

April 29, 2020

REPORT TO: Administration & Finance Executive Committee
FROM: Elizabeth (Lisa) Slomke, Clerk
SUBJECT: Procedure By-law Review – Part 4

BY-LAWS

14.1 Description – listed on Agenda

All By-laws, together with a brief description shall be listed on the agenda for the meeting at which they are to be read.

14.2 Form – typewritten – compliance – relevant Act

Every By-law when introduced shall be in typewritten form and shall comply with the provisions of any relevant Act.

14.3 Readings – prior to passing

Every By-law description shall be read prior to it being passed and endorsed by the Council.

14.4 Purpose – effect – explained upon request

Any Member may request that the purpose and effect of any by-law be explained, and the Clerk or any other Town Official having knowledge thereof may provide such explanation.

14.5 Debate – amendment

A By-law may be debated or amended before final adoption by Council.

14.6 Passed – numbered – dated – signed – seal affixed

Every By-law passed by the Council shall be numbered and dated, and shall be sealed with the Seal of the Municipal Corporation and signed by the Mayor and Clerk and shall be kept by the Clerk in the Clerk's office or any other place appointed for that purpose.

EXECUTIVE COMMITTEES

19.10 Names

The following Committees shall be known as the Executive Committees of Council:

- a) Administration & Finance Executive Committee
- b) Planning & Development Executive Committee
- c) Operations & Facilities Executive Committee
- d) Community Services Executive Committee

19.11 Meetings – Notice of Delivery

It shall be the duty of the Secretary of each Executive Committee to ensure that the minutes of their last regular meeting together with an agenda containing reports to be considered is made available to each Member a minimum of 48 hours preceding the day of the holding of any called meeting.

19.12 Rules – observed in all meetings

The rules governing the procedures of the Council and the conduct of its Members shall be observed in meetings of the Executive Committees in so far as they are applicable.

GENERAL RULES / ALL COUNCIL COMMITTEES

20.1 Committees - Defined

Committees of Council shall be defined as meeting all of the following criteria:

- a) Committee must be appointed by Council in accordance with its Procedural By-law;
- b) Committee shall report to and/or be responsible to Council as a governing body; and
- c) Committee must be part of the municipal budget with finances subject to municipal policies (i.e.) not an outside body with its own bank account, purchasing policies etc.

20.2 Committee appointments of Members of Council

Members of Council shall be selected to sit on various Boards and Committees of Council by the Head of Council and appointed by resolution at its Inaugural meeting held at the beginning of a new term of office. Appointments shall be for the term of Council unless the resolution or by-law specifies a shorter time and where a re-appointment may be made.

20.3 Appointment – Committees

Public member of Committees of Council are appointed as outlined within the 'Boards/Committees By-law'.

20.4 Appointment – Committee Chair and Vice Chair

Members of Committees shall appoint the Chair and Vice-Chair. Additional information respecting the Executive Committees and other Boards/Committees can be located in the 'Boards/Committees By-law'.

20.5 Mayor – Ex-officio

The Mayor shall be an ex-officio Member of all Council Committees and may provide input on all questions before the Committee, but shall not vote or be counted in the formation of a quorum unless another appointed member is absent.

20.6 Majority – Quorum

A majority (50% +1) of all Members of a Committee shall constitute a quorum.

20.11 Absence – Chairperson

In the absence of the Chairperson, the Vice-Chairperson shall preside, and in the absence of both the Chairperson and the Vice-Chairperson, one of the other Member shall be elected to preside, who shall discharge the duties of the Chairperson during the meeting or until the arrival of the Chairperson.

20.12 Committee matters – referred to Council

No order or authority to do any matter or thing shall be recognized as emanating from any Committee, and all Committee matters shall be referred to Council and approved before becoming effective.

RESIGNATION / MEMBERS / VACANCIES

24.1 Resignation – file in writing – Clerk

A Member of Council may resign from office by providing a written notice, filed with the Clerk of the Corporation within which they were elected, subject to provisions under the *Ontario Municipal Act*.

24.2 Filling Vacancy

If a vacancy occurs in the office of a Member of Council, the Council shall, subject to the *Ontario Municipal Act*, fill the vacancy.

24.3 Appointments to vacancies

Subject to the *Ontario Municipal Act*, where a vacancy occurs amongst a seat of the Mayor and/or Councillor, the Council at a special meeting called for that purpose, shall select the manner in which they wish to fill the vacancy.

24.6 Members – not attending – removal

The office of any Member of Council of the municipality becomes vacant if the Member is absent from the meetings of Council for three (3) successive months, without being authorized to do so by a resolution of council.

Outstanding items to be discussed at a future meeting include:

- Motions and order (including reconsideration)
- Adjournment
- Definitions