

THE REGIONAL MUNICIPALITY OF PEEL

BY-LAW NUMBER 28-2022

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 12th day of May 2022 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 section 5.2.2 of the Procedure By-law 56-2019, as amended, be deleted and replaced with the following:
 - 5.2.2 Any materials or delegation requests received by the Office of the Regional Clerk, less than 72 hours prior to the time appointed for holding of a regular meeting of Council or Committee (after the distribution of the Revised agenda) and up to 9:30 a.m. on the Wednesday prior to a scheduled Council or Committee meeting, which relate to an item listed on the draft agenda will only be added to the draft agenda on the approval of Council or Committee at the approval of Agenda section of the meeting. Any items received after 9:30 a.m. on the Wednesday prior to a scheduled Council or Committee meeting will be added to the agenda of the next appropriate Council or Committee meeting.
 - a. Meetings or Special meetings of Council or Committee that are called by the Regional Chair or Committee Chair with 48 hours' notice are not subject to the 72 hour agenda provisions.
 - b. For greater clarity, where a meeting (not on the approved schedule of regular meetings) has been called by the Regional Chair or Committee Chair, with more than 48 hours' notice, every effort shall be made to deliver the agenda and related materials to members not less than 72 hours prior to the meeting start time.

2. That section 5.4.3 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.
- b. If the written notice requesting listing as a delegation is received by the Regional Clerk less than 72 hours prior to the time of the Council or committee meeting, (after the distribution of the Revised agenda) and up to 9:30 a.m. on the Wednesday prior to a scheduled Council or Committee meeting, and
 - i) relates to an item already listed on the draft agenda, the delegation will be added to the agenda only upon the approval of Council or committee at the meeting.
 - ii) does not relate to an item already listed on the draft agenda, the delegation shall be added to the agenda at the next following appropriate meeting.
- c. Delegation materials received after delivery of the draft agenda and up to 9:30 a.m. on the Wednesday prior to a scheduled Council or Committee meeting relating to a delegation governed by 5.4.3.a or 5.4.3.b.i) shall be delivered to each member;
- d. Delegation materials received after 9:30 a.m. on the Wednesday prior to the start time of the meeting, will not be provided to Members.

3. That this By-law takes effect on the 12th day of May 2022.

READ THREE TIMES AND PASSED IN OPEN COUNCIL this 12th day of May, 2022.

Regional Clerk

Regional Chair