

Ontario Municipalities

Municipality	Chair Model	Procedure By-law Excerpts
City of Ottawa	Mayor as Chair	<p><u>Procedure By-law.</u></p> <p>Section 2 – Definitions</p> <p>(23) “Presiding Officer” means the Mayor at a regular or special meeting of Council or the Member of Council appointed as the Chair of a Committee/ Commission or, in the absence of either, another Member of Council appointed in accordance with the provisions of this by-law;</p> <p>Section 3 – Duties of the Mayor</p> <p>It shall be the duty of the Mayor to carry out the responsibilities set forth in the <i>Municipal Act, 2001</i>, Sections 225 and 226.1 and:</p> <p>1) to open the meeting of Council by taking the chair and calling the Members to order; ...</p>
City of Toronto	Presiding officer	<p><u>Toronto Municipal Code, Chapter 27</u> – Council Procedures</p> <p>§ 27-1.1. Definitions.</p> <p>SPEAKER – A Member that Council elects, with the consent of the Mayor, to preside at Council meetings as set out in § 27-6.4A.</p> <p>§ 27-6.4. Council Chair.</p> <p>A. Speaker and Deputy Speaker elected from Council. With the consent of the Mayor, Council elects a Speaker and a Deputy Speaker from the Members.</p>

		<p>B. Mayor's written consent for Speaker. To consent under Subsection A, the Mayor gives written consent to the Clerk before the first meeting.</p> <p>C. Mayor can chair Council at any time. Even though there is a Speaker and a Deputy Speaker, the Mayor can assume the role of Council Chair when the Mayor wishes.</p> <p>D. Speaker's term. Subject to Subsection E, the Speaker's and the Deputy Speaker's appointment is for the Council term.</p> <p>E. Two-thirds vote to remove Speaker or Deputy Speaker. Council may remove the Speaker or the Deputy Speaker with a two-thirds vote of all Members.</p> <p>F. Speaker assumes role when Mayor not Chairing. When the Mayor is not chairing, the Speaker assumes the role of Council Chair.</p> <p>G. Deputy Speaker assumes Chair's roles. When the Speaker is absent and the Mayor is not chairing, the Deputy Speaker assumes the role of Council Chair.</p> <p>H. Speaker not to Chair Standing Committee certain agencies. The Speaker cannot serve as a Standing Committee Chair, Community Council Chair, or as the Chair of the Toronto Transit Commission or the Police Services Board.</p>
<p>City of Mississauga</p>	<p>Mayor as Chair</p>	<p><u>Council Procedure By-law:</u></p> <p>Section 3 – DEFINITIONS</p> <p>“HEAD OF COUNCIL” means the Mayor who shall preside at all meetings of the Council, and who is the Chief Executive Officer of the City;</p>
<p>City of Brampton</p>	<p>Mayor as Chair</p>	<p><u>Procedure By-law:</u></p> <p>Section 7 – RULES OF DEBATE IN COUNCIL MEETINGS</p> <p>7.1 <u>Chair at Meetings</u></p>

		The Mayor shall chair at meetings of the council, and in her absence, the Acting Mayor shall chair.
City of Hamilton	Mayor as Chair	<p><u>Procedure By-law:</u></p> <p>3.7 Quorum</p> <p>(1) As soon as there is a quorum after the time set for the meeting, the Mayor shall take the chair and call the meeting to order.</p> <p>6.1 Rules of Debate</p> <p>(9) Relinquishing the Chair The Mayor or the Chair may designate another Member as acting Chair during any part of a meeting and while presiding, such Member shall have all the powers of the Mayor or the Chair with respect to chairing the meeting.</p> <p>Appendix G to the By-law</p> <p>Role of the Mayor (including the Deputy Mayor while fulfilling the duties of Mayor)</p> <p>The Mayor is responsible to act as the Head of Council, as detailed in the <i>Municipal Act, 2001</i> providing leadership to other Members of Council. ...</p>
City of London	Mayor as Chair	<p><u>Procedure By-law:</u></p> <p>Section 7.3 Mayor – to preside – all Council meetings</p> <p>The Mayor, if present, shall preside at all Council meetings.</p>
City of Markham	Mayor as Chair	<u>Procedure By-law:</u>

		<p>Section 4 – MEETINGS</p> <p>4.9 Chair of Council</p> <p>The Mayor is the Chair of Council. In the absence of the Mayor at Council, the Deputy Mayor shall take the Chair. In the absence of both of them, the Members present shall elect a Chair for the Meeting.</p>
City of Vaughan	Mayor as Chair	<p><u>Procedure By-law:</u></p> <p>Section 3.2 Duties of the Mayor</p> <p>(1) In the absence of the Mayor, the Deputy Mayor acts as the Chair at Council. In the absence of the Mayor and Deputy Mayor at Council, the meeting shall be chaired by the Regional Councillor present who received the next most votes in the general election, and in their absence, the remaining Councillors shall appoint a Chair from amongst themselves.</p>
City of Windsor	Mayor as Chair	<p><u>Procedure By-law:</u></p> <p>Part 24 – Role of the Mayor</p> <p>24.1 In addition to the responsibilities of Council as outlined in Part 23 of this by-law, it is the role of the head of Council:</p> <p style="padding-left: 40px;">a) to act as Chief Executive Officer of the municipality; b) to preside over council meetings so that its business can be carried out efficiently and effectively ...</p>
Town of Oakville	Mayor as Chair	<p><u>Procedure By-law:</u></p> <p>Section 3 – Role of the Head of Council and Council</p> <p>(1) The role of the Mayor as Head of Council is to:</p>

		<p>a) act as chief executive officer of the municipality b) preside over Council meetings so that its business can be carried out efficiently and effectively...</p> <p>(2) The Mayor, as Head of Council, if present, shall preside as Chair at all regular or special meetings of Council, except where the provisions of section 4 (3) apply.</p> <p>Section 4 – Determination of Acting Mayor and Chairs of Committees</p> <p>(3) In the absence of the Mayor from the municipality, or if he/she is absent through illness or if he/she refuses to act or his/her office is vacant, or otherwise at the request of the Mayor, the Acting Mayor as determined by by-law shall serve as Acting Mayor.</p>
<p>City of Burlington</p>	<p>Mayor as Chair</p>	<p><u>Procedure By-law:</u></p> <p>Section 3 – Mayor</p> <p>3.1 It is the role of the head of Council to:</p> <p>a) carry out the responsibilities of their roles as described in sections 225 and 226.1 of the <i>Municipal Act</i>; b) represent and support the Council and its decisions in all matters ; c) represent the municipality at official functions; d) preside over all Council meetings, unless unavailable, in which case the Deputy Mayor will act as the presiding officer.</p>
<p>City of Oshawa</p>	<p>Mayor as Chair</p>	<p><u>Procedure By-law:</u></p> <p>7.1 Chair – Presiding Officer</p> <p>a) In accordance with the Act, the Chair serves as the presiding officer at a Meeting. b) The Chair of a Meeting of Council, or an Education and Training Session is the Mayor. In the absence of the Mayor, the Deputy Mayor is Chair. ...</p>

<p>City of Greater Sudbury</p>	<p>Mayor as Chair</p>	<p><i>Procedure By-law:</i></p> <p>Article 3 – Mayor/Deputy Mayors</p> <p>3.01 Chair - Council Meetings The Mayor shall be the Chair of Council meetings.</p>
<p>City of Barrie</p>	<p>Mayor as Chair</p>	<p><u><i>Procedure By-law:</i></u></p> <p>Section 4 – Council</p> <p>4.2 As soon after the hour fixed for the meeting as there is a quorum present, the Mayor shall take the Chair and call the members to order.</p> <p>4.3 In the case where the Mayor does not attend within fifteen minutes after the time appointed, the Deputy Mayor shall call the members to order and if a quorum is present, shall preside during the meeting or until the arrival of the Mayor. In the absence of the Mayor or Deputy Mayor, the Clerk shall be present and if a quorum is present, shall call the members to order. A Chairman shall be chosen from the members who shall preside during the meeting or until the arrival of the Mayor or Deputy Mayor.</p> <p>4.4 While presiding, the Deputy Mayor and or the Chairman chosen by Council shall have all the powers of the Mayor and shall be entitled to vote as a member.</p>
<p>City of Cambridge</p>	<p>Mayor as Chair</p>	<p><u><i>Procedure By-law:</i></u></p> <p>Mayor’s/Chair’s Duties</p> <p>8.2 THAT the Mayor shall preside over the meetings of Council so that its business can be carried out efficiently and effectively, and shall ...</p> <p>Appointment of Presiding Officer</p>

		<p>9.1 THAT in case the Mayor does not attend within fifteen minutes of the time a quorum is present after the scheduled commencement time for a meeting of Council, or after resumption of the meeting after an adjournment, the Clerk shall call upon the Acting Mayor for the month in question and he or she shall preside until the arrival of the Mayor.</p> <p>Mayor’s Designation</p> <p>9.2 THAT the Mayor may designate another Member as presiding officer during any part of a Council meeting when he or she leaves the chair for any reason.</p> <p>9.3 THAT the presiding officer shall have and may exercise all the rights, power and authority and obligations of the Mayor under this By-Law.</p>
<p>City of Kingston</p>	<p>Mayor as Chair</p>	<p><u>Procedural By-law:</u></p> <p>Role of the Mayor</p> <p>4.4 The Mayor, as the head of Council, shall:</p> <ul style="list-style-type: none"> (a) act as Chief Executive Officer of the City; (b) preside over Council Meetings so that its business can be carried out efficiently and effectively, and shall: ...
<p>City of Waterloo</p>	<p>Presiding officer (Mayor may also Chair in certain circumstances)</p>	<p><u>Procedure By-law:</u></p> <p>3. Presiding Officers/Acting Mayor</p> <p>3.01 In the last quarter of each year, Council shall enact a by-law appointing those members that shall serve as Chair for the regular Council meetings for the following year.</p> <p>3.02 The Chair of any regular Council meeting shall be determined in the following manner, subject to the consent of the Mayor:</p> <ul style="list-style-type: none"> i) for the first regular meeting in a month, the position of Chair shall rotate between members of Council, by ward, except the Mayor and Finance Liaison, in an order beginning with Ward One at the start of the council term, unless the Chair of a meeting is absent, in which case the Mayor shall act as Chair

Appendix 1 – Municipal Scan – Council Chairing Models

		<p>ii) for the second regular meeting in a month, the Chair shall be the Finance Liaison, unless the Finance Liaison is absent, in which case the Mayor shall act as Chair</p> <p>iii) for the third regular meeting in a month, the Mayor shall act as Chair.</p> <p>iv) Electronic Meetings shall be chaired by the Mayor or Acting Mayor or another member of Council as approved in the by-law appointing Chair of meetings. <i>[Section 3.02 (iv) added by By-law 2020-071, October 5, 2020]</i></p> <p>3.03 In any month where there is only one regular Council meeting, the Mayor shall act as Chair for that meeting.</p> <p>3.04 At special meetings of Council, the Mayor shall act as Chair for the meeting.</p> <p>3.05 In the absence of the Mayor, the member of Council designated as Acting Mayor for that date shall assume the powers and responsibilities of the Mayor for the duration of the meeting.</p> <p>3.06 The appointment of the Office of Acting Mayor shall be as set by by-law. The order of rotation for the Acting Mayor may be changed by resolution of Council.</p> <p>3.07 When both the Mayor and Acting Mayor are absent, then the next member of Council present in the approved order of rotation for the office of Acting Mayor shall act as Chair.</p> <p>3.08 Notwithstanding clauses 3.01, 3.02, and 3.03, Council may determine the Chair for any or all meetings by way of a resolution, subject to the consent of the Mayor.</p> <p>3.09 Notwithstanding any other provisions of this by-law, the Mayor may assume the Chair for any Council meeting by providing written notice to the Clerk before the meeting.</p> <p>3.10 After the hour fixed for a Council meeting and as soon as a quorum is present, the Chair shall call the meeting to order.</p> <p>3.11 Notwithstanding any other provisions of this By-law, including Section 3.09, in the event that the Council member who would act as Chair pursuant to this By-law is present by Electronic Participation, such member shall be deemed to be absent for the purposes of determining the Chair of the meeting.</p>
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Other Canadian Municipalities

Municipality	Chair Model	Procedure By-law Excerpts
City of Montréal	Presiding officer	<i>By-law concerning Rules of Procedure for Council Meetings:</i>

		<p>CHAPTER III CHAIRMAN</p> <p>5. On the mayor’s recommendation, the council designates, from among its members, a chairman to preside over council meetings, in accordance with section 43 of schedule C to the charter. It also designates, in the same way, a vice-chairman.</p> <p>6. Where the chairman is absent or unable to act, or where his office is vacant or where he refuses to act, the vice-chairman replaces the chairman at council meetings. Where the vice-chairman is unable to replace the chairman, the council designates one of its members to preside over the meeting.</p> <p>7. Where no person has been designated to preside over council meetings, the mayor presides over the meeting.</p>
<p>City of Vancouver</p>	<p>Mayor as Chair</p>	<p><u><i>Procedure By-law:</i></u></p> <p>Chair of Council and special Council meetings, and public hearings</p> <p>4.1 The Chair of a Council meeting, special Council meeting or public hearing is:</p> <p>(a) the Mayor;</p> <p>(b) in the absence of the Mayor, the Acting Mayor;</p> <p>(c) in the absence of the Mayor and Acting Mayor, the Deputy Mayor; and</p> <p>(d) in the absence of the Mayor, Acting Mayor and Deputy Mayor, the Council member chosen to act as Chair as the first item of business following roll call, except that if the Mayor, Acting Mayor or Deputy Mayor joins a meeting in progress, the Chair for the remainder of the meeting is the Mayor, Acting Mayor or Deputy Mayor in accordance with the provisions of this section 4.1.</p>
<p>City of Calgary</p>	<p>Mayor as Chair</p>	<p><i>Procedure By-law:</i></p> <p>PART 2 - ORGANIZATION OF COUNCIL AND ESTABLISHMENT OF COMMITTEES</p> <p>A – Council</p>

		<p>Presiding at Council</p> <p>8. The <i>Mayor</i>, when present, presides as <i>Chair</i> over all meetings of <i>Council</i>.</p> <p>Deputy Mayor and Deputy Mayor Roster</p> <p>9. (1) <i>Council</i>, at its Organizational meeting, shall adopt a roster of <i>Deputy Mayors</i> for the following year. (2) If the <i>Mayor</i> is absent from a meeting of <i>Council</i>, the <i>Deputy Mayor</i> assigned on the roster shall preside. If the assigned <i>Deputy Mayor</i> is also absent, the next <i>Deputy Mayor</i> in the adopted rotation shall preside, and so on.</p>
<p>City of Edmonton</p>	<p>Mayor as Chair</p>	<p><u>Council Procedures By-law:</u></p> <p>Section 2 – Definitions</p> <p>(2) In this bylaw: (a) “Chair” means (i) for Council, the Mayor, or (ii) for a Standing Committee or Council Committee, the individual appointed as Chair pursuant to the Council Committees Bylaw;</p>
<p>City of Winnipeg</p>	<p>Presiding officer</p>	<p><u>Procedure By-law:</u></p> <p>INAUGURAL MEETING OF COUNCIL</p> <p>57(2) At the Inaugural Meeting of Council, and in November of each year after that, the Mayor shall appoint a Deputy Mayor, an Acting Deputy Mayor, the Chairpersons of the Standing Committees, if established by Council, and members of Executive Policy Committee, and Council shall elect the Presiding Officer and Deputy Presiding Officer.</p>

Halifax Regional Municipality	Mayor as Chair	<p><u>Administrative Order One: The Procedure of the Council Administrative Order:</u></p> <p>Interpretation – Section 3</p> <p>(k) “Presiding Officer” means:</p> <ul style="list-style-type: none"> (i) the Mayor when present at a meeting of the Council; (ii) the Deputy Mayor when presiding at a meeting of the Council in the absence of the Mayor; (iii) Chair of a Community Council or committee of the Council; or (iv) such other Member as may be presiding at a meeting of the Council in the absence of the Mayor and Deputy Mayor;
City of Saskatoon	Mayor as Chair	<p><u>Procedures and Committees By-law, 2014:</u></p> <p>Control and Conduct at Council Meetings</p> <p>Mayor</p> <p>28. (1) The Mayor shall:</p> <ul style="list-style-type: none"> (a) preside at all Council meetings; (b) preserve order at Council meetings; (c) enforce the rules of Council; (d) decide points of privilege and points of order; and (e) advise on points of procedure.
City of Regina	Mayor as Chair	<p><u>The Procedure By-law:</u></p> <p>Section 14 – Conduct of Council Meetings</p> <p>(3) The Mayor, or in his absence, the Deputy Mayor or Acting Deputy Mayor, shall preside at all meetings of Council, and shall preserve order and enforce the rules of Council.</p>
City of St. John’s	Mayor as Chair	<p><u>Rules of Procedure By-law:</u></p>

		<p>Section 4</p> <p>Every meeting of the Council shall be presided over by a Presiding Officer who shall be:</p> <ul style="list-style-type: none">(a) the Mayor, if present, or(b) the Deputy Mayor, if the Mayor is absent, or(c) if both the Mayor and Deputy Mayor are absent, then by such member of the Council as the members then present choose.
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