



Bill No. 004

BY-LAW NUMBER 2023-

A By-law of The Corporation of the City of Barrie to further amend By-law 2019-100 as amended, being a by-law to govern the proceedings of Council.

WHEREAS Section 238 of the *Municipal Act*, S.O., 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 motions 22-G-181 and 22-G-184 the Council of The Corporation of the City of Barrie deems it expedient to further amend By-law 2019-100 as amended, being a by-law to govern the proceedings of Council;

NOW THEREFORE the Council of The Corporation of the City of Barrie enacts as follows:

1. **THAT** Procedural By-law as amended be further amended as follows:
 - a) To add Section 1.12 under Definitions and that other sections be renumbered accordingly:

“Item for Discussion” – a motion brought forward by a member of Council that provides for matters such as direction to staff, invitation for a presentation.
 - b) To add Section 5.3 under Conduct of Members of Council with the following:

“5.3 That during in-camera sessions, members of Council shall not message, email, or communicate by electron means or use any device that records audio and/video with anyone unless explicitly permitted by the Mayor and/or City Clerk at the time.”
 - c) To delete Sections 12.1 b), 12.4 and 12.6 as they no longer apply and that the other sections be renumbered accordingly.
 - d) To add Section 17 under Item for Discussion(s) with the following and that the other sections be renumbered accordingly:

“17.1 That Items for Discussion be considered at the appropriate Reference Committee.

17.2 If an Item for Discussion is deemed urgent, the Clerk will consult with the Mayor on alternatives to bring the matter forward.

17.3 That all Items for Discussion that are ratified by City Council be listed on the City’s website.”
2. **THAT** “Schedule “A” – Reference Committees of By-law 2019-100 be repealed and replaced with “Schedule “A” – Reference Committees.
3. **THAT** “Schedule “B” – Special and Advisory Committees of By-law 2019-100 be repealed and replaced with “Schedule “B” – Special and Advisory Committees.
4. **THAT** this By-law shall come into force and effect immediately upon passing thereof.

READ a first and second time this 1st day of February, 2023.

READ a third time and finally passed this 1st day of February, 2023.

THE CORPORATION OF THE CITY OF BARRIE

MAYOR – ALEX NUTTALL

CITY CLERK – WENDY COOKE

**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)

Affordability Committee;
- b)

Community Safety Committee;
- c)

Infrastructure and Community Investment Committee; and
- b)

Finance and Responsible Governance Committee
3. In addition to the Mayor and Deputy Mayor being ex-officio members of all the Reference Committees, the number of members of the Reference Committee shall be as follows:
- a)

Affordability Committee

minimum two
- b)

Community Safety Committee

minimum two
- c)

Infrastructure and Community Investment Committee

minimum three
- d)

Finance and Responsible Governance Committee

minimum two

A Reference Committee ex-officio member counts towards quorum if quorum of the membership is not present.

Quorum will be adjusted when a member of Committee is on leave of absence, resigns or becomes ineligible and a temporary replacement is not appointed.

Members who are absent for three (3) consecutive meetings without permission from of the Committee shall be removed from the Committee membership.

Mandates:

4. **Affordability Committee:**
- a)

The Strategic Vision:
 - Encourage a range of housing options to make housing attainable
 - Open for business environment to help encourage job creation
 - Develop and attract talent to support our employers
- b)

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

Development matters including land and property development and use, 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, Business Development – retention, attraction, business licensing
5. **Community Safety Committee:**
- a)

The Strategic vision:
 - Support neighbourhood safety and crime prevention
 - Address speeding and aggressive driving to ensure street and pedestrian safety
 - Work with our partners to implement the community safety and well-being plan
 - Support community-based policing initiatives
 - Create and foster programs and opportunities to support community wellness

- b) The duties of the Community Safety Committee shall be to study and report to the General Committee on matters referred to within the following subjects:

Fire prevention, operations and training, community emergency management, recreation, seniors, youth, by-law enforcement services, parking operations, property standards, creative economy, health and wellness and City Centre Revitalization.

6. **Infrastructure and Community Investment Committee:**

- a) **The Strategic vision:**

- Make it easier to move around the city
- Fix roads that need attention
- Update and improve infrastructure
- Support active transportation and pedestrian connections
- Implement climate action plans
- Foster growth in arts and culture
- Expand and maximize access to parks and recreation opportunities
- Continue to support a vibrant downtown

- b) The duties of the Infrastructure and Community Investment Committee shall be to study and report to the General Committee on matters referred to within the following subjects:

Corporate facility management, parks operations, environmental (water supply, treatment and distribution, wastewater collection and treatment, environmental investigation and response and waste management), and transportation services, and transportation (roads maintenance, traffic management, transit operations, rail, and airport services), Infrastructure planning, design, and construction (roads, water, sanitary and storm sewers).

7. **Finance and Responsible Governance Committee:**

- a) **The Strategic vision:**

- Support the services our community needs while keeping tax increases low
- Maintain focus on city core services
- Financial stewardship which includes finding efficiencies and innovation
- Advocating to other levels of government for support
- Ensure accountability and transparency
- Champion equity, diversity, and inclusion

- b) The duties of the Finance and Responsible Governance 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), internal audit, legal, real estate, risk management, information technology, legislative, court, human resources, Intergovernmental, Service and Community Partner relations, history, archives, customer service, communications.

Conduct of Reference Committees

8. 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.
9. 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.
10. A Reference Committee shall adhere, in the transaction of all business to the rules prescribed by the by-laws of the Council.
11. 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.

12. A Reference Committee may refer or defer a matter without Council approval.
13. A Reference Committee may direct staff as it relates to a request for further information without Council approval.
14. A Reference Committee may consider new business that has not been referred to it by Council if the subject of the business falls within its associated mandate and the Terms of Reference approved by Council.
15. 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

14.
 - a) Persons who wish to provide an Open 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.
 - b) Open Delegations provided to a Standing Committee may be provided in alternative formats including video conferencing, telephone and written submission at the discretion of the City Clerk in consultation with the Chair.
15. An Open Delegation shall be restricted to a single subject matter.
16. The subject matter of a delegation shall be of a community interest and shall not utilize the delegation opportunity to promote a specific business.
17. 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.
18. The City Clerk shall be authorized to refuse an Open Delegation request where the topic of the Open Delegation relates to:
 - a) 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;
 - b) Promotes a specific business;
 - c) Is not of community interest;
 - d) Is not within the jurisdiction of City Council; or
 - e) May impugn the reputation of any individual or member.
19. 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.
20. 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.
21. A person shall only be entitled to appear as a delegation, a maximum of one (1) time every three (3) months.
22. 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.
23. Following each delegation, Members of Committee may ask questions of the delegate.

**SCHEDULE “B”
SPECIAL AND ADVISORY COMMITTEES**

MANDATE AND DUTIES OF SPECIAL AND ADVISORY COMMITTEES

1. Active Transportation and Sustainability Advisory Committee

To provide advice and perspectives associated with policies, programs and facilities, while promoting the following:

- a) A safe, convenient, sustainable and accessible active transportation system; and
- b) A sustainable, efficient, healthy and resilient environment and community.

3. Arts Advisory Committee

To advise City Council and staff on all matters regarding the arts and culture in the City of Barrie.

4. Communities in Bloom Committee

To help facilitate the development of Barrie, in the Communities in Bloom National Municipal Beautification contest, with a focus on flowers, landscaping, gardens, beautification and environmental awareness.

6. Heritage Barrie

The Heritage Barrie Committee shall:

- Educate Council and build public awareness around cultural heritage preservation in the City – the what, when, why and how – by providing information about the preservation and conservation of heritage as well as information on listing properties on the Municipal Heritage Register;
- Advance heritage initiatives through a land use policy connection at both a neighbourhood and city-wide level (e.g. Community Improvement Plans);
- Establish criteria for evaluating the architectural or historical value of a property, and prepare and maintain a list of all properties worthy of pursuing conservation under the *OHA*;
- Keep up to date on all heritage conservation legislation and programs, and advise Council of any programs worthy of consideration by the City;
- Advise and assist Council on all matters relating to Part IV and V of the *OHA* and provide recommendations for designating heritage properties as per the *OHA*; and,
- Undertake the appropriate action items from the Cultural Heritage Strategy and the Historic Neighbourhood Strategy.

7. International Relations Committee

The mandate of the International Relations Committee is to coordinate and enhance the City of Barrie's relationships with international communities for the benefit of the social, economic, educational and cultural development of our citizens and our community. The specific objectives of the mandate are achieved through the work of the individual sub-committees.

8. Investment Board

The Investment Board is established as a City board, responsible to control and manage the City's investments pursuant to the Prudent Investment Standard and the Investment Policy Statement adopted by City Council.

The Board will adopt and follow an Investment Plan that implements the City's Investment Policy. The Investment Plan shall deal with how the Board will invest the City's money.

The Board may retain agents to act on its behalf pursuant to the requirements of the prudent investment standard.

9. **Municipal Elections Compliance Audit Committee**

The powers and functions of the Municipal Election Compliance Audit Committee are established in accordance with subsection 81 of the *Municipal Elections Act, 1996*.

10. **Order of the Spirit Catcher Award**

To review all nominations for the Order of the Spirit Catcher (adult, youth and senior) and determine the recipients of the Award, and the date at which the presentation to the recipients will be made at Council.

11. **Seniors and Accessibility Advisory Committee**

To represent and provide advice on Barrie seniors’ perspectives on municipal matters;

- a) To champion issues related to the provision of an accessible community on behalf of all Barrie’s citizens.
- b) To represent and provide advice on seniors’ perspectives on municipal matters.

12. **Town and Gown Committee**

To develop and enhance relationships, communications, and policies between Georgian College students, the City and the community.

14. The Special and Advisory Committees listed below shall report as follows:

| Committee | Reports To |
|--|---|
| Active Transportation and Sustainability Committee | Infrastructure and Community Investment Committee |
| Arts Advisory Committee | Infrastructure and Community Investment Committee |
| Communities in Bloom Committee | Infrastructure and Community Investment Committee |
| Heritage Barrie | Affordability Committee |
| International Relations Committee | Finance and Responsible Governance Committee |
| Investment Board | Finance and Responsible Governance Committee |
| Municipal Elections Compliance Audit Committee | General Committee |
| Order of the Spirit Catcher Award Committee | General Committee |
| Seniors and Accessibility Advisory Committee | Community Safety Committee |
| Town and Gown Committee | Community Safety Committee |

15. A Member who is absent for three (3) consecutive meetings without permission from the Committee will be removed from the Committee.
16. 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.
17. An Advisory Committee may consider a new business that has not been referred to it by Council if the subject of the business falls with the mandate as described and the Terms of Reference approved by Council.