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Consolidated Version

Revision History:	Passed On:	Description of amendment
2026-052	May 11, 2026	original

Consolidated for Convenience Only
This is a consolidation copy of a City of Owen Sound By-law for convenience and information. While every effort is made to ensure the accuracy of this by-law, it is not an official version or a legal document. The original by-law should be consulted for all interpretations and applications on this subject. For more information or to view by-laws please contact the Clerks Department.

The Corporation of the City of Owen Sound

By-law No. 2026-052

A By-law to govern the proceedings of Council and committees

WHEREAS section 238 of the *Municipal Act, 2001* provides that a Council must pass a procedure by-law for governing the calling, place and proceedings of meetings; and

WHEREAS on September 9, 2024, the Council of the Corporation of the City of Owen Sound (the "City") passed By-law No. 2024-109 to govern the calling, place and proceedings of meetings; and

WHEREAS on April 27, 2026, City Council passed Resolution No. R-240722-016 directing staff to bring forward the subject by-law for approval and to repeal By-law No. 2021-123, in consideration of staff report CR-24-077; and

WHEREAS on August 17, 2024, notice of the intention to pass a by-law respecting the calling, place and proceedings of meetings was provided in the Owen Sound Sun Times and on the City's website, in accordance with Notice By-law No. 2018-022;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF OWEN SOUND HEREBY ENACTS AS FOLLOWS:

Part I. Short Title, Definitions, and Interpretation

Short Title

1. This by-law may be referred to as the "Procedural By-law".

Definitions

2. In this by-law:

"**Acting Mayor**" means a Council member appointed by Council to act in the place of the Mayor or Deputy Mayor when both are absent, refuse to act or declare a pecuniary interest, and who may exercise all the rights, powers and authority of the Mayor;

"**Ad Hoc Committee**" means a committee with a specific mandate of a limited nature, which meets as necessary to provide recommendations to Council and which is disbanded following the completion of the mandate;

"**Advisory Committee**" means a committee with a specific mandate of an ongoing nature, which meets regularly to provide recommendations to Council;

"**Agenda**" means the document issued in accordance with this by-law that sets out the items of business and order of proceedings for any meeting;

"**Chair**" means the person presiding at a meeting;

"**City**" means The Corporation of the City of Owen Sound;

"**Clerk**" means the City Clerk of The Corporation of the City of Owen Sound or his or her designate and, for committees, means the recording secretary;

"**Closed Session**" means a meeting or part of a meeting of Council or a Committee not open to the public, held in accordance with the *Municipal Act, 2001*;

"**Committee**" means any advisory or other committee, subcommittee or similar entity of which at least 50 per cent (50%) of the members are also members of one or more councils or local boards. For the purposes of this by-law, the definition includes Advisory and Ad Hoc committees but does not include Committee of the Whole;

"**Council**" means the Council of the Corporation of the City of Owen Sound;

"**Deputy Mayor**" means the member of Council elected to assist the Mayor in carrying out his or her powers and duties and to act in the place of the Mayor when the Mayor is absent, refuses to act or declares a pecuniary interest, and who may exercise all the rights, powers and authority of the Mayor;

"Electronic Means" means telephone, video or audio conferencing or other interactive method whereby members, staff and the public are able to hear the person(s) participating by electronic means and the person(s) participating by electronic means can hear members, staff and the public;

"**Emergency**" means an unexpected and time-sensitive or dangerous situation, which happens suddenly and which requires quick action to address;

"**Emergency Meeting**" means a meeting held at a time other than a Regular Meeting, without public notice, to deal with an Emergency or an urgent situation where timing requires that a matter be addressed as soon as possible;

"**Livestreaming**" means the broadcast of a meeting in real-time;

"**Mayor**" means the head of the Council;

"**Mayor's Budget**" means the annual budget prepared and tabled by the Mayor under Part VI.1 of the Municipal Act, including the operating budget and capital levy;

"**Mayoral Decision**" means a written decision issued by the Mayor under Part VI.1 of the Municipal Act, including the acceptance or veto of Council amendments, accompanied by rationale and submitted to the Clerk;

"**Mayoral Direction**" means a written direction to City staff issued by the Mayor under Part VI.1 of the Municipal Act and submitted to the Clerk;

"**Meeting**" means any regular, special or other meeting of a council, or a local board or of a committee of either of them, where,

a. a quorum of members is present, and

b. members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee;

"**Member**" means, according to the circumstances, a member of Council, including the Mayor, or a member of a committee, including the chair;

"**Notice of Motion**" means an advance notice to members respecting a matter on which they will be asked to take a position;

"**Point of Order**" means a concern regarding: conformity to this by-law or the rules of order; improper, offensive or abusive language; notice that discussion is outside the scope of the motion under consideration; or irregularities in the proceedings;

"**Point of Privilege**" means a concern about the integrity, dignity, character, rights or professionalism of the Mayor, members, staff persons or the public;

"**Regular Meeting**" means meetings held on a regular basis according to the schedule of regular meetings annually approved by Council; and

"**Special Meeting**" means a meeting held at a time other than a regular meeting, upon forty-eight (48) hours' notice and dealing with a specific item(s) of business.

Interpretation

3. The division of this by-law into parts and the insertion of headings are for convenient reference only and do not affect the interpretation of the by-law.

4. References to words in the plural include the singular, as applicable.

5. References to laws in this by-law are meant to refer to the statutes, as amended from time to time, that are applicable within the Province of Ontario.

6. If a court or tribunal of competent jurisdiction declares any portion of this by-law to be illegal or unenforceable, that portion of this by-law will be considered to be severed from the balance of the by-law, the remainder of which will continue to operate in full force and effect.

7. In the event of a conflict between the provisions of this by-law and the *Municipal Act, 2001* or any other legislation, the provisions of the legislation prevail.

8. Where any matter of procedure is not provided for in this by-law, Robert's Rules of Order, as revised, will be followed.

9. Decisions binding the Council may only be made at Council meetings, unless authority has been specifically delegated. Committees may only make recommendations to Council for its consideration.

Part II. Application and Suspension of Rules

Application

10. The rules contained in this by-law must be observed in all regular meetings and special meetings of Council.

11. In emergency meetings, the chair will preside and preserve decorum, applying the rules set out in this by-law at the chair's discretion.

12. The rules contained in this by-law will be observed in all committees, with necessary modifications, except where a rule indicates that it specifically applies to Council. Where specific rules for committees exist, they prevail over general rules.

13. No item will be placed on an agenda respecting a matter that is not within the jurisdiction of Council or committee. The chair, in consultation with the Clerk and City Manager, will determine whether a matter falls within Council's or a committee's jurisdiction.

14. Where a local board of the City has not adopted a procedural by-law, such board is deemed to have adopted this by-law, with necessary modifications, except where a rule indicates that it specifically applies to Council. Where specific rules for local boards exist, they prevail over general rules.

Suspension

15. No provision of this by-law may be suspended except by affirmative vote of at least two-thirds (2/3) of the whole members of Council.

16. A suspension will only apply for the stated purpose and only during the meeting in which such a motion was introduced.

17. The following rules may not be suspended:

    a. a quorum requires the majority of the whole of members;

    b. the extension of a regular meeting requires the unanimous consent of the members present; and

    c. proceedings require adherence to statutory requirements.

Part III. Location and Schedule of Meetings

Location of Meetings

18. All open regular meetings of Council will be held at the Council Chambers, City Hall, 808 2nd Avenue East, Owen Sound, unless there are concerns with respect to health and safety and/or an emergency has been declared which requires meeting at another location. Where an alternate location is required, it must be within the City of Owen Sound or an adjacent municipality and at a venue accessible to the public.

19. All closed sessions, special and emergency meetings of Council will be held at a location determined by the Clerk.

20. If a meeting is to be held jointly with one or more other municipalities, the meeting may be held within any one of those municipalities or in a municipality adjacent to any one of them or by electronic means.

Inaugural Meeting

21. The first meeting of Council following a regular election will be held on November 15 at a time and location determined by the Clerk.

22. Where November 15 in an election year falls on a Saturday or Sunday, then the inaugural meeting of Council will take place on the following Monday.

23. At the inaugural meeting, each member present will make their declaration of office and sign the Council Code of Conduct. Council will not proceed with any regular business at the inaugural meeting.

Annual Schedule

24. Each year, the Clerk will submit a schedule of regular meetings for the following year for consideration and adoption by Council.

25. Upon adoption, the schedule will be posted on the City’s website.

Time of Regular Meetings

26. Unless otherwise decided by Council, regular meetings of Council will be held on Mondays commencing in open session at 5:30 p.m.

Time of Special and Emergency Meetings

27. The chair may, at any time, call a special or emergency meeting and affix the time for the meeting.

28. Upon receipt of a petition signed by a majority of the members, the Clerk will call a special meeting or emergency meeting for the purpose and at the time declared in the petition.

Part IV. Notice of Meetings

Notice - Regular Meetings

29. Notice of meetings will be provided by posting agendas on the City's website:

    a. by 4:30 p.m. on the Wednesday immediately prior to a Regular Meeting;

    b. forty-eight (48) hours before a Special Meeting; and

    c. as soon as practicable for an Emergency Meeting.

30. In the event a meeting date, time or location changes following the adoption by Council of the schedule of regular meetings, the City will provide notice to members and the public, through a post on the City's website, in addition to notice provided in the agenda for the meeting.

Notice - Special Meetings

31. The Clerk will give notice to members and the public of all special meetings by posting an agenda on the City's website at least forty-eight (48) hours prior to the meeting.

Notice - Emergency Meetings

32. An emergency meeting may be held, without notice to the public, provided that an attempt has been made by the Clerk to notify all members about the meeting as soon as possible and in the most expedient manner available. An agenda for the meeting will be posted on the City's website as soon as practicable.

Notice Requirements

33. Each agenda will include the following:

    a. the date, time and location of the meeting; and

    b. the items of business and order of proceedings.

Notice Irregularity

34. Notice which is substantively given but which is irregular or not otherwise in strict compliance with this by-law will not invalidate the holding of a meeting or any proceeding taken at a meeting.

Part V. Agendas

Agenda – Regular Meetings

35. The Clerk will prepare an agenda, with supporting material, for all regular meetings, which includes the following:

    a. Call to order

    b. Call for additional business

    c. Disclosures of interest

    d. Confirmation of the Council minutes

    e. Motion to move Council into Committee of the Whole

    f. Public meetings

g. Deputations and presentations

h. Public forum

i. Correspondence received for which direction of Council is required

j. Reports of City staff

k. Consent agenda

l. Committee minutes with recommendations for approval

m. Matters postponed

n. Motions for which notice was previously given

o. Discussion of additional business

p. Motion to move Council out of Committee of the Whole

q. Motion to adopt proceedings in Committee of the Whole

r. Notices of motion

s. Motion to move into closed session

t. Reporting out of closed session

u. By-laws

v. Adjournment

Agenda – other meetings

36. The Clerk will prepare an agenda, with supporting material, for meetings other than regular meetings in accordance with the business to be addressed.

Agenda – items to follow

37. Where an agenda for a meeting is posted with items to follow, the Clerk may republish the agenda with the outstanding material within two (2) days of the original publication. In this circumstance, Council and the media will be directly advised of the republishing.

Agenda – archive

38. Any additional material that is provided after the agenda is posted will be included in a reposting of the agenda within one (1) week following the meeting.

Part VI. Meetings

Order of Business

39. The business of each meeting will be taken up in the order in which it stands in the agenda for that meeting, unless otherwise decided by the discretion of the chair or a two-thirds (2/3) vote of the members present.

Unfinished Business

40. If a meeting adjourns with matters on the agenda which have not yet been completed, all incomplete matters on the agenda will be placed on the agenda for the next regular meeting, unless the members determine otherwise prior to the adjournment or the mayor calls a special meeting to deal with such matters.

Additional Business

41. During an open regular meeting, any item of business which is not listed on the agenda may be added during the "Call for additional business" and addressed during the "Discussion of additional business". When action is required on a matter of additional business, the matter will be deferred to 'Notices of Motion' and a Notice of Motion will be provided to ensure adequate public notice. However, should immediate action be required, the members may, by a two-thirds (2/3) vote of members present at the meeting, waive the Notice of Motion requirement and deal with the matter immediately during the "Discussion of additional business".

42. For closed sessions during a regular meeting, the chair, after the agenda is posted and before the commencement of the meeting, may direct that an item be added to the agenda where the urgent nature of the matter requires that it be considered prior to the next meeting of the members.

43. For special meetings, no business except the business dealing directly with the purpose mentioned in the notice will be transacted.

44. For emergency meetings, no business except business dealing directly with the emergency or urgent situation may be transacted.

Committee of the Whole

45. Council may resolve into Committee of the Whole during each regular meeting and special meeting.

46. Whenever Council resolves into Committee of the Whole, the rules of procedure outlined in this by-law continue to apply, except for the following:

    a. motions are not required to be in writing or to be seconded; and

    b. a member may speak to a matter more than once at the discretion of the chair.

Closed Sessions

47. A meeting or part of a meeting may be closed to the public if the subject matter being considered is permitted to be addressed in a closed session in accordance with the *Municipal Act, 2001:*

    a. the security of the property of the municipality or local board;

    b. personal matters about an identifiable individual, including municipal or local board employees;

    c. a proposed or pending acquisition or disposition of land by the municipality or local board;

    d. labour relations or employee negotiations;

    e. litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

    f. advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

    g. a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;

    h. information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;

i. a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;

j. a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or

k. a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

48. Before holding any closed session, there will be a motion in a meeting open to the public, stating the following:

a. that a closed session is to be held;

b. the general nature of the matter(s) to be considered at the closed session; and

c. the statutory authority under which each considered matter is authorized.

49. A vote may only be taken during a closed session where the vote is for a procedural matter or for giving direction or instruction to officers, employees or agents of the City or people retained by or under a contract with the City.

50. The rules governing the procedure and conduct of the members are to be observed in closed sessions except that:

a. motions are not required to be in writing or seconded; and

b. a member may speak to a matter more than once, at the discretion of the chair.

51. The chair will report out in an open meeting immediately following the closed session and summarize the actions taken in the closed session in a manner that does not reveal any information deemed to be confidential.

52. All information, documentation or deliberations received, reviewed or undertaken in a closed session is confidential. No member, staff person or other person present at a closed session may release or make public any information considered during a closed session or discuss the content of any closed session with people other than members or relevant staff persons.

Declaration of Interest

53. Prior to a particular matter being addressed, members must declare aloud any interests they may have, pecuniary or otherwise, and the general nature thereof, in connection with that matter pursuant to the *Municipal Conflict of Interest Act* or the City's Code of Conduct. Such members will then be precluded from participating in any way regarding the matter in question, including presiding over the meeting while the matter is under consideration.

54. Declarations of interest made during a closed session must include the declaration and its general nature. At the same meeting, in open session, every declaration of interest made during the Closed Session, but not the

general nature of the interest, must be provided during the call for declarations of interest and recorded in the minutes of the open meeting.

55. Where the interest of a member is not disclosed at a meeting due to the absence or oversight of the member, the disclosure must be made at the next meeting at which the member is present.

56. Upon declaring an interest at a meeting of Council or of a local board, a member must provide a written statement of interest and its general nature to the Clerk. The Clerk will include the statement in a registry maintained in accordance with the *Municipal Conflict of Interest Act*.

57. No member who has declared an interest in a matter may move, second or vote on a motion to adopt multiple items if the declared matter is included. Members may request to divide such a motion to vote on those items in which there is no interest.

58. A member who has declared an interest in a matter may move, second and vote on:

    a. the confirmatory by-law for the meeting in which the interest was declared;

    b. adopting the minutes of the meeting in which the interest was declared; and

    c. adopting the proceedings of the Committee of the Whole in the meeting in which the interest was declared.

Public Meetings

59. Public meetings will be held on matters where directed by Council, City by-law or statute. Statutory public meetings will be undertaken in accordance with the governing statute or as otherwise directed by law.

60. The purpose of a public meeting is to hear input from the public on a particular matter. Accordingly, members must not enter debate or discussion of the matter, either with other members or with members of the public, during the public meeting.

61. Each person speaking at a public meeting will be asked to provide their name and the municipality in which they reside prior to providing comments. Such people will also be invited to provide their names and addresses in writing so that future notice of the matter may be provided.

62. Where the public meeting is held as part of a Council meeting, the minutes of the Council meeting will include the minutes of the public meeting.

63. The chair may curtail any comments that are repetitive and may curtail any speaker for disorder or any other breach of this by-law;

Deputations and Presentations

64. A person may appear before Council to provide a deputation or for the purpose of presenting or receiving a gift or recognition, provided the Clerk receives a request in writing, in the prescribed time, describing the nature and purpose of the deputation or presentation.

65. A City staff person may appear before Council to make a public presentation concerning corporate projects, initiatives, programs or services and will be scheduled by the Clerk. Staff presentations that are related to a report on the agenda will occur at the time the report is discussed.

66. Deputations and presentations may be done through electronic means upon consent of the Clerk, provided that all people participating electronically adhere to the following practices:

a. the request to participate electronically must be made a minimum of one (1) business day in advance of the meeting start time unless the Clerk, in their sole discretion, waives the requirement;

b. each person participating in a meeting by electronic means must be available at least fifteen (15) minutes before the beginning of the meeting to assist staff in establishing the electronic connection;

c. each person participating by electronic means will mute their electronic device when they are not speaking;

d. the chair will notify each person participating by electronic means when it is their turn to speak; and

e. in the case of a loss of connection, or any connection issue that impedes a person's ability to participate in the meeting in real time, the meeting will continue, and it is the chair’s discretion as to whether the deputation or presentation is revisited should the connection be restored.

67. In addition to the rules governing the conduct of the public, people making deputations or presentations to Council or committee are governed by the following:

a. deputation and presentation requests must be made to the Clerk at least two (2) weeks prior to the date of the meeting at which the deputation or presentation is to be provided.

b. deputations and presentations must be confined to the business stated in the request to the Clerk;

c. no printed material may be distributed without the chair’s consent. If printed material is to be distributed, it will be provided directly to the Clerk;

d. the Clerk must be provided with a copy of all electronic material included in a deputation or presentation at least twenty-four (24) hours prior to the Agenda for that meeting being published;

e. deputations which involve a request for support, financial or otherwise, will be presented at the appropriate committee wherever possible;

f. a deputation or presentation made at the committee level may not be made again to Council without prior approval of the Mayor and City Manager;

g. the Clerk will determine the appropriate meeting for each deputation or presentation, advise the requester and schedule the deputation or presentation accordingly;

h. deputation and presentation requests may be denied where it is determined by the Mayor and City Manager that the subject matter is unduly repetitive;

i. a maximum of two (2) public deputations or presentations will be scheduled by the Clerk for each regular meeting;

j. each deputation or presentation is limited to a time period of ten (10) minutes, including time for members to ask questions or provide thanks;

k. members will address the people making a deputation or presentation only to ask questions or provide thanks, but not to enter into debate or discussion of the matter; and

l. the chair may curtail any deputation or presentation for disorder or any other breach of this by-law.

Public Forum

68. A person may speak to provide comments on any matter during the Public Forum portion of a meeting, subject to the following:

a. speakers will be heard at the public microphone on a first-come, first-served basis;

b. speakers must provide their name and the municipality in which they reside at the beginning of their comments;

c. each speaker is limited to a period of three (3) minutes;

d. the chair may curtail any comments that are repetitive and may curtail any speaker for disorder or any other breach of this by-law;

e. members will hear comments and the chair will respond, if appropriate;

f. members will not enter discussion or debate, either with other members or with members of the public; and

g. the total time allotted for the Public Forum portion of a meeting is fifteen (15) minutes.

69. In circumstances where a person is unable to attend a meeting, they may submit comments electronically, subject to the following:

a. comments must be submitted to the Clerk at least one (1) business day before the start of the meeting at which they are to be considered;

b. comments must include the name and municipality of the person commenting;

c. comments will be circulated to Council and attached to the agenda when it is republished after the meeting;

d. comments that are considered inappropriate or offensive in nature, as determined by the chair and City Manager, will not be circulated or attached to the agenda; and

e. the Clerk will note the comments received and the chair will respond, if appropriate.

Correspondence

70. All correspondence items filed with the Clerk for inclusion on a meeting agenda that are deemed by the Clerk to be complete and valid will be dealt with as follows:

a. correspondence items requiring direction that are not within the jurisdiction of a committee will be placed on the next regular Council agenda under Correspondence for Direction;

b. correspondence items where the subject matter is within the jurisdiction of an Advisory Committee or Ad Hoc Committee will be forwarded directly to the appropriate Committee;

c. correspondence items of a routine administrative nature will be referred directly to the appropriate Director or Manager;

d. correspondence items, including letters from the public, that do not require direction will be placed on the consent agenda under Correspondence for Receipt;

e. resolutions from other municipalities, public agencies or organizations, that are not resolutions of support, will be placed on the consent agenda under Correspondence for Receipt;

f. correspondence items consisting of petitions will be listed by title on the appropriate Council or committee agenda and made available for public viewing.

71. Correspondence items, other than petitions, that are filed with the Clerk will be considered complete and valid when they:

a. are legible;

b. are signed or include the writer's name;

c. include a mailing address or other contact information;

d. are within Council's jurisdiction; and

e. indicate that they are to be added to a Council or committee agenda.

72. Petitions filed with the Clerk will be considered complete and valid when they:

a. are submitted in a Portable Document Format (PDF) or printed format;

b. contain a clear statement of the matter on which Council is being asked to take action;

c. address a matter within the jurisdiction of Council;

d. identify a spokesperson;

e. include fields for each petitioner to provide:

i. a printed name;

ii. a full address;

iii. an acknowledgement that the petition will be made available to the public; and

iv. a signature.

73. Personal information, other than contact information, disclosed in correspondence items will become part of the public record, including the name of the author.

74. Correspondence items may be withheld from an agenda if they are inappropriate or offensive in nature, as determined by the Mayor and City Manager.

75. At statutory public meetings, correspondence items that have not been distributed to the members will be read by the Clerk.

Consent Agenda

76. A portion of the agenda, titled 'Consent Agenda', may consist of items that do not require separate discussion, including, but not limited to: Mayoral Decisions, Mayoral Directions, routine staff reports; reports for information purposes only; minutes for receipt; notice of approved licences; notice of flag-flying requests; and correspondence for receipt.

77. All of the items listed on the consent agenda will be the subject of one motion, unless a member requests that any item(s) in the consent motion be voted on separately.

Meeting record

78. A record of every meeting will be kept in the form of minutes.

79. The minutes will identify the members present and absent, senior staff present, Clerk's staff present, the start and end times of the meeting, and will record without note or comment all resolutions, decisions and other proceedings.

Recording of meetings

80. Meetings that are not closed to the public may be televised or otherwise recorded for the purpose of broadcasting to the public at large, upon approval of the chair.

81. No person may use an electronic device as a recording device or to broadcast or otherwise publish or post audio, video or photographs of any meeting or part of a meeting without prior approval of the chair and Clerk.

82. Inability to record a meeting will not prohibit the meeting from commencing or continuing.

Livestreaming Meetings

83. Where public attendance at a meeting is restricted, all regular council and committee meetings will be livestreamed and adhere to the following practices:

    a. where the livestream of a meeting cannot be initiated, the chair must delay the call to order of the meeting by fifteen (15) minutes to provide time to address the issue. If the issue cannot be resolved, the members must stand adjourned until the date and time of the next meeting, and the Clerk will record the names of the members present upon such adjournment; and

    b. where the livestream of a meeting is interrupted, the chair must call a recess for a maximum of fifteen (15) minutes to provide time to address the issue. If the issue cannot be resolved, the members will stand adjourned until the date and time of the next meeting.

84. Where public attendance at a meeting is allowed, all regular council and committee meetings will be livestreamed wherever possible and adhere to the following practices:

    a. where the livestream of a meeting cannot be initiated, the chair must delay the call to order of the meeting by fifteen (15) minutes to provide time to address the issue. If both the livestream and recording of the meeting are unavailable, the Clerk will initiate an audio recording, and the meeting will be called to order;

    b. where the livestream of a meeting is interrupted, the chair must call a recess for a maximum of fifteen (15) minutes to provide time to

address the issue. If both the livestream and recording of the meeting are unavailable, the Clerk will initiate an audio recording, and the meeting will be called to order.

Electronic Meetings

85. Members may participate in meetings by electronic means, subject to the following:

a. electronic means of participating in a meeting are available only for meetings that take place in Council Chambers, 808 2nd Avenue East, Owen Sound;

b. requests to participate in a meeting by electronic means must be made to the Clerk a minimum of four (4) hours before a meeting is to commence, in order to guarantee that the request can be granted. Any request made less than four (4) hours before a meeting commences will be granted at the discretion of the Clerk, based on the time and resources available. Any request made less than one (1) hour before a meeting is to commence will not be granted;

c. a member may participate in a maximum of two (2) regular meetings of Council per calendar year by electronic means;

d. a member may participate in a maximum of two (2) regular meetings of a committee per calendar year by electronic means;

e. a chair may permit a member to participate in additional regular meetings by electronic means at the chair's discretion;

f. members may participate in any special and emergency meetings by electronic means;

g. a member participating in a meeting by electronic means will be considered present at such meeting and counted towards quorum; and

h. the chair must be present in person at a meeting where other members are participating by electronic means.

86. All staff authorized by the city manager may participate in meetings by electronic means.

87. The following practices will be followed when a member participates in a meeting by electronic means:

a. the member participating in a meeting by electronic means must be available at least fifteen (15) minutes before the beginning of the meeting to assist staff in establishing the electronic connection;

b. the member participating by electronic means will mute their electronic device when they are not speaking;

c. the member participating by electronic means for a closed session must participate in an enclosed space and ensure that no other person is present;

d. the chair will canvass members participating by electronic means 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;

e. after putting a motion to a vote, each member participating by electronic means will be required to identify how he or she wishes to vote;

f. each member participating by electronic means will inform the chair about his or her intentions to leave the meeting, either on a temporary or permanent basis;

g. members participating by electronic means will be deemed to have left the meeting when they are no longer electronically connected to the meeting;

h. where a loss of connection, or any connection issue, impedes the ability of members to participate in the meeting in real time, and the loss of connection does not affect quorum, the meeting will continue in the absence of the members; and

i. where a loss of connection, or any connection issue, impedes the ability of members to participate in the meeting in real time, and the loss of connection affects quorum, the chair will recess the meeting for fifteen (15) minutes to provide time for the connection to be regained. Where a connection that satisfies quorum cannot be regained, the meeting will be adjourned and the remaining business addressed at a subsequent meeting.

Part VII. Commencement and Adjournment of Meetings

Quorum

88. A quorum is required for every meeting and will be a majority of the whole members.

89. Notwithstanding section 86 above, where a majority of members have disclosed a pecuniary interest in a matter in accordance with the *Municipal Conflict of Interest Act,* the remaining number of members present will be deemed to constitute a quorum, provided that such number is not less than two (2).

Call to order

90. As soon after the time fixed for the meeting as a quorum is present, the meeting will be called to order by the chair.

Lack of Quorum

91. There will be no meetings without a quorum. If there is no quorum present fifteen (15) minutes after the time appointed for the meeting, the members will stand adjourned until the date and time of the next meeting, and the Clerk will record the names of the members present upon such adjournment.

92. Quorum must be maintained for the entirety of a meeting. Where a quorum is lost during a meeting, the chair may call a recess for a maximum of fifteen (15) minutes to regain quorum. If a quorum cannot be regained, the members will stand adjourned until the date and time of the next meeting.

Adjournment

93. All regular meetings, special meetings and emergency meetings will end when:

a. the business of the meeting has been concluded;

b. a motion to adjourn is carried;

c. quorum is lost and cannot be regained;

d. an emergency exists; or

e. disorder arises, and order cannot be restored.

94. In addition to the above, the time of adjournment of all regular meetings of council, including any closed portion of the meeting, will be no later than four (4) hours following the commencement of the meeting, unless this rule is temporarily suspended by unanimous consent of the members present at the meeting.

Part VIII. Presiding over Meetings

Mayor to preside

95. The Mayor, if present, will act as chair and preside at all Council meetings.

Deputy Mayor

96. In the absence of the Mayor, the Deputy Mayor will call Council meetings to order, and the Deputy Mayor will preside during the meeting or until the arrival of the Mayor.

Acting Mayor

97. In the absence of the Mayor and Deputy Mayor, the Acting Mayor will call Council meetings to order, and the Acting Mayor will preside during the meeting or until the arrival of the Mayor or Deputy Mayor, as the case may be.

Duties of Chair

98. The chair of a meeting will:

a. call the meeting to order as soon after the hour fixed for the meeting as there is a quorum present;

b. announce the business before the members in the order in which it is to be acted upon;

c. designate the member who has the floor when two or more members indicate they wish to speak;

d. determine how long consideration of a motion should continue before a vote is called;

e. put to a vote all motions which are properly moved and announce the results;

f. decline to put motions that infringe on the rules of procedure to a vote;

g. enforce the observance of order and decorum among the members and other people attending the meeting;

h. decide questions of order;

i. order a member, or a member of the public, who is persisting in breach of the rules, to vacate the meeting room; and

j. adjourn the meeting when the business is concluded, a motion to adjourn is carried, quorum is lost and cannot be regained, or an emergency exists.

99. In the case of disorder arising at a meeting, the chair may recess the meeting until order is restored and, if order cannot be restored, the chair may adjourn the meeting.

Part IX. Conduct at Meetings

Conduct of Council

100. Members of Council must govern themselves according to Council's Code of Conduct.

101. Members present at a meeting will ensure that all electronic devices are set to silent mode.

102. Every member desiring to speak will indicate in order to be recognized by the chair.

103. Every member, upon being recognized, will remain seated in his or her place and address the chair.

104. No member may:

a. speak to a matter more than once unless, with leave of the chair, in explanation of a material portion of the member's remarks which may have been misunderstood;

b. speak to a matter for more than ten (10) minutes;

c. speak on any subject other than the subject under consideration;

d. use offensive words or speak disrespectfully of the Mayor, members, staff or the public;

e. criticize any decision of the members, except for the purpose of moving that the question be reconsidered;

f. speak without being recognized by the chair or cause a disturbance while another member is speaking;

g. leave their seat or make noise or cause a disturbance while a vote is being taken or a result is being declared; or

h. disobey the rules or decisions of the members or a decision of the chair on points of order or privilege.

105. A member called to order by the chair must immediately cease further comment and may appeal the call to order. The members, if appealed to, will vote on the appeal without debate, and the decision will be final. If there is no appeal, the chair's decision is final.

106. No member will disobey the rules of procedure, or a decision of the chair or of the members on questions of order or practice, or upon the interpretation of the rules, and in the case where a member persists in any such disobedience after having been called to order by the chair, the chair may order that such member leave their seat for the duration of the meeting; but if the member apologizes they will be permitted to retake their seat.

Conduct of the Public

107. Members of the public attending a meeting must ensure that all electronic devices are set to silent mode.

108. Public, including those making deputations, who are present at a meeting, may not:

a. address the members or approach the seating area of the members without permission;

b. bring food or beverage, except for water, into the meeting room unless so authorized;

c. engage in any activity or behavior that would affect the deliberations of the members; or

d. make detrimental comments respecting or maligning the integrity of the Mayor, members, staff or the public.

109. Any person who is not conducting themselves in a proper manner, as outlined in this by-law, will be asked to do so by the chair. Any person who continues to conduct themselves in an improper manner will be ordered to leave the meeting and, if necessary, removed from it. Any person who conducts themselves in a manner that poses a threat to their own or others' safety will be ordered to leave or removed from the meeting without warning.

Part X. Rules of Debate

Request to Speak

110. To address Council or committee, a member will request to speak, be recognized by the chair and direct all comments through the chair.

Order of Speakers

111. When two or more members indicate their desire to speak at the same time, the chair will designate the order of speakers.

Interruption of the Speaker

112. When a member is speaking, no other member may interrupt the speaker except to raise a point of order or a point of privilege.

Reading Motion under Consideration

113. Any member may require a motion under consideration to be read at any time during debate, but may not interrupt a member who is speaking to make the request.

Questions

114. When a motion is under consideration, a member may ask a concisely worded question of another member or appropriate staff person, through the chair, prior to the motion being put to a vote.

Points of Order, Privilege

115. When a member seeks to raise a point of order or a point of privilege, the member will first be recognized by the chair, state the point, and remain silent until the chair has ruled on it.

116. Unless a member immediately appeals the chair’s decision to the members, the chair's decision is final.

117. If the chair's decision is appealed to the members, the appeal will be put to the members immediately, without debate, and the result will be final.

Part XI. Motions

Motions in Writing

118. Each motion will be written unless it is a motion to:

a. adjourn;

b. recess;

c. extend past the hour for adjournment;

d. table;

e. postpone;

f. call the vote;

g. refer; or

h. amend.

Motion Open for Consideration

119. Each motion will be stated by the mover, in the mover's place, and, upon being moved and seconded, the chair will declare the motion open for consideration.

Subsequent Motions

120. When a motion is under consideration, no other motion is in order except a motion to:

a. adjourn;

b. recess;

c. extend past the hour for adjournment;

d. table;

e. postpone;

f. call the vote;

g. refer; or

h. amend.

Motion to Adjourn

121. A motion to adjourn will:

a. not be amended;

b. not be debated;

c. not include qualifications or additional statements; and

d. always be considered, except when a member is speaking or when members are voting.

Motion to Recess

122. A recess may be declared by the chair or moved by a member.

123. A motion to recess will:

a. include the proposed length of recess;

b. not be amended;

c. not be debated; and

d. always be considered, except when a member is speaking, or members are voting.

124. Where a recess is declared, the chair will announce its length.

Motion to Extend

125. A motion to extend past the hour for adjournment in a regular meeting will:

a. not be amended;

b. not be debated;

c. always be considered, except when a member is speaking or members are voting; and

d. require unanimous consent of the members present at the meeting.

Motion to Table

126. A motion to table will:

a. not be amended;

b. not be debated

c. apply to the main motion and any amendments to it under consideration at the time when the motion to table was made; and

d. not include qualifications or additional statements.

127. If a motion to table is carried, then the main motion and any amendments to it will be removed from the consideration of the members.

128. A motion to take a matter from the table may be introduced at any time, when it is made at the same meeting at which the motion to table was made, except when a member is speaking, or another motion is under consideration.

129. A motion to take a matter from the table, at a meeting after the meeting where the motion to table was made, will require a Notice of Motion and must be made within three (3) months of the motion to table.

130. If a motion to take a matter from the table is carried at a meeting, then consideration of the original matter will become the next order of business.

Motion to Postpone

131. A motion to postpone a matter pending receipt of further information or the happening of an event will:

a. not be amended;

b. be debated only as to the time period of postponement;

c. apply to the main motion and any amendments to it under consideration at the time when the motion to postpone was made; and

d. not include qualifications or additional statements.

132. If a motion to postpone is carried, then the main motion and any amendments to it will be removed from the consideration of the members until the time provided for in the motion.

Motion to Call the Vote

133. A motion to call the vote (close debate) will:

a. not be amended;

b. not be debated; and

c. apply to the motion or amendment under debate at the time when the motion to call the vote is made.

134. If a motion to call the vote is carried, the preceding motion or amendment will be voted on immediately without further debate or comment.

Motion to Refer

135. A motion to refer a matter under consideration to a committee, staff person or elsewhere will:

a. be open to debate;

b. be amendable; and

c. preclude amendment or debate of the preceding motion, unless the motion to refer is defeated, in which case the preceding motion will be open to debate and amendment.

Motion to Amend

136. Before the chair calls a vote on a motion, a member may ask the mover of the motion if they would accept a change to the motion, termed a 'friendly amendment'. The mover may either accept or reject the proposed change. If the mover rejects the proposed change, the member suggesting the change can formally move an amendment. If the mover accepts the change, the motion will be put to a vote. Friendly amendments will be recorded in the minutes as a main motion, rather than a main motion and an amendment.

137. A motion to amend a motion under consideration will:

a. be open to debate;

b. be relevant to the main motion; and

c. not propose a direct negative to the main motion.

138. Only one motion to amend the main motion will be allowed at one time.

139. Motions to amend may not be amended.

Motion to Reconsider

140. No motion to reconsider a decided matter will be in order when, because of the vote on the original motion, something has been done that is impossible to undo.

141. A motion to reconsider a decided matter may be introduced at any time, except when a Member is speaking, or Members are voting, when it is made at the same meeting at which the original motion was decided.

142. A motion to reconsider a decided matter of Council, at a meeting after the meeting at which the original motion was decided, will require a Notice of Motion.

143. Where a Notice of Motion to reconsider a decided matter is provided, it will act as a bar to any further action resulting from the original motion until the matter is decided.

144. A motion to reconsider a decided matter will require a two-thirds (2/3) vote of the whole of Council.

145. If a motion to reconsider is carried at a meeting, the original matter will become the next order of business.

146. A motion to reconsider can be moved by any Member, regardless of how he or she voted on the original question.

147. A motion to reconsider a decided matter will not be debatable, but the mover of the motion may provide a brief statement outlining the reasons for proposing such reconsideration.

148. A motion to reconsider a decided matter may not be made more than once in a twelve (12) month period from the date the matter was decided, unless a regular election has occurred during that time.

149. The following motions cannot be reconsidered:

a. To adjourn.

b. To recess.

c. To suspend the rules.

d. To reconsider.

Withdrawal of Motion

150. Every motion will be deemed to be in the possession of the Members for consideration after it is accepted by the chair. The Members may consent to the withdrawal of the motion at any time before amendment or decision.

Dividing a Motion

151. When a motion under consideration contains distinct elements, a Member may request that the motion be divided and the vote on each discrete element taken separately.

Notice of Motion

152. At a Regular Meeting, a member may give notice, during Notice of Motion, that he or she intends to introduce a motion at a subsequent meeting.

153. The motion will be supported by at least one other member of Council who will indicate their support at the time the notice is provided.

154. The motion will be submitted to the Clerk, in writing, by the end of the meeting at which the notice is provided.

155. The motion will be addressed at the next Regular Meeting, under 'Motions for which notice was previously given', unless a Special Meeting is called earlier to address the motion. An unsupported motion will not be introduced at a subsequent meeting.

Motion by Chair

156. If the chair wishes to make a motion or to speak on a motion, taking a definite position and endeavouring to persuade the other members to support that position, then he or she will first leave the chair and designate another member to fill his or her place until the vote on the matter is concluded and he or she resumes the chair.

Administrative changes to motions

157. The Clerk is delegated the authority to make grammatical, typographical and syntactical corrections to motions, to maintain readability and uniformity, provided that the edits may not change the intent of the motion. Corrections to motions may be made prior to, during or following the adjournment of a meeting.

Part XII. Voting

One Vote per Member

158. Each member has the right to one vote on each motion, subject to any declaration of interest.

Default Majority Vote

159. Unless otherwise specified in this by-law, all votes will be decided by way of a majority vote of the members present at the meeting.

Time of Vote

160. A motion will be put to a vote by the chair immediately after all members desiring to speak on the motion have spoken, in accordance with this by-law.

Speaking during the Vote

161. After a motion is put to a vote by the chair, no member will speak on that motion, nor will any other motion be made until after the result of the vote is announced by the chair.

Mandatory Vote

162. Every member present will vote on every motion, unless the member declares an interest, in which case the member will refrain from voting.

Deemed Negative Vote

163. Every member who is present for a vote and has not declared an interest will be deemed to be voting against a motion if he or she abstains from voting on that motion.

Tie Vote

164. Where there is a tie vote on any motion, it will be deemed to have been decided in the negative.

Show of Hands

165. Unless a recorded vote is called for, all voting will be done by a show of hands.

Recorded Vote

166. Any member may request that a vote be recorded immediately before or after the vote. When a recorded vote is requested, all members present at the meeting will vote in alphabetical order, unless otherwise prohibited from voting on the motion by reason of a declared interest, except the deputy mayor/vice chair, who will vote second-last and the chair, who will vote last. The Clerk will call the members' names and announce the results. The names of those who voted for and against will be noted in the minutes.

Budget Vote

167. In a year when the Mayor tables a budget before February 1, Council may pass resolutions to amend the proposed budget. The Mayor may veto any amendments made by Council in accordance with legislation. Council may then override the Mayor’s veto with a two-thirds (2/3) vote of all the members of Council.

168. In a year when the Mayor does not table a budget before February 1, the budget for the year is approved by Council by by-law.

Budget Amendment Vote

169. After the budget for the year is adopted, the Mayor may make budget amendments in accordance with legislation for the purpose of increasing the City’s levy.

170. After the budget for the year is adopted:

a. any motions or by-laws proposing an expenditure of money that affects the approved tax levy for the year, as determined by the

Treasurer, must receive a two-thirds (2/3) vote of all the members of Council; and

b. any staff recommendation, motion by a member, or by-law that affects the approved tax levy for the year, as determined by the Treasurer, must identify that a budget amendment is being considered.

Multi-year Capital Plan Vote

171. Notwithstanding the budget amendment voting rules above, a majority vote may approve any revision to a multi-year capital plan.

Part XIII. By-laws

Previous consideration

172. No by-law will be presented to the members unless the subject matter has been considered and the members have moved to bring the by-law forth.

By-law listing

173. The Clerk will submit to the members a list of all proposed by-laws for adoption, including the by-law number and title for each.

One Motion

174. Unless otherwise requested, all by-laws proposed for adoption will be passed in one motion.

By-law Requirements

175. Every by-law passed by Council will:

a. be signed by the Mayor, or the presiding officer;

b. be signed by the Clerk or designate;

c. be sealed with the City seal; and

d. indicate the date of passage.

Confirmatory by-law

176. Council will enact a by-law to confirm all actions taken by Council at each meeting.

Administrative Changes to By-laws

177. The Clerk is delegated the authority to make administrative corrections to by-laws, to maintain accuracy, readability and uniformity, provided that the edits may not change the intent of the by-law.

Part XIV. Committees and Local Boards

Dates, times and locations of Committee meetings

178. All meetings of committees will generally be held at the Council Chambers, City Hall, 808 2nd Avenue East, Owen Sound, but may be moved to alternate locations on the chair's recommendation. Where an alternate location is required, it will be within the City of Owen Sound or an adjacent municipality, at a venue accessible to the public.

179. The schedule of Regular Meetings, submitted by the Clerk for Council's adoption, will include dates and times for monthly meetings of the Advisory Committees.

180. The dates and times of Ad Hoc Committee meetings will be determined by the chair.

181. The chair of a committee may, at any time, call a Special or Emergency Meeting and set its time.

Dates, times and locations of local board meetings

182. All meetings of local boards will be held at a location chosen by the chair within the boundaries of the City of Owen Sound or an adjacent municipality, at a venue accessible to the public.

183. The dates, times, and locations of Regular meetings of local boards will be included on the Agenda provided for each meeting.

184. The chair of a local board may, at any time, call a Special or Emergency Meeting and affix the time for the meeting.

Notice of meetings

185. Notice of meetings will be provided by posting agendas on the City's website:

    a. by 4:30 p.m., seven (7) days before a Regular Meeting, save and except the Committee of Adjustment, where notice will be provided at least seventy-two (72) hours before a Regular Meeting;

    b. forty-eight (48) hours before a Special Meeting; and

    c. as soon as practicable for an Emergency Meeting.

Agendas

186. The Clerk will prepare an Agenda for committee meetings and local board meetings in accordance with the business to be addressed.

Agenda – items to follow

187. Where an agenda for a meeting is posted with items to follow, the Clerk may republish the agenda with the outstanding material at least seventy-two (72) hours before the meeting. In this circumstance, Committee members will be directly advised of the republishing.

188. Where an agenda for a meeting is posted, and subsequently it is determined by the Clerk that an item has been missed or is urgently needed on the agenda, the Clerk may republish the agenda with additional material at least seventy-two (72) hours before the meeting. In this circumstance, Committee members will be directly advised of the republishing.

Procedures

189. The rules governing the procedure of Council and the conduct of members will be observed as far as applicable, subject to the following:

    a. motions are not required to be in writing or to be seconded; and

    b. a member may speak to a matter more than once at the discretion of the chair.

Members' Rights

190. Members who are not members of a specific committee or local board may attend meetings of that committee or local board and, with the chair's consent, may take part in discussion, but will not be counted in the quorum or entitled to make motions or to vote at these meetings.

Absence of Chair

191. Where the chair of a committee or local board is not in attendance after the scheduled time for the meeting to begin, the vice chair will call the meeting to order and preside until the chair arrives. For meetings held in the absence of the chair and vice chair, staff will call the meeting to order and lead nominations for an acting chair to preside until the chair or vice chair arrives.

Part XV. Repeal and Effective Date

By-law Repealed

192. On the date that this by-law comes into effect, By-law No. 2024-109 and all amendments thereto are hereby repealed.

Effective Date

193. This by-law will come into full force and effect on November 16, 2025, at which time all by-laws, policies and resolutions that are inconsistent with the provisions of this by-law are hereby amended or repealed insofar as it is necessary to give effect to the provisions of this by-law.

FINALLY PASSED this 11th day of May 2026.

Signature on file
Mayor Ian C. Boddy

Signature on file
Briana M. Bloomfield, City Clerk

Appendix 'A' to By-law No. 2026-052

Motions Table

Motion	**Amendable**	**Debatable**	**Special Majority**
Adjourn	No	No	No
Amend	No	Yes	No
Call the vote	No	No	No
Extend	No	No	unanimous consent of all members present at the meeting
Postpone	No	Only time period of postponement	No
Recess	No	No	No
Refer	Yes	Yes	No
Reconsider	No	No	2/3 of all Council members
Point of order	No	No	chair rules*
Point of privilege	No	No	chair rules*
Suspend rules of procedure	No	No	2/3 of all Council members
Table	No	No	No

*A point of order/privilege is ruled on by the chair. Any member may appeal the chair's ruling, which must be decided by a majority vote of the members present without debate.