



Bill No. 002

**BY-LAW NUMBER 2017-**

**A By-law of The Corporation of the City of Barrie to further amend By-law 2013-072 as amended, being a by-law to govern the proceedings of Council**

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

**AND WHEREAS** by motion 16-G-302 the Council of The Corporation of the City of Barrie deems it expedient to further amend By-law 2013-072 as amended, being a by-law to govern the proceedings of Council;

1. **THAT** By-law 2013-072 "Schedule "A" – Reference Committees" be repealed and replaced with "Schedule "A" – Reference Committees" attached hereto and forming part of this by-law.
2. **THAT** this By-law shall come into force and effect immediately upon the final passing thereof.

**READ** a first and second time the 16<sup>th</sup> day of January, 2017.

**READ** a third time and finally passed this 16<sup>th</sup> day of January, 2017.

**THE CORPORATION OF THE CITY OF BARRIE**

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**MAYOR – J.R. LEHMAN**

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**CITY CLERK – DAWN A. MCALPINE**

**Schedule “A”  
Reference Committees**

- 1. The general duties of all the Reference Committees of the Council shall be as follows:
  - a) To report to the Standing Committee whenever desired by the Standing Committee, and as often as the interests of the Corporation may require, on all matters connected with the duties imposed on them respectively, and to recommend such action by the Standing Committee in relation thereto as may be deemed necessary;
- 2. The Reference Committees of Council shall be:
  - a) Community Services Committee
  - b) Finance and Corporate Services Committee
  - c) Infrastructure, Investment and Development Services Committee
- 3. In addition to the Mayor, the number of members of the Reference Committee shall be as follows:
  - a) Community Services Committee four
  - b) Finance and Corporate Services Committee four
  - c) Infrastructure, Investment and Development Services Committee four

Mandates:

- 4. **Community Services Committee**

The duties of the Community Services Committee shall be to study and report to General Committee on matters referred to it within the following subjects:

Operational matters including fire prevention, operations and training, community emergency management, parks operations, environmental (water supply, treatment and distribution, wastewater collection and treatment, environmental investigation and response and waste management), recreation, cultural, special events, seniors, youth, by-law enforcement services and parking operations.
- 5. **Finance and Corporate Services Committee**

The duties of the Finance and Corporate Services Committee shall be to study and report to the General Committee on matters referred to within the following subjects:

Corporate sustaining matters including financial (capital and operating budgets, revenue and taxation, financial policies, procurement and audit functions), legal, real estate, risk management, information technology, legislative, court, human resources, accessibility, health and wellness, communications, fleet, history and archives, corporate facility management and licensing services. Also includes Intergovernmental, Service and Community Partner relations.
- 6. **Infrastructure, Investment and Development Services Committee**

The duties of the Infrastructure, Investment and Development Services Committee shall be to study and report to the General Committee on matters referred to within the following subjects:

Infrastructure, investment and development matters including land and property development and use, property standards, street names, building standards, zoning, plumbing and building inspections, planning services (policy planning, development control, growth management, development policies and standards, housing policy, subdivision services, and heritage properties), City Centre revitalization, Infrastructure planning, design, and construction (roads, water, sanitary and storm sewers), Business Development – retention, attraction, and transportation services (roads maintenance, traffic management, transit operations, rail, and airport services).

The Infrastructure, Investment and Development Services Committee conducts public meetings in accordance with the Building Code Act, with respect to significant adjustments of permit fees.

Conduct of Reference Committees

7. The Reference Committee shall consider and make recommendations to the appropriate Standing Committee on the reports of the Advisory Committees. When considering the reports and recommendations of an Advisory Committee, the Reference Committee may receive and make recommendations to the Standing Committee as to the disposition of such matters as are contained therein provided that such minutes and recommendations are attached as an appendix to the original minutes of the Reference Committee.
8. A Reference Committee may, in consideration of a matter before it, request a reasonable amount of information from staff, authorized consultants or Advisory Committees, but may not specify what recommendations, if any, they are to make.
9. A Reference Committee shall adhere, in the transaction of all business to the rules prescribed by the by-laws of the Council.
10. Whenever, at the conclusion of the last meeting, there is any undisposed of matter on the agenda, to forward such matter to the incoming Committee of the following year for consideration.
11. A Reference Committee may refer or defer a matter without Council approval.
12. A Reference Committee may direct staff as it relates to a request for further information without Council approval.
13. A Reference Committee may consider new business that has not been referred to it by Council if the subject of the business falls with its associated mandate and the Terms of Reference approved by Council.
14. Neither the Committee nor any member thereof shall pledge the credit of the City in any manner whatsoever, nor shall the Committee or any member thereof authorize any expenditure nor appropriate or expend public monies in any manner unless authorized by Council.

Open Delegations

15. Persons who wish to appear as a delegation at a Reference Committee shall submit a request to the Clerk in writing for approval, no later than two weeks prior to the proposed Reference Committee meeting, identifying their name and the matter to be discussed.
16. An Open Delegation shall be restricted to a single subject matter.
17. The subject matter of a delegation shall be of a community interest and shall not utilize the delegation opportunity to promote a specific business.
18. A person addressing a Reference Committee shall not utilize profane or offensive words or insulting expressions and shall not impugn the reputation of any individual or member.
19. The City Clerk shall be authorized to refuse an Open Delegation request where the topic of the Open Delegation relates to a subject matter that Section 239 of the Municipal Act, 2001, permits a meeting or part of a meeting to be closed to the public, promotes a specific business, is not of community interest or may impugn the reputation of any individual or member.
20. Notwithstanding the provisions related to the timing of submissions of Open Delegation and the authority to refuse an Open Delegation related to a subject matter that Section 239 of the Municipal Act permits a meeting or part of a meeting to be closed to the public (closed delegation), an individual may submit a request to the Reference Committee for an opportunity to provide information to the Reference Committee in a meeting or portion of a meeting that is closed to the public. Such request may be submitted at the start of the meeting. The decision to hear from an individual regarding a matter in a closed session, shall be subject to the topic adhering to the criteria for a closed meeting under Section 239 of the Municipal Act, 2001, majority approval of a motion or resolution to hold the closed session and the resolution stating the general nature of the matter to be considered in the closed session.

21. A maximum of four (4) delegations will be permitted at each meeting and delegations shall be scheduled in consultation with the Chair of the appropriate Reference Committee, with due consideration to the date and time of the submission of the delegations request.
22. A person shall only be entitled to appear as a delegation, a maximum of one (1) time every three (3) months.
23. A maximum of five (5) minutes shall be permitted for each delegation and each delegation shall only be permitted to speak to the matter listed on their delegation request.
24. Following each delegation, Members of Committee may ask questions of the delegate.