

**Authority:** Audit, Finance and Administration Committee Report 26-002, Item 8.1 (GRSC26-001)  
CM: February 11, 2026, City Wide  
Written approval for this by-law was given by Mayoral Decision MDE-2026 04  
Dated February 11, 2026

**Bill No. 036**

## **CITY OF HAMILTON**

### **BY-LAW NO. 26-036**

#### **To Amend By-law No. 21-021, A By-law to Govern the Proceedings of Council and Committees of Council**

**WHEREAS** Council enacted a Council Procedural By-law being City of Hamilton By-law No. 21-021;

**AND WHEREAS** it is necessary to amend By-law 21-021.

**NOW THEREFORE** the Council of the City of Hamilton enacts as follows:

1. That By-law No. 21-021, be amended as follows:
  - (a) by amending the following definition, to read as follows:
    - (i) **“Sub-Committee”** means a Committee established by Council, comprised of some Members of Council and in certain circumstances also citizen members. Sub-Committees report up to an assigned Standing Committee with members of Sub-Committees being appointed by Council.
  - (b) By amending the following section to read as follows:
    - (i) **3.2 Regular Council Meetings Times**
      - (a) In accordance with the schedule approved by Council
  - (c) by amending the following sections of the by-law, to read as follows:
    - (i) **3.10 Order of Business**
      - (e) Adoption of Minutes of Previous Meeting
    - (ii) **5.2 Appointment of Chairs and Vice Chairs**
      - (1) Pursuant to the Municipal Act, 2001, Strong Mayor Powers, the Mayor may appoint the Chair and Vice-Chair(s) for each relevant Committee, save and except where the Mayor has delegated such authority to Council.

(iii) **5.11 Order of Business**

(e) Adoption of Minutes of Previous Meeting

(iv) **5.12 Delegations**

(8) A request to delegate shall include the full name(s) of all delegates, reasons(s) for the delegation, and the contact information (full name, address, email and/or phone number) for any person, group of persons, or corporation/organization which they represent.

(16) Delegate shall not:

- (i) speak disrespectfully of any person;
- (ii) speak on any subject other than the subject for which he/she/they has received approval from the Clerk to address with Committee; and
- (iii) violate the rules of procedure, including the provision for maintaining order and decorum in accordance with this by-law, or a decision of the presiding officer.

(19) Any person, group of persons, or organization wishing to address a Committee with respect to a private and confidential (pending legal action, Ontario Land Tribunal, etc.) matter shall not be permitted to delegate.

(v) **5.13 Public Hearings at Standing Committees**

(3) Public Hearings shall commence with:

- (a) an introduction of the subject matter by the Chair or by staff;
- (b) the staff presentation, if any and if not waived by the members of the Standing Committee; and

**INP** The signing in of all delegations on a sheet, provided by staff, with their full name, address, including postal code, phone number and e-mail address (optional).

**ELE** Presentations by delegations who have registered to attend VIRTUALLY, will be heard.

(vi) **5.14 Correspondence Items**

(15) Correspondence in relation to matters beyond the jurisdiction of the municipality shall not be included in Council's Weekly Correspondence Listing.



(16) Correspondence respecting a private and confidential (pending legal action, Ontario Land Tribunal, etc.) matter(s) shall not be included in Council's Weekly Correspondence Listing or a Committee's agenda.

(vii) **5.16 Declarations of Interest**

(2) All declarations of interest are to be declared in Open Session;

(viii) **9.1** For the purpose of subsections 9.3, 9.5, 9.6 and 9.7, "Committee" shall mean any committee of which at least 50% of the members are also members of Council.

(d) by deleting the following sections and sub-sections of the by-law and renumbering the balance:

(i) **3.14 Board of Health Meetings**

(1) Where Council is exercising the jurisdiction of a Board of Health under the *Health Protection and Promotion Act, 1990*:

- (a) Council shall meet as necessary to complete such business as would normally be completed by a Board of Health and as required pursuant to the *Health Protection and Promotion Act, 1990* and its Regulations, any Public Health Standards published by the Minister, and any other applicable law including municipal by-laws and policies governing a Board or Health; and
- (b) the Mayor and Clerk are authorized, upon approval by Council operating as a Board of Health, to sign any necessary resolutions.

(2) The Public Health Sub-Committee shall report directly to the Board of Health;

(3) Council may, by resolution:

- (a) move into the Board of Health to consider, including debate, the Public Health Sub-Committee Minutes; and
- (b) move out of the Board of Health to report to Council.

(4) Council may by resolution, move into the Board of Health for the consideration of the Public Health Sub-Committee Minutes a member of the Board of Health may:

- (a) request that a matter contained within the Public Health Sub-Committee Minutes be voted on separately by the Board of Health;
- (b) amend a matter contained within the Public Health Sub-Committee Minutes;
- (c) in the event, an amendment is considered to be contrary to the main motion within the Public Health Sub-Committee Minutes, Board of Health will follow the following process:
  - (i) The main motion within the Public Health Sub-Committee Minutes shall be voted upon;
  - (ii) if the vote result is deemed to be Carried, the matter is considered closed; and
  - (iii) if the vote result is deemed to be lost, the amendment considered to be contrary to the main motion within the Public Health Sub-Committee Minutes, may be introduced if duly moved and seconded.
- (d) Move that the Board of Health rise to report to Council.

(ii) **5.8 Committee Recommendations to Council**

- (2) The Public Health Sub-Committee shall make recommendations to the Board of Health;
- (3) A minimum of 2 (two) days shall pass before the Minutes of the Public Health Sub-Committee is presented to the Board of Health to provide adequate opportunity for review. Every effort will be made for the Public Health Sub-Committee Minutes to be released at an earlier date.
- (4) Despite subsection 5.8(4), this rule may be suspended by the affirmative vote of two-thirds (2/3's) of the Members of the Board of Health present and voting.

(iii) **5.14 Correspondence Items**

- (4)(a) If a member of Public Health Sub-Committee would like a relevant item of correspondence listed in the Council's Weekly Correspondence Listing placed on a Public Health Sub-Committee agenda, the member must advise the Clerk's Office no later than 12:00 p.m. (noon) on the day prior to the meeting.

(iv) The amendments in this By-law include any necessary indexing, grammatical, numbering and lettering changes.

2. This By-law come into force on the day it is passed.

**PASSED** this 11<sup>th</sup> day of February, 2025.

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A. Horwath  
Mayor

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M. Trennum  
City Clerk