

**ATTACHMENT “1”**  
**Proposed Amendments to Procedure By-law**

#	New or Revision	By-law Section	Current Language	Proposed Language
1	Revision	1.3(1)	<b>Inaugural Meeting</b>  The first meeting of a newly elected Council after a regular election shall be held on the first Tuesday in December.	<b>Inaugural Meeting</b>  The first meeting of a newly elected Council after a regular election shall be held on the first Tuesday following November 15.
2	New	1.5		STAFF COMMUNICATION – Shall be a communication from City of Vaughan staff intended only for information purposes.
3	Revision	2.1(9)c.	all Communications received by the City Clerk by more than two (2) hours prior to the meeting, that pertain to an item on the agenda, shall be circulated to Members of Council for their information and posted to the City's website as soon as practicable.	all Communications received <b>prior to noon on the last business day prior to the commencement of the meeting</b> , that pertain to an item on the agenda, shall be circulated to Members of Council for their information and posted to the City's website as soon as practicable.
4	Revision	2.1(9)d.	Communications received for a Standing Committee less than two (2) hours of the commencement of the meeting may be referred directly to Council.	Communications received for a Standing Committee <b>after noon on the last business day prior to</b> the commencement of the meeting may be referred directly to Council.
5	New	2.1(9)g.		Communications received for Council after noon on the last business day prior to the commencement of the meeting may be referred to staff for consideration.
6	New	2.1(10)a.		<b>Staff Communications</b>  Staff Communications shall be for information purposes only and shall not include any recommendations for Committee.
7	New	2.1(10)b.		Staff Communications are not required to be related to an item on the agenda.
8	New	2.1(10)c.		Staff Communications shall be listed under the heading 'Staff Communications' on the Committee agenda.
9	New	2.1(10)d.		Staff Communications may be called for discussion, however no decisions shall be made by Committee other than a request for further information, or that Committee directs that a staff report be prepared for a future Committee meeting.

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10	New	2.1(10)e.		The deadline for submitting a Staff Communication to the Office of the City Clerk for inclusion on an agenda shall be noon on the Friday prior to the meeting. Staff Communications are not permitted as addendums after this deadline.
11	Revision	2.2(2)a.	A detailed written request shall be submitted to the City Clerk’s Office by 12:00 noon on the Tuesday, of the second week prior to the meeting.	A detailed written request shall be submitted to the City Clerk’s Office by 12:00 noon on the Tuesday, of the <b>third</b> week prior to the meeting.
12	New	4.1(4)		A Member who has declared an interest in an item being discussed shall file with the City Clerk a written statement of the interest declared and its general nature, when the interest is declared or as soon as possible afterwards.
13	New	4.1(5)		The City Clerk shall maintain a registry of declarations of interest filed by the Members and that registry shall be available for public inspection during normal business hours, and a summary of the declarations shall be posted on the City’s website.
14	New	4.6		<b>Aboriginal Territorial Acknowledgement</b>  The aboriginal territorial acknowledgement shall be read prior to the commencement of every regular or special Council, Committee and Statutory Committee meetings.
15	Revision	5.6(1)	Members of Council may submit recommendations on matters within the jurisdiction of a Standing Committee by submitting a Member’s Resolution in the form set out in Attachment 2.	Members of Council may submit recommendations on matters within the jurisdiction of a Standing Committee by submitting a Member’s Resolution in a <b><i>format satisfactory to the City Clerk.</i></b>

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#	New or Revision	By-law Section	Current Language	Proposed Language
16	Revision	6.2(1)c.	In circumstances of an emergency, the Mayor or the Deputy Mayor may direct that the City Clerk summon a special meeting of Council on less than 24 hour notice, and all Members shall be notified of the special meeting of Council either personally or by electronic mail, or by any other means necessary, and the meeting shall proceed if a majority of Council members agree to the Council meeting by giving written consent to the City Clerk personally before the beginning of the Council Meeting.	In circumstances of an emergency, the Mayor, <b><i>or in the absence of the Mayor,</i></b> the Deputy Mayor may direct that the City Clerk summon a special meeting of Council on less than 24 hour notice, and all Members shall be notified of the special meeting of Council either personally or by electronic mail, or by any other means necessary, and the meeting shall proceed if a majority of Council members agree to the Council meeting by giving written consent to the City Clerk personally before the beginning of the Council Meeting.
17	Revision	6.3	... The aboriginal territorial acknowledgement shall be read prior to the commencement of every regular meeting.	... <del>The aboriginal territorial acknowledgement shall be read prior to the commencement of every regular meeting.</del>
18	Revision	8.0	<b>Attachments</b>  Where provided, documents referenced in the Procedural By-law shall be substantially in the form attached to this By-law:	<b>Attachments</b>  Where provided, documents referenced in the Procedure By-law shall be <b><i>in a form satisfactory to the City Clerk.</i></b>