

THE REGIONAL MUNICIPALITY OF PEEL

BY-LAW NUMBER 69-2021

A by-law to amend the Region of Peel Procedure By-law 56-2019, as amended, being a by-law to govern the calling, place and proceedings of the meetings of Council and its committees and the conduct of its members.

WHEREAS the *Municipal Act, 2001*, S.O. 2001, c. 25, section 238 provides that a municipality shall establish a procedure by-law to govern meetings;

AND WHEREAS, the Council of The Corporation of the Regional Municipality of Peel has enacted Procedure By-law 56-2019;

AND WHEREAS, the Council of the Regional Corporation has by resolution passed on the 9th day of December 2021 authorized the enactment of the by-law herein to amend By-law 56-2019;

NOW THEREFORE, the Council of the Regional Corporation enacts as follows:

1. That Part 1.2 Definitions, be amended by adding section 1.2.5.1 as follows;
 - 1.2.5.1 “consent agenda” means a mechanism to streamline agendas and to reduce the overall time of addressing the items listed by approving, with one vote, routine items which do not require discussion/are non-controversial.
2. That Part 1.2 Definitions, section 1.2.31 be deleted and the following substituted therefor;
 - 1.2.31 “two-thirds vote” means two-thirds of the votes cast by members who are present and eligible to vote as determined and fixed by the “Minimum Two-Thirds Voting Requirements Table” attached as Appendix 8.
3. That Part 4.6 Electronic Meetings, section header be deleted and the following substituted therefor;
 - 4.6 ELECTRONIC MEETING PARTICIPATION (including meetings during a declared Emergency)
4. That Part 4.6 Electronic Meetings, sections 4.6.2 and 4.6.3 be deleted and the following substituted therefor;
 - 4.6.2 Electronic Meetings – A regular meeting or special meeting of Council may be conducted by Electronic Meeting, in accordance with this Section and Appendix 6, as may be approved by Council.

- 4.6.3 Quorum and Voting for Electronic Meeting – Members attending electronically during an Electronic Meeting shall be counted for purposes of quorum at the commencement and at any point in time during the meeting. Members attending either in person or electronically are entitled to vote.
5. That Part 4.6 Electronic Meetings, be amended by deleting section 4.6.6 Delegations in Writing;
6. That Part 5.1 Agenda – Council and Committees, be amended by adding section 5.1.8 as follows;
- 5.1.8 After approval of the agenda, the Regional Chair shall state the title of each report and item of communication, and any Member of Council that wishes to speak to an item or ask questions of staff shall advise the Chair. If an item is not indicated, the Regional Chair shall state that the item is on consent. One motion shall be called for all items placed on the consent agenda.
7. That Part 5.2 Delivery of Agenda to Members – Council and Committees, section 5.2.4 be deleted and the following substituted therefor;
- 5.2.4 The draft agenda and related materials shall be made available to the public on the Region of Peel website as of 9:30 a.m. the day after the members of Council are provided with the agenda and materials.
8. That Part 5.4 Delegations – Council and Committees, section 5.4.3 a. be deleted and the following substituted therefor;
- 5.4.3 Council/Committee Placement
- a. Upon receipt of written notice requesting listing as a delegation, the Regional Clerk shall list the delegation requested on the draft agenda for the next appropriate committee meeting if such request is received by the Regional Clerk not less than 72 hours prior to the time of the committee meeting or Council meeting, except where the delegate wishes to address Council with respect to a matter which will be put forward directly to Council without being considered first by a committee or where the Regional Chair, Chief Administrative Officer and/or Regional Clerk determines that the matter is of such an urgent nature that there is insufficient time to direct the delegate to a committee.
9. That Part 5.4 Delegations – Council and Committees, be amended by adding sections 5.4.12, 5.4.13 and 5.4.14 as follows;
- 5.4.12 Where a delegation has delegated to a committee on a matter, a further delegation request shall not be listed on the Council Agenda or Revised Agenda.

- 5.4.13 No persons, group, corporations, and/ or organization shall be listed as separate delegations at the same meeting of council or committee. Such delegation may address a number of items appearing on the agenda but will be considered to be one delegation and will be limited to speaking in accordance with section 5.4.7 and 5.4.8.
- 5.4.14 Where several delegations are scheduled on the same topic, the Chair may request that delegations subsequent to each preceding delegation only bring forward new information to the Committee.
10. That Part 5.7 Correspondence and Petitions – Council and Committees, section 5.7.3 be deleted and the following substituted therefor;
- 5.7.3 Every petition to be presented to Council shall be legibly written, printed or provided in an electronic format and shall be signed by at least two people and submitted to the Regional Clerk.
11. That Part 5.11 Conflict of Interest, be amended by adding sections 5.11.4 and 5.11.5 as follows;
- 5.11.4 A member who has a pecuniary interest described in section 5 (1) of the *Municipal Conflict of Interest Act* in a matter to be considered at a meeting shall not, if the interest is known to the member, appoint a proxy in respect of the matter.
- 5.11.5 A proxyholder who is disabled from participating in a meeting under the *Municipal Conflict of Interest Act* may not participate in the meeting in the place of an appointing member.
12. That Part 5.12 Recording of Meetings, section 5.12.4 be deleted and substituted therefor;
- 5.12.4 Upon Council's adoption of the meeting Minutes, the in-camera portion of the audio recording shall be deleted.
13. That Part 5.12, Recording of Meetings, section 5.12.5, be deleted;
14. That Part 7 Voting, be amended by adding section 7.1.11 as follows;
- 7.1.11 An item for which a member has declared a conflict of interest shall not be included in the consent motion. That item shall be dealt with separately in the order in which the item appears on the agenda.
15. That Appendix 6 to Procedure By-law 56-2019, section 10 Delegations and Public Participation, be amended by adding section 10. h. as follows;

- 10. h. In order to ensure that meetings are accessible to the public, meetings will be recessed for 15 minutes in the event that the live stream is interrupted or fails. If the live stream cannot be restored within the time specified by the Presiding Officer, the meeting shall be adjourned and all outstanding matters will be placed on the next appropriate agenda.

- 16. That Schedule 'A' as attached hereto, titled "Minimum Two-thirds Voting Requirements Table" be included as Appendix 8 to Procedure By-law 56-2019, as amended;

- 17. That this By-law takes effect on the 9th day of December 2021.

READ THREE TIMES AND PASSED IN OPEN COUNCIL this 9th day of December, 2021.

Deputy Clerk

Regional Chair