

**Schedule “A”  
to the Council Procedure By-law**

**Committee Procedures**

**PART 1 – DEFINITIONS**

1. In this Schedule “A”:

“**Ad Hoc Committee**” means a Committee appointed by Council to provide recommendations, advice and information to Council or a Standing Committee related to specific topics and/or areas of interest that immediately disbands upon completion of the project;

“**Advisory Committee**” means a Committee appointed by Council to provide recommendations, advice and information to Council or a Standing Committee related to specific topics and/or areas of interest;

“**Applicant**” means a person who has submitted an application to the City for the development of land pursuant to the *Planning Act* including an official plan amendment, zoning by-law amendment and/or draft plan of subdivision;

“**Ex-Officio**” means a member of a Committee by reason of holding another position, who has the rights and privileges of a Member of that Committee or as otherwise outlined in this by-law;

“**Quasi Judicial Committee**” means a committee that is appointed by Council to hold hearings and to make decisions on matters independent of Council which may include but are not limited to City by-laws, local improvements or election campaign finances;

“**Standing Committee**” means a committee established by Council and consisting solely of Members of Council but not necessarily all Members of Council, except that Audit Committee shall include volunteer citizen members who are appointed by Council, as more particularly set out in subsection 7(1) of this Schedule “A”; and (0071-2026)

“**Subcommittee**” means a committee consisting of at least two (2) Members of a Advisory Committee establishing the sub-committee, to consider one or more matters and to report back to the parent Advisory Committee.

2. For greater clarity, the defined terms found in the main body of this by-law shall be applicable to this Schedule “A”.

**PART 2 – STANDING COMMITTEES**

3. There shall be the following Standing Committees of Council:
- (1) Audit Committee;
  - (2) Budget Committee;
  - (3) General Committee; and

- (4) Planning and Development Committee.
4. Any Standing Committee established by Council shall:
  - (1) be responsible for formulating major and general policies for recommendation to Council; and
  - (2) shall consider such other matters as may be referred to it from time to time by Council.
5. Audit Committee shall be subject to the by-laws enacted by Council including By-law 0069-2015 (or its successor By-law) and any other procedural documents for the operation and regulation of the matters assigned.
6. In the event of a conflict between this by-law and By-law 0069-2015 (or its successor By-law), By-law 0069-2015 shall prevail for Audit Committee.

#### **MEMBERSHIP**

7. A Standing Committee shall consist of all Members of Council except:
  - (1) Audit Committee, which shall consist of the Mayor and four other Members of Council and up to three volunteer citizen members who are appointed by Council. (0071-2026)
  - (2) Deleted by By-law 0247-2022.
8. The Members of a Standing Committee established pursuant to Section 7 of this Schedule shall be appointed by resolution of Council.

#### **TERM**

9. The term of office for Members of a Standing Committee shall be the term of the Council, or until a successor is appointed.

#### **APPOINTING A CHAIR AND VICE CHAIR**

10. The Chair of a Standing Committee shall have the powers and duties set out in Section 28 of this by-law and shall be appointed as follows:
  - (1) the Chair of Audit Committee shall be appointed from its membership at the first Meeting of each term;
  - (2) the Chair of Budget Committee shall be the Mayor;
  - (3) the Chair of General Committee shall be a Member of Council and assigned on a rotating basis; and
  - (4) the Chair of Planning and Development Committee shall be a Member of Council and assigned on a rotating basis. (0247-2022)

11. The Vice-Chair of a Standing Committee shall have the powers and duties set out in Section 30 of this by-law and shall be appointed as follows:
  - (1) for Planning and Development Committee, the Vice-Chair shall be a Member of the Planning and Development Committee;
  - (2) for Audit Committee, the Vice-Chair shall be a Member of Audit Committee, which shall be reflected in Audit Committee's terms of reference; and
  - (3) for Budget Committee, the Vice-Chair is the Acting Mayor.

## **MEMBERS**

12. A Member of a Standing Committee may initially speak on an item of business or Motion for five minutes unless otherwise determined by the Chair.
13. No Member of a Standing Committee shall speak more than once on an item of business until every Member who desires to speak has spoken.
14. A Member of a Standing Committee may speak to an item of business for five (5) minutes and any Member of a Standing Committee wishing to speak to an item of business for a second time may do so for a further three (3) minutes.

## **MEETINGS**

15. Meetings of a Standing Committee shall be scheduled by the Clerk on the following basis:
  - (1) Audit Committee is to meet up to four (4) times per year, except during a municipal election year where Audit Committee shall meet up to three (3) times per year. When necessary, additional Meetings may be held at the call of Audit Committee Chair or Clerk; (0050-2024)
  - (2) Budget Committee is to meet at least one (1) time per year to deliberate on both the capital budget and the current budget;
  - (3) General Committee is to meet at 9:30 a.m. on two week intervals, or as determined by the Clerk; and
  - (4) Planning and Development Committee is to meet at 6:00 p.m. on three week intervals, or as determined by the Clerk. The time for a Meeting of Planning and Development Committee may be adjusted by the Clerk to accommodate the number of items for consideration.

## **QUORUM**

16. Quorum for a Standing Committee is established by the presence of a majority of the Members of such Committee.
17. Notwithstanding Section 16, Quorum for:

- (1) Audit Committee is established by the presence of three (3) Members of Audit Committee who are also Members of Council; and (0071-2026)
  - (2) Planning and Development Committee is established by the presence of five (5) Members of Planning and Development Committee.
18. For greater clarity, a Member that is permitted to participate in a Meeting of a Standing Committee electronically shall be counted in determining whether or not Quorum of Members is present at any point in time.

## **REPORTING**

19. A Standing Committee shall report to Council.

## **PART 3 - ADVISORY COMMITTEES**

20. Council may establish an Advisory Committee which shall:
- (1) be responsible for the review of one or more matters assigned to it by Council, and the formulation of recommendations on such matters;
  - (2) consider such other matters as may be referred to it from time to time by Council or a Standing Committee;
  - (3) be subject to a terms of reference for the particular Advisory Committee, adopted by Council from time to time; and
  - (4) report to the appropriate Standing Committee or Council, as determined by the Clerk, on an annual basis.

## **CRITERIA TO FORM A NEW ADVISORY COMMITTEE**

21. An Advisory Committee shall comply with any and all statutory requirements.
22. If there are no statutory requirements, the establishment of an Advisory Committee must fulfill at least five (5) of the follow criteria:
- (1) align with the City's Strategic Plan (and other Master Plans or guiding documents);
  - (2) require citizen voices or external stakeholder expertise to develop public policy or fulfill corporate mandate;
  - (3) ensure that broad subject matter is handled by multiple internal divisions and/or external stakeholders;
  - (4) include emerging issues of clear importance to the municipality;
  - (5) significantly help stream-line discussion and decision-making at a Standing Committee;
  - (6) handle work that staff do not perform;

- (7) required for the long-term (minimum of five years); and
- (8) mandate and work plan can be clearly articulated.

## **MEMBERSHIP**

- 23. An Advisory Committee shall consist of such number of Members of Council and citizen representatives, which shall be ratified by way of a resolution of Council or By-law.

## **TERM**

- 24. The Members of an Advisory Committee shall hold office for the term as may be determined by Council in its resolution of appointment or By-law, or until the appointment of a successor.

## **CHAIR AND VICE CHAIR**

- 25. The Chair and Vice-Chair of an Advisory Committee, unless appointed by Council at the time the Advisory Committee was established, shall be determined at the first Meeting of the Advisory Committee and the appointees shall have the powers and duties set out in Sections 28 and 30 of this by-law respectively.
- 26. A recommendation from an Advisory Committee to appoint a Chair and Vice-Chair, as contemplated in Section 25 of this Schedule, shall not be effective until adopted by Council.
- 27. The Chair of an Advisory Committee may vote on all questions submitted to the Committee. In the absence of both the appointed Chair and Vice-Chair, the Members may appoint from among those Members present at the Meeting, an Acting Chair to preside that particular Meeting.

## **MEETINGS**

- 28. Meetings of an Advisory Committee shall be scheduled by the Clerk on the following basis:
  - (1) the date and time of the first Meeting shall be determined by the Clerk after first canvassing the Advisory Committee's membership;
  - (2) unless otherwise set in the terms of reference for the Committee, the next and each succeeding Meeting shall be held on a regular basis as determined by the Advisory Committee, or at the call of its Chair; and
  - (3) despite the guidelines in subsections (1) and (2) of this Section, the scheduling of Meetings may be amended from time to time by the Clerk to recognize insufficient Agenda items or identified scheduling conflicts.

## **QUORUM**

- 29. Quorum for an Advisory Committee, except where any terms of reference otherwise provide, is established by the presence of a majority of its Members.

30. For greater clarity, a Member that is permitted to participate in a Meeting of an Advisory Committee electronically shall be counted in determining whether or not Quorum of Members is present at any point in time.

#### **REPORTING**

31. An Advisory Committee shall report to General Committee.

#### **DISBANDING**

32. An Advisory Committee may be disbanded by way of Council resolution or By-law, subject to statutory limitations.

#### **PART 4 - AD HOC COMMITTEES**

33. Council may establish an Ad Hoc Committee which shall:
- (1) be responsible for the review of one or more matters assigned to it by Council, and the formulation of recommendations on such matters;
  - (2) consider such other matters as may be Referred to it by Council or a Standing Committee; and
  - (3) be subject to any terms of reference for the particular Ad Hoc Committee, adopted by Council.

#### **MEMBERSHIP**

34. An Ad Hoc Committee shall consist of such number of Council Members, citizen and staff representatives which shall be ratified by way of a resolution of Council.
35. Despite Section 34, Council may direct the appointed Members to invite additional members of the public to participate in a volunteer capacity (not including citizen appointed Members), without the need for a resolution of Council.
36. A voluntary member of an Ad Hoc Committee as described in Section 35 does not have any rights of a Member including the right to vote or the ability to Chair a Meeting.

#### **TERM**

37. The term of office for Members of an Ad Hoc Committee, including both appointed and volunteer members, shall end upon completion of the assigned tasks and the subsequent reporting by such Ad Hoc Committee of its findings to General Committee, unless otherwise directed by Council.

#### **CHAIR AND VICE CHAIR**

38. The Chair and Vice-Chair of an Ad Hoc Committee, unless appointed by Council at the time the Ad Hoc Committee was established, shall be determined at the first Meeting of the Ad Hoc Committee and the appointees shall have the powers and duties set out in Sections 28 and 30 of this by-law respectively.

39. A recommendation from an Ad Hoc Committee to appoint a Chair and Vice-Chair, as contemplated in Section 38 of this Schedule, shall not be effective until adopted by Council.
40. The Chair of an Ad Hoc Committee may vote on all questions submitted to the Committee. In the absence of both the appointed Chair and Vice-Chair, the Members may appoint from among those Members present at the Meeting, an Acting Chair to preside that particular Meeting.

## **MEETINGS**

41. Meetings of an Ad Hoc Committee shall be scheduled by the Clerk on the following basis:
  - (1) the date and time of the first Meeting shall be determined by the Clerk after first canvassing the Ad Hoc Committee's membership;
  - (2) unless otherwise set in the terms of reference for the Ad Hoc Committee, the next and each succeeding Meeting shall be held on a regular basis as determined by the Ad Hoc Committee, or at the call of its Chair; and
  - (3) despite the guidelines in subsections (1) and (2) of this Section, the scheduling of Meetings may be amended from time to time by the Clerk to recognize insufficient Agenda items or identified scheduling conflicts.

## **QUORUM**

42. Quorum for an Ad Hoc Committee, except where any terms of reference otherwise provide, is established by the presence of a majority of its Members.
43. For greater clarity, a Member that is permitted to participate in a Meeting of an Ad Hoc Committee electronically shall be counted in determining whether or not Quorum of Members is present at any point in time.

## **REPORTING**

44. An Ad Hoc Committee shall report to General Committee.
45. Upon direction of Council, an Ad Hoc Committee shall report its findings to General Committee, by way of a Corporate Report.

## **DISBANDING**

46. An Ad Hoc Committee shall be considered disbanded upon completion of the assigned tasks and submission of its findings, as determined by Council.

## **PART 5 - SUBCOMMITTEES**

47. An Advisory Committee (the "Parent Committee" for the purposes of this Part 5) may establish a Subcommittee and the Subcommittee shall be subject to any terms of reference established by the Parent Committee.

48. Any Subcommittee established pursuant to this Schedule shall consist of such Members of the Parent Committee, as may be determined by such Parent Committee and any other member approved by Council.

#### **TERM**

49. The term of office for Members of a Subcommittee shall end upon completion of the assigned task and the subsequent submission of the Subcommittee's findings to the Parent Committee, unless otherwise directed by Council.

#### **QUORUM**

50. Quorum for a Subcommittee, except where any terms of reference otherwise provide, is established by the presence of a majority of its Members.
51. For greater clarity, a Member that is permitted to participate in a Meeting of Subcommittee electronically shall be counted in determining whether or not Quorum of Members is present at any point in time.

#### **REPORTING**

52. A Subcommittee shall report directly to the Parent Committee.

#### **DISBANDING**

53. A Subcommittee shall be considered disbanded upon completion of the assigned task and submission of its findings, as determined by the Parent Committee.

### **PART 6 – COMMITTEES, GENERAL**

#### **MISCELLANEOUS**

54. The procedural rules for the Approval of Agenda, Conflict of Interest and Minutes from Previous Meetings that are applicable for Meetings of Council as set out in Sections 45 through 51 in this by-law, shall also apply to Meetings of a Committee.
55. The procedural rules for Consent Agendas that are applicable for Meetings of Council as set out in Section 59 in this by-law, shall also apply to Meetings of a Committee (excluding Audit Committee and Planning and Development Committee).
- 55.1 The rules for Members of Council as set out in Sections 32-34 of this by-law shall apply to Members of Committee, except for Section 34 which shall apply to Members of a Standing Committee only.

#### **OPEN AND CLOSED MEETINGS**

56. All Meetings of a Committee shall be open to the public and shall be convened at the Civic Centre unless the notice of Meeting stipulates the Meeting shall be held at another location, as determined by the Clerk.
57. The procedural rules for Closed Meetings of Council as set out in Sections 13 through 16 in this by-law, shall also apply to Meetings of a Committee.

## NOTICE OF MEETINGS

58. Notice shall be provided to the public respecting matters coming before a Committee for decision in the manner required by the City's Notice By-law or as otherwise required by law.
59. The Clerk shall give notice of each Meeting of a Committee:
  - (1) to the Members of such Committee by delivery of an Agenda, identifying the date, time and location at which the Meeting is scheduled, and listing the matters to be considered at the Meeting, no later than twenty-four (24) hours preceding the time at which the Meeting is scheduled to commence;
  - (2) by posting the date and time of the Meeting on the Council and Committee Calendar on the City's website; and
  - (3) despite subsections (1) and (2) of this Section, the time of delivery of the notice for a Meeting of a Subcommittee may be altered by the direction of the Subcommittee.

## DEPUTATIONS

60. Any person wishing to make a Deputation to a Committee on any matter prior to the posting of the relevant Meeting's Agenda, shall submit a request to the Clerk by 4:00 p.m. eight business days prior to the Meeting at which the person desires to be heard, stating the nature of the business to be discussed.
61. Any person wishing to address a Committee on a matter on the relevant Meeting's Agenda shall submit a request to the Clerk by 4:00 p.m. two business days prior to the Meeting.
62. A person granted permission to address a Committee shall confine their remarks to the stated business.
- 62.1 Notwithstanding Section 62, a Deputation from a member of the public can only be made one time per subject matter in a 12-month period and once the subject matter has been received by Council or a Committee, it is considered closed and any subsequent request for a Deputation from that member of the public within the 12-month period will be denied. (0023-2024)
63. A Deputation made to a Committee shall be limited to not more than ten minutes in total, not including Planning and Development Committee where Deputations will be limited to five minutes in total, subject to a Motion passed at the Meeting to extend the length of time allotted to a Deputation.
64. Section 63 of this Schedule does not apply to a person afforded to be heard on a matter by the authority of law, including:
  - (1) a person addressing Planning and Development Committee on a matter which is the subject of a public meeting or hearing for which notice was required pursuant to the *Planning Act*;

- (2) notwithstanding subsection (1), an Applicant (including any persons speaking on their behalf) related to a report on the Agenda of a statutorily required Meeting of Planning and Development Committee may make a Deputation which shall collectively be limited to twenty minutes

### **PUBLIC QUESTION PERIOD**

65. The Agenda for Meetings of a Committee (not including Planning and Development Committee) shall include a Public Question Period in accordance with Section 58 of this by-law.
66. Notwithstanding Section 65 above, Public Question Period for Meetings of an Advisory Committee shall be limited to 15 minutes and the Chair shall not extend this time period.

### **MOTIONS**

67. The procedural rules for Motions that are applicable for Meetings of Council as set out in Part 5 of this by-law, shall also apply to Meetings of a Committee, subject to the following exceptions:
  - (1) a Motion introduced at a Meeting of a Committee shall not be required to be seconded; or
  - (2) a Notice of Motion, as contemplated in Section 65 of this by-law, shall not be required at a Meeting of a Committee (0031-2023, 0023-2024)

### **VOTING**

68. Voting by Members of a Standing Committee shall be undertaken in accordance with Part 6 of this by-law.
69. The vote on any particular item shall not be a Recorded Vote except at a Meeting of a Standing Committee.
70. Every Member of a Committee present shall vote on every Motion unless:
  - (1) a Member declares a Conflict of Interest, in which case the Member shall recuse themselves; or
  - (2) a Member may Abstain from a vote. When a Member Abstains, without declaring a Conflict of Interest, the Member's vote will be recorded in the negative.
71. If a Motion contains distinct parts, a Member of a Committee may require separate votes on any or all parts.
72. Unless it is a Recorded Vote, the Chair shall first ask for those in a favour of adoption of the question to signal their vote and then ask for those opposed to its adoption to signal their vote.
73. The Chair shall declare the results of the vote.

74. If a Member of a Committee disagrees with the announced results of any vote, the Member must object immediately to require that the vote be retaken.
75. If there is an equality of votes on any question, the vote shall deemed to be lost.
76. Notwithstanding Section 69 of this Schedule, any Member of a Committee may require that their vote be recorded in the minutes of the Meeting as being opposed to a Motion.

#### **EX-OFFICIO MEMBERS**

77. The Mayor shall be an Ex-Officio Member of all Committees.
- 77.1 For greater clarity, any Members of Council not described in subsection (7)(2) of this Schedule may attend a Meeting of Planning and Development Committee as an Ex-Officio Member.
78. The Chair of any Advisory Committee that creates a Subcommittee is an Ex-Officio Member of the Subcommittee.

#### **VACANCIES**

79. Except where the terms of reference of a Committee provide otherwise, the seat of a Member of a Committee shall be declared vacant if the Member is absent from the Meetings of the Committee for three (3) consecutive months unless the Member is authorized:
  - (1) to be absent by a resolution of Council; or
  - (2) in accordance with the City's Pregnancy Leave/Parental Leave Policy (or successor policy).
80. For greater clarity, the applicable period of time set out in Section 79 of this Schedule for citizen appointed Members of a Committee shall be three (3) consecutive Meetings.
81. In any case where the seat of an appointed Member of an Advisory or an Ad Hoc Committee is declared vacant, the filling of the vacancy shall be made by resolution of Council.
82. Section 79 of this by-law shall not apply to Members of the Accessibility Advisory Committee or volunteer Members of an Ad Hoc Committee.

#### **UNFINISHED BUSINESS**

83. Unless otherwise directed by the Committee, an item of business not disposed of by a Committee, shall be placed on the Agenda of the next regular Meeting of the Committee, under the heading "Unfinished Business".

#### **MINUTES**

84. The Clerk shall record the proceedings of a Meeting of a Committee, in the form of annotated Minutes.

- (1) The Minutes of a Meeting of a Standing Committee shall be distributed to the Members of such Standing Committee for information, and shall not require adoption by that Standing Committee or Council to give effect to any direction of the Standing Committee, or a request made by a Committee Member, which is not represented in the Committee's recommendations to Council.
- (2) Despite subsection (1) of this Section:
  - (a) The Minutes from a Meeting of Planning and Development Committee and Audit Committee shall be presented for adoption by that Committee, at the next succeeding Meeting of the Committee
  - (b) The Minutes from a Meeting of an Advisory Committee or an Ad Hoc Committee shall be presented at the next succeeding Meeting of such Committee for adoption by that Committee.
  - (c) The Clerk is authorized to make minor technical or clerical corrections to the Minutes or resolutions after they have been adopted, with appropriate notation included in the minutes identifying the correction, so long as the intent and integrity of the information and /or resolution is not changed.

#### **MEMBERS OF THE PUBLIC**

85. The procedural rules for members of the public that are required to be observed in a Meeting of Council as set out in Sections 36 through 40 in this by-law, shall also apply to members of the public while attending a Meeting of a Committee.

#### **PART 7 – QUASI JUDICIAL COMMITTEES**

86. Quasi Judicial Committees shall be subject to any applicable rules of procedure including terms of reference as established by Council.