

Amendments to By-law 21-021, A By-Law to Govern the Proceedings of Council and Committees of Council

Index:

Appendices

General Issues Committee	Appendix A	42
Public Health Committee	Appendix B	44
Public Works Committee	Appendix B	44
Planning Committee	Appendix C	45
Emergency & Community Services Committee	Appendix D	46
Audit, Finance & Administration Committee	Appendix E	47
Roles of Council, Mayor and Committee Chair	Appendix F	57
Criteria for the Creation of Advisory Committees or Task Forces	Appendix G	60

Definitions:

“**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, ***with the exception of the Public Health Sub-Committee, which reports directly to the Board of Health.***

3.15 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 Report; and**
 - (b) move out of the Board of Health to report to Council.**

- (3) During the consideration of Public Health Sub-Committee Report, a member may:**
 - (a) request that a matter contained within the Public Health Sub-Committee Report be voted on separately by the Board of Health;**
 - (b) amend a matter contained within the Public Health Sub-Committee Report;**
 - (i) in the event, an amendment is considered to be contrary to the main motion within the Public Health Sub-Committee Report, the Board of Health will follow the following process:**
 - 1. The main motion within the Public Health Sub-Committee Report shall be voted upon;**
 - (a) if the vote result is deemed to be Carried, the matter is considered closed; and**
 - (b) 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 Report, may be introduced if duly moved and seconded.**

- (4) During the consideration of the Public Health Sub-Committee Report a member may lift an item from the Information Section with the approval of a majority of the members present, for the matter:**
 - (a) to be voted upon by the Board of Health; or**
 - (b) to be debated and/or amended by the Board of Health.**

- (5) An information item that is lifted from the Public Health Sub-Committee Report and amended, will be given an item number and added to the appropriate section of the Public Health Sub-Committee Report, who reports directly to the Board of Health.**

5.1 Standing Committees

The Standing Committees that report directly to Council shall be as follows:

- (a) General Issues Committee**

~~(b) **Public Health Committee**~~

(b) Public Works Committee

(c) Planning Committee

(d) Emergency & Community Services Committee

(e) Audit, Finance & Administration Committee

5.2 Appointment of Committee Chairs and Vice Chairs

(1) Each Standing Committee shall recommend to Council the appointment of a Chair, Vice Chair and, where applicable, 2nd Vice Chair for the required term.

(a) The term of the Chair, Vice Chair and 2nd Vice Chair shall be for a calendar year, or part of a calendar year in an election year.

(b) No Member of Council may serve as Chair, Vice Chair or 2nd Vice Chair of the same Standing Committee for more than one year in a Council term.

(2) Despite subsections 5.2(1)(a) and (b):

~~(a) **the Mayor shall stand as Chair for the term of Council for the Public Health Committee; and**~~

(a) the Mayor may stand as the Chair of the General Issues Committee for the term of Council or the Chair of the General Issues Committee may be rotated amongst the Deputy Mayors.

~~(3) **The Public Health Committee shall recommend to Council the appointment of a Vice Chair in accordance with 5.2(1). Despite subsection 5.2(1)(a) and (b), the Vice Chair shall stand as Vice Chair for the term of Council for the Public Health Committee.**~~

(3) The Vice Chair of the General Issues Committee shall be rotated amongst the Deputy Mayors when the Mayor is Chair of the General Issues Committee or the Deputy Mayor from the previous month shall be the Vice Chair of the General Issues Committee when the Chair of the General Issues Committee is rotated amongst the Deputy Mayors.

(4) Each Sub-Committee, Advisory Committee and Task Force shall recommend to Council the appointment of a Chair and Vice Chair. The Chair or Vice Chair of a Sub-Committee, Advisory Committee or Task Force established by Council may serve for more than one year in a Council term.

(5) Despite subsection 5.2(1)(c) the role of Chair of the General Issues Committee Budget meetings may be chaired by the Mayor or a Councillor with an understanding of financial reporting for the budget year. Despite

subsection 5.2(1)(a) and (b) the Chair of the General Issues Committee Budget meetings may serve for more than one year in a Council term.

- (6) The role of Vice-Chair of the General Issues Committee Budget meetings may be vice-chaired by a Councillor with an understanding of financial reporting for the budget year. Despite subsection 5.2(1)(a) and (b) the Vice-Chair of the General Issues Committee Budget meetings may serve for more than one year in a Council term.

5.3 Standing Committee Membership

- (1) General Issues Committee ~~and Public Health Committee~~ shall be comprised of all Members of Council.
- (6) Each Member of Council shall sit on a minimum of 3 Standing Committees, in addition to the ~~Public Health Committee and~~ General Issues Committee.

5.6 Standing Committee Meeting Times

- (1) Unless otherwise decided by Council, scheduled meetings of the Standing Committees will be as follows:
 - (a) (i) General Issues Committee shall meet at least once per month on a Wednesday commencing at 9:30 a.m.;
 - ~~(ii) Public Health Committee shall meet at least once per month commencing at 9:30 a.m.;~~
 - (ii) Public Works Committee shall meet at least once per month commencing at 1:30 p.m.;
 - (iii) Planning Committee shall meet at least once per month on a Tuesday commencing at 9:30 a.m.;
 - (vi) Audit, Finance & Administration Committee shall meet at least once per month on a Thursday commencing at 9:30 a.m.;
 - (v) Emergency & Community Services Committee shall meet at least once per month on a Thursday commencing at 1:30 p.m.;

5.8 Committee Reports

- (1) Each Standing Committee, the Selection Committee, and other Committees that report directly to Council shall make recommendations to Council.
- (2) ***The Public Health Sub-Committee shall make recommendations to the Board of Health.***
- (3) A minimum of 2 days shall pass before the Report of a Standing Committee, the Selection Committee, or other Committee that reports

directly to Council is presented to Council to provide adequate opportunity for review. Every effort will be made for Standing Committee and/or Selection Committee Reports to be released at an earlier date.

- (4) A minimum of 2 days shall pass before the Report 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 Reports to be released at an earlier date.**
- (5) Despite subsection 5.8(3), this rule may be suspended by the affirmative vote of two-thirds of the Members of Council present and voting.**
- (6) Despite subsection 5.8(4), this rule may be suspended by the affirmative vote of two-thirds of the Members of the Board of Health present and voting.**

7.2 When Council approves of the formation of the Advisory Committee or Task Force the procedures as outlined in Appendix **G** shall be followed.

9.2 For the purpose of Sections 9.3, 9.5, 9.6, and 9.7, "Committee" shall mean the Public Health Sub-Committee and any committee of which at least 50% of the members are also members of Council.

13.2 General guidelines describing the respective roles and responsibilities of Council, the Mayor and the Chair of a Committee are set out in Appendix **F** to this By-law.

Appendix **E** - Audit, Finance and Administration Committee, Terms of Reference:

- To consider recommendations from the Auditor General as per the Office of the Auditor General Charter (Schedule F1 to Appendix **E**).