

## THE CORPORATION OF THE TOWN OF MILTON

### BY-LAW NO. 041-2020

BEING A BY-LAW TO AMEND BY-LAW 007-2019, AS AMENDED BEING A BY-LAW TO PROVIDE FOR THE RULES OF ORDER OF COUNCIL AND ITS COMMITTEES

**WHEREAS** section 238, of the Municipal Act, 2001, as amended, requires that every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings and that the by-law shall provide for public notice of meetings;

**AND WHEREAS** Council deems it desirable to amend By-Law 007-2019, as amended;

**NOW THEREFORE** the Council of the Corporation of the Town of Milton hereby enacts as follows:

1. **THAT** Part 1 – Definitions of By-law 007-2019 be repealed and replaced with the following:
  - 1.24 “Workshop” means a meeting of Council where the purpose is for members of Council to discuss matters in an informal venue. No resolutions shall be passed at a workshop, with the exception of procedural motions.
2. **THAT** Part 4 – Council Meetings of By-law 007-2019 section 4.4A.1 be repealed and replaced with the following:
  - 4.4A.1 The date and times of the workshops shall be determined by Mayor and the Clerk. An agenda for each workshop shall be posted in accordance with Section 4.9.1 of this by-law. The Mayor shall act as Chair at Council workshops, unless it is determined by the Mayor that the Acting Mayor shall act as Chair.
3. **THAT** Part 4 – Council Meetings of By-law 007-2019 section 4.2.1 be repealed and replaced with the following:
  - 4.2.1. The Inaugural Meeting of Council be held at 7:00 p.m. on the first Monday following November 15, following a regular municipal election.
4. **THAT** Part 7 – Meeting proceedings of By-law 007-2019 section 7.8.6 be repealed and replaced with the following:
  - 7.8.6 Each person appearing as a delegation shall be permitted to speak only once on the topic for a maximum of five (5) minutes.

5. **THAT** Part 7 – Meeting proceedings of By-law 007-2019 section 7.9 **Presentations / Delegations** be moved directly following section 7.7 Consent Items.
6. **THAT** Part 7 – Meeting proceedings of By-law 007-2019 be revised to add a new section 7.10A Statement by Members, directly following section 7.10. Regional Council Update
  - 7.10A.1 Members are permitted only to speak once and are restricted to two (2) minutes of speaking time.
7. **THAT** Part 3.4 - Clerk of By-law 007-2019 be amended with the following addition to Section 3.4.1. directly following paragraph (f)
  - (g) to revise the order of the business in the agenda and to produce, wherever possible, a revised agenda, which will be posted on the website and distributed to members electronically.
8. **THAT** Part 4 – Council Meetings of By-law 007-2019 be amended with the addition of Section 4.12.8:
  - 4.12.8 Electronic participation – Statutory Public Meeting

Members of the public shall be permitted to participate electronically in statutory public meetings. Any members of the public wishing to speak shall be able to join and speak at the meeting by electronic means as determined by the Clerk.
9. **THAT** Part 4 – Council Meetings of By-law 007-2019 be amended with the addition of Section 4.13:
  - 4.13.1 Electronic Participation – Scope of Participation

Electronic participation would be available only for meetings of Council that take place in Council Chambers. The provision would not apply to workshops or Special Council meetings that take place in a location outside of Council Chambers.
  - 4.13.2 Electronic Participation – Quorum

All members who participate electronically shall be considered present at the meeting but shall not count towards determining quorum.

4.13.3 Electronic Participation – Clerk

The Clerk or designate shall be present during any meeting in which members are participating electronically.

4.13.4 Electronic participation – Notice to Clerk

Requests from members to participate electronically must be made to the Clerk in writing at least five (5) business days before the meeting.

4.13.5 Electronic participation – Mayor / Acting Mayor

The Mayor or Acting Mayor shall not participate electronically at a meeting while acting as Chair of the meeting.

4.13.6 Electronic participation – Confidential Session Meetings

Members shall not participate electronically in any meeting that is closed to the public.

4.13.7 Electronic participation – Voting

A member participating electronically would also be able to vote in open session.

10. **THAT** all other provisions of By-law No. 007-2019, as amended, remain in full force and effect.

11. **AND THAT** this By-law shall come into force and effect and take on the date of its passing

**PASSED IN OPEN COUNCIL ON JUNE 22, 2020.**

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Gordon A. Krantz Mayor

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Meaghen Reid Deputy Clerk