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Chapter 27

COUNCIL PROCEDURES

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Appendix B – Reserved

[History: Adopted by the Council of the City of Toronto December 5, 2018 by By-law 3-2019[1]. Amendments noted where applicable.]

General References

City of Toronto Act, 2006 - See S.O. 2006, c. 11. Sched. A.
Health Protection and Promotion Act - See R.S.O. 1990, c. H.7.
Municipal Conflict of Interest Act - See R.S.O. 1990, c. M.50
Municipal Elections Act, 1996 - See S.O. 1996, c. 32.
Municipal Freedom of Information and Protection of Privacy Act - See R.S.O. 1990, c. M.56
Planning Act - See R.S.O. 1990, c. P.13

[1] **Editor's Note: By-law 3-2019 replaced Chapter 27, Council Procedures, in its entirely.**

ARTICLE 1
Interpretation

§ 27-1.1. Definitions.

ACT - The City of Toronto Act, 2006.

ADJOURN - End a meeting.

ADMINISTRATIVE INQUIRY - A Member's inquiry seeking information relating to City business.

AGENCY - An agency, board, commission, or corporation of the City (including administrative, and quasi-judicial bodies), which have a legislative basis in a provincial statute or a municipal by-law.

BILL - A draft or proposed form of by-law.

BOARD OF HEALTH - An agency established under the Health Protection and Promotion Act.

CALL A MEMBER TO ORDER - Identifying a member by name, and requesting that member to refrain from the current behaviour and to behave in accordance with the procedures by-law.

CHAIR - The person presiding at a meeting.

CHIEF FINANCIAL OFFICER AND TREASURER - The Chief Financial Officer and Treasurer.[2]

CHIEF PLANNER - The Chief Planner and Executive Director of City Planning.

CITY OFFICIAL -

A. The City Manager, a Deputy City Manager, the Chief Financial Officer and Treasurer, and the Deputy Treasurer; **[Amended 2025-02-11 by By-law 104-2025[3]]**

B. The Auditor General, the Clerk, the City Solicitor, and the Medical Officer of Health; and

C. Any general manager, director, or executive director reporting to any of the positions in Subsection A.

CLERK - The Clerk of the City of Toronto.

CLOSED MEETING - A meeting, or part of a meeting, that is closed to the public under conditions described in the Act and the procedures by-law.

COMMITTEE - An advisory or other committee, subcommittee or similar group of which at least 50 per cent of the committee members are also Members or members of local boards, other than the Police Services Board or the Toronto Public Library Board.

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[2] **Editor's Note: By-law 17-2019 deleted all references to the title "Chief Financial Officer" in this chapter and replaced them with the title "Chief Financial Officer and Treasurer". This by-law also replaced all references to the title "Treasurer" with the title "Controller". By-law 17-2019 is deemed to have come into force on October 23, 2018.**

[3] **Editor's Note: By-law 104-2025 enacted on February 11, 2025, deleted "Controller" where it appeared and substituted with "Deputy Treasurer".**

COMMITTEE MEMBER - A member of a committee.

COMMITTEE OF THE WHOLE - A quorum of the Members present sitting as a committee of the whole Council.

COMMUNITY COUNCIL - A Council Committee established in accordance with Part VI.1 of the City of Toronto Act, 2006, whose members represent the wards from a particular geographical area. **[Amended 2026-06-25 by By-law 657-2026]**

CONFIRMATORY BILL - A bill that when passed gives general effect to a previous Council decision or Council proceedings.

CONTINUED MEETING - A Council meeting held the day after a Council meeting's last scheduled day to consider unfinished business from that meeting. A continued meeting is part of the Council meeting it is continuing.

COUNCIL CHAIR - The person presiding at a Council meeting, or the Mayor when no Council meeting is in session.

COUNCIL COMMITTEE - A committee of Members established in accordance with Part VI.1 of the City of Toronto Act, 2006, that reports directly or indirectly to Council. The Executive Committee, Standing Committees, Community Councils, Special Committees, and subcommittees are all examples of Council Committees. **[Amended 2026-06-25 by By-law 657-2026]**

DELEGATED MATTER - A matter for which Council has delegated the final decision making to a Council Committee under Article 18.

DEPUTY MAYOR - Any Member the Mayor appoints as Deputy Mayor to assist the Mayor , including one individual appointed by the Mayor as First Deputy Mayor to act as Mayor when the Mayor is absent from the City or due to illness or when the office of Mayor is vacant. Any reference to Deputy Mayor in a City by-law other than this definition is a reference to the First Deputy Mayor.

EMERGENCY - A situation, or the threat of a situation, adversely affecting property, health, safety or welfare, which by its nature and seriousness requires an immediate, co-ordinated, and controlled response.

EXECUTIVE COMMITTEE - A Council Committee established in accordance with Part VI.1 of the City of Toronto Act, 2006. **[Amended 2026-06-25 by By-law 657-2026]**

FIRST MEETING - The first Council meeting after a regular election.

INFORMATION REPORT - A City official's report that advises and informs without recommending.

MAYOR - The head of Council.

MAYOR'S KEY MATTERS - Matters the Mayor identifies for priority debate under § 27-7.7C.

MEETING - Any regular, special, or other meeting of Council, a committee, or an agency.

MEMBER -

A. An elected or appointed member of Council; and

B. A Member or a committee member.

MOTION - A member's formal proposal that Council or a committee take certain action.

MOTION TO AMEND - A motion to vary the main motion before Council or a committee.

MOTION TO DEFER - A motion to delay a decision on a matter by postponing consideration of the matter:

A. Indefinitely;

B. Until, or within, some specified time or time period;

C. Until a specified event happens; or

D. Until a report or communication is presented.

MOTION TO END DEBATE - A motion to stop all debate on a matter, and to vote on the matter immediately.

MOTION TO EXTEND DEBATE - A motion to extend debate on a matter by extending the number of times a member may speak on the matter, or by extending the time allotted to each member to speak on the matter.

MOTION TO LIMIT DEBATE - A motion to restrict debate on a matter by reducing the time for the debate on the matter, or by reducing the time allotted to each member to speak on the matter.

MOTION TO RECEIVE FOR INFORMATION - A motion to acknowledge a matter or part of a matter including the main motion or amendment, to take no current action on the matter, and to place the matter in the Clerk's records for future reference.

MOTION TO REFER - A motion to send a matter, including a main motion or amendment, to a committee, agency or person for more information or recommendation.

MOTION WITHOUT NOTICE - A motion to introduce new business for which no notice has been given.

NON-STATUTORY HEARING - A public hearing on a matter for which no statute requires that a hearing be held.

NOTICE OF MOTION - A motion to introduce new business for which notice is considered to have been given.

ORDER PAPER - An agenda, program, or order of business adopted by Council under § 27-7.3.

POINT OF ORDER - Bringing to the attention of the Chair and Members that a person has broken a rule or made an error in procedures and asking that the Council meeting follow the rules or that the error in procedure be corrected.

POINT OF PRIVILEGE - A request to the Chair and to Council to immediately consider and take action to remedy a situation negatively affecting the rights or privileges of Members or of Council as a whole, despite other pending business currently before Council.

PROCEDURES BY-LAW - This Council procedures by-law as set out in this chapter.

PUBLIC ADVISORY BODY - Any advisory body, roundtable or other body Council establishes to advise on specific areas of interest, with members of the public making up more than 50 per cent of the membership and Members or other elected officials making up the rest. Agencies are not public advisory bodies. Public advisory bodies follow Council's Simplified Rules of Procedures.

PUBLIC PETITION - A communication from more than one member of the public which complies with § 27-4.12B.

PUBLIC PRESENTATION - An appearance before a Committee by any member of the public to speak to a matter before the Committee in accordance with the procedures by-law.

QUORUM - The number of members to be present at a meeting to legally conduct business at the meeting.

RECESS - A temporary break in a meeting.

RECONVENED MEETING - A Council meeting held before the next Council meeting to consider unfinished business from the last meeting.

RECORDED VOTE - A vote for which the Clerk records all members present and how they voted.

REGULAR ELECTION - Regular election held under the Municipal Elections Act, 1996.

REPORT - A City official's report that makes recommendations to a committee or to Council.

ROBERT'S RULES OF ORDER - The most current edition of "Robert's Rules of Order, Newly Revised".

RULING - The Chair's interpretation of the procedures by-law to settle a procedural matter. Such an interpretation is more than a simple restatement of the relevant by-law provisions and explains how the rule applies to the matter.

SERGEANT-AT-ARMS - The City's Chief of Security, or the designate.

SPEAKER - A Member that Council elects, with the consent of the Mayor, to preside at Council meetings as set out in § 27-6.4A.

SPECIAL COMMITTEE - A Council Committee established in accordance with Part VI.1 of the City of Toronto Act, 2006. **[Amended 2026-06-25 by By-law 657-2026]**

SPECIAL MEETING - A Council or committee meeting other than a regular meeting, a continued meeting, or a reconvened meeting, called in accordance with the rules of the procedures by-law.

STANDING COMMITTEE - A Council Committee established in accordance with Part VI.1 of the City of Toronto Act, 2006. **[Amended 2026-06-25 by By-law 657-2026]**

STATUTORY HEARING - A public hearing on a matter for which a statute requires that a public hearing be held.

SUBCOMMITTEE - A committee established by a Council Committee or the Board of Health, composed only of some of the members of the establishing committee, that is given a specific task and required to report on that specific task.

TAKE NOTE AND FILE - A decision by a Council Committee to not make recommendations to Council on a matter until a later time because the Council Committee needs more time to consider the matter.

URGENT MATTER - A matter that relates to a significant emergency health or safety matter, or relates to a significant financial, legal, or contractual deadline before the next Council meeting.

ARTICLE 2
Principles and Purpose

§ 27-2.1. Purpose.

The procedures by-law establishes:

A. The rules for all Council and committee meetings.

B. Reserved.[4]

§ 27-2.2. Principles of the procedures by-law.

A. The following members' rights are the principles upon which the procedures by-law is based:

(1) The majority of members have the right to decide;

(2) The minority of members have the right to be heard;

(3) All members have the right to information to help make decisions, unless otherwise prevented by law;

(4) Members have a right to an efficient meeting;

(5) All members have the right to be treated with respect and courtesy; and

(6) All members have equal rights, privileges and obligations.

B. The procedures by-law is interpreted in accordance with the principles set out in Subsection A.

[4] **Editor's Note: Section 27-2.1B "The Council Committees" was deleted June 25, 2026, by By-law 657-2026. The power to establish or dissolve committees and assign their functions is carried out by the Mayor, by Mayoral Decision, in accordance with Part VI.1 of the City of Toronto Act, 2006. Council does not exercise authority over these matters unless the Mayor delegates such powers pursuant to the Act.**

ARTICLE 3
Application and Interpretation

§ 27-3.1. What rules have priority in by-law conflicts.

In the case of a conflict, the procedures by-law has a higher priority than any other City by-law or Municipal Code Chapter, and will apply to the extent of any conflict.

§ 27-3.2. Interpreting the procedures by-law.

A specific statement or rule has greater authority than a general one. Headings are only for reference purposes.

§ 27-3.3. Parliamentary authority.

A. **Chair to rule on conflicting rules and when there is no rule.**

If there is a conflict between two or more rules in this procedures by-law, or if there is no specific rule on a matter, the Chair will rule.

B. **Chair's use of Robert's Rules of Order.**

The Chair, consulting with the Clerk, may use Robert's Rules of Order as an aid in ruling under Subsection A.

C. **Chair may use practices and precedents.**

The Chair may use Council's practices and former decisions, including previous rulings, in applying these rules and in making rulings.

§ 27-3.4. Criteria for suspending rules and substituting special rules.

A. Subject to Subsection C, Council may suspend any rule in the procedures by-law and may replace it with a special rule if:

(1) It has given notice at a previous Council meeting or has given notice and considered it at a Council Committee meeting; and

(2) The suspension is only for a defined period.

B. Any special rules adopted under Subsection A are considered part of the procedures by-law.

C. Council cannot suspend the following rules:

(1) Amending the procedures by-law, § 27-3.6;

(2) Quorum necessary for Council and committee meetings, § 27-5.12;

(3) Meetings open to the public, § 27-5.14;

(4) Closed meetings, § 27-5.15;

(5) Rules for speaking, § 27-11.4;

(6) Delegation of authority, § 27-18.1; and

(7) Reopening and reconsidering decisions, § 27-18.2.

§ 27-3.5. Waiver of rules.

A. **Two-thirds vote required to waive rules.**

Subject to Subsection B, a motion to waive one of the procedures by-law's rules on a one time basis will pass if two-thirds of the Members present vote for it.

B. **Rules that cannot be waived.**

Council cannot waive the following:

(1) Waiver of rules, two-thirds vote required to waive rules, Subsection A;

(2) Amending the procedures by-law, § 27-3.6;

(3) First meeting, no new business, § 27-5.1C;

(4) No new business in special meetings, § 27-5.8;

(5) Quorum necessary for Council and committee meetings, § 27-5.12;

(6) Meetings open to the public, § 27-5.14;

(7) Closed meetings, § 27-5.15;

(8) Notices of motion, § 27-8.3;

(9) Motions without notice, § 27-8.4;

(10) Questioning, time for question and answers to committee or agency Chairs, and to City or agency officials, § 27-11.1D;

(11) Questioning, timing and time limits for questions to the Mayor, § 27-11.1E;

(12) Questioning, time for questions and answers of previous Speaker, § 27-11.1H;

(13) Subject to §§ 27-9.12B(1)(b), 27-9.12B(1)(c) and 27-9.13B(1)(b) Rules for speaking, § 27-11.4;

(14) Delegation of authority, § 27-18.1; and

(15) Reopening and reconsidering decisions, § 27-18.2.

§ 27-3.6. Amending the procedures by-law.

A. **Two-thirds vote required.**

To pass a motion to amend or repeal the procedures by-law requires a two-thirds vote of the Members present.

B. **Notice to be given at a previous Council meeting or by Council Committee consideration.**

Council will only consider amendments or repeal of the procedures by-law at a Council meeting if:

(1) A previous Council meeting received notice of the proposed amendment or repeal; or

(2) A Council Committee had already considered the amendment or repeal.

§ 27-3.7. Majority vote required is default.

Unless the procedures by-law or statute specifies otherwise, a matter passes when a majority of members present vote for it. **[Amended 2026-06-25 by By-law 657-2026]**

ARTICLE 4
Public Participation

§ 27-4.1. Principles of public participation.

The public has the right to participate in the decision-making process by writing to Council or committee, by submitting a public petition, or by making a public presentation, as the procedures by-law describes.

§ 27-4.2. Public presentations to committees.

A. The public may make a public presentation to committee meetings, including meetings of committee of the whole, as described in the procedures by-law.

B. The public may not make public presentations to a Council meeting, unless required by legislation.

C. Unless a committee decides otherwise, the public may make a public presentation only to the one committee with a mandate related to the public presentation.

§ 27-4.3. Invited and other public presentations to a committee.

A. A committee may invite specific persons, experts, organizations or groups to make a public presentation to it on any matter within its mandate.

B. Subject to § 27-4.4, § 27-4.5 and § 27-4.13, any person may:

(1) Attend any committee meeting open to the public;

(2) Make a public presentation on a matter on that committee meeting's agenda; and

(3) In presenting as described in Subsection B(2), represent themself, an organization or a group.

§ 27-4.4. Restrictions on public presentations on information reports.

The public may only make public presentations on information reports if, at a previous committee meeting, a committee has given notice of its intention to hear public presentations on that information report.

§ 27-4.5. General rules for public presentations to a committee.

A. **Presenters to register notice of intention to present.**

The procedures for a person, organization or group wishing to make a public presentation about a committee agenda matter is to:

(1) Register a notice of their intention to make a public presentation with the Clerk by regular mail, e-mail, fax, telephone or in person; and

(2) Do so by 12:00 p.m. of the business day immediately before the committee meeting day.

B. **Language and procedures for public presentations.**

Public presenters to committees must:

(1) Not speak disrespectfully about anyone;

(2) Not use offensive language;

(3) Speak only about the subject on which the committee invited them to make a public presentation; and

(4) Obey the procedures by-law and any Chair's ruling.

C. **Time allotted for public presentations.**

Unless the committee decides otherwise, a public presentation has a five-minute limit.

D. **Use of translators not counted in public presenters' time limits.**

A person making a public presentation may use a translator, and the translation time does not count towards the five-minute limit.

E. **Members' right to question presenters.**

Members who are not members of the committee may question any person making a public presentation.

F. **Public presenters permitted to participate electronically.**

[Added 2023-04-03 by By-law 274-2023]

Public presenters are permitted to participate electronically in a manner as determined by the City Clerk at a meeting held in accordance with § 27-5.16.

§ 27-4.6. Rules for motion to defer if persons intend to present.

If a committee member intends to make a motion to defer a matter, and if persons who have given notice of their intention to make public presentations about the matter are present, then:

A. The committee member makes the motion to defer as soon as possible; and

B. The committee votes on the motion immediately after.

§ 27-4.7. Procedures for non-statutory hearings.

The following procedures apply to non-statutory hearings:

A. **Introduction of subject matter.**

The Chair introduces the matter before the committee.

B. **Presentation by public who register notice of intention to present.**

The committee hears public presentations from everyone who has registered a notice of intention to make a public presentation on the matter before the committee.

C. **Five minutes for a member's questions to a public presenter.**

After the public presentation, a committee member and any other Member present at the committee meeting may ask the presenter any relevant questions for up to five minutes.

D. **Chair asks if others wish to speak.**

After the committee has heard all presenters who had registered a notice of intention to make a public presentation on a matter, the Chair asks if there are other persons who wish to make a public presentation on the matter.

E. **Committee to decide whether non-registered public presenters may speak.**

Despite § 27-4.5A, if other persons present wish to make a public presentation, the committee may hear from them.

F. **Member questions to City officials.**

After the committee hears all public presentations related to the matter, a committee member and any other Member present at the committee meeting may ask City officials questions on the matter, subject to § 27-11.1D.

G. **Committee options on considering the matter.**

After hearing all public presentations on the matter and asking any related questions, the committee may immediately consider the matter or defer considering it to a future committee meeting.

H **Committee members speak last.**

Members who are not members of the committee speak first on the matter.

I. **After debate, the committee votes.**

After the committee debates the matter, the committee Chair puts the matter to a vote.

§ 27-4.8. Committee's right to change the rules for public presentations on non-statutory hearings.

Despite § 27-4.7, for non-statutory hearings, the committee may decide to:

A. Request the presenter to file with the Clerk an outline of the public presentation after the presenter has made the public presentation;

B. Alter the order of hearing public presentations;

C. Subject to § 27-4.6, defer hearing a public presentation to a future committee meeting;

D. Hear together all public presentations from one person or from one group on all matters that person or group intends to present on;

E. Hear public presentations from only one person representing a group or one side of an issue; or

F. Any combination of the decisions in Subsections A to E.

§ 27-4.9. Statutory hearings.

A. **Delegating a statutory hearing.**

Council may delegate to a committee the power to conduct a statutory hearing, if legislation allows Council to do so.

B. **Rules for statutory hearings.**

(1) The procedures set out in § 27-4.7 apply to statutory hearings, with the exception of § 27-4.7E.

(2) If other persons present wish to make a public presentation at a statutory hearing, the committee must hear from them.

§ 27-4.10. Chair may end public presentations.

A. **Reasons for ending public presentations are disorder or not following rules.**

The Chair may end a public presentation if there is disorder or a failure to follow these rules.

B. **Consequences of Chair's decision to end a presentation.**

If the Chair ends a public presentation under Subsection A:

(1) The person making the public presentation must leave; and

(2) All questioning of the person making the public presentation ends.

§ 27-4.11. Communications.

A. **Communications given to the Clerk becomes public.**

(1) All communications about a matter on a meeting agenda that the Clerk receives becomes part of the public record.

(2) All communications are available to members and to the public before the meeting or, if necessary, distributed directly to members and the public during the meeting.

B. **Requirements for communications given to Council, a committee, or the Clerk.**

All communications must:

(1) Be delivered in person or sent by regular mail, e-mail, or fax;

(2) Be addressed to Council, a committee, or to the Clerk;

(3) Be legible;

(4) Include the name and the mailing address or the telephone number of the author;

(5) Be in reproducible format; and

(6) Not be defamatory or contain offensive language.

C. **Communications part of public record.**

Personal information and opinions in communications are part of the public record, unless the author of the communication requests the removal of the author's personal information when submitting it, or the Clerk determines the personal information contravenes the Municipal Freedom of Information and Protection of Privacy Act.

D. **A City official may consider any communications.**

If the Chair or Clerk thinks that a City official should consider any communication before the meeting:

(1) The Clerk forwards a copy to the appropriate City official; and

(2) The City official may then submit a report directly to Council or the committee in response to the communication.

§ 27-4.12. Public Petitions.

A. **How to submit a public petition.**

An organizer of a public petition may deliver the petition in person or send it by mail, fax, or e-mail to:

(1) A Member, if the public petition does not relate to a matter on the agenda; or

(2) The Clerk, if the public petition relates to a matter on the agenda.

B. **Rules for a public petition.**

A public petition must:

(1) Be in legible handwriting, in printed form, or in printable form;

(2) Contain a telephone number of the organizer for confirmation;

(3) Contain the signature, unless delivered by e-mail, and the printed name and address of at least one signatory and, if possible, the printed name and address of all signatories;

(4) Contain the fax number of the sender, if the petition is sent by fax;

(5) Contain the e-mail address of the sender and have attached only the petition document in a printable form, if the petition is sent by e-mail;

(6) Contains an explanation of the petitioners' cause or position;

(7) Not contain any improper matter; and

(8) Be appropriate, respectful and temperate in its language.

C. **Public petitions relating to matters on the agenda.**

(1) If a public petition relates to a matter on the agenda of a meeting, the member will give it to the Clerk.

(2) A public petition under Subsection C(1) is considered to be a communication related to the matter on the agenda, and the Clerk will add it to the agenda in accordance with § 27-4.11.

D. **Introducing new business public petitions.**

(1) If a public petition does not relate to a matter on the agenda of a meeting, the member may introduce the public petition at a meeting without written notice or permission.

(2) Prior to introducing a public petition under Subsection D(1), the member must examine the public petition to ensure that it complies with Subsection B.

E. **Council's or committee's actions on a public petition.**

After a member has introduced a public petition under Subsection D, Council or committee may, without debate:

(1) Receive the public petition; or

(2) Refer the public petition to the appropriate Council Committee, agency, or City official.

§ 27-4.13. Public attendance and conduct.

A. The only people allowed in the members' seating area during a meeting are the members, the Clerk, Mayor's office staff, the Sergeant-at-arms, and anyone the Clerk, the Chair, Council, or committee authorizes to be in the member's seating area.

B. No one may display signs or placards, applaud debating participants, or engage in conversation or other behaviour that may disrupt a meeting.

C. No person, other than a member, may speak to a committee, except by invitation of the Chair.

D. Unless authorized by the Clerk, the Chair, Council, or committee:

(1) No one except a member may place any material on members' desks; and

(2) No one may distribute any material to members during a meeting.

E. No one may use a cellular telephone during a meeting, and anyone who brings one to a meeting must turn off the ringer.

ARTICLE 5
Meetings of Council and Committees

§ 27-5.1. First meeting.

A. **First Wednesday of November after election.**

Subject to the Act and any other applicable legislation, Council holds its first meeting on the first Wednesday after the commencement of the Term of Council. **[Amended 2022-07-22 by By-law 954-2022]**

B. **Clerk prepares agenda.**

The Clerk, consulting with the Mayor-elect, prepares the agenda for the first meeting.

C. **No new business in first meeting.**

Council only considers the business on the agenda, and no other business at the first meeting.

D. **Members who took their declaration of office may attend.**

Only Members who have taken their declaration of office as required by the Act may take their seats at the first meeting.

E. **Mayor's option to arrange a guest Speaker.**

The Mayor may ask a guest to make a special address at the first meeting.

§ 27-5.2. Schedule of meetings.

A. **Annual schedule of meetings published.**

(1) Subject to Subsections B, C and D, the Clerk recommends an annual schedule of the time and dates of regular Council meetings and regular meetings of Council Committees to the Striking Committee.

(2) The Clerk publishes the annual schedule after Council adopts it.

B. **Schedule respects cultural and religious days and times.**

The annual schedule of meetings complies with all relevant Council policies on respecting days and times of cultural or religious significance.

C. **Minimum ten Council meetings and twenty meeting days.**

Council meets at least ten times and for at least twenty meeting days in a calendar year.

D. **Scheduling avoids overlapping of committee meetings.**

Whenever possible, Council schedules its committee meetings so that no two Council Committee meetings are at the same time.

E. **Two-thirds vote required to extend scheduled time.**

A two-thirds vote of the Members present is required for Council to extend the meeting times set out in the approved schedule of meetings.

§ 27-5.3. Notice of meeting.

A. **Chapter 162 of the Municipal Code, Notice, Public.**

Written notice of all meetings, and of cancelled meetings, must follow Chapter 162, Notice, Public.

B. **24-hour notice.**

Members must be notified at least 24 hours before the scheduled beginning of the meeting.

C. **Meeting details.**

The notice must include the time, date and location of the meeting.

D. **Purpose.**

The notice must state the purpose of the meeting.

E. **Delivery modes.**

The notice must be delivered either in person or sent by e-mail to each member.

F. **Council policy requirements.**

The notice must include any additional information that Council policy requires.

§ 27-5.4. Continued and reconvened meetings.

A. **Continued meeting if unfinished business remains.**

Subject to Subsection B, if unfinished business remains on the agenda for a Council meeting at the end of the last scheduled meeting day, the Council meeting will continue on the following business day as a continued meeting.

B. **Reconvened meeting is an alternative to continued meeting.**

(1) Council may fix a time to hold a reconvened meeting before the next regular Council meeting, if unfinished business remains on the agenda at the end of the last scheduled meeting day.

(2) If Council fixes a time to hold a reconvened meeting under Subsection B(1), Council must, at the end of the regular Council meeting, defer the remaining unfinished business on the agenda to the reconvened meeting.

§ 27-5.5. Special Council meetings the Mayor calls.

The Mayor may at any time call a special Council meeting on 24 hours' notice in accordance with § 27-5.3.

§ 27-5.6. Special emergency meetings of Council.

Despite § 27-5.5, if there is an emergency, the Mayor may call an emergency special Council meeting without giving notice as required under § 27-5.3, if:

A. All Members are notified of the special Council meeting either personally, by electronic mail, or by any other means necessary, and

B. A majority of Members agree to the Council meeting by giving written consent to the Clerk personally before the beginning of the Council meeting.

§ 27-5.7. Members' petitions for special Council meetings.

A. **Clerk calls petitioned special Council meetings.**

(1) If the Clerk receives a petition that the majority of Members signed requesting a special Council meeting, the Clerk calls a special Council meeting for the purpose, date, and time the petition requests.

(2) The Clerk gives notice of a special Council meeting called under Subsection A(1) as required by § 27-5.3.

B. **Petition requirements.**

A petition under Subsection A must contain:

(1) Original Members' signatures;

(2) A clear statement of the meeting's purpose; and

(3) A time and date for the meeting that must be within 48 hours from the time the petition is given to the Clerk.

C. **Adding to or removing petition names forbidden.**

Once a petition under Subsection A is given to the Clerk, no Member may add or remove their name from the petition.

§ 27-5.8. No new business in special meetings.

Council only considers the business on the agenda, and no other business at a Special meeting.

§ 27-5.9. Special committee meetings.

The Chair may call a Special committee meeting at any time in accordance with § 27-5.3.

§ 27-5.10. Members' petition for Special committee meetings.

A. **Clerk calls petitioned Special committee meetings.**

(1) If the Clerk receives a petition that the majority of committee members signed requesting a special committee meeting, the Clerk calls a special committee meeting for the purpose, date and time the petition requests.

(2) The Clerk gives notice of a special committee meeting called under Subsection A(1) as required by § 27-5.3.

B. **Petition requirements.**

A petition under Subsection A must contain:

(1) Original Committee members' signatures;

(2) A clear statement of the meeting's purpose; and

(3) The time and date for the meeting, which must be held within 48 hours of the time the petition is given to the Clerk.

C. **Adding or removing petition names forbidden.**

Once a petition under Subsection A is given to the Clerk, no committee member may add or remove their name from the petition.

§ 27-5.11. Cancelling and rescheduling Council or committee meetings.

A. **Chair's authority to cancel meetings.**

The Chair may cancel any Council meeting or any committee meeting, other than a meeting called by the Clerk on a petition under § 27-5.7 or § 27-5.10, in accordance with § 27-5.3.

B. **Chair's authority to reschedule meetings.**

The Chair may reschedule a cancelled Council or committee meeting in accordance with § 27-5.3, to any time before the next regular meeting, but not to a time that Council has already scheduled a Council meeting.

§ 27-5.12. Quorum necessary for Council and committee meetings.

A. **Quorum requires a majority.**

Subject to Subsection B, a majority of members sitting in their assigned seats constitutes a quorum for Council and a committee.

B. **When conflict of interest reduces quorum numbers.**

Certain provisions in the Municipal Conflict of Interest Act may disqualify a number of members from participating in a meeting, and if the result is:

(1) Too few members for a quorum, then two or more members may be considered a quorum; or

(2) Only one or no members for a quorum, then the Municipal Conflict of Interest Act describes what steps to take.

C. **Chair starts the meeting.**

As soon as a quorum is present after the time set for the beginning of the meeting, the Chair starts the meeting.

D. **Chair's responsibility to oversee quorum for votes.**

The Chair ensures that a quorum is present whenever a vote is taken.

§ 27-5.13. Absence of quorum.

A. **Ringing of bells or calling for quorum.**

(1) If no quorum is present at the meeting time, or at the time for continuing a meeting after a recess, the Clerk rings the bells or calls for a quorum every three minutes.

(2) The Clerk continues to ring the bells or call for a quorum under Subsection A(1) for 30 minutes or until a quorum is present, whichever is sooner. **[Amended 2023-04-03 by By-law 274-2023]**

B. **Steps when a quorum is lost during a meeting.**

If a member or the Clerk alerts the Chair to a lack of quorum during a meeting, and if the Chair determines that no quorum is present, the Chair requests the Clerk to ring the bells or to call for a quorum every three minutes for up to 30 minutes or until a quorum is present, whichever is sooner. **[Amended 2023-04-03 by By-law 274-2023]**

C. **Roll-call if no quorum after bells or calling.**

If there is still no quorum present after taking the steps set out in Subsection A or Subsection B, the Clerk calls the roll and records the names of the members present.

D. **Meetings postponed to other times if no quorum.**

If there is still no quorum present when the Clerk has completed calling the roll under Subsection C, the meeting is adjourned to the earliest of the following times that a quorum is present:

(1) After the lunch recess on the same day; or

(2) The next day scheduled for the meeting.

E. **If meeting not rescheduled, unfinished business carried forward.**

If the meeting cannot be convened under Subsection D because there is no quorum, all unfinished business carries forward to the next regular meeting or to any special meeting called for that purpose before the next regular meeting.

§ 27-5.14. Meetings open to the public.

Except for meetings as described in § 27-5.15, all meetings are open to the public, and no person is excluded from a meeting except for improper conduct under §§ 27-4.10 and 27-6.10.

§ 27-5.15. Closed meetings.

A. Subjects for closed meetings. **[Amended 2022-07-22 by By-law 954-2022]**

(1) Council or a committee may close a meeting to the public to discuss the following:

(a) Security of the City's or a local board's property;

(b) Personal matters about an identifiable individual, including City or local board employees;

(c) A proposed or pending land acquisition for City or agency purposes;

(d) Labour relations or employee negotiations;

(e) Litigation or potential litigation, including matters before administrative tribunals, affecting the City or a local board;

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

(g) Information explicitly supplied in confidence to the City or local board by Canada, a province or territory or a Crown agency of any of them;

(h) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the City 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;

(i) A trade secret or scientific, technical, commercial or financial information that belongs to the City or local board and has monetary value or potential monetary value;

(j) 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 City or local board;

(k) Educating or training the members, provided that no member discusses or otherwise deals with any matter that materially advances the business or decision-making of the City, local board or committee; or

(l) A matter for which Council, a board, a committee or other body has authorized a meeting to be closed under another Act.

(2) Council or a committee shall close a meeting to the public to discuss the following:

(a) A request under the Municipal Freedom of Information and Protection of Privacy Act; or,

(b) An ongoing investigation respecting the City, a local board or a city-controlled corporation by:

(i) the Ombudsman appointed under the Ombudsman Act,

(ii) the City's Ombudsman; or

(iii) the City's Open Meeting investigator.

B. **Meeting's beginning and end always public.**

A meeting begins and ends in public.

C. **Motion details for closed meeting.**

(1) Before holding a closed meeting, Council or a committee passes a motion to hold a closed meeting.

(2) The motion states:

(a) That the meeting is a closed meeting;

(b) The general nature of the matter Council or committee is considering at the closed meeting; and

(c) The reasons the matter requires a closed meeting under Subsection A.

D. **Closed meetings of Council are meetings of committee of the whole.**

When Council considers a matter in a closed meeting, it does so in committee of the whole.

E. **When a closed meeting becomes public.**

(1) If the matter Council or committee is considering at a closed meeting no longer falls into one of the categories set out in Subsection A, the meeting is no longer a closed meeting and continues in public.

(2) Council or committee in a closed meeting do not vote or keep minutes except for:

(a) A procedural matter; or

(b) Giving directions or instructions to City officials or agents, agencies, or persons retained by, or under a contract with, the City or a local board.

§ 27-5.16. Electronic Participation in Meetings

[Added 2020-04-30 by By-law 340-2020; amended 2020-07-29 by By-law 649-2020; amended 2023-04-03 by By-law 274-2023]

A. Despite any other provision of this Chapter, Council and Committees may hold a meeting where some or all of the members participate electronically; and

B. Where a meeting is being held in accordance with this section:

(a) any member participating in the meeting electronically to be deemed present for the purposes of determining whether a quorum is present under § 27-5.12A, and for the purposes of voting on any matter put to a vote under § 27 12.2A, and for all other purposes;

(b) any member participating in the meeting electronically to be entitled to participate in any portion of the meeting closed to the public in accordance with § 27-5.15; and

(c) this Chapter shall apply with any other minor modifications as may be required.

ARTICLE 6
Roles and Conduct

§ 27-6.1. Mayor's responsibilities.

The Mayor is responsible for:

A. Acting as the Chief Executive Officer of the City;

B. When the Speaker or Deputy Speaker are not doing so, presiding over Council meetings so that City business can be carried out efficiently and effectively;

C. Providing leadership to Council;

D. Representing the City and Council at official functions; and

E. Carrying out duties as head of Council under the Act and under any other legislation.

§ 27-6.2. Mayor appoints the Deputy Mayor.

A. The Mayor appoints and removes the following:

(1) The Deputy Mayor.

(2) Reserved.[5]

B. The Mayor gives written notice to the Clerk of the appointments and of any removals made under Subsection A.

§ 27-6.3. Deputy Mayor.

The Deputy Mayor has, and may exercise, all the rights, powers, and authority of the Mayor, except the by-right-of-office powers of the Mayor as a member of a Community Council.[6]

§ 27-6.4. Council Chair.

A. **Speaker and Deputy Speaker elected from Council.**

With the consent of the Mayor, Council elects a Speaker and a Deputy Speaker from the Members.

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[5] **Editor's Note: Subsection 27-6.2A(2) "The Chairs of Standing Committees" was deleted June 25, 2026, by By-law 657-2026. The power to appoint the chairs and vice-chairs of committees is carried out by the Mayor, by Mayoral Decision, in accordance with Part VI.1 of the City of Toronto Act, 2006. Council does not exercise authority over these matters unless the Mayor delegates such powers pursuant to the Act.**

[6] **Editor's Note: The Deputy Mayor does not exercise the special powers and duties of the Head of Council in Part VI.1 of the City of Toronto Act, 2006.**

B. **Mayor's written consent for Speaker.**

To consent under Subsection A, the Mayor gives written consent to the Clerk before the first meeting.

C. **Mayor can chair Council at any time.**

Even though there is a Speaker and a Deputy Speaker, the Mayor can assume the role of Council Chair when the Mayor wishes.

D. **Speaker's term.**

Subject to Subsection E, the Speaker's and the Deputy Speaker's appointment is for the Council term.

E. **Two-thirds vote to remove Speaker or Deputy Speaker.**

Council may remove the Speaker or the Deputy Speaker with a two-thirds vote of all Members[7].

F. **Speaker assumes role when Mayor not Chairing.**

When the Mayor is not chairing, the Speaker assumes the role of Council Chair.

G. **Deputy Speaker assumes Chair's roles.**

When the Speaker is absent and the Mayor is not chairing, the Deputy Speaker assumes the role of Council Chair.

H. **Speaker not to Chair Standing Committee certain agencies.**

The Speaker cannot serve as a Standing Committee Chair, Community Council Chair, or as the Chair of the Toronto Transit Commission or the Police Services Board.

§ 27-6.5. Chair's Responsibilities.

The Chair is responsible for:

A. **Objective chairing.**

Objectively presiding over the meeting as described in the procedures by-law.

B. **Enforcing rules.**

Enforcing the procedures by-law's rules.

C. **Overseeing order and behaviour.**

Enforcing the order and good behaviour of members at all times.

[7] **Editor's Note: Two-thirds of all Members is 18 Members.**

D. **Announcing business and its order.**

Announcing the business before Council or the committee and the order in which it is to be considered.

E. **Accepting motions from members.**

Receiving, stating, and framing all motions presented to clarify their intent as moved.

F. **Ruling on motions.**

Ruling on whether a motion is in order.

G. **Managing interruptive motions.**

Protecting Council or a committee from motions that are obviously frivolous or tending to cause delay, by refusing to acknowledge them.

H. **Keeping members informed.**

Providing information to members on any matter related to the business of the City.

I. **Decisions on acknowledging members' points of order or privilege.**

Deciding whether to acknowledge a member on a point of order or a point of privilege.

J. **Ruling on points of order or privilege.**

Ruling on whether a point of order or a point of privilege is in order.

K. **Giving reasons for rulings on points of order or privilege.**

If a point of order or a point of privilege is in order, ruling on the point of order or the point of privilege and giving the facts, circumstances and reasons for the ruling.

L. **Recessing to consult on rulings.**

If necessary, recessing a meeting for a brief specified time to consult the Clerk or other City officials, or to consult Robert's Rules of Order in accordance with § 27-3.3B for guidance in ruling.

M. **Recessing for emergencies.**

If there is a threat or imminent threat to the health or safety of any person, or if there is the possibility of public disorder, recessing the meeting for a specified time.

N. **Ensuring speaking rights.**

Ensuring that all members who wish to speak on a motion have spoken.

O. **Reading motions.**

Reading, as necessary, all motions before any vote, to ensure all members understand the motions before voting.

P. **Conducting votes.**

Putting all motions to a vote and announcing the results.

Q. **Voting even though the person is in the Chair.**

Voting on all matters, unless the Municipal Conflict of Interest Act prohibits it.

R. **Regulating unacceptable motions.**

Declining to put to a vote any motion contrary to the procedures by-law's rules.

S. **Disciplining members.**

Calling a member to order.

T. **Removing members or others from a meeting.**

Ordering a member, or any other person, from a meeting, in accordance with the rules of the procedures by-law.

U. **Keeping public informed.**

Ensuring the public knows the status of the business of the meeting throughout the meeting.

V. **Adjourning meetings.**

Adjourning the meeting when its business is finished.

W. **Permitting statements by City official when integrity questioned.**

When the Chair, or a member, considers that a member has either indirectly or directly, questioned the integrity of a City official, permitting the City official to make a statement to Council or committee.

§ 27-6.6. Council Chair must not participate from Chair.

The Council Chair must not speak, ask questions, or make motions about a matter under debate while in the Chair.

§ 27-6.7. Results of committee Chair's failure to carry out responsibilities.

By notice of motion, a committee member, with the consent of a majority of the committee members present, may request that Council censure a committee Chair who fails to perform their responsibilities in accordance with the procedures by-law.

§ 27-6.8. Members' responsibilities during a meeting.

Members are responsible for:

A. **Attending meetings.**

Attending scheduled meetings.

B. **Considering business and making decisions.**

Carefully considering and making decisions about meeting business.

C. **Voting.**

Voting on motions put to a vote.

D. **Respecting the procedures by-law.**

Respecting the rules of the procedures by-law.

E. **Speaking respectfully.**

Speaking respectfully at all times.

F. **Listening and participating in the meeting.**

Listening attentively, participating in a meeting, and not interrupting the proceedings.

G. **Sitting and being silent during a vote.**

Remaining silent in their seats while Council or a committee votes and until the Chair announces the result of the vote.

H. **Using appropriate language.**

Refraining from using any offensive, disrespectful or unparliamentary language about any member, any City officials or other City employee, or the Council as a whole.

I. **Abiding by Council's decisions.**

Respecting and following Council's decisions.

J. **Speaking only to the matter under debate.**

Speaking only on the matter under debate or related motions during debate.

K. **Wearing inappropriate clothing or buttons.**

Not wearing political or biased slogans on clothing or buttons during a meeting.

L. **Respecting confidentiality.**

Respecting the confidentiality of matters discussed in closed meetings and not disclosing the subject or substance of these discussions, unless authorized to do so.

M. **Obeying rulings and decisions.**

Obeying the Chair's rulings and Council's decisions.

N. **Obeying Councillor's Code of Conduct.**

Obeying the Councillor's Code of Conduct.

§ 27-6.9. Verbal warning before publicly disciplining a member.

If a member disobeys a rule in the procedures by-law or a Chair's ruling, the Chair:

A. After the first time, gives a formal verbal warning to the member; and

B. After the second time, calls the member to order.

§ 27-6.10. Removing and reinstating a disciplined member.

A. **Chair's ordering of a member to leave or Sergeant-at-arms removes member.**

(1) If the Chair takes action under both §§ 27-6.9A and 27-6.9B, and the member continues to disobey the procedures by-law or the Chair's rulings, the Chair immediately orders the member to leave for the rest of the meeting; and

(2) If the member refuses to do so, the Chair may request that the Sergeant-at-arms remove the member.

B. **How to appeal the Chair's removal of a member.**

Any member other than the member ordered to leave the meeting may appeal the Chair's ruling, and Council or a committee may overturn the Chair's ruling.

C. **Member's apology and Council may reinstate.**

(1) If the member ordered to leave the meeting informs the Clerk that the member wishes to apologize, the Clerk tells the Chair of the member's request;

(2) The Chair allows the member to return to the meeting solely to apologize to Council or committee; and

(3) After an apology, Council or a committee may, consent to allow the member to return to the meeting.

§ 27-6.11. Clerk's Responsibilities.

A. The Clerk is the meeting manager of Council and of all committees, and may assign any of the Clerk's duties to an employee in the Clerk's office.

B. The Clerk is responsible for:

(1) **Managing agenda deadlines.**

Establishing and enforcing deadlines for agenda business.

(2) **Managing agenda and meeting notices.**

Preparing, publishing, and distributing an agenda for each meeting, and providing appropriate notice.

(3) **Standing in for Chair.**

In the absence of the Chair or any other member designated to Chair in the Chair's absence, calling the meeting to order and presiding until Council or committee immediately elects a meeting Chair.

(4) **Giving members advice.**

Providing procedural advice to members on agenda business and on preparing motions.

(5) **Managing agenda additions or removals.**

Informing the Chair and Council or committee when items need to be added to or removed from the agenda.

(6) **Advising on parliamentary procedures.**

Serving as the parliamentary expert to Council and committees by advising the Chair on the meeting rules and on matters of parliamentary procedures.

(7) **Advising on errors in procedures.**

Calling to the attention of the Chair any error in proceedings that may affect the rights of any member, Council, or committee.

(8) **Advising Council on rules.**

Advising Council, committee, or members on matters of procedure subject to the duty of the Chair to make the final ruling.

(9) **Advising on closed meeting rules.**

Informing the Chair, if, in the Clerk's opinion, an issue that Council or a committee is discussing in a closed meeting is not procedurally appropriate under the Act or the procedures by-law.

(10) **Recording all Council and committee business.**

Taking minutes and keeping a record of all the proceedings, including the votes, of Council and committees.

(11) **Certifying copies.**

Certifying copies of by-laws.

(12) **Maintaining all documents.**

Maintaining records of the by-laws, special rules of order, standing rules, and minutes, including any amendments to these documents.

(13) **Recording all members' appointments.**

Maintaining a record of Council's appointments of persons to committees, public advisory bodies, agencies and other bodies.

(14) **Allowing access to records.**

Making the minutes and records of Council meetings and committee meetings available to members and the public on request, in accordance with any applicable law and subject to receiving payment of any fee Council has approved.

(15) **Council-assigned duties.**

Performing other duties that Council assigns.

§ 27-6.12. Sergeant-at-arms.

A. **When Sergeant-at-arms present.**

The Sergeant-at-arms is present at all times during Council meetings, and is present, as required, during committee meetings.

B. **Threat or imminent threat to health or safety.**

(1) If there is a threat or imminent threat to the health or safety of anyone in a meeting, the Sergeant-at-arms immediately notifies the Chair, who decides whether to:

(a) Recess the meeting; and

(b) Order everyone to leave immediately.

(2) If the Chair makes an order under Subsection B(1), the Sergeant-at-arms immediately escorts everyone out of the meeting place.

ARTICLE 7
Council Meeting's Agenda

§ 27-7.1. Agenda.

A. The Clerk prepares an agenda for all Council meetings.

B. The agenda orders the business for a Council meeting as set out in Appendix A-1.

C. Despite the order of business, when the same or related matters are in more than one place on the agenda, Council may deal with:

(1) All related matters together; or

(2) The matters in the agenda's order.

§ 27-7.2. Notice given by publishing the agenda.

The published agenda for the meeting is notice of all business included in that agenda, subject to other notice provisions of the procedures by-law, Chapter 162, Notice, Public and of any applicable legislation.

§ 27-7.3. Order paper.

A. The Clerk prepares the order paper for each day of a Council meeting.

B. On each meeting day, Council adopts the order paper as prepared by the Clerk, and as amended by Council, if needed, and considers its business in the order listed on the adopted order paper.

C. After Council has adopted the order paper, it may only alter it with a two-thirds vote of the Members present.

D. No changes to the order paper may delete any part of the agenda business.

§ 27-7.4. Agenda deadline for committee reports.

A. A committee report may only be presented to a Council meeting if it meets the agenda deadline for the Council meeting and is on the agenda.

B. Reports that do not meet the agenda deadline are presented at the next regular Council meeting.

C. Despite Subsections A and B, an additional report on a matter related to another matter already on the meeting agenda is added to the agenda.

§ 27-7.5. Introduction of committee report by committee Chair.

A. **Chair's motion to introduce and speak about a committee report.**

A committee Chair or, if the committee Chair is absent, the committee Vice-Chair, makes a motion to introduce the report from the Chair's committee, and may speak for up to five minutes on this motion.

B. **Rules on motion to introduce reports.**

A motion to introduce a report:

(1) Is not debatable;

(2) Is not subject to questions; and

(3) Cannot be amended.

§ 27-7.6. Holding matters.

A. **Timing for requests to hold matters.**

Member may submit to the Clerk a written list of the matters on the Council meeting agenda that they wish to hold for debate or questions:

(1) After the Council meeting agenda has been distributed to Members; and

(2) Before 4:30 p.m. of the last business day before a Council meeting.

B. **Clerk lists matters that Members request to hold.**

When preparing the order paper, the Clerk lists the matters that Members have asked to have held for debate or questions under Subsection A.

C. **First Member requesting to hold a matter named on order paper.**

Only the first Member to submit to the Clerk a request to hold a matter under Subsection A is the Member holding the matter and is named on the order paper as holding the matter.

D. **Order of speakers on matters held.**

(1) When the Chair calls the matter for debate, the member who held the matter, if present, will be the first speaker after the committee Chair or the Mayor as described in §§ 27-11.2A and B.

(2) If the member who held the matter is not present, Council will continue to debate and consider the matter.

(3) Despite Subsections D(1) and D(2), Council may consent to allow the hold to continue before the matter is called for debate or questions if the member who held the matter has stated the reason for continuing the hold.

E. **Times for releasing a matter held.**

A Member may release a matter that the member held at any of the following times on the orders paper:

(1) The start of the meeting day;

(2) Immediately after the lunch recess;

(3) Before the scheduled recess at the end of the meeting day; or

(4) When the matter is called for debate and questioning;

(5) After all other business has been completed.

F. **Another member may request holding a released matter.**

Subject to Subsection G, after a member has released a matter that the member had held, with the consent of Council another member may request that the matter be held after stating a reason for requesting the hold.

G. **Releasing a matter held does not mean giving up the right to speak.**

A member who releases a matter that the member had held does not give up their right to speak on the matter.

H. **Status of holds at future meetings.**

(1) Deferred business from a previous Council meeting is not held from the previous meeting, and a member may hold the matter again at the next Council meeting by following the requirements set out in Subsection A.

(2) Business brought forward from a meeting to a continued meeting continues to be held.

(3) Business brought forward to a reconvened meeting is not held from the previous meeting, but a member may hold the matter again at the reconvened meeting by following the requirements set out in Subsection A.

§ 27-7.7. Matters considered at a specific time.

A. **Request for a matter to be considered at a specific time.**

(1) A City official, member, or Council Committee may request Council to consider a matter at a specific time during the Council meeting.

(2) A request made under Subsection A(1) must:

(a) Be in writing;

(b) Be submitted to the Clerk two business days before the meeting;

(c) Relate to an urgent matter; and

(d) State the reason the matter is an urgent matter.

B. **When Council approved requests for considering a matter at a specific time.**

Council may approve requests for a specific time to consider an urgent matter:

(1) Immediately after it decides which agenda items to hold for debate; and

(2) Before adopting the order paper.

C. **Mayor's key matters.**

(1) The Mayor may identify up to two key policy matters, from the Council meeting agenda that become the Mayor's key matters.

(2) The Mayor's key matters are noted on the order paper for the specific times that the Mayor has identified.

§ 27-7.8. List of matters for priority consideration.

The Clerk submits for Council's adoption, as part of the order paper, a list of recommended urgent matters, based on the Chair's recommendations, for priority consideration at the meeting.

§ 27-7.9. Routine matters.

On each meeting day, Council will have up to 30 minutes, as set out in the order paper, to consider routine matters that members bring forward, including:

A. Condolence motions, printed on the order paper that the Chair may refer to before the moment of reflection;

B. Declarations of interest;

C. Introducing motions without notice;

D. Announcements and recognitions;

E. Petitions and administrative inquiries;

F. Bills; and

G. Confirming the order paper.

§ 27-7.10. Rules on motion to remove a matter from a committee.

A. **How Council removes a matter from a committee.**

(1) Subject to Subsection B, members may make a motion to remove a matter from a committee and bring the matter forward to Council.

(2) A motion under Subsection A(1) requires a vote of two-thirds of the members present to pass.

B. **No motion to remove a matter if committee has final decision on it.**

Members cannot make a motion to remove a matter from a committee if Council delegated final decision-making power on that matter to a committee.

C. **Motion to remove debatable and amendable.**

Council may debate, amend, or both, a motion to remove a matter from a committee.

§ 27-7.11. Administrative inquiries and answers.

A. **How a Member makes an administrative inquiry.**

(1) A member who wants information about the affairs of the City must:

(a) make an administrative inquiry in writing; and

(b) deliver it to the Clerk at least seven business days before the Council meeting.

(2) The relevant City official answers the administrative inquiry in writing and delivers the answer to the Clerk at least one hour before the Council meeting.

(3) The Clerk distributes the answer to members before the start of the Council meeting or reads the answer to Council.

(4) Despite Subsection A(2), a City official may decide that the answer to an administrative inquiry requires work that exceeds the normal duties of their staff.

(5) If Subsection A(4) applies, the City official informs Council of that decision in a written letter to the Clerk at least one hour before the meeting and the Clerk distributes the letter to members before the Council meeting starts.

B. **How Council responds to an administrative inquiry.**

(1) If, in response to an administrative inquiry, a City official has told Council that the work of answering the inquiry exceeds normal duties, Council, without debate, may vote on whether the City official should answer the administrative inquiry.

(2) Council receives, or refers to the appropriate Council Committee, all administrative inquiries and answers, without debate.

ARTICLE 8
Adding New Business to Council Meetings

§ 27-8.1. New business reports from City officials and from the Mayor.

A. **City officials who can add new business to Council agendas.**

Subject to Subsection B, C and E, the following City officials may add new business to a Council meeting agenda without first submitting the matter to the relevant Council Committee if the City official has met the regular agenda deadlines:

(1) The City Manager;

(2) The Chief Financial Officer and Treasurer;

(3) The City Solicitor;

(4) The City Clerk;

(5) The Integrity Commissioner;

(6) The Ombudsman;

(7) The Auditor-General;

(8) The Lobbyist Registrar; and

(9) The Chief Planner, in order to make recommendations on decisions under the Ontario Heritage Act or recommendations for a refusal of an Official Plan Amendment and/or Zoning By-law Amendment application made under the Planning Act. **[Added 2021-07-16 by By-law 669-2021; amended 2023-12-15 by By-law 1307-2023]**

B. **New business added relates only to urgent business or statutory duties.**

Any new business a City official adds to a Council meeting agenda directly under Subsection A must relate:

(1) To an urgent matter that cannot first be considered by the relevant Council Committee; or

(2) To a statutory duty of the City official who is adding the matter to the agenda.

C. **Rules for new business on urgent matters.**

Any new business which relates to an urgent matter must:

(1) Be identified as relating to an urgent matter; and

(2) Clearly state the reason the matter is urgent and the reason the relevant Council Committee cannot first consider it.

D. **Mayor's authority to add new business.**

The Mayor may add new business to the agenda of a Council meeting without first submitting the matter to the relevant Council Committee if the Mayor has met the regular agenda deadlines.[8]

E. **Accountability officers' reports.**

Despite Subsection B, the following reports shall be submitted directly to Council:

(1) Annual reports submitted by the Integrity Commissioner, Lobbyist Registrar and Ombudsman on the activities of their offices and the discharge of their duties; and

(2) Reports submitted by the Auditor General, Integrity Commissioner, Lobbyist Registrar and Ombudsman respecting investigations or inquiries conducted by them.

§ 27-8.2. New business reports that Council requests.

Any report on new business that Council requests be submitted to a future Council meeting is added to the agenda if the agenda deadline is met.

§ 27-8.3. Notices of motion.

A. **Requirements for notices of motion.**

A member may make a notice of motion introducing new business if the notice of notion is in a form the Clerk approves and is signed by member who moves it and the member who seconds it.

B. **Deadline for submitting notices of motion.**

The member moving the notice of motion submits the notice of motion to the Clerk in its final form by 4:30 p.m. on the day of the agenda deadline.

C. **Rules for notices of motion on urgent matters.**

Notices of motion on urgent matters must:

(1) Be identified as relating to an urgent matter; and

(2) Clearly state the reason the matter is urgent and the reason the relevant Council Committee or agency cannot first consider it.

D. **Agenda lists notices of motion and relevant committees and agencies.**

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[8] **Editor's Note: Despite this procedures by-law, if the Mayor is of the opinion that considering a particular matter could potentially advance a prescribed provincial priority, the Mayor may require City Council to consider the matter at a meeting in accordance with Part VI.1 of the City of Toronto Act, 2006.**

The agenda lists all notices of motion received by the deadline and, next to the notices of motion, the relevant Council Committees or agency to which Council should refer them.

E. **Referring notices of motion to committees and agencies.**

(1) Subject to Subsection E(2) Council refers all notices of motion to the Council Committee or agency named next to the notice of motion on the agenda under Subsection D.

(2) Council may decide not to refer a notice of motion to the relevant Council Committee or agency by a vote of two-thirds of the members present.

§ 27-8.4. Motions without notice.

A. **Requirements for motions without notice.**

All motions without notice must:

(1) Be in writing in a form the Clerk approves and be signed by the member moving the motion without notice and the member seconding the motion without notice; and

(2) Relate to an urgent matter and clearly state the reason why the matter is an urgent matter.

B. **Timing for submitting motions without notice.**

Subject to Subsections D and E, the member moving the motion without notice submits it in writing to the Clerk by noon of the business day preceding the Council meeting.

C. **How motions without notice are treated.**

(1) The Clerk, consulting with the Chair, reviews all motions without notice before the Council meeting to ensure the matter addressed by the motion without notice complies with the definition of urgent matter.

(2) If the Clerk agrees that the motion without notice deals with an urgent matter:

(a) The Clerk lists the motion without notice on the agenda;

(b) The Clerk adds the name of the relevant Council Committee, or agency for referral next to the motion without notice on the agenda; and

(c) Council refers the motion without notice to the Council Committee or agency named next to it on the agenda, or decides not to refer it to the relevant Council Committee or agency on a vote of two-thirds of the members present.

(3) If the Clerk does not agree that the motion without notice deals with an urgent matter, the Clerk:

(a) Refers the motion without notice to the relevant Council Committee or agency; and

(b) Presents a list of these motions without notice to Council for information only.

D. **Making a motion without notice during a Council meeting.**

(1) A member may make a motion without notice during a Council meeting if:

(a) It complies with Subsection A;

(b) The Chair reviews it in advance;

(c) The Chair agrees that the matter is an urgent matter;

(d) The Chair allows the member to ask for Council's permission to introduce the motion without notice; and

(e) Two-thirds of all members vote in favour of its introduction[9].

(2) A motion without notice made under Subsection D(1) is added to the order paper, and is not referred to a Council Committee or agency.

E. **Motions without notice on interim control by-laws.**

(1) Despite Subsection D and E and on the Chief Planner's advice, motions without notice about passing or extending an interim control by-law under the Planning Act may be introduced any time by a vote of a majority of members present.

(2) Council does not refer a motion without notice introduced under Subsection E(1) to a Council Committee or agency.

F. **When motions without notice are forbidden.**

Members may not submit motions without notice to the first meeting, or to a special Council meeting.

§ 27-8.5. Financial and policy implications relating to notices of motion and motions without notice.

A. **Chief Financial Officer and Treasurer's duty to advise of financial implications.**

The Chief Financial Officer and Treasurer:

[9] **Editor's Note: Two-thirds of all Members is 18 Members.**

(1) Reviews all notices of motion and motions without notice before they are considered; and

(2) Advises Council of any financial implications associated with, and not explicitly identified in, the notices of motion and motions without notice.

B. **Report on financial and policy implications to committee.**

The appropriate City official submits a report on any policy and financial implications of a notice of motion or motion without notice referred to a Council Committee or agency under the procedures by-law.

§ 27-8.6. Reopening matters previously considered.

A. **Notices of motion and motions without notice disallowed on matters already decided within past twelve months.**

Subject to Subsection B, and § 27-9.18, once Council or a committee decides a matter, no member may make a notice of motion or a motion without notice that would change the decision within the twelve-month period following the decision, unless a regular election occurred since the matter was originally decided.

B. **Notice of motion or motion without notice to reopen a matter.**

A member who voted with the prevailing side on a matter may make a notice of motion or a motion without notice in accordance with the procedures by-law to reopen the matter:

(1) With the consent of two-thirds of all members present if the member makes the notice of motion or motion without notice:

(a) Less than twelve months after Council or a committee decided the matter; and

(b) If no regular election has occurred since the decision.

(2) Despite Subsection B(1), if the member wishes to reopen a matter decided at the same meeting at which it is to be reopened, § 27-9.18 applies.

C. **Purposes of a notice of motion or motion without notice to reopen.**

A notice of motion or a motion without notice to reopen a matter, unless it specifies otherwise, reopens the entire matter, and either:

(1) Amends the previous decision; or

(2) Cancels the entire previous decision.

D. **Decisions on matter remain in force if reopening passes.**

If a notice of motion or a motion without notice to reopen a matter passes, all previous decisions on the matter remain in force, unless Council decides otherwise.

E. **Applicability to Council Committees on delegated matters.**

This section applies to any decision made by a Council Committee on a delegated matter, with the following necessary modifications:

(1) "Notice of motion" is replaced by "motion"; and

(2) "Motion without notice" is replaced by "motion".

ARTICLE 9
Motions

§ 27-9.1. General rules on making motions.

A. **Purpose of motions.**

A member may make a motion that:

(1) Affects the meeting's procedures, as set out in the procedures by-law; or

(2) Takes action on the matter that is currently before Council for debate.

B. **When members may make motions.**

(1) A member may make procedural motions defined in Subsection G at any time when the member has the floor.

(2) Subject to Subsection B(1), when Council is considering a matter, a member may only make motions to adopt, amend, receive, defer, or refer the matter, and may only do so when the member has the floor.

C. **Criteria for motions.**

A member may make a motion, other than a procedural motion defined in Subsection G, if it is:

(1) In writing and in a form acceptable to the Clerk; and

(2) Signed by the member making the motion.

D. **Content of motions.**

Motions must be concise and unambiguous.

E. **Reading of a motion.**

A member makes the motion by reading it before:

(1) Any member speaks about the motion;

(2) The motion is debated; or

(3) The motion is put to a vote.

F. **Chair's right to refuse a motion.**

The Chair may refuse to recognize any member who wishes to make a motion that does not meet the requirements in Subsections A, B, C, D or E.

G. **Procedural motions and their order.**

Council will consider the following procedural motions in the following order:

(1) Motion to amend the order paper;

(2) Motion to adjourn;

(3) Motion to recess;

(4) Motion to end debate;

(5) Motion to extend debate;

(6) Motion to limit debate;

(7) Motion to fix a time for a reconvened meeting;

(8) Motion to reopen;

(9) Motion to resolve into committee of the whole;

(10) Motion to refer; and

(11) Motion to defer.

§ 27-9.2. Admissibility of motions.

A. **Motions that are not in order.**

The following motions are not in order:

(1) A motion that breaks the rules of the procedures by-law; and

(2) A motion on a matter beyond Council's authority.

B. **Chair decides what is in order or out of order.**

The Chair rules on whether motions are in order.

§ 27-9.3. Main motions for Council to consider.

A committee's recommendations in their report to Council are the main motions for Council to debate and:

A. Must be introduced in accordance with § 27-7.5;

B. Are considered moved when they are announced; and

C. Are considered adopted without amendment by consent, unless Council decides otherwise.

§ 27-9.4. Seconding.

Only notices of motion and motions without notice require seconding. No other motions require seconding.

§ 27-9.5. Withdrawing motions.

After a member has made a motion, the member may only withdraw it with the consent of Council or a committee.

§ 27-9.6. Motion to amend.

A. **Effect of a motion to amend.**

A motion to amend has the effect of varying the main motion.

B **The content of an amendment.**

An amendment must relate to the main motion, and cannot propose:

(1) A contrary action to the motion it is proposing to amend; or

(2) A new or changed City policy unless the subject of the proposed policy is the main motion's subject.

C. **Boundaries on the relationship of an amendment to its motion.**

(1) An amendment may propose that a different or additional action be taken on the subject matter of the main motion provided it is directly relevant to the main motion.

(2) An amendment is out of order if it is a substantive motion on other business beyond the subject matter of the main motion.

D. **What members can debate about an amendment.**

On an amendment, members may only debate the merits of the amendment, not the merits of the motion the amendment proposes to amend.

§ 27-9.7. Amending an amendment.

A. **Relating amendments to amendments.**

An amendment to an amendment must relate to the amendment.

B. **Only one amendment to an amendment.**

An amendment may only be amended once.

C. **Order of voting on amendments.**

(1) An amendment to an amendment is put to a vote before the amendment.

(2) Despite Subsection C(1), when the amendment changes numbers, the numbers are put to a vote in ascending order dealing with the smallest number first.

§ 27-9.8. Amendment requesting report.

A. **Deadlines for information or reports requested in amendments.**

(1) Unless the motion specifies otherwise, an amendment requesting information or a report from a City official, an agency, a committee, or a public advisory body requires that the clerk receive the report or information no later than three months from the date of the request.

(2) The Clerk will place the report on the agenda of the appropriate Council or committee meeting.

B. **Clerk reports if report or information late.**

If the requested additional information or report is not prepared by the date required by Subsection A, the Clerk reports to the requesting committee, or Council on the status of the request.

C. **No reports for meetings if agenda deadline passed.**

A member may not request a report on new business to a meeting for which the established agenda deadline has already passed.

§ 27-9.9. Motion to receive for information and take no action.

A. **Effect of a motion to receive for information.**

A motion to receive for information has the effect of Council or committee taking no action on a matter, or part of a matter, and placing it in the Clerk's records for future reference.

B. **When a motion to receive for information may be made.**

A motion to receive for information may be made at any time during debate.

C. **Rules for motion to receive for information.**

A motion to receive for information:

(1) Is debatable; and

(2) Cannot be amended.

§ 27-9.10. Motion to defer.

A. **Effect of a motion to defer.**

A motion to defer has the effect of postponing consideration of a matter.

B. **Rules for a motion to defer.**

(1) A member may make a motion to defer any time during debate.

(2) A motion to defer is a procedural motion and takes precedence over any non-procedural motion or amendment.

(3) A motion to defer is put to a vote immediately after it is debated.

C. **The content of motion to defer.**

A motion to defer includes:

(1) The time to which the matter is deferred, or a description of circumstances that cause the motion to be brought back; and

(2) An explanation of the motion's purpose.

D. **What is debatable about a motion to defer.**

On a motion to defer, members may only debate:

(1) The merits of deferring the matter; and

(2) The merits of the time or circumstances to which the matter is to be deferred under Subsection C(1).

E. **Time limits for motion to defer.**

Members may speak about a motion to defer or question the mover about a motion to defer for up to two minutes.

F. **Amending a motion to defer only relates to deferral time and circumstances.**

The only allowable amendments to a motion to defer are changing the time or circumstances to which the matter is deferred.

G. **Questioning of member moving amendments to motion to defer.**

A member may question a member amending a motion to defer for up to two minutes.

H. **Entire question deferred by motion to defer.**

A motion to defer applies to the all motions that have been made to that point in time, including all motions that Council has not yet debated.

I. **Dealing with a motion to defer before the main motion.**

The motion to defer must be disposed of before debate on the main motion may resume.

J. **Changing the deferral time.**

A matter that Council or a committee has deferred may only be brought back for debate before the time of circumstances to which it was deferred with an affirmative two-thirds vote of members present.

K. **Motion to defer matter includes a motion to refer.**

A motion to defer a matter includes a motion to refer that matter, so there will be only one debate for each matter before Council.

§ 27-9.11. Motion to refer.

A. **Effect of a motion to refer.**

A motion to refer has the effect of requesting a committee, agency, City official or the Mayor to investigate the matter and report back on the matter.

B. **Rules for a motion to refer.**

(1) A member may make a motion to refer any time during debate.

(2) A motion to refer is a procedural motion and takes precedence over any non-procedural motion or amendment.

(3) A motion to refer is put to a vote immediately after it is debated.

C. **To whom matters are referred.**

A motion to refer may refer a matter for investigation to either:

(1) The committee or agency with a mandate relevant to the matter; or

(2) The appropriate City official; or

(3) The Mayor.

D. **The content for a motion to refer.**

A motion to refer includes:

(1) The name of the committee, agency or person to whom the matter is referred;

(2) The subject matter or question to be investigated;

(3) The time period within which the matter will be reported back to Council, committee or agency, which is three months if no time period is specified; and

(4) Any additional instructions.

E. **What is debatable about a motion to refer.**

On a motion to refer, members may only debate:

(1) The merits of referring the matter;

(2) To whom the matter should be referred; and

(3) The time period within which the matter is to be reported back.

F. **Time limits for a motion to refer.**

Members may speak about a motion to refer or question about a motion to refer for up to two minutes.

G. **Amendments to a motion to refer.**

The only allowable amendments to a motion to refer are changing:

(1) The committee, agency or person to whom the matter is referred;

(2) The time period within which the matter is to be reported back to Council; or

(3) The referral instructions.

H. **Questioning of member moving amendments to motion to refer.**

A member may question a member amending a motion to refer for up to two minutes.

I. **Motion to refer may refer entire matter or part of the matter.**

A motion to refer may apply to:

(1) The entire matter, including all motions that have been made to that point in time; or

(2) Part of the matter, including specific motions to amend that have been made to that point in time.

J. **A motion to refer may not have the effect of defeating the motion.**

A motion to refer that has the effect of defeating the motion is out of order.

K. **Dealing with a motion to refer comes before the main motion.**

The motion to refer under Subsection I(1), must be disposed of before debate on the main motion resumes.

L. **Motion to refer matter includes motion to defer.**

A motion to refer a matter includes a motion to defer the matter, so that there will be only one debate for each matter before Council.

§ 27-9.12. Motion to extend debate.

A. **Member who has the floor may move to extend debate.**

A member who has the floor may make a motion to extend debate beyond the time allotted for the matter currently under debate at any time during debate.

B. **The content of a motion to extend debate.**

(1) A motion to extend debate proposes to extend debate by:

(a) Adding extra time to the debate;

(b) Despite Subsection 27-11.4A, increasing the number of times a member may speak; or

(c) Despite Subsection 27-11.4B, increasing the time allotted to each member to speak.

(2) A motion to extend debate must allow all members the same right to participate.

C. **Rules for motion to extend debate.**

A motion to extend debate:

(1) Is debatable; and

(2) May be amended, but only by changing:

(a) The extra time added to the debate;

(b) The number of times a member may speak; and

(c) The time allotted to each member to speak.

D. **Vote requirement to pass a motion to extend debate.**

A motion to extend debate is passed by a two-thirds vote of the members present.

E. **Procedural motion.**

A motion to extend debate is a procedural motion.

§ 27-9.13. Motion to limit debate.

A. **Member who has the floor may move to limit debate.**

A member who has the floor may make a motion to limit debate on the matter currently under debate any time during the debate.

B. **The content of a motion to limit debate.**

(1) A motion to limit debate proposes to limit the debate by:

(a) Reducing the time for the debate; or

(b) Despite § 27-11.4B, decreasing the time limit allotted to each member to speak.

(2) A motion to limit debate must allow all members the same right to participate.

C. **Rules for motion to limit debate.**

A motion to limit debate:

(1) Is debatable; and

(2) May be amended, but only by changing:

(a) The time by which the debate is being reduced; and

(b) The time limit allotted to each member to speak.

D. **Vote requirement to pass a motion to limit debate.**

A motion to limit debate passes with a two-thirds vote of the members present.

E. **Procedural motion.**

A motion to limit debate is a procedural motion.

§ 27-9.14. Motion to end debate.

A. **Member on the floor may move to end debate.**

A member who has the floor may make a motion to end debate on the matter currently under debate any time during debate.

B. **Rules for motion to end debate.**

A motion to end debate:

(1) Is not debatable;

(2) Cannot be amended; and

(3) Is carried by a two-thirds vote of members present.

C. **Immediate vote on motion.**

A motion to end debate is put to a vote immediately.

D. **When motion passes.**

If a motion to end debate passes, the matter before Council, including the main motion and any amendments, will immediately be put to a vote.

E. **When motion fails.**

If a motion to end debate fails to pass, the member who made the motion to end debate cannot speak again on the matter.

F. **Procedural motion.**

A motion to end debate is a procedural motion.

§ 27-9.15. Motion to recess.

A. **Rules for motion to recess.**

A member who has the floor may make a motion to recess any time.

B. **Content of motion to recess.**

A motion to recess states a specific period of time for the meeting to recess.

C. **Rules for a motion to recess.**

A motion to recess is:

(1) Not debatable; and

(2) May be amended, but only by changing the length of the recess, and an amendment is not debatable.

D. **Business continues after recess.**

After a recess, the Council meeting's business will continue in accordance with the order paper.

E. **Procedural motion.**

A motion to recess is a procedural motion.

§ 27-9.16. Motion to adjourn.

A. **Member on the floor make motion to adjourn.**

A member who has the floor may make a motion to adjourn any time during a meeting except when another member has indicated to the Chair their desire to speak on the matter before Council or a committee.

B. **Rules for motion to adjourn.**

A motion to adjourn:

(1) Is not debatable; and

(2) Cannot be amended.

C. **Immediate vote on motion.**

A motion to adjourn will be put to a vote immediately.

D. **Procedural motion.**

A motion to adjourn is a procedural motion.

§ 27-9.17. Motion to fix a time to reconvene.

A. **Use of motion to complete unfinished business.**

A member may make a motion to fix a time for a reconvened meeting before the next scheduled Council meeting to complete unfinished business.

B. **Rules for a motion to fix a time to reconvene.**

A motion to fix a time to reconvene is:

(1) Debatable; and

(2) May be amended, but only by changing the proposed date or time of the reconvened meeting.

C. **Procedural motion.**

A motion to fix a time to reconvene is a procedural motion.

§ 27-9.18. Reconsideration of matters previously considered at the same meeting.

A. **Motions disallowed on matters already decided within past twelve months.**

Subject to Subsection B, and § 27-8.6, once Council or Committee decides a matter, no member may make a motion that would change the decision within the twelve-month period following the decision, unless a regular election has occurred following the decision.

B. **Requirements for motion to reconsider the matter.**

(1) A member who voted with the prevailing side on a matter may make a motion to reconsider the matter originally decided at the same meeting at which the matter is to be reconsidered.

(2) A motion to reconsider made under Subsection B(1) requires the consent of Council on a two-thirds vote of the members present to pass.

C. **Rules on a motion to reconsider a matter.**

A motion to reconsider a matter is:

(1) Not debatable; and

(2) May not be amended.

D. **Purposes of a motion to reconsider a matter.**

A motion to reconsider a matter, unless it specifies otherwise, opens the entire matter, and either:

(1) Amends the previous decision, or

(2) Cancels the entire previous decision.

E. **Decisions on matter remain in force if motion passes.**

If a motion to reconsider a matter passes, all previous decisions on the matter remain in force, unless Council decides otherwise.

F. **Procedural motion.**

A motion to reconsider a matter is a procedural motion.

G. **Applicability to Council Committees on delegated matters.**

This section applies to any decision made by a Council Committee on a delegated matter.

ARTICLE 10
Points of Order and Privilege and Chair's Rulings

§ 27-10.1. Point of order.

A. If the Chair agrees, a member may present a point of order at any time and must sit back down in their seat after doing so.

B. Council or a committee cannot debate or amend a point of order.

C. The Chair immediately rules on the point of order and gives reasons for the ruling.

§ 27-10.2. Point of privilege.

A. If the Chair agrees, a member may present a point of privilege at any time and must sit back down in their seat after doing so.

B. Council or a committee cannot debate or amend a point of privilege.

C. The Chair will immediately rule on the point of privilege and give reasons for the ruling.

§ 27-10.3. Motion to appeal the Chair's ruling.

A. **Times a member may appeal the Chair's ruling.**

Immediately following a Chair's ruling, a member may make a motion to appeal that ruling, despite another member having the floor.

B. **No debating or amending a motion to appeal.**

Members cannot debate or amend a motion to appeal.

C. **Steps the Chair takes after a motion to appeal.**

When a member makes a motion to appeal, the Chair:

(1) Asks the members, "Is the ruling of the Chair upheld?"; and

(2) Immediately puts the motion to appeal to a vote.

D. **When the Chair's ruling is final.**

A Chair's ruling that is not appealed, or is supported on appeal, is final.

E. **When Council's or committee's decision is final.**

When the Chair's ruling is not supported on appeal, Council's decision or the committee's decision is final.

F. **Chair's statement of authoritative rules is final.**

If the Chair states or reads a rule from the procedures by-law, legislation, or another document of authority, the Chair has not made a ruling and no member may make a motion to appeal.

G. **Procedural motion.**

A motion to appeal the Chair's ruling is a procedural motion.

ARTICLE 11
Rules of Debate for Council

§ 27-11.1. Questioning.

A. **Chair maintains a list of member requests to question.**

The Chair maintains a list of members who have indicated they wish to ask questions on a matter.

B. **Questions to committee or agency Chairs on recommendations to Council.**

Members may question a committee Chair or an agency Chair who is a Council member on any matter on which the committee or agency is making recommendations to Council.

C. **Questions on any matter to City or agency Officials.**

With the consent of Council, members may question any City official or agency official on any matter.

D. **Time for questions and answers to Chairs and to Officials.**

A member's questions asked under Subsections B and C, and their answers, may not exceed a total of five minutes on any matter.

E. **Timing and time limits for questions to the Mayor.**

(1) Members may only question the Mayor after the Mayor:

(a) Has presented a Mayor's key matter; or

(b) Has spoken about a matter.

(2) A member's questions and the Mayor's answers to them may not exceed a total of five minutes on any matter.

F. **Type of questions restricted under Subsections B, C, and E.**

A member may ask questions under Subsections B, C, and E only:

(1) To clarify the main motion; and

(2) Obtain facts related to the main motion.

G. **Conditions for questioning the previous speaker.**

A member may ask questions of the previous speaker only:

(1) If the previous speaker made a motion; and

(2) To clarify the motion made by the previous speaker.

H. **Time for questions and answers of previous speaker.**

A member's questions asked under Subsection G, and the answers to them, may not exceed a total of three minutes.

I. **Questions under Subsection B, C, E or G.**

When a Chair, a member, a City official, an agency official, or the Mayor, is on the floor to answer questions under Subsections B, C, E or G, any member may ask them questions.

J. **Member may question under Subsection B, C, E, and G only once.**

Members may ask questions on a matter only once under each of Subsections B, C, E and G.

K. **Style of questions.**

Questions must be clear and concise and may not be used to make statements or assertions.

L. **Questions with the same form and content may be out of order.**

The Chair may rule a question out of order if a member has already asked substantially the same question in the same form.

M. **Questions completed before debate.**

All questioning on a matter is finished before debate on the matter begins except for questions of the Mayor under Subsection E(1)(b) and questions of the previous speaker under Subsection G.

§ 27-11.2. Order of speakers.

A. **Chair or Vice-Chair may choose to be first or last to speak.**

Subject to Subsection B, the committee Chair may choose to be either the first or last speaker during debate of a matter on which the Chair's committee made recommendations.

B. **Mayor's choice to speak first or last takes precedence.**

Despite Subsection A, if the Mayor wishes to speak about a matter, the Mayor may choose to be either the first or last speaker on a matter during the debate. If the Mayor so chooses, the committee Chair will not have a choice under Subsection A, but may only speak in the position the Mayor did not choose.

C. **Member holding a matter is the second speaker.**

A member who the Clerk noted as requesting that a matter be held will be the second speaker on the matter during debate of the matter.

D. **Chair keeps a list of speakers and decides order.**

The Chair:

(1) Keeps a list of members who have asked to speak on a matter; and

(2) During debate, calls them to speak in the order of the list.

§ 27-11.3. Standing to address the Chair.

Unless prevented by physical disability, a member stands to address the Chair when questioning or speaking.

§ 27-11.4. Rules for speaking.

A. **Member may speak once on a matter.**

Members may speak only once on a matter during debate of the matter.

B. **Five-minute time limit for speakers and possible extension.**

A member may speak on a matter for up to five minutes, but Council may consent to extend that time for up to two more minutes for the Chair of the committee that submitted the matter to Council and for the ward councillor on a matter pertaining to a particular ward as opposed to a city-wide matter.

§ 27-11.5. No interruption while a member is speaking.

Unless acknowledged by the Chair to raise a point of privilege or a point of order, a member cannot:

A. Pass between a member who is speaking and the Chair; or

B. Interrupt a member who is speaking.

§ 27-11.6. Chair must step down as Chair to participate in debate.

A. **Chair's objective role means the Chair does not participate in debate.**

The Chair may not speak on a matter, question City officials or other members, or make any motions while in the chair.

B. **Who takes over as Chair.**

(1) If the Council Chair leaves the chair for any reason, the Chair designates the following to preside at a Council Meeting:

(a) The Speaker, Deputy Speaker, or the Mayor; or

(b) If the Speaker, Deputy Speaker, and the Mayor are all either absent or leaving the Chair, another member.

(2) If a committee Chair leaves the chair for any reason, the Chair designates the following to preside at a committee meeting:

(a) The committee Vice-Chair; or

(b) If the committee Vice-Chair is absent, another committee member.

§ 27-11.7. Opportunity to be heard.

Every member has an opportunity to speak on a motion before it is put to a vote, unless a motion to end debate or a motion to adjourn has passed.

§ 27-11.8. Request to have motion read.

A member may request that a motion be read or re-read any time during debate of the motion, as long as the request does not interrupt a member speaking.

ARTICLE 12
Voting

§ 27-12.1. Chair reads a motion.

When necessary, the Chair reads each motion before putting it to a vote.

§ 27-12.2. Present members' duty to vote but not voting is a negative vote.

A. **Every member at a meeting must vote.**

Every member present at a meeting must vote on every matter put to a vote, except any member who declares a conflict of interest and leaves for the vote.

B. **Not voting is a negative vote.**

The Clerk records as voting in the negative any member present at a meeting who does not vote, except a member who has declared a conflict of interest.

§ 27-12.3. Requirements for passing motions and the effect of tied votes.

A. **Majority vote required for motion to pass.**

Unless the procedures by-law or statute specifies otherwise, a motion passes when a majority of members present vote for it.[10] **[Amended 2026-06-25 by By-law 657-2026]**

B. **Motion fails with tied votes.**

A motion does not pass if the same number of members vote for it as against it.

C. **Two-thirds vote for accountability officer's appointment.**

A two-thirds vote of all members is required for the appointment of an accountability officer and related matters, as set out in § 3-3A of Chapter 3, Accountability Officers[11].

§ 27-12.4. Order of motions for voting.

A. Unless decided otherwise by Council, and subject to Subsection B, the Chair, in consultation with the Clerk, lists all motions on a matter for voting in the following order:

(1) Motion to refer;

(2) Motion to defer;

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[10] **Editor's Note: Despite this procedures by-law, a vote on a by-law proposed by the Mayor to potentially advance a prescribed provincial priority is passed if more than one-third of the Members of Council vote for it in accordance with Part VI.1 of the City of Toronto Act, 2006. One-third of all Members is 9 Members.**

[11] **Editor's Note: Two-thirds of all Members is 18 Members.**

(3) Motion to receive;

(4) Motion to amend, dealing with an amendment to an amendment immediately before the amendment it proposes to amend;

(5) Main motion, or the main motion as amended, if any amendments have carried; and

(6) Separating the vote on the "main motion, as amended" into more than one part, which may only be done to comply with the Municipal Conflict of Interest Act.

B. Despite Subsection A(4), when an amendment changes numbers, the amendments are put to a vote in ascending order dealing with the smallest number first.

§ 27-12.5. Dividing motions into parts.

A. **Member's request to divide the parts of a motion.**

If a matter under consideration contains distinct propositions, a member may request that members vote on each proposition separately.

B. **Chair rules on the request.**

If the Chair agrees that the matter contains distinct propositions, the Chair will rule that members vote on each proposition separately.

§ 27-12.6. Voting procedures.

A. **Requirements for members to vote.**

Members must:

(1) Be in their designated seats when the motion is put to a vote; and

(2) Be silent and remain in their designated seats until the Chair announces the results of the vote.

B. **Chair reads motion when necessary.**

When necessary, the Chair reads the motion.

C. **No motions or further debate when motion is put to a vote.**

When the motion is put to a vote, a member may not speak on, or make a motion on, the matter.

D. **Members vote by a show of hands.**

Subject to § 27-12.7D, members vote by a show of hands.

E. **Declaration of the result of the vote.**

The Chair or the City Clerk declares the result of the vote.

§ 27-12.7. Recorded vote.

A. **When a member may request a recorded vote.**

A member may request a recorded vote on any matter and must make the request immediately before or after the vote is taken.

B. **If request for recorded vote is made after first vote the first vote is nullified.**

If the request for a recorded vote is made immediately after the vote is taken, the first vote is nullified and a second, recorded vote must be held.

C. **Clerk records name and vote of members.**

When a member requests a recorded vote the Clerk records the name and vote of every member on the matter.

D. **Electronic voting for records.**

When a recorded vote is requested, members will use the electronic voting system, or another method as determined by the Clerk, to vote.

§ 27-12.8. Balloting rules.

Electing the Speaker and Deputy Speaker, and committee Chairs, and committee Vice-Chairs, if delegated to Council under Part VI.1 of the City of Toronto Act, 2006, is done by ballot in accordance with Appendix A-2. **[Amended 2026-06-25 by By-law 657-2026]**

ARTICLE 13
Rules for Committee of the Whole

§ 27-13.1. Motion to go into committee of the whole.

A. A motion to resolve into a committee of the whole:

(1) May be made at any time, for the purposes set out in Subsection B;

(2) Is not debatable; and

(3) Cannot be amended.

B. Council resolves itself into a committee of the whole to:

(1) Consider a matter which may be considered in a closed meeting under § 27-5.15A; and

(2) Hear public presentations and consider matters before it after Council having decided to do so at a previous meeting.

§ 27-13.2. Chair of committee of the whole.

A. **Chair for meeting to hear public presentations.**

(1) The Mayor presides over a meeting of the committee of the whole to hear public presentations;

(2) If the Mayor is absent, the Deputy Mayor presides;

(3) If both the Mayor and the Deputy Mayor are absent, the Speaker presides; and

(4) If the Speaker is absent, the Deputy Speaker presides.

B. **Chair for closed meetings.**

The person presiding over the Council meeting immediately before the meeting becomes a closed meeting presides over a meeting of the committee of the whole to consider a matter in a closed meeting.

§ 27-13.3. Hearing public presentations.

If the committee of the whole decides to hear public presentations, the rules for public presentations to committees apply to those presentations.

§ 27-13.4. Rules of procedures for committee of the whole.

The rules of procedures set out in the procedures by-law apply to meetings of committee of the whole, except that:

A. The Chair may participate in debate from the Chair;

B. Subject to Subsection C, members may speak or ask questions again on any matter;

C. Members may speak or ask questions only once each until every member who wishes to speak has done so; and

D. A majority vote decides any matter the committee of the whole debates.

§ 27-13.5. Motion to rise and report and motion to rise without reporting.

A. A motion to rise and report:

(1) May be made by a member at any time;

(2) Is not debatable; and

(3) Cannot be amended.

B. A motion to rise without reporting:

(1) May be made by a member at any time;

(2) Is not debatable; and

(3) Cannot be amended.

C. When a motion to rise without reporting passes, any matter that the committee of the whole has not decided loses.

§ 27-13.6. Adoption of reports.

A report that the committee of the whole adopts must be put to Council for adoption, and is subject to amendment by council.

ARTICLE 14
Minutes

§ 27-14.1. Preparing the minutes.

A. The Clerk prepares the minutes for all Council and Council Committee meetings.

B. The minutes include:

(1) All decisions and other proceedings;

(2) The names of all member attending and absent;

(3) For recorded votes, a record of the way each member present voted for every motion; and

(4) A record of members, if any, who declared a conflict of interest and the reason for the conflict of interest.

§ 27-14.2. Adopting the minutes.

A. **Clerk submits minutes to the next regular meeting at which Council or Council Committee adopts them.**

Unless Council or a Council Committee decides otherwise, the Clerk submits each meeting's minutes to the next regular meeting, or as soon as possible afterwards, for members to either adopt or amend.

B. **Clerk circulates minutes before the meeting that adopts or amends them.**

The Clerk circulates the minutes before the meeting that the minutes are submitted to for adoption or amendment.

C. **Members may request reading of minutes.**

If any member requests, the Clerk reads the minutes or any requested portion of the minutes, before the minutes are adopted or amended.

D. **Amendments before adopting minutes.**

Council or the Council Committee passes a motion to amend the minutes to correct any errors or omissions and then adopts the amended minutes.

E. **Minutes adopted as prepared if no errors.**

If there are no errors or omissions in the minutes, Council or the Council Committee adopts the minutes as prepared.

F. **Signatures required after adopting minutes.**

After Council or a Council Committee adopts the minutes, the Mayor and the Clerk sign them.

ARTICLE 15
Bills

§ 27-15.1. Bills.

A. **Interpretation.**

Despite the definition of meeting in § 27-1.1, as used in this article, the term has the following meaning:

MEETING - Any regular, special, or other meeting of Council, or of a Council Committee to which legislative authority has been delegated under Article 18.

B. **Solicitor prepares bills.**

For each meeting, the City Solicitor prepares any bills to be introduced at the meeting.

C. **Clerk submits bills.**

The Clerk ensures each bill is in the approved format and submits the bill to Council, or in the case of delegated matters, to the Council Committee.

D. **Content of bills.**

All bills, except confirmatory bills, must:

(1) Have a concise title;

(2) Be numbered;

(3) Refer to the decision on the bill's subject matter; and

(4) Give the date of the meeting at which the bill is to be introduced.

§ 27-15.2. Listing of bills on agenda and bill index.

A. The meeting agenda includes the bill's number and title;

B. The Clerk:

(1) Prepares a bills index to distribute to members with the agenda or during the meeting; and

(2) Provides a copy of a bill to a member, if the member requests it.

§ 27-15.3. Subject matter of bills approved.

A. Only bills implementing matters Council has approved may be presented to Council.

B. Only bills implementing delegated matters a Council Committee has approved may be presented to the Council Committee.

§ 27-15.4. Rules about introducing and passing bills.

A. A bill is valid even if introduced and passed at a meeting on a date other than that shown on the bill.

B. A number of bills may be introduced and passed together in one motion and referred to only by number.

C. Despite Subsection B, Council, or in the case of a delegated matter, the Council Committee, must, at the request of any member, deal separately with any bill.

D. Except for a bill to amend the procedures by-law under § 27-3.6B(1), a bill may be introduced and passed the same day as the bill's subject matter is approved.[12]

§ 27-15.5. Council may refer bills to Council Committee.

Council may refer a bill to the appropriate Council Committee to report back to Council on the bill to ensure that the bill correctly implements the Council decision that it is intended to implement.

§ 27-15.6. Rules on motions to introduce and pass bills.

A. **A motion to introduce and pass a bill, other than a confirmatory bill.**

A motion to introduce and pass a bill, is always in order and a member may make the motion at any time.

B. **Contents of the motion.**

A motion to introduce and pass a bill other than a confirmatory bill, must specify the title or number of the bill.

C. **Form of the motion.**

A motion to introduce and pass a bill, other than a confirmatory bill, must be in the following form:

"That (Council or the relevant Council Committee) pass and declare as a by-law bill number _____, prepared for the __(date)__ meeting (of Council or the relevant Council Committee)."

D. **Limitations on debating the motion.**

(1) A motion to introduce and pass a bill, other than a confirmatory bill, is debatable and may be amended, but only as to:

(a) Form; and

[12] **Editor's Note: If the Mayor is of the opinion that all or part of a by-law could potentially interfere with a prescribed provincial priority, the Mayor may provide written notice to City Council of the intent to consider vetoing the by-law. This written notice must be provided on or before the earlier of two days after the day City Council voted in favour of the by-law or the prescribed deadline in accordance with Part VI.1 of the City of Toronto Act, 2006.**

(b) To ensure that it correctly implements the decision that it is intended to implement.

(2) The debate on a motion to introduce and pass a bill may not reopen or consider the substance of the decision or part of the decision, except in accordance with § 27-8.6 or 27-9.18.

§ 27-15.7. Confirmatory bills non-debatable.

A. **Member makes motion to introduce and pass confirmatory bill.**

When the business of the day is complete, or immediately before the meeting is adjourned, or at any other time determined by the Chair, a member may put the following motion to introduce and pass a confirmatory bill:

"That (Council or the relevant Council Committee) pass and declare as a by-law a confirmatory bill to confirm the (In the case of a Council meeting, proceedings of the Council meeting or part of it as specified; in the case of a Council Committee meeting, legislative proceedings of the relevant Council Committee acting under delegated authority at the meeting, or part of a meeting, as specified)."

B. **Motion on confirmatory bill not debatable.**

(1) A motion to introduce and pass a confirmatory bill, or any part of one, is not debatable and cannot be amended.

(2) A motion to introduce and pass a confirmatory bill is voted on immediately.

(3) Despite Subsection B(2), on an affirmative vote of two-thirds of the members present, Council, or in the case of delegated matters, the Council Committee, may defer to its next meeting the vote on a motion to introduce and pass any part of a confirmatory bill.

§ 27-15.8. What happens when members request a separate vote on a matter.

A. **The bill is considered automatically amended to exclude the matter.**

When a member requests a separate vote on a particular matter covered by a confirmatory bill, the bill will be considered to be automatically amended to exclude the matter in question.

B. **Presentation of another bill.**

After Council, or in the case of delegated matters, the Council Committee, votes on the confirmatory bill under Subsection A, a member will present another bill to confirm the proceedings on the other matter in question and the confirmatory bill is presented as if it had been included in the motion to introduce and pass the original bill.

§ 27-15.9. Steps after bill is passed and Clerk's authority to make minor changes.

A. **Steps after a bill is passed.**

Subject to the City of Toronto Act, 2006, Part VI.1, a bill becomes a duly enacted by-law after: **[Amended 2026-06-25 by By-law 657-2026]**

(1) Council, or in the case of delegated matters, the Council Committee, passes the bill;[13]

(2) The bill is printed in the form of a by-law;

(3) The Mayor or Chair of the meeting at which the bill was passed, and the Clerk, sign it; and

(4) The Clerk affixes the seal of the City and the by-law number on it.

B. **Effective date of the by-law.**

A by-law is effective on the day it is enacted, unless the by-law specifies otherwise.

C. **Clerk authority to make minor changes.**

(1) The Clerk may make minor deletions, additions, or other changes in form to any bill before the bill is signed, sealed, numbered and enacted as a by-law.

(2) Any changes made under Subsection C(1) are for the purpose of ensuring correct and complete implementation of the actions that form the subject matter of the bill in accordance with the procedures by-law.

§ 27-15.10. Amending a by-law and changes to a bill.

A. All changes made to a bill to reflect changes to the decision on the matter that the bill implements, are considered part of the bill.

B. Once enacted, a by-law may only be amended or repealed by another by-law, unless the by-law or legislation specifies otherwise.

§ 27-15.11. Security of by-laws.

The Clerk deposits every by-law enacted in a safe and convenient place connected with the Clerk's office.

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[13] **Editor's Note: A by-law is deemed not to have been passed by City Council until either:**

1. **the earlier of: the day written approval of the by-law is given by the Mayor or two days after the day City Council voted in favour of the by-law, or**
2. **if the Mayor gave notice of their intent to consider vetoing the by-law, the earlier of: the day written approval of the by-law is given by the mayor or 14 days, or such other prescribed time period, after the day City Council voted in favour of the by-law.**

If the Mayor vetoes a by-law, the by-law shall be deemed not to have been passed by City Council.

§ 27-15.12. Indexed volume of by-laws.

All by-laws are printed in an indexed volume separated according to the year in which they are enacted.

ARTICLE 16
Committees of Council

§ 27-16.1. Reserved. [14]

§ 27-16.2. Standing Committees.

A. **Reserved.** [15]

B. **Reserved.**[16]

C. **Delegated Duties of Standing Committees.**

(1) **Planning and Housing Committee.**

The Planning and Housing Committee holds any statutory hearing required under the Planning Act for the following matters, in accordance with § 27-16.5D:

(a) Proposed official plans and zoning by-laws and their proposed amendments; and

(b) Applications for approval of subdivision plans.

(2) **General Government and Licensing Committee.**

(a) The General Government and Licensing Committee is delegated the power and authority to hold meetings at which applicants may make representations to the Committee and to make final decisions, in regard to all property-tax related applications made under sections 300, 322, 323(1)(a), (b), (c), (d), (f), (g) and (h), 325, 326 and 327 of the Act, and these matters delegated by Council to the Committee cannot be exercised by Council.

(b) The General Government and Licensing Committee is delegated the power and authority to hold any hearing required by Chapter 760, Taxation, Municipal Land Transfer Tax, in respect of appeals under that chapter.

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[14] **Editor's Note: Section 27-16.1 "Executive Committee" was deleted June 25, 2026, by By-law 657-2026. The power to establish or dissolve committees and to assign their functions is carried out by the Mayor, by Mayoral Decision, in accordance with Part VI.1 of the City of Toronto Act, 2006. Council does not exercise authority over these matters unless the Mayor delegates such powers pursuant to the Act.**

[15] **Editor's Note: Subsection 27-16.2A "Duties of the Standing Committees" was deleted June 25, 2026, by By-law 657-2026. The power to establish or dissolve committees and to assign their functions is carried out by the Mayor, by Mayoral Decision, in accordance with Part VI.1 of the City of Toronto Act, 2006. Council does not exercise authority over these matters unless the Mayor delegates such powers pursuant to the Act.**

[16] **Editor's Note: Subsection 27-16.2B "Standing Committee Mandates" was deleted June 25, 2026, by By-law 657-2026. The power to establish or dissolve committees and to assign their functions is carried out by the Mayor, by Mayoral Decision, in accordance with Part VI.1 of the City of Toronto Act, 2006. Council does not exercise authority over these matters unless the Mayor delegates such powers pursuant to the Act.**

(c) General Government and Licensing Committee is delegated the power and authority to hold any hearing required by Chapter 765, Taxation, Personal Vehicle Tax, in respect of appeals under that chapter.

(d) The General Government and Licensing Committee is delegated the power and authority to hold hearings required by Chapter 771, Taxation, Third Party Sign Tax, in respect of appeals under that chapter.

(e) The General Government and Licensing Committee is delegated the power and authority to hold hearings required by Chapter 758, Taxation, Municipal Accommodation Tax, in respect of appeals under that chapter.

(3) **Executive Committee.**

[Added 2019-10-03 by By-law 1412-2019]

The Executive Committee is delegated the power and authority to hold any hearing required under section 20 of the Development Charges Act in respect of a development charge complaint and under section 257.85 of the Education Act in respect of an education development charge complaint.

D. **Reserved.**[17]

E. **Meeting support for Standing Committees.**

The Clerk provides meeting support to the Standing Committees.

F. **Reserved.**[18]

G. **Reserved.**[19]

H. **Chair's absence.**

When the Chair is absent, the Vice-Chair chairs the Standing Committee meeting.

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[17] **Editor's Note: Subsection 27-16.2D "Composition of Standing Committees" was deleted June 25, 2026, by By-law 657-2026. The power to establish or dissolve committees is carried out by the Mayor, by Mayoral Decision, in accordance with Part VI.1 of the City of Toronto Act, 2006. Council does not exercise authority over these matters unless the Mayor delegates such powers pursuant to the Act.**

[18] **Editor's Note: Subsection 27-16.2F "Mayor appoints Standing Committee Chairs" was deleted June 25, 2026, by By-law 657-2026. The power to appoint the chairs and vice-chairs of committees is carried out by the Mayor, by Mayoral Decision, in accordance with Part VI.1 of the City of Toronto Act, 2006. Council does not exercise authority over these matters unless the Mayor delegates such powers pursuant to the Act.**

[19] **Editor's Note: Subsection 27-16.2G "Committee selects Vice-Chair" was deleted June 25, 2026, by By-law 657-2026. The power to appoint the chairs and vice-chairs of committees is carried out by the Mayor, by Mayoral Decision, in accordance with Part VI.1 of the City of Toronto Act, 2006. Council does not exercise authority over these matters unless the Mayor delegates such powers pursuant to the Act.**

§ 27-16.3. Board of Health.

The Board of Health reports to Council, as required.

§ 27-16.4. Reserved.[20]

§ 27-16.5. Community Councils.

A. **Reserved.**[21]

B. **Reserved.**[22]

C. **Community Council may hold public meetings on certain subjects.**

The Community Councils hold any statutory hearing required under the Planning Act, for the following matters within the urban area the Community Council represents, unless the subject matter is of City-wide interest or is within an area represented by more than one Community Council:

(1) Proposed official plans and zoning by-laws and their proposed amendments; and

(2) Applications for approval of subdivision plans.

D. **When Council delegates the subjects in Subsection C to the Planning and Housing Committee.**

Despite Subsection E, the Planning and Housing Committee holds the statutory hearing if the matter is:

(1) Of City-wide interest; or

(2) Is within an area represented by more than one Community Council.

E. **Duties of Community Councils.**

In the urban areas they represent, Community Councils are responsible for the duties established by the Mayor. **[Amended 2026-06-25 by By-law 657-2026]**

§ 27-16.6. Other committees and public advisory bodies.

A. **Council may establish committees and public advisory bodies.**

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[20] **Editor's Note: Section 27-16.4 "Special Committees" was deleted June 25, 2026, by By-law 657-2026. The power to establish or dissolve committees and to assign their functions is carried out by the Mayor, by Mayoral Decision, in accordance with Part VI.1 of the City of Toronto Act, 2006. Council does not exercise authority over these matters unless the Mayor delegates such powers pursuant to the Act.**

[21] **Editor's Note: Subsection 27-16.5A "Composition of the Community Councils" was deleted June 25, 2026, by By-law 657-2026. The power to establish or dissolve committees and to assign their functions is carried out by the Mayor, by Mayoral Decision, in accordance with Part VI.1 of the City of Toronto Act, 2006. Council does not exercise authority over these matters unless the Mayor delegates such powers pursuant to the Act.**

[22] **Editor's Note: Subsection 27-16.5B "Chairs and Vice-Chairs of Community Councils" was deleted June 25, 2026, by By-law 657-2026. The power to appoint the chairs and vice-chairs of committees is carried out by the Mayor, by Mayoral Decision, in accordance with Part VI.1 of the City of Toronto Act, 2006. Council does not exercise authority over these matters unless the Mayor delegates such powers pursuant to the Act.**

Council may establish other committees, or public advisory bodies consisting of a combination of Council members and the public. **[Amended 2026-06-25 by By-law 657-2026]**

B. **Terms of reference.**

(1) Council must adopt terms of reference for any new committees or public advisory body it establishes under Part A. **[Amended 2026-06-25 by By-law 657-2026]**

(2) The terms of reference that Council adopts under Subsection B(1) for any new committee, or public advisory body that it establishes must include:

(a) The matters the committee or public advisory body deals with;

(b) The committee's or public advisory body's composition;

(c) The Standing Committee or Executive Committee to which the committee or public advisory body reports;

(d) The date the committee or public advisory body reports and the date that it ends, unless Council approves an extension or continuation;

(e) The reason an existing committee or public advisory body cannot do the work; and

(f) A Clerk's impact statement identifying the staff and other resources the committee or public advisory body needs for support and a statement that such resources are available.

§ 27-16.7. Reserved.[23]

§ 27-16.8. Term of office for member appointments.

A. **Period certain committee members are appointed to serve.**

Unless Council decides otherwise or legislation provides otherwise, the members of the following committees are appointed until the end of the second full year of the Council term, or until their successors are appointed:

(1) The Executive Committee's member(s)-at-large;

(2) The Standing Committee members;

(3) Special committee and sub-committee members;

(4) Any members appointed to agencies and other external bodies; and

[23] **Editor's Note: Section 27-16.7 "Subcommittees" was deleted June 25, 2026, by By-law 657-2026. The power to establish or dissolve committees and to assign their functions is carried out by the Mayor, by Mayoral Decision, in accordance with Part VI.1 of the City of Toronto Act, 2006. Council does not exercise authority over these matters unless the Mayor delegates such powers pursuant to the Act.**

(5) Members who are members of any other committee or public advisory body.

(6) Reserved.[24]

(7) Reserved.[25]

B. **Terms of office for members who are citizens.**

Council appoints citizens to agencies, committees, or public advisory bodies for:

(1) The same term of office as Council's term, or until their successors are appointed;

(2) The term set out in such appointments or by Council policy, or until their successors are appointed; or

(3) The term otherwise provided by law.

§ 27-16.9. Mayor's role means being a member of all Council Committees.

A. **Mayor is a member of Council Committee member or be a member by being Mayor.**

The Mayor is a member of all Council Committees by virtue of office.

B. **Mayor has all committee rights and privileges and is counted in a quorum.**

If present at a committee meeting, the Mayor is counted in assessing whether a quorum is present, and the Mayor has all the rights and privileges of the other committee members.

§ 27-16.10. Joint meetings.

A. **Committee Chairs may call joint meetings.**

(1) Committee Chairs may call a joint meeting of one or more Standing Committees, the Executive Committee, or Special Committees whenever the chairs think it necessary for their respective committees to jointly consider and report on matters within their respective mandate.

(2) The Executive Committee decides whether a matter is within the mandate of more than one Council Committee.

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[24] **Editor's Note: Subsection 27-16.8A(6), respecting Chairs and Vice-Chairs of Community Councils, was deleted June 25, 2026, by By-law 657-2026. The power to appoint the chairs and vice-chairs of committees is carried out by the Mayor, by Mayoral Decision, in accordance with Part VI.1 of the City of Toronto Act, 2006. Council does not exercise authority over these matters unless the Mayor delegates such powers pursuant to the Act.**

[25] **Editor's Note: Subsection 27-16.8A(7), respecting Vice-Chairs of Standing Committees, was deleted June 25, 2026, by By-law 657-2026. The power to appoint the chairs and vice-chairs of committees is carried out by the Mayor, by Mayoral Decision, in accordance with Part VI.1 of the City of Toronto Act, 2006. Council does not exercise authority over these matters unless the Mayor delegates such powers pursuant to the Act.**

B. **Quorum for joint meetings.**

(1) **Majority quorum.**

A quorum for a joint meeting is a majority of the combined memberships of both committees, unless Council decides otherwise.

(2) **Members on both committees counted once.**

Anyone who is a member of both committees is only counted once for quorum purposes.

C. **Chair of joint meeting.**

The members present at a joint meeting elect the Chair of one of the committees to Chair the joint meeting and, when both Chairs are absent, elect another member of one of the committees to Chair the joint meeting.

D. **Joint committee voting.**

Votes put to a joint meeting are conducted as if both committees were a single committee and the vote results are treated as coming from both committees.

E. **Conducting business in joint meetings.**

The procedures by-law's rules on conducting business in committee meetings apply, with necessary changes, to conducting business at a joint meeting.

§ 27-16.11. Filling vacancies in agencies.

Council may appoint members to fill vacancies in agencies in accordance with any legislation or rules applicable to the agency.

§ 27-16.12. Notifying about vacancies and questioning appointees.

A. **Clerk tells members about vacancies.**

Before Council recommends appointing any member to fill a committee or agency vacancy during the Council term, the Clerk informs all members of the vacancy and allows them to submit names for consideration.

B. **Members' right to question potential member appointees to agencies.**

During Council's consideration of a member's potential appointment to an agency, a member may ask questions of any member standing for the appointment, if:

(1) The questions are governed by § 27-11.1K; and

(2) The total time for questioning a member under this section, including answers, is not longer than ten minutes.

ARTICLE 17
Rules for Committees

§ 27-17.1. Deadlines and content for committee agendas.

A. The Clerk prepares the agenda for all Council Committee meetings.

B. The Clerk establishes agenda deadlines for all Council Committees meetings.

C. If the Clerk receives the following matters by the agenda deadline and the matters are within the Council Committee's mandate, the Clerk places them on the agenda for the next regular Council Committee meeting:

(1) Communications from Council to a Council Committee;

(2) Communications from another Council Committee or a public advisory body;

(3) Reports from City officials;

(4) Reports and communications from an agency;

(5) Communications from members; and

(6) Communications from the public related to a matter on the agenda.

§ 27-17.2. Supplementary agendas for Council Committees.

A. **Clerk prepares a supplementary agenda for supplementary business.**

If necessary, the Clerk prepares a supplementary agenda for reports and other communications supplementing business on the regular Council Committee agenda.

B. **Adding late supplementary reports or communications.**

The Clerk adds any report or communication arriving after the regular agenda deadline to the supplementary agenda if the Clerk decides that either supplements the regular agenda business.

§ 27-17.3. Late new business reports and communications.

A. **Late items added to next Council Committee meeting's agenda.**

Subject to Subsection B, if, after the regular agenda deadline for the Council Committee meeting, the Clerk receives any of the following, the Clerk adds them to the agenda for the next Council Committee meeting:

(1) New business reports from City officials or agencies; and

(2) New business communications from Council, a Council Committee, an agency, or a member.

B. With the consent of the Council Committee, the Clerk may add to the agenda new business reports or communications the Clerk receives after the agenda deadline for the Council Committee meeting.

§ 27-17.4. Notice given by publishing the agenda.

The published agenda for a committee meeting is notice of all business included in that agenda, subject to other notice provisions of the procedures by-law, of Chapter 162, Notice, Public and of any applicable legislation.

§ 27-17.5. Members' options for presenting communications.

A. Members may present communications to a committee about:

(1) Any matter on the meeting agenda; or

(2) Matters not on the meeting agenda but within the committee's mandate.

B. In submitting communications, under Subsection A(2), members must comply with any applicable notice requirement and must meet agenda deadlines.

§ 27-17.6. Referral from Council.

A. A referral of a matter from Council to a committee meeting, received after the agenda deadline for the committee meeting, cannot be presented at that committee meeting and will be presented at the next regular committee meeting.

B. A matter referred to in Subsection A related to another matter already on the meeting agenda is added to the agenda.

§ 27-17.7. Information reports.

Unless Council has previously authorized it, a committee only takes action on an information report, other than receiving the matter for information, and only hears public presentations on an information report if notice was given at a previous committee meeting.

§ 27-17.8. Limitations on reconsidering committee matters.

A committee may not reconsider:

A. Any question Council decided within the past 12 months of the current term of Council; or

B. Any matter that could result in a decision that is inconsistent with a Council decision.

§ 27-17.9. Committee rules of procedures.

A. **Committee rules that are exceptions to other rules of the procedures by-law.**

The rules of procedure the procedures by-law sets out for Council meetings apply to committee meetings, when relevant, with the following exceptions:

(1) **Chair debates.**

The Chair may participate in debate from the Chair.

(2) **No limit on speaking or questioning.**

Subject to Subsection A(3), a committee member may speak or ask questions again.

(3) **Every committee member has a chance to speak or question before a second round.**

A committee member may speak or ask questions only once until every member who wishes to speak or question has done so.

(4) **Majority vote for decisions.**

Despite any other section of the procedures by-law, a majority vote decides any matter before the committee with the following exceptions:

(a) A reopening of a delegated matter under § 27-8.6; and

(b) A reconsideration of a delegated matter under § 27-9.18.

(5) **Other committee rules possible.**

The committee may set other rules for its meetings, as long as they are consistent with parliamentary principles and are not in direct conflict with the rules of the procedures by-law.

B. **No waiving of rules.**

A committee cannot waive the rules of the procedures by-law.

§ 27-17.10. Committee reports to Council.

A. **Council decides on recommendations that a committee has no final authority to decide.**

A committee must report to Council for Council's final decision, all its recommendations on matters within the committee's mandate, on which it does not have authority to make a final decision.

B. **When a committee decides to take no action.**

If a committee takes any of the following actions it is considered to have taken action and must report the action taken to Council for Council's action:

(1) It decides only to receive a report or a communication that contains recommendations for action;

(2) Fails to make a decision on a matter; or

(3) Decides against a matter on a tie vote.

C. **When a committee is not ready to report.**

A committee that is not ready to report its recommendations on a matter to Council may take note and file the matter until it is ready to make recommendations on the matter. A Committee must report to Council for Council's information that it has taken note and filed a matter.

§ 27-17.11. Outstanding committee business.

A. **Contents of Clerk's report on outstanding report requests.**

The Clerk regularly reports to Council Committees all outstanding report requests the committee made during Council's current term including:

(1) The subject matter of the report requests;

(2) The committee meeting at which the report request was made;

(3) The City official or agency from whom the report was requested; and

(4) The date the committee asked for the report and the date the City official or agency expects to report to committee.

B. **Outstanding report requests not carried forward.**

Outstanding report requests do not carry forward to Council's next term.

§ 27-17.12. Rights of members who are not members of a committee.

A. All Members may attend all committee meetings, including committee meetings in a closed session, may question staff and the public, and may speak on a matter before the committee.

B. Only committee members may make motions and vote on a matter before the committee.

ARTICLE 18
Delegation to Council Committees

§ 27-18.1. Delegation of authority.

A. **Council may delegate.**

Council may delegate any legislative, quasi-judicial, or other authority to a Council Committee by amending this article.

B. **Legislative Delegation includes power to pass necessary by-laws.**

The delegation by Council of any legislative authority includes the power to pass any necessary by-laws respecting the delegated matters, and a by-law passed by a Council Committee under the delegation of legislative power has the same force and effect as a by-law passed by Council.

C. **Matters fully delegated.**

Subject to Subsection D, when Council delegates any authority to a Council Committee:

(1) The Council Committee may exercise the delegated authority; and

(2) Council cannot exercise the authority.

D. **Revocation of delegation**.

Council can revoke a delegation made under this article at any time, by amending the procedures by-law in accordance with the rules of the procedures by-law.

§ 27-18.2. Reopening or reconsidering decisions on delegated matters.

A. **Sections 27-8.6 and 27-9.18 apply to Council Committees.**

Sections 27-8.6 and 27-9.18 apply to any decisions made by a Council Committee on a delegated matter.

B. **Council cannot re-open a delegated decision**.

Subject to Subsection C, Council cannot re-open a decision made by a Council Committee on a delegated matter.

C. **Council can re-open a delegated decision after revoking the delegation.**

In accordance with § 27-8.6, Council can re-open a Council Committee decision on a delegated matter if Council has revoked the delegation in accordance with § 27-18.1D after the Council Committee made the decision.

§ 27-18.3. Article prevails in the event of conflict.

A. To the extent of a conflict between this article and any chapter of the City of Toronto Municipal Code, any other City by-law, or any by-law of any of the former municipalities, this by-law prevails over the provisions of the other by-law or chapter to the extent of the conflict.

B. Despite Subsection A, to the extent of a conflict between the exercise of authority delegated under this article and the exercise of authority delegated to the Mayor under Chapter 59, Emergency Management, the delegation and the exercise of authority delegated to the Mayor under Chapter 59 prevails.

§ 27-18.4. Delegation to Community Councils.

The authority to make final decisions with respect to the following matters, to the extent that the authority has not already been delegated to staff, is delegated to the Community Councils, with the exception of matters affecting more than one Community Council, and matters that, in the opinion of the City Manager, have City-wide significance.

A. **Exemptions to City by-laws.**

(1) Fence by-law exemptions issued under Chapter 447, Fences.

(2) Reserved.[26]

(3) Noise by-law exemptions issued under § 591-10H of Chapter 591, Noise.

B. **Regulatory by-laws.**

(1) Street Food Vending

(a) The authority to designate areas of the road as Mobile Vending Zones or Restricted Zones in accordance with Chapter 740, Street Vending.

(b) The authority to designate, at the request of the local ward Councillor, a particular street vending location for entrepreneurs introducing new products, or variations of products, as identified by the General Manager, Economic Development and Culture.

(2) On-street parking, standing and stopping.

(a) Subject to Subsection B(2)(b), on-street parking, standing and stopping regulation proposals, including but not limited to the following:

[1] On-street parking, standing or stopping;

[26] **Editor's Note: By-law 662-2021 deleted former Section 27-18.4A(2) respecting natural garden exemptions. By-law 662-2021 came into force on January 1, 2022.**

[2] Side and time restrictions;

[3] Drop-off and pick-up zones;

[4] Accessible parking for persons with a disability, meter parking;

[5] On-street loading zones; and

[6] Taxi-cab stands.

(b) The authority to deal with the matters set out in Subsection B(2)(a) only applies on the portions of highways with the following classification that do not have an established TTC route: **[Amended 2021-04-08 by By-law 260-2021]**

[1] Public lanes or public alleys;

[2] Local roads;

[3] Collector roads;

[4] Minor arterial roads; and

[5] Major arterial roads on which the proposal complies with all relevant City by-laws and policies.

(3) On-street permit parking.

(a) Subject to Subsections B(3)(b) and B(3)(c), on-street permit parking proposals including but not limited to the following: **[Amended 2026-06-25 by By-law 621-2026]**

[1] Installation of permit parking; and

[2] Removal of permit parking.

(b) The authority to deal with the matters set out in Subsection B(3)(a) only applies on the portions of highways with the following classification that do not have an established TTC route: **[Amended 2021-04-08 by By-law 260-2021]**

[1] Public lanes or public alleys;

[2] Local roads;

[3] Collector roads;

[4] Minor arterial roads; and

[5] Major arterial roads on which the proposal complies with all relevant City by-laws and policies.

(c) The authority to deal with the matters set out in Subsection B(3)(a) does not apply to proposed amendments to City of Toronto Municipal Code Chapter 925, Permit Parking, to remove or

otherwise exclude from eligibility on-street parking by residents of, visitors to, or tradepersons at addresses: **[Added 2026-06-25 by By-law 621-2026]**

[1] Associated with new Zoning By-law Amendment applications; or

[2] Included in the areas defined in Chapter 925, Permit Parking as the Excluded Area.

(4) On-street traffic regulation.

(a) Subject to Subsection B(4)(b), on-street traffic regulation proposals including but not limited to the following:

[1] Turn lane restrictions and entry prohibitions;

[2] Traffic signal installation;

[3] Pedestrian crossover installation or relocation; and

[4] Heavy truck prohibitions.

(b) The authority to deal with the matters set out in Subsection B(4)(a) only applies on the portions of highways with the following classification that do not have an established TTC route: **[Amended 2021-04-08 by By-law 260-2021]**

[1] Public lanes or public alleys;

[2] Local roads;

[3] Collector roads;

[4] Minor arterial roads; and

[5] Major arterial roads on which the proposal complies with all relevant City by-laws and policies.

(5) Road alterations.

(a) Subject to Subsection B(5)(b), road alterations, including but not limited to the following:

[1] Road narrowing and widening;

[2] Installing medians; and

[3] Intersection re-alignments.

(b) The authority to deal with the matters set out in Subsection B(5)(a) only applies on the portions of highways with the following classification that do not have an established TTC route: **[Amended 2021-04-08 by By-law 260-2021]**

[1] Public lanes or public alleys;

[2] Local roads;

[3] Collector roads;

[4] Minor arterial roads; and

[5] Major arterial roads on which the proposal complies with all relevant City by-laws and policies.

(6) (a) Subject to Subsection B(6)(b), temporary road closures on the following roads: **[Amended 2021-04-08 by By-law 260-2021]**

[1] Public lanes or public alleys;

[2] Local roads;

[3] Collector roads; and

[4] Minor arterial roads.

(b) The authority to deal with the matters set out in Subsection B(6)(a) only applies to the extent that the authority has not been delegated to staff in Chapter 937, Temporary Closing of Highways. **[Amended 2019-06-19 by By-law 899-2019[27]; 2020-01-29 by By-law 116-2020; 2021-02-05 by By-law 43-2021; 2021-04-08 by By-law 217-2021; 2022-05-12 by By-law 474-2022; 2022-06-16 by By-law 590-2022; 2023-05-23 by By-law 451-2023; 2024-07-25 by By-law 850-2024; 2025-04-24 by By-law 318-2025; 2025-05-22 by By-law 476-2025; 2026-04-23 by By-law 348-2026]**

(7) Reserved.[28]

(8) Signs. **[Amended 2023-10-12 by By-law 977-2023[29]]**

(a) Neighbourhood and Business Area Identification Sign applications referred to Community Council by the General Manager, Transportation Services in accordance with Article 6 of Chapter 693, Signs, Election and Temporary.

(b) Sign appeals under § 693-4.1 of Chapter 693, Signs, Election and Temporary.

(9) Traffic calming.

(a) Subject to Subsection B(9)(b), traffic calming proposals including but not limited to the following:

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[27] **Editor's Note: By-law 899-2019 added the reference "937-3.13" to this subsection came into force on September 1, 2019.**

[28] **Editor's Note: Subsection 27-18.4B(7), which previously delegated sidewalk proposals was deleted July 18, 2019 by By-law 1101-2019.**

[29] **Editor's Note: By-law 977-2023 came into force on June 3, 2024.**

[1] Speed humps;

[2] Speed bumps; and

[3] Speed cushions. **[Amended 2023-11-09 by By-law 1131-2023]**

(b) The authority to deal with the matters set out in Subsection B(9)(a) only applies on the portions of highways with the following classification: **[Amended 2021-04-08 by By-law 260-2021; 2023-11-09 by By-law 1131-2023]**

[1] Public lanes or public alleys;

[2] Local roads; and

[3] Collector roads.

(c) Reserved.[30]

(10) Free-Floating Car-Share Service Areas. **[Added 2025-10-09 by By-law 1119-2025]**

(a) Subject to Subsection B(10)(b), the authority to designate or expand a Free-Floating Car-Share Service area pursuant to an application for same and the authority to revoke such designation.

(b) The authority to deal with the matters set out in Subsection B(10)(a) only applies to the portions of highways with the following classification:

[1] Local roads;

[2] Collector roads;

[3] Minor arterial roads; and

[4] Major arterial roads on which the proposal complies with all relevant City by-laws and policies.

C. **Permit appeals.**

(1) Sidewalk café or public parklet permit appeals except appeals in relation to the location, design and safety of curb lane cafés and public parklets; and/or pedestrian clearway requirements under Chapter 742, Sidewalk Cafés, Parklets and Marketing Displays. **[Amended 2019-06-19 by By-law 899-2019[31]; 2024-11-14 by By-law 1261-2024]**

(2) Boulevard marketing permit appeals except appeals in relation to pedestrian clearway requirements under Chapter 742, Sidewalk Cafés,

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[30] **Editor's Note: Section 27-18.4B(9)(c), respecting the authority to waive petition and polling requirements under the City's Traffic Calming Policy for traffic calming proposals, was deleted November 9, 2023 by By-law 1131-2023.**

[31] **Editor's Note: By-law 899-2019 which introduces exceptions to the delegation of boulevard café permit appeals came into force on September 1, 2019.**

Parklets and Marketing Displays. **[Amended 2019-06-19 by By-law 899-2019[32]]**

(3) Buskers and street entertainers and artists permit appeals.

(4) Residential front-yard parking permit appeals, including appeals related to boulevard parking permits, front yard parking permits, and driveway widening permits, except where regulated only by zoning by-law.

(5) Street vending permit appeals.

(6) Tree removal and tree injury permit appeals. **[Added 2022-05-12 by By-law 480-2022]**

D. **Citizen appointments.**

(1) Citizen appointments to business improvement area boards of management.

(2) Citizen appointments to arena boards of management for the following arenas, in compliance with City policies:

(a) George Bell Arena;

(b) Larry Grossman Forest Hill Memorial Arena;

(c) Leaside Memorial Arena;

(d) McCormick Playground Arena;

(e) Moss Park Arena;

(f) North Toronto Memorial Arena;

(g) Ted Reeve Community Arena; and

(h) William H. Bolton Arena.

(3) Citizen appointments to boards of management for the following community centres, in compliance with City policies:

(a) 519 Church Street Community Centre;

(b) Applegrove Community Complex;

(c) Cecil Street Community Centre;

(d) Central Eglinton Community Centre;

(e) Community Centre 55;

(f) Eastview Neighbourhood Community Centre;

[32] **Editor's Note: By-law 899-2019 which introduces an exception to boulevard marketing permit appeals came into force on September 1, 2019.**

(g) Waterfront Neighbourhood Centre;

(h) Ralph Thornton Community Centre;

(i) Scadding Court Community Centre; and

(j) Swansea Town Hall.

(4) Citizen appointments to Museum Advisory Boards for the following museums:

(a) Gibson House;

(b) Montgomery's Inn;

(c) Scarborough Historical Museum;

(d) Todmorden Mills Heritage Museum; and

(e) York Museum.

(5) Citizen appointments to the Board of Management of the Balmy Beach Park.

E. **Miscellaneous matters. [Amended 2023-10-12 by By-law 977-2023[33]]**

(1) Acceptance of donations of art valued at or above $50,000 and at or below $200,000 for use as art in public spaces, with the exception of donations related to zoning by-laws or any other planning-related matters.

(2) Approval of encroachment agreements related to road allowances, parks, ravines and properties owned or managed by the City, in a form acceptable to the City Solicitor, with the exception of exemptions related to waiving of necessary survey, registration or annual administrative fees.

This Subsection shall also not include the approval of any encroachment agreement related to the approval of vehicular destination signage or neighbourhood and/or business area identification signage entered into by the General Manager, Transportation Services, in accordance with Article 6 of Chapter 693, Signs, Elections and Temporary.

(3) Issuing or refusing permits for demolition of residential properties with less than six dwelling units, with the following exceptions:

(a) Properties with heritage designations; and

(b) Properties located in a heritage conservation district.

(4) Naming of City properties in compliance with the Honourific and Street Naming Policy as adopted by Council.

[33] **Editor's Note: By-law 977-2023 came into force on June 3, 2024.**

(5) Establishment of business improvement area boards of management after Council enacts a by-law to designate the business improvement area.

(6) The imposition of temporary or permanent alternative hours of operation on sidewalk café or public parklet permit holders, except for special events. **[Added 2019-06-19 by By-law 899-2019[34]; 2024-11-14 by By-law 1261-2024]**

(7) Cancellation or suspension of a sidewalk café, public parklet permit or boulevard marketing permit, except a temporary seasonal suspension, which the Executive Director, Municipal Licensing and Standards, or General Manager, Transportation Services, has authority for. **[Added 2019-06-19 by By-law 899-2019[35]; 2024-11-14 by By-law 1261-2024]**

F. **Matters under the authority of legislation other than the Act.**[36]

(1) Designation of fire routes on private roads under § 880-6A, and appeals of fire route designations on private roads under § 880-5 of Chapter 880, Fire Routes.

(2) Proposals for stop sign installation on the following roads:

(a) Local roads;

(b) Collector roads; and

(c) Minor arterial roads.

(3) Proposals for speed changes, restrictions, and reductions on the following roads: **[Amended 2021-04-08 by By-law 260-2021]**

(a) Public lanes or public alleys;

(b) Local roads;

(c) Collector roads; and

(d) Minor arterial roads.

(4) Designation of events of municipal significance for the issuance of special occasion permits.

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[34] **Editor's Note: By-law 899-2019 comes into force on September 1, 2019.**

[35] **Editor's Note: By-law 899-2019 comes into force on September 1, 2019.**

[36] **Editor's Note: Subsection 27-18.4F(3), the power to do the following has not been delegated as the powers under subsection 128(5) and 128(6) of the Highway Traffic Act were not included in the Regulation as powers that could be delegated by Council:**

(a) speed restrictions in a designated school zone restricting speed only on days on which school is regularly held; and

(b) speed restrictions on a designated portion of a highway with a grade of 6 percent or higher restricting speed for only certain classes of vehicles when traveling down grade.

(5) Establishment of designated areas pursuant to subsection 128(2.1) of the Highway Traffic Act. **[Added 2021-04-08 by By-law 260-2021]**

APPENDIX A – ORDER OF BUSINESS AND BALLOTING

1 – Order of Business

1. Call to Order
2. National Anthem
3. Moment of Silence
4. Confirmation of Minutes
5. Introduction of Reports of Council Committees and other Committees
6. Declarations of Interests
7. Routine Matters
8. Consideration of Committee Reports
9. New Business from the Mayor, and City officials
10. Business Previously Requested
11. New Business Notices of Motion from Members
12. New Business Motions Without Notice from Members
13. General Bills
14. Confirmatory Bills
15. Adjournment

2 – Balloting Procedures

The procedures for balloting are:

A. **Clerk chairs if there is no Chair.**

The Clerk, or the Clerk's designate, takes the chair if there is no Chair for the Meeting until after the election of a Chair by ballot.

B. **Call for nominations.**

The Chair calls for nominations.

C. **Nominations and no seconding.**

Members may nominate candidates, including themselves, and nominations do not require seconding.

D. **Clerk calls three times, closes, and announces nominees.**

The Chair calls three times for further nominations and, if no further nominations are made, the Chair declares nominations closed and announces the nominees.

E. **Time limit and order for nominees to speak.**

Each nominee, in alphabetical order by surname, may speak for up to five minutes.

F. **More than one nominee requires ballots.**

If there is more than one nominee, the Chair issues ballots to all members.

G. **Members vote for one nominee and sign ballot.**

Using the ballot, a member votes for only one nominee, signs the ballot and prints their name on the ballot.

H. **Balloting results public.**

All ballot results are public.

I. **Announcing ballot results and members' votes.**

The Chair announces the results of the ballot, and if requested, announces the individual ballot results and the name of the member casting the ballot.

J. **When most votes do not make a majority.**

If the nominee with the most votes does not receive the votes of a majority of the members present, Council conducts another ballot in accordance with Subsections G, H, I and K.

K. **Steps to exclude nominees with few or no votes or tie votes.**

The next ballot excludes the nominees with the fewest votes and any nominee with no votes. If two or more nominees are tied with the fewest votes, the Chair selects the nominee or nominees who advance to the next ballot by the following method:

A. The names of the tied nominees are placed on sheets of paper of equal size, and the paper are folded in half and placed in a box; and

B. The Chair pulls one or more pages with the name or names of the nominee or nominees who advance to the next ballot from the box.

L. **Votes to find a candidate with the most votes and then a majority vote.**

Balloting continues in accordance with Subsections G., H, I and K until one nominee receives both the most votes and a majority of votes.

M. **Steps for when remaining nominees are tied.**

If after the steps set out in Subsection L only two nominees remain and the votes for the two remaining nominees are tied, the Chair selects the winner by the following method:

A. The names of each of the two remaining nominees are placed on two sheets of paper of equal size, and the papers are folded in half and placed in a box; and

B. The Chair pulls the name of one nominee from the box, and that nominee is declared the winner.

APPENDIX B – RESERVED[37]

[37] **Editor's Note: Appendix B - Committees was deleted June 25, 2026, by By-law 657-2026. The power to establish or dissolve committees and to assign their functions is carried out by the Mayor, by Mayoral Decision, in accordance with Part VI.1 of the City of Toronto Act, 2006. Council does not exercise authority over these matters unless the Mayor delegates such powers pursuant to the Act.**