

Council any person he or she considers guilty of improper conduct.

- (2) If a person resists or disobeys an order of the Mayor or other person presiding to leave a meeting of Council, that person may be removed by the Corporate Officer or other City Staff member present at the meeting, or, if necessary, by a peace officer at the direction of the Mayor or other person presiding.
- (3) In addition to its application to Council meetings, the ability of the person presiding to expel persons he or she considers guilty of improper conduct also applies to meetings of the following:
  - (1) COTW, Select or Standing Committees of Council;
  - (2) The Board of Variance;
  - (3) The Court of Revision;
  - (4) An Advisory Committee, or other advisory body, established by Council under the Act, or any other legislation.

#### **11.5 Adjournment of Meeting**

- (1) The Council may at any time by resolution adjourn any meeting to a date, time and location specified in the resolution.
- (2) Council Meetings shall adjourn no later than 11:00 p.m. unless an extension beyond that time is determined by Unanimous Resolution of the Council.

#### **11.6 Cancellation of Meetings**

- (1) The Council may, by resolution, cancel any Regular meeting and/or COTW meeting. The Corporate Officer must give public notice of cancellation of any Regular and/or COTW meeting by posting notice of cancellation in a place accessible to the public at the location for the regular meeting.

#### **11.7 Acting Mayor**

- (1) At the first Regular meeting held in December each year, or at an Inaugural meeting held under Section 5, or as soon after those meetings as practicable, Council must in respect of the ensuing calendar year designate from among its member Councillors to serve on a rotating basis as Acting Mayor, to act in the place of the Mayor

when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant. In the likelihood that the proposed legislation passes in the future and the election is scheduled to occur the third week in October, the designation of Acting Mayor among its Council members would be adopted at the first Regular meeting in November, or as soon as practicable thereafter.

- (2) Each Councillor designated under Subsection 11.7(1) must fulfill the responsibilities of the Mayor in the absence of the Mayor.
- (3) If both the Mayor and the member designated under subsection 11.7 (1) are absent from the Council meeting, the Council member next on the approved list of Acting Mayors shall be chosen to fulfill the role of Acting Mayor and shall have the same powers and duties as the Mayor in relation to the applicable matter.

## **PART 9 - PROCEDURE FOR MEETINGS**

### **12. Authority**

- (1) All meetings of the Council and all other matters of practice and procedure not otherwise herein specified shall be governed by Robert's Rules of Order or by any authority whose codification of Canadian Procedure shall be declared by the Parliament of Canada to replace or supersede Robert's Rules of Order.
- (2) Notwithstanding the above statement of authority, the Provisions of Division 2 of the Act on "Council Proceedings" are to be considered a part of this bylaw and to have the same force and effect by reference as though the same were severally, fully and particularly set forth herein.

#### **12.1 Mayor To Open Meetings**

- (1) If a quorum is present, the Mayor must call the meeting to order; however, where the Mayor is absent, the Councillor designated as Acting Mayor in accordance with Section 11.7 must take the Chair and call the meeting to order.

#### **12.2 Appointment of Acting Chair**

- (1) If a quorum is present but neither the Mayor nor the Acting Mayor are present at the time at which the meeting is scheduled to begin, the Corporate Officer must call the meeting to order and by resolution, the Council must appoint a Councillor to act as Chair for that meeting until