



City of  
**Peterborough**

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**TO:** Members of the Arts, Culture & Heritage Advisory Committee (ACHAC)

**FROM:** Becky Rogers, Manager of Arts, Culture & Heritage

**MEETING DATE:** March 10, 2011

**SUBJECT:** Report ACHAC11-007  
ACHAC Orientation

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## **PURPOSE**

A presentation to inform the Arts, Culture & Heritage Advisory Committee (ACHAC) of the roles and responsibilities of the Committee and Division.

## **RECOMMENDATION**

That the Arts, Culture and Heritage Advisory Committee approve the recommendation outlined in Report ACHAC11-007 dated March 10, 2011, of the Manager, Arts, Culture and Heritage, as follows:

That the presentation to inform the Arts, Culture & Heritage Advisory Committee (ACHAC) of the roles and responsibilities of the Committee and Division be received for information.

## **BUDGET AND FINANCIAL IMPLICATIONS**

There are no budgetary or financial implications as a result of approving the recommendation in report ACHAC11-007.

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## BACKGROUND

The Arts, Culture & Heritage Advisory Committee (ACHAC) was established by By-Law 05-041. The Committee was created to advise and support the staff of the Arts, Culture & Heritage Division (ACHD), as well as to formulate and recommend policies to City Council on matters related to arts, culture, and heritage.

The ACHAC's primary roles and responsibilities, as outlined in Section 2 of the establishing by-law, are to:

- a. advise and support the role and responsibilities of the City of Peterborough's Arts, Culture & Heritage Division;
- b. inform and advise Council on arts, culture and heritage matters;
- c. encourage and support communication, cooperation and coordination among arts, culture and heritage organizations;
- d. guide the development, implementation and evaluation of plans (strategic/long-term and annual work plans), policies, (governance, framework: Mission/Statement of Purpose, Values and Beliefs Statements and operational policies) and programmes for arts, cultural and heritage development in Peterborough;
- e. assist in the development, allocation, and maintenance of a comprehensive and equitable grants programme for the arts, culture, and heritage sector;
- f. encourage, recognize, and reward initiative and excellence in artistic and heritage pursuits;
- g. encourage and promote community awareness, appreciation, and support of arts, cultural and heritage activities;
- h. serve as an advocate to Council and other levels of government on matters affecting the arts, culture and heritage sector;
- i. assist in the development, selection, acquisition, installation and maintenance of a public art programme;
- j. require its members to exercise Duty of Loyalty and Duty of Care by identifying and/or avoiding potential conflicts of pecuniary interest in compliance with the Municipal Act; by taking responsible action in good faith and in the best interests of the Museum and Archives; and otherwise acting in an ethical manner;

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- k. undertake other projects and activities of a similar nature as directed by Council or as opportunities arise.

The roles and responsibilities of the Division are to:

- a. support the roles and activities of the Advisory Committee;
- b. serve as a resource for City Council and municipal departments and divisions on all arts, cultural and heritage matters;
- c. plan, coordinate, direct, monitor and evaluate the development of arts, cultural and heritage plans, policies, facilities, services and programmes;
- d. coordinate the identification, designation, and conservation of community heritage and cultural resources including living heritage, movable property, and real property;
- e. provide advisory and technical support to arts and heritage organizations;
- f. encourage, support and coordinate community arts, cultural and heritage celebrations and festivals.

The ACHAC's membership includes: two City Council representatives; three arts, culture, and heritage sector representatives; four members at large; and representation from ten local arts, culture, and heritage organizations. There are currently only nine organizations represented, since the Peterborough Arts Umbrella dissolved in 2009. Each term the sector representatives are selected by the outgoing committee, while the members at large are chosen by a committee of Council. The organizations represented on the ACHAC include: the Canadian Canoe Museum, the Peterborough Historical Society, the Art Gallery of Peterborough, the Peterborough Museum & Archives, the Peterborough Public Library, Market Hall Performing Arts Centre, Showplace Performance Centre, Little Lake MusicFest, and the PACAC. All appointments to the Committee must be ratified by Council.

ACHAC meets at least monthly on the second Thursday of each month except for July, August and December. Meetings begin at 7:00 pm and ends at 9:00 pm. With the consent of the Chair, additional meetings may be added when needed. Meetings are usually held in the Sutherland Room at City Hall, but occasionally need to be relocated due to scheduling conflicts.

ACHD staff present at ACHAC meetings include the Manager of Arts, Culture & Heritage, the Heritage Resources Coordinator, and contract staff as appropriate. Division staff meet with the Chair and Vice-Chair of the ACHAC three weeks prior to each meeting to discuss the agenda. Committee members should notify staff prior to this meeting if there is a particular item that they would like added to the agenda. The

agenda and staff reports are distributed electronically by the Clerk's Office to all members at least three days before each meeting.

The ACHAC may create subcommittees to deal with specific issues. The ACHAC subcommittees may include members who are not members of ACHAC, but they must be chaired by a member of the ACHAC. The ACHAC currently has an Interim Public Art Advisory Committee in place until a permanent committee is struck to oversee the installation of public art.

Submitted by,

Becky Rogers  
Manager of Arts, Culture & Heritage

Ben Dick  
Municipal Cultural Planning Researcher

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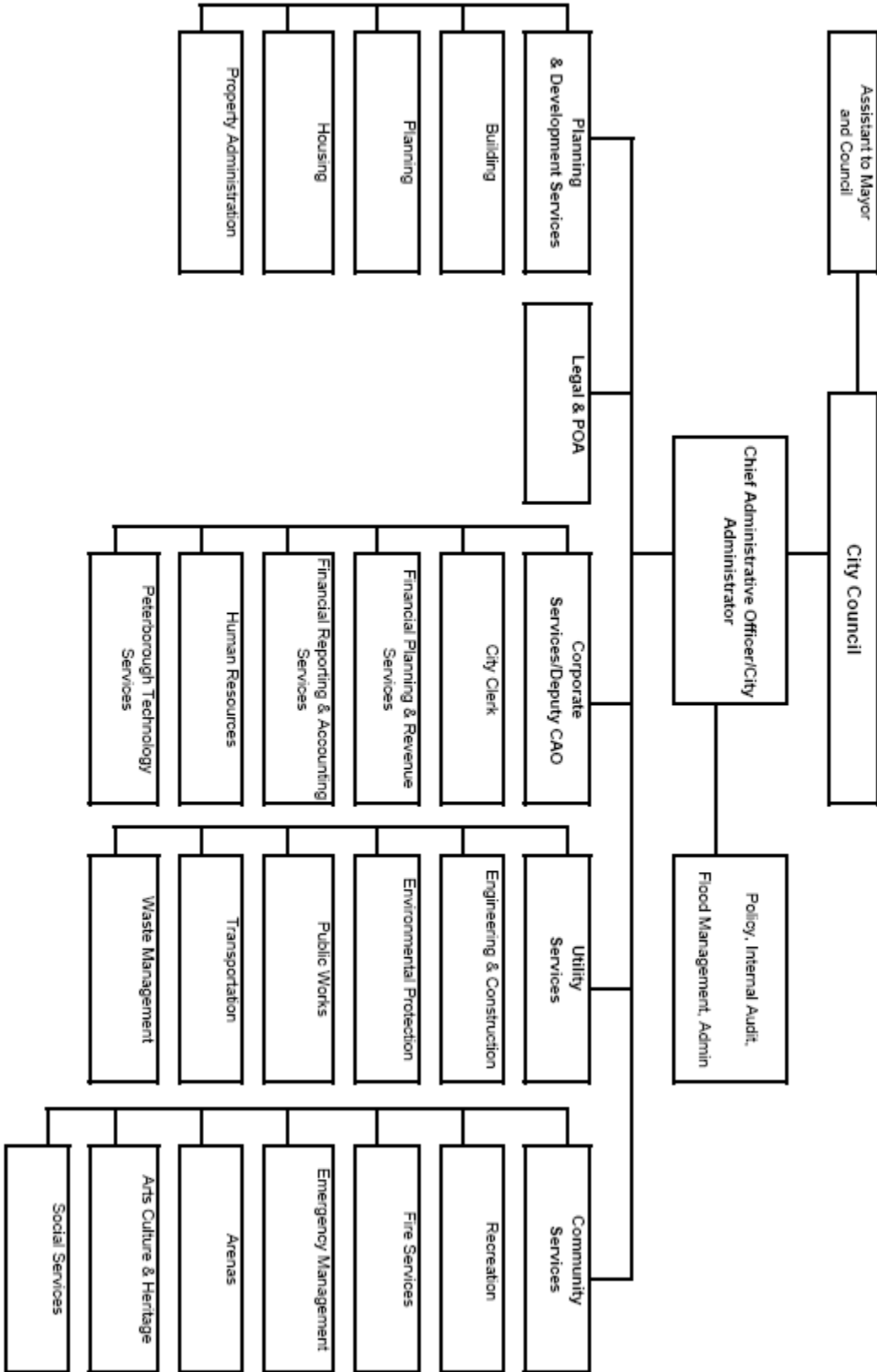
Attachments:

Appendix A – City of Peterborough Organization Chart

Appendix B – ACHAC's Establishing By-Law

Appendix C – Procedural By-Law

Appendix A – City of Peterborough Organization Chart



Appendix B – ACHAC’s Establishing By-Law

**THE CORPORATION OF THE CITY OF PETERBOROUGH**

**BY-LAW NUMBER 05-041  
(AS AMENDED BY 06-190)**

**A BY-LAW TO ESTABLISH AN ARTS, CULTURE  
AND HERITAGE ADVISORY COMMITTEE**

**WHEREAS Council has approved the creation of the Museum & Archives Advisory Committee to advise Council and the Culture & Heritage Division in respect of the management and regulation of the Peterborough Centennial Museum & Archives;**

**AND WHEREAS Council has agreed to change the name of the existing Culture & Heritage Division to the Arts, Culture & Heritage Division;**

**AND WHEREAS it is desirable that an Advisory Committee be appointed to advise and support the Arts, Culture & Heritage Division;**

**NOW THEREFORE THE CORPORATION OF THE CITY OF PETERBOROUGH BY THE COUNCIL THEREOF ENACTS AS FOLLOWS:**

**1.** An advisory committee, to be called the Arts, Culture & Heritage Advisory Committee (hereinafter called the “Advisory Committee”) is hereby established to advise and support the Arts, Culture & Heritage Division (hereinafter referred as the “Division”); and to advise and to formulate and recommend policies to the Council for the Corporation of the City of Peterborough (hereinafter referred to as “Council”) on arts, cultural and heritage matters.

**2. ROLES AND RESPONSIBILITIES**

2.1 The Advisory Committee shall:

- l.** advise and support the role and responsibilities of the City of Peterborough’s Arts, Culture & Heritage Division;
- m.** inform and advise Council on arts, culture and heritage matters;
- n.** encourage and support communication, cooperation and coordination among arts, culture and heritage organizations;
- o.** guide the development, implementation and evaluation of plans (strategic/long-term and annual work plans), policies, (governance, framework: Mission/Statement of Purpose, Values and Beliefs Statements

- and operational policies) and programmes for arts, cultural and heritage development in Peterborough;
- p. assist in the development, allocation, and maintenance of a comprehensive and equitable grants programme for the arts, culture, and heritage sector;
  - q. encourage, recognize, and reward initiative and excellence in artistic and heritage pursuits;
  - r. encourage and promote community awareness, appreciation, and support of arts, cultural and heritage activities;
  - s. serve as an advocate to Council and other levels of government on matters affecting the arts, culture and heritage sector;
  - t. assist in the development, selection, acquisition, installation and maintenance of a public art programme;
  - u. require its members to exercise Duty of Loyalty and Duty of Care by identifying and/or avoiding potential conflicts of pecuniary interest in compliance with the Municipal Act; by taking responsible action in good faith and in the best interests of the Museum and Archives; and otherwise acting in an ethical manner;
  - v. undertake other projects and activities of a similar nature as directed by Council or as opportunities arise.

## 2.2 The Division shall:

- g. support the roles and activities of the Advisory Committee;
- h. serve as a resource for City Council and municipal departments and divisions on all arts, cultural and heritage matters;
- i. plan, coordinate, direct, monitor and evaluate the development of arts, cultural and heritage plans, policies, facilities, services and programmes;
- j. coordinate the identification, designation, and conservation of community heritage and cultural resources including living heritage, movable property, and real property;
- k. provide advisory and technical support to arts and heritage organizations;
- l. encourage, support and coordinate community arts, cultural and heritage celebrations and festivals.

### **3. ADVISORY COMMITTEE MEMBERSHIP:**

3.1 The Advisory Committee shall be composed of nineteen (19) members representative of the community served, duly appointed by Council.

3.2 The Advisory Committee shall include:

- a. two (2) Members of Council;
- b. four (4) Community Members at Large;
- c. three (3) Arts, Culture and/or Heritage professionals (e.g. visual or performing artists, authors, historians, curators etc.) as recruited and nominated by the out-going Advisory Committee;
- d. one (1) representative of each of the following ten organizations:
  - (i) Art Gallery of Peterborough
  - (ii) Canadian Canoe Museum
  - (iii) Festival of Lights
  - (iv) Market Hall Performing Arts Inc.
  - (v) Peterborough Architectural Conservation Advisory Committee
  - (vi) Peterborough Arts Umbrella
  - (vii) Peterborough Centennial Museum & Archives
  - (viii) Peterborough Historical Society
  - (ix) Peterborough Public Library Board
  - (x) Showplace Peterborough

3.3 In selecting its appointments to the Advisory Committee, Council should consider:

- a. the candidate's potential to contribute to the on-going development and support of the local arts, culture and heritage sector;
- b. Advisory Committee member responsibilities, duties, and skill sets as outlined in the Committee Member job descriptions;



- c. the specific needs of special projects and operational priorities as identified by the out-going Advisory Committee;
- d. maintaining a balance of sex and age on the Advisory Committee;
- e. the cultural diversity of the community.

#### **4. TERM OF OFFICE:**

4.1 Where a member of Council is appointed to the Advisory Committee, such appointment shall be for the term of the Council member.

4.2 The appointed members of the Advisory Committee shall hold office for **four** years, concurrent with the term of Council, **but such three year term shall exclude appointed members of Council**, starting from the first day in December in the year they are appointed, but every member shall continue in office until his or her successor is appointed.

4.3 Any appointed member of the Advisory Committee whose term of office has expired shall be eligible for reappointment.

4.4 The Advisory Committee shall declare a Member's seat vacant and shall provide notice thereof to Council through the City Clerk, if a Committee member,

- a. is convicted of an indictable offence;
- b. becomes incapacitated;
- c. is absent from the meetings of the Advisory Committee for three (3) consecutive meetings, without leave of absence from the Advisory Committee or without reasons satisfactory to the Advisory Committee.

4.5 Council shall, as often as the office of a member of the Advisory Committee becomes vacant, appoint a successor hereto, who shall hold the office for the unexpired portion of the term of the former member .

#### **5. REMUNERATION:**

5.1 Members of the Advisory Committee shall serve without remuneration.

5.2 Members may be reimbursed for direct and appropriate expenses incurred in the fulfillment of their Advisory Committee responsibilities.

## **6. OFFICERS:**

6.1 At its first meeting in a new term, the Advisory Committee shall elect from their number a Chair who shall hold office at the pleasure of the Advisory Committee for a one year term and is eligible for re-election.

6.2 The Chair shall:

- a. Plan, direct and evaluate all Advisory Committee meetings;
- b. Act as the Advisory Committee's spokesperson for matters relating to policy, governance and advocacy;
- c. Serve as signing officer for Advisory Committee minutes, official document and grant applications as required;
- d. Sit as "Ex Officio" member on "ad Hoc" and standing Committees as required;
- e. Maintain regular liaison with the Division Manager;
- f. Fulfill other duties and responsibilities as outlined in the job description.

6.3 The Advisory Committee shall also elect from their number a Vice-Chair who shall have all the powers and duties of the Chair when the Chair is absent or unable to act, and who shall hold office for a one year term and is eligible for re-election.

6.4 The Division shall provide a paid staff person as secretary to the Committee, who shall:

- a. conduct the Advisory Committee's official correspondence;
- b. keep minutes of every meeting of the Advisory Committee;
- c. provide access to any records, books, accounts or documents in their possession or control for inspection by any person during business hours unless the information requested is of an intimate financial or personal nature, or identifies an individual user of Division services by name or makes him or her readily identifiable by other means.

## **7. ADVISORY COMMITTEE MEETINGS**

7.1 The Advisory Committee will hold regular meetings, at such time and place as determined by the Committee, at least once monthly from January to June and September to November, and at such other times as it considers necessary.

7.2 The Chair and any two members may summon a special meeting of the Advisory Committee giving reasonable notice in writing to each member, specifying the purpose for which the meeting is called.

7.3 The presence of a majority of the Advisory Committee (ten) constitutes a quorum. Where a quorum is not present, the Advisory Committee may by motion elect to move into Executive Committee and conduct the meeting without ratification of motions. At the next regular meeting, an omnibus motion shall be passed approving all decisions made by the members present.

7.4 The official meetings of the Advisory Committee shall be open to the public. A meeting or part of a meeting may be closed to the public if the subject matter being considered is,

- a. the security of the property of the municipality or local board;
- b. personal matters about an identifiable individual including municipal or local board employees;
- c. a proposed or pending acquisition or disposition of land by the municipality or local board;
- d. labour relations or employee negotiations;
- e. litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board;
- f. advice that is subject to solicitor-client privilege including communications necessary for that purpose;
- g. a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act.

7.5 The Chair may exclude any person from the meeting for improper conduct.

7.6 All directions and decisions of the Advisory Committee shall be the result of motions duly made, seconded, voted upon by the Committee in accordance with Robert's Rules.

7.7 The Chair or Acting Chair shall vote upon all questions. Any question on which there is an equality of votes shall be deemed to have been decided in the negative.

7.8 A member may exercise his or her right to abstain from a vote. Such an abstention will not be considered a vote either for or against the motion.

7.9 The Agenda for meetings shall be prepared by the Division Manager in consultation with the Chair and should be distributed no less than five days before the meeting.

7.10 Advisory Committee Members wishing to raise an item of business at the Advisory Committee meeting shall notify the Chair or Division Manager prior to the meeting in order for that item to appear on the agenda.

## **8. COMMITTEES:**

8.1 The Advisory Committee may establish at its discretion Standing and Ad Hoc Committees on any matters considered by the Board to require particular study.

8.2 The Advisory Committee shall appoint at least one Member to each committee.

8.3 The Chair of any such Committee shall be a Member of the Advisory Committee.

## **9. MANAGEMENT OF DIVISION:**

9.1 The day-to-day operation and management of the Division shall be the responsibility of the Director of Community Services or designate.

9.2 The Director's or designate's working relationships shall be as follows:

- a. The Director or designate shall consult with the Advisory Committee Chair on matters relating to the Advisory Committee or its activities.
- b. The Director or designate shall be responsible for the implementation of policy as determined by resolution of the Advisory Committee and shall bring matters of policy regularly to the Advisory Committee for its consideration, with such decisions to be conveyed where appropriate as recommendations to Council.
- c. Decisions of the Advisory Committee shall be communicated to the Director or designate only by resolution of the Advisory Committee duly recorded in the minutes.

## **10. AMENDMENTS**

10.1 The Advisory Committee shall review this by-law annually, and may propose amendments for the consideration of Council.

**11.** By-law Number 98-46 "A By-Law to Amend By-Law Number 95-10 to Appoint The Culture And Heritage Board" is hereby repealed.

**12.** By-Law Number 95-10 "A By-Law To Appoint The Culture And Heritage Board" is hereby repealed.

By-law read a first and second time this 21st day of March, 2005

By-law read a third time and finally passed this 21st day of March, 2005

(Sgd.) Sylvia Sutherland, Mayor

(Sgd.) Nancy Wright-Laking, City Clerk

Appendix C – Procedural By-Law

**THE CORPORATION OF THE CITY OF PETERBOROUGH**

**BY-LAW NUMBER 97-108**

**BEING A BY-LAW TO AMEND CHAPTER 16 OF THE CITY OF PETERBOROUGH  
MUNICIPAL CODE (PROCEDURAL BY-LAW)**

**THE CORPORATION OF THE CITY OF PETERBOROUGH by the Council thereof  
hereby enacts as follows:**

1. Chapter 16 is hereby revoked and the following substituted therefor:

**Chapter 16  
PROCEDURE**

**Article 1  
SHORT TITLE**

**16.1.1 Citation**

This Chapter may be referred to as the "Procedure By-law"

**Article 2  
INTERPRETATION**

**16.2.1 Chair - defined**

"Chair" means the Mayor or Acting Mayor or Chairman at the meeting.

**16.2.2 Clerk - defined**

"Clerk" means the Clerk of the Corporation of the City of Peterborough.

**16.2.3 Council - defined**

"Council" means the Council of the Corporation of the City of Peterborough.

**16.2.4 Member - defined**

"Member" means a member of Council.

#### 16.2.5 **Municipal Corporation - defined**

"Municipal Corporation" means the Corporation of the City of Peterborough.

#### 16.2.6 **Rules of Procedure - defined**

"Rules of Procedure" means the rules and regulations of the Council of the City of Peterborough as provided in this Chapter.

#### 16.2.7 **Standing Committee - defined**

"Standing Committee" means the standing committees of the Council of the City of Peterborough, which are:

- a. Planning Committee - to hold public meetings pursuant to the Planning Act, 1983, and to discuss and make recommendations to Council on all community planning matters and concerns.
- b. Committee of the Whole - to review and discuss and make recommendations to Council on all general municipal matters other than planning matters and concerns.
- a. **Audit Committee – to review and make recommendations to Council on matters of financial reporting, control and risk.** (Amended by By-law 06-136 – Being a By-law to Amend Chapter 16 of the City of Peterborough Municipal Code – Procedural By-Law)
- b. **Budget Committee** – to review and make recommendations to Council on matters related to the annual budget. (Amended by By-Law 07-010)
- c. Section 16.2.7 is hereby amended by adding the following subsection (Amended by By-law 07-068)
- d. **Emergency Governance Committee** – to carry out the duties and responsibilities of the Council, only under the following circumstances:
  - I. for the duration of an emergency which has been declared by the Mayor and/or his/her designate, in accordance with the City's Emergency Plan; and
  - II. at such times during which at least six members of Council have died, or are otherwise not able, for valid reasons, to attend a properly scheduled meeting of Council.

#### 16.2.8 **Time - defined**

"Time" in this by-law shall be governed by the *Time Act*.

**Article 3****GENERAL PROVISION****16.3.1 Regulations - applicable-suspension - majority vote**

The rules and regulations contained in this chapter shall be observed in all proceedings of the Council and shall be the rules and regulations for the order and dispatch of business in the Council and in Committees, provided that the rules and regulations contained herein may be suspended by a two-thirds (2/3) vote of all Members present in any case for which provision is not made herein.

**16.3.2 Rules - regulations - new - majority vote**

Upon suspension, the new procedure to be followed shall be determined by a majority vote of the Members present.

**Article 4****MEETINGS****16.4.1 Inaugural - time - place - held**

The Inaugural Meeting of the Council after a regular election shall be held in the Council Chambers designated for such purpose by the Council of the City of Peterborough and shall be held on the first Monday in December at three (3:00) p.m. local time.

**16.4.2 Regular - schedule - designated**

The next and each succeeding regular meeting shall be held at such place within the City of Peterborough designated for such purpose by the Council and shall be held in accordance with the schedule of meetings of Council and the Committees of Council prepared by the Clerk.

**16.4.3 Other - on holidays - by resolution**

All regular meetings shall be held on Mondays at the time prescribed by resolution of the Council or unless such a day shall be a public or civic holiday, in which case the Council shall meet at the same hour on the next following day which is not a public or civic holiday, unless otherwise provided by resolution of the Council.

**16.4.4 July and August - no meetings scheduled - exception**

Notwithstanding the provisions of Section 16.4.2 and 16.4.3 of this Chapter, where practicable, there shall be no regularly scheduled meetings of Council or its Committees for two weeks during each of July and August.

**16.4.5 Notice - regular meeting - not required**

Notice shall not be required to be given of regular meetings of the Council unless the day of meeting is other than that provided by this chapter.

**16.4.6 Notice - special meetings - 48 hours - in advance**

At least 48 hours= notice of a special meeting shall be given to each member of the Council by delivery of the agenda of such meeting.



#### 16.4.7 **Special meeting - jurisdiction - matters - considered**

At a special meeting of the Council, it shall not be within the jurisdiction of Council to consider or decide upon any matter unless such matter has been specified in the notice calling the meeting.

#### 16.4.8 **Special meeting - place**

Special meetings may be held at any place within the City of Peterborough.

#### 16.4.9 **Special Meeting without notice**

With the consent of two-thirds (2/3) of all of the Members, a meeting of the Council may be held without notice.

#### 16.4.10 **Open - to public - Council - Committees - exception**

Meetings of the Council and its standing committees shall be open to the public except as provided in Sections 16.4.11 and 16.4.12.

#### 16.4.11 **Closed - to public - subject matters**

A meeting of the Council or its standing committees may be closed to the public if the subject matter being considered is:

- a. the security of the property of the municipality or local board
- b. personal matters about an identifiable individual, including municipal or local board employees
- c. **a proposed or pending acquisition or disposition of land for municipal or local board purposes** (Amended by By-law 02-162– Being a By-law to Amend Chapter 16 of the City of Peterborough Municipal Code)
- d. labour relations or employee negotiations
- e. litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board
- f. the receiving of advice that is subject to solicitor-client privilege, including communications necessary for this purpose
- g. a matter in respect of which a Council, board, committee or other body has authorized a meeting to be closed under another act
- h. a matter relating to the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act*, if Council is designated as head of the institution for the purposes of the Act.

#### 16.4.12 **Closed - to public - resolution**

Prior to holding a meeting which is closed to the public, Council or the Committee shall pass a resolution stating the fact of the holding of the closed meeting and including the general nature of the matter to be considered at the closed meeting.

**Article 5**  
**CHAIR - DUTIES**

**16.5.1 Open Meeting - call to order**

It shall be the duty of the Chair to open each meeting of the Council by taking the chair and calling the meeting to order.

**16.5.2 Announce business - read agenda**

It shall be the duty of the Chair to announce the business before the Council in accordance with the Agenda.

**16.5.3 Motions - received - submitted - results announced**

It shall be the duty of the Chair to receive and submit to a vote, in the proper manner, all motions which do not contravene the rules of procedure of the Council and to announce the results.

**16.5.4 Motions - beyond powers - jurisdiction - declined**

It shall be the duty of the Chair to decline to put to a vote motions which infringe upon the rules of procedure.

**16.5.5 Debate - enforce rules - procedure - restrain members**

It shall be the duty of the Chair to restrain the Members, within the rules of procedure, when engaged in debate.

**16.5.6 Decorum - order - enforced**

It shall be the duty of the Chair to enforce on all occasions the observance of order and decorum among the Members.

**16.5.7 By-laws - resolutions - minutes - authentication**

It shall be the duty of the chair to authenticate, by his/her signature when necessary, all by-laws, resolutions and minutes of the Council.

**16.5.8 Point of order - inform - members**

It shall be the duty of the Chair to inform the Members on any point of order

**16.5.9 Disorder - adjourn - suspend - recess - meeting**

It shall be the duty of the Chair to adjourn the meeting without the question being put, or to suspend or recess the sitting for a time to be named if considered necessary because of grave disorder arising in the meeting.

**Article 6**  
**MAYOR - DEPUTY - DUTIES**

**16.6.1 Appointment - upon recommendation**

The Council shall, upon the recommendation of the Mayor, appoint, by by-law, a Member to act in the place and stead of the Mayor when the Mayor is absent from the municipality, or is absent through illness, or refuses to act.

**16.6.2 First Deputy Mayor - duties - powers - authority**

The appointee set out in Section 16.6.1 shall be known as the First Deputy Mayor and shall have all of the duties, rights, powers and authority of the Mayor during such absence or refusal to act.

**16.6.3 Second Deputy Mayor - duties - powers - authority**

In addition to the appointment of a First Deputy Mayor, the Council shall, by by-law, appoint a Member as Second Deputy Mayor, who shall have all of the duties, rights, powers and authority of the Mayor during the absence or refusal to act of both the Mayor and the First Deputy Mayor.

**16.6.4 Mayor - ex-officio member - special committees**

The Mayor shall be ex-officio a member of all special or ad hoc committees as may be established by Council from time-to-time.

**Article 7****CONDUCT DURING MEETINGS****16.7.1 Sovereign - Royal Family - to be respected**

No member shall speak disrespectfully of the reigning Sovereign or of any of the Royal Family or of the Governor General, the Lieutenant Governor of any Province or any Member of the Senate, the House of Commons of Canada or the Legislative Assembly of the Province of Ontario.

**16.7.2 Offensive - unparliamentary language - prohibited**

No member shall use offensive words or unparliamentary language in or against the Council or against any Member.

**16.7.3 Speaking - subject in debate - only**

No member shall speak on any subject other than the subject in debate.

**16.7.4 Criticize - decision - exception - reconsideration**

No member shall criticize any decision of the Council except for the purpose of moving that the question be reconsidered.

**16.7.5 Breach - persistent - seat vacated - unless apology**

No member shall disobey the rules of the Council, or a decision of the Chair or of the Council on questions of order or practice, or upon the interpretation of the rules of the Council; and in the case where a Member persists in any such disobedience after having been called to order by the Chair, the Chair may order that such Member leave his/her seat for the duration of the meeting of the Council; but if the Member apologizes he/she shall be permitted to retake his/her seat.

**Article 8****ORDER OF BUSINESS****16.8.1 Agenda - content**

The business of the Council shall in all cases, be taken up in the following order unless otherwise decided by the majority of the Members present

- (a) Adoption of Minutes
- (b) Disclosure of Interest
- (c) Delegations - Items on the agenda
- (d) Reports and Communications
- (e) Notices of Motion
- (f) By-laws
- (g) Other Business
- (h) By-laws to Approve Actions of Council
- (i) Adjournment

#### **16.8.2 Reports - communications - time - heard**

Prior to 9:00 p.m. at the latest, unless otherwise agreed to by a majority vote of Council, Council shall move to item (d) of the agenda and complete the business of Council before returning to Item (c) of the agenda. (Amended by By-law 04-122 – Being a By-law to Amend Chapter 16 of the City of Peterborough Municipal Code)

#### **16.8.3 Call to order - quorum present**

As soon after the hour fixed for holding the meeting of the Council as there is a quorum present, the Chair shall call the Members to order.

#### **16.8.4 Quorum**

A majority of the Members shall constitute a quorum.

#### **16.8.5 Deputy Mayor - to take chair**

In the case of the Mayor not attending within fifteen (15) minutes after the hour fixed for holding the meeting of the Council, and provided that a quorum is present, the Deputy Mayor shall take the chair and call the Members to order; and he/she shall preside until the arrival of the Mayor.

#### **16.8.6 Adjournment - quorum not present - time limit**

If there be no quorum present within one-half (1/2) hour after the time fixed for holding the meeting of the Council, the Clerk shall call the roll and take down the names of the Members present; and the meeting shall stand adjourned until the next regular meeting.

#### **16.8.7 Prayer - National Anthem - commencement of meeting**

The Council meeting shall commence with The Lord's Prayer led by the Chair, followed by 30 seconds of silent prayer. Following prayer, the National Anthem, *O Canada*, will be sung.

**Article 9**  
**MINUTES**

**16.9.1 Contents - recorded - by Clerk**

The Clerk shall record in the minutes:

- a. The date, time and place of meeting;
- b. The attendance of the Members;
- c. The reading, if requested, correction and adoption of the minutes of prior meetings; and
- d. All other proceedings of the meeting without note or comment.

**16.9.2 Previous - regular - special meetings - to members**

It shall be the duty of the Clerk to ensure that the minutes of the last regular meeting and all Special Council Meetings be submitted to Council for confirmation or amendment at the next regular meeting.

**16.9.3 Adoption - without reading**

The Council minutes may be adopted by the Council without being read.

**Article 10**  
**DELEGATIONS**

**16.10.1 Heard - request submitted - deadline - items on agenda**

Persons desiring to address Council for the purpose of making a verbal presentation with respect to items on the agenda shall be heard at the Council meeting, with those delegations having submitted their request in writing to the Clerk by 12:00 noon on the Thursday preceding the meeting of Council, being heard first, in the order in which such requests are received by the Clerk.

**16.10.2 Material - written - submitted - for Council - deadline**

Where possible, written material to be distributed to Council should be submitted to the Clerk by 12:00 noon on the Thursday preceding the meeting of Council at which the material is to be presented.

**16.10.3 Presentation of delegations - time limit**

**Persons desiring to address Council as a delegation at a meeting of Council shall be limited in their presentations to seven (7) minutes with respect to any item. Persons (other than the Applicant) desiring to address Council at a Public Meeting pursuant to the provisions of the *Planning Act* shall be limited in their presentations to ten (10) minutes.** (Amended by By-law 02-162)(Amended by By-law 04-122 – Being a By-law to Amend Chapter 16 of the City of Peterborough Municipal Code) (Amended by By-law 05-229 – Being a By-law to Amend Chapter 16 of the City of Peterborough Municipal Code)

“16.10.3 - Presentation of delegations - time limit”

**Article 11**  
**COMMUNICATIONS**

**16.11.1 Written - legible - signed - filed - with Clerk**

Every communication to be presented to the Council shall be legibly written or printed, signed by at least one person, and filed with the Clerk.

**16.11.2 Deadline - material - submitted - to Clerk**

Every communication which deals with a matter on the Council agenda shall be delivered to the Clerk not later than 12:00 noon of the Thursday preceding the meeting of the Council in order to be circulated with the agenda.

**16.11.3 Matters not on the Agenda**

Every communication which deals with a matter not on the Council agenda shall be placed by the Clerk on the agenda for a Committee meeting.

**16.11.4 Language - improper - inclusion - Clerk=s discretion**

Notwithstanding articles 16.11.2 and 16.11.3, the Clerk may decide not to include any communication on a Council or Committee agenda if, in the opinion of the Clerk, the communication contains inappropriate language, or deals with a matter not within the jurisdiction of the Council or has already been dealt with by Council. Any such communication shall be circulated to the members under separate cover.

**Article 12**  
**MOTIONS**

**16.12.1 Main - introduced - notice - requirements**

A Member may introduce a motion, other than a motion to reconsider, at a meeting regarding a matter that would not otherwise be considered by Council at such meeting, by delivering a written copy of the motion, signed by the mover and seconder, to the Clerk, not later than 12:00 noon of the Thursday preceding the meeting. (Amended by By-law 05-229 - Being a By-law to Amend Chapter 16 of the City of Peterborough Municipal Code)

**16.12.2. Notice - received - by Clerk - included - in agenda**

The Clerk, upon receipt of a notice of motion in accordance with Section 16.12.1 shall print the motion in full in the agenda for the next regular meeting of the Council.

**16.12.3 Consideration - disposal - deferred - to other meeting**

A notice of motion shall not be considered or otherwise disposed of by the Council unless the mover of the motion is in attendance at the meeting.

**16.12.4 Seconded - by any member - seconder not present**

Any Member may agree to second a notice of motion if the seconder is absent from the meeting when the notice of motion is called for by the Chair.

**16.12.5 Called - twice - not proceeded with - removed**

A notice of motion that has been called for by the Chair at two (2) meetings of the Council and has not been proceeded with shall be removed from the agenda unless otherwise directed by the Council.

### **Article 13**

#### **OTHER BUSINESS**

##### **16.13.1 Urgent - introduced - majority consent - required**

A Member may, with the consent of two-thirds (2/3) of the Members present, make a motion under Other Business, which due to its nature cannot be properly presented at a Committee of the Whole meeting.

### **Article 14**

#### **BY-LAWS**

##### **16.14.1 Description - number of readings - listed on agenda**

All by-laws, together with a brief description and the notation of the number of readings required, shall be listed on the agenda for the meeting at which they are to be read.

##### **16.14.2 Introduction - upon motion - title read**

Every by-law shall be introduced upon motion of a Member specifying the title of the by-law.

##### **16.14.3 Form - typewritten - compliance - relevant Act**

Every by-law when introduced shall be in typewritten form and shall comply with the provisions of any relevant Act.

##### **“16.14.4 - Readings – First – Second – Third**

**Every by-law shall be given first, second and third reading concurrently.”**

(Amended by By-law 05-229 – Being a By-law to Amend Chapter 16 of the City of Peterborough Municipal Code)

##### **16.14.6 Purpose - effect - explained - upon request**

Any Member may request that the purpose and effect of any particular by-law be explained, and the Clerk or any other City Official having knowledge thereof may provide such explanation.

##### **16.14.7 Debate - amendment**

A by-law may be debated or amended after second reading and before third reading.

##### **16.14.8 Passed - numbered - dated - signed - seal affixed**

Every by-law passed by the Council shall be numbered and dated, and shall be sealed with the Seal of the Municipal Corporation and signed by the Mayor and the Clerk and shall be kept by the Clerk in his office or any other place appointed for that purpose.

##### **16.14.9 Confirmation - conclusion - of meeting**

At the conclusion of all regular meetings of the Council and prior to adjournment, a by-law shall be brought forward to confirm the actions of the Council at that meeting in respect of each motion, resolution and other action taken.

**16.14.10 Confirmation - introduction - voted on - without debate**

A confirmation by-law when introduced, shall be taken as having been given three readings and shall be voted on without debate.

**Article 15**

**ADJOURNMENT**

**16.15.1 Motion - non-debatable - approval - by majority**

On motion, which is non-debatable, approved by the majority of Members present, the meeting shall adjourn.

**16.15.2 Meeting - continuation - after 10:00 p.m.**

No item of business other than the Confirmatory By-law shall be considered at a meeting of the Council after ten (10:00) p.m. local time unless otherwise decided by a two-thirds (2/3rds) vote of the Members present. (Amended by By-law 04-122 – Being a By-law to Amend Chapter 16 of the City of Peterborough Municipal Code)

**Article 16**

**RULES OF DEBATE**

**16.16.1 Address to Chair - remain seated**

Every Member prior to speaking to any motion may remain seated and address the Chair.

**16.16.2 Order - of speaking - determination**

The Chair shall recognize the Members in the order they indicate their desire to speak.

**16.16.3 Voting - members - seated - disturbance - prohibited**

When the Chair calls for the vote on a motion, each Member shall occupy his/her seat and shall remain there until the result of the vote has been declared by the Chair, and during such time no Member shall walk across the room to speak to any other Member or make any noise or disturbance.

**16.16.4 Speaking - passing between Chair - interruption**

When a Member is speaking, no Member shall pass between the speaker and the Chair or interrupt the speaker except to raise a question of privilege, appeal from the decision of the Chair, or raise a point of order.

**16.16.5 Speaking - motion - read - upon request**

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

**16.16.6 Speaking - twice only - exception - reply**



No Member shall speak more than twice to the same motion without leave of the Council.

**16.16.7 Speaking - duration - limited - 5 minutes**

No Member shall speak to any motion for longer than five (5) minutes at a time, provided that the Member, upon being advised by the Chair that five (5) minutes have elapsed, may elect to continue speaking for a maximum of another five (5) minutes, in which case the Member shall be deemed to have spoken twice.

**16.16.8 Question - motion under discussion - through Chair**

A Member may concisely ask a question through the Chair only for the purpose of obtaining information relating to the motion under discussion, and the response shall be limited to five minutes= duration.

**16.16.9 Chair - participation - step down - other designated**

If the Chair desires to leave the chair for the purpose of moving a motion, the Chair shall designate another Member to chair the meeting until such time as the motion is disposed of.

**16.16.10 Motion - seconded - before debate - recorded**

A motion shall be seconded before it is debated or voted on.

**16.16.11 Motion - *ultra vires* - not in order**

A motion in respect of a matter which is *ultra vires* the jurisdiction of the Council shall not be in order.

**Article 17**

**VOTING**

**16.17.1 Chair - all questions - exception - disqualified**

The Chair, except where disqualified to vote by Statute, shall vote on all questions.

**16.17.2 Motion - simple majority - required - exception**

The vote required to pass a motion shall be a simple majority except as otherwise provided in this by-law or by Statute.

**16.17.3 Equal - motion deemed negative**

In the case of an equal division of votes on a motion, the motion shall be deemed to have been decided in the negative.

**16.17.4 Show of hands B exception B recorded vote**

**The manner of determining the desire of the Council on a motion shall be by show of hands, unless a recorded vote is requested.**(Amended by By-law 02-162)

**16.17.5 Failure to vote - deemed negative**

Each Member present, except a Member who is disqualified from voting by Statute, shall vote; and any failure to vote by a Member who is not disqualified shall be deemed to be a negative vote.

#### **16.17.6 Recorded - by request - vote announced openly**

Where a vote is taken for any purpose and a Member requests immediately prior or immediately subsequent to the taking of the vote that the vote be recorded, each Member present, except a Member who is disqualified from voting by Statute, shall announce his vote openly; and any failure to vote by a Member who is not disqualified shall be deemed to be a negative vote; and the Clerk shall record each vote.

#### **16.17.7 Division - Separate vote - each proposal**

At the request of a Member of Council, a motion containing distinct proposals may be divided, and a separate vote shall be taken upon each such proposal.

#### **16.17.8 Order of presentation - disposition - set out**

Except as otherwise provided in this Chapter, the order of presentation and disposition of motions shall be as follows, with the lowest ranking motion being at the bottom of the list and a motion shall not be in order if a motion having higher precedence is pending:

- a. Privileged Motions
  - i. Adjourn
  - ii. Recess
  - iii. Question of Privilege
- b. Incidental Motions
  - i. Appeal
  - ii. Point of Order
  - iii. Withdrawal of Motion
  - iv. Suspension of Rules
- c. Subsidiary Motions
  - i. Put the Question
  - ii. Defer
  - iii. Amend
- d. Main Motions
  - i. Main Motion
  - ii. Reconsider

### **Article 18**

#### **MOTION - TO ADJOURN**

#### **16.18.1 In order - exception**

A motion to adjourn shall always be in order except as otherwise provided in this by-law.

**16.18.2 Negative - until proceedings completed**

A motion to adjourn, when resolved in the negative, shall not be presented again until after some intermediate proceedings have been completed by the Council.

**16.18.3 Member speaking - voting - prohibited**

A motion to adjourn shall not be in order when a Member is speaking or during the verification of a vote on a motion.

**16.18.4 Affirmation resolution - previous question - prohibited**

A motion to adjourn shall not be in order immediately following the affirmative resolution of a motion to put the question.

**16.18.5 Non-debatable**

A motion to adjourn shall not be debatable or amendable.

**Article 19**

**MOTION TO RECESS**

**16.19.1 Length of time - specified**

A motion to recess when other business is before the meeting shall specify the length of time of the recess.

**16.19.2 Non-debatable - length of time - amendable**

A motion to recess when other business is before the meeting shall not be debatable and shall only be amendable with respect to the length of the recess.

**16.19.3 Future time - treated as main motion**

A motion to recess at a future time shall have no privilege and shall be treated as a main motion.

**Article 20**

**QUESTION OF PRIVILEGE**

**16.20.1 Integrity - member - Council - in question**

Where a Member considers that the integrity of a Member or Council as a whole has been called into question, the Member may, as a matter of privilege, rise at any time, with the consent of the Chair, no debate being allowed, for the purpose of drawing the attention of the Council to the question.

**16.20.2 Motion - to receive disposition - treated as main motion**

A motion resulting from a question of privilege shall receive disposition by the Council forthwith; and, following such disposition, the motion so interrupted shall be immediately considered at the point where it was suspended.

## **Article 21**

### **MOTION - TO APPEAL**

#### **16.21.1 Made - at time of ruling - point of order**

A motion to appeal from the decision of the Chair shall be made only at the time the ruling is made by the Chair and shall not require a seconder.

#### **16.21.2 Non-debatable - amendable - reconsidered**

A motion to appeal from the decision of the Chair shall not be debated or amended.

#### **16.21.3 Yields to - privileged - removal - motion**

A motion to appeal from the decision of the chair shall yield to a privileged motion.

## **Article 22**

### **POINT OF ORDER**

#### **16.22.1 Rules of Procedure - breached**

A point of order may be called by a Member to bring attention to any breach of the Rules of Procedure of the Council.

#### **16.22.2 Constitution - defeated**

A point of order may be called by a member to bring attention to any defect in the constitution of any meeting of the Council.

#### **16.22.3 Language - improper - offensive**

A point of order may be called by a member to bring attention to the use of improper, offensive or abusive language

#### **16.22.4 Discussion - not valid - outside proposed motion**

A point of order may be called by a member to bring notice of the fact that the matter under discussion is not within the scope of the proposed motion.

#### **16.22.5 Proceedings - other - informality - irregularity**

A point of order may be called by a member to bring attention to any other informality or irregularity in the proceedings of the Council.

#### **16.22.6 Member - rise - ask leave of Chair - point - stated**

When a Member rises on a point of order, the Member shall ask leave of the Chair to raise the point of order; and after leave is granted, the Member shall state the point of order to the Chair.

#### **16.22.7 Decision - announced - prior to recommencement**

No further business shall be conducted until the Chair has decided and stated the point of order.

#### **16.22.8 Address - to Chair - purpose - to appeal - decision**

Thereafter, a Member shall only address the Chair for the purpose of appealing the Chair's decision to the Council.

**16.22.9 Decision - of Chair - final - no appeal**

If no Member appeals, the decision of the Chair shall be final.

**16.22.10 Appeal - member right - Chair reply - decision final**

If a Member appeals to the Council, the Member shall have the right to state a case, the Chair shall have the right to reply; and the Council shall decide the question without further debate, and its decision shall be final.

**Article 23**

**WITHDRAWAL - MOTION**

**16.23.1 Mover only**

A request to withdraw a motion shall only be made by the mover of the motion.

**16.23.2 Without consent - seconder - permitted**

A request to withdraw a motion may be made without the consent of the seconder of the motion.

**16.23.3 In order - anytime - during debate**

A request to withdraw a motion shall be in order anytime during debate.

**16.23.4 Objection - by member - entertained - main motion**

If a Member objects to the withdrawal of the motion, a withdrawal motion may be entertained and becomes a main motion.

**16.23.5 No objection - withdrawal - without seconder - vote**

If no Member objects to the withdrawal of the motion, the motion shall be considered withdrawn without the necessity of a seconder and a vote.

**Article 24**

**SUSPENSION - RULES**

**16.24.1 Non-debatable - amendable - two-thirds vote**

A motion to suspend the rules of procedure required by this by-law shall not be debatable or amendable and shall require a two-thirds (2/3) vote of the Members present.

**16.24.2 Motion to reconsider - non-applicable**

A motion to reconsider shall not be applied to a motion to suspend the rules.

**16.24.3 Motion to suspend B rules of procedure**

**Notwithstanding Section 16.24.1, a motion to suspend the rules of procedure, with respect only to the seven (7) minute time limit imposed by Section 16.10.3, shall require only a simple majority vote of the Members present. (Amended by By-**

law 02-162) (Amended by By-law 04-122 – Being a By-law to Amend Chapter 16 of the City of Peterborough Municipal Code)

**Article 25**

**PUT THE QUESTION**

**16.25.1 Non-debatable - amendable**

A motion to put the question shall not be debatable or amendable.

**16.25.2 Amending motion - under consideration - proposal**

A motion to put the question shall not be proposed when there is an amending motion under consideration, except for the purpose of moving that the amending motion be put.

**16.25.3 Priority - over further amendments**

A motion to put the question shall preclude all further amendments of the main motion.

**16.25.4 Resolved - affirmative - original motion put - no debate**

When a motion to put the question is in the affirmative, the original motion shall be put forward without debate or amendment.

**Article 26**

**DEFERRAL**

**16.26.1 Debatable - amendable - reconsideration - permitted**

A motion to defer or refer a matter shall be debatable and amendable.

**Article 27**

**MOTION - TO AMEND**

**16.27.1 Debatable - amend - permitted**

A motion to amend shall be debatable.

**16.27.2 Written - when requested - by Chair**

A motion to amend shall be presented in writing when requested by the Chair.

**16.27.3 Relevant - to main motion**

A motion to amend shall be relevant to the main motion.

**16.27.4 Contrary - to main motion - not in order**

A motion to amend shall not be in order if it is contrary to the main motion.

**16.27.5 Amended - once only**

Only one amendment shall be allowed to an amendment.

**16.27.6 Council disposition - before amendment - motion**

A motion to amend shall receive the disposition of the Council before a previous amendment or the motion.

**Article 28**

**MOTION - TO RECONSIDER**

**16.28.1 Vote - two-thirds - required**

A motion to reconsider any matter already disposed of by the same Council shall require a two-thirds (2/3) vote.

**Article 29**

**STANDING COMMITTEES**

**16.29.1 Composition – All Members**

The Standing Committees shall be comprised of all the members of Council. (Amended by By-Law 07-010)

There shall be three Standing Committees of Council, as follows:

- a. Planning Committee;
- b. Committee of the Whole; and
- c. Audit Committee.”

(Amended by By-Law 06-136)

**16.29.2 Appointment – By Council – Recommendation of Mayor**

The Chairs of the Standing Committees shall be appointed by Council, on the recommendation of the Mayor. (Amended by By-Law 07-010)

**“16.29.3 Exception – Emergency Governance Committee**

Notwithstanding the provisions of Sections 16.29.1 and 16.29.2, the Emergency Governance Committee shall be comprised of a minimum of three and a maximum of five members of Council, and shall elect its own Chair. (Amended by By-law 07-068)

**16.29.4 Delegation to Emergency Governance Committee**

The Council of the Corporation of the City of Peterborough hereby delegates to the Emergency Governance Committee all powers and duties that may legally be delegated to the Committee pursuant to the *Municipal Act, 2001*, or any other applicable provincial or federal legislation, subject to the following conditions and restrictions:

- a. the delegation shall be effective only during the times specified in subsection 16.2.7 (e), and
- b. the Committee shall conduct its meetings in accordance with this by-law, providing that the quorum for the constitution of a valid meeting of the Committee shall be three.”

(Amended by By-law 07-068)

**Article 30**

**COMMITTEE MEETINGS**

**16.30.1 Committee - time - place - specified**

Meetings of the Planning Committee and the Committee of the Whole shall be held at such time and place as specified on the schedule of meetings of Council and the Committees of Council prepared by the Clerk.

#### **16.30.2 Meeting - on holiday - held next day**

All meetings of the Planning Committee and the Committee of the Whole shall be held on Mondays, unless such a day shall be a public or civic holiday, in which case the committee shall meet at the same hour on the next following day which is not a public or civic holiday, unless otherwise provided by resolution of the Committee.

#### **16.30.3 Minutes - agenda - supplied to members - deadline**

It shall be the duty of the Clerk to ensure that the minutes of the last regular meeting of the Planning Committee and the Committee of the Whole, together with an agenda containing reports to be considered by the respective Committees, be made available to each member on the Friday preceding the day of the holding of such Committee meeting.

#### **16.30.4 Minutes - adoption - without reading - permitted**

The minutes of the Planning Committee and the Committee of the Whole may be adopted by the respective Committees without being read.

### **Article 31**

#### **RULES OF PROCEDURE - COMMITTEE**

##### **16.31.1 Observed – in all meetings – exception**

The rules governing the procedure of the Council and the conduct of its Members shall be observed in meetings of the Standing Committees, insofar as they are applicable, except as modified by Articles 16.31.2 through 16.31.6, inclusive. (Amended by By-Law 07-010)

##### **16.31.2 Motion - not seconded**

A motion shall not be seconded.

##### **16.31.3 Speaking - times**

No member shall speak more than three times to the same motion, and shall be limited to five (5) minutes on each occasion.

##### **16.31.4 Voting - recorded - exception - request opposed**

No vote on any particular item shall be recorded; but a Member, on request, may be recorded as being opposed.

##### **16.31.5 Item - re-opened - not executed**

At the request of any member of the Committee present, any item already considered at that meeting may be re-opened upon a two-thirds (2/3) vote of the Members present.

##### **16.31.6 Statutory hearings - procedure - outlined - statute**



Hearings required by statute shall be undertaken in accordance with the prescriptions and procedure outlined in the statute or as otherwise directed by law.

**16.31.7 Unprovided - cases – Robert’s Rules of Order**

In all unprovided cases in the proceedings of the Council or in Committee, resort shall be had to the Robert's Rules of Order as a rule for guidance on the question, and in such cases, the decision of the Chair shall be final.

**16.31.8 Agenda items - separate consideration**

Prior to the consideration of Reports and Recommendations, the Committee shall determine which such items require separate consideration. All such items not requiring separate consideration shall be adopted by Committee prior to consideration of individual Reports and Recommendations. (Amended by by-law 05-126)

**Article 32**

**REPEAL - ENACTMENT**

**16.32.1 By-laws - previous**

By-law 90-211, as amended by By-law 95-39, is hereby repealed.

**16.32.2 Effective date**

This Chapter shall come into effect on the 6th day of October, 1997.. Amended by by-law 02-162. Amended by by-law 04-122, 05-229, 06-136 and 07-010.

By-law read a first and second time this 6th day of October, 1997.

By-law read a third time and finally passed this 6th day of October, 1997.

(Sgd.) John A. Doris

John A. Doris, Mayor

(Sgd.) S. F. Brickell

Steven F. Brickell, Clerk