

Procedure By-law Section and page number	Current By-law Wording	Proposed Change and/or Wording	Rationale for Change
a) Definitions (p. 1)	(omitted due to length)	<p>Add definition for “agenda”: means the order of proceedings for a Meeting setting out the business to be considered at the Meeting which shall include any addendum agenda.</p> <p>Add definition for “By-law” means this by-law and any schedule to this by-law, as amended;</p> <p>Add definition for “CAO” means the Chief Administrative Officer of The Corporation of the City of Burlington and/or their designate</p> <p>Add definition for “closed session” means a meeting, or portion thereof, closed to the public in accordance with s. 239 of the <i>Municipal Act, S.O. 2001, c. 25</i>;</p> <p>Amend definition of “Committee” means a Standing or Advisory Committee <del>of</del> established by Council or the Mayor from time to time. <del>This may be a Standing Committee or an Advisory Committee.</del></p> <p>Amend definition of “Consent Agenda”: means a listing of items that include, but are not limited to, <del>those with no delegations,</del> items where no discussion is anticipated, informational items, and routine matters.</p> <p>Amend the definition of “Council” means The Council of the Corporation of The City of Burlington. <del>The term Council also refers to Committees when no alternate rules are stated.</del></p> <p>Replace the definition of “emergency” means a situation or impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by forces by nature, a disease or other health risk, an accident or an act whether intentional or not.</p> <p>Replace the definition of “majority” Means for the purpose of voting means more than half the total of members of present and not prohibited from statute from voting.</p> <p>Amend the definition of “motion memorandum” is a document on which a member submits a motion and is on a template issued by the Clerk <del>on which a member must submit a motion.</del> Motion memoranda may also be used to sponsor a delegation, a piece of correspondence, or petition not related to an item on the agenda</p>	Definition included to provide clarification around commonly used terms in the procedure by-law.

		<p>Add definition for “Municipal Conflict of Interest Act”: means Municipal Conflict of Interest Act, R.S.O.1990, c.M. 50., as amended.</p> <p>Amend the definition of “pecuniary interest” to: has the same meaning as ascribed to “interest in common with electors generally” in the <del>means a direct or indirect financial impact in accordance with the Municipal Conflict of Interest Act, R.S.O.1990, c. M.50.</del></p> <p>Add definition for “petition” means a written request signed by more than one member of the public in support of a shared cause or concern. A petition may be in paper, electronic, or online petition format. This definition is limited to Section 48. Petitions</p> <p>Add definition for “Quorum”: means the number of members that must be present at a Meeting of Council or a Committee in order for business to be transacted.</p> <p>Amend definition of “recorded vote” “recorded vote” means documenting in the minutes of a Council meeting the name of each member and their vote on a public matter or question, in favour, opposed, or <b>absent and of each member present who does not vote.</b></p> <p>Amend definition of “Rules of Procedure” means the rules and <del>regulations</del> procedures contained in this by-law <b>for the calling, place and proceedings of the meetings of Council and its Committees, or in the most current version of Robert’s Rules of Order.”</b></p> <p>Amend the definition of “Standing Committee” means any Committee outlined in this By-law and having an ongoing mandate or purpose, <b>but does not include Advisory Committees.</b></p> <p>Amend the definition of “unreasonable or offensive conduct: means conduct or statements that can be considered to be <b>disruptive</b>, aggressive, abusive, threatening, intimidating, violent, harassing, defamatory, frivolous or vexatious, <b>or other conduct that may qualify as misconduct under the City’s Public Conduct Policy as amended or replaced from time to time.</b></p> <p>Removed definitions of words that are not used in the Procedure By-law: Abstain, Emergency Management Act, Ex-Officio</p> <p>Changed definition of City Manger to CAO, and changed instances of City Manager to CAO throughout the by-law.</p>	
2. Application	2.1 The rules of procedure contained in this by-law will be observed in all proceedings of Council and will be the rules for the order and dispatch of business in Council and, with the necessary modifications, in Standing Committees	<p>Change 2.1 to:</p> <p>The rules of procedure contained in this By-law will be observed in all proceedings of Council and will be the rules for the order and dispatch of business in Council and, <b>unless</b></p>	<p>2.1:</p> <p>This change is to reflect that approved Committee terms of reference may include modified rules that deviate from the Procedure By-law. This applies to all Committees of Council including Standing committees.</p>

	<p>...</p> <p>2.4 All points of order or procedure for which rules have not been provided in this By-law will be decided by the Chair in accordance, as far as is reasonably practicable, with parliamentary rules as contained in the most recent edition of the Robert's Rules of Order.</p> <p>2.5 All boards that may be described as Local Boards under the Municipal Act, and Advisory Committees of the City will use the rules of order and debate and relevant provisions of this by-law to govern the calling and proceedings of meetings.</p> <p>2.6 All groups, agencies, firms or corporations that receive funding from Council and/or the City of Burlington will adopt provisions related to access of public meetings similar to this by-law.</p>	<p><b>specifically provided otherwise in this By-law or council approved Committee Terms of Reference</b>, with necessary modifications, apply to all <del>Standing</del> Committees</p> <p>Change 2.4 to: All points of order or procedure for which rules have not been provided in this By-law will be decided by the Chair in accordance, as far as is reasonably practicable, with- <del>with the rules of</del> parliamentary <b>rules law</b> as contained in the most recent edition of Robert's Rules of Order.</p> <p>Remove 2.5 and 2.6</p>	<p>2.4: Changed to clarify that these are parliamentary rules, not laws</p> <p>2.5 and 2.6: Removed as these rules of procedure are not imposed on other bodies such as local boards, or groups receiving funding from Council.</p>
3. Mayor	<p>3.1. It is the role of the head of Council to:</p> <p>a) carry out the responsibilities of their roles as described in sections 225, 226.1 of the <i>Municipal Act</i>;</p> <p>b) represent and support the Council and its decisions in all matters;</p> <p>c) represent the municipality at official functions;</p> <p>d) preside over all Council meetings, unless unavailable, in which case the Deputy Mayor will act as the presiding officer.</p>	<p>Change to:</p> <p>1. It is the role of <b>the Mayor as</b> the head of Council to:</p> <p>a) carry out the responsibilities of their roles as described in sections 225, 226.1, <b>and Part VI.1</b> of the <i>Municipal Act</i>;</p> <p>b) represent and support <del>the</del> Council and its decisions in all matters;</p> <p>c) represent the City <del>municipality</del> at official functions;</p> <p>d) preside over all Council meetings, unless unavailable, in which case the Deputy Mayor will act as the presiding officer.</p>	<p>Changed to reflect Strong Mayors legislation, and minor wording changes</p>
4. Deputy Mayor Deputy Mayor for Emergencies/Ceremonial	<p>4.1. Except as outlined in section 3, when the Mayor gives notice to the Clerk that they will be absent from the City, or is absent through illness, or their office is vacant, then the Deputy Mayor Emergencies/Ceremonial will act in the place of the Mayor and while so acting, has and may exercise all the rights, powers and authority of the Head of Council. The function of the Deputy Mayor Emergencies/Ceremonial is for corporate/administrative purposes, and will be filled by two members, three times per year by ward.</p> <p>4.2. The rotation of the Deputy Mayor Emergencies/Ceremonial will be on a three times per year basis, determined by the Mayor in consultation with council prior to the start of each term of Council, subject to the provisions of section 4.1 and availability.</p>	<p>Change to:</p> <p>1. Except as outlined in section 3 Mayor, when the Mayor gives notice to the Clerk that they will be absent from the City, or is absent through illness, or their office is vacant, then the Deputy Mayor Emergencies/Ceremonial will act in the place of the Mayor <del>and while so acting, has and may exercise all the rights, powers and authority of the Head of Council.</del> The function of the Deputy Mayor Emergencies/Ceremonial is for corporate/administrative purposes, and will be filled by two members, <del>three times per year by ward</del> as Deputy Mayor and Alternate Deputy Mayor on a four month rotation.</p> <p>2. The rotation of the Deputy Mayor Emergencies/Ceremonial will be <del>on a three times per year basis</del>, determined by the Mayor in consultation with council prior to the start of each term of Council, subject to the provisions of section 4.1 and availability.</p>	<p>4.1: Changed to reflect to Strong Mayors legislation. Strong Mayor abilities do not apply to the Deputy Mayor if the Mayor is absent or unavailable.</p> <p>4.2: Changed to reflect how the current schedule of Deputy Mayor for Emergencies/Ceremonial is determined.</p>

5. Chair	5. 2. If the Chair desires to leave the Chair for the purpose of taking part in the debate or otherwise, they will call on the Vice-Chair, or in the absence of the Vice-Chair, on another member, to fill their place until resuming the Chair.	Change to:  The Chair may speak and/or vote on any question, but if they wish to move a motion, they will call on the vice chair, or in the absence of the vice chair, on another member, to fill their place until resuming the Chair.	Amended to ensure conformity with section 49.14:  The Chair may ask questions, or comment in a general manner without leaving their position. If the Chair wishes to make a motion or speak to a motion taking a definite position, then they must first leave the Chair position by calling on the Vice-Chair to fill their place until their comments are finished.
7. Clerk	7.1. The It is the role of the Clerk to:  d) make minor deletions, additions or other administrative changes to any by-law, motion, and/or minutes to ensure the correct and complete implementation of the actions of Council;	Change to:  1. It is the role of the Clerk to:  d) make minor deletions, additions or other administrative, <b>technical or typographical</b> changes to any <b>agenda</b> , by-law, motion, and/or minutes to ensure the correct and complete implementation of the actions of Council;	This will allow the Clerk to make minor changes to the agenda as necessary.
8. Organization and Rules	8.1 There are five Standing Committees of Council being Community Planning, Regulation and Mobility; Environment, Infrastructure and Community Services; Corporate Services, Strategy, Risk and Accountability; Council Workshop and Audit.  8.2 Committees will observe the rules of Council unless otherwise stated in this by-law. Exceptions include, but are not limited to the following: a) motions do not require a seconder; b) motions may be made verbally and are not required to be made in writing; c) c) recorded votes are not permitted.	Amend as follows:  8.1 There are five Standing Committees of Council being: a) Committee of the Whole, Budget Committee, and Council Workshop, which are composed of all members of Council and subject to section VI.1 of the Municipal Act, and;  b) Pipeline to Permit Committee and Audit Committee comprised of Citizen members and members of Council and not subject to section VI.1 of the Municipal Act.  8.2 Committees will observe the rules of Council unless otherwise stated in this by-law <b>or approved Terms of Reference</b> . Exceptions include, but are not limited to the following: a) motions do not require a seconder; b) motions may be made verbally and are not required to be made in writing; <b>c) recorded votes are permitted at Standing Committees at the request of a single member.</b>	8.1. changed to reflect the current committees, and Strong Mayors legislation.  8.2 Added Terms of Reference as some Terms of Reference allow for relaxed Procedures. Subsection C is changed as a result of discussions from the Procedure By-law workshop. Recorded votes are permitted at standing committee in accordance with Section 246 of the Municipal Act.
9. Membership	9.1 All members of Council are members of the Community Planning, Regulation and Mobility; Environment, Infrastructure and Community Services; Corporate Services, Strategy, Risk and Accountability Committees and Council Workshop.  9.2 The Audit Committee is made up of the following voting members: two members of Council, a minimum of two and maximum of four community members and the Mayor, who is an ex-officio voting member of the Committee.	Change to:  9.1 All members of Council are members of the Committee of the Whole, Budget Committee, and Council Workshop.  9.2 Membership for other Standing Committees is as outlined in their approved Terms of Reference.	Changes reflect current Committee structure and broaden by-law to allow for the addition of other Committees.
10. Election of Chair and Vice Chair	10.1 Each Standing Committee, except for Audit, will elect a Chair and Vice-Chair at the first meeting after the	Replace with:	Changed to reflect Strong Mayor legislation, and proposed new chair rotation.

	<p>inaugural meeting of Council and in December each subsequent year. The term of Chair and Vice-Chair will commence on January 1 until December 31, or until a successor is appointed.</p> <p>10.2 The Audit Committee will elect a Chair and Vice-Chair at the first meeting after the inaugural meeting of Council and in December of the end of the second year of Council's term. The term of Chair and Vice-Chair for the Audit Committee will be for two years and will commence on January 1 until December 31 of the second year, or until a successor is appointed.</p>	<p>10.1 At the beginning of each term, the Mayor or their delegate shall establish the Chair and Vice Chair (if applicable) in accordance with Subsection 284.8 of the Municipal Act for each Standing Committee listed in Section 9.1.</p> <p>10.2 When the Chair is absent, the Vice Chair chairs the meeting. If a Vice Chair is not appointed, the Standing Committee shall nominate and appoint a chair for that meeting by way of a majority vote.</p>	Audit Committee Terms of Reference contains provisions for the collection of the chair.
11. Date, Time and Place of Meetings	<p>11.1 Standing Committees will meet in the Council Chambers of Burlington City Hall, 426 Brant Street, unless otherwise indicated, generally on the following days and times, in accordance with the calendar set annually and approved by Council:</p> <p>Council Workshop Mondays at 9:30 a.m. and/or 1 p.m.</p> <p>Community Planning, Regulation &amp; Mobility Committee (CPRM) Tuesdays at 9:30 a.m. and/or 6:30 p.m. As scheduled at 6:30 p.m. for public meetings.</p> <p>Corporate Services, Strategy, Risk &amp; Accountability Committee (CSSRA) Wednesdays at 9:30 a.m. and/or 6:30 p.m. As scheduled for budget meetings.</p> <p>Audit Committee (Audit) Wednesdays at 3:30 p.m. Environment, Infrastructure &amp; Community Services Committee (EICS) Thursdays at 9:30 a.m. and/or 6:30 p.m.</p>	<p>Change to:</p> <p>Committee of the Whole Mondays at 9:30 a.m., continuing 9:30 a.m. on Tuesday if required.</p> <p>Audit Committee (Audit) Wednesdays at 3:30 p.m.</p> <p>Pipeline to Permit Committee (P2P) Thursdays at 9:30 a.m.</p> <p>Council Workshops Thursdays at 1:00 p.m.</p> <p>Budget Committee Scheduled as per the annual calendar, with dates added as required during the budget process.</p>	Changed to reflect new Committee structure and meeting dates/times.
<p><b>Sections 13 through 17</b></p> <p>13. Duties of the Environment, Infrastructure &amp; Community Services Committee</p>	(omitted due to length)	<p>Change to 13. From Duties of Environment, Infrastructure &amp; Community Services Committee to <b>Duties of Committee of the Whole</b>:</p> <p>13.1 The Committee of the Whole shall be responsible for considering all matters that do not properly fall under the jurisdiction of any other existing Standing Committees. The Committee of the Whole agendas are divided into the following sections:</p> <ul style="list-style-type: none"> <li>a) Community and Corporate Services</li> <li>b) Public Works</li> <li>c) Growth Management</li> </ul> <p>Change Section 14 from Duties of Community Planning, Regulation &amp; Mobility Committee to <b>Duties of Budget Committee</b>:</p> <p>14.1 The Budget Committee is responsible for hearing public presentations, receiving financial reports from staff, and providing advice to the Mayor on the operating and</p>	<p>Changed to reflect new Committee structures, and Pipeline to Permit. Reordered for clarity.</p> <p>Budget Committee rules added to ensure section 284.16 of the Municipal Act is captured.</p> <p><b>Note: The Procedure By-law sections after 17 will be reordered, as there are fewer Committees in the proposed version.</b></p>

		<p>capital budgets; and making recommendations to Council on any operating or capital budgets in which the Mayor has a pecuniary interest.</p> <p>14.2 Budget Committee shall consider the Mayor’s proposed budget and normally recommend:</p> <p>a) Shortening the time in which Council can make amendments to the Budget; or</p> <p>b) Resolutions amending the Budget.</p> <p>14.3 In accordance with Subsection 284.16 of the Municipal Act and subject to any associated regulations, the Mayor may veto a budget amendment passed by Council during the annual budget adoption process. This veto shall be communicated within the timelines prescribed in the legislation and associated regulations through the City website and any other means deemed appropriate by the Clerk.</p> <p>14.4 In accordance with Subsection 284.16(5) of the Act, and within the timelines prescribed in the associated regulations, Council may override the veto under section 14.3 with the approval of two-thirds of members of Council. The override may be introduced by motion, moved and seconded without notice at any regular Council meeting or at a special meeting called for this purpose.</p> <p>14.5 The veto process for in-year budget amendments shall be as described in Subsections 14.3 and 14.4, subject to any additional timelines and provisions set out in the associated regulations.</p> <p>Change Section 15 from Duties of the Audit Committee to <b>Duties of Council Workshop</b>. Section content remains the same.</p> <p>Change Section 16 from Duties of the Corporate Services, Strategy, Risk &amp; Accountability Committee to <b>Duties of Audit Committee</b>. Duties of Audit Committee has the following section removed, as the Terms of Reference is not attached as a schedule to the proposed by-law:</p> <p>16.2 The Audit Committee Terms of Reference are attached as Schedule C to this by-law.</p> <p>Change Section 17 from Duties of Council Workshop to <b>Duties of Pipeline to Permit Committee</b> (Duties of Council Workshop is now Section 15, and the section content remains the same):</p> <p>17.1 The Pipeline to Permit Committee will make recommendations to Council to promote the timely and efficient issuance of development approvals and building permits for residential and commercial customers to enable the development of Complete Communities. The Committee shall make recommendations directly to Council on the responsibilities as outlined in the Committee Terms of Reference.</p>	
19. Advisory Committees (18. in proposed by-law)	19.4 Advisory Committees will be reviewed at the beginning of each term of Council.  19.5 All Advisory Committees will follow the rules of Standing Committees unless otherwise stated in their terms of reference approved by Council.	Change to:  18.4 Advisory Committees will be reviewed each term of Council.  Remove 19.5 and 19.6	19.4: Current practice does not review the Committees at the beginning of each term.  19.5: This is redundant as this is already addressed in Section 2.1.  19.6:

	19.6 If a quorum for an Advisory Committee meeting is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the Committee may proceed without a quorum, provided that at least three members are present. The Clerk is not required to be present and no motions will be passed or minutes prepared.		The wording in this section implies that a meeting can continue without a quorum achieved, and without a Clerk present. Going forward, the provisions in Section 27 Call to Order and Quorum can be followed if quorum requirements are not met.
20. Meetings Open to the Public (19. In proposed by-law)	20.1 Except as provided in this by-law, all meetings will be open to the public.  20.2 The Chair may expel or exclude from any meeting any person who has engaged in improper conduct at the meeting.	Replace 20.1 with: 19.1 All meetings of Council and Committees shall be open to the public, except where a matter meets one or more of the criteria listed in section 239 of the Municipal Act.  Move 20.2 to Section 44 Public Conduct at Council and Committee Meetings.	20.1: This definition is clearer and aligned with the Municipal Act.  20.2: This provision is a better fit for the Public Conduct at Council and Committee Meetings section. Discussed at Procedure By-law workshop.
22. Notice of Meeting (21. In proposed by-law)	22.6 The Chair may, if it appears that a storm or like occurrence will prevent the members from attending a meeting, postpone that meeting by advising the Clerk and as many members as they are able to reach. Postponement will not be for any longer than the next regularly scheduled meeting of that Committee or Council.	Replace with:  21.6 The Mayor or Chair may, with appropriate notice, postpone or cancel any regular Council, or Committee meeting if, in consultation with the Clerk, it has been determined that there are insufficient agenda items for the meeting, quorum cannot be achieved in advance of the call to order, or if it appears that inclement weather or an emergency situation will prevent the members from attending.	Combined with 23.6. Clarified to provide circumstances in which a meeting may be postponed or cancelled.
23. Regular Meetings (22. In proposed by-law)	23.1 Regular meetings of Council will be held in the Council Chambers of Burlington City Hall at 426 Brant Street, commencing at 9:30 a.m. and/or 6:30 p.m. on Tuesdays according to the calendar set annually and approved by Council.  23.2 An additional Council meeting will be held in the Council Chambers City Hall at 426 Brant Street commencing at 1:00 p.m. on Thursdays to ratify Planning matters, according to the calendar set annually and approved by Council.  ...  23.5 Council may, by resolution, alter the time, day, and place of any meeting previously approved under section 23.1 or section 23.2.  23.6 The Mayor or Chair may, with appropriate notice, postpone or cancel any regular Council, or Committee	Remove Section 23.2, as it is no longer used.  Amend Section 23.5 to say:  22.5 Council may, by resolution, alter the time, day, and place of any meeting previously approved under section 22.1 <del>or section 23.2.</del> <b>Amendments to the annual meeting calendar are not subject to the rules set out in Section 52 Reconsideration.</b>  Remove Section 23.6, as this provision has been added under Notice of Meeting under 21.6	Changes of clarification, and to reflect current practices.

	meeting if, in consultation with the Clerk, it has been determined that there are insufficient agenda items for the meeting, or if it appears that inclement weather or an emergency situation will prevent the members from attending.		
26. Agenda Review (25. in proposed by-law)	<p>26.1 An agenda of Council or Standing Committee may be reviewed prior to issuance, in accordance with this section.</p> <p>26.2 If an Agenda Review is conducted, the following members and staff will be notified and permitted to attend. In the absence of a required individual, a delegate may attend in their place.</p> <p>a) Council: Mayor, City Manager, City Clerk</p> <p>b) Standing Committee: Chair of the Standing Committee Vice Chair of the Standing Committee Members of Senior Management Team that report to the Standing Committee, Committee Clerk</p> <p>26.3 During the Agenda Review, the Mayor/Chair with the support of City Manager/SRT members in attendance may:</p> <p>a) move any item under the Consent Agenda section of the Agenda;</p> <p>b) re-arrange the order of business;</p> <p>c) defer any item on the Agenda to a subsequent meeting; and</p> <p>d) cancel any meeting, due to a lack of items to constitute the meeting</p>	<p>Amend 26.2 to:</p> <p>25.2 If an Agenda Review is conducted, <b>the Chair, CAO, Clerk or delegate, and applicable staff</b> will be notified and permitted to attend. In the absence of a required individual, a delegate may attend in their place.</p> <p>Amend 26.3 to:</p> <p>25.3 During the Agenda Review, the <del>Mayor</del>/Chair with the support of <del>City Manager/SRT</del> <b>staff</b> members in attendance may:</p> <p>a) move any item under the Consent Agenda section of the Agenda;</p> <p>b) re-arrange the order of business;</p> <p>c) defer any item on the Agenda to a subsequent meeting; and</p> <p>d) cancel any meeting, due to a lack of items to constitute the meeting</p>	Changed to simplify section and reflect new processes.
27. Closed Session (26. in proposed by-law)	(omitted due to length)	<p>Remove 27.1</p> <p>Add as 26.2:</p> <p>Procedures for closed meetings shall be in accordance with the approved Closed Meeting Protocol (Appendix B), as amended or replaced from time to time;</p> <p>Remove 27.8:</p> <p>The Clerk is responsible for maintaining a confidential copy of all original documentation distributed and confidential minutes of all closed sessions.</p>	<p>27.1:19.1 already establishes that “All meetings of Council and Committees shall be open to the public, except where a matter meets one or more of the criteria listed in section 239 of the Municipal Act.” This list repeats the exemptions found under this section.</p> <p>27.8: This is already established as one of the duties of the Clerk in Section 228 of the Act.</p>
28. Call to Order and Quorum (27. in proposed by-law)	28.1 The Chair will call the meeting to order as soon after the hour of meeting as a quorum is present. Quorum is achieved when a majority of the members are present. For Standing Committee and Council purposes, four members will constitute a quorum. For Audit Committee purposes, at least one member	<p>Change 28.1, and 28.4, add 28.2:</p> <p><b>27.1 A quorum of Council or a Standing Committee shall be more than 50% of the Members of Council/the Committee, with any additional quorum requirements outlined in the respective Committee Terms of Reference.</b></p>	<p>28.1: Added to define quorum in line with Robert’s Rules.</p> <p>28.2: Added to establish Roll Call as a practice at meetings.</p>



	<p>present must be a member of Council and at least one member must be a community member.</p> <p>28.2 If a quorum for a Council, or Committee meeting is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the Clerk will indicate that no quorum is present and the meeting will stand adjourned until the next meeting of Council.</p> <p>28.3 Where the number of members who are unable to participate in a meeting by reason of the provisions in the Municipal Conflict of Interest Act, R.S.O.1990, c.M. 50, such that at that meeting the remaining members are insufficient to constitute quorum, the remaining members will be deemed to constitute a quorum, provided such number is not less than two.</p> <p>28.4 If during the course of a Council meeting, a quorum is lost, the Chair will declare that the meeting will stand recessed temporarily or be adjourned until the date of the next regular meeting.</p>	<p>27.2 <b>The Chair will call the meeting to order at the scheduled time of the meeting. The Clerk will conduct a roll call to confirm quorum at the beginning of every Council and Committee meeting.</b></p> <p>27.3 If a quorum for a Council, or Committee meeting is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the Clerk will indicate that no quorum is not present and the meeting will stand adjourned until the next regular meeting of Council.</p> <p>27.4 <b>Where a member is unable to participate in a meeting by reason of the provisions in the <i>Municipal Conflict of Interest Act, R.S.O.1990, c.M. 50</i>, the member(s) shall not be counted in determining quorum. The quorum shall be a majority of the remaining members provided such number is not less than two.</b></p> <p>27.5 If during the course of a Council meeting, a quorum is lost, the Chair will declare that the meeting will stand recessed temporarily or be adjourned until the date of the next regular meeting.</p>	<p>Changed language in 28.4 for clarity.</p>
<p>32. Council Agenda (31. in proposed by-law)</p>	<p>32.1 The Clerk will prepare for the members of Council the order of business as follows:</p> <ul style="list-style-type: none"> <li>a) Call to Order</li> <li>b) National Anthem</li> <li>c) Land Acknowledgement</li> <li>d) Regrets</li> <li>e) Proclamations</li> <li>f) Recognitions and Achievements</li> <li>g) Motion to approve Council Minutes</li> <li>h) Presentations</li> <li>i) Declarations of Interest</li> <li>j) Delegations</li> <li>k) Petitions</li> <li>l) Recommendations from Standing Committees</li> <li>m) Motion to Approve Standing Committee Minutes</li> <li>n) Urgent Business</li> <li>o) Motions of Members</li> <li>p) Council Information Package</li> <li>q) Motion to Receive and File Information Items</li> <li>r) Motion to Consider Confidential Items</li> <li>s) Notice of Motion</li> <li>t) Motion to Approve By-laws</li> <li>u) Confirmatory By-law</li> <li>v) Statements by Members</li> </ul>	<p>Change to:</p> <p>31.1 The Clerk will prepare for the members of Council the order of business as follows:</p> <ul style="list-style-type: none"> <li>a) Call to Order</li> <li>b) National Anthem</li> <li>c) Land Acknowledgement</li> <li><b>d) Roll Call</b></li> <li><b>e) Approval of the Agenda</b></li> <li><b>f) Declarations of Interest</b></li> <li>g) Proclamations</li> <li>h) Recognitions and Achievements</li> <li><b>i) CAO Updates</b></li> <li>j) Motion to approve Council Minutes</li> <li>k) Presentations</li> <li>l) Delegations</li> <li>m) Petitions</li> <li>n) Recommendations from Standing Committees</li> <li>o) Motion to Approve Standing Committee Minutes</li> <li>p) Urgent Business</li> <li><b>q) Confidential Items and Closed Session</b></li> <li><b>r) Rise and Report</b></li> <li>s) Motions of Members</li> <li>t) Council Information Package</li> <li>u) Motion to Receive and File Information Items</li> <li>v) Notice of Motion</li> </ul>	<p>31.1: Changed to reflect new agenda order.</p> <p>31.3: Added to reflect Strong Mayors legislation.</p> <p>31.4: Added at the request of staff. CAO Updates will be a new section where the CAO has up to ten minutes to provide an update, with no questions or comments from Council.</p> <p>31.6: Added wording to better define what constitutes Urgent Business.</p>

	<p>w) Motion to Adjourn</p> <p>32.2 The business of Council will be taken up in the order on which it appears on the agenda unless otherwise directed by the Mayor, or at the request of a member, or the Clerk.</p> <p>32.3 Each member will have a limit of three minutes to speak regarding Statement by Members. Speaking items, and/or time may be extended by a majority vote of the members present. Discussion during this agenda item is non-debatable.</p> <p>32.4 The Urgent Business section of the Council agenda is reserved for staff reports with time sensitive recommendations. Reports listed in this section must clearly indicate why the recommendation is of an urgent nature or time sensitive. The Clerk and the City Manager will review all staff report requests to Council and determine whether the report is listed on the agenda or referred to the appropriate standing committee.</p>	<p>w) Motion to Approve By-laws x) Confirmatory By-law y) Statements by Members z) Motion to Adjourn</p> <p>31.2 The business of Council will be taken up in the order in which it appears on the agenda <b>unless a motion is passed to change the order of the agenda under “Approval of the Agenda”.</b></p> <p><b>31.3 Pursuant to section 284.10 of the Act, the Mayor may introduce any matter that could potentially advance a prescribed provincial priority for consideration by Council and require Council to discuss and vote on any such matter. Any such matter introduced by the Mayor under this provision will normally be in the form of a Mayoral Direction included on the Agenda prepared by the Clerk, but may be, introduced under Approval of the Agenda. No Motion or vote of Council is required for the matter to be included on the agenda.</b></p> <p><b>31.4 The CAO Update is reserved for a verbal update from the CAO and staff on corporate administration and initiatives. The update will not include any policy decisions or items to be discussed at a meeting. This update shall not exceed ten minutes and is not subject to questions or comments from Members</b></p> <p>31.5 Each member will have a limit of three minutes to speak regarding Statement by Members. Speaking items, and/or time may be extended by a majority vote of the members present. Discussion during this agenda item is non-debatable.</p> <p>31.6 The Urgent Business section of the Council agenda is reserved for staff reports with time-sensitive recommendations. Reports listed in this section must clearly indicate why the recommendation is of an urgent nature or time sensitive. The Clerk and the <b>CAO</b> will review all staff report requests to Council and determine whether the report is listed on the agenda or referred to the appropriate standing committee. <b>Urgent Business is limited to items with immediate:</b></p> <ul style="list-style-type: none"><li>a) Government or agency deadlines</li><li>b) Legal implications</li><li>c) Contractual implications</li><li>d) Financial implications</li><li>e) Deferrals or referrals from Council or Committee; or</li><li>f) As directed by the CAO.</li></ul>	
33. Approval of the Agenda (new section)		33.1 The Clerk shall be responsible for assembling the Agenda for a Meeting.	This section codifies what is permitted under Approval of the Agenda and the type of votes needed to pass a motion to add or change the agenda at approval.

		<p>33.2 The Chair shall request approval of the Agenda which shall be approved by a majority vote.</p> <p>33.3 Any motions required to suspend the rules of procedure to allow for the addition of an item or a change to an agenda shall be considered prior to the motion to approve the agenda.</p> <p>33.4 A motion to add an item that was not the original agenda or not issued as an addendum agenda issued by the Clerk prior to the meeting requires a two-thirds vote of the members present to adopt.</p> <p>33.5 A motion to change the order of the agenda after approval requires a majority hand vote of the members present.</p>	
33. Standing Committee Agendas (34. in proposed by-law)	<p>33.1 The Clerk will prepare for the members of Committee the order of business which may include, but not be limited to, the following:</p> <ul style="list-style-type: none"><li>a) Land Acknowledgement</li><li>b) Declarations of Interest</li><li>c) Presentations</li><li>d) Statutory Public Meetings</li><li>e) Delegations</li><li>f) Consent Agenda</li><li>g) Regular Agenda</li><li>h) Confidential Items</li><li>i) Procedural Motions</li><li>j) Information Items</li><li>k) Staff Remarks</li><li>l) Committee Remarks</li><li>m) Adjournment</li></ul> <p>34.2 The business of Committee will be taken up in the order on which it appears on the agenda unless otherwise directed by the Chair, or at the request of a member, or the Clerk.</p>	<p>Change to:</p> <p>34.1 The Clerk will prepare for the members of Committee the order of business which may include, but not be limited to, the following:</p> <ul style="list-style-type: none"><li><b>a) Call to Order</b></li><li>b) Land Acknowledgement</li><li><b>c) Approval of the Agenda</b></li><li>d) Declarations of Interest</li><li>e) Presentations</li><li>f) Delegations</li><li>g) Consent Agenda</li><li>h) Regular Agenda</li><li>i) Statutory Public Meetings</li><li><b>j) Confidential Items and Closed Session</b></li><li><b>k) Rise and Report</b></li><li><del>l) Procedural Motions</del></li><li>m) Information Items</li><li>n) Staff Remarks</li><li>o) Committee Remarks</li><li>p) Adjournment</li></ul> <p>34.2 The business of Committee will be taken up in the order in which it appears on the agenda unless <b>a motion is passed to change the order of the agenda under “Approval of the Agenda”</b>.</p> <p><b>34.3 The Standing Committee agendas may have set times established for the deliberation of certain sections or items, as determined by the Clerk and CAO in consultation with the Chair.</b></p>	<p>34.1 and 34.2: Changed to reflect new agenda order and addition of approval of the agenda to meetings.</p> <p>34.3: Added to reflect current practice of scheduling agenda items for certain times at Committee (eg. Closed Session at 1 p.m. on Monday)</p> <p>33.4: Added to include a new “workshop agenda item” category. This will allow items that require a workshop-style discussion to be considered at Committee of the Whole, reducing the need for full Council Workshop meetings.</p>

		<b>33.4 Workshop agenda items are subject to the rules of Council Workshop meetings outlined in Section 46 Delegations and Section 49 Questions/Speaking</b>	
34. Consent Agenda (35. in proposed by-law)	<p>34.1 Items that will be placed on the consent agenda include, but are not limited to, those with no delegations, where no discussion is anticipated, informational items, and routine matters.</p> <p>34.2 All items listed in the consent agenda are subject to a single motion that is neither debatable, nor amendable. A member may make a brief comment regarding a consent item prior to the consideration of the motion, however, if an item requires further discussion, debate, or an amendment it must be removed from the consent agenda and placed on the regular agenda for discussion.</p>	<p>Change to:</p> <p>35.1 Items that will be placed on the consent agenda include, but are not limited to, those <del>with no delegations</del>, where no discussion is anticipated, informational items, and routine matters.</p> <p><b>35.2 Consent items with delegations are not required to be pulled and placed on a regular agenda, unless requested by a Member for further discussion as prescribed in Section 33 Approval of the Agenda.</b></p> <p>35.3 All items listed in the consent agenda are subject to a single motion that is neither debatable, nor amendable. A member may make a brief comment regarding a consent item prior to the consideration of the motion, however, if an item requires further discussion, debate, or an amendment it must be removed from the consent agenda and placed on the regular agenda for discussion.</p> <p><b>35.4 At Committee of the Whole, any item pulled from the consent agenda will be placed at the beginning of the appropriate regular agenda section.</b></p>	<p>35.2: Changed so that consent agenda items do not need to be pulled and discussed on a regular agenda if there is a delegation speaking to that item.</p> <p>35.4: Added to reflect current practice of putting pulled items at the beginning of the corresponding section.</p>
36. Notice of Motion	<p>36.1 A notice of a motion must be provided in writing and in the prescribed form of a Motion Memorandum, to the Clerk. Motions submitted directly for Council consideration must include a mover and a seconder.</p> <p>36.2 In order for a notice of motion to be included on an agenda, it must be delivered to the Clerk via <a href="mailto:clerks@burlington.ca">clerks@burlington.ca</a> by the Wednesday, the week the agenda is prepared, no later than 12:00 pm (Noon). When establishing the annual meeting calendar, the Clerk shall identify corresponding motion deadline dates through their report to Council.</p> <p>36.3 Submitted motions will be reviewed as per form by the Clerk, and then reviewed by the City Manager to ensure the motion is in accordance with the approved Code of Good Governance and Council Staff Relations Policy.</p> <p>36.4 Where it is deemed necessary to not delay the consideration, a motion may be introduced without notice by Committee or Council by way of a successful two-thirds vote of the members present to waive notice.</p> <p>36.5 A notice of motion, with a mover and a seconder, may be introduced by the mover on the floor during the notice of</p>	<p>Change section to: Motions Introduced by Members</p> <p>36.1 A notice of a motion must be provided in writing and in the prescribed form of a Motion Memorandum, to the Clerk. Motions submitted directly for Council consideration must include a mover and a seconder.</p> <p>36.2 In order for a notice of motion to be included on an agenda, it must be delivered to the Clerk <del>via <a href="mailto:clerks@burlington.ca">clerks@burlington.ca</a></del> by the Wednesday, the week the agenda is prepared, no later than 12 p.m. <del>When establishing the annual meeting calendar, the Clerk shall identify corresponding motion deadline dates through their report to Council.</del></p> <p>36.3 Submitted motions will be reviewed as per form <b>for completeness and template conformity</b> by the Clerk <del>, and then reviewed by the City Manager to ensure the motion is in accordance with the approved Code of Good Governance and Council Staff Relations Policy.</del></p> <p>36.4 Where it is deemed necessary to not delay the consideration, a motion may be introduced without notice by Committee or Council by way of a successful two-thirds vote of the members present to waive notice.</p> <p>36.5 A notice of motion, with a mover and a seconder, may be introduced by the mover on the floor during the notice of motion section at a regular meeting of Council for consideration at a subsequent meeting.</p> <p>36.6 Copies of the Notices of Motion that have been read out at a Council meeting shall be distributed to Members at the first available opportunity by the Clerk.</p>	<p>36.2: Words deleted as they are not the current practice. Motion memorandums shall be submitted to the Clerk. Corresponding motion memorandum deadlines will be provided to Council after the annual calendar is approved, and not through a formal report.</p> <p>36.3: Propose that motion memos will only be reviewed by the Clerk.</p>

	<p>motion section at a regular meeting of Council for consideration at a subsequent meeting.</p> <p>36.6 Copies of the Notices of Motion that have been read out at a Council meeting shall be distributed to Members at the first available opportunity by the Clerk.</p>		
38. Motions introduced at Council	<p>38.1 As Council is the final approving body with limited debate, motions made directly to Council should be limited to the following areas:</p> <ul style="list-style-type: none"> <li>a) Motions pertaining to a sponsored petition;</li> <li>b) Motions in support or opposition to proposed or pending legislation from other levels of government;</li> <li>c) Motions in support of resolutions passed by other councils; and</li> <li>d) d) Motions of advocacy to other levels of government.</li> </ul>	<p>Change to:</p> <p>38.1 As Council is the final approving body with limited debate, motions made directly to Council should be limited to the following areas:</p> <ul style="list-style-type: none"> <li>a) Motions pertaining to a sponsored petition;</li> <li>b) Motions in support or opposition to proposed or pending legislation from other levels of government;</li> <li>c) Motions in support of resolutions passed by other councils;<del>and</del></li> <li>d) Motions of advocacy to other levels of government; and</li> <li>e) <b>Motions introduced by the Mayor regarding Provincial priorities under strong mayors legislation.</b></li> </ul>	Changed to account for Strong Mayor legislation.
40. Staff Directions	<p>40.1 A staff direction is a request from Council for research or additional and/or supplemental work to be completed by staff. Requests may come in the form of a motion, or an amendment to a staff report's recommendation, with all requests voted upon by Council. Only approved staff directions will be actioned by staff. All staff directions are recorded by the Clerk in the minute record.</p> <p>40.2 The Clerk shall keep a list of approved staff directions. After each Council meeting a list of approved staff directions arising from that meeting will be entered into the municipality's meeting management system, and a report will be issued to Council and the Burlington Leadership Team.</p> <p>40.3 Quarterly, a full listing of outstanding staff directions will be issued by the Clerk and the list will be circulated by way of memorandum in the Council Information Package.</p> <p>40.4 At the beginning of the Council term a report will be generated by the Clerk featuring the previous Council's outstanding staff directions. The incoming Council will review the list, and by motion move any items to a new staff directions list that is reflective of the incoming Council's priorities.</p>	<p>Rename to “Requests for Reports and Staff Directions ”</p> <p>Change to the following:</p> <p>40.1 A request for report is an approved request from Council for a recommendation report with research or additional and/or supplemental information from staff. Requests may come in the form of a motion, or an amendment to a staff report's recommendation.</p> <p>40.2 A staff direction is an approved request from Council for work to be completed by staff. Requests may come in the form of a motion, or an amendment to a staff report's recommendation</p> <p>40.3 Staff directions are only permitted if staff have provided a report on a matter. Motions to direct staff that are not part of a staff recommendation, or are brought forward before a corresponding staff report is provided are not in order.</p> <p>40.4 d.The Clerk shall keep a list of approved requests for reports and outstanding staff directions.</p> <p>40.5 Quarterly, a full listing of outstanding staff directions will be issued by the Clerk and the list will be circulated by way of memorandum in the Council Information Package.</p> <p>40.6 At the beginning of the Council term a report will be generated by the Clerk featuring the previous Council's outstanding staff directions. The incoming Council will review</p>	This is a change to ensure that information is provided by staff to all members of Council by way of a recommendation report prior to a staff direction being issued.

		the list, and by motion move any items to a new staff directions list that is reflective of the incoming Council's priorities.	
41. By-laws	(omitted due to length)	<p>Change section to “Enactment of By-laws”</p> <p>Add the following between 41.4 and 41.5:</p> <p><b>41.5 As required by the Act, a by-law will come into effect once it has been:</b></p> <ul style="list-style-type: none"> <li><b>a) approved by Council resolution and approved by Mayoral decision; or</b></li> <li><b>b) approved by Council resolution and two days have passed following the date of the Council resolution without any Mayoral decision issued to the contrary;</b></li> <li><b>c) approved by Council resolution, vetoed by Mayoral decision, and overridden by a two-thirds (5 members) vote by Council; or</b></li> <li><b>d) Or on such other date as determined in accordance with subsection 284.11 of the Municipal Act.</b></li> </ul> <p><b>41.6 In accordance with Subsection 284.11(9) of the <i>Municipal Act</i>, and subject to the timelines prescribed by the associated regulations, Council may override a veto with the approval of two-thirds of Members of Council. The override may be introduced by Motion, moved and seconded:</b></p> <ul style="list-style-type: none"> <li><b>a) without notice at any regular Council meeting; or</b></li> <li><b>b) at a special meeting called for this purpose.</b></li> </ul> <p><b>41.7 Pursuant to Section 284.11.1 of the Municipal Act, the Mayor may introduce a by-law for consideration by Council and require Council to vote on any such by-law.</b></p> <p><b>41.8 Any by-law introduced by the Mayor pursuant to Section 284.11.1 of the Municipal Act, will normally be included on the Agenda prepared by the Clerk, but may be introduced under Approval of the Agenda. No Motion or vote of Council is required to include any such by-law on the Agenda.</b></p> <p><b>41.9 A by-law introduced by the Mayor to advance a provincial priority shall, in accordance with Subsection 284.11.1(4) of the Act, be passed if more than one-third of the total members of Council vote in favour of the by-law</b></p> <p>41.10 The Clerk is authorized to make minor corrections to any by-law resulting from technical or typographical errors prior to the by-law being signed.</p>	Changed to add procedures for processes prescribed in Strong Mayor legislation.
43. Conduct of Members	(omitted due to length)	<p>Add 44.4 from Section 20:</p> <p>44.4 The Chair may exclude or expel from the meeting any person who contravenes any provision stated in this section or who is in breach of decorum such that the person engages</p>	This provision is a better fit for Section 44 Public Conduct at Council and Committee Meetings.

		in personal attacks or assumes the motives of another person rather than discussing the merits of the matter.	
45. Public Conduct at Council Meetings (44. in proposed by-law)	45.2 Public attendees must maintain order and will not display signs or placards, applaud, heckle, or engage in telephone or other conversation, or any behaviour that may be considered disruptive. No person will use indecent, offensive, or insulting language or speak disrespectfully to anyone in Council Chambers.	<p>Replace 44.2 with:</p> <p>Public attendees must maintain order and will not engage in unreasonable or offensive conduct including insulting language or speaking disrespectfully at a meeting.</p> <p>Amend 44.3:</p> <p><del>All</del> Public attendees shall ensure all electronic devices <del>must be</del> are turned off or switched to silent during Council and Committee meetings. Public attendees taking <del>Photography</del> photos and/or video <del>should be kept to a minimum during a meeting and</del> will only be permitted so long as it does not interfere with the meeting in any way. At any time during the meeting, at the discretion of the Clerk, use of electronic devices may also be prohibited if it is believed that the use is interfering with any audio or video broadcast of the meeting.</p> <p>44.1 The conduct of all members of public must be in accordance with the City's Public Conduct Policy.</p>	Updated to clarify language around the expectations for public attendees.
46. Delegations	(omitted due to length)	<p>Add the following after 46.6:</p> <p>46.7 Delegations to the Pipeline to Permit Committee will only be accepted in a written format. In person delegations may be permitted at the discretion of the Committee Chair.</p>	This amendment has been suggested to ensure that there is sufficient time at the Pipeline to Permit Committee meetings for members to complete the agenda. This has been in practice since the first Pipeline to Permit Committee meeting. All requests to delegate in person to date have been approved by the co-chairs.
47. Correspondence	47.1 Every communication, pertaining to a matter on a meeting agenda, that the Clerk is in receipt of will form part of the public record. It is the duty of the Clerk to ensure that all communications received are circulated to members of Council and made publicly available in advance of the meeting, and if necessary, during a meeting.	<p>a)</p> <p>Change 47.1 to</p> <p>Every <del>communication</del> <b>correspondence that meets the requirements set out in section 47.2</b> pertaining to a matter on a meeting agenda that the Clerk is in receipt of will form part of the public record. It is the duty of the Clerk to ensure that all correspondence received is circulated to members of Council and made publicly available in advance of the meeting, and if necessary, during a meeting.</p>	To clarify what is acceptable correspondence, as defined in section 47.2
48. Petitions	48.1 A petition is a written request signed by more than one member of the public in support of a shared cause or concern. A petition may be presented in paper format, electronically, or make use of an online system for petitions. Council will be the only body that can receive a petition.	<p>Change 48.1 to:</p> <p><del>A petition is a written request signed by more than one member of the public in support of a shared cause or concern. A petition may be presented in paper format, electronically, or make use of an online system for petitions. Council will be the only body that can receive a petition.</del></p>	<p>48.1 :</p> <p>The first two lines are removed as a definition of 'petition' is provided under section 1. Definitions.</p> <p>48.3 through 48.6:</p> <p>Changed to clarify the petition process and delete repetition.</p>

	<p>48.2 A petition may be delivered in person or sent by mail, fax or email to:</p> <ul style="list-style-type: none"><li>a) the Clerk if the petition relates to a matter on the agenda; or</li><li>b) to a Member if the petition does not relate to a matter on the agenda.</li></ul> <p>48.3 A petition must contain the following:</p> <ul style="list-style-type: none"><li>a) the date of when the petition commenced;</li><li>b) the name and civic address, telephone number or email address of the organizer who started the petition for contact purposes;</li><li>c) the name and postal code of each person who signed or electronically submitted their name to the petition, if possible, the civic address of all participants; and</li><li>d) a clear statement which communicates the purpose of the petition. All petitions must be on matters within the jurisdiction of the City.</li></ul> <p>48.4 Petitions respecting items on the agenda must be received by the deadline as outlined in section 47.3. Petitions respecting items that are not on the agenda require a sponsor and an accompanying motion memorandum which must be received on or before the Wednesday the week the meeting agenda is published. Items received after the agenda is published require a 2/3 vote to add the item to the agenda.</p> <p>48.5 Petitions that relate to a matter on the agenda will be dealt with during the Petitions portion of the meeting. At that time any petitions received will be read into the record by stating the purpose of the petition and indicating how many individuals have signed.</p> <p>48.6 Unless otherwise directed by City Council by way of motion, petitions, pertaining to a matter on the agenda, will be received and filed under the motion to receive and file information items.</p> <p>48.7 A petition not relating to an item on the agenda may be sponsored by a Member. The Member must include a motion memorandum which clearly outlines the reasons for sponsoring the petition and the remedy sought. When introducing the matter, the Member will read into the record the purpose of the petition, how many individuals</p>	<p>Change the following:</p> <p>48.3 A petition must contain the following:</p> <ul style="list-style-type: none"><li>a) the date of when the petition commenced;</li><li>b) the name and civic address, telephone number or email address of the organizer who started the petition for contact purposes;</li><li>c) the name and postal code of each person who signed or electronically submitted their name to the petition, if possible, the civic address of all participants; and</li><li>d) a clear statement which communicates the purpose of the petition. All petitions must be on matters within the jurisdiction of the City.</li></ul> <p>Add the following after 48.3:</p> <p>48.4 The Clerk shall determine whether a petition submitted to Council is complete. A petition shall be deemed to be complete if it substantially complies with Section 48.3 of this by-law, and if in the opinion of the Clerk any deficiencies noted do not substantially detract from the integrity of the petition. A petition not deemed complete by the Clerk shall be referred back to the submitter with an explanation as to why the petition is incomplete. Petitioners may re-submit complete petitions if they so choose.</p> <p>Change 48.4 to remove duplicate language found in 48.7:</p> <p>48.5 Petitions respecting items on the agenda must be received by the deadline as outlined in section 47.3. <del>Petitions respecting items that are not on the agenda require a sponsor and an accompanying motion memorandum which must be received on or before the Wednesday the week the meeting agenda is published. Items received after the agenda is published require a 2/3 vote to add the item to the agenda.</del></p> <p>Change language for 48.6:</p> <p>48.7 Unless otherwise directed by City Council by way of motion, petitions, pertaining to a matter on the agenda, will be received and filed as information <del>under the motion to receive and file information items.</del></p>	
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	have signed it and then present their motion. The motion memorandum and accompanying petition must be received on or before the Wednesday of the week the meeting agenda is published. Reports received after the deadline requires a 2/3 vote to add the item to the agenda.		
49. Council Information Package (CIP) (moved to Section 32)	<p>33.1 The Clerk will have prepared weekly, or as frequently as may be required, a Council Information Package for members of Council. If any member prefers to have an item of correspondence contained therein dealt with by a Standing Committee, the member will contact the Clerk and it will be placed on the appropriate committee agenda.</p> <p>33.2 Items within the Council Information Package may include, but are not be limited to: internal informational communications in memo format and correspondence from external bodies including other municipalities and levels of government.</p>	<p>33.1 The Clerk will have prepared weekly, or as frequently as may be required, a Council Information Package for members of Council. If any member prefers to have an item of <del>correspondence</del> contained therein dealt with by a Standing Committee, the member will contact the Clerk and it will be placed on the appropriate committee agenda.</p> <p>33.2 Items within the Council Information Package may include but are not be limited to: <del>internal</del> informational communications in <del>memo format</del> and correspondence from external bodies including other municipalities and levels of government.</p>	Changed to expand permissible items in CIP.
49. Questions/Speaking	(omitted due to length)	<p>Change 49.7 to:</p> <p>49.7 To address Council, a member will request to speak by <del>by pressing their microphone button which will put them</del> <b>placing themselves</b> in the speaking queue and wait to be recognized by the Chair.</p> <p>Add after 49.12:</p> <p>49.13 During a Council Workshop or discussion of a Workshop agenda item, the following speaking rules shall generally apply:</p> <ul style="list-style-type: none"> <li>a) Members shall be permitted to speak, make a statement, ask questions, or seek clarification without a Motion; and</li> <li>b) Members shall be permitted to speak more than two times without suspending the rules of procedure.</li> </ul>	Changed to reflect current process. Microphone buttons are no longer used to place members in the speaking queue.
50. Motions in the Meeting	(omitted due to length)	<p>50.2 The mover and seconder may withdraw a motion or a notice of motion at any time prior to it being opened for discussion by the Chair. <del>If withdrawn prior to discussion, the motion is not included in the minutes of the meeting.</del></p>	Changed so that withdrawn motions are captured in the minutes if questions are asked.
51. Voting	<p>51.1 Voting will be conducted in the following order:</p> <ul style="list-style-type: none"> <li>a) amendment to any amending motion;</li> <li>b) upon determination of a) above, any subsequent amendment to the amending motion;</li> <li>c) the amending motion;</li> </ul>	<p>Add before 51.1:</p> <p>Every member present at a meeting when a question is put shall vote, unless they are prohibited from voting by legislation, in which case, the reason shall be recorded.</p> <p>Failure to vote for any reason by a member who is present at the meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote</p> <p>Change 51.1 and 51.2</p>	<p>51.1 to 51.5 To clarify voting practices, and add procedures in a scenario where a vote is miscast. This process is in line with Roberts Rules of Order.</p> <p>51.6 to 51.8: Removed as Council does not use electronic voting.</p>

	<p>d) the main motion (as amended or as originally presented).</p> <p>51.2 When the motion under consideration contains distinct recommendations, a member may request that the vote be taken separately on each recommendation and no vote will be required to be taken on the matter as a whole.</p> <p>51.3 When a vote is called by the Chair, each member, unless they have declared a pecuniary interest, will vote by a clear show of hands. The Chair will first ask those in favour to raise their hands, followed by those opposed and will then declare the result of the vote. A vote will never be taken by secret vote, or ballot.</p> <p>51.4 Every member present at a meeting will vote on every motion, unless prohibited by legislation. Failure to vote for any reason will be deemed to be a negative vote.</p> <p>51.5 Except as provided elsewhere in this by-law, a motion will be considered carried when a majority of the members present and voting have voted in favour of the motion. When there is a tie vote the motion is lost.</p> <p>51.6 In a Council meeting, a recorded vote will be taken on all motions that move the business of the organization, where electronic voting is available.</p> <p>51.7 During a recorded vote, the Chair will call the vote in accordance with section 51.3, while also asking members to vote electronically.</p> <p>51.8 When electronic voting is not available, a recorded vote will be taken only upon the request by a member immediately before or after a vote is taken.</p>	<p>51.1 Voting will be conducted in the order of precedence as indicated in Appendix A.</p> <ul style="list-style-type: none"><li>a) amendment to any amending motion;</li><li>b) upon determination of a) above, any subsequent amendment to the amending motion;</li><li>c) the amending motion;</li><li>d) the main motion (as amended or as originally presented).</li></ul> <p>51.2 When the motion under consideration contains <del>distinct</del> <b>stand alone</b> recommendations, a member may request that the vote be taken separately on each recommendation and no vote will be required to be taken on the matter as a whole.</p> <p>51.3 When a vote is called by the Chair, each member, unless they have declared a pecuniary interest, will vote by a clear show of hands. The Chair will first ask those in favour to raise their hands, followed by those opposed and will then declare the result of the vote. A vote will never be taken by secret vote, or ballot.</p> <p>51.4 Every member present at a meeting will vote on every motion, unless prohibited by legislation. Failure to vote for any reason will be deemed to be a negative vote.</p> <p>Add the following section after 51.7:</p> <p>When a member who is lawfully entitled to vote but chooses not to exercise their right to vote on a matter abstains from a vote without declaring a pecuniary interest they will be counted as opposed to the motion.</p> <p>51.5 Except as provided elsewhere in this by-law, a motion will be considered carried when a majority of the members present and voting have voted in favour of the motion. When there is a tie vote the motion is lost.</p> <p>Add the following sections after 51.5:</p> <p>In a Council meeting, a recorded vote conducted by the Clerk will be taken on all motions that move the business of the organization. During a recorded vote, the Clerk will conduct the vote by using the roll call to ask each member their vote. Members will reply with their response, at the conclusion the <b>Chair</b> shall determine whether the vote carried or lost.</p> <p>At Council the following items are classified as routine and their associated votes can be conducted orally without a recorded vote:</p> <ul style="list-style-type: none"><li>a) Motion to Approve Council Minutes</li><li>b) Motion to Approve Standing Committee Minutes</li><li>c) Council Information Package</li><li>d) Motion to Receive and File Information Items</li><li>e) Motion to Confirm Proceedings of the Council Meeting</li></ul>	
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54. General (added section)	n/a	<p>Add section:</p> <p>General</p> <ol style="list-style-type: none"> <li>1. This By-law may be referred to as the “Procedural By-law” or the “Burlington Procedural By-law”.</li> <li>2. If a court of competent jurisdiction declares any provision or part of a provision of this By-law invalid, the provision or part of a provision is deemed severable from this By-law and it is the intention of Council that the remainder of this By-law shall continue in force.</li> </ol>	Added to provide information about general references to the by-law, and it’s application in the case that a section is deemed invalid.
Appendices	Code of Good Governance, Audit Committee Terms of Reference	Replace with Closed Meeting Protocol	<p>The Code of Good Governance and Audit Terms of Reference are stand alone documents that have little to no reference in the proposed Procedure By-law.</p> <p>The Closed Meeting Protocol is a key procedure for closed meetings and includes procedures for the conduct of closed meetings.</p>