

**SCHEDULE A**  
**Inaugural Meeting**

	<b>Agenda Item:</b>	<b>Rules:</b>	<b>Conducted By:</b>
i	Call to Order	<p>The first meeting of Council in the year of a Municipal Election shall be on the first Tuesday of the new term at 6:00 p.m. or at such hour as may be fixed by By-law.</p> <p>The Clerk shall notify all Members at least one (1) week in advance of the meeting as to time and date.</p>	Clerk
ii	Roll Call	The Clerk shall ensure that a majority of the members are present.	Clerk
iii	Declaration of Office for All Members of Council	Conducted as per Section 232 (1), the <i>Municipal Act, 2001</i> , S.O. 2001, c. 25, as amended.	Clerk
iv	Mayor Assumes the Chair	The Clerk introduces the newly elected Mayor and the Mayor takes the Chair.	Clerk
v	Councillor Remarks	Each Councillor may give opening remarks.	Mayor
vi	Deputy Mayor's Inaugural Remarks	The Deputy Mayor may give opening remarks	Mayor
vii	Mayor's Inaugural Remarks	The Mayor shall give his inaugural remarks.	Mayor
viii	Adjournment	Verbal Motion	Mayor

## **SCHEDULE B**

### **Selection Process for Acting Chair**

#### **Council**

- In the absence of the Mayor, the Deputy Mayor shall be called upon to be the chair of the meeting.
- In the absence of the Mayor and Deputy Mayor, the current Committee of the Whole Chair shall be called upon to chair the meeting.
- Should the Mayor, Deputy Mayor and Committee of the Whole Chair not be available, the most recent Committee of the Whole Chair shall be called upon.
- Should the above not be possible, Council shall elect an Acting Chair from Members present that are able to participate.

#### **Committee of the Whole**

- In the absence of the Committee of the Whole Chair, the most recent Committee of the Whole Chair shall be called upon to chair the meeting.
- In the absence of the current Committee of the Whole Chair and the most recent Committee of the Whole Chair, the Deputy Mayor shall be called upon to chair the meeting.
- Should the above not be possible, the Committee shall elect an Acting Chair from Members present that are able to participate.

The above shall apply when a Chair is absent, unable, or unwilling to chair the meeting.

**SCHEDULE C**  
**Motions**

Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	Conditions
Adjourn	YES	NO	<ul style="list-style-type: none"><li>• shall be resolved prior to any other motion being moved</li></ul>	<ul style="list-style-type: none"><li>• Council shall immediately rise and no further proceedings shall take place</li><li>• all unfinished business on the agenda shall be included on the agenda of the next meeting</li></ul>	<ul style="list-style-type: none"><li>• the meeting shall resume at the point immediately prior to the point at which the motion to adjourn was moved</li><li>• a subsequent motion to adjourn at the same meeting may not be introduced prior to further business being conducted</li></ul>	NO	<ul style="list-style-type: none"><li>• shall not include qualifications or additional statements</li><li>• shall always be in order except when a Member is speaking or the Members are voting</li></ul>
Extend Curfew	YES	NO	<ul style="list-style-type: none"><li>• shall be resolved prior to any other motion being moved</li></ul>	<ul style="list-style-type: none"><li>• no meetings shall proceed beyond the hour of 10:00 p.m.</li></ul>	<ul style="list-style-type: none"><li>• the Chair shall immediately declare the meeting adjourned</li></ul>	NO	<ul style="list-style-type: none"><li>• shall always be in order except when a Member is speaking or the Members are voting</li><li>• shall require a Two-Thirds' vote of the Members present</li></ul>
Recess	YES	NO	<ul style="list-style-type: none"><li>• shall be resolved prior to any other motion being moved</li></ul>	<ul style="list-style-type: none"><li>• the meeting shall recess</li></ul>	<ul style="list-style-type: none"><li>• the meeting shall not recess</li></ul>	TIME ONLY	<ul style="list-style-type: none"><li>• shall be in order if no question is pending</li></ul>
Withdraw	YES Mover & Seconded of	NO	<ul style="list-style-type: none"><li>• shall receive disposition prior to any other motion</li></ul>	<ul style="list-style-type: none"><li>• the motion is withdrawn</li></ul>	<ul style="list-style-type: none"><li>• vote on the main motion</li></ul>	NO	<ul style="list-style-type: none"><li>• majority vote</li><li>• shall be in order if decision has not been</li></ul>

Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	Conditions
	the main motion		being presented				made
Close Debate (Call the Question)	YES	NO	<ul style="list-style-type: none"><li>shall apply to the motion or amendment under debate</li></ul>	<ul style="list-style-type: none"><li>Council shall immediately vote on the question without further debate or comment</li></ul>	<ul style="list-style-type: none"><li>debate shall continue</li></ul>	NO	<ul style="list-style-type: none"><li>shall not be permitted in any committee</li><li>shall require a Two-Thirds' vote of the Members present</li></ul>
Defer (Postpone/ Table)	YES	YES DATE AND TIME ONLY	<ul style="list-style-type: none"><li>shall be resolved prior to the main motion</li><li>shall be resolved prior to the preceding motion</li></ul>	<ul style="list-style-type: none"><li>no further debate until motion returns to the agenda</li></ul>	<ul style="list-style-type: none"><li>vote on the main motion</li></ul>	YES DATE AND TIME ONLY	<ul style="list-style-type: none"><li>shall not include qualifications or additional statements</li><li>shall preclude amendment, but not debate, to the preceding motion until the motion to defer to a certain date and/or time is resolved</li></ul>
Refer (Commit)	YES	YES	<ul style="list-style-type: none"><li>shall preclude any amendment or debate to any previous motion unless resolved in the negative</li></ul>	<ul style="list-style-type: none"><li>there shall be no further debate</li></ul>	<ul style="list-style-type: none"><li>vote on the main motion</li></ul>	YES	<ul style="list-style-type: none"><li>shall state the committee, employee or solicitor of the Municipality to which the matter shall be referred</li></ul>
Amend Main Motion (Primary Amendment)	YES	YES	<ul style="list-style-type: none"><li>shall receive disposition prior to the main motion</li></ul>	<ul style="list-style-type: none"><li>Council shall vote on the main motion as amended</li></ul>	<ul style="list-style-type: none"><li>vote on the main motion or</li><li>secondary amendment may be proposed</li></ul>	YES	<ul style="list-style-type: none"><li>shall not propose a negative to the main motion</li><li>shall not propose two distinct proposals of amendment to the main motion</li></ul>

Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	Conditions
							<ul style="list-style-type: none"><li>• shall not change the intent of the main motion</li><li>• shall have only one motion to amend the main motion at one time</li></ul>
<b>“Friendly” Amendment</b>	<b>YES</b>	<b>YES</b>	<ul style="list-style-type: none"><li>• shall receive disposition prior to the main motion</li></ul>	<ul style="list-style-type: none"><li>• Council shall vote on the main motion as amended</li></ul>	<ul style="list-style-type: none"><li>• vote on the main motion or</li><li>• secondary “friendly” amendment may be proposed</li></ul>	<b>NO</b>	<ul style="list-style-type: none"><li>• shall not propose a direct negative to the main motion</li><li>• shall not propose two distinct proposals of amendment to the main motion</li><li>• shall not change the intent of the main motion</li><li>• shall have only one motion to amend the main motion at one time</li><li>• voted on formally unless adopted by unanimous consent</li></ul>
<b>Amend Amendment (Secondary Amendment)</b>	<b>YES</b>	<b>YES</b>	<ul style="list-style-type: none"><li>• shall receive disposition prior to the primary amending motion</li></ul>	<ul style="list-style-type: none"><li>• Council shall vote on the primary amending motion as amended</li></ul>	<ul style="list-style-type: none"><li>• vote on the primary amending motion</li><li>• propose a secondary amendment</li></ul>	<b>NO</b>	<ul style="list-style-type: none"><li>• shall not propose a direct negative to the primary amending motion</li><li>• shall not propose two distinct proposals of amendment to the primary amending motion</li><li>• shall not change the intent of the primary amending motion</li></ul>

Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	Conditions
							<ul style="list-style-type: none"><li>• shall have only one motion to amend the primary amending motion at one time</li><li>• an amendment of the third degree is not permitted</li></ul>
Defer Indefinitely (Postpone/ Table Indefinitely)	YES	YES	<ul style="list-style-type: none"><li>• shall be resolved prior to the main motion</li><li>• shall be resolved prior to any preceding motion</li></ul>	<ul style="list-style-type: none"><li>• the preceding motion and any amendments thereto shall be removed from Council's consideration indefinitely</li><li>• the motion to defer indefinitely may be reconsidered</li></ul>	<ul style="list-style-type: none"><li>• disposition of the main motion</li><li>• cannot put forward another motion to defer indefinitely regarding the main motion</li></ul>	NO	<ul style="list-style-type: none"><li>• shall not include qualifications or additional statements</li><li>• shall preclude amendment, but not debate, to the preceding motion until the motion to defer indefinitely is resolved</li></ul>
Divide	YES	YES	<ul style="list-style-type: none"><li>• shall receive disposition prior to the main motion</li></ul>	<ul style="list-style-type: none"><li>• the debate and vote shall be on separate and distinct proposals from the main motion resulting in more than one separate motion.</li></ul>	<ul style="list-style-type: none"><li>• disposition of the main motion in its entirety</li></ul>	YES	<ul style="list-style-type: none"><li>• shall only be in order when the main motion to be divided contains two or more separate and distinct proposals</li><li>• divide when pecuniary interest declared</li></ul>
Main	YES	YES	N/A	<ul style="list-style-type: none"><li>• the motion is carried</li></ul>	<ul style="list-style-type: none"><li>• the motion is defeated</li></ul>	YES	<ul style="list-style-type: none"><li>• majority vote unless otherwise provided</li></ul>

## Ranking Motions

The following list ranks motions in descending order, such that each takes precedence and shall be decided before others ranking below it in the list:

- a) adjourn;
- b) extend curfew;
- c) recess;
- d) withdraw;
- e) close debate (call the question);
- f) defer (postpone/table);
- g) refer (commit);
- h) amend amendment;
- i) amend main motion;
- j) defer indefinitely (postpone/table indefinitely);
- k) divide the motion;
- l) main motion.