

Appendix I Regional Council Agenda Development Process

Excerpts from the Region of Peel Procedure By-law Applicable to the Development, Additions to and Approval of Agendas

Section 5.1.1 - The Regional Clerk shall prepare a draft agenda for all meetings of Council and committees. The Regional Clerk may amend the draft agenda by adding matters to or deleting matters from the draft agenda at any time before the commencement of the meeting.

Section 5.1.2 - Regional Council or the committee, as the case may be, shall by resolution approve or amend and approve the draft agenda or revised draft agenda for the meeting. A motion to further amend the agenda following its approval shall require a two-thirds vote.

Section 5.1.6 - Should Council or committee be unable to consider all agenda items in the allotted time before adjournment, all outstanding matters shall be placed on the draft agenda for the next regularly scheduled meeting of that body.

Section 5.1.7 - The order of consideration of Regional Council sections in the draft agenda shall be rotated from meeting to meeting or as deemed appropriate by the Clerk.

Section 5.2.1 - The Regional Clerk shall cause to be delivered to each member, not less than 48 hours before the time appointed for the holding of a regular meeting of Council, the draft agenda and copies of related materials.

Section 5.2.2 - Any materials received in the Office of the Regional Clerk less than 48 hours prior to the time appointed for holding of a regular meeting of Council which relate 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 48 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 appropriate meeting, with the exception of requests for delegation which may added to the agenda upon approval the committee or Council at the approval of the agenda.

Section 5.14.2 – A member may, with the consent of majority vote of the members present, introduce a motion under Other Business which due to its urgent nature cannot properly be presented at a future meeting of Council or committee.

Section 6.1.6 - Any motion may be put forth and considered during Council or committee, providing it relates to the subject of a motion, recommendation or report under debate by Council or committee and is presented at the time of such debate, otherwise previous notice of motion is required.

Section 6.1.9 - No matters can be added at a meeting except for Notices of Motion to be heard at the next or subsequent meetings or directions to staff to provide a report at a subsequent or future meetings of Council, except that a motion arising from a local municipal council of an urgent nature may be presented to Regional Council or committee and may be received without notice.