

A BY-LAW TO AMEND BY-LAW NO. 009-2019, BEING A BY-LAW TO ESTABLISH THE RULES OF ORDER AND PROCEDURES FOR MUNICIPAL COUNCIL AND COMMITTEE MEETINGS OF THE CORPORATION OF THE TOWN OF COBOURG.

WHEREAS WHEREAS parliamentary procedures are rooted in principles designed to ensure the fair and efficient disposition of business before a deliberative body;

AND WHEREAS Section 238(2) of the *Municipal Act, 2001*, provides that every Municipality shall pass a procedural by-law to govern the calling, place and proceedings of meetings;

AND WHEREAS Council and its Committees shall also follow the regulations as set out within the Municipal Conflict of Interest Act, and the parliamentary authority of Robert's Rules of Order;

AND WHEREAS the Council of the Corporation of the Town of Cobourg deems it expedient to provide for updates to the way in which its meetings are conducted and governed;

NOW THEREFORE the Council of the Corporation of the Town of Cobourg enacts as follows:

1. **THAT** Section 7.2 of the Procedural By-law be amended to insert the following wording:
 - 7.2 The Head of Council shall Chair all public meetings of Council, including hearings.
2. **THAT** Section 7.5 of the Procedural By-law be deleted in its entirety.
3. **THAT** Section 9.2 of the Procedural By-law be amended to delete the following wording:
 - 9.2 The Committee of the Whole meeting agendas and all related materials will be prepared and circulated ten (10) days in advance of the meeting to provide ample time for Council Members to review the items and to ask questions of various Council Coordinators and Municipal Staff.
4. **THAT** Section 9.4 of the Procedural By-law be amended to insert the following wording:
 - 9.4 The Head of Council shall assume the role of Chair during the Committee of the Whole Meetings and will be responsible for announcements, presenting the items individually as listed in the agenda, for asking municipal staff to explain the reports, for reading out the motion, for facilitating the discussion, for dealing with

amendments, for calling the vote and for announcing the status of the motion being carried, defeated or amended. If the Head of Council is absent, than the Chair will be the Deputy Mayor, and if the Deputy Mayor is absent, Members of Council will vote amongst themselves as to who will assume the Chair role for that Committee of the Whole meeting.

5. **THAT** Section 27.0 of the Procedural By-law be amended to insert and delete the following wording:

27.0 Council Announcements are added to the agenda for the sole purpose of informing other Members of Council and the general public on items **of interest that Council Members wish to report on**. ~~It also provides Council an opportunity to ask questions of clarification only relating to items in a Council Member/Coordinator's portfolio.~~

6. **THAT** Section 27.2 of the Procedural By-law be amended to insert and delete the following wording:

27.2 *The **Council** ~~Coordinator~~ Announcement section in the Agenda does not allow for debate and, therefore, issues that have been previously considered by Council should not be brought forward under ~~Co-ordinator~~ **Council** Reports and no notes will be taken by the Clerk under this section unless directed by the Mayor or Presiding Officer to do so.*

7. **THAT** Section 34.5 of the Procedural By-law be amended to insert and delete the following wording:

34.5 *All Council ~~Service Coordinators~~ will review the applications under ~~their assigned respective service area of responsibility~~ and will make recommendations for prospective Committee Members from applications received in Closed Session for appointment by motion at a Regular Council Meeting ~~for their areas of responsibility~~ after each municipal election for any vacancies or expired terms of office or on an as needed basis.*

8. **THAT** the Procedural By-law be amended to insert the following wording within the definitions Section 2.0 to include:

“Consent Agenda” shall mean the portion(s) of an agenda comprised of the Adoption of the Minutes, Correspondence and Bylaws that may be approved by a single motion, without debate, subject to the agreement of all Members. Should a member wish to discuss an item, they would request the item be extracted from the consent agenda and that item would be discussed separately.

9. **THAT** Section 10.4 of the Procedural By-law be amended to insert and delete the following wording:

- I. Call to Order
- II. Moment of Reflection
- III. Additions to the Agenda
- IV. Disclosure of Pecuniary (Financial) Interest

Consent Agenda

- a) **Adoption of Minutes of the Previous Meeting**
- b) **Committee and Board Meeting Minutes**

Items Extracted from Consent Agenda

- V. Presentations
- VI. Delegations
- VII. Delegation Actions

Consent Agenda
a) Correspondence

Items Extracted from Consent Agenda

- VIII. Reports
- IX. Motions
- X. ~~By-laws~~
- XI. Petitions
- XII. ~~Committee/Board Minutes~~
- XIII. Notice of Motion

Consent Agenda
a) By-laws


Items Extracted from Consent Agenda

- XIV. ~~Correspondence~~
- XV. Council/Coordinator Announcements
- XVI. Unfinished Business
- XVII. Closed Session
- XVIII. Confirmatory By-laws
- XIX. Adjournment

10. THAT this By-law shall take effect upon the date of final passing.

By-law read and passed in Open Council this 19th day of December, 2022.



MAYOR

MUNICIPAL CLERK