

## The Corporation of the Township of Brock

### By-law Number 3293-2024

#### A By-law to amend by-law Number 3017-2021, being a by-law to regulate the proceedings of Council.

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**Whereas** Section 238(2) of the *Municipal Act* requires every Council to adopt a procedure by-law for governing the calling, place and proceedings of meetings;

**Whereas** Section 5 of the *Municipal Act*, S.O. 2001, as amended from time to time, provides that the powers of a municipality shall be exercised by its Council; and

**Whereas** it is deemed advisable to pass this by-law for the purposes aforesaid.

**Now Therefore**, the Council of The Corporation of the Township of Brock enacts as follows:

1. That By-law 3017-2021 as otherwise amended, is hereby amended as follows:

a) Section 1.1.7 be amended to read as follows:

“Chair” means the person presiding at a meeting of Council or a Sub-Committee, Advisory Committee or Ad-hoc Committee

b) Section 1.1.1 be deleted and its following sections be renumbered accordingly.

c) Section 3 be renamed **Council Structure**

d) Section 3.3 be amended to read as follows:

The Mayor shall chair all Council meetings and when absent, the Deputy Mayor shall Chair. In the absence of that Mayor and Deputy Mayor, the Acting Mayor shall Chair.

e) Section 3.4 be removed and its following sections be renumbered accordingly.

f) Section 3.5 be amended to read as follows:

Selected Members of Council may be appointed as a Sub-Committee Chair by Resolution during the Inaugural Meeting of Council or when a vacancy in his or her absence occurs as determined by Council from time to time or upon resolution by Council at any time during the term of Council. The Sub-Committee Chair or when absent, the Mayor, shall take the chair during that portion of the Council Meeting dealing with the matters pertaining to the Sub-Committee for which he or she has been appointed.

a) The Sub-Committees shall be:

- Finance
- Operations (Public Works)
- Parks, Recreation and Facilities
- Tourism, Economic Development and Community

- Protection Services
- Development Services
- General Government
- Climate

Sub point 3.5 b) is to be removed.

- g) Section 3.6 be amended to read as follows:

Council and the sub-committees may consider delegations, presentations and staff reports as set out in Schedule A to this by-law.

- h) Section 4.2 be titled Regular Meetings of Council

- i) Section 4.2.2 be amended to read as follows:

The regular meeting schedule shall be based as follows, with adjustments made for public holidays and municipal conferences usually attended by Council and staff:

- a) Council meeting on the 2<sup>nd</sup> Monday of the month, with the open session starting at 10:00 a.m.
- b) Council meeting on the 4<sup>th</sup> Monday of the month, with open session starting at 3:00 p.m.
- c) Workshop meetings will be held quarterly as required, and open to the public starting at 10:00 a.m.

- j) Section 4.7.1 be amended to read as follows:

Electronic participation may be allowed for a member of Council, of a local board or of a committee of either of them in accordance with Section 238 (3.1) of the Municipal Act; for greater clarity this includes Advisory Committees, Standing Committees, Council and local board meetings. Members participating electronically may count towards determining whether a quorum of members is present and may participate in a meeting which is closed to the public.

- k) Section 4.8.1 be amended to read as follows:

A quorum of Council and Committees shall be a majority of members present.

- l) Section 7.1 be amended to read as follows:

The Clerk shall prepare agendas under the following headings for the use of the Members at the regular meetings of Council, Special Council meetings and Workshops.

- m) Section 7.1.1 be amended to read as follows:

### 7.1.1. Council Meeting Agenda

1. Call to Order & Moment of Silence
2. Land Acknowledgement Statement
3. Disclosure of Pecuniary Interest and Nature Thereof
4. Community Announcements
5. Public Meeting
  - a. Explanatory Note
  - b. Staff Presentation / Overview
  - c. Consultant/Application Presentation
  - d. Public Questions
6. Presentations
7. Delegations\ Petitions
8. Adoption of Minutes
9. Sub-Committees (Reports)
  - a. Finance Committee
  - b. Operations Committee
  - c. Parks, Recreation and Facilities Committee
  - d. Tourism, Economic Development and Community Committee
  - e. Protection Services Committee
  - f. Development Services Committee
  - g. General Government Committee
  - h. Climate Committee
10. Correspondence
11. Notice of Motion
12. By-laws
13. Closed Session

14. Rise from Closed Session
15. Other Business
16. Regional Councillors Update
17. Public Questions and Clarification
18. Confirmation By-law
19. Adjournment

n) Section 7.1.2 be deleted, and its following sections be renumbered accordingly.

o) Section 8.1.1 be amended to read as follows:

The Mayor for Council or his/her designate, shall call the meeting to order when there is a quorum present after the time set for the meeting and ask those present to observe a moment of silence. If the Mayor does not attend after fifteen (15) minutes after the time set for the meeting and a quorum is present, the Deputy Mayor shall reside over the Meeting and shall exercise all duties and responsibilities of the Chair as outlined in this Procedural By-law until the Mayor is present at the meeting and is able to perform his/her responsibility to assume the chair. If the Deputy Mayor is also not present within fifteen (15) minutes after the time set for the meeting and a quorum is present, the Acting Mayor as per the appointing by-law shall call the meeting to order and shall act as Chair of the meeting until the arrival of the Mayor or Deputy Mayor, whoever is the first to arrive and is able to assume the chair.

p) Section 8.5.1 be amended to read as follows:

Delegations may appear at Council meetings subject to the Clerks discretion based on agenda content management.

q) Section 8.5.2 be amended to read as follows:

Anyone wishing to appear before Council must complete the required [form on the website](#), and submit it to the Clerk's office by 12:30 p.m. on the Tuesday prior to the meeting stating in detail the nature of the matter to be presented.

r) Section 8.5.6 be amended to read as follows:

Notwithstanding subsection 8.5.4 & 8.5.5, Council may waive the rules of procedural to permit a delegation to exceed the five (5) minutes.

s) Section 8.5.7 be amended to read as follows:

Notwithstanding subsection 8.5.3, Council may, at their discretion, entertain delegations with less notice as the circumstances may warrant with a two-thirds (2/3) majority vote

- t) That Section 8.5.14 be amended to read as follows:

For matters which are more properly within the responsibility of staff, the Clerk shall notify the proposed delegate that the delegation shall not be listed on the agenda and shall direct the proposed delegate to the appropriate department. The delegation shall not be listed on an agenda until staff has had the opportunity to address the matter.

A delegation appearing before Council shall not be placed on an agenda to discuss the same matter within six (6) months of the last appearance, unless otherwise approved by the Mayor.

- u) That Section 8.7 be deleted in its entirety and its following sections be renumbered accordingly.

- v) That Section 8.8.1 be amended to read as follows:

The Council Minutes as prepared and circulated with the agenda shall be adopted subject to revision or errors and omissions.

- w) That Section 8.86 be amended to read as follows:

All other Minutes including Advisory Committees, Ad Hoc Committees and Boards, shall be listed on the weekly Council Information Index (CII) for information. Members can request that any item on the CII be pulled and placed on an upcoming agenda by advising the Clerk.

- x) Section 8.9.2 be deleted in its entirety and its following sections be renumbered accordingly.

- y) That Schedule A to By-law Number 3017-2021 be renamed Terms of Reference – Council Sub Committees

- z) That Section 2.1 of Schedule B to By-law Number 3017-2021, Electronic Participation Policy be amended to read as follows:

To outline the rules, policies, and procedures with respect to participating electronically in meetings of Council, Advisory and Ad-Hoc Committees when electronic participation is available.

- aa) That the following be added to Schedule B of By-law Number 2017-2021, Electronic Participation Policy

## **Sharing Resolutions on Screen during Hybrid Meetings**

At the request of a member of Council, the Clerk may screenshare resolutions that are not listed on the public agenda or are being modified. Resolutions being moved as listed on the public agenda will not be screenshared, unless it requested by a member of Council for clarification.

2. That this by-law comes into force and effect on January 1, 2025.

Enacted and passed this 23rd day of September, 2024.

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Mayor  
Walter Schummer

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Deputy Clerk  
Maralee Drake