

THE CITY OF VAUGHAN

BY-LAW

BY-LAW NUMBER 111-2019

A By-law to amend By-law 7-2011 (Procedure By-law) which governs the proceedings of Council and Committees of Council.

WHEREAS Section 238(2) of the *Municipal Act, 2001, as amended*, requires every municipality and local board to pass a procedure by-law for governing the calling, place and proceedings of meetings;

AND WHEREAS it is necessary to make certain amendments to By-law 7-2011 (Procedure By-law) to bring it into compliance with the *Municipal Act, 2001, as amended*;

AND WHEREAS it is necessary to make certain amendments to By-law 7-2011 (Procedure By-law) to implement technical updates;

NOW THEREFORE the Council of the Corporation of the City of Vaughan **ENACTS AS FOLLOWS:**

1. That City of Vaughan By-law Number 7-2011, as amended by By-law 166-2017, is hereby further amended as follows:
 - a) That Section 1.3(1) **Inaugural Meeting** be deleted and replaced with the following:

"(1) **Inaugural Meeting**

The first meeting of a newly elected Council after a regular election shall be held on the first Tuesday following November 15."
 - b) That Section 1.3(2) **Council/Committee Structure** be deleted and replaced with the following:

"(2) **Council/Committee Structure**

The Council/Committee structure for the City of Vaughan shall consist of the following components.

 - a. Council, consisting of all Members of Council.
 - b. Standing Committees, consisting of all Members of Council, as follows:
 - i. Committee of the Whole

Mandate: Committee of the Whole shall have jurisdiction over all matters within City Council's authority which do not fall within the jurisdiction of another Standing Committee.

Reporting: Committee of the Whole reports directly to Council.

Chair: In months where there are meetings, Members of Council other than the Mayor will rotate each month as Chair of Committee of the Whole in alphabetical order.

Meetings: The Committee of the Whole shall generally be held twice a month in months where there are meetings, with the meetings being referred to as "Committee of the Whole 1" and "Committee of the Whole 2".

Agenda: The main Committee of the Whole agenda shall be available in print form on the Friday at least 7 working days prior to the meeting and posted on the Tuesday at least 5 working days prior to the meeting.

Agenda Composition (Committee of the Whole 1): All matters within City Council's authority which do not fall within the jurisdiction of another Standing Committee.

Agenda Composition (Committee of the Whole 2): All matters within City Council's authority which do not fall within the jurisdiction of another Standing Committee. There shall be a focus on matters that pertain to:

- (1) The City's finances, budget, audit function, and corporate administrative matters such as corporate policies.
 - a. These items will be identified in the agenda as "Finance, Administration and Audit" items.
- (2) The key strategic priorities and initiatives of the City as they are established from time to time.
 - a. These items will be identified in the agenda as "Priorities and Key Initiatives" items.

(3) Which meet at least one of the following criteria:

- a. Involve items which are considered by staff to be complex, preliminary, or exploratory, and for which a further report to a standing committee is anticipated at a later date; or
- b. Involve a detailed presentation from staff or a third party,
- c. These items will be identified in the agenda as "Working Session" items.

ii. Committee of the Whole (Closed Session)

Mandate: Matters which require consideration in the absence of the public, so long as such matters are in keeping with the closed meeting provisions of the Municipal Act.

Reporting: Committee of the Whole (Closed Session) reports directly to Council.

Chair: Chair of the Month for Committee of the Whole.

Agenda: The main Committee of the Whole (Closed Session) agenda shall be posted on the Friday prior to the meeting.

iii. Committee of the Whole (Public Hearing)

Mandate: To provide an evening forum to hear from interested parties on planning matters such as official plan and zoning amendments, so that staff may consider public comment prior to preparing a final report on the matter to Committee of the Whole.

Reporting: Committee of the Whole (Public Hearing) reports directly to Council.

Chair: Chair of the Month for Committee of the Whole

Agenda: The main Committee of the Whole (Public Hearing) agenda shall be posted on the Thursday prior to the meeting.

- c. Such statutory committees as Council is obliged to establish.

- d. Such Sub-Committees and Ad Hoc Committees that are established under this By-law.”
- c) That the definition of “Committee” within Section 1.5 **INTERPRETATION AND DEFINITIONS** be deleted and replaced with the following:

“COMMITTEE - Committee of the Whole, Committee of the Whole (Closed Session), Committee of the Whole (Public Hearing), a Statutory Committee, an Ad Hoc Committee, or a Sub-Committee.”
- d) The following definition be added to Section 1.5 **INTERPRETATIONS AND DEFINITIONS**:

“STAFF COMMUNICATION – Shall be a communication from City of Vaughan staff intended only for information purposes.”
- e) That Sections 2.1(9)(c) and (d) **Communications/Written Submissions (Agenda Item)** be deleted and replaced with the following:
 - "c) all Communications received prior to noon on the last business day prior to the commencement of 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.
 - d) Communications received for a Standing Committee after noon on the last business day prior to the commencement of the meeting may be referred directly to Council.”
- f) That Section 2.1(9) **Communications/Written Submissions (Agenda Item)** be amended by adding the following:
 - “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.”
 - a. Staff Communications are not required to be related to an item on the agenda.
 - b. Staff Communications shall be listed under the heading ‘Staff Communications’ on the Committee or Council agenda.
 - c. Staff Communications may be called for discussion; however no decisions shall be made by Committee or Council other than a request for further information, or that Committee or Council directs that a staff report be

prepared for a future Committee meeting.

- d. 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."

- g) That Section 2.2(2)(a) **DEPUTATIONS AND PRESENTATIONS** be deleted and replaced with the following:

- "a) A detailed written request shall be submitted to the City Clerk's Office by 12:00 noon on the Tuesday, of the third week prior to the meeting."

- h) That Section 4.1 **DECLARATION OF INTEREST** be amended by adding the following:

- "(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.

- (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."

- i) That Section 4.0 **GENERAL – COUNCIL AND COMMITTEE MEETINGS** be amended by adding the following:

- 4.6 ABORIGINAL TERRITORIAL ACKNOWLEDGEMENT**

- The aboriginal territorial acknowledgement shall be read prior to the commencement of every regular or special Council, Committee and Statutory Committee meetings."

- j) That Section 5.6(1) **MEMBER'S RESOLUTION** be deleted and replaced with the following:

- "(1) Members of Council may submit recommendations on matters within the jurisdiction of a Standing Committee by submitting a Member's Resolution in a format satisfactory to the City Clerk."

- k) That Section 6.2(1)c. **Convening a Special Council Meeting** be deleted and replaced with the following:

- "c. In circumstances of an emergency, the Mayor, or in the absence of the Mayor, 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.”

- l) That the following text be deleted from Section 6.3 **PREPARATION OF AGENDA:**

“The aboriginal territorial acknowledgement shall be read prior to the commencement of every regular meeting.”

- m) That Section 8.0 **ATTACHMENTS** be deleted and replaced with the following:

"8.0 ATTACHMENTS

Where provided, documents referenced in the Procedure By-law shall be in a form satisfactory to the City Clerk.”

Enacted by City of Vaughan Council this 12th day of June, 2019.

Hon. Maurizio Bevilacqua, Mayor

Todd Coles, City Clerk