not substance of main motion
 - may be amended



Council Decision-making

Procedural Motions

- Calling the Question (end debate on matter)
 - Member makes motion to end debate and put motion to vote
 - Member cannot speak to motion before “calling the question”
 - Chair takes motion after each member who wished to speak on motion has spoken once
 - Motion cannot be amended, cannot be proposed on main motion with pending amending motion
 - Voted on without debate or amendment; majority vote to carry
- Adjournment (end meeting)
 - May be moved at any time
 - If motion loses, cannot be made again until next agenda business completed
 - Cannot be called after “calling the question” motion carries
 - Not debatable if specific time named in motion
 - At Council, cannot be made until confirming by-law presented and dealt with by Council



Council Decision-making

Motion Order of Precedence

- Main motion
- Amend the main motion
- To refer the motion
- To defer the motion
- To limit or extend limits of debate
- To call the question
- Point of Privilege
- To recess the meeting
- To adjourn the meeting
- To fix a time to adjourn the meeting
- To sustain the decision of the Chair

Order
of
Voting



Council Decision-making

Voting

- Chair calls for vote on motion after debate finished
- Chair states motion to be voted on
- Each Member must occupy his/her seat for vote
- During vote, no Member shall speak, make noise or disrupt the vote
- No additional motion shall be made until vote is taken and result declared by Chair
- A Member may request a motion be split into distinct proposals contained in motion, and vote taken on each proposal
- Every Member during a vote must vote, unless prohibited by law from voting
- Chair shall determine method of voting (show of hands, standing, electronic)
- A Member present and does not vote shall be deemed as voting in the negative, unless prohibited by law from voting
- A tie vote does not carry and is deemed to have “lost”
- If a Member disagrees with the Chair’s announcement of the vote result, he/she may immediately object to Chair’s declaration and request the vote be retaken



Council Decision-making

Voting

■ Recorded Vote

- Any Member may request a recorded vote
- Clerk calls for each Member to rise and be counted in favor and then opposed to the motion
- Clerk records the name of each Member and their vote on the motion
- Clerk may use an alternative electronic means for recording Member votes
- Clerk announces the result so the vote of every Member is public
- City publishes online table of recorded votes



Council Decision-making

Directions to Staff

- Council or committee, by majority vote, may direct staff to take course of action (effectively a Motion)
- Individual Member cannot direct staff to undertake an action, expend funds, commit resources or prepare a staff report, unless authorized by Council

All directions issued to staff by Council to investigate and report back on a matter will take time depending on complexity of request



Council Decision-making

Reopening a Decision

- At same meeting
 - No further debate on matter already decided at a meeting
 - 2/3 majority vote to reopen the decision on an item already decided at same meeting
 - Only Member on prevailing side of original decision can move motion
 - Member moving motion to reopen shall state reasons for motion
- At different meeting
 - Notice of Motion required to reopen decision from previous meeting
 - 2/3 majority vote to reopen the decision when Notice of Motion voted on
 - Only Member on prevailing side of original decision can file Notice of Motion
 - Member moving Notice of Motion to reopen shall state reasons for motion
 - If Notice of Motion to reopen decision does not carry, no further Notice of Motion to reopen decision shall be considered again within current term of Council



Council Decision-making

Other meeting procedure matters

- Conflict with legislation
 - legislation prevails over Procedure By-law
- Matters not provided for
 - if meeting rules not provided for or conflict, *Bourinot's Rules of Order* used for consultation and interpretive aid
- Suspend the meeting rules
 - Meeting rules can be temporarily suspended on a 2/3 majority vote, unless:
 - suspension is contrary to *Municipal Act*
 - otherwise provided for in meeting rules (unanimous vote)
- Appoint additional Regional Councillors
 - process defined
- Council workshops (meeting of Council and public notice required)
 - quorum not required; no decision-making permitted
 - after notice is provided, no additional business can be added
 - meeting notes prepared instead of minutes
- Public notice
 - circumstances, method and form for giving public notice



Thank You

