



OAKVILLE

APPENDIX B

THE CORPORATION OF THE TOWN OF OAKVILLE

BY-LAW NUMBER 2023-087

A by-law to amend By-law 2020-011, being a by-law to establish rules governing the calling, place, proceedings and provision of public notice of meetings of Council and Committees of Council

WHEREAS Council passed a resolution on May 29, 2023 to change the Budget Committee composition to all Members of Council and the Procedure By-law 2020-011 be amended to reflect the following changes.

COUNCIL ENACTS AS FOLLOWS:

That section 4 – Determination of Acting Mayor and Chairs of Committees and section 5 – Council and Committee Meetings and section 12 – Quorum, be amended as follows:

4. DETERMINATION OF ACTING MAYOR AND CHAIRS OF COMMITTEES

- (1) At its first meeting in a year in which a municipal election is held, Council shall by by-law, appoint in surname alphabetical order, unless otherwise determined by Council, the Members of Council to act from time to time in the place and stead of the Mayor. Each member shall have an equal opportunity to serve as Acting Mayor during the term of Council.
- (2) The first Acting Mayor for December shall, where possible, be a returning member of Council and the rotation of members shall proceed thereafter in alphabetical order.
- (3) In the absence of the Mayor from the municipality, or if he/she is absent through illness or if he/she refuses to act or his/her office is vacant, or otherwise at the request of the Mayor, the Acting Mayor as determined by by-law shall serve as Acting Mayor.
- (4) Where the Acting Mayor is unable to serve in that capacity, the next Acting Mayor as determined by by-law shall serve in his/her place.

5. COUNCIL AND COMMITTEE MEETINGS

5.7 Standing Committees of Council

5.7.1 Budget Committee

- (1) The Budget Committee is a standing committee of Council, composed of the Mayor and all Members of Council.
- (2) The Budget Committee shall elect a Chair at the first meeting of each year. The member elected as Chair shall serve as Chair of the Committee. In the event of the Chair being absent, the members of the Committee shall assume the position of Acting Chair on a rotation basis in alphabetical order according to the first letter of their surname.
- (3) The Clerk shall have an agenda prepared for the Budget Committee meetings as follows:
 - (1) Regrets
 - (2) Declarations of Pecuniary Interest
 - (3) Agenda Items
 - i. Consent Item(s)
 - ii. Confidential Consent Item(s)
 - iii. Discussion Item(s)
 - iv. Confidential Discussion Item(s)
 - (4) Adjournment
- (4) The Budget Committee shall meet each year, a sufficient number of times as determined by the committee, to review and make recommendations on the proposed annual operating and capital budgets for the upcoming year.
- (5) The Budget Committee shall report to Council on all matters referred to it and shall recommend such action as it deems appropriate.
- (6) Recommendations from the Budget Committee shall be considered in accordance with section 5.9 - Standing Committee Minutes.
- (7) Budget Committee recommendations become resolutions of Council upon approval. Standing committees are not empowered to direct that any action be taken by the Corporation or any of its employees, except to request further clarification or give minor administrative direction on any matter of business under consideration.

5.8 Standing Committee Procedures

The rules governing the procedure of Council and the conduct of its members shall be observed in Standing Committee meetings, including delegations, so far as applicable, except that:

- a) motions do not require a seconder;
- b) recorded votes shall not be permitted;
- c) a motion to close the debate (call the question) shall not be permitted;
- d) a member shall not be restricted to asking questions only of the previous speaker, but questions shall directly relate to the matter under discussion;
- e) all motions shall be entered in the minutes;
- f) the introduction of new business shall not be permitted;
- g) delegations to the Committee shall follow the direction outlined in Section 10 – Delegations.
- h) committees shall not be permitted to suspend the rules of this by-law; and
- i) a motion to reconsider shall not be permitted unless the matter is to be considered at the same meeting or where the matter has been referred back to the Committee for further review, prior to the matter being resolved by Council.

5.9 Standing Committee Minutes

- (1) Standing Committee minutes may be adopted and confirmed by Council in a single motion, and the passage of such motion shall be taken to confirm all of the proceedings taken in the meeting and adopt and ratify all recommendations therein, except for those matters dealt with or voted on separately.
- (2) A motion to adopt standing committee minutes referred to in subsection (1) above shall:
 - i. not be amended; and
 - ii. not be debated.
- (3) Prior to the adoption of standing committee minutes, any member may request that an item be separated for consideration, or be voted on separately.
- (4) When a request to separate a standing committee item is accepted by the Chair, a motion to approve or not approve the separated item as recommended by the Committee will be the next order of business following the adoption of the remaining items.
- (5) Amendments to a standing committee recommendation shall be in order, however, a contrary motion to any recommendation of a standing committee

shall not be accepted until such time as the committee recommendation has been voted on and lost.

12. QUORUM

1. Except as authorized by 3(7) attendance of a Member shall be in person. Written comments may be submitted in accordance with section 11 of this by-law.
2. If quorum is lost as a result of declarations of pecuniary interest by one or more members, the remaining members shall be deemed to constitute a quorum, provided the number of such members is not fewer than two.
3. The Chair shall call the meeting to order at the time fixed for the holding of the meeting, unless quorum is not present.
4. If there is no quorum present within one-half hour after the time appointed for the meeting, the meeting shall stand adjourned until the date and time of the next regular meeting, and the Clerk shall record the names of the members present.
5. In the event the Mayor or the Chair does not attend within 15 minutes after the time appointed for a meeting of Council or Committee, the Acting Mayor or next Chair shall assume the Chair for the meeting, and where quorum is present, call the meeting to order and preside over the meeting until the arrival of the Mayor or the Chair.
6. Members participating by electronic means pursuant to s. 3(7) of the by-law shall be counted for the purposes of quorum and at any point in time during the meeting, shall be entitled to vote through a vote recorded by the Clerk as if they were attending the meeting in person.

PASSED this 19th day of June, 2023

MAYOR

CLERK