

## **Schedule 1 – Procedural By-law for Meetings of the TAF Board**

### **Definitions**

In this By-law, the following terms have the meanings set out below:

“Applicable Laws” means all statutes, by-laws, regulations, orders, and requirements of government or other public authorities having jurisdiction at any time in force.

“Auditor” means the external attest auditor appointed by Council to audit the accounts, transactions, and financial statements of Toronto Atmospheric Fund.

"Auditor General" means the City's Auditor General or designate.

“Board” means the Toronto Atmospheric Fund Board.

"Board Member" means a person appointed to the Board by Council pursuant to the City of Toronto Public Appointments policy.

“Chair” means the Board Member appointed by the Board as chair of the Board.

“City” means the City of Toronto.

"City Clerk" means the City Clerk of the City of Toronto or their designate.

"City Official" means the City Manager, Deputy City Manager, Chief Financial Officer and Treasurer, City Solicitor, City Clerk, a Division Head or their designate.

“Council” means the Council of the City of Toronto.

"Meeting" means a meeting of the Board.

"Motion to Defer" means a motion to delay a decision on a matter by postponing consideration of the matter:

- (1) Indefinitely;
- (2) Until, or within, some specified time or time period;
- (3) Until a specified event happens; or
- (4) Until a report or communication is presented.

"Motion to Refer" means a motion to send a matter, including the main motion or amendments, to a Committee or person for more information or recommendation.

"Motion to Receive for Information" means a motion to acknowledge a matter or part of a matter, including the main motion or amendments, to take no current action on the matter, and to place the matter in the City Clerk's records for future reference.

“Municipal Code” means the City of Toronto Municipal Code, and by-laws contained within, as amended or replaced from time to time;

"Point of Order" means bringing to the attention of the Chair and Board Members that a person has broken a rule or made an error in procedures and asking that the Board meeting follow the rules or that the error in procedure be corrected.

"Point of Privilege" means a request to the Chair and to the Board to immediately consider and take action to remedy a situation negatively affecting the rights or privileges of Board Members or the Board, despite other pending business currently before the Board.

"Procedural By-law" means this By-law, as amended by Council from time to time.

"Public Appointments Policy" means the City of Toronto policy governing public appointments to City Agencies and Corporations adopted by Council at its meeting of September 25, 26, and 27, 2006, and as amended from time to time.

"Quorum" means the number of Board Members to be present at a meeting to legally conduct business at the meeting.

"Recorded Vote" means a vote for which the City Clerk records all Board Members present and how they voted.

"Special Meeting" means a Board meeting other than a regular meeting, a continued meeting, or a reconvened meeting

"TAF" means the Toronto Atmospheric Fund.

"TAF Act" means *Toronto Atmospheric Fund Act, 2005*, as amended from time to time.

"TAF By-law No. 1" means the by-law governing various aspects of TAF's operational and administrative matters.

"TAF Mandate" means the objects of TAF as set out in Section 4 of the TAF Act.

## **A. Principles of Board Procedures**

The following Board Members' rights are the principles upon which this By-law is based:

- (1) The majority of Board Members have the right to decide;
- (2) The minority of Board Members have the right to be heard;
- (3) All Board Members have the right to information to help make decisions, unless otherwise prevented by law;
- (4) Board Members have a right to an efficient Meeting;
- (5) All Board Members have the right to be treated with respect and courtesy; and
- (6) All Board Members have equal rights, privileges and obligations.

## **B. Business conducted according to the Procedural By-law**

The Board will observe the rules in this By-law in all proceedings of the Board.

If there is a conflict between two or more rules in this By-law, or if there is no specific rule on a matter, the Chair will rule. The Chair may consult with the City Clerk, and use City of Toronto Municipal Code Chapter 27, Council Procedures, and the Board's practices and former decisions, including previous rulings, as aids in ruling.

## **C. Order and Decorum and Conduct of Board Members**

### **C-1. Chair's responsibilities**

The Chair:

- (1) Maintains order and preserve the decorum of the Meeting;
- (2) Rules upon points of order and points of privilege without debate or comment;
- (3) Rules upon all other procedural matters;
- (4) If considered necessary because of grave disorder, adjourns or recesses the Meeting for a specified time;
- (5) Determines which Board Member has the right to speak;
- (6) Determines when all Board Members who wish to speak on a motion have spoken and that the Board Members are ready to vote, and then puts the vote;
- (7) Rules whether a motion or proposed amendment is in order; and
- (8) May call a Board Member to order.

### **C-2. Board Members' responsibilities:**

Board Members:

- (1) Attend scheduled Meetings;
- (2) Carefully consider and make decisions about Meeting business;
- (3) Vote on motions put to a vote;
- (4) Respect the rules of this Procedural By-law;
- (5) Speak respectfully at all times;
- (6) Listen attentively, participate in a Meeting, and do not interrupt the proceedings;
- (7) Refrain from using any offensive, disrespectful or unparliamentary language about any Board Member or City Official, or the Board or City Council as a whole.
- (8) Speak only on the matter under debate or related motions during debate; and
- (9) Respect the confidentiality of matters discussed in closed Meetings and do not disclosing the subject or substance of these discussions, unless authorized to do so.

## **D. Points of Order and Privilege**

### **D-1. Permitting statements by TAF Board or City Official when integrity questioned**

When the Chair, or a Board Member, considers the integrity of a Board Member or City Official has been impugned or questioned by a Board Member, the Chair may permit the Board Member or City Official to make a statement to the Board.

## **D-2. Point of Order or Privilege**

### **(1) Board Member May Present**

If the Chair agrees, a Board Member may present a point of order or privilege at any time and must sit back down in his or her seat after doing so.

### **(2) No Debate or Amendment**

The Board cannot debate or amend a point of order or privilege.

### **(3) Chair to Immediately Rule**

The Chair immediately rules on the point of order or privilege and gives reasons for the ruling.

### **(4) When a Board Member may Appeal the Chair's Ruling**

Immediately following a Chair's ruling, a Board Member may make a motion to appeal that ruling, despite another Board Member having the floor.

### **(5) No Debate or Amendment on Motion to Appeal**

Board Members cannot debate or amend a motion to appeal.

### **(6) Steps Taken After Motion to Appeal**

When a Board Member makes a motion to appeal, the Chair:

- (a) Asks the Board Members, "Is the ruling of the Chair upheld?" and
- (b) Immediately puts the motion to appeal to a vote.

### **(7) Chair's statement of authoritative rules is final**

If the Chair states or reads a rule from this procedures by-law or legislation, the Chair has not made a ruling and no Board Member shall make a motion to appeal.

## **E. Rules of Debate**

### **E-1. Questions**

#### **(1) Order of speaking**

The Chair maintains a list of Board Members who have requested to speak or to ask questions, and the Chair shall call on Board Members to speak or to ask questions in the order in which they appear on the list.

## (2) Questioning not to be statements

Questions must be clear and concise and may not be used to make statements or assertions.

## (3) Question of Board Members and Officials authorized by Board only

Board Members may question only:

- (a) The Chair;
- (b) TAF staff and City Officials;
- (c) The previous speaker, if that speaker has moved a motion, for clarification of the motion only;
- (d) Members of the public, for clarification purposes.

## (4) Board Member not to ask the same question

The Chair may rule a question out of order if a Board Member has already asked substantially the same question in the same form.

## (5) Every Board Member has a chance to speak before a second round

A Board Member may speak or ask questions only once until every Board Member who wishes to speak or question has done so.

**E-2. General rules on making motions**

## (1) Purpose of motions

A Board Member may make a motion that:

- (a) Affects the Meeting's procedures, as set out in this Procedural By-law;
- or
- (b) Takes action on the matter that is currently before the Board for debate.

## (2) Withdrawing a motion

After a Board Member has made a motion, the Board Member may only withdraw it with the consent of the Board.

## (3) No seconder required

A motion does not require a seconder.

## (4) Motions not in mandate of Board

A motion relating to a matter not within the jurisdiction of the Board is out of order.

## (5) Procedural motions and their order

(a) A Board Member may make procedural motions defined in Subsection (b) at any time when the Board Member has the floor.

(b) The Board will consider the following procedural motions in the following order:

- (1) Motion to amend the agenda;
- (2) Motion to adjourn;
- (3) Motion to recess;
- (4) Motion to end debate;
- (5) Motion to extend debate;
- (6) Motion to limit debate;
- (7) Motion to fix a time for a reconvened
- (8) Motion to reopen or reconsider;
- (9) Motion to resolve into committee of the whole;
- (10) Motion to refer; and
- (11) Motion to defer.

(6) Procedural motions voted on first

A procedural motion takes precedence over any other motion and shall be put immediately to a vote following its debate in accordance with Sections E-3, E-4, E-5, E-6 and E-7.

### **E-3. Motion to defer or refer - limited debate**

The Board may debate a motion to defer, or a motion to refer, only on the desirability of deferring or referring and the terms of the deferral or referral.

### **E-4. Motion to defer or refer**

(1) A Board Member who moves a motion to defer shall include in the motion:

- (a) The time to which the matter is deferred, or a description of circumstances that cause the motion to be brought back; and
- (b) An explanation of the motion's purpose.

(2) A Board Member who moves a motion to refer shall include in the motion:

- (a) The name of the Committee, body or Official to whom the motion is referred;
- (b) The subject matter or question to be investigated; and
- (c) The time period within which the matter will be reported back to the Board or Committee.

### **E-5. Motion to adjourn**

(1) A motion to adjourn the Board Meeting shall always be in order except:

- (a) When another Board Member is speaking;
- (b) When a vote has been called;

- (c) When the Board Members are voting; or
- (d) When a Board Member has indicated to the Chair his or her desire to speak on the matter before the Board.

(2) Rules for motion to adjourn:

A motion to adjourn:

- (a) Is not debatable; and
- (b) Cannot be amended.

(3) Motion to adjourn to be voted on immediately

The Board shall vote immediately on a motion to adjourn and amendments to that motion, without debate.

(4) Motion to End Debate

- (a) A Board Member who has the floor may make a motion to end debate on the matter currently under debate any time during debate.
- (b) A motion to end debate:
  - (1) Is not debatable;
  - (2) Cannot be amended; and
  - (3) Is carried by a two-thirds vote of Board Members present.
- (c) A motion to end debate is put to a vote immediately.
- (d) If a motion to end debate passes, the matter before the Board, including the main motion and any amendments, will immediately be put to a vote.
- (e) If a motion to end debate fails to pass, the Board Member who made the motion to end debate cannot speak again on the matter.

**E-6. Motion to consider matter previously deferred requires two-thirds vote**

A motion that the Board consider a matter which is solely within its jurisdiction previously deferred indefinitely or to a time or eventuality which has not yet been reached or occurred, respectively, shall be presented only if the Board decides, by a two thirds vote of the Board Members present and voting.

**E-7. Reconsideration of matter previously decided by the Board**

(1) Subject to Subsection (2), once the Board decides a matter, no Board Member may make a motion that would change the decision within the twelve-month period following the decision.

(2)

- (a) A Board Member who voted with the prevailing side on a matter may make a motion to reconsider the matter originally decided at the same Meeting, or at a subsequent Meeting at which the matter is to be reconsidered.

(b) A motion to reconsider made under Subsection (2)(a) requires the consent of the Board on a two-thirds vote of the Board Members present to pass.

(3) A motion to reconsider a matter is:

- (a) Not debatable; and
- (b) May not be amended.

(4) If a motion to reconsider a matter passes, all previous decisions on the matter remain in force, unless the Board decides otherwise.

## **F. Votes**

(1) Board Members present have right to vote

Every Board Member present at a Meeting, whether in person or electronically, has the right to vote on every matter put to a vote, except any Board Member who declares a conflict of interest, who must remove himself or herself from the vote.

(2) Required voting during a recorded vote

If a Board Member present at a Meeting at the time of a vote requests immediately before or after the taking of the vote that the vote be recorded, each Board Member present, except a Board Member who is disqualified from voting by any Act, shall announce his or her vote openly and the clerk shall record each vote.

(3) A failure to vote

A failure to vote under subsection (2) by a Board Member who is present at the Meeting at the time of the vote and who is qualified to vote is deemed to be a negative vote.

(3) Majority vote required for motion to pass

Unless this By-law specifies otherwise, a motion passes when a majority of Board Members present vote for it.

(3) Motion fails with tied votes

A motion does not pass if the same number of Board Members vote for it as against it.

(5) Recorded vote

(a) A Board Member may request a recorded vote on any matter and must make the request immediately before or after the vote is taken.



- (b) If the request for a recorded vote is made immediately after the vote is taken, the first vote is nullified and a second, recorded vote must be held.
- (c) When a Board Member requests a recorded vote the City Clerk records the name and vote of every Board Member on the matter.

(6) Separate votes

- (a) If a matter under consideration contains distinct propositions, a Board Member may request that Board Members vote on each proposition separately.
- (b) If the Chair agrees that the matter contains distinct propositions, the Chair will rule that Board Members vote on each proposition separately.

(7). Order of voting

Unless the Board decides otherwise, when a vote is taken the order of the vote shall be as follows:

- (a) Motion to refer;
- (b) Motion to defer;
- (c) Motion to receive;
- (d) Amendments in the reverse order of presentation, dealing with an amendment to an amendment immediately before the amendment it proposes to amend; and
- (e) Motion to Adopt or Motion to Adopt as Amended, if any amendments have carried.

## **G. Board Chair, Vice Chair and City Clerk**

### **G-1. Duties of Chair and Vice Chair**

The duties and powers of the Chair and Vice Chair are outlined in TAF By-law No.1.

### **G-2. Duties of City Clerk**

- (1) The City Clerk shall be the recording secretary of all Board Meetings and may assign any duties as recording secretary to an employee of the City Clerk's Office or other party as appropriate.

- (2) The City Clerk:

- (1) Gives notice of each regular Meeting of the Board together with an agenda of the matters to be considered;
- (2) Gives notice of each Special Meeting of the Board; and
- (3) Records without note or comment all resolutions, decisions and other proceedings at a Meeting, whether it is closed to the public or not.

## **H. Board Meetings**

### **H-1. Regular Meetings**

(1) The Chair, in consultation with the City Clerk, determines the place, day and hour of its regular Meetings and the schedule of those Meetings shall be publicly available by the beginning of each calendar year, or as soon as possible following the beginning of a new term of Council.

(2) The Board meets at Toronto City Hall, or any other location deemed suitable by the City Clerk.

### **H-2. Absence of Chair and the Vice Chair**

In the absence of the both the Chair and the Vice Chair for a period of fifteen minutes after the appointed time of the Meeting, if a quorum is present, the Board shall appoint one of the other Board Members as Acting Board Chair to preside and shall discharge the duties of the Chair during the Meeting, or until the arrival of the Board Chair or Vice Chair.

### **H-3. Special Meetings**

(1) No other Business Considered

The Board only considers the business on the agenda and no other business at a Special Meeting.

(2) Special Meeting called by the Chair

The Chair may call a Special Meeting of the Board provided that:

- (a) Board Members are notified at least 24 hours before the scheduled beginning of a Special Meeting.
- (b) The notice for the Special Meeting must include the time, date, and location of the Meeting.
- (c) The notice states the purpose of the Meeting.
- (d) The notice is delivered either in person or sent by e-mail to each Board Member.

(3) Special Meeting by Petition of the Board Members

- (a) If the Chair receives a petition that the majority of Board Members signed requesting a special Board Meeting, the Chair in consultation with the City Clerk calls a special Board Meeting for the purpose, date and time the petition requests.
- (b) A petition under Subsection (a) must contain:
  - (1) original signatures of Board Members;
  - (2) a clear statement of the Meeting's purpose; and
  - (3) the time and date for the Meeting, which must be held within 48 hours of the time the request is given to the Secretary.

(c) The Secretary shall give at least 24 hours' notice of the Special Meeting by petition of the Board Members and the notice for this Meeting must be delivered in person or sent by email to each Board Member.

#### (4) Special Emergency Meeting

Despite Subsection H-3(3), the Chair of the Board may call a Special Emergency Meeting of the Board without giving notice as required under Subsection H-3(3), whenever they consider it necessary to do so, if:

- (a) All Board Members are notified of the Meeting either personally, by electronic mail, or by any other means necessary, and
- (b) A majority of Board Members agree to the Meeting by giving written consent to the Secretary personally before the beginning of the Meeting.

### **H:4 Meetings open to the public**

(1) Except as provided for in Section H-5, all Meetings are open to the public, and no person is excluded from a Meeting except for improper conduct.

(2) A Meeting begins and ends in public.

### **H-5. Closed Meetings**

(1) The Board may close a Meeting to the public, in accordance with the *City of Toronto Act, 2006*, subject to the *Municipal Act, 2001* if applicable, to discuss:

- (a) The security of the property of TAF or the City;
- (b) Personal matters about an identifiable individual, including a city employee or a TAF employee;
- (c) A proposed or pending acquisition or disposition of land by the City or TAF;
- (d) Labour relations or employee negotiations;
- (e) Litigation or potential litigation, including matters before administrative tribunals, affecting TAF;
- (f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (g) Education or training of the Board Members;
- (h) A matter in respect of which the Board, committee or other body may hold a closed meeting under another Act;
- (i) Information explicitly supplied in confidence to the City or TAF by Canada, a province or territory or a Crown agency of any of them;
- (j) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the City or TAF, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- (k) A trade secret or scientific, technical, commercial or financial information that belongs to the City or TAF and has monetary value or potential monetary value; or

(1) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the City or TAF.

(2) The Board shall close a Meeting to the public to discuss:

- (a) a request under the *Municipal Freedom of Information and Protection of Privacy Act*; or
- (b) an ongoing investigation respecting TAF by the Ombudsman or the Open Meeting Investigator.

(3) Motion details for closed Meetings

Before holding a closed Meeting, the Board passes a motion to hold a closed Meeting. The motion states:

- (a) That the Meeting is a closed Meeting;
- (b) The general nature of the matter the Board is considering at the closed Meeting; and
- (c) The reason(s) the matter requires a closed Meeting under Subsections (1) and (2).

(4) When a closed Meeting becomes public

If the matter the Board is considering at a closed Meeting no longer falls into one of the categories set out in Subsections (1) and (2), the Meeting is no longer a closed Meeting and continues in public.

(5) Voting and minutes in closed Meeting

The Board in a closed Meeting does not vote or keep minutes except for:

- (a) A procedural matter; or
- (b) Giving directions or instructions to Board Members or City Officials or their designates.

## **H-6: Electronic Participation in Meetings**

(1) Despite any other provisions of this Procedural By-law, the Board may hold a Meeting where all Board Members participate electronically.

(2) Any Board Member participating in the Meeting electronically shall be deemed present for the purposes of determining whether a quorum is present under Section H-6, and for the purposes of voting on any matter put to a vote under Section H-6 and for all other purposes.

(3) Any Board Member participating in the Meeting electronically shall be entitled to participate in any portion of the Meeting closed to the public in accordance with Section H-6.

(4) The City Clerk shall advise the Chair of any Council decisions related to electronic participation in Meetings that necessitate a change to this Procedural By-law or may impact related TAF operational guidelines.

#### **H-7. Quorum**

(1) A quorum of the Board is a majority of Board Members.

(2) If no quorum is present thirty minutes after the time appointed for a Meeting, the City Clerk calls the roll and records the names of the Board Members present and the Meeting is adjourned until the next scheduled day of Meeting, or the next regular Meeting, or at the call of the Chair in accordance with Section H-3.

#### **H-8. Improper conduct**

The Chair has the right to expel, or exclude, from any Meeting, any person who disrupts the proceedings of the Meeting.

### **I. Board Agenda**

#### **I-1. Board Agenda**

(1) Agenda

The City Clerk, in consultation with the Chair, establishes agenda deadlines, prepares, publishes and distributes the agenda for each regular Meeting, which includes:

- (a) Declarations of Interest pursuant to the Municipal Conflict of Interest Act;
- (b) Confirmation of minutes (if available); and
- (c) Agenda Items.

(2) Agenda order

Unless otherwise decided by the Board, the Board considers the items on the agenda in the order in which it is listed on the agenda.

(3) Changes to agenda

The Board, without debate, may by a majority vote, make any alteration to the order of the business but may not delete any item from the agenda.

(4) Notice given by publishing agenda

The published agenda for the Board Meeting is notice of all business included in that agenda subject to other notice provisions in this by-law and of any applicable legislation.

**I-2 Meeting agenda**

(1) Deadlines and content of Meeting agenda

If the City Clerk receives any agenda business matters from the following by the agenda deadline, and the matters are within the Board's mandate, the City Clerk places them on the agenda for the next regular Board Meeting:

- (a) A Board Member;
- (b) City Council;
- (c) A City Council or Board Committee;
- (d) A local board of the City;
- (e) Reports from TAF and/or City Officials; and
- (f) Communications related to a matter on the agenda.

(2) Supplementary agenda for supplementary business

If necessary the City Clerk prepares a supplementary agenda for reports and other communications supplementing business on the regular Board agenda.

(3) Late supplementary reports or communications

The City Clerk adds any report or communication after the regular agenda deadline to the supplementary agenda if the City Clerk decides that either supplements the regular agenda business.

(4) Late new business reports

Subject to Subsection (2), if after the regular agenda deadline for the Board Meeting, the City Clerk receives any of the following, the City Clerk shall add them to the agenda for the next Board Meeting:

- (a) New business reports from TAF or City Officials; and
- (b) New business communications from a Board Member, City Council or a Board committee.

By majority vote of the Board, the City Clerk shall add to the agenda new business reports or communications the City Clerk receives after the agenda deadline for the Board Meeting.

(5) Board Members' options for presenting agenda business items or communications

(i) Board Members may present communications to the Board about:

- (a) Any matter on the Meeting agenda; or
- (b) Matters not on the Meeting agenda but within the Board's mandate.

- (ii) In submitting communications under Subsection (i)(b), Board Members must comply with any applicable notice requirements and must meet agenda deadlines.

## **J. Board Report to Council**

In accordance with the *TAF Act* and the *City of Toronto Act, 2006*, the Board must report to City Council for City Council's final decision all its recommendations on matters within the Board's mandate, on which it does not have authority to make a final decision.

## **K. Public Presentations at Board Meetings**

- (1) Any person may address the TAF Board on an item on the Board's agenda.
- (2) Any person may address the Board on any agenda item on the Board's current agenda by notifying the City Clerk by 12:00 p.m. on the day before the Board Meeting.
- (3) Despite Subsection (2), if other persons wish to address the Board, the Board may hear from them.
- (3) Unless the Board decides otherwise, a public presentation has a five-minute limit.

## **L. Minutes of Board Meetings**

- (1) The City Clerk prepares and circulates the minutes of every Meeting before the Meeting that the minutes are submitted to for adoption or amendment. The City Clerk submits each Meeting's minutes to the Board for confirmation or approval as amended, at the next Meeting of the Board, or as soon as is reasonably feasible, and after the Board adopts the minutes, the Chair signs them.
- (2) If any Board Member requests, the City Clerk reads the minutes or any requested portion of the minutes, before the minutes are adopted or amended.

## **M. Waiving and Suspension of Schedule Provisions**

- (1) Subject to Subsection (2), a motion to waive, or not to follow a rule of procedure established by this Procedural By-law on a one-time basis requires a two-thirds vote of the Board Members present.
- (2) The Board cannot waive the following rules:
  - (a) Amending the procedures (Section O);
  - (b) Quorum necessary for Board Meetings (Section H-7);
  - (c) Meetings open to the public (Section H-4);
  - (d) Closed Meetings (Section H-5);
  - (e) Reconsidering decisions (Section E-7); or
  - (f) Two-thirds vote required to waive the rules (Section M-1).

**N. Suspension of Rules**

(1) Subject to Subsection (3) and by a two-thirds vote of Board Members present, the Board may suspend any rule in this Procedural By-law and may replace it with a special rule if:

- (a) It has given notice at a previous Board Meeting; and
- (b) The suspension is only for a defined period.

(2) Any special rules adopted under Subsection (1) are considered part of the procedures schedule.

(3) The Board cannot suspend the following rules:

- (a) Amending the Schedule (Section O);
- (b) Quorum necessary for Board Meetings (Section H-7);
- (c) Meetings open to the public (Section H-4);
- (d) Closed Meetings (Section H-5);
- (e) Reconsidering decisions (Section E-7);
- (f) Two-thirds vote required to waive the rules (Section M-1).

**O. Amendments to this Procedural By-law**

(1) To pass a motion to amend or repeal this by-law requires a two-thirds vote of Board Members present.

(2) The Board will only consider amendments or repeal of the procedures by-law at a Board Meeting if a previous regular Board Meeting received notice of the proposed amendment or repeal.

(3) The Board shall submit any amendment to this Procedural By-law to City Council for approval.

(4) An amendment to this Procedural By-law shall come into force upon approval by City Council.