



THE CORPORATION OF THE CITY OF BRAMPTON

BY-LAW

Number 376 - 2014

To amend Procedure By-law 160-2004, as amended,
re: a new Committee Structure and Revised Meeting Procedures

WHEREAS By-law 160-2004 was passed pursuant to the Municipal Act, 2001, s. 238 to provide rules governing the order and proceedings of the Council and the committees of the Council of The Corporation of the City of Brampton;

AND WHEREAS pursuant to Council Resolution C325-2014, as approved by City Council at its December 17, 2014 meeting, it is deemed appropriate to amend By-law 160-2004, as amended;

NOW THEREFORE the Council of the Corporation of the City of Brampton enacts as follows:

That By-law 160-2004 is hereby further amended as follows:

- 1. Section 1, Definitions** is hereby amended by deleting clauses (1), (9) and (25) and by replacing them as follows:

- (1) "announcement" means any announcement related to an event of interest to the general public, and shall not include a delegation.
- (9) "committee" means any standing committee, functional, ad hoc, advisory committee, subcommittee or other committee or similar entity established for a specific purpose.
- (25) "proclamation" means a public statement from the Office of the Mayor to proclaim a specific date, week or month in order to acknowledge a significant event, in accordance with the City's program.

- 2. Section 2.5, Standing Committees** is hereby deleted and replaced as follows:

The following standing committees are comprised of the members of the Council, except the Mayor who shall be an ex-officio member of such committees, as follows:

- 1) Community and Public Services Committee shall consider and make recommendations to the Council for those matters identified: a. matters within the jurisdiction of the City's Public Services Office, including recreation and culture services, transit services, fire services, as well as Service Brampton and corporate buildings, property services and real estate.

- 2) **Planning and Infrastructure Services Committee shall consider and make recommendations to the Council for those matters identified:**
 - a. **matters including land use planning, growth management, urban design and operational matters within the jurisdiction of the Chief Building Official;**
 - b. **holding of public meetings required by the Planning Act, which shall be conducted in accordance with the rules under the Procedure By-law;**
 - c. **Infrastructure matters within the jurisdiction of the City's Planning and Infrastructure Services Office.**

At the commencement of each public meeting, the chair shall explain the intent of the meeting is to hear the views of the public, and that the members shall not enter into discussion or debate on the subject.

- 3) **Corporate Services Committee shall consider and make recommendations to the Council for those matters identified:**
 - a. **matters related to services to the Corporation, including finance, administration, information technology, human resources, legal services, corporate operations, public relations and corporate communications;**
 - b. **matters related to the enforcement of by-laws and municipal licensing matters.**
- 4) **Economic Development Committee shall consider and make recommendations to the Council for those matters identified:**
 - a. **matters related to economic development, including tourism, film, Small Business Enterprise Centre, competitive policy and business research, and advancing the City's strategic economic development priorities.**
- 5) **The Council shall appoint a chair and a number of vice-chairs, as appropriate, of:**
 - a. **each of the standing committees as set out in subsection 2.5;**
 - b. **meetings of each standing committee shall be chaired by the chair pursuant to Section 4 of this by-law and the chair or appropriate vice-chair shall lead discussion of matters under that section.**
- 6) **That at the start and mid-term point of the Council term, the City Clerk shall canvass, for Council approval, members of Council for their appointment preferences for:**
 - a. **chairs and vice-chairs of standing committees, and**
 - b. **membership and chairs of other functional and ad hoc committees, sub-committees, consultative committees and other bodies.**
- 7) **The rules governing the Council as set out in sections 7, 9 and 10, and the conduct of members as set out in section 11 shall be observed at meetings of the standing committees and other committees, insofar as they are applicable, except that:**
 - a. **the chair shall preside at meetings, or in his absence, the vice-chair;**
 - b. **a motion shall not be required to be in writing;**
 - c. **a motion shall not be required to be seconded;**
 - d. **the number of times a member may speak on any item shall not be limited unless a member moves to call the question.**

3. Section 2.6, Other Committees is hereby deleted and replaced as follows:

- 1) The Council may at any time establish and appoint a committee from time to time for such purpose as deemed appropriate, based on terms of reference considered by Council and approved by resolution or by-law.
- 2) The members required to serve on such a committee shall be appointed by resolution.
- 3) The Mayor is an ex-officio member of any committee established by this subsection.
- 4) Any committee established by this subsection that includes members, who are not exclusively members of Council, shall also comply with the City's citizen-based advisory committee guideline and appointment procedure, as approved and amended by Council.
- 5) Each committee shall appoint from among its members a chair and vice-chair, or co-chairs, for approval by resolution.
- 6) Committees established by this subsection shall report to a standing committee or the Council, as set out by resolution.
- 7) The rules governing the Council as set out in sections 7, 9 and 10 and the conduct of members as set out in section 11 shall be observed at meetings of committees, insofar as they are applicable, provided that:
 - a. a motion shall not be required to be in writing;
 - b. a motion shall not be required to be seconded;
 - c. the number of times a member may speak on any item shall not be limited unless a member moves to call the question.

4. Section 2.7, Regular Meetings is hereby amended by deleting clause (3) and by replacing it as follows:

- (3) (a) The Council shall hold two regular meetings each month on the second and fourth Wednesday commencing at 12:00 p.m. with closed session business, as required, followed by public session commencing at 1:00 p.m. (By-law 37-2013);
- (b) (i) The standing committees shall meet during the first and third weeks of each month commencing at 9:30 a.m. and adjourning no later than 3:30 p.m., except as provided for in subsection 2.10(1) and 2.7(3)(b)(iii);
 - (ii) (Deleted – By-law 195-2007)
 - (iii) The Planning and Infrastructure Services Committee shall meet on the first and third Monday of each month at 7:00 p.m. and 1:00 p.m., respectively.
- (c) (i) Notwithstanding subsection (3)(b) above, during the months of July and August, the standing committees shall not meet, and matters which would be heard by that committee shall be directed to a meeting of the Council, or at such other date and time as may otherwise be provided for by resolution;
- (ii) Notwithstanding subsection (3)(b) above, during the month of December, one regular meeting of the standing committees shall be held on the Wednesday during the first week of the month commencing at 9:30 a.m. and adjourning no later than 3:30 p.m., except as provided for in subsection 2.10(1), or at

such other date and time as may otherwise be provided for by resolution;

- (d) Notwithstanding subsection (3)(d) above, during the months of July, August and December, one regular meeting of the Planning and Infrastructure Services Committee shall be held on the second Monday of the month commencing at 7:00 p.m., or at such other date and time as may otherwise be provided for by resolution.

5. Section 2.9, Closed Session is hereby amended by deleting clauses (4) and (13) and by replacing them as follows:

- (4) The Clerk shall circulate the closed session agenda to all members of the Council and to such staff as directed by the Chief Administrative Officer.
- (13) For discussion of items regarding confidential matters related to an individual employee during a closed session, the Chief Administrative Officer will designate which staff members may be present and the Chief Administrative Officer may, if appropriate, be the designate of the Clerk for that portion of the closed session.

6. Section 2.10, Length of Meetings is hereby amended by deleting clause (1) and by replacing it as follows:

- (1) Subject to a motion to extend, if any (By-law 195-2007):
 - (a) a meeting shall not carry on past 11:55 p.m.;
 - (b) *deleted*

7. Section 2.11, Minutes of Meetings is hereby amended by deleting clause (5)(b) and by replacing it as follows, and by adding a new section (8):

- (5) (b) The chair, or appropriate vice-chair, of the standing committee shall report to the Council, during Committee Reports and for a period not to exceed five minutes unless approved by Council, with an overview of the significant business and recommendations of the Committee without an item-by-item review. Notwithstanding, the Council may debate and amend, if appropriate, any matter contained within the minutes.
- (8) The Clerk shall maintain a list of outstanding business referred or deferred by Council or a standing committee and shall report quarterly to the Council or standing committee with the list, status, resolution and/or expected reporting date of the outstanding business referred or deferred.
 - (a) Any outstanding business referred or deferred at the end of the term of Council shall be deemed resolved, unless Council decides otherwise.

8. Section 4, Order of Business is hereby amended by deleting clause (1), (2) and (3), and by replacing them as follows:

- 1) For each regular meeting of the Council, the Clerk shall have prepared and printed, an agenda with a list of all items to be considered in the following headings:
 - A. Approval of Agenda
 - B. Declarations of Interest

- C. Adoption of the Minutes
- D. Consent Motion
- E. Announcements
- F. Delegations
- G. Reports from the Head of Council
- H. Reports of Corporate Officials
- I. Reports of Accountability Officers
- J. Committee Reports
- K. Unfinished Business
- L. Correspondence
- M. Resolutions
- N. Notices of Motion
- O. Petitions
- P. Other Business/New Business
- Q. Procurement Matters
- R. Regional Council Business
- S. By-laws
- T. Closed Session
- U. Confirming By-Law
- V. Adjournment

- 2) For each special meeting of the Council, the Clerk shall have prepared and printed, an agenda with a list of all items to be considered in the appropriate headings, but in any case shall include the following in the appropriate order:

- Approval of Agenda
- Declarations of Interest
- Confirming By- Law
- Adjournment

- (3) (a) For each regular or special meeting of a committee, the Clerk shall have prepared and printed, an agenda with a list of all items to be considered under such headings as may be established by the Clerk to effectively manage the business to be considered, but in any case, the agenda shall include the following in the appropriate order:

- Approval of Agenda
- Declarations of Interest
- Consent Motion
- Announcements
- Regional Council Business
- Public Question Period
- Adjournment

- (b) *deleted.*

9. **Section 4.3, Announcements** is hereby amended by deleting all clauses and by replacing them as follows:

- (1) In the event that a member of the public wishes an announcement to be made at a Council or standing committee meeting, the request and the details shall be received, in writing in a form established by the City and shall include a Member of Council sponsorship, by the Clerk no later than 4:30 p.m. on the Tuesday of the week preceding the meeting.
- (2) It shall be the decision of the Clerk, in consultation with the Mayor, whether the announcement will be included on the agenda, and the Clerk shall notify the sponsoring Member and the person who requested the announcement of the decision made.

- (3) A Member of Council shall be permitted to sponsor only one announcement per Council meeting.
- (4) When an announcement is to be included on the agenda, the Clerk shall make the appropriate arrangements with the sponsoring Member of Council and the member of the public who made the request.
- (5) The agenda shall list the name of the member of the public to make the announcement, the name of the sponsoring Member and the general nature thereof.
- (6) The Member of Council shall be permitted not more than one minute to introduce the announcement and the member of the public making the announcement shall be limited to speaking not more than two minutes.
- (7) The chair or sponsoring Member of Council shall respond on behalf of the Council and no other member shall speak.

10. Section 4.4, Proclamations is hereby amended by deleting all clauses and by replacing them as follows:

- (1) Proclamations issued by the Mayor, on behalf of the City and Council, and in accordance with the City's approved program, shall be listed on a Council agenda identifying the nature of the proclamation and receiving organization or representative, for reference purposes only.

11. Section 4.5, Delegations is hereby amended by deleting clause (1), (4) and (8), and by replacing them as follows:

- (1) Any person may, by written notice to the Clerk, request an opportunity to address the members of the Council on any matter within the jurisdiction of the City.
 - (a) A Member of Council may request an opportunity to address a standing committee on any new business matter within the jurisdiction of the City, in accordance with this section, with such item listed on the appropriate standing committee agenda as a "discussion item".
- (4) The Clerk shall direct any delegation approved under subsection 3 above to the appropriate committee. Any delegation request to Council regarding new business, not already listed on a Council meeting agenda, shall be directed to the appropriate committee, unless Council decides otherwise by resolution.
- (8) (a) A delegation to a committee regarding a matter for which there is no staff report on the agenda for that meeting shall be received without comment by members on the subject and the matter shall be referred to staff for a report, unless there is a majority vote to simply "receive" the delegation.

12. Section 4.6, Correspondence and Petitions is hereby amended by deleting clause (3)(b)(iii), and by replacing it as follows:

- (3) (b) Any correspondence received from municipalities and local boards outside of the Region of Peel and requesting endorsement or consideration of a resolution shall:

- (i) be circulated to each member of the Council and as directed by the Chief Administrative Officer;
- (ii) be placed on the agenda for a meeting of the Council or committee, only at the request of a member of the Council or the Chief Administrative Officer.
- (iii) *deleted.*

13. Section 4.8, Public Question Period is hereby amended by deleting clauses (1) and (2) and by replacing them as follows, and by adding a new section (3):

- (1) The agenda for each committee meeting shall include a public question period during which any member of the public may ask a question related to any item on the agenda for that meeting, except a matter dealt with in a closed session. There shall be no public question period at a Council meeting.
- (2) The maximum time allocated for public questions shall be fifteen (15) minutes, unless, by unanimous consent of the members present, the committee agrees to extend that time limit.
- (3) Any member of the public asking a question during public question period shall first state their name for the meeting record and succinctly state the question related to the item on the agenda for that meeting.



14. Section 6, Duties of the Chair is hereby amended by adding a new clause (6.16):



- (16) In the case of a standing committee meeting, introduce an agenda item or report to the committee for consideration before debate, and may request the vice-chair of the standing committee to do the same.

15. Section 11, Conduct of Members at Meetings is hereby amended by adding a new clause (3) to (11.3):

- (3) No person in attendance during a meeting shall:
 - (1) speak disrespectfully of any person;
 - (2) use offensive words or unparliamentary language;
 - (3) disrupt the meeting or disregard City guidelines for attending Council or committee meetings;
 - (4) disobey the rules or a decision of the chair or of the Council or committee on questions of order or practice or upon the interpretation of the rules.

READ A FIRST, SECOND AND THIRD TIME AND PASSED this 17th day of December, 2014.

Approved as to form. <u>03/02/15</u> 
Approved as to content. <u>29/01/15</u> 


 Linda Jeffrey, Mayor

 Peter Fay, City Clerk