

THE REGIONAL MUNICIPALITY OF PEEL

BY-LAW NUMBER 68-2020

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 2020-834 passed on the 22nd day of October, 2020 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, Section 1.2.8, of By-law 56-2019 is deleted and the following substituted therefor;
 - 1.2.8 “delivery” or “agenda delivery” means the manner of distributing the agendas to Members of Council, and the Regional Chair including hand-delivery, distribution via courier, use of electronic means and/or e-mail not less than 72 hours prior to a Council or committee meeting.
2. That Part 5.2 Delivery of Agenda to Members - Council and Committees, Sections 5.2.1 and 5.2.2, of By-law 56-2019 are deleted and the following substituted therefor;
 - 5.2.1 The Regional Clerk shall cause to be delivered to each member, not less than 72 hours before the time appointed for the holding of a regular meeting of Council, the draft agenda and copies of related materials.
 - 5.2.2 Any materials received in the Office of the Regional Clerk less than 72 hours prior to the time appointed for holding of a regular meeting of Council which relates to an item already listed on the draft agenda will be presented to Council at the time of the approval of agenda portion of the meeting. Any materials received in the Office of the Regional Clerk less than 72 hours prior to a meeting which do not relate to an item already listed on the draft agenda shall be added to the agenda at the next following appropriate 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.
- 3. That Part 5.4 Delegations – Council and Committees, section 5.4.3 of By-law 56-2019 is 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 on the draft agenda for the next appropriate 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.
- 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 committee meeting or Council 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 relating to a delegation governed by 5.4.3.a or 5.4.3.b.i) shall be delivered to each member not less than 48 hours prior to the start time of the committee meeting or Council meeting;
- d. Delegation materials received less than 48 hours prior to the start time of the meeting, or relating to a delegation governed by 5.4.3.b.ii), or both, will not be provided to Members in advance of the meeting and will only be distributed upon the approval of Council or Committee at the meeting.

4. That this By-law takes effect on the 12th day of November, 2020.

READ THREE TIMES AND PASSED IN OPEN COUNCIL this 12th day of November, 2020.

Deputy Regional Clerk

Regional Chair