



**COUNCIL PROCEDURAL
BY-LAW 00-031, AS AMENDED**

Office Consolidation

**Council & Administrative
Services Division
July 2021**

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By-Law Number 00-031, as Amended

of the
Regional Municipality of Waterloo

A By-Law to Govern the Proceedings of the Council and its Committees

The Council of The Regional Municipality of Waterloo, pursuant to The *Municipal Act, 2001, S.O. 2001, c. 25*, as amended Enacts As Follows: **[Amendment 07-071 - 07/12/12]**

1. Rules of Procedure Adopted/Suspended

- (1) The proceedings of the Council and its Committees, the conduct of the members and the calling of meetings will be governed by the provisions of the Act and the rules and regulations contained in this By-law, and, except as provided, the rules of parliamentary procedure contained in Robert's Rules of Order, will be followed for governing the proceedings of Council and the Committees and the conduct of its members.
- (2) Notwithstanding Section 1(1), the rules and regulations contained in this By-law may be suspended by a vote of two-thirds of the Whole Council.

2. Definitions

In this By-law:

- (1) "Abstain" means a member who refuses to vote (abstain) will be recorded as voting in the negative.
- (2) "Act" means The *Municipal Act, 2001, S.O. 2001, c. 25*, as amended or re-enacted from time to time.
- (3) "Acting Chair" means the member appointed by by-law to act from time to time in the place and stead of the Regional Chair, pursuant to Section 17.

- (4) "Agenda" means the business of Council to be considered at a regularly scheduled meeting, which has been circulated according to the rules of procedure.
- (5) "Business Day" means a day other than a Saturday, Sunday or a Civic or Public Holiday in Ontario.
- (6) "Chair" means the Regional Chair of the Regional Municipality of Waterloo.
- (7) "Chief Administrative Officer" means the Chief Administrative Officer of the Regional Municipality of Waterloo.
- (8) "Civic or Public Holiday" means those listed as holidays in the Interpretation Act, R.S.O. 1990, Section 29, Chapter I.11, as amended from time to time.
- (9) "Clerk" means the Regional Clerk of the Regional Municipality of Waterloo.
- (10) "Committee" means any Standing, Advisory, Special, Ad Hoc or other committee, subcommittee or similar entity established by Regional Council and composed of members.
- (11) "Committee Chair" means Chair of a Standing, Advisory, Special or Ad Hoc Committee of the Council.
- (12) "Committee of the Whole" means all the members of Council present sitting in Committee of the Whole Council.
- (13) "Concurring Vote" means a vote of the majority of members present necessary to carry any resolution or other measure.
- (14) "Conflict of Interest" means a direct or indirect pecuniary interest as described in the Municipal Conflict of Interest Act.
- (14.1) "Consent Agenda" means the routine, general items that are dealt with by Regional Council or Standing Committee without discussion.
[Amendment 12-060 – 12/19/12]
- (15) "Council" means the Council of the Regional Municipality of Waterloo.
- (15.1) "Electronic Participation" means a Council or Committee Member who participates in a meeting as defined in Section 2 (1) remotely via electronic means (e.g. video or audio teleconference), has the same rights and responsibilities as if the member was in physical attendance, including that they shall count towards a quorum of members and shall be permitted to participate in any portion of a meeting which is closed to the public.
[Amendment 20-010 – 20/03/24 & 20-040 – 20/08/11 & 20-049 – 20/09/23]

- (16) "Lay on the table" means to postpone discussion indefinitely in such a way that discussion may resume at any time, at the same or a future meeting. A majority of votes of members present is required to remove the item from the table.
- (17) "Leave of Council" means a consensus of Council; that no member objects.
- (17.1) "Media Advisory" means an electronic or fax notice sent to a listing of media outlets, including newspapers, radio and television located within Waterloo Region. This media list is maintained by Corporate Communications. **[Amendment 07-071 - 07/12/12]**
- (18) "Meeting" means any regular, special, advisory committee or other meeting of the Council.
- (19) "Member" means a member of the Council, or any of its Committees including the Chair of Council.
- (20) "Motion to Receive and File" means a motion which is made for the purpose of acknowledging the particular item, report, or recommendation under consideration, and of having the item, report, or recommendation placed in the records of the Clerk for future reference, with no additional action being taken at that time.
- (21) "Motion (Substantive or Main)" means any motion except one of the following:
- a) extend the time of the meeting
 - b) refer
 - c) amend
 - d) lay on the table
 - e) postpone indefinitely or to have a day certain
 - f) adjourn
- (22) "Motion (Subsidiary)" means one which affects the disposition of a substantive or main motion, by bringing it to an immediate vote, by delaying or by deferring a decision thereon.
- (23) "Notice of Motion" means a written notice, given by a member, advising Council that the motion described therein will be brought forward at a subsequent meeting.
- (24) "Pecuniary Interest" means a direct or indirect pecuniary interest of a member as defined in the Municipal Conflict of Interest Act.
- (25) "Personal Privilege" means the raising of a question which concerns a member of Council, or the Council collectively, when a member believes that their rights, immunities or integrity or the rights, immunities or integrity of Council as a whole have been impugned.

- (26) "Point of Information" means a request directed to the Regional Chair, or through the Chair to another member or to the staff, for information relevant to the business at hand, but not related to a Point of Procedure.
- (27) "Point of Order" means a statement made by a member of Council during a meeting, drawing to the attention of the Chair a breach of the Rules of Procedure.
- (28) "Point of Procedure" means a question directed to the Regional Chair to obtain information on a matter of parliamentary law or the rules of Council bearing on the business at hand, in order to assist a member to make an appropriate motion, raise a point of order, understand the parliamentary situation or the effect of a motion.
- (29) "Public Hearing" means a meeting of Council or that portion of a meeting of Council or any Committee of Council which has been given authority by by-law to conduct a hearing in matters pursuant to any legislation which requires Council to hear interested parties or to afford them an opportunity to be heard before taking action, passing a by-law or making a decision.
- (30) "Quorum" is
- a) in the case of Council, 9 members. **[Amendment 01-001 – 00/12/13]**
 - b) in the case of a Committee, a quorum will be a majority of the members of the Committee, including the Regional Chair sitting ex-officio.
- (31) "Recorded Vote" means the recording of the name and vote of every member voting on any matter or question.
- (32) "Regional Corporation" means The Regional Municipality of Waterloo.
- (33) "Resolution" means a formal determination made by Council or a Committee on the basis of a motion, duly placed before a regularly constituted meeting of Council or a Committee for debate and decision, and duly passed.
- (34) "Rules of Procedure" means the rules and regulations provided in this By-law.
- (35) "Special Enquiry" includes a request for detailed- investigative, statistical or technical information, study or report, where the amount of staff time required to complete the request exceeds 7 hours.
[Amendment 04-059 – 04/08/26]

- (36) "Special or Joint Meeting" means a meeting other than a regularly scheduled meeting, called pursuant to the Act or the provisions of this By-law.
- (37) "Standing Committee" means such Committees of Council as are so designated by the Council by resolution.
- (38) "Tie Vote" means an equality of votes and the question being voted on is deemed lost.
- (39) "Two Thirds Vote" means the affirmative vote of at least two-thirds of the members present at a meeting and eligible to vote.

Part I – Office and Duties of The Regional Chair

3. Election, Role and Duties of The Regional Chair

- (1) The Regional Chair will be elected by general vote of all the electors of all the area municipalities.
- (2) The Chair shall act as spokesperson and co-ordinate the presentation of the Region's position to the public and other external public bodies, agencies and organizations.
- (3) The Chair may vote on any question before Council, and, in the event of an equality of votes, the Regional Chair will not have an extra casting vote and the question being voted upon is deemed lost.
- (4) It shall be the duty of the Chair, with respect to any meetings over which the Chair presides to:
 - a) open the meeting of Council by taking the chair and calling the members to order;
 - b) announce the business before the Council and the order in which it is to be acted upon;
 - c) receive and submit, in the proper manner, all motions presented by the members of Council or Committee, as the case may be, which do not contravene the rules and regulations of Council;
 - d) put to a vote all motions, which are moved and seconded, or necessarily arise in the course of the proceedings, and to announce the result;
 - e) sit ex-officio as a member of all Standing and other Committees of Council and be entitled to vote at meetings;
 - f) decline to put to a vote, motions which infringe upon the Rules of Procedure, or which are beyond the jurisdiction of Council;

- g) enforce the Rules of Procedure;
- h) restrain the members, when engaged in debate, within the Rules of Procedure;
- i) enforce on all occasions, the observance of order and decorum among the members;
- j) call by name any member persisting in a breach of the Rules of Procedure and order the member to vacate the Council Chamber;
- k) permit questions to be asked through the Chair of any officer of the Regional Corporation in order to provide information to assist any debate when the Chair deems it proper;
- l) provide information or advice to members of Council on any matter touching on the business of the Regional Corporation;
- m) select members who are to serve on committees other than Standing Committees, in consultation with Council;
- n) authenticate by signature all by-laws, resolutions, and minutes of Council;
- o) rule on any points of order raised by members of Council;
- p) inform the members of Council of the proper procedure to be followed;
- q) to maintain order and where it is not possible to maintain order, the Regional Chair may without any motion being put, adjourn the meeting to a time to be named by the Regional Chair, and
- r) adjourn the meeting when the business is concluded.

4. Participation of The Regional Chair in Debate

- (1) Regional Chair may state relevant facts and the Chair's position or advise on any matter before the Council without leaving the chair, but to move a motion or debate a question, the Chair must first leave the chair.
- (2) If the Regional Chair is absent or desires to leave the chair to move a motion or to take part in the debate pursuant to Subsection (1), or otherwise, the Regional Chair will call on a member to preside until the issue is resolved.

5. Seating At Council Table

Order of seating at the Council Table shall be assigned by the Regional Chair in consultation with Regional Council.

Part II – Council

6. Inaugural Meeting

- (1) The Inaugural Meeting of the Council will be held not later than the fourteenth day following the day on which the term of office in respect of which the election was held commences on such date and at such time as may be fixed by by-law of the Regional Council.
- (2) At the Inaugural meeting of Council following a regular municipal election the order of procedure will be as follows:
 - a) Opening ceremony;
 - b) Filing of Certificates and Declarations of Office in accordance with the Act:
 - i) Regional Chair
 - ii) Members of Council;
 - c) Signing of declaration of elected office and oath of office:
 - i) Regional Chair
 - ii) Members of Council;
 - d) Other ceremonial proceedings as deemed by Council to be necessary or desirable for the meetings;
 - e) Matters incidental to any of the above or other business as required, and
 - f) Passage of Confirming By-law and other relevant by-laws.
- (3) Notwithstanding Section 6(2), an inaugural address by the Chair may be delivered at the inaugural meeting of Council or at a subsequent meeting of the Council.
- (4) Each term, as soon after the commencement of its term as reasonably possible, Council shall appoint by by-law, in alphabetical order, each member of Council to serve for one calendar month as Acting Chair for that time in the place and stead of the Chair when absent from the Regional area, absent through illness, or refuses to act and the Acting Chair shall have and may exercise all rights, powers and authority of the Chair in his/her absence.

7. Regular Meetings

- (1) All meetings of the Council will be held in the Regional Council Chamber or at such other place within the Regional Area as is specified in the notice calling the meeting.
- (2) Regular Meetings of the Council will be approved through an annual schedule of meetings, unless otherwise provided by resolution. Notice of a minimum of fourteen (14) days will be given for any amendments to the approved schedule of meetings. If the change of date is less than fourteen (14) days, a media advisory will be sent

from Corporate Communications at least three hours prior to the meeting. **[Amendment 07-071 - 07/12/12]**

- (3) Deleted. **[Amendment 07-071 - 07/12/12]**
- (4) When it is deemed to be advisable, the Regional Chair is authorized to change the date and/or time of or cancel the regular Council meeting next following and the agreement of the majority of the members of Council, having been polled by the Clerk, shall be required to effect the change, provided a minimum of fourteen (14) days notice is given of the change of date of the meeting or the appropriate media advisory is issued. **[Amendment 07-071 - 07/12/12]**
- (5) The proceedings of Regional Council on any day shall be terminated by eleven o'clock in the evening, unless such proceedings are continued after such hour with the consent of two-thirds of the members present. A motion thus passed may not set the time beyond twelve o'clock midnight or the conclusion of the topic at hand. Proceedings beyond this extension may be continued to a time set out in the motion approved by two-thirds of the members present.

8. Regular Meeting Day A Civic or Public Holiday

If the day fixed for a meeting of Council or a Committee falls upon a Civic or Public Holiday, or a Declared Holiday, then such meeting shall be held on the next regular business day, unless otherwise provided by resolution.

9. Special Meetings of Council

- (1) A Special Meeting of Council will be convened:
 - a) upon being summoned by the Regional Chair, or
 - b) upon receipt of the petition of the majority of the members of the Council.
- (2) Upon receipt of the petition set out in Section 9(1)(b), the Clerk will summon a Special Meeting for the purpose(s) and at the place and time stated in the petition.
- (3) Once received by the Clerk, no member may remove his or her name from a petition filed under this section.
- (4) All notices or other communications required or permitted to be given under this By-law shall be sufficiently given, if in writing, by registered mail, personal delivery, or by means of electronic facsimile transmission (fax) or e-mail addressed to such party at such address as the party to whom notice is to be given may have designated a minimum of forty-eight (48) hours in advance of the special meeting,

and such notice or other communication shall be deemed to have been received on the first business day subsequent to the delivery by hand or by fax, or if mailed, on the third business day after mailing. A media advisory will be sent from Corporate Communications at least three hours prior to the special meeting and posted to the website.

[Amendment 07-071 - 07/12/12 & 12-060 12/19/12]

- (5) The Council will not consider or decide any matter not set forth in the notice calling the Special Meeting, without the consent, recorded in the minutes, of all of the members of the Council.
- (6) Notwithstanding this section, on urgent and extraordinary occasions, with the consent of two-thirds of all the members of the whole Council, recorded in the minutes, an emergency special meeting of the Council may be called by the Regional Chair without notice to consider and deal with such urgent and extraordinary matters.

10. Meetings Open To Public

- (1) The meetings of the Council will be open to the public and no person will be excluded therefrom except for improper conduct.
- (2) The Regional Chair may expel or exclude from any meeting any person who has engaged in improper conduct at the meeting.
- (3) A meeting shall not be closed to the public during the taking of a vote, subject to Subsection (4).
- (4) A meeting or part of a meeting may be closed to the public during a vote if,
 - a) Section 14 (1) or (2) applies, 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.
- (5) Notice of all regular Council and Committee meetings shall be given by posting the Schedule of Meetings and agenda(s) if available to the website on the Friday immediately prior to the meeting. **[Amendment 12-060 12/19/12]**

11. Delegations - Rules of Conduct

- (1) a) Delegations shall be limited to a maximum of five (5) minutes. The deadline to register as a delegation is Monday at 4:30 p.m. preceding the meeting. **[Amendment 12-060 – 12/19/12]**

- b) Delegations of three (3) or more persons (representing a group or organization) shall be limited to a total maximum of ten (10) minutes.
 - c) Subject to the permission of Council, citizens, organizations or their representatives who are present at the meeting but have not notified the Regional Clerk of their desire to address Council shall be limited to a total maximum of three (3) minutes.
 - d) Delegations are governed by the rules under Section 10.
- (2) Speakers will be requested not to repeat what has been previously stated by previous speakers and provide new information only.
 - (3) Members of the public and news media who constitute the audience in the Council Chamber and Meeting Rooms during a Council meeting will maintain order and quiet and shall not:
 - a) address Council without permission of the Council;
 - b) interrupt any speech or action of the members of Council, or any other person addressing Council;
 - c) display or have in their possession, picket signs or placards in the Council Chamber or Meeting Rooms, or
 - a) disrupt proceedings by unreasonable noise or vocal expression.
 - (4) The Chair may curtail a delegation if any derogatory comments are made about staff or other individuals, for disorderly conduct, or any other breach of this By-law and, if the Chair rules that the delegation is concluded, the person or persons appearing shall withdraw.
 - (5) Delegations must register with the Regional Clerk prior to noon on Council day in order to be listed on the Consolidated Agenda.

12. Presentations

External presentations shall be limited to ten (10) minutes unless otherwise authorized by the Regional Chair or Regional Clerk.

[Amendment 02-008 – 02/01/16]

13. Persons Within Council Bar

- (1) No person, except a member of the Council or an authorized employee of the Corporation, will be allowed to come on the Council floor within or outside the Council Bar during the sittings of the Council without permission of the Regional Chair.
- (2) No person except a member of the Council or an authorized employee of the Corporation will, before or during a meeting of the Council, place on the desks of members or otherwise distribute any

material whatsoever unless such person is so acting with the approval of the Clerk.

14. Meetings Closed To The Public

- (1) A meeting or part of a meeting may be closed to the public if the subject matter being considered is legislated under Section 239(2) of the *Municipal Act*. **[Amendment 12-060 – 12/19/12]**
- (2) A meeting will be closed to the public if the subject matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act when the Council is acting as head of the institution for the purposes of the Act.
- (3) Before holding a meeting or part of a meeting that is to be closed to the public, a Council or Committee of Council shall state by resolution;
 - a) the fact of the holding of the closed meeting,
 - b) the general nature of the matter to be considered at the closed meeting, and
 - c) the date, time and location of the closed meeting.**[Amendment 07-071 - 07/12/12]**
- (4) The Clerk in making the minutes referred to in Subsection (3) a) will not record any personal information as defined in the Municipal Freedom of Information and Protection of Privacy Act.

15. Attendance of Clerk At Meeting

The Clerk shall be present at the meetings of Council; however, the Deputy Clerk may act instead at the meeting of the Council and the Deputy Clerk or the Clerk's designate may act at Committees. Should the Clerk or Deputy Clerk find the need to be absent during the course of the Council meeting, some other person shall be appointed pro tempore by Council to act during the absence.

16. Commencement of Meeting

As soon as there is a quorum after the hour set for meeting, the Regional Chair will take the chair and call the members present to order.

16.1. Electronic Participation

- (1) Electronic participation shall be permitted at Regular and Special meetings of Council, Standing Committees, Advisory Committees, Boards, and Foundations.
- (2) Deleted. **[Amendment 21-005 - 21/01/20]**

- (2) The Chair of a meeting of Council, Standing Committee, Special Committee, Adhoc Committee or subcommittee composed of Council members shall not be permitted to participate electronically at a meeting. **[Amendment 21-005 - 21/01/20]**
- (2.1) Notwithstanding 16.1 (2) the Chair of a meeting may chair a meeting remotely/electronically in a declared municipal emergency under the Emergency Management and Civil Protection Act, that restricts the ability to meet in person in the opinion of such Chair. **[Amendment 21-005 - 21/01/20]**
- (2) A Council Member who wishes to participate in a meeting electronically shall provide the Clerk a minimum of 48 hours' notice.
- (3) The following practices will be followed for Electronic Participation
- a) Each Member participating in a meeting electronically shall be available at least fifteen (15) minutes before the beginning of the meeting to assist staff in establishing the electronic connection.
 - b) Each Member participating in a meeting electronically will mute his or her electronic device when he or she is not speaking.
 - c) The Chair will canvass Members participating electronically about their intention to speak to a matter on the floor and will notify each Member when it is his or her turn to speak.
 - d) After putting a motion to a vote, each Member participating electronically will be required to identify how he or she wishes to vote.
 - e) Member(s) participating electronically will be deemed to have left the meeting when they are no longer electronically connected to the meeting.
 - f) In the case of a loss of connection, or any connection issue which impedes the ability of a Member(s) to participate in the meeting in real time, the meeting will continue without attempts by either staff or the Member(s) to reconnect.

[Amendment 20-010 – 20/03/24 & 20-040 – 20/08/11 & 20-049 – 20/09/23]

17. Chair Absent

- (1) If the Chair or Acting Chair, pursuant to the rotation list established by By-law does not attend within fifteen minutes after the time appointed for a meeting of the Council, the Clerk will call the members to order and an acting Chair will be appointed from among the members present and will preside until the arrival of the Regional Chair.

- (2) While presiding, an Acting Chair will have all of the powers of the Regional Chair and will be so entitled to vote as a member.

18. No Quorum at Start of Meeting

- (1) If no quorum is present to enable a meeting to commence one-half hour after the time appointed for a meeting of the Council, the Clerk will call the roll and record the names of the members present and the members will stand discharged from waiting further.
- (2) If a meeting does not take place because of the lack of a quorum under Subsection (1), the Council will meet either at the next regularly scheduled meeting of the Council, or at such other time and place as the Regional Chair shall announce.
- (3) The Clerk will attempt to give notice of any meeting so rescheduled by telephone, email or as is otherwise practical within the time available. **[Amendment 12-060 – 12/19/12]**

19. Unfinished Business - Quorum Lost

- (1) If during the course of a meeting a quorum is lost then the meeting will stand adjourned, not ended, to reconvene at the same time of commencement on the next following day, or at such other time and place as the Regional Chair will then announce.
- (2) If, in the Regional Chair's opinion, it is not essential that the balance of the agenda be dealt with before the next regularly scheduled meeting, then the Regional Chair will announce that the unfinished business of the Council will be taken up at its next regularly scheduled meeting.
- (3) If during the course of a Special Meeting of the Council a quorum is lost or a quorum is not present when required to enable the Special Meeting to start or resume, then the meeting will stand adjourned, not ended, to convene or reconvene at such time and place as the Regional Chair will then announce.
- (4) The Clerk will give notice of any meeting so adjourned and to be reconvened by telephone, email or as is otherwise practical within the time available. **[Amendment 12-060 – 12/19/12]**

20. Recording Presence Before Adjournment

When a quorum is not present as required to permit a meeting of the Council to reconvene or to continue then before the members are discharged, the Clerk will call the roll and record in the minutes the names of those present.

21. Leaving Chambers on Adjournment

At the end of a meeting, the members of the Council will not leave their places until the meeting has been adjourned.

Part III - Order of Proceedings, Agendas and Minutes

22. Agenda in Council

- (1) The Clerk will prepare a printed Agenda under the following headings for the use of the members at the regular meetings of Council:
 - a) Moment of Silence
 - b) Roll Call
 - c) Motion to go into Closed Session (if necessary)
 - d) Motion to Reconvene in Open Session (if necessary)
 - e) Declarations of Pecuniary Interest
 - f) Presentations
 - g) Petitions
 - h) Delegations
 - i) Minutes of Previous Meetings
 - j) Communications
 - k) Motion to go into Committee of the Whole to Consider Reports
 - l) Presentation and Consideration of Reports of Committees and Certain Officers of the Corporation
 - m) Other Matters under Committee of the Whole
 - n) Motion for Committee of the Whole to Rise and Council Resume
 - o) Motion to Adopt Proceedings of the Committee of the Whole
 - p) Motion of which Notice has been previously given
 - q) Notice of Motion
 - r) Unfinished Business
 - s) Other Business
 - t) Questions
 - u) First, Second and Third Readings of By-laws including By-law to Confirm the Actions of Council
 - v) Adjourn **[Amendment 02-008 – 02/01/16]**
- (2) The business of the Council will be considered in the order set forth on the Agenda, provided however that the Regional Chair, with approval of the Council, may vary the order of business to better deal with matters before the Council.

- (3) The Council will not consider any by-law not listed on the Agenda, nor any report of a Committee or any motion that has not been distributed to the members with the Agenda, unless with the approval of Council.

23. Delivery of Agenda to Members

- (1) Not less than two clear days in advance of each regular meeting of the Council, the Clerk will cause the following to be delivered to each member:
 - a) the minutes of the last ordinary meeting and all Special and Standing Committee meetings held more than five (5) days prior to an ordinary meeting, and
 - b) an Agenda prepared in accordance with Section 22.
- (2) Copies of each by-law to be considered need not be distributed in advance to the members of Council provided such by-laws are available for examination by members of Council.

24. Minutes

- (1) Minutes will record:
 - a) the place, date and time of meeting;
 - b) the names of the presiding officer or officers and the record of the attendance of the members;
 - c) any disclosure made under the Municipal Conflict of Interest Act, 1983;
 - d) the reading, if requested, correction and adoption of the minutes of prior meetings, and
 - e) all the other proceedings of the meeting without note or comment.
- (2) If the minutes have been delivered to the members of the Council then the minutes will not be read, and a resolution that the minutes be adopted as if read will be in order.
- (3) After the minutes have been adopted they will be signed by the Regional Chair and by the Regional Clerk.

25. Communications and Petitions

- (1) Every communication, including a petition designed to be presented to the Council, will be legibly written or printed, and will be signed by at least one person and filed with the Clerk.
- (2) All communications on any subject within the jurisdiction of a Committee of Council may be referred to the appropriate Committee

without any motion or debate unless otherwise disposed of or ordered by Council.

26. Enquiries and Answers

- (1) Any request for a special enquiry will:
 - a) Be in writing,
 - b) Be signed by the member of Council requesting the special enquiry,
 - c) Be received by the Clerk no later than noon of the Wednesday preceding the next regular meeting of Council,
 - d) Be printed in full in the Agenda for that meeting,
- (2) A special enquiry shall only proceed if approved by a majority of Council members at the meeting.
- (3) Upon approval, the request will be forwarded to the Chief Administrative Officer for review and department assignment. The Chief Administrative Officer will report back to Council at its next regular meeting on the department assignment and anticipated return date of the special enquiry.
- (4) The Chief Administrative Officer or the assigned department will respond to the enquiry, subject to any limitations on disclosure by the Municipal Freedom of Information and Protection of Privacy Act.
- (5) Should the request involve extraordinary staff research time and production costs, Council or the Committee will be advised.
- (6) The response to the special enquiry will be distributed to all members of Council or the Committee at which the enquiry was made.

[Amendment 04-059 – 04/08/26]

Part IV - Rules of Conduct and Debate

27. Address The Chair

Any member desiring to speak will signify their desire to speak in such a manner as the Regional Chair may direct, and upon being recognized by the Regional Chair will address the Chair.

28. Order of Speaking

When two or more members signify a desire to speak, the Regional Chair will recognize the member who, in the opinion of the Chair, signified first by a show of hands or by electronic notification and next recognize in order the other members.

29. Conduct of Members in Council

No member will:

- a) Speak disrespectfully of the Reigning Sovereign, or of any member of the Royal family, or of the Governor General or the Lieutenant-Governor of any province;
- b) Use offensive words or unparliamentary language during Council or Committee Sessions against the Council or staff;
- c) Speak on any subject other than the subject in debate;
- d) Speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status, physical appearance or disability;
- e) Interrupt any speech or action of other members of Council, or any other person addressing Council;
- f) Speak or act disrespectfully towards any member of Council or the audience, and
- g) Disobey the Rules of Procedure or a decision of the Regional Chair or of the Council on questions of order or practice or upon the interpretation of the Rules of Procedure. In the case where a member persists in any such disobedience after having been called to order by the Regional Chair, the Regional Chair may immediately put the question, no amendment, adjournment or debate being allowed, "that such member be ordered to leave their seat for the duration of the meeting of the Council", but if the member apologizes they may, by a majority vote of the members present, be permitted to retake their seat.

30. Personal Privilege

Where a member considers that their rights, immunities or integrity or the rights, immunities or integrity of the Council as a whole has been impugned, the member may, as a matter of personal privilege, rise at any time, with the consent of the Regional Chair, for the purpose of drawing the attention of the Council to the matter.

31. Points of Order

- (1) A member who desires to address Council upon a matter which concerns the rights or privileges of the Council collectively, or as an individual member, will be permitted to raise such matter of privilege. A breach of privilege is a wilful disregard by a member or any other person of the dignity and lawful authority of Council. A matter of privilege will take precedence over other matters. When a member

raises a point of privilege the Regional Chair will use the words "Councillor _____ state your point of privilege". While the Regional Chair is ruling on the point of privilege, no one will be considered to be in possession of the floor.

- (2) (2) A member who desires to call attention to a violation of the Rules of Procedure will ask leave of the Regional Chair to raise a point of order. When leave is granted, the Regional Chair will use the words "Councillor _____ state your point of order". The member will state the point of order with a concise explanation and will follow the decision of the Chair. The speaker in possession of the floor when the point of order or privilege was raised will have the right to the floor when debate resumes.
- (3) A member called to order by the Regional Chair will immediately vacate the floor until the point of order is dealt with, and will not speak again without the permission of the Regional Chair unless to appeal the ruling of the Chair.

32. Appeal/Challenging a Ruling of The Chair

(1) Appeal

The following procedures apply when making an appeal:

- a) A member addresses the chair directly, using a form of words such as: "I wish to appeal for..."
- b) An appeal does not have to be seconded;
- c) When an appeal is made, the current business before the meeting is immediately suspended, while the chair considers the matter;
- d) The appeal is not open to debate, but the chair shall ask for a brief explanation from the member making the appeal before making a ruling, and
- e) If the chair grants the appeal, the requested action is taken and the agenda is then resumed at the point at which it was interrupted.

(2) Challenging a Ruling of The Chair

The following procedures apply when challenging a ruling of the chair:

- a) The ruling of the chair may be challenged by making the following appeal: "I wish to appeal the ruling of the chair".
- b) The challenge is not open to debate, but the chair shall ask for a brief explanation from the member making the appeal before making a ruling;
- c) The chair gives a brief rationale for the ruling and then members are asked "Is the ruling of the chair upheld?"

- d) A positive majority indicates support for the ruling of the chair, while a majority of negatives indicates that it is overturned, and
- e) If the vote is tied, the ruling is sustained.

33. Members Speaking

When a member is speaking no other member will pass between the member and the Regional Chair or interrupt the member except to raise a point of order.

34. Question Read

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

35. Each Member Allowed to Speak Twice

Any member will be entitled to speak twice on the same question but the member cannot reply so long as any member has not spoken on that question desires the floor. [**Amendment 13-038 – 13/10/09**]

36. Time Limited

No member, without leave of the Council, will speak to the same question, or in reply, for longer than ten (10) minutes.

37. Question Put - No Further Debate

After any question is put by the Regional Chair, no member will speak to the question, nor will any other motion be made until after the result is declared, and the decision of the Chair as to whether the question has been put, is conclusive.

38. Questions

- (1) A member may ask a question of the Regional Chair for the purpose of obtaining information relating only to the matter under discussion and such questions must be stated succinctly.
- (2) When questions are called for on the Agenda or a specific item is under discussion, enquiries may be made of the Regional Chair, or through the Chair to any member of the Council, the Chief Administrative Officer, or any Department Head, concerning any matter connected with the business of the Corporation. However, no argument or opinion is to be offered, or facts stated, except as may be necessary to explain same. In answering or putting any such

question, a member is not to debate the matter to which the question refers.

39. Unprovided Cases

In all unprovided cases in the proceedings of Council or in the Committee of the Whole, the matter is decided by the Regional Chair, subject to an appeal to the Council by a vote of two-thirds of the members present and eligible to vote.

Part V - Voting In Council

40. Secret Ballot Prohibited

No vote will be taken in Council by ballot or by any other method of secret voting.

41. All Members Vote

Every member present at a meeting of the Council when a question is put, including the Chair will vote thereon, unless prohibited by statute, in which case it will be recorded.

- (1) Each member of the Regional Council has one vote only;
- (2) Any member who refuses to vote will be recorded as voting in the negative, and
- (3) Any member abstaining from a vote will be recorded as voting in the negative.

42. Unrecorded Vote

The manner of determining the decision of the Council on a motion is at the discretion of the Regional Chair and may be by voice, electronic voting, show of hands, standing or otherwise.

43. Severability of Question

When the matter under consideration contains distinct recommendations or propositions, upon the request of any member, a vote upon each recommendation or proposition will be taken separately.

44. Recorded Vote

- (1) Any member, before the question is decided, may require that the vote be recorded.
- (2) When a recorded vote is requested by a member on any matter or question, the Clerk will ask those members voting in favour of the

question to so signify by a show of hands, standing or electronic voting until their vote has been recorded. The Clerk will then ask those members voting in opposition to the question to so signify until their vote has been recorded.

- (3) Upon the request of a member, immediately after a vote is taken, the Clerk will record the negative vote of such member on any question.
- (4) When a vote is taken, and no dissent is declared, such vote is deemed to be unanimously in favour of the question approved.
- (5) If a vote is to be recorded as herein provided, the Clerk will call the vote, announce the division, and will record them in the minutes.

45. Disputing Vote

If a member disagrees with the announcement of the Regional Chair that a question is carried or lost, the member may, but only immediately after the declaration by the Regional Chair, object to the Chair's declaration and require a recorded vote to be taken.

46. Tie Vote

In the event of an equality of votes the Regional Chair will not have an extra casting vote and the question being voted upon is deemed lost.

47. Putting Question - Members Seated

When the Regional Chair calls for the vote on a question, each member will occupy their seat until the result of the vote has been declared by the Chair, and during such time no member will walk across the room or speak to any other member or make any noise or disturbance. A member not in their seat when the question is called is not entitled to vote.

PART VI - COMMITTEE OF THE WHOLE

48. Procedure

- (1) Council may by resolution go into a Committee of the Whole. When it appears that any matter may be more conveniently considered in Committee of the Whole, Council may on motion resolve into a Committee of the Whole, and the proceedings taken in Committee when adopted by Council are deemed to be proceedings of Council. The Regional Chair may preside in the Committee of the Whole or may designate another member to preside.
- (2) While sitting in Committee of the Whole, the rules governing the procedure of the Council and the conduct of the members will be

observed except that the number of times of speaking on any question will not be limited, provided that no member speaks more than once until every member who desires to speak has spoken.

- (3) The Committee of the Whole may, by resolution go into closed session pursuant to Section 14 and will exclude all persons from a meeting or part of a meeting. During such period, all persons not specifically invited to remain by the Committee will retire from the Chamber.
- (4) A motion in Committee of the Whole to rise and report will be put immediately and will be decided without debate.
- (5) Any member of Council is entitled to be present at a meeting of a Committee of the Council from which the public has been excluded, unless such member of Council has an interest which the member is obligated to disclose pursuant to the Municipal Conflict of Interest Act.
- (6) The Chair of Committee of the Whole other than the Regional Chair will be entitled to vote at meetings as a member of such Committee but will not have a second or casting vote in the event of an equality of votes on any question.

Part VII - Resolutions and Motions

49. Reading

Every motion when seconded will be received and read by the Regional Chair, except in the cases provided for by the Rules of Procedure. However, where motions have been distributed or printed in the Agenda, recitals need not be read.

50. Withdrawal

After a motion is read or stated by the Regional Chair, it is deemed to be in possession of the Council and it may only be withdrawn at the leave of Council or if a member objects, a majority vote of the members present is required.

51. No Debate Until Read

No member will speak to any motion until it is first read by the Regional Chair, and the mover is entitled to speak first if the member so elects. If debated, the question or motion will be read again before being put.

52. Motion Ruled Out of Order

Whenever the Regional Chair is of the opinion that a motion or resolution is contrary to the Rules of Procedure, the Chair will rule the motion or resolution out of order.

53. Not Within Jurisdiction of Council

A motion or resolution which requires the exercise of a power or powers by Council which are not within its jurisdiction, will not be in order.

54. Motions

- (1) The following matters and motions with respect thereto may be introduced orally without notice and without permission, except as otherwise provided by the Rules of Procedure:
 - a) a point of order or personal privilege;
 - b) presentation of petitions;
 - c) to move the question be put, and
 - d) to adjourn.
- (2) The following motions may be introduced without notice and without permission, except as otherwise provided by the Rules of Procedure:
 - a) to refer;
 - b) to table, or to postpone, or defer to a day certain;
 - c) to amend;
 - d) to suspend the Rules of Procedure, and
 - e) any other procedural motion.
- (3) All motions may be supported or opposed by the mover and seconder.
- (4) When a member's motion has been called from the Regional Chair at two successive meetings and not proceeded with, it will be deemed to have been withdrawn and dropped from the Agenda unless Council otherwise decides by a majority vote of the members present and eligible to vote.
- (5) The mover and seconder may withdraw a motion or a Notice of Motion at any time prior to the commencement of debate thereon.
- (6) A motion may be placed in order to be determined by the Regional Chair as the most logical, practical and expeditious in all of the circumstances.

55. Order of Consideration

- (1) When a question is under consideration, no motion will be received except a procedural motion or a motion to amend.
- (2) Procedural motions will be considered immediately upon receipt and will have precedence and are subject to debate as follows:

- a) to extend the time of the meeting (not debatable);
- b) to move the question be put (not debatable);
- c) to refer (debatable) (amendable);
- d) to lay on the table (not debatable) (not amendable);
- e) to defer indefinitely or to a day certain (debatable);
- f) to adjourn (not debatable), and
- g) any other procedural motion (debatable).

56. Amendment

A motion to Amend:

- a) only one Motion to Amend an amendment to the question will be allowed at one time and any further amendment must be to the main question;
- b) will be relevant and not contrary to the principle of the report or motion under consideration;
- c) may propose a separate and distinct disposition of a question provided that such altered disposition continues to relate to the same issue which was the subject matter of the question, and
- d) will be put in the reverse order to the order in which it is moved.

57. The Question Be Now Put

A motion that the question be now put:

- a) is not debatable;
- b) cannot be amended;
- c) cannot be moved when there is an amendment under consideration;
- d) when resolved in the affirmative, the question is to be put forward without debate or amendment;
- e) cannot be moved by a member who has already debated the question unless another member has subsequently debated the question;
- f) can only be moved in the following words, "that the question be now put", and
- g) will preclude all amendments of the main question.

58. Motion to Refer/Commit

A motion to refer takes precedence over the main motion:

- a) is amendable, and
- b) is debatable.

59. Motion to Postpone or Defer

A motion to postpone or defer to a definite date will have precedence over all other business on such date:

- a) Debate is restricted to the advisability or propriety of postponing/deferring the question.

60. Motion to Lay on the Table

A motion simply "to lay a matter on the table":

- a) is not debatable and cannot be amended;
- b) with some condition, opinion, or qualification added to the motion to table will be deemed to be a motion to postpone or defer made under Section 59;
- c) will not be considered again by the Council until a motion has been made to take up the tabled matter at the same or a subsequent meeting of the Council;
- d) to take up a tabled matter is not subject to debate or amendment;
- e) a motion that has been tabled at a previous meeting of the Council cannot be lifted off the table unless notice is given in accordance with Section 61, and
- f) if not taken from the table for six months is deemed to be withdrawn, and cannot be taken from the table.

61. Notice of Motion

Notice of Motion will:

- a) be in writing;
- b) include the name of the mover;
- c) be received by the Clerk no later than noon of the Wednesday preceding the next regular meeting of Council;
- d) be printed in full in the Agenda for that meeting;
- e) when called at two successive meetings and not proceeded with, will be dropped from the agenda unless Council otherwise decides, and
- f) if at the third meeting, such notice of motion is called from the Chair and not proceeded with, it will be deemed to have been withdrawn.

62. Waiving Notice

Any motion may be introduced without notice if the Council, without debate, dispenses with notice on the affirmative vote of at least two-thirds of the members present and voting.

63. Reconsideration

- (1) A substantive resolution, by-law or any question or matter that has previously been adopted by Council may be reconsidered by Council subject to the following:
 - a) must be made by a person who voted on the prevailing (majority) side;
 - b) debate on a motion must be confined to reasons for or against;
 - c) must be supported by a majority vote of the members of the whole Council before the matter to be reconsidered can be debated; and
 - d) Reconsideration may not be moved more than once on the same motion.
- (2) These rules do not apply when a motion pertains to a decision of a previous Council.

64. Previous Question/Call the Question/Limit Debate

A motion to call the question means to close debate and cut off amendments and vote immediately on a motion:

- a) is not debatable except for reasons for or against limiting;
- b) requires a majority of members present and eligible to vote for adoption; and
- c) amends only with respect to time or the number of speakers permitted.

65. Motion to Adjourn

- (1) A Motion to Adjourn:
 - a) will always be in order except as provided by the Rules of Procedure;
 - b) when resolved in the negative, cannot be made again until after some intermediate proceedings have been completed by Council;
 - c) is not in order when a member is speaking or during the verification of a vote;
 - d) is not in order immediately following the affirmative resolution of a motion for the previous question, and
 - e) is not debatable.
- (2) A Motion to Adjourn to a specific time, or to reconvene upon the happening of a specified event, suspends the meeting of the Council to continue at such time.

Part VIII - By-Laws

66. Readings of By-Laws and Related Proceedings

- (1) Except as otherwise provided, no by-law, except a By-law to Confirm the Proceedings of Council, will be presented to Council unless the subject matter has been considered and approved by Council.
- (2) Every by-law will be in writing and be introduced upon motion by a member. A by-law will be given first reading without amendment or debate and every by-law will have three readings prior to its being passed.
- (3) The Clerk will endorse on all by-laws enacted by Council the dates of several readings, if any.
- (4) Every by-law which has been enacted by the Council will be numbered, dated and deposited in the office of the Clerk for safekeeping.
- (5) The Clerk is hereby authorized to make such minor deletions, additions or other changes in form, to any by-law before same is signed, sealed and numbered, for the purpose of ensuring correct and complete implementation of the actions of Council forming the subject matter of the by-law in accordance with this By-law.

Part IX - Committees (Standing/Advisory/Special/Ad Hoc)

67. Procedure

Except as otherwise provided herein, Committees will conform to the rules governing protocol and procedures in Council.

68. Quorum

- (1) A quorum in any Committee is the majority of the voting members of the Committee as appointed by Regional Council, and the Regional Chair, if present, is a member to be included in determining the quorum.
- (2) Notwithstanding Subsection (1), in order to complete a quorum for a Committee meeting the Regional Chair may appoint not more than three (3) members of Council to be ad hoc members of the Committee, and the members so appointed will be entitled to sit and vote in the Committee in the meeting and at subsequent meetings for the purpose only of completing matters carried forward from that meeting for which they were appointed ad hoc members.

- (3) Members of Council who are not members of a Committee may attend meetings of the Committee and participate in the discussion, but will not be entitled to vote unless appointed as an ad hoc member of the Committee pursuant to Subsection (2).
- (4) Despite any other general or special Act, a majority of the members of the Council, Committee, Advisory Committee as the case may be shall be deemed to constitute a quorum “for the purpose of voting”, but pursuant to Section 7 of the Municipal Conflict of Interest Act, such numbers shall not be less than two (2).
- (5) If there is no quorum present thirty (30) minutes after the time appointed for the meeting, the meeting will stand adjourned at the call of the Committee Chair.
- (6) Notwithstanding Subsection (5), if there is no quorum present after the time appointed for the meeting, the members may choose to proceed with Committee business, provided that, prior to considering any recommendations of the Committee, Council must first permit the recommendations to be tabled.

69. Establishment/Appointment

- (1) Special or Ad Hoc Committees may be established by Council at any time as is deemed necessary for the consideration of matters within the jurisdiction of the Council.
- (2) The names of members required to serve on Standing Committees will be determined by Council in Committee of the Whole, upon recommendation of the Regional Chair.
- (3) The names of members to be appointed to any Board, Commission or other body to which Council is required or empowered to appoint persons will be determined by Council in Committee of the Whole.

70. Chair of the Council Ex Officio

- (1) The Regional Chair of the Council is ex officio a member of every Committee.
- (2) Where a Committee is established by reference to a particular number of members without specifically providing for the membership of the Chair of the Council, such number is automatically increased by one, being the Chair of the Council, as provided under Subsection (1).
- (3) The Regional Chair of the Council may vote and otherwise participate in the business of the Committee without any restriction on the same basis as any other Committee member.

71. Composition of Standing Committees

- (1) Each member of Council will serve on all of the Standing Committees of Council constituted by Subsection (2). **[Amendment 07-071 - 07/12/12]**
- (2) The Standing Committees of Council will be as follows:
 - a) Community Services
 - b) Planning & Works
 - c) Administration & Finance
 - d) Any other committee established as a standing committee constituted by resolution. **[Amendment 20-010 – 20/03/24 & 20-040 – 20/08/11 & 20-049 – 20/09/23]**
- (3) Deleted **[Amendment 07-071 - 07/12/12]**
- (4) The number of members appointed to the Standing Committees of Council will be constituted by resolution.
- (5) The Administration and Finance Committee has power to inquire into and report to Council on any matter over which Council has authority, together with any administrative, human resources or other financial matters and any other matter referred to it by Council.
- (6) There will be a special "Budget Committee" made up of all the members of Council, to which the annual current and capital budgets will be referred. The Chair of the Administration and Finance Committee will be the Chair of the Budget Committee.

72. Standing Committee Chair

- (1) Each Committee at its first meeting in the new term of Council will elect a Committee Chair and Vice-Chair from amongst its members.
- (2) Regional Council will at its Inaugural Meeting, or at a subsequent meeting appoint the time and place of Committee meetings. Each Committee will have from time to time the authority to alter the time and place of its meetings provided that such meetings will not conflict with meetings of Regional Council. Any permanent change of Committee dates will be approved by Council.

73. Special/Joint Committee Meetings

- (1) A joint meeting of two Committees may be directed by Council or may be called by their Chairs whenever such Chairs consider it necessary for their respective Committees to consider and report jointly on matters within their joint areas of concern.
- (2) A quorum for the joint meeting of two Committees will be a majority of the combined number of members of both of the Committees

excluding the Chair of Council. The Chair of Council, if present, will be counted as one member in making such quorum and will have one vote.

- (3) The members in attendance at a joint meeting called pursuant to this section may appoint the Chair of one of the Committees to chair the joint meeting, but if both such Chairs are absent, another member of one of the two Committees may be so appointed by a majority of the members present and eligible to vote.
- (4) When the Chair of the joint meeting calls for the vote on a question, each member of the two Committees will vote in unison, and the question will be decided by a majority of votes, so that only one decision is made thereon and the Chair of the joint meeting may vote on all questions submitted and in the case of an equal division, the question will be deemed to have been decided in the negative.
- (5) The provisions of this By-law with respect to the conduct of business in Committees will apply, with necessary changes, to the conduct of business at a special or joint meeting called pursuant to this section.

74. Composition of Advisory/Special /Ad Hoc Committees

- (1) The number of members appointed to Advisory, Special or Ad Hoc Committees will be constituted by resolution.
- (2) Council may delegate the determination of citizen appointments to the Regional Chair, Committee Chair or to a Standing Committee.
- (3) Each Advisory Committee at its first meeting in the new year will elect a Committee Chair and Committee Vice-Chair by a vote of the majority of members present.

75. Terms of Reference

- (1) Subject to the provision of any general or special Act, the Council, in establishing any Advisory Committee, will set forth Terms of Reference of the Committee and such other provisions as the Council deems proper.
- (2) Council may consider any matter without referring it to a Standing Committee or may refer it to one or more Committees or refer it to the Committee of the Whole Council and may withdraw a matter from a Committee whether or not the Committee has entered into consideration.

76. Meetings of Committees

- (1) Committees will meet at such time and place as the Committee Chair or Committee determines, subject to the direction of Council.

- (2) The Committee Chair will preside; in the absence of the Committee Chair, the Vice-Chair will preside, or in the absence of both, such other member of the Committee as may be appointed by the concurring vote of a majority of the members of the Committee present.
 - a) In the absence of the Committee Chair and Vice-Chair for a period of fifteen (15) minutes after the time appointed for the holding of a meeting of the Committee, one of the other members of the Committee, if there be a quorum present, may be appointed as provided in Subsection (2) and discharge the duties of the Committee Chair during the meeting or until the arrival of the Committee Chair.
 - b) The Chair of the Committee may vote on any question before the Committee, and, in the event of an equality of votes the Committee Chair will not have an extra casting vote and the question being voted upon is deemed lost.
- (3) Committee will consider and report on such matters only as have been referred to them by the Council or such matters as come within their continuing Terms of Reference and jurisdiction.
- (4) Members may speak more than once to the same question.
- (5) Meetings will be open to the public pursuant to Section 10.
- (6) Meetings will be closed to the public pursuant to Section 14.

77. Delegations/Presentations - Committees

- (1) a) Delegations shall be limited to a maximum of ten (10) minutes, except that a delegation of three (3) or more persons (representing a group or organization) shall be limited to a total maximum of twenty (20) minutes. The deadline to register as a delegation in Monday at 4:30 p.m. preceding the meeting; **[Amendment 12-060 – 12/19/12]**
- b) Subject to the permission of the Committee, citizens, organizations or their representatives who are present at the meeting, directly concerned with a matter on the agenda, but have not notified the Clerk of their desire to address Committee, shall be limited to a total maximum of five (5) minutes, and
- c) Delegations are governed by the rules under Section 11. **[Amendment 12-060 – 12/19/12]**
- (2) Speakers will be requested not to repeat what has been previously stated

- (3) Members of the public and news media who constitute the audience in the Council Chamber or Meeting Rooms during a Committee meeting will maintain order and quiet and shall not:
 - a) address Committee without permission of the Committee;
 - b) interrupt any speech or action of the members of Committee, or any other person addressing Committee;
 - c) display or have in their possession, picket signs or placards in the Council Chamber or Meeting Rooms, or
 - d) disrupt proceedings by unreasonable noise or vocal expression.
- (4) The Committee Chair may curtail a delegation if any derogatory comments are made about staff or other individuals, for disorderly conduct, or any other breach of this By-law and, if the Committee Chair rules that the delegation is concluded, the person or persons appearing shall withdraw.
- (5) External presentations shall be limited to fifteen (15) minutes unless otherwise authorized by the Committee.

78. General Provisions for Committees

- (1) It will be the duty of each Committee to adhere to the transaction of all business to the rules governing the procedure in the Committee of the Whole Council as prescribed by this By-law.
- (2) When a point of order is raised or when a member is called to order in a Committee, the same procedure will be adopted as in Council, except that the question will be decided by the Committee Chair, subject to an appeal by a majority of the members present of the Committee.
- (3) The rules in respect of the introduction of new business in the Council will not apply to Standing and other Committees of the Council other than the Committee of the Whole Council.
- (4) Should the Chair of any Committee neglect or refuse to call meetings of the Committee at such times or with such frequency as the proper dispatch of the Committee's business requires, or do the business of the Committee without the knowledge or consent of its members, or contrary to their wishes or sanction, the Committee may report such neglect, refusal or action to the Council which may remove such Chair from office and appoint another member as Chair.
- (5) Should any member of a Committee fail to attend three successive regular or special meetings without being authorized to do so by a resolution of the Committee, the Committee may certify such failure and the membership of such person on the Committee is terminated

and the Council may appoint another member in their place. Receipt of a written notice of regret by the Committee or Council will constitute authorization for the purposes of this subsection.

- (6) Should any Committee neglect or refuse to give due attention to any matter before it, the Council may by resolution, discharge such Committee and appoint another in its place.
- (7) When an Ad Hoc Committee has completed its work and submitted its final report, it dissolves automatically, unless otherwise directed by Council.
- (8) The Clerk of the Council or an employee of the Regional Corporation designated by the Clerk, will be the Secretary of the Committee.
- (9) Except as may be provided in the Act and herein, no member will have precedence or seniority over any other member.

Part X - General Provisions

79. Recording Equipment

- (1) At the meetings of Council, the use of cameras, electric lighting equipment, flash bulbs, recording equipment, television cameras and any other device of a mechanical, electronic or similar nature used for transcribing or recording proceedings by auditory or visual means by members of the public, including accredited and other representatives of the news media may be limited at the discretion of the Regional Chair or by Council in the event it creates disruption, is intimidating or interferes with the conduct of the meeting.
- (2) The use of recording equipment is not permitted within the bar of Council.
- (3) Media interviews within the Council Chamber are prohibited during the formal part of the meeting.

80. Electronic Devices in Council Chamber

- (1) Council, staff and anyone situated in the gallery (including members of the media) shall turn all electronic devices to non-audible, silent, etc. during the entire Committee or Council meeting in Council Chamber;
- (2) Members of Council and staff within the bar of Council will limit the use of electronic devices during all delegations and presentations during any meeting;
- (3) At any time during any meeting, at the discretion of the Chair of the meeting, use of electronic devices may be prohibited if there is audio

or video interference. **[Amendment 07-071 - 07/12/12]**

81. Execution of Documents

Whenever the execution of any document is required to give effect to any resolution or By-law of the Corporation, the Regional Chair and the Regional Clerk have general authority for and in the name of the Corporation to execute and to affix the seal of the Corporation to such documents, as outlined in by-law 06-034, as amended. **[Amendment 07-071 - 07/12/12]**

82. Repeal

- (1) By-law No. 98-001, is hereby repealed.
- (2) This By-law will not be amended or repealed except by a two-thirds vote of all members of the Council.
- (3) No amendment or repeal of this By-law will be considered at any meeting of the Council unless notice of the proposed amendment or repeal was given at a previous regular meeting of the Council and the Council may not waive such notice. **[Amendment 07-071 - 07/12/12]**

83. Effect

This By-law will come into force and take effect on the 24th day of May, 2000. **[Amendment 07-071 - 07/12/12]**

84. Short Title

This By-law may be referred to as either the "Procedure By-law" or the "Rules of Procedure". **[Amendment 07-071 - 07/12/12]**

By-law read a first and second time in the Council Chamber in the Regional Municipality of Waterloo this 10th day of May, 2000.

By-law read a third time and finally passed in the Council Chamber in the Regional Municipality of Waterloo this 24th day of May, 2000.

(signed)

Regional Clerk

(signed)

Regional Chair

Appendix "A"

- I Quorum for Council is **9 members** of the Regional Council representing at least four area municipalities and the concurring vote of a majority of members present is necessary to carry any resolution or other measure except for the following voting quantities specifically cited:

[Amendment 01-001 - 00/12/13]

Two-thirds	Section
Amend/Repeal of procedural by-law	82 (2) (3)
Emergency/Special meeting of Council....	9 (6)
Extend time of meeting past 11:00 p.m....	7 (5)
Proceed beyond time extension.....	7 (5)
Suspend the rules of procedure	1 (2), 54 (2) d)
Unprovided cases	39
Waiving Notice	62
Majority	
Absence of Chair.....	6 (4), 17 (1),76 (2)
Appeal/Challenge	32, 78 (2)
Cancellation of Council meeting	7 (4)
Concurring Vote.....	2 (13)
Joint meeting - those present	73 (3)
Lay on the Table.....	2 (16), 60
Leave of Council.....	2 (17)
Member allowed to retake seat.....	29 (g)
Motion withdrawn to be recalled.....	54 (4)
Petition by members - Special Council meeting	9 (1) (b)
Petition by members - Special/Joint Committee meeting	73 (1)

Previous Question/Call the Question Limit Debate	64 (b)
Reconsideration	63 (1) (c)

Unanimous

No dissent on vote, deemed unanimous ..	44 (4)
Special Meeting of Council – to decide any matter not set forth in the notice	9 (5)

Equality of votes (tie vote)

Council	3 (3), 46
Committee	76 (2) (b)
Committee of the Whole	48 (6)
Joint Committee	73 (4)

[Amendment 01-001 - 00/12/13]

II The following are sections where no percentage is cited, but which can be interpreted as the majority of members present:

Approval of Council required (agenda).....	22 (2)
By-law/Items not on distributed agenda....	22 (3)
Change Time of Regular Council Meeting	7 (2)
Committee of the Whole-Rise & Report...	48 (4)
Elect Chair/Vice-Chair- Committee.....	74 (3)
Extend External Presentation Time.....	77 (5)
Motion to Adjourn.....	65
Motion to Postpone or Defer.....	59
Motion to Refer/Commit.....	58
Notice of motion	61
Recording Equipment.....	79 (1)
Time Limit.....	36

Withdrawal of Question.....	50
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Appendix "B"

Members Present To Meet Voting Requirements

Majority Vote

Members Present	Votes
16	9
15	8
14	8
13	7
12	7
11	6
10	6
9	5

Two-Thirds Vote

Members Present	Votes
16	11
15	10
14	10
13	9
12	8
11	8
10	7
9	6

[Amendment 01-001 – 00/12/13]