

THE CORPORATION OF THE TOWNSHIP OF BROCK

BY-LAW NUMBER 3096-2022

A BY-LAW TO AMEND BY-LAW NUMBER 3017-2021, BEING A BY-LAW TO REGULATE THE PROCEEDINGS OF COUNCIL

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;

AND WHEREAS the Council of the Township of Brock enacted By-law Number 3017-2021 on the 4th day of March 2021, to regulate the proceedings of Council

AND WHEREAS the Council of the Corporation of the Township of Brock deems it expedient to undertake certain amendments to By-law Number 3017-2021;

NOW THEREFORE the Council of the Corporation of the Township of Brock enacts as follows:

1. That Section 1.1.11 be amended to read “Committee of the Whole” means a committee comprised of all Members of Council that serves as the principle forum for the consideration of recommendations to Council on all administrative and general governance matters affecting the Township”.
2. That Section 1.1.12 be amended to read “Consent Agenda” means a single motion to adopt all items or any group of items on an agenda. Should a member wish to discuss an item, they would request the item be extracted from the consent agenda and that item would be discussed separately.
3. That Section 1.1.22 be amended to read “Petition” means a formal written request signed by two or more people appealing to Council with respect to a particular matter.
4. That Section 1.1.23 “Planning and Community Affairs” be deleted in its entirety, and the following sections be renumbered accordingly.
5. That Section 1.1.29 be amended to read “Standing Committee” means a means a Committee appointed by and directly reporting to Council, created from time to time, and currently comprised of the following Committee: Committee of the Whole
6. That Section 3.3 be amended to read “The Mayor shall Chair all Council and COW meetings and when absent, the Deputy Mayor shall Chair. In the absence of the Mayor and Deputy Mayor, the Acting Mayor shall Chair”
7. That Section 3.4 be amended to read “Council shall establish a COW which shall be comprised of all Members of Council and which shall make recommendations to Council. Council may consider any matter without referring it to the COW
8. That Section 3.5 be deleted in its entirety, and the following sections renumbered accordingly.

9. That Section 3.6 be amended to read “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 COW Meeting dealing with the matters pertaining to the Sub-Committee for which he or she has been appointed.”
10. That Section 3.6 a) Sub Committees be amended by inserting “Building and Planning Committee” following Protection Services
11. That Section 3.7 be amended to read “The COW may consider delegations, presentations and staff reports, as set out in Schedule A to this by-law.”
12. That Section 3.8 be amended to read “Council shall be mandated with holding public meetings and any other planning and development matter or matter deemed to require public consultation”
13. That Section 3.11 be deleted in its entirety and the following sections renumbered accordingly.
14. That Section 4.1.1 be amended to read “The Inaugural Meeting of Council shall be held at any time following the start of the new term of Council, but no later then 31 days after the term commences.”
15. That Section 4.2 be renamed Council and COW Regular Meetings
16. That Section 4.2.1 be amended to read “ All regular meetings shall be held in the Council Chambers at the Municipal Administration Building, 1 Cameron Street East, Cannington, Ontario, or electronically or a combination of both, and in accordance with the meeting schedule as approved by Council.”
17. That Section 4.2.2 be amended to read “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) COW meeting on the 2nd Monday of the month, with the open session starting at 10:00 a.m.
 - b) COW meeting on the 4th Monday of the month with the open session starting at 1:30 p.m.
 - c) Council meeting on the 4th Monday of the month, with open session starting at 6:00 p.m.
 - d) Workshop meetings will be held quarterly as required, and open to the public starting at 10:00 a.m.
18. That Section 4.6.2 be deleted in its entirety and the following sections be renumbered accordingly.
19. That Section 4.8.1 be amended to read “A quorum of Council and COW shall be a majority of members present.”

20. That Section 7. Order of Business be amended to read

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

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. Ratification of COW Recommendations
9. Adoption of Minutes
 - a. Minutes of Previous Council Meetings
 - b. Minutes to be received
10. Reports
11. Correspondence
12. Notice of Motion
13. By-laws
14. Closed Session
15. Rise from Closed Session
16. Other Business
17. Public Questions and Clarification
18. Confirmation By-law
19. Adjournment

7.1.2 COW Meeting Agenda

1. Call to Order & Moment of Silence
2. Land Acknowledgement Statement
3. Disclosure of Pecuniary Interest and Nature Thereof
4. Presentations
5. Delegations\ Petitions
6. Sub-Committees
 - a. Finance Committee
 - b. Operations Committee
 - c. Parks, Recreation and Facilities Committee
 - d. Tourism & Economic Development Committee
 - e. Protection Services Committee
 - f. Building and Planning Committee
 - g. General Government Committee

7. Closed Session
8. Rise from Closed Session
9. Other Business
10. Public Questions and Clarification
11. Adjournment

7.1.3 Special Council Agenda

1. Call to Order
2. Land Acknowledgement Statement
3. Disclosure of Pecuniary Interest and Nature Thereof
4. Closed Session
5. Rise from Closed Session
6. Delegations
7. Consideration of Business for Which Notice was Given
8. Public Questions and Clarification
9. Confirmation By-law
10. Adjournment

7.1.4. Workshops

1. Call to order
2. Land Acknowledgement Statement
3. Disclosure of Pecuniary Interest and Nature Thereof
4. Workshop Presentations
5. Public Questions and Clarification
6. Adjournment

- 21.** That 7.2 be amended to read “Changes to the meeting structure may be made at the discretion of the Clerk”, and following sections renumbered accordingly
- 22.** That Section 8.1.2 shall be deleted in its entirety, and the following sections renumbered accordingly
- 23.** That Section 8.1.3 be amended to read: “During any meeting the Mayor or Chair for the meeting may also read the acknowledgement of traditional treaty lands as follows:

“It is important to begin each public gathering with a Land and Territorial Acknowledgement, to recognize the Indigenous people for being good stewards of the land and environment, here where we are meeting today. The Township of Brock has traditionally been a hunting and fishing ground for First Nations people. We reside on and benefit from the Williams Treaty Territories, on the land of the Mississaugas and Chippewas. May we share the land as long as the sun rises, the grass grows and river flows.”, and
- 24.** That Section 8.5.1 be amended to read: “Delegations may appear at the COW or Council meetings subject to the Clerk’s discretion based on agenda content management.”

- 25.** That Section 8.5.2 be amended to read: Anyone wishing to appear before COW or 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."
- 26.** That Section 8.6.1 be amended to read: "An organizer of a public petition may submit a petition for inclusion on a Council agenda. That person shall provide their name and contact information (address and email address) along with the petition. Any communication with respect to the petition will be with the organizer of the petition only."
- 27.** That "Council Ratification" be inserted as Section 8.7 along with the following subsections
- "8.7.1 The COW shall make its recommendations with respect to each agenda item it has considered which recommendations shall be agenda items for consideration at the next Council Meeting following the date of the COW Meeting.
- 8.7.2 For the second COW meeting of each month, the COW may recommend same day adoption of any or all agenda items considered at that Meeting"
- 8.7.3 Notwithstanding the above provisions, Members may postpone ratification of any item to a specified date and time."
- And that all following sections be renumbered accordingly
- 28.** That Section 8.7.1 be amended to read "The Council and COW minutes as prepared and circulated with the agenda shall be adopted subject to revision or errors and omissions"
- 29.** That Sections 8.7.5 and 8.7.5.1 be deleted in their entirety.
- 30.** That Section 8.7.7 be amended to read: " All other Minutes including Advisory Committees, Ad Hoc Committees and Boards, shall be listed under Minutes to be received on the Council agenda for consideration and shall be received for information, unless a Member moves another resolution in relation to the minutes."
- 31.** That Section 8.8.2 be amended to read: "All correspondence will be directed to Council, unless due to timing, urgency, and/or the nature of the correspondence, the Clerk or designate has determined it should be considered by Committee"
- 32.** That Section 8.10.1 be amended to read: "A member desiring to introduce a subject for discussion or consideration by Council shall provide Notice of Motion, in writing on the form as provided by the Clerk, with a confirmed mover and seconder, to the Clerk, by no later than 12:30 p.m. on the Tuesday prior to the regular Council meeting."
- 33.** That Sections 8.14 and 8.15 be deleted in their entirety and the following sections renumbered accordingly.
- 34.** That "Provision for Consent Agenda
- More than one agenda item containing recommendations on a Meeting agenda may be adopted in a single motion. A Member may request that any specific agenda item be subject to individual consideration. The provision for consent agenda and adopting

recommendations in a single motion may be utilized at any point in a meeting agenda.”
Be inserted following Section 9.6.9 Recorded Vote

35. That Schedule A to By-law Number 3017-2021 be amended to read as follows:

Finance Sub-Committee	<ul style="list-style-type: none">- Annual budget- Annual Audit- Financial Statements- licences & permits- Fines and other receipts- Council Compensation Review Committee Reports
Operations (Public Works) Sub-Committee	<ul style="list-style-type: none">- Roads and streets- Sidewalks- Drains- Traffic control- Garbage Collection- Design and Engineering- Streetlighting
Economic Development & Tourism Sub-Committee	<ul style="list-style-type: none">- Economic Development- Tourism- Advisory Committees: Tourism Advisory Committee & Economic Development Advisory Committees
Parks, Recreation & Facilities Sub-Committee	<ul style="list-style-type: none">- Arenas / Community Centres- Parks- Libraries- Maintenance of public buildings- Recreational and leisure programs- Cemeteries

	<ul style="list-style-type: none"> - Culture & Heritage - Community events - Advisory Committees/Boards: Manilla Community Hall, Wilfrid Community Hall, Sunderland Town Hall, Beaverton Thorah Health Centre Board, Not for profit sector review committee, Beaverton Harbour Advisory Committee
Protection Services Sub-Committee	<ul style="list-style-type: none"> - Animal Control and By-law Enforcement - Liaison with Regional Police - Protective inspections - Fire Department - Emergency Planning
Building and Planning Committee	<ul style="list-style-type: none"> - Planning matters relating to the Zoning By-law, Official Plan, Plans of Subdivision, District Plans, Special Studies, Minor Variance and land severance applications - Engagement of consultants for planning matters - Advisory Committee: Brock Environmental Advisory Committee
General Government Sub-Committee	<ul style="list-style-type: none"> - Municipal administration - Intergovernmental affairs - By-laws - Human Resources - Accessibility

	<ul style="list-style-type: none">- Advisory Committees: Accessibility Advisory Committee
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36. That Schedule B to By-law Number 3017-2021 be deleted in its entirety.

ENACTED AND PASSED THIS 24TH DAY OF JANUARY 2022.

Mayor
John Grant

Clerk/Deputy CAO
Fernando Lamanna