

# **City of Toronto**

## **Toronto Administrative Penalty Tribunal**

### **Rules of Procedure – Rules for Proceedings and Rules for Business Meetings**

#### **To Govern the Proceedings and Business Meetings of the Administrative Penalty Tribunal**

Effective Date of these Rules of Procedure: December 22, 2025

Amended: November 27, 2025

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## **ARTICLE 1 – RULES OF PROCEDURE**

### **1.1 ADOPTION OF RULES OF PROCEDURE**

These Rules of Procedure, consisting of Article 2 – Rules for Proceedings and Article 3 – Rules for Business Meetings, are adopted and may be amended or replaced by the Administrative Penalty Tribunal in accordance with Article 3 – Rules for Business Meetings.

## **ARTICLE 2 – RULES FOR PROCEEDINGS**

### **2.1 DEFINITIONS**

The definitions in City of Toronto Municipal Code, Ch. 610 shall apply to this Article 2, along with the following definitions, unless the context requires otherwise:

"Chair" means the Chair of the Tribunal;

"Chapter 610" means Chapter 610, Penalties, Administration of, of the City of Toronto Municipal Code;

"document" includes any handwritten or typed document or record, sound recording, videotape, file, photograph, map, and any other electronic information that can be shared;

"motion" means a request for an order or decision of the Tribunal made at any stage in a proceeding;

"moving party" means a party who makes a motion to the Tribunal;

"Member" means a Member of the Tribunal;

"party" means a recipient and the City;

"Secretary" means the staff with the City's Court Services Division providing administrative assistance to the Tribunal;

"Tribunal" means the Administrative Penalty Tribunal; and

"Vice-Chair" means the Vice-Chair of the Tribunal.

### **2.2 APPLICATION**

- (1) These Rules for Proceedings are authorized by section 610-2.3B(1)(a) of Chapter 610 and section 25.1 of the Statutory Powers Procedure Act.
- (2) These Rules for Proceedings, Chapter 610 and the Statutory Powers Procedure Act apply to all the proceedings of the Tribunal.
- (3) Where procedures for a hearing review are not provided for in these Rules for

Proceedings or the Tribunal determines it is appropriate to grant an exception to these Rules for Proceedings, the Tribunal may do what is necessary and permitted by law, including Chapter 610 and the Statutory Powers Procedures Act, to adjudicate matters before it.

- (4) No hearing review is invalid by reason only of a defect or other irregularity in form.
- (5) Where a party to a hearing review has not complied with any Rule for Proceedings or a procedural order, the Tribunal may:
  - (a) adjourn the hearing review until it is satisfied that such Rule for Proceedings or order has been complied with; or
  - (b) take such other steps as it considers necessary.
- (6) The Vice-Chair has all the powers and performs all the duties in the Chair's absence or if delegated those duties by the Chair.

## **2.3 CALCULATING TIME REQUIREMENTS**

- (1) In calculating time under these Rules for Proceedings or a procedural order, the provisions in section 610-1.2B of Chapter 610 shall apply.

## **2.4 COMMUNICATIONS WITH THE TRIBUNAL**

- (1) All communications with the Tribunal shall use the following forms where applicable:
  - a. Form 1 - Request for Hearing, Bylaw;
  - b. Form 1A - Request for Hearing, Statute;
  - c. Form 7 - Adjournment Request;
  - d. Form 8 - Request for Payment Plan or Extension of Time to Pay – Bylaw;
  - e. Form 8B - Request for Payment Plan or Extension of Time to Pay – Statute;
  - f. Form 9 - Request for Recording
- (2) All communications with the Tribunal from a party shall include the following information:
  - (a) full name of the party, including their phone number and email address;
  - (b) the Tribunal's Case File Number, if known, which should be in the subject line;
  - (c) the reason for the communication; and
  - (d) if applicable, a list of the documents attached to the communication.
- (3) Communications to the Tribunal from a party shall be copied to the other party.
- (4) The filing of any document with the Tribunal by a party may be effected by providing the document to the Tribunal through the online lookup application portal or by personal delivery to the address indicated on the Tribunal's website, or otherwise as the Tribunal may order.

- (5) Upon receiving documents relating to the commencement of a hearing, the Secretary may decide not to process the documents if:
  - a. the documents are incomplete;
  - b. the documents are received after the time required in Chapter 610;
  - c. there is some other technical defect in the commencement of the hearing; or
  - d. the documents are not provided in an approved form or format.
- (6) If the Secretary has made a decision not to process the documents relating to the commencement of a hearing, the Secretary shall give written notice of its decision to the party who filed the documents and shall set out in the notice the reasons for the decision and the requirements for resuming the processing of the documents if applicable.
- (7) The Secretary will resume the processing of documents relating to the commencement of a hearing where the party re-files the documents in a manner that addresses the issue within the time required in Chapter 610.

## **2.5 DOCUMENTS CONSIDERED AT A HEARING**

- (1) In accordance with Chapter 610, a hearing officer shall consider only the documents provided at the screening review during a hearing.
- (2) Where a party identifies that a document was provided at the screening review but is missing from the record before the Tribunal, the Tribunal will decide whether to consider the document during a hearing. The Tribunal will only consider the missing document(s) if the Tribunal is satisfied that the missing document was provided at the screening review.
- (3) The Tribunal will make any documents considered by the Tribunal at a hearing available to the public on request, subject to any order of the Tribunal.

## **2.6 SERVICE**

- (1) Where any document is required to be served upon a party, service can be made by:
  - (a) Personal service;
  - (b) Regular or registered mail to the last known address of the person or their authorized representative;
  - (c) Email to the last known address of the person or their authorized representative.
- (2) Service is deemed to be effective:
  - (a) on the date it is personally delivered;
  - (b) on the fifth day after the document is mailed; or
  - (c) on the day it was sent by email.

## **2.7 REPRESENTATIVES**

- (1) Any party may appear at or participate in a hearing review in their own capacity or by way of an authorized representative. \
- (2) Any notice that is given to an authorized representative is deemed to have been given to the party for whom the authorized representative acts.
- (3) The authorized representative shall provide the Tribunal with a current business address including postal code and telephone number, and email address for the authorized representative.
- (4) Where an authorized representative ceases to act for a party in the hearing review, the party or the authorized representative shall promptly notify the Tribunal and other parties in writing.

## **2.8 DATE, MANNER AND LANGUAGE OF A HEARING**

- (1) The Secretary will set the date and time of the hearing review and give a notice of hearing to the parties in accordance with Chapter 610 and the Statutory Powers Procedure Act.
- (2) Hearings will take place on the date and time determined by the Tribunal.
- (3) A hearing will be conducted in its entirety as an electronic hearing unless the Member hearing the matter determines, on receiving a request for accommodation from the recipient or on their own initiative, that the hearing should be conducted as an in-person hearing, written hearing or otherwise.
- (4) Where a recipient has requested a hearing on multiple administrative penalties that involve the same or similar questions of fact, law or policy, the Tribunal may schedule the matters to be heard at the hearing reviews at the same time.
- (5) All hearings will be held in the English language.
- (6) If an interpreter is required by a party, the party must provide the interpreter and demonstrate to the Tribunal the qualification of the interpreter to faithfully conduct the translation.
- (7) Despite rule 2.8(6), if an interpreter is required by a party, the party may request interpretation be provided by an over-the-telephone interpretation service provided by the Tribunal. The party must request the over-the-telephone interpretation service by identifying the language of preference on their application form when submitting a Request for Hearing and making a request to the Secretary.

Use of the over-the-telephone interpretation service is at the party's own risk, and subject to availability on the day of the hearing. Dialect is not guaranteed and will not result in the adjournment of the matter(s) scheduled.

## **2.9 FAILURE TO ATTEND A HEARING**

Where the recipient fails to attend at the time and place scheduled for a hearing review, the recipient shall be deemed to have abandoned their request for a hearing review, and the administrative penalty shall be deemed to be affirmed in accordance with Chapter 610.

## **2.10 ADJOURNMENT REQUESTS**

- (1) Adjournment requests by a party shall be made in writing and as soon as possible, and comply with section 610-2.3B(3)(a)[2] of Chapter 610 (being that a recipient may, once only, request an adjournment of the hearing review by filing with the City a request for adjournment no later than 4 p.m. on the day five business days in advance of the date set for hearing review).
- (2) The Secretary may reschedule the matter to another date where:
  - a. the request for adjournment is in accordance with Chapter 610; and
  - b. no prior requests for adjournment have been made;
  - c. there is sufficient time to notify all parties of the new hearing date;
  - d. the length of the adjournment is 6 months or less.
- (3) The Tribunal may adjourn or reschedule a hearing on its own initiative.
- (4) When considering whether to grant an adjournment, the Tribunal may consider any relevant factors including but not limited to the following:
  - a. the reason for the adjournment request;
  - b. the extent to which prejudice will be suffered by the party requesting the adjournment, if the adjournment is refused;
  - c. the extent to which any other party will suffer prejudice if the adjournment is granted;
  - d. the extent to which the party requesting the adjournment gave advance notice to other parties and to the Tribunal of its request for an adjournment;
  - e. the consent of other parties to the request for adjournment;
  - f. whether the party requesting the adjournment previously consented to the hearing proceeding on the scheduled date;
  - g. the length of adjournment;
  - h. previous delays including the number and length of previous adjournments granted at the request of or with the consent of the party now requesting an adjournment;
  - i. the public interest in the efficient and timely conduct of proceedings; and
  - j. any other possible effects on the fairness of the proceedings
- (5) In granting an adjournment, the Tribunal may impose such conditions as it considers appropriate.
- (6) Where the Tribunal orders a hearing adjourned or rescheduled, the Tribunal will notify the parties of the order and the new date of the hearing.

## **2.11 MOTIONS**

- (1) Where a party intends to bring a motion before the Tribunal, they shall serve notice of the motion in writing to the other party and file the notice of motion with the Tribunal at least 10 days in advance of the hearing review date or as soon as practical.
- (2) If a responding party opposes or otherwise wishes to make submissions on the motion, they shall serve submissions in writing to the other party and file their submissions with the Tribunal no later than two business days prior to the date set for hearing the motion.

## **2.12 CONDUCT OF HEARINGS**

- (1) Each hearing review will be presided over by a panel composed of one Member.
- (2) The Tribunal will control the conduct of the hearing review, including the order of presentation.
- (3) A hearing review will be conducted in the following order of presentation where both parties are present, unless the Tribunal directs otherwise:
  - (a) the City's representative may make an opening statement;
  - (b) the recipient may make an opening statement;
  - (c) the City's representative shall present its case;
  - (d) the recipient shall present their case;
  - (e) the recipient may make a closing statement;
  - (f) the City's representative may make a closing statement;
  - (g) the Tribunal may ask questions at any time during the hearing.
- (4) All hearing reviews of the Tribunal, other than a written hearing, are digitally recorded by the Tribunal. A copy of the recording may be requested by any person, who will receive it after paying the required fee unless a statute, a court order, or an order of the Tribunal provides otherwise.



## **ARTICLE 3 - RULES FOR BUSINESS MEEETINGS**

### **3.1 DEFINITIONS**

In Article 3, unless the context requires otherwise:

"Adjourn" means to end a business meeting;

"Business meeting" means any regular, special or other business meeting of the Tribunal;

"Chair" means the Chair of the Administrative Penalty Tribunal;

"Chapter 610" means Chapter 610, Penalties, Administration of, of the City of Toronto Municipal Code;

"City Official" means:

(1) the City Manager, a Deputy City Manager or the Chief Financial Officer and Treasurer;

(2) the Auditor General, the Clerk, the City Solicitor or the Medical Officer of Health; and

(3) any General Manager, Director or Executive Director.

"Closed business meeting" means a business meeting or a part of a business meeting that is not open to all, or a portion of the public as set out these Rules for Business Meetings;

"Member" means a Member of the Tribunal;

"Motion" means a Member's formal proposal that the Tribunal take certain action including action on a procedural matter;

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

"Recess" means a temporary break in a business meeting;

"Recorded vote" means a vote for which the Secretary records all Members present and how they voted;

"Report" means a City Official's report that makes recommendations to the Tribunal;

"Ruling" means the Chair's interpretation of the Rules for Business Meetings to settle a procedural matter explaining how one or more Rules apply to the matter;

"Secretary" means the staff with the City's Court Services Division providing administrative assistance to the Tribunal;

"Tribunal" means the Administrative Penalty Tribunal; and

"Vice-Chair" means the Vice-Chair of the Tribunal.

### **3.2 APPLICATION**

- (1) These Rules for Business Meetings are authorized by Chapter 610 and the City of Toronto Act, 2006.
- (2) These Rules for Business Meetings, Chapter 610 and the City of Toronto Act, 2006 apply to all the business meetings of the Tribunal.
- (3) If a matter is not provided for in these Rules for Business Meetings, the Chair will make a ruling, in accordance with the Rules for Committees in Toronto Municipal Code Chapter 27, Council Procedures.

### **3.3 DUTIES OF CHAIR, VICE-CHAIR, ACTING CHAIR, MEMBERS, SECRETARY**

- (1) The Chair:
  - (a) presides at all business meetings of the Tribunal, rules on all procedural matters and maintains the decorum of the business meeting;
  - (b) determines the order in which Members will speak;
  - (c) determines when all Members who wish to speak have spoken and are ready to vote on a matter;
  - (d) may re-state proposals to ensure that the wording is recorded properly, and everyone understands the intent;
  - (e) rules whether or motion proposed amendment is in order; and
  - (f) may call, cancel and/or reschedule a regular business meeting or call a special business meeting as necessary.
- (2) The Vice-Chair has all the powers and performs all the duties of the Chair in the Chair's absence or if delegated those duties by the Chair.
- (3)
  - (a) If neither the Chair nor the Vice-Chair is present when the business meeting starts, the Tribunal will appoint another Member as Acting Chair.
  - (b) The Acting Chair presides and discharges the duties of the Chair during the Business meeting, or until the arrival of the Chair or Vice-Chair.
- (4) Members are responsible for:
  - (a) attending scheduled business meetings;

- (b) carefully considering and making decisions about meeting business;
  - (c) voting on motions put to a vote;
  - (d) respecting the Rules for Business Meetings;
  - (e) speaking respectfully at all times;
  - (f) listening attentively, participating in business meetings, and not interrupting the business meeting;
  - (g) refraining from using any offensive, disrespectful or unparliamentary language about any Member, any City Officials or other City employee, or City Council;
  - (h) speaking only on the matter under debate or related motions during debate;
  - (i) respecting the confidentiality of matters discussed in closed business meetings and not disclosing the subject or substance of these discussions, unless authorized to do so; and
  - (j) obeying the Chair's rulings.
- (5) The Secretary is responsible for:
- (a) establishing and enforcing deadlines for agenda business;
  - (b) preparing, publishing, and distributing an agenda for each business meeting, and providing appropriate notice;
  - (c) in the absence of the Chair or any other Member designated to be the Chair in the Chair's absence, calling the business meeting to order and presiding until the Tribunal immediately elects a business meeting Chair;
  - (d) providing procedural advice to Members on agenda business and on preparing motions;
  - (e) informing the Chair and Members when items need to be added to or removed from the agenda;
  - (f) serving as the parliamentary expert to the Tribunal by advising the Chair on the business meeting rules and on matters of parliamentary procedures;
  - (g) calling to the attention of the Chair any error in the business meeting that may affect the rights of any Member, or the Tribunal; and
  - (h) taking minutes and keeping a record of all the business meetings, including the votes, of the Tribunal.

### **3.4 BUSINESS MEETINGS**

- (1) The Tribunal meets at the call of the Chair or may adopt an annual schedule of business meetings.
- (2) Written notice of all business meetings, and of cancelled business meetings, shall follow Chapter 162, Notice, Public, and:
  - (a) shall include the time, date and location of the business meeting;
  - (b) shall state the purpose of the business meeting; and
  - (c) shall be delivered either in person or sent by e-mail to each Member.
- (3) Members will be notified at least 24 hours before the scheduled beginning of a business meeting.
- (4) The Chair, on 24 hours' notice, may call a special business meeting of the Tribunal.
- (5) (a) If the Secretary receives a petition signed by a majority of the Members requesting a special business meeting, the Secretary will give notice and call a special business meeting for the purpose, date and time the petition requests.
  - (b) A petition under Rule 3.4(5)(a) shall contain:
    1. the Members' original signatures;
    2. a clear statement of the business meeting's purpose; and
    3. the time and date for the business meeting, which shall be a date before the next scheduled regular business meeting.

### **3.5 QUORUM**

- (1) A quorum of the Tribunal is a majority of Members of the Tribunal.
- (2) A vacancy on the Tribunal does not reduce the number of Members required to form a quorum.
- (3) If a quorum is not present 30 minutes after the time appointed for a business meeting, the Secretary calls the roll and records the names of the Members present and the business meeting stands adjourned until the next scheduled business meeting, or a business meeting at the call of the Chair.
- (4) If a quorum is lost during a business meeting for a period of 15 minutes, the Secretary calls the roll and records the names of those Members present and the business meeting stands adjourned until the next scheduled business meeting, or a business meeting at the call of the Chair.

### **3.6 BUSINESS MEETINGS OPEN TO THE PUBLIC**

Except for business meetings as described in Rule 3.7, all business meetings are open to the public, and no person is excluded from a business meeting except for improper conduct.

### **3.7 CLOSED BUSINESS MEETINGS**

- (1) A business meeting or part of a business meeting may be closed to the public if the subject matter being considered is:
  - (a) the security of the property of the City or the Tribunal;
  - (b) personal matters about an identifiable individual, including a City employee;
  - (c) proposed or pending acquisition or disposition of land by the City or Tribunal;
  - (d) labour relations or employee negotiations;
  - (e) litigation or potential litigation, including matters before administrative tribunals, affecting the City or Tribunal;
  - (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
  - (g) a matter in respect of which the Tribunal may hold a closed business meeting under an Act other than the City of Toronto Act, 2006;
  - (h) information explicitly supplied in confidence to the City or Tribunal by the federal government, a province or territory or a Crown agency of any of them;
  - (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the City or Tribunal, 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;
  - (j) a trade secret or scientific, technical, commercial or financial information that belongs to the City or Tribunal and has monetary value or potential monetary value; or
  - (k) 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 Tribunal.
- (2) A business meeting or part of a business meeting shall be closed to the public if the subject matter being considered is:
  - (a) request under the Municipal Freedom of Information and Protection of Privacy Act, if the Tribunal is the head of an institution for the purposes of that Act; or

- (b) an ongoing investigation respecting the Tribunal by the Ombudsman appointed under the Ombudsman Act, the Ombudsman appointed under subsection 170(1) of the City of Toronto Act, 2006, or the investigator referred to in subsection 190.2 (1) of the City of Toronto Act, 2006.
- (3) A business meeting or part of a business meeting may be closed to the public if the following conditions are both satisfied:
  - (a) The business meeting is held for the purpose of educating or training the Members.
  - (b) At the business meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Tribunal.
- (4) All business meetings begin and end in public.
- (5) All closed business meetings begin with a motion in an open business meeting to hold a closed business meeting and end by being reported out, subject to any confidential matters remaining confidential, in the same open business meeting.
- (6) Before the Tribunal may close a business meeting, it shall pass a motion that states:
  - (a) that the business meeting will be closed
  - (b) the general nature of the matter the Tribunal will consider at the closed business meeting; and
  - (c) the reason or reasons under Rule 3.7(6)(a) for closing the business meeting.

### **3.8 ELECTRONIC PARTICIPATION IN BUSINESS MEETINGS**

Members and the public may participate in business meetings of the Tribunal by electronic means, in accordance with the rules on electronic participation in business meetings adopted by City Council.

### **3.9 AGENDAS**

- (1) The Secretary establishes agenda deadlines for the Tribunal's business meetings.
- (2) If the Secretary receives any agenda business matters by the agenda deadline from the following, and the matters are within the Tribunal's jurisdiction, the Secretary places them on the agenda for the next regular business meeting:
  - (a) a Member of the Tribunal;
  - (b) City Council;
  - (c) Council Committee; and/or

- (d) City Official.
- (3) The Secretary prepares, publishes and distributes the agenda for the Tribunal's business meetings, the order of which includes:
  - (a) requests for declarations of conflict of interest;
  - (b) confirmation of minutes (if available);
  - (c) agenda items; and
  - (d) communications from the public related to a matter on the agenda.
- (4) The Secretary provides the agenda to each Member by electronic mail.
- (5) The Secretary distributes confidential material to Members and selected City Officials under confidential cover.
- (6) If the Secretary receives any new agenda business matters after the agenda deadline for the business meeting, the Secretary adds them to the agenda for the following business meeting.
- (7) The Tribunal may by a majority of votes in favour add to the agenda new business matters the Secretary receives after the agenda deadline for the business meeting.
- (8) Unless otherwise decided by the Tribunal, the Tribunal considers the items on the agenda in the order in which they are listed.
- (9) The Tribunal, without debate, may by a majority of votes in favour alter the order of business but may not delete any item from the agenda.

### **3.10 DECLARATIONS OF INTEREST**

- (1) A Member shall declare any direct or indirect pecuniary interest in a matter under consideration at a business meeting and declare the general nature of the interest. The Member shall leave the business meeting during discussion of the matter.
- (2) Every declaration of interest and the general nature of the interest are recorded in the Minutes of the business meeting.

### **3.11 PUBLIC PARTICIPATION**

- (1) Any person may address the Tribunal with respect to an item on the agenda.
- (2) A person wishing to address the Tribunal on an agenda item shall register their intention to speak by notifying the Secretary by 12 pm on the business day before the business meeting.

- (3) If a person who has not registered their intention with the Secretary wishes to speak on an agenda item, the Tribunal may still hear from them.
- (4) Unless the Tribunal decides otherwise, a public presentation has a five-minute limit.
- (5) A person making a public presentation may use an interpreter, and the interpretation time does not count toward the five-minute limit.
- (6) Public presenters shall:
  - (a) not speak disrespectfully about anyone;
  - (b) not use offensive language;
  - (c) speak only about the matter on which they have registered to speak or on which the Tribunal has invited them to make a public presentation; and
  - (d) obey the Tribunal's Rules for Business Meetings and any Chair's ruling.

### **3.12 MOTIONS**

- (1) A Member may make a motion that:
  - (a) affects the business meeting's procedures, as set out in these Rules for Business Meetings; or
  - (b) proposes an action on the matter that is currently before the Tribunal.
- (2) The following motion types propose an action on the matter before the Tribunal:
  - (a) motion to refer - to send a matter or part of a matter to a specific person or decision body for their consideration;
  - (b) motion to defer - to postpone consideration of the matter to a specific time or until a specific event happens;
  - (c) motion to receive - to acknowledge a matter and take no further action;
  - (d) motion to amend - to vary the main proposal or propose an additional action;
  - (e) motion to adopt - to approve the main proposal as presented to the Tribunal.
- (3) A motion does not need to be seconded.
- (4) A motion relating to a matter not within the jurisdiction of the Tribunal is not in order.



### **3.13 VOTING**

- (1) Every Member present at a business meeting shall vote on every matter put to a vote, except a Member who declares a conflict of interest and absents themselves from the vote.
- (2) The Secretary records as voting in the negative any Member present at a business meeting who does not or refuses to vote, except a Member who has declared a conflict of interest.
- (3) Unless the Rules for Business Meetings state otherwise, a motion passes when a majority of Members present vote in favour of it.
- (4) A motion does not pass if the same number of Members vote in favour and opposed.
- (5) If a motion under consideration contains distinct propositions, a Member may request that the Tribunal vote on each proposition separately.
- (6) If the Chair agrees that the matter contains distinct propositions, the Chair will rule that Members vote on each proposition separately.
- (7) When a vote is taken the order of the vote will be as follows, unless otherwise decided by the Tribunal:
  - (a) a motion to refer;
  - (b) a motion to defer;
  - (c) a motion to receive;
  - (d) a motion to amend; and
  - (e) the main proposal or main proposal as amended.

### **3.14 PROCEDURES FOR AGENDA ITEMS**

- (1) The Tribunal generally considers an agenda item as follows:
  - (a) the Chair introduces the matter.
  - (b) the Tribunal may hear a presentation from City Officials on the matter.
  - (c) the Tribunal hears public presentations.
  - (d) a Member may question any person making a public presentation for up to 5 minutes including responses.
  - (e) a Member may ask City Officials questions on the matter for up to 5 minutes including responses.

- (f) Members may speak and present motions on the matter for up to 5 minutes.
- (g) Unless the Tribunal decides otherwise, a Member may ask questions or speak more than once, in multiple rounds, provided that every Member who wishes to speak or ask questions has done so in the previous round.
- (h) After all Members have spoken, the Chair puts the matter and any motions to a vote.

### **3.15 MINUTES OF BUSINESS MEETINGS**

- (1) The Secretary prepares the minutes of every business meeting and submits them to the Tribunal for confirmation at the following business meeting, or as soon as is reasonably practicable.
- (2) The Secretary submits the minutes to the Members by posting them online on the Tribunal's website.
- (3) The Chair signs the minutes after the Tribunal adopts them.