

Procedural By-law Review  
Comparison Chart – Comparator Municipalities

Item	Niagara Region (2010)	Durham Region (2018)	City of Vaughan (2011)	Peel Region (2018)	York Region (2018)	City of Hamilton (2014)	Region of Halton (2013)
<b>Curfew</b>	10:30 p.m. with extension to 11:00 p.m. with vote of majority of members	(day mts) no curfew	set curfew (all business carried to next mtg) Sec 4.3 extension with 2/3 members present	(day mtgs) set curfew at 3:30 p.m., can extend by resolution	(day mts) no curfew	Evening meetings in Jan to June, Sept to Nov; Morning meetings July, Aug, and Dec; no curfew	Adjourn no later than 11:30 p.m.
<b>Quorum - lost or regained</b>	30 minutes to start mtg, 15 to regain	30 minutes to start, if lost, meeting shall stand adjourned with unfinished business taken up at the next meeting	30 mins to start mtg, no mention of loss of quorum	30 mins to start, 30 mins to regain if lost during meeting	30 minutes to start mtg, 15 minutes to regain, "Idem" if not achieved in 15 minutes	30 minutes to start meeting, if lost, Chair to decide to continue but no decisions can be made	15 minutes to start Comm meeting, 30 minutes to start Council meeting. If lost at comm, may proceed. If lost at Council, meeting adjourned; no time for re-establishment
<b>Chair Ex-Officio</b>	Yes	Yes	Silent	Yes	The Regional Chair, when present, shall be counted in making the quorum but not in determining the number of Members of a Committee	Of all Standing Committees	Of all Standing Committees

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<b>Speaking Length/Number of Times</b>	10 minutes, can only speak once to a matter at Council unless 2/3 vote, Comm - no limit on number of speaking times or amount of time	5 minutes in Council – no more than once to speak, without leave of Council Unlimited number of times to speak for Committee and COTW, as long as every other member who wishes to speak has spoken	Only once, unless to explain until all on speakers list have spoken, 5 min limit, with leave of members 5 minute extension	Council: Can only speak twice, not longer than 5 mins each time without Council permission. No limit in Committee on # of times to speak or time limit	Shall not speak for longer than five (5) minutes on a question without Council's permission. No member shall speak more than once to the same question without permission, except that a reply shall be permitted only from a Member who has presented the main motion	5 minute limit in both Comm and Council unless without leave. Can only speak more than once as per rules Sec 5.8 (2)	Council or COTW, no more than twice, without leave of Council. Committee, no limit, but can only speak another time after other members have spoken. 10 min limit in Council and COTW, no limit in Committee

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<b>Presentations</b>	10 minute limit, unless otherwise determined by the Chair. A delegation of not more than five (5) persons, representing a group or organization, shall be limited to two (2) speakers, permitted to speak not more than 10 minutes in total. Only new information is to be presented by successive speakers of such delegation.	10 minutes for presentations at Council or Committee, limited to award presentations and presentations by staff, outside agencies and consultants retained by the Region	Only at Committee, 10 min limit	Staff presentations 10 min limit (council), time can be extended by majority vote (no seconder required) for such reasonable time as Chair may determine	Silent	Committee agendas have Staff Presentation section but no details provided.	Ceremonial or Awards only at Council - 10 mins at both Council and Committee

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<b>Delegations</b>	Same provisions as presentations	Only for matters listed on an agenda. Delegations shall be limited to speak not more than five (5) minutes, with the exception that a delegation consisting of more than five persons shall be entitled to two speakers with each limited to speak not more than five (5) minutes. A single two minute extension may be granted by a majority vote.	Deputant shall not be listed on agenda until staff have had an opportunity to address the matter, if matter is with respect to a recently considered matter, cannot be heard within the next 4 regular Comm meetings unless a reconsideration motion is passed. 5 minute time limit. Not permitted at Council unless statutory hearing.	5 min limit at Council, 10 at Comm. (able to extend at both with motion (no seconder req'd) and majority vote.	Unless otherwise permitted by a majority vote, deputants shall be limited to 5 minutes at both Council and Comm. If there is a group of people wishing to address Council or Comm. to a particular position on a particular issue, then Council or Comm. can have group represented by one person or change the amount of time given.	Not permitted at Council. 5 minute time limit at Committee	10 min limit at Committee, 5 minute limit at Council. The time spent receiving and answering questions from Members shall not be deducted from the speaking time provided to Staff Presenters or to Delegates. Speaking times for Delegates and Staff Presenters may be extended or limited if the Chair obtains the approval of the Committee/Council. Delegates include consultants
<b>Chair Voting/Head of Council</b>	To break tie only at Council, Committee Chairs only if recorded vote	Yes	Yes	Only at Council in event of a tie	Can vote in Council and COTW. Committee Chair can vote	Committee Chairs can vote, silent on Head of Council	Yes

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<b>Reconsiderations</b>	At Council, member has to vote in majority, present Notice of Motion to reconsider the matter, referred to next Council meeting and included on agenda, requires approval of 2/3 of Council present, matter can't be reconsidered more than once, matter to be reconsidered may be next order of business or referred to another meeting	Member who voted with the prevailing side, may make motion, cannot be reconsidered within 12 months following a decision of council unless 2/3 vote. Debatable, and requires notice of motion, unless dispensed with 2/3 vote	Within next 4 mtgs by 2/3 vote of members present	Within the same term of Council, required 2/3 vote. Not within the same term of Council, majority vote	Shall not be reconsidered within one year unless Council decides to do so by a two-thirds majority vote. Reconsiderations after one-year require majority vote. Requires member who voted in the majority.	After a matter has been decided at Council, a member who voted in the majority, at any Council meeting, can put forward a notice of motion to reconsider the matter (both successful or failed motions) referred to next meeting. A matter can only be reconsidered once during term of Council, requires 2/3 vote	Requires 2/3 vote, must be within one year of the date the motion was adopted, only one reconsideration allowed
<b>Code of Conduct attached to PBL</b>	Yes	No	No	No	No	Yes	No

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<b>Definition of Committee</b>	means any Standing, Ad Hoc, Steering or Advisory Committee, Sub-Committee or board and any other similar group composed of individuals appointed by Council, or similar entity established by Council and composed of members	any advisory or other committee, subcommittee or similar entity of which at least 50 per cent of the members are also Members of Regional Council, including a Standing or Special Committee of Council	lists the specific Committees - i.e. COTW, COTW (Closed Session), a Statutory Comm., Ad Hoc Comm. Or a Sub-Committee	any advisory committee or other committee, subcommittee or similar entity, of which at least 50% of the committee members are members of Regional Council.	means any advisory or other committee, subcommittee or similar entity of which at least 50% of the members are also members of Reg Council, and includes COTW, Standing Comm., a special Comm or a Task Force of Council	A Standing Committee, Sub-Committee, Selection Committee or an Advisory Committee or Task Force established by Council from time to time	Any committee, excluding Committee of the Whole, of which at least 50 per cent of the members are Members of Council, including, but not limited to, Standing Committees, sub-committees, Interview, Striking, and CAO Recruitment
<b>Mechanisms to limit debate</b>	call the question - has to be next speaker, requires a majority vote	"vote on the question", requires 2/3 vote	silent	call the question – not allowed in Comm. 2/3 vote req'd	call the question, mover shall not speak to matter again if motion decided in the negative	call the question; not in order if Member speaking or before first time speakers list is exhausted	call the question - requires 2/3 vote, should be moved by someone who has not already debated the motion
<b>Recorded votes</b>	allowed in Committee and Council	Allowed in Council, Committee and Local Board meetings	only allowed at Council	only allowed at Council	only allowed at Council	allowed in Comm and Council	only allowed at Council, COTW
<b>Other Business listed as agenda item</b>	yes, not defined	Yes - A Member may introduce a motion under Other Business without notice, if Council, without debate, dispenses with notice on a 2/3 vote	at Committee only - listed as New Business includes matters of a general nature	Yes, new business or a matter not related to an item on the draft agenda pertinent to the business of the Region that may be of an urgent nature	yes, not defined	Yes; not defined	yes - for Standing Committees, Council has Other Business/ Comments of Members; not defined

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<b>Cancellation of Meetings</b>	silent	<p>Council may be cancelled if the Clerk determines in advance that quorum will not be achieved, If the meeting is cancelled by Council resolution, or in the event of exceptional circumstances, at the discretion of the Regional Chair or Clerk</p> <p>Same for COTW and standing committees, but includes circumstance where the meeting is not required as determined by the Clerk/Department Head due to a lack of forecasted agenda items</p>	<p>any meeting may be cancelled or rescheduled to a day, time and place set out in a notice from the City Clerk sent to each Member at least 24 hours in advance and posted to the City's web site. (under Public Notice section)</p>	<p>Subject to consultation with the Regional Clerk, the Regional Chair may cancel or reschedule any regular meeting of Regional Council or any other committee.</p> <p>Committee Chair, subject to Regional Clerk consultation, may cancel or reschedule their committee meeting.</p>	<p>The Clerk may cancel or reschedule a meeting in consultation with the Regional Chair or the Chief Administrative Officer in the Regional Chair's absence.</p>	<p>The Clerk may cancel a Council meeting in consultation with the Mayor or the Deputy Mayor in the Mayor's absence. Notice from Clerk at least 2 business days prior, posted cancellation information on meeting calendar online</p>	<p>notwithstanding any other provision contained in this By-law, a Committee Chair, the Regional Chair, or in his/her absence, the Committee Vice-Chair or Acting Regional Chair may cancel a Regular Meeting of the Committee or Council, as the case may be, if the Committee Chair, Regional Chair, Committee Vice-Chair, or Acting Regional Chair deems it appropriate.</p>

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<b>Notice of Motion</b>	shall be presented at a meeting of Council, but shall not be debated until the next regular meeting OR delivered to the Clerk not less than 7 days prior to the date of the meeting at which the motion is to be introduced, can be introduced without notice if Council dispenses with notice requirement and 2/3 vote	shall be given in writing and signed by the mover and the seconder, either at a meeting of Council but shall not be debated until the next regular meeting of Council; or delivered to the Clerk not later than Wednesday noon the week prior to the meeting at which the motion is to be introduced. When a Member's notice of motion has been called from the Chair at two successive meetings and not proceeded with, it shall be dropped from the agenda unless Council decides otherwise	silent	presented by a member at a meeting, for consideration at a subsequent meeting specified in the notice; or delivered to the Regional Clerk not later than seven days preceding the specified meeting; A Notice of Motion shall be added to the agenda for the meeting specified in the Notice of Motion.	A written notice of a motion respecting a substantive matter not on the agenda for a COTW meeting, submitted to the Clerk, moved by a Member, and seconded by another Member, for inclusion on the agenda for a future COTW meeting. It shall be delivered to Clerk prior to start of COTW, and included as a motion on the agenda of the next appropriate COTW meeting or as determined	shall be in writing and given at a meeting of Council or committee, but shall not be debated until the next meeting of council or comm; or (ii) delivered to the Clerk at any time prior to noon of the last business day preceding the date of the meeting at which the notice of motion is to be introduced. If matter is time sensitive or an emergency, motion can be introduced without notice if Council dispenses notice with affirmative vote of 2/3 of Members of Council/Committee present	must be submitted to the Clerk in writing, not less than 4 Business Days prior to the Council Meeting. The Clerk shall include the Motion, in the agenda for the Meeting concerned and the Motion shall be dealt with at this Meeting. Can bring notice during the other business portion of the Council agenda, without the required notice, but must be dealt with at the next Regular Council Meeting. Can be considered at same mtg if considered emerg.requires 2/3



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<b>Points of Order</b>	Can ask leave of Chair to raise a question of privilege or point of order, after recognition, shall state point and it shall be immediately decided by Chair, ruling shall be final subject to immediate appeal by member, member shall state grounds for appeal, appeal must be decided without debate by concurring votes of a majority. When member called to order by Chair, member shall cease speaking until point of order is dealt with, cannot speak again to the matter, without permission of the Chair, unless to appeal	When a Member rises on a point of order, he/she shall ask leave of the Chair to raise a point of order and after leave is granted, the Member shall state the point of order and sit down and remain seated until the Chair has decided the point of order. If no Member appeals, the decision of the Chair is final.	Deviation or departure from the rules of procedure, ruling of Chair shall be final unless Member appeals to Council which will then decide upon the question without debate.	a member advises the Presiding Officer and Council or committee that the rules of procedure are being violated; member shall ask permission of the Presiding Officer to raise a point of order; after permission is granted, the member shall state the point of order to the Presiding Officer and the point of order shall be immediately decided by the Presiding Officer; If no member appeals, the decision of the Presiding Officer shall be final	When a Member rises on a point of order, point of privilege or point of personal privilege, the Member shall ask leave of the Chair to raise the point. After leave is granted, the Member shall state the point to the Chair and then remain silent until the Chair has ruled upon the point. Regional Chair rules on point, decision final unless appealed, then Council vote	means a question by a member with respect to any departure from the Procedural By-law or in the practiced conduct of Council or Committee business; not debatable	If a Member disregards the rules of procedure or a decision of the Chair on points of order, practice, interpretation of the rules, and persists in such conduct after having been called to order by the Chair, the Chair shall move “that if the Member apologizes he/she may, by a vote of the Committee/Council, be permitted to remain in his/her seat.” This Motion is not debatable. If the Member fails to apologize, the Member will be ordered by the Chair to leave the Meeting.

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<b>Point of Privilege</b>	can ask leave of Chair to raise a question of privilege or point of order, after recognized by Chair, shall state point and shall be immediately decided by Chair, ruling shall be final subject to immediate appeal by member, member shall state grounds for appeal, appeal must be decided without debate by concurring votes of a majority. When member called to order by Chair, member shall cease speaking until point of order is dealt with, cannot speak again to matter, without permission of the Chair, unless to appeal	Where a Member considers that his/her integrity or the integrity of the Council as a whole has been impugned, he/she may, on a point of privilege, rise with the consent of the Chair for the purpose of drawing the attention of Council to the matter. When a point of privilege is raised, it shall be considered and decided by the Chair immediately. The decision of the Chair on a point of privilege is final	may rise at any time on a point of personal privilege where feels that their integrity or the integrity of Council has been impugned by another Member. Ruling of Chair shall be final unless appealed, when Chair recognizes that breach of privilege has taken place, the Chair shall demand that the offending Member apologize and failing such apology shall require offending Member to vacate the Chamber for the duration of the meeting.	permits a request or main motion relating to the rights and privileges of Council or committee i.e. to comfort with respect to heating, ventilation, lighting, noise; to conduct of its officers, employees or visitors; or to accuracy of reports of its proceedings or an individual member or to charges circulated against a member's character). Rise, recognized by Chair, ruling of Chair final unless appealed.	Same as above	A question by a member with respect to the rights of a member individually or Council or a Committee collectively hold, that ensure Council's or a Committee's ability to function freely; not debatable	it is in order only when the dignity, safety or reputation of a Member or Committee/Council is at stake. The Motion allows Members to interrupt the Meeting to state an urgent request. When a point of personal privilege is raised, it shall be considered and decided by the Chair immediately. The decision of the Chair on a Point of Personal Privilege may be appealed

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Votes requiring 2/3	waive rules of PBL, amend or repeal PBL, speak more than once at Council, waive notice of motion req., reconsiderations,	Hearing delegation in Council that did not appear before in Committee, introducing motion without notice, vote on the question, reconsider, rescind, suspend PBL,	extension of curfew, at Comm - addition of agenda items once agenda is printed (2/3 of members present), waive PBL rules, reconsideration (2/3 present)	2/3 of the votes cast by members present; suspension of rules of procedure, further amend agenda or addendum agenda after approval, call the question, motion to reconsider, motion to rescind	2/3 members present req'd - to add an item to special meeting if item wasn't on notice, discuss an item deferred if the time of the deferral has not been reached, reconsiderations, to waive notice for a notice of motion, to consider a substantive matter not on the agenda, suspend rules of PBL	2/3 members present - add an OB item to special meeting if item wasn't on notice, dispensing with notice of motion for emergencies, reconsiderations, waive time req of 48 hours for a standing comm report to go before Council, suspend rules of PBL	2/3 members present req'd - suspend PBL rules, emergency notice of motion, call the question (close debate), reconsiderations, waive notice for motion to reconsider

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<b>Requirements to Amend PBL</b>	shall not be amended or repealed except by an affirmative vote of two-thirds of the Members present, but no such amendment or repeal may be considered at any meeting of Council unless notice of the proposed amendment or repeal has been given at a previous regular meeting of Council. The requirement to give notice shall not be waived.	silent	silent	silent	By-law shall not be amended or repealed except by a majority vote of Council. No amendment or repeal shall be considered at any meeting of the Council unless notice or a report pertaining to the proposed amendment or repeal was listed on Council's Agenda.	By-law shall not be amended or repealed except by a majority vote of all Members of Council.	shall not be amended or repealed except by a positive vote of three-quarters of the Members of the whole Council. No amendment or repeal shall be considered at any Meeting of Council unless notice of the proposed amendment or repeal has been given as required by this By-law and the Region's Council approved notice provisions.

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Inaugural	held after LAMs have had first meeting but not later than 31 days after term commences. Morning and afternoon session, called by the Clerk following inaugural meeting of LAMs. Morning session to start at 10, chaired by Clerk, only for declarations of office and election of Chair. Afternoon meeting at 4, call to order, O'Canada, Declarations of oaths, invocation, inaugural address, resolution to receive inaugural address, confirming by law.	After the councils of the LAMs, but no later than 31 days following day on which the term of office commenced. Order of proceedings: filing of certificates, declarations of office, inaugural address of Chair, appointments to boards and committees, passage of confirming by-law	held the first Tuesday in December. (nothing further noted)	held after area municipalities have held their first meetings, but not later than the 14th day following the day on which the term of office commences. The Regional Clerk shall call the Inaugural Meeting at such time as may be appropriate. Regional Clerk shall preside at the Inaugural Meeting until the Regional Chair is appointed and has taken declaration of office.	Held Thursday following the first Monday in December after a regular election at a time and place to be fixed by the Clerk. Order includes filing of certificates of election, filing or taking of Members' declarations of office; appointment of the Regional Chair; signing of the Regional Chair's declaration of office; confirmatory bylaw and any other relevant bylaws; and other ceremonial proceedings as deemed appropriate by the Regional Chair, the CAO or Clerk.	Held on the first Monday of December in an election year at 5:00 p.m. Proceedings shall include Ceremonial - special address by guests; Filing of Declarations of Office, Council appointments to Standing Committees, Boards and Agencies; and Confirming By-law.	held after the councils of the LAMs have their first meetings but not later than December 14th, with the date, time, and place at Clerk discretion. Includes filing of certificates, declarations of office, signing of declarations, oaths approval of the Striking Committee report; passage of confirming by-law, any other relevant by-laws; other ceremonial proceedings as deemed by Council to be necessary or desirable. Regional Chair may deliver inaugural address

### Comparison Chart Council Size Information

Municipality/Region	Council Size	Population (as of 2016)
Niagara Region	32	447,888
Durham Region	29	645,862
City of Vaughan	9	306,223
Peel Region	25	1.382 million
York Region	21	1.11 million
City of Hamilton	16	747,545
Halton Region	24	548,435