



2022 - 2026

**COMMITTEE &
BOARD MEMBER
HANDBOOK**

Congratulations on your recent appointment to one of Aurora’s Local Boards and Committees!

This handbook is meant to act as a reference guide for you over the term. Whether you are new to serving on a municipal board or committee or you’re returning, there is a breadth of key information here regarding your role, duties, Town by-laws, policies, and procedures.

The contents were prepared by the Town of Aurora Legislative Services Division and are available on the Town’s website at aurora.ca/committees. For any questions or additional information, please contact:

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Table of Contents

Mayor’s Message	4
Land Acknowledgement	5
The Town of Aurora Overview	6
Community Profile	6
Strategic Plan	6
Governance Structure	6
Administrative Structure.....	7
2022-2026 Local Boards and Committees.....	8
Creation and Disposition of Committees.....	8
Ad Hoc Committees	8
Statutory Boards or Committees.....	8
Advisory Committees.....	8
Local Boards.....	8
Accessibility Advisory Committee (AAC).....	8
Active Transportation and Traffic Safety Advisory Committee (ATTSAC).....	9
Aurora Appeal Tribunal (AAT)	9
Aurora Business Improvement Area (BIA).....	9
Aurora Public Library Board (APLB)	9
Committee of Adjustment (COA)	9
Community Recognition Review Advisory Committee (CRRAC).....	9

Council Compensation Ad Hoc Committee (CCAHC).....	9
Environmental Advisory Committee (EAC)	9
Finance Advisory Committee (FAC)	10
Heritage Advisory Committee (HAC)	10
Joint Council Committee - Central York Fire Services (JCC).....	10
Mayor’s Golf Classic Funds Committee (MGFCF)	10
Parks and Recreation Advisory Committee (PRAC).....	10
Property Standards Committee (PSC)	11
Operating Procedures	11
Open Meetings and Delegations.....	11
Open Meetings.....	11
Delegations	12
Diversity, Equity, and Inclusion.....	12
Accessibility	12
Membership, Vacancies and Attendance	12
Membership (Terms of Office)	12
Vacancies (Resignation, Withdrawal or Removal from Office)	13
Attendance.....	13
Roles and Responsibilities	13
Roles and Responsibilities of Ad Hoc/Advisory Committees and Local Boards	13
Roles and Responsibilities of Members.....	13
Roles and Responsibilities of the Chair	13
Roles and Responsibilities of Staff Liaisons	14
Roles and Responsibilities of Legislative Services Staff	14
Confidential Information	14
Meeting Procedures	15
Procedure By-law (Appendix D).....	15
Terms of Reference (Appendix C)	15
Quorum	15
Agendas	15
Minutes	16
Motions	16
Meeting Length.....	16
Hybrid Meetings	16
Code of Conduct	16

Additional Resources 18

- Appendix A: Code of Conduct for Local Boards18
- Appendix B: Policy for Ad Hoc/Advisory Committees and Local Boards18
- Appendix C: 2022-2026 Terms of Reference.....18
- Appendix D: Procedure By-law Number 6228-19, as amended18
- Appendix E: Orientation Presentation18
- Appendix F: Integrity Commissioner Orientation Presentation18



MESSAGE

FROM THE MAYOR

On behalf of the Town of Aurora and Aurora Town Council, it is my absolute pleasure to welcome you as a board or committee member for the 2022-2026 term of Council. Thank you for your commitment to helping strengthen the services and programs that residents rely on each and every day.

As a Council, we highly value the recommendations we receive from our various boards and committees, as they are critical in helping Council make smart policy decisions that benefit the entire Town and our diverse population. By representing the voices of community members, you are helping ensure that multiple perspectives are taken into consideration when Council debates key issues and develops new programs and services. Importantly, you are tasked with the great responsibility of ensuring that the voices of marginalized and racialized groups – groups who historically have been excluded from the decision-making process at all levels of government – are included in the democratic process at Town Hall.

I greatly admire your dedication to helping strengthen Aurora. I look forward to collaborating with many of you on exciting initiatives that will ensure our town remains one of the best places to live, work and raise a family.

Sincerely,



Mayor Tom Mrakas
Town of Aurora

TOWN OF AURORA

LAND ACKNOWLEDGEMENT



The Town of Aurora acknowledges that the Anishinaabe lands on which we live and work are the traditional and treaty territory of the Chippewas of Georgina Island, as well as many other Nations whose presence here continues to this day. As the closest First Nation community to Aurora, we recognize the special relationship the Chippewas have with the lands and waters of this territory. They are the water protectors and environmental stewards of these lands, and as a municipality we join them in these responsibilities.

We further acknowledge that Aurora is part of the treaty lands of the Mississaugas and Chippewas, recognized through Treaty #13 as well as the Williams Treaties of 1923.

A shared understanding of the rich cultural heritage that has existed for centuries, and how our collective past brought us to where we are today, will help us walk together into a better future.



The Town of Aurora Overview

Community Profile

The Town of Aurora is located in Ontario and is part of the Regional Municipality of York, situated approximately 40 kilometers north of the City of Toronto. The Town of Aurora has a growing community with a population of more than 60,000 people as of the 2021 census, offering a high quality of life and various amenities for members of the community.

The Town of Aurora is known for its historic downtown featuring local businesses, including shops, restaurants, and many cultural attractions. The Town of Aurora also has various parks and green spaces, such as the Aurora Arboretum with more than 40 hectares of walking trails.

Strategic Plan

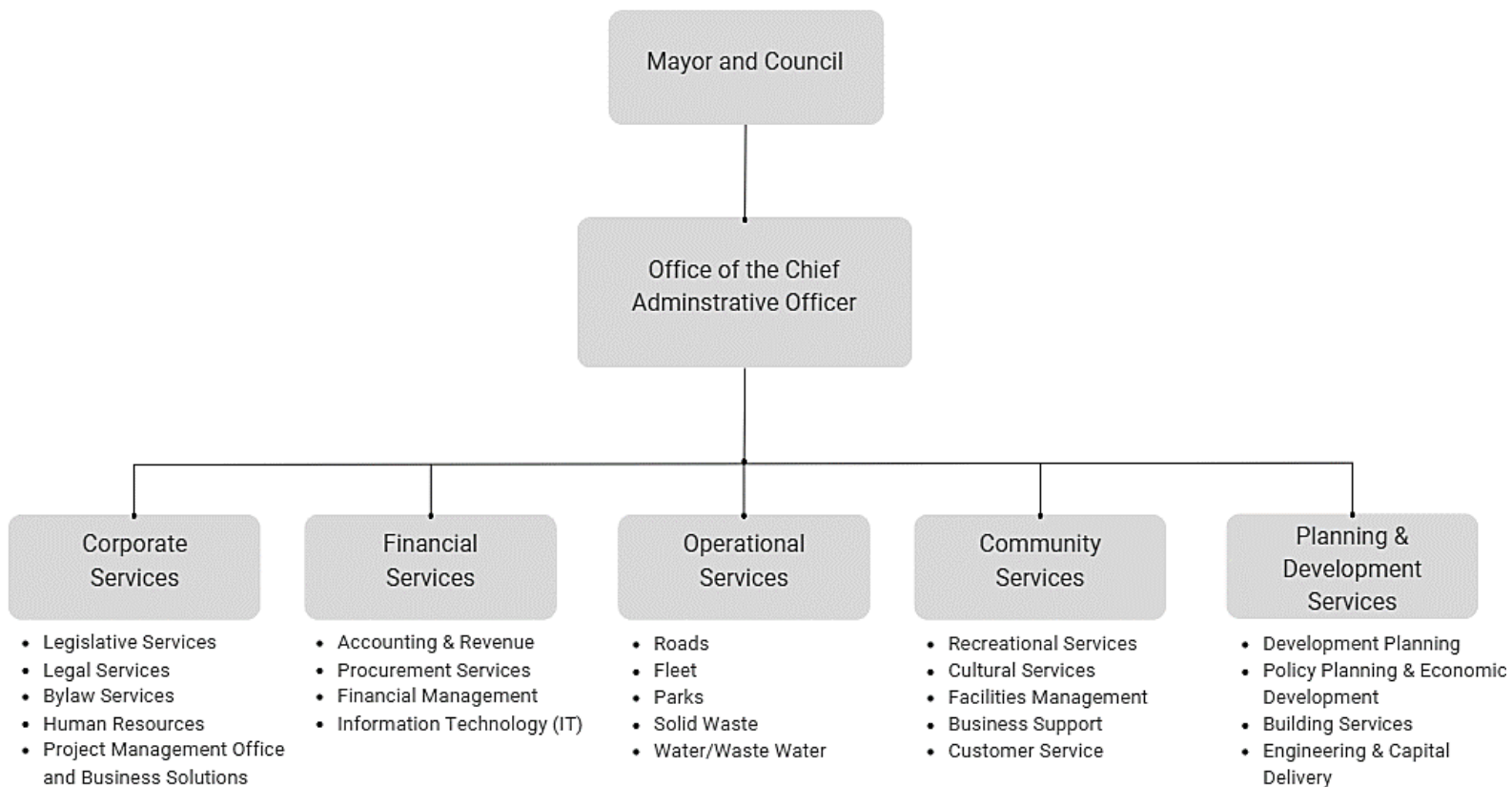
The Town of Aurora Strategic Plan of 2011-2031 formally outlines the goals and priorities for the Town of Aurora, key objectives, and strategic initiatives to help achieve these goals and objectives. The Town of Aurora's Strategic Plan also reveals its future vision and tactics to manifest this vision. The 2031 vision for the Town of Aurora is: "An innovate and sustainable community where neighbours care and businesses thrive." The purpose of the Strategic Plan is to "identify and assess growth and development opportunities and ensure the future economic, social and environmental sustainability and health of Aurora." For more information, visit the Town of [Aurora Strategic Plan](#) webpage.

Governance Structure

The Town of Aurora's municipal government is composed of the Mayor and six Ward Councillors, with the Mayor also representing the Town at the regional level of government in York Region.

The Mayor and Council are dedicated to serving the residents and businesses of the Town of Aurora in a responsive and effective manner, through leadership and legislative action, for the present and future well-being of the community.

Administrative Structure



2022-2026 Local Boards and Committees

The Town of Aurora establishes Local Boards and Committees to make recommendations regarding some public services. Statutory Committees and Local Boards are established under the authority of provincial legislation and/or municipal by-law. For more information, visit aurora.ca/committees.

Creation and Disposition of Committees

Ad Hoc Committees

- Council may from time to time, by resolution, establish Ad Hoc Committees as it deems appropriate.
- Ad Hoc Committees shall be discontinued by Council resolution when their recommendations upon the specified initiative or matter have been provided and further recommendations are no longer required.

Statutory Boards or Committees

- A Committee or Local Board that Council is required by provincial legislation to establish.

Advisory Committees

- Council may, by resolution, establish such Advisory Committees as it deems appropriate to provide recommendations to staff regarding a specific initiative or matter.

Local Boards

- Council may from time to time, by by-law, establish Local Boards as it deems appropriate to carry out functions which Council may lawfully authorize such Local Boards to perform, pursuant to the statute authorizing the creation of the Local Boards.
- Local Boards shall only be discontinued by Council by-law, provided such Local Boards are not mandated by provincial legislation.

Accessibility Advisory Committee (AAC)

The purpose of the Accessibility Advisory Committee is to encourage and facilitate accessibility on behalf of all persons with disabilities by promoting public awareness and sensitivity; encouraging co-operation among all service and interest groups to ensure an inclusive community for all persons; identifying and documenting relevant issues and concerns; improving access to housing, transportation, education, recreation, and employment which are all qualities of a five-star community; improving communication among all levels of government and service agencies to make recommendations regarding policy, procedure and legislation; to educate and champion needs that arise based on the *Accessibility for Ontarians with Disabilities Act, 2005*

(AODA); and recognizing that the needs of all persons, including persons with disabilities, are constantly changing.

Active Transportation and Traffic Safety Advisory Committee (ATTSAC)

The Active Transportation and Traffic Safety Advisory Committee is formed to support and advise Town staff in various issues relating to the development and implementation of the Transportation Master Plan and the Active Transportation Master Plan, Aurora Connects. The Committee will provide support and advice in all aspects of traffic safety issues that affect the Town of Aurora as a whole.

Aurora Appeal Tribunal (AAT)

The Aurora Appeal Tribunal is appointed by Council to conduct quasi-judicial hearings in respect to appeals pertaining to the Town's Licensing By-law and Animal Services By-law. Members who serve on Aurora Appeal Tribunal also sit on the Property Standards Committee.

Aurora Business Improvement Area (BIA)

The Aurora Business Improvement Area (BIA) is a volunteer-run organization committed to improving and promoting the Aurora Historical Business District. Through investment and advocacy, the goal is to build and maintain its position as Aurora's premier shopping, business, and entertainment destinations. For additional information, see the [Ontario Ministry of Municipal Affairs and Housing BIA Handbook](#).

Aurora Public Library Board (APLB)

The Aurora Public Library Board oversees the planning and policy decisions related to the Aurora Public Library service.

Committee of Adjustment (COA)

The Committee considers the merits of applications for land severances and minor variances to land, buildings, or structures, in accordance with the [Planning Act](#).

Community Recognition Review Advisory Committee (CRRAC)

The Community Recognition Review Advisory Committee is formed to support Town staff in various aspects of the annual Community Recognition Awards event.

Council Compensation Ad Hoc Committee (CCAHC)

The purpose of the Council Compensation Ad Hoc Committee is to review and make recommendations on the compensation level for the current Members of Council.

Environmental Advisory Committee (EAC)

The Environmental Advisory Committee is established to address ongoing climate change, adaptation and mitigation initiatives, energy conservation, environmental matters, and to contribute comments on the development of the Climate Change

Adaptation Plan and toward implementation of the Community Energy Plan, the Corporate Energy Conservation and Demand Management Plan, the Corporate Environmental Action Plan, and York Region's Climate Change Action Plan.

Finance Advisory Committee (FAC)

The primary function of the Finance Advisory Committee is to assist staff, Council, and the Corporation in fulfilling its fiscal responsibilities by reviewing and recommending on the long-range corporate financial planning process, capital planning initiatives and fiscal policy matters. The Committee mandate includes proactive advance input into the annual budgeting processes with a view to enhancing reporting and analysis mechanisms to ensure we are delivering value programs and services in the most effective and efficient manner.

Heritage Advisory Committee (HAC)

The Heritage Advisory Committee advises staff (and assists Council) on all matters relating to the conservation of buildings of historic or architectural value and on all matters relating to the designation and preservation of heritage conservation districts in accordance with the *Ontario Heritage Act*, and not on new planning and development, except for new applications within the heritage resource area as identified in the Town of Aurora's Official Plan, and on all properties as defined in Parts IV and V of the [Ontario Heritage Act](#).

Joint Council Committee - Central York Fire Services (JCC)

A Joint Committee of the Municipal Councils of Aurora and Newmarket formed and constituted as of January 1, 2002, for the purposes of providing and administering fire protection and preventive services for both municipalities in accordance with the Consolidated Fire Services Agreement.

Although accountable to both the Council of the Town of Aurora and the Town of Newmarket, it is the responsibility of Committee Members to make decisions which shall favour neither municipality but will provide an equal level of service to all the combined residents of both municipalities.

Mayor's Golf Classic Funds Committee (MGCFC)

The primary function of the Mayor's Golf Classic Funds Committee is to oversee the distribution of a Community Initiatives Fund generated from the annual Aurora Mayor's Charity Golf Classic.

Parks and Recreation Advisory Committee (PRAC)

The Parks and Recreation Advisory Committee is formed to support and advise the Community Services and Operational Services Departments respecting the delivery of Parks and Recreation programs and activities within the Town of Aurora.

Property Standards Committee (PSC)

The Property Standards Committee is appointed by Council to sit and hear appeals of any Orders to Comply issued by staff under the Town's Property Standards By-law relating to the conditions of properties in Town.

Operating Procedures

To ensure transparency and consistency, the standard operating practices apply to all Ad Hoc/Advisory Committees and Local Boards, unless otherwise specified by statute, regulation, or by-law.

Open Meetings and Delegations

Open Meetings

- The Committee Coordinator will give notice of all meetings by circulating the agenda and attachments to all Council Members, Committee Members, the CAO, and the Clerk, and by posting the agenda on the Town website with alternate formats available upon request.
- Any meeting of Ad Hoc/Advisory Committees and Local Boards may be cancelled or rescheduled subject to the approval of the Chair and Staff Liaison, and proper notice of the change will be circulated to all Members and posted on the Town's website.
- All meetings of Ad Hoc/Advisory Committees and Local Boards shall be open to the public, except as provided for in the Procedure By-law, and Committee/Board Members shall observe all provisions respecting Closed Session meetings.

Delegations

- A delegation is a formal address to an advisory/ad hoc committee, local board, standing committee, or Council, regarding a subject that is within the jurisdiction or influence of local government. We encourage all delegates to appear before the appropriate committee prior to appearing before Council. For more information, please visit aurora.ca/participation.

Diversity, Equity, and Inclusion

- The Town of Aurora is committed to creating an inclusive environment with equality for all who work, live, and play here. Our [Inclusion Charter](#), posted in all Town facilities, demonstrates our commitment to this goal.
- Council has adopted a [Diversity, Equity and Inclusion Strategic Plan 2021-2023](#)
- Alongside our partners, we share the vision of York Region as a welcoming and inclusive community where diversity is celebrated and where everyone can develop to their full potential, participate freely in society, and live with respect, dignity, and freedom from discrimination.
- Please visit [The Regional Municipality of York](#) for more information.

Accessibility

- The Town of Aurora is committed to improving opportunities for people with disabilities. We are committed to reducing and eliminating the barriers to equal access for all residents of Aurora.
- The [Multi-Year Accessibility Plan 2022-2026](#) is a road map that describes how we will continue to prevent and remove accessibility barriers to Town services and in our facilities.
- For more information, visit aurora.ca/accessibility.

Membership, Vacancies and Attendance

Membership (Terms of Office)

- All citizen Members shall be appointed for a two (2) year term.
- A Member, other than Council Members, may not serve more than two (2) consecutive Council terms on that Local Board or Committee, but may serve any number of consecutive terms on different Local Boards or Committees.
- A Member, other than Council Members, may not serve on more than one (1) Local Board or Committee at the same time. Council may choose to appoint a Member to more than one (1) committee by resolution, or by approving a Terms of Reference for a Local Board or Committee that specifically includes one (1) or more Members serving on another Local Board or Committee.

Vacancies (Resignation, Withdrawal or Removal from Office)

- Members may resign from office at any time by submitting a letter of resignation to the Clerk. Normally, resignations are tabled for the information of Council at a subsequent meeting.
- Members may temporarily withdraw from office, upon consent by resolution of Council, for a period up to three (3) months.
- Where a Member resigns or is removed from office, Council shall determine within two (2) months whether to appoint a new Member or amend the Terms of Reference.

Attendance

- Members are expected to attend all meetings. Should a Member be absent for three (3) consecutive meetings, as reflected in the minutes of the Local Boards and Committees, Council may, with or without a recommendation from the Local Boards and Committees, remove said Member from office.

Roles and Responsibilities

Roles and Responsibilities of Ad Hoc/Advisory Committees and Local Boards

- Committees and Local Boards provide an opportunity for engaged citizens to give formal, public input to Town staff on programs and ideas.
- Committees and Local Boards provide recommendations, advice, and information on specific areas of municipal service delivery and policy, as set out in the Terms of Reference, to Town staff.
- Committees and Local Boards fulfill this role in formal meetings by discussing issues brought before them.

Roles and Responsibilities of Members

- Members are appointed by Council to serve a two-year term on their Board or Committee.
- Members must attend meetings and are encouraged to:
 - Freely express their views on the topic under discussion.
 - Actively listen to fellow Committee Members, Town staff, and the public.
 - Respect different opinions.

Roles and Responsibilities of the Chair

- The Chair will be a Member of Council. If there is no Member of Council on the Board or Committee, the Chair will be elected from the citizen Members.
- The role of the Chair is to:
 - .

- Preside over the meeting, maintain order, and preserve the decorum of the meeting.
- Allow all Members to speak and ask questions and ensure that everyone is given the opportunity to participate.
- Rule on all procedural matters.
- Put all motions that are moved and seconded to a vote that do not contravene the rules of procedure.
- Decline to put a motion to a vote which does not comply with the rules of procedure, or which is not within the jurisdiction of Council.
- Announce the results of the vote on any motions presented for a vote.

Roles and Responsibilities of Staff Liaisons

- Town Staff Liaison will attend the meetings and act as the subject-matter expert for the issues presented on the agenda.
- Staff Liaison will bring forward agenda items for discussion within the Committee or Board's mandate.
- Staff do not take direction from Committee or Board Members according to the principle that only the CAO and Council may direct staff to action.

Roles and Responsibilities of Legislative Services Staff

- A staff member of the Town Clerk's Office will:
 - Attend the meetings;
 - Prepare and distribute agendas;
 - Record attendance and motions during the meeting;
 - Prepare and distribute the minutes; and
 - Provide procedural advice.
- Staff will assist Members in adhering to practices that allow for effective and efficient decision-making within the mandate of the Committee or Board.
- At Committee of Adjustment meetings, this role will be fulfilled by Planning staff as their Secretary/Treasurer.

Confidential Information

- Committee and Local Board Members may become privy to confidential, personal, or private information. Sensitive information must be kept confidential and not shared. For example, contact information of Members is considered private information. Any questions concerning confidentiality should be directed to the Town Clerk.

Meeting Procedures

Procedure By-law ([Appendix D](#))



- Establishes the rules used for meetings and facilitates the decision-making process.
 - Public notice of all meetings is required.
 - Open and transparent meetings
 - All meetings will be open to the public unless the meeting is being held in Closed Session under one of the exceptions from the *Municipal Act, 2001*
- Clerk’s staff can advise you of the rules during the meeting.

Terms of Reference ([Appendix C](#))

- A role of Council is to establish Committees and the Terms of Reference under which Committees operate. The Terms of Reference outlines the:
 - Name of the Committee
 - Purpose of the Committee
 - Membership of the Committee
 - Remuneration
 - Term of Council
 - Reporting
 - Meeting time and location
 - Staff Support
- For all Terms of Reference, visit aurora.ca/committees.

Quorum

- A majority of Members shall constitute quorum.
- Quorum must be maintained to hold a meeting.
- If there is no quorum 30 minutes after the scheduled start time, the meeting will stand adjourned.
- If quorum is lost during the meeting, the Chair shall declare that the meeting shall be adjourned until the next scheduled meeting.
- The Figure below illustrates an example of quorum:

Committee/Board of seven (7) Members	
Quorum is four (4) Members out of a total membership of seven (7) Members	

Agendas

- Prepared by the Clerk’s Office in consultation with the Staff Liaison.
- Published and distributed to the Members one week before the meeting.

- Includes staff reports and/or memorandums from Staff Liaison, which contain recommendations and background information.
- For agendas from previous terms, please visit aurora.ca/agendas.

Minutes

- Created by the Clerk's staff in attendance at the meeting.
 - Staff will include a summary of the discussion points of the Committee/Board, but will not be attributed to any individual Member.
- Minutes will be circulated to the Chair for comment. Staff will consider any comments received and prepare the final minutes.
 - Minutes will be listed on a future General Committee agenda to be received for information only.
- For minutes from previous terms, please visit aurora.ca/agendas.

Motions

- Chair must request a Member to "move" the motion, and another Member to "second" the motion, before the Members can discuss the item.
- All votes are public and will not be held in private.
- Members discuss agenda items and refer their comments to staff for the appropriate next steps.
 - Committee recommendations will be considered by staff in a future report to General Committee.
 - Committee comments will be provided in the Advisory Committee Review section of General Committee reports.

Meeting Length

- Scheduled for two (2) hours.
- Consideration of business not completed within this time frame should be deferred until the next scheduled meeting.

Hybrid Meetings

- Held in person at the Town Hall and electronically via Zoom.
 - Members can choose whether to participate in person or electronically each meeting.
- All meetings will be live streamed and recorded on the Town's YouTube Channel.

Code of Conduct

The Town of Aurora contracted Principles Integrity to act as the Town's Integrity Commissioner (IC); they help ensure Members of Council and Members of Local Boards conform to a high ethical standard and adhere to the Code of Conduct and any other applicable Town procedures, rules, or policies. The Code of Conduct for Members of

Local Boards, both adjudicative and non-adjudicative, follows the same organizational structure as the Council Code of Conduct. Some additional restrictions apply to adjudicative boards, and these are specified within.

The Office of the Integrity Commissioner is independent of Council and staff and reports directly to Council. The Integrity Commissioner performs their duties on a part-time, as-needed basis, and does not have a permanent office in the Town of Aurora. The Integrity Commissioner is not responsible for investigating the actions of Town staff.

All Members can contact the Integrity Commissioner for advice either by emailing postoffice@principlesintegrity.org or by mailing Principles Integrity, 30 Haddon Street, Toronto, ON M5M 3M9.

Additional Resources

Appendix A: Code of Conduct for Local Boards

Appendix B: Policy for Ad Hoc/Advisory Committees and Local Boards

Appendix C: 2022-2026 Terms of Reference

- Accessibility Advisory Committee
- Active Transportation and Traffic Safety Advisory Committee
- Aurora Appeal Tribunal
- Committee of Adjustment
- Community Recognition Review Advisory Committee
- Council Compensation Ad Hoc Committee
- Environmental Advisory Committee
- Heritage Advisory Committee
- Mayor's Golf Classic Funds Committee
- Parks and Recreation Advisory Committee
- Property Standards Committee
- Aurora Business Improvement Area By-law

Appendix D: Procedure By-law Number 6228-19, as amended

Appendix E: Orientation Presentation

Appendix F: Integrity Commissioner Orientation Presentation

Schedule “B” to By-law Number 6155-19

Code of Conduct for Local Boards - Non-Adjudicative & Adjudicative

January 2019

Contents

Part 1.....	2
General Introduction, Framework and Interpretation	2
Guiding Principles.....	2
Rule 1: Avoidance of Conflicts of Interest.....	2
Rule 2: Gifts, Benefits and Hospitality.....	3
Rule 3: [Intentionally left blank].....	3
Rule 4: Confidential information.....	3
Rule 5: Use of Town Resources, Election Campaigns	3
Rule 6: Election Campaigns	3
Rule 7: Improper Use of Influence, Business Prospects.....	3
Rule 8: Business Relations.....	3
Rule 9: Member Conduct.....	3
Rule 10: Media Communications.....	4
Rule 11: Respect for the Town By-laws and Policies.....	4
Rule 12: Respectful Workplace	4
Rule 13: Conduct Respecting Staff.....	4
Rule 14: [Intentionally left blank].....	4
Rule 15: Reprisals and Obstructing	4
Rule 16: Acting on Advice of Integrity Commissioner	4
Part 2: Adjudicative Boards Only.....	5
Rule 17: Additional Requirements Applicable to Members of Adjudicative Local Boards	5
Rule 18: Communications with Parties	5
Rule 19: Independent Nature of Adjudicative Boards	6
Part 3.....	6
Complaint Protocol	6
Consequences of Failure to Adhere to Code of Conduct.....	6

Part 1

General Introduction, Framework and Interpretation

This document is a Code of Conduct for members of Local Boards, both adjudicative and non-adjudicative. Local Boards, sometimes referred to as committees or tribunals, are as defined in s.223.1 of the *Municipal Act* and as identified by the municipality.

Some additional restrictions apply to adjudicative boards and these are specified. The Code of Conduct for Local Boards follows the same organizational structure as the Council Code of Conduct. Definitions and commentary contained in the Council Code of Conduct may apply, where relevant, with necessary modifications and may be referred to for clarification and interpretive assistance in understanding this Code. Provisions of the Council Code of Conduct which are not relevant to members of Local Boards have been eliminated from this document.

Guiding Principles

Members shall act with honesty and integrity, serving in a diligent manner, and performing their duties in a manner which promotes public confidence.

Rule 1: Avoidance of Conflicts of Interest

Members shall avoid situations of real or apparent conflict of interest or bias.

Members shall avoid participating in or influencing a proceeding when the member, or another person with whom the member has a close personal or professional relationship, has a financial or other private interest that may be affected by the proceeding or its outcome.

Members shall not appear before the Local Board or committee on their own behalf or as a representative on behalf of any party.

Members of BIAs will frequently have an ‘interest in common’ as business owners. Care should be taken to recognize an interest, when the Member stands to gain or otherwise benefit, in a manner that can be differentiated from others in the BIA. Where a Member contributes to an event ‘at cost’, no ‘interest’ is deemed to arise by reason only that the Member’s business is a sponsor of the event.

Rule 2: Gifts, Benefits and Hospitality

No Member shall accept any Gift, except for Gifts that are deemed to have zero value in the Council Code of Conduct.

Rule 3: [Intentionally left blank]

Rule 4: Confidential information

Members shall not disclose to any member of the public any confidential information acquired by virtue of their position.

Confidential information includes any discussion that takes place between members of the Local Board or Committee when it is in a closed meeting.

Rule 5: Use of Town Resources, Election Campaigns

No member should use municipal equipment or staff, or other municipal services or resources for their own private purposes, or for election campaign purposes.

Rule 6: Election Campaigns

No member, while identifying themselves as a member of a Local Board, shall undertake any election campaign or election-related activities or work on, fund-raise, endorse or otherwise contribute to the election campaign of any person running in the municipal election for the municipality where the member serves on the Local Board.

Rule 7: Improper Use of Influence, Business Prospects

No member shall use the influence of his or her position for any purpose other than the duties as a member of the Local Board.

Rule 8: Business Relations

No member shall allow the prospect of future employment by a person or entity to affect the performance of his/her duties as a member of the Local Board.

Rule 9: Member Conduct

Members shall conduct themselves with decorum at all times.

Members shall maintain proper control over meetings demonstrating respect for everyone who is involved in the meeting.

Members are expected to attend all meetings of the Local Board or Committee. If a member misses more than three (3) meetings during their term, the Chair, after hearing and considering any explanation provided by the member, may ask the member to resign, or request that Council remove the member.

Rule 10: Media Communications

Members shall accurately communicate recommendations and proceedings of their Local Board.

If a member is contacted directly by the media, the member should refer the media to the Chair, or in the absence of the Chair, to the Vice-Chair.

Rule 11: Respect for the Town By-laws and Policies

Members shall adhere to and encourage public respect for the Local Board, the municipality and its by-laws, policies and procedures.

Rule 12: Respectful Workplace

Members are governed by the relevant workplace harassment policies in place for staff.

Rule 13: Conduct Respecting Staff

Members shall be respectful of the role of staff to advise based on political neutrality.

Members shall respect the professionalism of staff, and not exert undue influence on staff.

Rule 14: [Intentionally left blank]

Rule 15: Reprisals and Obstructing

It is a violation of this Code of Conduct to obstruct the Integrity Commissioner in the carrying out of his/her responsibilities.

It is a violation of this Code of Conduct to engage in any activity in retaliation against any person because he/she has made a complaint to or otherwise communicated with the Integrity Commissioner.

Rule 16: Acting on Advice of Integrity Commissioner

Advice given by the Integrity Commissioner is binding on the Integrity Commissioner in the event of a complaint.

Part 2: Adjudicative Boards Only

Rule 17: Additional Requirements Applicable to Members of Adjudicative Local Boards

In addition to the provisions applicable to Members of Non-adjudicative Local Boards, the following additional requirements are applicable with respect to the referenced rule:

Rule 2: Gifts, Benefits and Hospitality

Members should recuse themselves from any hearing, to avoid any perception of bias or conflict of interest which may arise as a result of a gift, benefit or hospitality provided by any of the parties or participants potentially affected by the decision of the Local Board.

Rule 6: Election Campaigns

Members of Adjudicative Local Boards are prohibited from fundraising for, endorsing, or otherwise contributing to the election campaign of any person running for a seat on Council.

Rule 10: Media Communications

Members of adjudicative boards should generally not comment to the media in relation to any decision made by the board or the rationale behind such decision. On the rare occasion when a comment may be appropriate, only the Chair shall serve as a media contact and all enquiries shall be referred to him/her.

Rule 18: Communications with Parties

Written communication to an adjudicative board shall take place only through the Secretary of the board or the appropriate municipal staff assigned to such board, and shall be copied to all parties or their representatives as appropriate. Oral communications with the adjudicative board about current proceedings shall take place only in the presence of or with the consent of all parties.

Where a party is represented by a representative, all communication between the adjudicative board and the party shall be through the representative, with the exception of notices of hearing, which shall be served upon all parties and their representatives known to the adjudicative board as appropriate.

Rule 19: Independent Nature of Adjudicative Boards

The Chairs of adjudicative boards should ensure that the actions of any member, as well as Council members and staff attending adjudicative board meetings, are consistent with the arm's-length, quasi-judicial nature of the adjudicative board. Any actions compromising this position should be immediately dealt with by the Chair or panel chair.

Members of adjudicative boards operating at arm's-length from Council should refrain from seeking advice on their roles and responsibilities from Council members. In clarifying their roles and responsibilities, members should seek advice from appropriate staff.

An adjudicative board is required by the applicable laws to operate at arm's-length from and independently of Council. Members should therefore not request members of Council to intervene on applications considered by the adjudicative board. Under the Council Code of Conduct, members of Council are only permitted to communicate to the adjudicative board regarding a matter before the board by a letter addressed to the Secretary of the board which is available to all parties.

Part 3

Complaint Protocol

The Complaint Protocol contained in to the Council Code of Conduct applies with necessary modifications to complaints regarding members of Local Boards.

Consequences of Failure to Adhere to Code of Conduct

Members who are found by the Integrity Commissioner to have failed to comply with the Code of Conduct for Local Boards may be subject to the following sanctions:

- (a) a reprimand; or
- (b) suspension of remuneration paid to the member in respect of his or her services as a member of the Local Board (if any).

Members may also be subject to such other remedial actions recommended by the Integrity Commissioner that directly flow from the action or behaviour of the member of the Local Board.

Members are subject to removal from the Local Board, or removal as Chair of the Local Board, by Council.



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aurora.ca

Town of Aurora

Ad Hoc/Advisory Committees and Local Boards Policy

Corporate Services

Contact: Town Clerk, Legislative Services

Approval Authority: Council

Effective: January 31, 2023

1.0 Purpose

Council for The Corporation of the Town of Aurora is required by provincial legislation to establish certain local boards and committees. Additionally, Council may establish Ad Hoc or Advisory Committees to provide opportunities for members of the public to have input into the decisions of the Town. To ensure effective and efficient operation of all local Boards and Committees this policy establishes:

- (a) The procedures to be followed in establishing Ad Hoc Committees, Advisory Committees and Local Boards (not otherwise required by provincial legislation).
- (b) The procedures for recruiting and appointing members of the public to serve on any Ad Hoc Committees, Advisory Committees and Local Boards, including any Statutory Board or Committee.
- (c) The procedural requirements, not provided for in the Procedure By-law 6228-19, as amended, necessary for the effective and efficient operations of an Ad Hoc Committees, Advisory Committees and Local Boards, including any Statutory Board or Committee.

2.0 Scope

- 2.1 This Policy applies to all Ad Hoc committees, Advisory Committees and Local Boards established by Council for the Corporation of the Town of Aurora, except for the Aurora Economic Development Corporation Board.
- 2.2 In respect to Statutory Board and Committees, this policy is intended to supplement provincial legislation where applicable to such appointments.
- 2.3 In the event of conflict with provincial legislation, the provisions of the provincial legislation shall prevail.

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- 2.4 This policy does not apply to a Compliance Audit Committee established by Council under the provisions of subsection 88.37 of the *Municipal Elections Act, 1996, S.O. 1996, c.32, Sch, s.1(1)*, as amended.
 - 2.5 This policy does not apply to any standing committees comprised of all Council Members.
 - 2.6 The Clerk is responsible for interpreting this policy and establishing any forms which may be required by this policy.

3.0 Definitions

In this Policy, the following words have the following meanings:

CAO

The Chief Administrative Officer appointed by Council, or their designate

Clerk

The Town Clerk, or their designate

Council

The Council of The Corporation of the Town of Aurora

Council Members

Includes the Mayor or a Ward Councillor

Director

The person appointed by the CAO or Council as head of one of the Town's administrative departments, or their designate

Member

A person, including a Council Member, appointed to serve on a Committee established under this policy and may include a Member of Council unless stated otherwise.

Procedure By-law

The Town of Aurora Procedure By-law 6228-19, as amended, and any successor procedure by-law adopted by Council; and,

Statutory Board or Committee

A committee or local board that Council is required by provincial legislative to establish.

Any term not defined by this policy shall have the same meaning as it does in the Procedure By-law.

4.0 Creation and Disposition of Committees

Ad Hoc Committees

- 4.1 Council may from time to time, by resolution, establish such Ad Hoc Committees as it deems appropriate.
- 4.2 Ad Hoc Committees shall be discontinued by Council resolution when their recommendations upon the specified initiative or matter have been provided and further recommendations are no longer required.

Advisory Committees

- 4.3 Council shall by resolution, establish such Advisory Committees as it deems appropriate to provide recommendations to such Directors as it may designate on a specific initiative or matter.

Local Boards

- 4.4 Council may from time to time, by by-law, establish such Local Boards as it deems appropriate to carry out those functions which Council may lawfully authorize such Local Boards to perform, pursuant to the statute authorizing the creation of the Local Boards.
- 4.5 Local Boards shall only be discontinued by Council By-law, provided such Local Boards are not mandated by provincial legislation.

5.0 Terms of Reference

- 5.1 Ad Hoc and Advisory Committees may consider delegations, correspondence, staff reports and matters for discussion in relation to their Terms of Reference in order to provide advice or recommendations, through staff, to General Committee.
- 5.2 Whenever possible, the Terms of Reference for a committee shall be established by Council resolution concurrent with the creation of the Ad Hoc or Advisory Committee. In circumstances where to do so is not possible as a prelude to undertaking any other action, staff may be directed to prepare a proposed Terms of Reference for approval concurrent with the recruitment and first meeting(s) of the Committee.

6.0 Terms of Office

- 6.1 All citizen Members shall be appointed for a two (2) year term.
- 6.2 A Member, other than Council Members, shall not be considered for reappointment to a Local Board or Committee after having served two (2) consecutive Council terms on that Local Board or Committee.
- 6.3 A Member may serve any number of consecutive terms on different Local Boards or Committees, subject to section 6.3 of this policy.

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- 6.4 A Member, other than Council Members, may not serve on more than one (1) Local Boards or Committees at the same time. Council may choose to appoint a Member, other than Council Members, to more than one (1) committee by resolution, or by approving a Terms of Reference for a Local Board or Committee that specifically includes one (1) or more Members serving on another Local Board or Committee.

Resignation, Withdrawal or Removal from Office

- 6.5 Members may resign from office at any time by submitting a letter of resignation to the Clerk and such resignation shall be effective upon receipt of such letter by the Clerk. Normally resignations are tabled for the information of Council at a subsequent Meeting.
- 6.6 Members may temporarily withdraw from office, upon the consent by resolution of Council, for a period of time not to exceed three (3) months. Such withdrawal shall be effective upon receipt of a notice of withdrawal by the Clerk.

Continuation Where a Member Is Retired

- 6.7 It is intended that all Local Boards and Committees shall have the membership as set forth in the Terms of Reference for that Committee/Board. Where a Member resigns or is removed from office, Council shall determine within two (2) months whether to select a new Member or amend the Terms of Reference respecting the membership of that entity.

Attendance

- 6.8 Members are expected to attend all Meetings. Should an appointee be absent for three (3) consecutive meetings, as reflected in the minutes of the Local Boards and Committees, Council may, with or without a recommendation from the Local Boards and Committees, resolve to remove said Member from office.

Remuneration

- 6.9 Generally, Members who sit on Local Boards and Committees do not receive compensation; however, remuneration may be established at the discretion of Council. If Council decides by resolution to grant remuneration to Members who sit on Local Boards and Committees, the Terms of Reference for that Local Board or Committee shall be amended by the Clerk to reflect the change.

7.0 Membership

- 7.1 The Mayor (or Deputy Mayor when acting in the place of the Mayor) shall be an ex-officio Member of all Ad Hoc and Advisory Committees and

Local Boards as may be established from time to time. Ex-officio Member may take part in Committee discussions but may not take part in the vote unless that Member is counted in order to form a quorum.

- 7.2 The Members for each Local Board shall be appointed from time to time by resolution.
- 7.3 Council shall appoint by resolution all the Members to its Ad Hoc and Advisory Committees and such persons may be Council Members, or members of the public as Council determines may be of assistance to its Ad Hoc and Advisory Committees.
- 7.4 Council Members who are not Members shall be entitled to attend all Advisory Committee Meetings, and shall be entitled to speak at a Committee Meeting upon requesting recognition from the Chair, but shall not be entitled to vote. This privilege shall not be extended to any Closed Session portion of the meeting or Statutory Committees or Boards such as the Committee of Adjustment or the Library Board.

Advertising

- 7.5 All vacancies for Local Boards and Committees shall be advertised in the local media and any manner determined by the Clerk.

Application Form

- 7.6 All applications shall be submitted on a form established by the Clerk. Such applications shall be considered public documents however, they will be redacted in accordance with the *Municipal Freedom of Information and Protection of Privacy Act, 1990* (MFIPPA).

Selection Process

- 7.7 After a vacancy has been advertised, the Clerk shall provide Council with all applications received to date in relation to that office.
- 7.8 Where an applicant is clearly disqualified from a particular office by virtue of this Policy or other applicable law, the Clerk is authorized not to provide such applications to Council.
- 7.9 The selection of applicants shall be confirmed in an open Council Meeting. Nonetheless, given that aspects of the selection process may touch upon matters of a personal nature, Council shall review applications for office in a Closed Session Meeting prior to confirming appointments at an open Council Meeting, once staff confirm that member has accepted the appointment.
- 7.10 In consideration of applications, Council may review any materials it wishes, including the applications, any references, conduct interviews with

applicants and/or solicit recommendations from existing Local Boards and Committees.

- 7.11 Applicants will be selected based upon suitability, in the opinion of Council, to perform the tasks required by the office. Council shall avoid making an appointment which would create a conflict of interest or a perception of a conflict of interest relative to the activities of the Local Boards and Committees and the affiliation, profession or occupation of the appointee. Council shall have regard for legislation which may restrict or impinge upon Council's latitude with respect to Local Boards and Committees appointments.

Qualifications

- 7.12 All Members of Local Boards and Committees must at all times during their term of office be a resident within the municipality, or an owner of land within the municipality, or a tenant for the purposes of business tax as shown on the last revised Assessment Rolls for the municipality.
- 7.13 No person who is an "employee" within the meaning of Town Administration Procedure No. 1 may be appointed by Council to Local Boards and Committees. Employees should give consideration, prior to accepting appointments from other bodies empowered to appoint Members to Local Boards and Committees, as to whether a potential for conflict may exist.

Declaration of Office

Training

- 7.14 The Clerk will provide Members of Local Boards and Committees with information or training on their respective roles and duties.

8.0 Chair

- 8.1 The Chair and Vice Chair shall have such responsibilities and powers as are provided for the Chair in Procedure By-law, as amended from time to time.
- 8.2 Where a Member of Council has been appointed to the Local Board or Committee, the Chair shall be a Member of Council.
- 8.3 Where one Member of Council has been appointed to the Local Board or Committee, the Vice Chair may be any member, and where two (2) or more Members of Council have been appointed, the Vice Chair shall be a Member of Council.
- 8.4 To select a member as Chair or Vice Chair, the Clerk or other assigned staff person will call on Members two (2) times to move a motion to

nominate a member, which must be duly seconded. The Committee will vote on the motions in order in which they are made until a majority vote affirms the selection.

- 8.5 The Chair and Vice Chair, shall be elected for a two-year term at the first meeting of every second calendar year.
- 8.6 In the absence of the Chair and Vice Chair, the Members shall elect one of their Members as Chair for the purposes of that Meeting.
- 8.7 The Chair shall provide leadership and direction to the Committee or Local Board.
- 8.8 The Chair shall direct the affairs of the Committee or Local Board in accordance with the provisions of this Policy, applicable by-laws and procedures of the Town and provincial legislation.
- 8.9 The Chair shall ensure that Committees and Local Boards respect the authority of Council, and shall not permit debate of issues for which Council has made a final determination unless authorized to do so by Council.

9.0 Quorum

- 9.1 A quorum for Ad Hoc and Advisory Committees shall require the attendance of a majority of the Members who may have been appointed.
- 9.2 Except to the extent that provincial legislation or a Council By-law relating specifically to that Local Board provides otherwise, a quorum for the Local Boards shall require the attendance of a majority of the Local Boards Members who may have been appointed.

10.0 Staff Support

- 10.1 The duties of the Staff Liaison to each Ad Hoc or Advisory Committee or Local Board shall be carried out by staff as appointed by the CAO, and each Staff Liaison shall continue under the supervision of their respective Director, if applicable.
- 10.2 The duties of the Committee Coordinator for each Advisory Committee shall be carried out by staff as directed by the Clerk.
- 10.3 The Committee Coordinator shall prepare an agenda and attachments at the direction of the appropriate Director and shall make such materials available to all Council Members, to the Members, to the CAO and the Clerk.

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- 10.4 The Committee Coordinator shall provide notice of the meeting to the public in accordance with the provisions in Section 15(c) of the Procedure By-law or any other applicable provincial legislation.
 - 10.5 Where materials are provided for the Committee's consideration that were not previously circulated with the agenda and attachments, the Committee Coordinator shall make such materials available to all Council Members, the CAO and the Clerk as soon as is practicable after the Committee Meeting by electronic mail and by posting materials on the Town's webpage.
 - 10.6 The duties of Committee Coordinator shall not include circulation of correspondence arising from adoption of the Ad Hoc or Advisory Committee recommendations by Council, since that function will be provided by the Clerk.
 - 10.7 It shall also be open to the CAO to provide the Ad Hoc Committee with staff technical support should the matters to be considered by the Committee require such expertise and, in such cases, the role of the Committee Coordinator may be separated or consolidated with the role of the technical support person.
 - 10.8 The Committee Coordinator of an Ad Hoc Committee or Advisory Committee shall prepare and provide draft minutes of all Committee's Meetings to the Clerk.
 - 10.9 The Secretary/Committee Coordinator of a Local Board shall prepare minutes of the Local Board's Meetings to be provided for the information of General Committee, if so directed by the Chair of the Local Board, or shall prepare an informal minutes of the Board's Meetings to form part of the files retained by the Town, subject to applicable provincial legislation.

11.0 Open Meetings and Notice of Meetings

- 11.1 The Committee Coordinator shall give notice of all Meetings by circulating the agenda and attachments to all Council Members, the Committee Members, the CAO, and the Clerk, and by posting the agenda on the Town website with alternate formats available if requested.
- 11.2 Any Meeting of Ad Hoc and Advisory Committees and Local Boards may be cancelled or rescheduled subject to the approval of the Chair and Staff Liaison, and proper notice of the change shall be circulated to all Members and posted on the Town's website as per the Procedure By-law.
- 11.3 Where a Meeting is called upon with less than twenty-four (24) hours advance notice, it shall be the responsibility of the Chair and the

Committee Coordinator to make reasonable efforts to provide notice to those concerned, as per the Procedure By-law.

- 11.4 All Meetings of Ad Hoc and Advisory Committees and Local Boards shall be open to the public, except as provided for in the Procedure By-law, and Committee/Board Members shall observe all provisions respecting Closed Session Meetings in this Policy. Materials supplied for Closed Session consideration must previously have been circulated to all Members of Council, the CAO and the Clerk, taking due care to ensure the confidentiality of such materials, and the materials shall be collected and/or destroyed at the end of the Closed Session meeting.

12.0 Electronic Participation, Recording, Broadcasting and/or Live Streaming Meetings

- 12.1 Meetings of Ad Hoc and Advisory Committees and Local Boards appointed by Council may be held at the Aurora Town Hall or other accessible Town-owned facility at a time and date established by the Committee at the beginning of the year/term, unless it is in the public interest to temporarily convene a Meeting at another location within the Town of Aurora.
- 12.2 Any member may participate electronically in a Meeting that is open to the public or in Closed Session.
- 12.3 Any Member who is participating electronically in a Meeting shall be counted in determining whether or not a Quorum is present at any point in time during the Meeting, and shall have the same rights and responsibilities as if they were in physical attendance, including the right to vote.
- 12.4 Electronic participation in a Meeting shall be conducted by way of electronic means, including, but not limited to, audio teleconference, video teleconference, or by means of the internet, following instructions provided by the Clerk in order to ensure that a Meeting may proceed in the most transparent and successful manner under the current timelines and circumstances.
- 12.5 Meetings of Ad Hoc and Advisory Committees and Local Boards appointed by Council shall be audio and/or visually recorded, broadcast and/or live streamed publicly by the Town, with the exception of Meetings closed to the public provided for in the Closed Session section of the Procedure By-law.

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- 12.6 The approved minutes of a Meeting will form the official record of the Meeting. Any audio, video, or other record of the Meeting shall not be considered an official record.

13.0 Procedures and Rules of Debate

- 13.1 Procedures and rules of debate as set out in the Procedure By-law shall apply in the conduct of all Ad Hoc and Advisory Committee Meetings.
- 13.2 It is intended that the conduct of all Local Board Meetings shall be formal, and the Meeting shall incorporate all statutory requirements in relation to that Local Board.
- 13.3 The order of business shall include disclosures of interest.
- 13.4 The Ad Hoc or Advisory Committee shall have authority to hear Delegations and to consider staff reports and correspondence in addition to topics for general discussion within the mandate of the Committee's Terms of Reference.
- 13.5 Debate on any matter shall proceed formally under the direction of the Chair, and that Committee/Board Members may speak to any issue no more than twice.
- 13.6 Members shall refrain from criticizing staff or decisions of Council.
- 13.7 No vote taken at an Ad Hoc or Advisory Committee Meeting shall be a recorded vote.
- 13.8 The Chair shall have authority to determine the conduct of Members in accordance with Section 9 of the Procedure By-law.

14.0 Reporting

- 14.1 No discussion or recommendation of an Ad Hoc, Advisory Committee or Local Board shall constitute an act of Council.
- 14.2 The Clerk or Committee Coordinator will circulate the draft minutes referred to in section 10.9 of this policy to Members for comment. The Clerk will consider any comments received and prepare final Minutes which will be deemed approved by the Committee.
- 14.3 Minutes of all Ad Hoc, Advisory Committee or Local Board meetings, including any recommendations contained therein, shall be provided to General Committee or Council for information purposes only. The receipt of minutes from Ad Hoc Committees, Advisory Committees or Local Board by Council does not constitute endorsement by the Town of any recommendations or actions contained therein.

- 14.4 Committees will be asked to provide comments on initiatives that staff intend to bring forward to Council. The comments received during committee meetings will be provided to Council via the Advisory Committee Review section of staff reports.
- 14.5 Where an Ad Hoc, Advisory Committee or Local Board has adopted a recommendation, the CAO or Director may reference any such recommendation in their reports to General Committee or Council.
- 14.6 Each Local Board shall report to the entity set forth in its enabling provincial legislation or the Council By-law enacted in relation to that Board.

15.0 References

- Town of Aurora's [Procedure By-law, as amended](#)
- [Municipal Freedom of Information and Protection of Privacy Act, 1990 \(MFIPPA\)](#)

16.0 Review Timeline

This policy will be reviewed following each normal Municipal Election, and as required before.



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Town of Aurora
Accessibility Advisory Committee
Terms of Reference

Purpose

The purpose of the Accessibility Advisory Committee is to encourage and facilitate accessibility on behalf of all persons with disabilities by promoting public awareness and sensitivity; encouraging co-operation among all service and interest groups to ensure an inclusive community for all persons; identifying and documenting relevant issues and concerns; improving access to housing, transportation, education, recreation, and employment which are all qualities of a five-star community; improving communication among all levels of government and service agencies to make recommendations regarding policy, procedure and legislation; to educate and champion needs that arise based on the *Accessibility for Ontarians with Disabilities Act (2005)*; and recognizing that the needs of all persons, including persons with disabilities, are constantly changing.

Membership

The Committee shall be comprised of six (6) members, encompassing:

- Six (6) citizen members, the majority of whom shall be persons with a disability and the minority of whom shall be citizen volunteers, parents of a child with a disability, or professionals from the stakeholder community.

One (1) member of Council shall be appointed as Council liaison to the Committee and that such member shall be “ex-officio”.

Members will be appointed for a two-year term.

Term

The 2022-2026 Term of Council.

Remuneration

The Committee member shall be compensated for his/her expenses as provided by the current legislation. The remuneration practice should take into consideration that people with disabilities might have additional expenses related to travel, disability accommodations and attending meetings in general. This may include, for example, sign language interpretation for individuals who are deaf, specialized transportation and support care and/or attendant services for Committee meetings.

Duties and Functions

The Committee assists Council by advising, reviewing, and making comments and recommendations of interest to/for people with disabilities and dealing with community issues relevant to persons with disabilities.

Some of the items to be reviewed by the Committee include:

- Providing advice to Council each year regarding the preparation, implementation and effectiveness of the annual municipal Accessibility Plan and making recommendations on the outstanding accessible project list or items based on Council's funding allocation for accessibility;
- Providing advice to Council and staff for compliance purposes as per the Accessibility for Ontarians with Disabilities Act (2005);
- Establishing guidelines pertaining to accessibility, that staff may consider in the review of site plans and subdivision agreements (i.e., building accessibility, curb cuts on roadways, audible traffic signals, etc.);
- Commenting on selected designated accessible parking, including: ensuring that it is as convenient to the entrance as possible, ensuring that it is properly identified and signed as designated accessible parking, reviewing the total number of designated accessible parking spots in relation to the total number of parking spaces in new development (1:30 ratio), reviewing ways to improve the placement of existing designated parking within the municipality, suggesting ways to increase, wherever possible, on both public and private lands, the number of designated accessible parking spaces within the municipality;
- Commenting on the accessibility for persons with disabilities to a building, structure, or premises or part of a building, structure or premises that the municipality purchases, contracts or significantly renovates or for which a new lease is entered into;
- Commenting on the proposed and existing by-laws, services, practices, programs and policies of the municipality and how they relate to the general public, including persons with disabilities;
- Commenting on how the needs of persons with disabilities can be better served through the municipality's purchasing of goods and services;

- Monitoring federal and provincial government directives and regulations and advising Council regarding same;
- Conducting research on accessibility issues; and
- Liaising with other municipalities, York Region and local stakeholder groups on accessibility and disability issues/interests.

Reporting

The Committee shall advise staff on initiatives and matters that will go before General Committee and Council for approval.

Meeting Time and Location

The Accessibility Advisory Committee meets on the second Wednesday of each month at 7 p.m., or may be changed to a time as agreed to by the Committee, with the exception of July and August.

Staff Support

Legislative Services staff provides administrative support services to the Committee.

Additional staff such as the Accessibility Advisor (when/where available) and Senior Building Inspector shall also attend as required, to be determined by agenda items.

Other staff representatives will attend Committee meetings when/if required and if the issues are relevant to the Accessibility Advisory Committee (i.e., Facilities Manager for updates on physical access improvements within Town facilities, updates on annual accessibility plan items, Human Resources staff regarding recruitment policy, etc.).



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Town of Aurora

Active Transportation and Traffic Safety Advisory Committee

Terms of Reference

Purpose

The Active Transportation and Traffic Safety Advisory Committee is formed to support and advise Town staff in various issues relating to the development and implementation of the Transportation Master Plan and the Active Transportation Master Plan, Aurora Connects.

The Committee will provide support and advice in all aspects of traffic safety issues that affect the Town of Aurora as a whole.

Membership

The Committee will be composed of seven (7) members, as follows:

- One (1) member of Council; and
- Six (6) citizen members selected by Council.

Members will be appointed for a two-year term.

Term

The 2022-2026 Term of Council.

Remuneration

None.

Duties and Functions

- To support and advise Town staff on initiatives and matters relating to the Planning and Development Services department of the Town, including Trails, Traffic and Engineering;
- To support and advise Town Staff in the development and implementation of the Active Transportation Master Plan;
- To advise staff on traffic safety concerns identified by various stakeholders including Council, citizens, ratepayer groups, staff and other interested parties. These concerns may include but not be limited to addressing the overall movement of traffic and traffic volumes on Town roads, speeding concerns, traffic calming requests, highway safety considerations, parking restrictions, the application of school safety zones and community safety zones, and any alternatives and strategies related thereto; and

- To promote strategies that will modify aggressive driving behaviours through public education and awareness, through the implementation of by-laws, police enforcement, traffic calming measures and any other methods that have the effect of improving the general safety of the public at large by reducing accidents, property damage, personal injuries and fatalities

Reporting

The Committee shall advise staff on initiatives and matters that will go before General Committee and Council for approval.

Meeting Time and Location

The Committee will meet on the fourth Wednesday of every second month at 7 p.m. Additional meetings of the Committee may be called by the Chair to address urgent matters.

Staff Support

Staff Liaisons will consist of staff from the Planning and Development Services department.

The Legislative Services division will provide administrative support services to the Committee.



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Town of Aurora
Aurora Appeal Tribunal
Terms of Reference

Purpose

The Aurora Appeal Tribunal is appointed by Council to conduct quasi-judicial hearings in respect to appeals pertaining to the Town's Licensing By-law and Animal Control By-law.

Membership

The Tribunal shall be comprised of five (5) members of the public and are Members of the Property Standards Committee.

Members will be appointed for a two-year term.

Term

The 2022-2026 Term of Council. Members will remain in office until a new Committee has been appointed by Council.

Remuneration

None.

Duties and Functions

To conduct hearings and perform the duties assigned to the Aurora Appeal Tribunal under By-law 5558-13, as amended, being a By-law to create the Aurora Appeal Tribunal and establish its Rules of Procedure.

Reporting

None.

Meeting Time and Location

The Tribunal will meet on an as-required basis, as appeals are received.

Staff Support

Legislative Services staff provides administrative support services to the Committee.



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Town of Aurora
Committee of Adjustment
Terms of Reference

Purpose

The Committee considers the merits of applications for land severances and minor variances to land, buildings or structures, in accordance with the *Planning Act*.

Membership

The Committee shall be comprised of five (5) Members of the public. Members will be appointed for a two-year term.

Term

The 2022-2026 Term of Council. Members will remain in office until a new Committee has been appointed by Council

Remuneration

Chair - \$115.00 per meeting

Members - \$110.00 per meeting.

Duties and Functions

The Committee shall:

Some of the items to be reviewed by the Committee include:

- Meet in a public forum to hear applications for severances and minor variances;
- Listen to presentations by the applicant, Town Staff and any other interested parties;
- Receive written submissions and Staff reports;
- Render a decision on applications that are placed before the Committee, including imposing any conditions of approval that it deems desirable.

Reporting

Not applicable.

Meeting Time and Location

The Committee meets on the second Thursday of each month at 7 p.m.

Staff Support

The Planning and Development Services Department provides technical and administration support services to the Committee.



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Town of Aurora

Community Recognition Review Advisory Committee

Terms of Reference

Purpose

The Community Recognition Review Advisory Committee is formed to support Town staff in various aspects of the annual Community Recognition Awards event.

Membership

The Committee shall be comprised of seven (7) members, as follows:

- One (1) member of Council; and
- Six (6) citizen members selected by Council.

In making its citizen appointments, Council will give preference to applicants who have experience in the volunteer sector and/or Community Recognition Awards.

Members will be appointed for a two-year term.

Term

The 2022-2026 Term of Council.

Remuneration

None.

Duties and Functions

- Support Town staff in the delivery of the Community Recognition Awards by supporting community participation through the nomination process and sponsorship opportunities;
- Advise staff on opportunities to continuously improve the Community Recognition Awards; and
- Appoint an independent Selection Committee, which has the delegated authority to formally approve the recipients of the Community Recognition Awards.

Reporting

When necessary, the Committee shall report through the staff liaison to General Committee.

Meeting Time and Location

The Committee will meet on an as-required basis to address various aspects of the Community Recognition Awards at the call of the Chair.

Staff Support

The Chief Administrative Officer will appoint one or more appropriate staff liaisons to provide technical support to the Committee.

The Legislative Services division will provide administrative support services to the Committee.



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Town of Aurora

Council Compensation Ad Hoc Committee

Terms of Reference

Purpose

To review and make recommendations on the compensation level for the current elected Members of Council.

Membership

The Committee will be composed of five (5) members.

In making its citizen appointments, Council will give preference to applicants who have experience participating on Council, Boards or Committees, demonstrated expertise in governance, human resources related disciplines, municipal expertise, financial expertise, and/or legal expertise in municipal or ethical issues.

Term

The term of the Committee shall terminate upon the acceptance of the Committee's final report to Council.

Remuneration

None.

Duties and Functions

- To review and develop recommendations to Council with respect to salary, benefits, auto allowance, retiring allowance for all members of Council and any other recommendations related to direct compensation including any immediate revisions and or longer term revisions to the overall compensation.

Reporting

The Manager of Human Resources will provide the recommendations of the committee to Council through a report to General Committee.

The Chair will preside at the meetings using the Town of Aurora's Procedure By-law and keep discussion on topic and focused on the mandate of the Committee.

Meeting Time and Location

The Council Compensation Ad Hoc Committee shall meet on an as-required basis with the specific dates and times for meetings determined by the Committee. Additional meetings may be called by the Chair. The Chair may cancel any meeting.

Staff Support

The Manager of Human Resources will attend all meetings, act as a Staff resource, and provide the Committee with technical assistance. The Legislative Services division will provide administrative support services to the Committee.



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Town of Aurora

Environmental Advisory Committee

Terms of Reference

Purpose

The Environmental Advisory Committee is established to address ongoing climate change, adaptation and mitigation initiatives, energy conservation, environmental matters, and to contribute comments on the development of the Climate Change Adaptation Plan and toward implementation of the Community Energy Plan, the Corporate Energy Conservation and Demand Management Plan, the Corporate Environmental Action Plan, and York Region's Climate Change Action Plan.

Membership

The Committee will be composed of up to ten (10) members, as follows:

- Two (2) members of Council; and
- Up to eight (8) citizen members selected by Council.

Members will be appointed for a two-year term.

Term

The 2022-2026 Term of Council.

Remuneration

None.

Duties and Functions

- To act as a link between citizens and Town staff to facilitate the resolution of environmental concerns and to assist in implementing projects that will enhance our community environment.
- To support and advise Town staff on initiatives and matters relating to:
 - environmental issues impacting Aurora;
 - environmental policies, procedures and regulations;
 - environmental education, outreach, public awareness, public consultation; and
 - the promotion of green space, environmental restoration, environmental rehabilitation and enhancement projects.

Reporting

The Committee shall advise staff on initiatives and matters that will go before General

Committee and Council for approval.

Meeting Time and Location

The Committee will meet bi-monthly with the exception of July and August. The specific dates and times for meetings will be determined by the Committee at its first meeting. Additional meetings of the Committee may be called by the Chair to address urgent matters.

Staff Support

Staff Liaisons will consist of staff from the Planning and Development Services department. The Legislative Services division will provide administrative support services to the Committee.



100 John West Way
Aurora, Ontario
L4G 6J1
(905) 727-3123
aurora.ca

Town of Aurora

Heritage Advisory Committee

Terms of Reference

Purpose

The Heritage Advisory Committee shall advise staff (and assist Council) on all matters relating to the conservation of buildings of historic or architectural value and on all matters relating to the designation and preservation of heritage conservation districts in accordance with the *Ontario Heritage Act*, and not on new planning and development, except for new applications within the heritage resource area, as identified in the Town of Aurora's Official Plan and on all properties as defined in Parts IV and V of the *Ontario Heritage Act*.

Membership

The Committee shall be comprised of seven (7) Members as follows:

- One (1) Member of Council;
- Four (4) Members of the public;
- One (1) Honorary Member; and
- One (1) Member of the Aurora Historical Society

Members will be appointed for a two-year term.

Term

The 2022-2026 Term of Council.

Remuneration

None.

Duties and Functions

- To encourage heritage preservation in Aurora by examining, researching and evaluating properties and areas that may deserve recognition and protection;
- To recommend to Staff the designation of architecturally significant properties or districts under the Ontario Heritage Act;
- To promote heritage conservation within the Town through newsletters, guides, exhibits and other educational material about notable buildings, streets, and districts in the Town in order to raise community awareness;

- To compile data and other information on heritage buildings and features that may have historical or architectural significance; and
- To provide comment to Staff on proposed development applications and demolition permits on properties within the heritage area, as identified within the Town of Aurora's Official Plan.

Reporting

The Committee shall advise staff on initiatives and matters that will go before General Committee and Council for approval.

Meeting Time and Location

The Committee will meet on the second Monday of every other month at 7 p.m. with the exception of July, August and January. Additional meetings of the Committee may be called by the Chair to address urgent matters.

Staff Support

The Planning and Development Services Department provides technical support services, and the Legislative Services division provides administrative support services to the Committee.

Other Staff representatives will attend Committee meetings on an as-required basis and will provide technical assistance to the Committee.



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Town of Aurora

Mayor's Golf Classic Funds Committee

Terms of Reference

Purpose

The primary function of the Mayor's Golf Classic Funds Committee is to oversee the distribution of a Community Initiatives Fund generated from the annual Aurora Mayor's Charity Golf Classic.

Membership

The Committee shall be comprised of seven (7) representatives, from service clubs and community organizations who provide a variety of services to those in need within the boundaries of the Town of Aurora. Examples of organizations represented on the application review committee Optimist Club, Rotary Club, Welcoming Arms, Salvation Army, York Regional Police, United Way, CHATS, etc.).

- At least eighteen years of age;
- A Canadian citizen;
- Not employed by the Town of Aurora; and
- At least one (1) member with a background in Finance.

Members will be appointed for a two-year term.

Term

The 2022-2026 Term of Council.

Remuneration

None.

Duties and Functions

Application for Funding

- Develop and make available a “grant application form” electronically to all groups or individuals;
- Review and update, as required, the eligibility criteria for funding each term; and
- Intake and review applications against eligibility criteria.

Financial Support

- To determine the amount of financial support to not-for-profit community groups and individual needs that otherwise have limited options to get assistance from;
- To determine the amount of financial support to both individuals and community groups to help them participate in or organize various activities offered throughout the Town of Aurora;
- Funding to groups or individuals not to exceed \$5,000 in a calendar year and the approval is at the sole discretion of the Application Review and Disbursement Committee;
- Committee members will be expected to declare a conflict of interest if their organization has a funding application before the committee.

Reporting

- Aurora Town Council will be provided with a report of funding allocation on an annual basis for information;
- Identifiable individuals receiving support will not be publically disclosed as per the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) requirements.

Meeting Time and Location

Meetings of the Committee will be scheduled by the Legislative Services Division on an as needed basis.

Staff Support

The Legislative Services division will provide administrative support services to the Committee.



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Town of Aurora

Parks and Recreation Advisory Committee

Terms of Reference

Purpose

The Parks and Recreation Advisory Committee is formed to support and advise the Community Services and Operational Services Departments respecting the delivery of Parks and Recreation programs and activities within the Town of Aurora.

Membership

The Committee will be composed of up to ten (10) members, as follows:

- One (1) member of Council; and
- Up to nine (9) citizen members selected by Council.

In making its citizen appointments, Council will look for members of the public with different and diverse backgrounds to support the types of items that the Committee will consider.

Members will be appointed for a two-year term.

Term

The 2022-2026 Term of Council.

Remuneration

None.

Duties and Functions

- To support and advise Town staff on initiatives and matters relating to the Community Services department of the Town, including Recreation, Facilities and Cultural Services;
- To support and advise Town staff on initiatives and matters relating to the Operational Services department of the Town, including Parks and Infrastructure Operations; and

Reporting

The Committee shall advise staff on initiatives and matters that will go before General Committee and Council for approval.

Meeting Time and Location

The Committee will meet on the third Thursday of every second month at 7 p.m., with the exception of July and August. Additional meetings of the Committee may be called by the Chair to address urgent matters.

Staff Support

Staff Liaisons will consist of staff from the Community Services, and Operational Services departments, depending on which items are on a given agenda.

The Legislative Services division will provide administrative support services to the Committee.



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Town of Aurora

Property Standards Committee

Terms of Reference

Purpose

The Property Standards Committee is appointed by Council to sit and hear appeals of any Orders to Comply issued by staff under the Town's Property Standards By-law relating to the conditions of properties in Town.

Membership

The Tribunal shall be comprised of five (5) members of the public and are Members of the Aurora Appeal Tribunal.

Members will be appointed for a two-year term.

Term

The 2022-2026 Term of Council. Members will remain in office until a new Committee has been appointed by Council.

Remuneration

None.

Duties and Functions

To review and make recommendations relating to any appeals that may be filed in relationship to the Property Standards By-law, as amended, and associated orders.

Reporting

None.

Meeting Time and Location

The Committee will meet on an as-required basis, as appeals are received.

Staff Support

Legislative Services staff provides administrative support services to the Committee.

The Corporation of the Town of Aurora

By-law Number 6128-18

Being a By-law to Designate the Improvement Area to be known as the Aurora Business Improvement Area and to establish the Aurora BIA Board of Management.

Whereas subsection 204(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, provides that a local municipality may designate a geographic area as a Business Improvement Area and may establish a board of management for the designated improvement area;

And Whereas notice has been provided of the Council's intention to design the area identified in Schedule "A" as a business improvement area;

And Whereas Council wishes to establish a business improvement area boundaries as outlined in Schedule "A" and to establish a board of management to manage and operate it;

Now therefore the Council of The Corporation of the Town of Aurora hereby enacts as follows:

1. Definitions

1.1 For the purpose of this by-law:

- (a) "**Aurora Business Improvement Area**" means the area as shown and identified on the map in Schedule "A";
- (b) "**Board of Management**" means the corporation established under this by-law under the name the Aurora BIA Board of Management;
- (c) "**Council**" means the Council of the Town;
- (d) "**Member**" means the persons who are assessed, on the last returned assessment roll, with respect to rateable property in the area that is in a prescribed business property class and tenants of such property within the Aurora Business Improvement Area;
- (e) "**Municipal Act**" means the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended;
- (f) "**Town Treasurer**" means the treasurer of the Town as appointed pursuant to the Municipal Act;
- (g) "**Town**" means The Corporation of the Town of Aurora; and
- (h) "**Town Clerk**" means the clerk of the Town as appointed pursuant to the Municipal Act.

2. Designation of the Business Improvement Area

- 2.1 The area as shown and identified on the map in Schedule “A” is hereby designated as a business improvement area pursuant to section 204 of the Municipal Act to be known as the “Aurora Business Improvement Area”.

3. Board of Management Established

- 3.1 A board of management is hereby established to govern the Aurora Business Improvement Area pursuant to section 204 of the Municipal Act to be known as the “Aurora BIA Board of Management”.

4. Board of Management

- 4.1 The Board of Management is a corporation consisting of the number of directors established by the Town.
- 4.2 The Board of Management is a local board of the Town for all purposes.
- 4.3 The objects of the Board of Management are:
- (a) to oversee the improvement, beautification and maintenance of municipally-owned land, buildings and structures in the area beyond that provided at the expense of the municipality generally; and
 - (b) to promote the area as a business or shopping area.
- 4.4 The Board of Management shall not:
- (a) spend money, or incur debts or other financial obligations except in compliance with the requirements set out in this by-law;
 - (b) offer or provide support in any form to political candidates or political parties;
 - (c) advertise or pay for advertisements in any political publication;
 - (d) participate in a hearing of the Ontario Municipal Board, Local Planning Appeal Tribunal, Committee of Adjustment, Property Standards Committee, Aurora Appeal Tribunal or any other similar tribunal, unless the Board of Management has conducted a general meeting of the membership to obtain approval to participate in a specific hearing, and to get approval of any related expenditures, or if the Board of Management has been called as a witness; or
 - (e) pass a resolution or take a position contrary to any Council-approved policy or decision.
- 4.5 The head office for the Board of Management shall be located in the Town of Aurora.

5. Board Composition and Appointment

- 5.1 The Board of Management shall be composed of nine (9) directors as follows:
- (a) one (1) director appointed directly by the Council; and
 - (b) the remaining directors selected by a vote of the Members and subsequently appointed by the Council.
- 5.2 Directors are appointed at the pleasure of Council and Council retains the right to remove any appointed director at any time for any reason and may make the director ineligible to serve on a board for a period of up to four years.
- 5.3 Council may refuse to appoint to the Board of Management an individual selected by the members of the business improvement area, in which case Council may leave the position vacant, appoint another person or direct that a meeting of the members of the business improvement area be held to elect or select another candidate for Council's consideration.
- 5.4 The seat of a director becomes vacant and a director's appointment becomes automatically revoked if such a director is absent from the meetings of the Board of Management for three (3) consecutive meetings without being authorized to do so by a resolution of the Board of Management.
- 5.5 If the seat of a director becomes vacant for any reason, the Council may fill the vacancy for the remainder of the vacant director's term and the appointed person is not required to be a member of the improvement area.
- 5.6 If the Board of Management resolves to seek the removal of a director from the board or the appointment of a replacement or additional director to the board, it shall provide to the Town Clerk a written request for board appointment, nomination or removal and signed minutes of the meeting at which the vote was held on this matter, and the Town Clerk shall bring the matter forward to Council for consideration.
- 5.7 Directors are not required to be residents of the Town of Aurora.
- 5.8 The term of the directors of a Board of Management is the same as the term of the Council in office at the time of their appointment.
- 5.9 Each director shall hold office from the time of his or her appointment until a successor is appointed, unless the appointment is otherwise removed or expired.
- 5.10 Each director is eligible for reappointment on the expiration of the term of his or her office.
- 5.11 Each director and the Board of Management shall operate in compliance with all applicable law and Town policies including, but not limited to, the Municipal Act, the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56 and the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50.

- 5.12 Every director of the Board of Management shall:
- (a) exercise the powers and discharge the duties of the office honestly, in good faith, and in the best interests of the business improvement area;
 - (b) exercise the degree of care, diligence, and skill that a reasonable and prudent person would exercise in comparable circumstances; and
 - (c) comply with the decisions of the board.

5.13 The directors of the Board of Management shall serve without remuneration.

6. Board Procedures

- 6.1 Council may pass by-laws governing the Board of Management and the affairs of the Board of Management and the Board of Management shall comply with such by-laws.
- 6.2 The Board of Management shall pass by-laws governing its proceedings, the calling and conduct of meetings, and the keeping of its minutes, records and decisions consistent with any requirements set out in the Municipal Act and by-laws of the Town.
- 6.3 Quorum of the Board of Management shall be half the number of directors, excluding any vacant positions, rounded up to the nearest integer. However, quorum shall always be no less than (3) three, regardless of the number of directors appointed.
- 6.4 No business shall be transacted at a meeting of the Board of Management unless quorum is physically present in the meeting location.
- 6.5 Despite any vacancy or absence among the directors, a quorum of directors may exercise the powers of the Board of Management.
- 6.6 Every director has only one vote.
- 6.7 Meetings of the Board of Management shall be open to the public. The Board of Management may close a meeting, or a part of a meeting, to the public only in accordance with section 239 of the Municipal Act.
- 6.8 Only those persons that the Board of Management considers to have engaged in improper conduct at a meeting may be excluded from a meeting.
- 6.9 The Board of Management shall elect a chair, vice-chair, secretary, and treasurer and such other officers from its directors as the board may deem necessary to properly conduct the business of the board, as soon as possible after its members are appointed. Such officers of the board are eligible for re-election.
- 6.10 The Board of Management shall keep proper minutes and records of every meeting of the board and shall forward board-approved copies of the minutes and records to all directors and, if requested, to the Town Clerk.
- 6.11 The Board of Management shall hold at least four meetings each year, including at least one (1) meeting of the Members in each calendar year.

- 6.12 Business and resolutions at meetings of the Board of Management shall be conducted through motions. Motions arising at any meeting of the Board of Management shall be decided by a majority vote of Members physically present at the meeting.
- 6.13 A special meeting of the Board of Management can be requisitioned at any time by:
- (a) quorum of directors by serving a copy of a written notice on the chair and any other directors not forming part of the quorum requesting the meeting;
 - (b) the chair of the Board of Management by serving a copy of the written notice on all the other board directors; and
 - (c) the Town's appointed director, appointed pursuant to 5.1 (a) of this by-law, by providing to written notice to the other directors.
- 6.14 The secretary appointed by the Board of Management shall:
- (a) give notice of the meetings of the Board of Management;
 - (b) keep all minutes of meetings and proceedings of the Board of Management;
 - (c) record without note or comment all resolutions, decisions and other proceedings at a meeting of the Board of Management whether it is closed to the public or not; and
 - (d) perform such duties, in addition to those set out in paragraphs (a), (b) and (c) as the Board of Management may from time to time direct.
- 6.15 The Board of Management has the authority to establish task, issue or function-related sub-committees of the board and the sub-committees may include non-Members provided the sub-committee is chaired by a board member director.
- 6.16 Council may designate an appointed official of the Town who shall have the right to attend meetings of the Board of Management and its committees and to participate in their deliberations, including sessions closed to the public, but such official of the Town is not entitled to vote, to be the chair or vice-chair or act as the presiding officer at a meeting.
- 6.17 The Board of Management shall comply with all applicable provisions of the Municipal Act and any other laws or regulations that are applicable to the Board of Management and its conduct, including, but not limited to, those relating to business improvement areas, meetings, records, remuneration and expenses, the development of policies and procedures and financial administration.
- 6.18 The Board of Management shall appoint a director or a business improvement area staff person to be the designated contact for the business improvement area and shall provide a dedicated business improvement area phone number or e-mail address for this person to the Town Clerk and the Town may post this contact information on its website, include it in public information materials and provide such information to the public.

7. Financial Requirements of the Board of Management

7.1 The Board of Management shall not:

- (a) spend any money unless it is included in the budget approved by the Council or in a reserve fund established by the Council under section 417 of the Municipal Act;
- (b) incur any indebtedness extending beyond the current year without the prior approval of the Council; or
- (c) borrow money.

7.2 The Board of Management shall prepare a proposed budget for each fiscal year by the date and in the form required by the Town Treasurer and, prior to submitting the budget to Council for consideration, shall hold one or more meetings of the members of the improvement area for discussion of the proposed budget.

7.3 The Board of Management shall submit the budget to Council for consideration by the date and in the form required by the Town Treasurer and the Council may approve it in whole or in part, but may not add expenditures to it.

7.4 The fiscal year of the Board of Management is the same as the fiscal year of the Town.

7.5 The accounts and transactions of the Board of Management shall be audited annually by the auditor of the Town.

7.6 The Board of Management shall prepare and submit to Council, not later than March 31st of each year, an annual report for the preceding year that shall include the audited financial statements.

7.7 The Board of Management shall keep proper books of account and accounting records with respect to all financial and other transactions of the Board of Management, including, and without limiting the generality of the foregoing:

- (a) records of all sums of money received from any source whatsoever and disbursed in any manner whatsoever; and
- (b) records of all matters with respect to which receipts and disbursements take place in consequence of the maintenance, operation and management of the Board of Management.

7.8 In addition to the requirements set out above, the Board of Management shall keep, or cause to be kept, and maintained, all such books of accounts and accounting records as the Town Treasurer may require.

7.9 The Board of Management shall:

- (a) file with the Town Treasurer all such information records, accounts, agendas, notices, statements, paper and all other materials as the Town Treasurer may require; and

- (b) make such reports file such statements within the time specified by the Town Treasurer and containing such content as the Town Treasurer may require.

7.10 The Board of Management shall make all of its information, books and records available at all times to such persons as the Town Treasurer may require and shall provide certified true copies of such minutes, documents, books, records or any other writing as the Town Treasurer may require.

7.11 The Council may require the Board of Management:

- (a) to provide information, records, accounts, agendas, notices or any paper or writing; and
- (b) to make a report on any matter, as Council determines, relating to the carrying out of the purposes and objects of the Board of Management;

in a form as required by Council.

7.12 Upon dissolution of the Board of Management, the assets and liabilities of the Board of Management become the assets and liabilities of the Town.

7.13 If the Board of Management is dissolved and the liabilities exceed the assets assumed by the Town, the Council may recover the difference by imposing a charge on all rateable property in the former business improvement area that is in a prescribed business property class

8. Meeting of Members

8.1 The Board of Management shall call at least one (1) meeting of the Members in each calendar year.

8.2 A meeting of the Members can be called at any time by:

- (a) the Board of Management; or
- (b) the Town's appointed director appointed pursuant to 5.1 (a) of this by-law;

by providing notice to all the Members as required herein and by the Municipal Act.

8.3 Notice for all Members' meetings shall be provided to each Member by:

- (a) sending it by prepaid mail to each Member not less than thirty (30) days prior to the meeting to the address last provided by the Member to the Board of Management or, where no address is provided, to the property address of the owner(s) indicated on the last municipal assessment roll; or
- (b) delivering it personally.

8.4 Notice of a meeting of the Members shall include an agenda. New business may be received at the meeting after the agenda has been completed.

8.5 Meetings of the Members shall be open to the public.

- 8.6 Quorum for any meeting of Members is 10% of all the Members or ten (10) Members, whichever is less. No business shall be transacted at any meeting of Members unless the requisite quorum is present.
- 8.7 Each Member has one vote at a Members meeting regardless of the number of properties that the Member may own or lease in the business improvement area.
- 8.8 A Member that is a corporation may nominate in writing one individual to vote on its behalf. Individuals may be nominated for voting purposes by two or more corporations that are members of an improvement area, but such an individual will have one vote at any Members meeting.
- 8.9 Business and resolutions at Members meetings shall be conducted through motions. Motions arising at any meeting of Members shall be decided by a majority vote of Members physically present at the meeting.

9. Indemnification and Insurance

- 9.1 Every director or officer of the Board of Management, and his or her heirs, executors or administrators, may from time to time be indemnified and saved harmless by the Board of Management from and against:
 - (a) any liability and all costs, charges and expenses that he or she sustains or incurs in respect of any action, suit or proceeding that is proposed or commenced against him or her for or in respect of anything done or permitted by him or her in respect of the execution of the duties of his or her office; and
 - (b) all other costs, charged and expenses that he or she sustains or incurs in respect to the affairs of the Board of Management.
- 9.2 Notwithstanding the above, no director or officer of the Board of Management shall be indemnified by the Board of Management in respect of any liability, costs, charges or expenses that he or she sustains or incurs in or about any action, suit or other proceeding as a result of which he or she is adjudged to be in breach of any duty or responsibility imposed upon him or her under any act, unless in an action brought against him or her in his or her capacity as director or officer, he or she has achieved complete or substantial success as a defendant.
- 9.3 The Board of Management shall obtain and maintain, at all times, insurance coverage in a form acceptable to the Town of the types and amounts appropriate for a Board of Management of its size and business type which coverage shall include the Town with respect to any loss, claims or demands made against the Board of Management.

10. General

- 10.1 The part and section headings contained throughout this document are for reference purposes only and do not form a part of this by-law. This by-law is to be interpreted without reference to such headings.
- 10.2 If a court of competent jurisdiction declares any provision, or any part of a provision, of this by-law to be invalid or to be of no force and effect, it is the intention of the Town in enacting this by-law that such provision or part of a

provision shall be severable, and such a decision shall not affect the validity of the remaining sections, subsections, clauses or phrases of this by-law.

10.3 The following Schedules attached to this by-law form and are part of this by-law;

(a) Schedule "A" – Aurora Business Improvement Area Map

10.4 This by-law may be referred to as the "Aurora Business Improvement Area By-law".

10.5 This by-law shall come into full force and effect on the date of final passage hereof.

Enacted by Town of Aurora Council this 18th day of September, 2018.



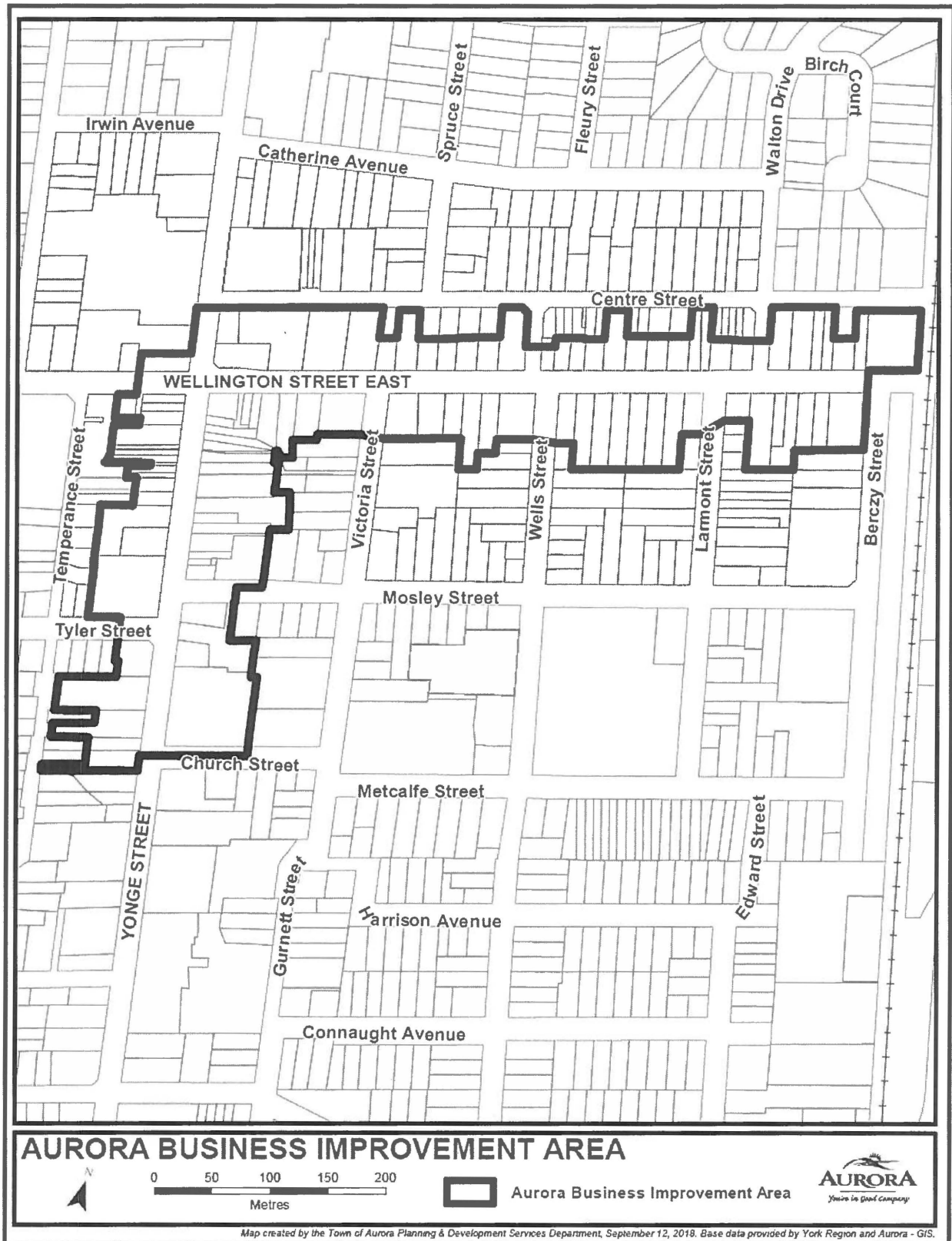
Geoffrey Dawe, Mayor



Michael de Rond, Town Clerk

Schedule A

Aurora Business Improvement Area Map



Office Consolidation

This is a consolidation of the Town's **Procedure By-law** being **By-law No. 6228-19, as amended**. This is an electronic reproduction made available for reference and information purposes only. It is not an official version of the By-law. Official versions of all by-laws can be obtained by contacting the Legislative Services Division at (905) 727-3123 or clerks@aurora.ca. If there are any discrepancies between this consolidation and By-law No. 6228-19, as amended, the By-law(s) shall prevail.

By-law No. [6228-19](#), as amended by

By-law No.	Purpose	Date Enacted
6246-20	Emergency Meetings during a Declared Emergency	Mar 31, 2020
6258-20	Emergency Meetings during a Declared Emergency, Electronic Meetings	May 26, 2020
6275-20	Electronic Participation (repeals 6246-20, 6258-20)	Aug 25, 2020
6350-21	Closed Session, Openness and Transparency	May 25, 2021
6453-22	Deputy Mayor Rotation of Ward Councillors	Sep 20, 2022 Effective Nov 15, 2022

Contents

1.	Definitions.....	4
2.	Purpose and Application.....	7
3.	Principles of the Procedure By-law.....	7
4.	Interpreting the Procedure By-law	8
5.	Suspension of Rules	9
6.	Standing Committees	9
7.	Committees	10
8.	Chair of Meeting	10
9.	Duties of the Chair	11
10.	Deputy Mayor (section added per By-law No. 6453-22)	13

11. Members of Council and Committees.....14

12. Breach of Rules.....15

13. Right of Public Input and Notice16

14. Members of the Public.....16

15. Preparation of Agendas17

16. Availability of Agendas17

17. Additional Items and Corrections18

18. Reports of Council and General Committee18

19. Information Reports.....19

20. Meetings19

21. Notice of Meetings.....22

21.1 (Former section 20.1 removed per By-law No. 6275-20)24

22. Closed Session24

23. Speaking Order and Limit.....26

24. Rules of Debate.....27

25. Order of Business – General Committee.....27

26. Order of Business – Council28

27. Order of Business – Other28

28. Record of Meetings.....29

29. Changes in Order of Agenda30

30. Declarations of Pecuniary Interest.....30

31. Staff and Community Presentations30

32. Delegations at Meetings of Council and General Committee.....31

33. Consent Agenda.....33

34. Notice of Motion34

35. Regional Report35

36. New Business35

37. Public Service Announcements35

38. By-laws36

39. Adjournment37
40. Correspondence.....37
41. Petitions.....37
42. Motions from Other Municipalities38
43. Motions – Impact on Corporate Resources38
44. Procedures Concerning Motions39
45. Voting43
46. Reconsideration of a Matter45
47. Point of Order46
48. Point of Personal Privilege46
49. Public Record.....47
50. Administrative Authority of Clerk47
51. Recording, Broadcasting and/or Live Streaming Meetings.....47
52. Review of Procedure By-law48
53. Severability48
54. Enactment.....48

The Corporation of the Town of Aurora

By-law Number 6228-19

**Being a By-law to govern the proceedings of
Council and Committee meetings of the
Town of Aurora.**

Whereas subsection 238 (2) of the *Municipal Act, 2001* requires every Council and local board to adopt a Procedure by-law for governing the calling, place and proceedings of Meetings;

And whereas subsection 11 (2) of the *Municipal Act, 2001* provides that upper and lower tier municipalities may pass by-laws respecting accountability and transparency of the municipality and its operations and of its local boards and their operations; and,

And whereas it is Council's desire to follow a process of municipal governance that reflects an open, transparent government;

And whereas Council, in the interest of good governance, recognizes a Procedure By-law as a hallmark of accountability and transparency; and,

And whereas Council considers it necessary to enact a by-law in this regard and to repeal Procedure By-law Number 6068-18;

Now therefore the Council of The Corporation of the Town of Aurora hereby enacts as follows:

1. Definitions

In this Procedure By-law:

- a) "CAO" means the Chief Administrative Officer of the Town or his/her designate;
- b) "Chair" means the presiding officer at a meeting of Council or a Committee;
- c) "Clerk" means the Clerk of the Town or his/her designate;

- d) “Closed Session” means a Meeting, or part of a Meeting of Council or a Committee, which is closed to the public as permitted by the *Municipal Act, 2001*;
- e) “Code of Ethics” means the “Code of Ethics”, a declaration of the principles of good conduct and ethics.
- f) “Committee” means any Standing Committee of Council or an advisory or special Committee established by Council from time to time;
- g) “Confirming By-law” means a by-law passed for the purpose of giving effect to a previous decision or proceeding of Council;
- h) “Council” means the Members of Council of the Town of Aurora;
- i) “Delegation” means an address to Council or a Committee at the request of a person wishing to speak;
- j) “Deputy Mayor” means the Member appointed to assume the duties, rights, powers and authority of the Mayor in the circumstances set out in Section 242 of the *Municipal Act, 2001*; (**amended per By-law No. 6453-22**)
- k) “Director” means a Director of the Town or his/her designate or successor in title;
- l) “Emergency Weather Event” means an emergency weather event as defined by Town Policy No. HR-23 – Facility Closure – Inclement Weather/Power Failure – as may be amended from time to time;
- m) “Friendly Amendment” means an amendment to the Motion under debate with the consent of the mover and seconder only, and without the requirement for an amending Motion to be made;
- n) “Frivolous” means without merit or substance or is trivial;
- o) “Head” means the individual or body determined to be head under the *Municipal Freedom of Information and Protection of Privacy Act, 1990*
- p) “Inaugural Meeting” means the first Meeting of Council after a regular election;

- q)** “Local Board” means a local board defined by the *Municipal Act, 2001*;
- r)** “Mayor” means the Mayor of the Town;
- s)** “Meeting” means any regular, special or other Meeting of Council or a Committee and includes a Workshop;
- t)** “Member” means any individual elected to Council or a person appointed by Council to a Committee;
- u)** “Motion” means a proposal moved by a Member, and seconded by another Member, to adopt, amend, or otherwise deal with a matter before Council or a Committee;
- v)** “*Municipal Act, 2001*” means the *Municipal Act, 2001, S.O. 2001, c.25*, as amended;
- w)** “Municipal Conflict of Interest Act” means the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, as amended;
- x)** “Municipality” means The Corporation of the Town of Aurora;
- y)** “Notice” means written notice, except where legislation, by-law or policy of the Town provides for another form and manner of notice;
- z)** “Offending Member” means a Member who has been found by the Chair or by Council or by a Committee to have disobeyed a rule in this Procedure By-law or a Chair’s ruling;
- aa)** “Point of Order” means a Motion raised by a Member drawing attention to an infraction of this Procedure By-law;
- bb)** “Point of Personal Privilege” means a Motion raised by a Member which concerns the health, safety, rights, or integrity of the Member, the Council, a Committee, Staff or anyone present at a Meeting;
- cc)** “Procedural Matter” means a matter or Motion of a procedural nature;
- dd)** “Public Planning Meeting” means a Meeting held pursuant to the *Planning Act, R.S.O. 1990, c. P.13, as amended*, or other statute;

- ee)** “Quorum” means the number of Members required for the legal conduct of the business of Council or a Committee.
- ff)** “Resolution” means the decision of Council on any Motion;
- gg)** “Robert’s Rules of Order” means the most current edition of Robert’s Rules of Order, Newly Revised;
- hh)** “Rules of Procedure” means the rules and regulations contained in this Procedure By-law and that govern the proceedings of Council and its Committees;
- ii)** “Staff” means an employee(s) of the Town;
- jj)** “Standing Committee” means a Committee established by Council and consisting solely of all Members of Council;
- kk)** “Town” means The Corporation of The Town of Aurora;
- ll)** “Town Hall” means the municipal offices located at 100 John West Way, Aurora, Ontario;
- mm)** “Vexatious” means without merit and pursued in a manner that is malicious or intended to embarrass or harass the recipient or others;
- nn)** “Workshop” means a Meeting of Council or Committee for the purpose of discussing issues in an informal venue.

2. Purpose and Application

- a)** This By-law shall be known as the Procedure By-law and establishes the rules of procedure for Council and Committee Meetings.

3. Principles of the Procedure By-law

- a)** The principles of openness, transparency and accountability to the public guide the Town’s decision-making process. In the context of Council and Committee proceedings, this is accomplished by:
 - i)** Ensuring the decision-making process is understood by the public and other stakeholders;

- ii) Providing access to information and opportunities for input by the public and other stakeholders consistent with the requirements of this Procedure By-law and other statutory requirements;
 - iii) Exercising and respecting individual and collective roles and responsibilities provided for in this Procedure By-law and other statutory requirements.
- b) The protection of basic rights by recognizing the right of the majority to decide, the minority to be heard and individuals to have the opportunity to participate.
- c) The principles of parliamentary law governing Council and Committee Meetings include:
 - i) Every Member has the right to one vote, unless prevented by law;
 - ii) Each Member has the right to be heard on a matter, unless prevented by law;
 - iii) Each Member has the right to information to help make decisions, unless prevented by law;
 - iv) Each Member has the right to an efficient meeting;
 - v) Each Member has the right to be treated with respect and courtesy;
 - vi) Each Member represents the public and will first and foremost consider the well-being and interests of the Municipality.

4. Interpreting the Procedure By-law

- a) In the event of conflict between this Procedure By-law and legislation, the provisions of the legislation prevail.
- b) If there is a conflict between two or more rules in this Procedure By-law, or if there is no specific rule on a matter, the Chair will rule. In making a ruling, the Chair may consult the Clerk, rely on previous rulings and practices, or refer to Robert's Rules of Order.

5. Suspension of Rules

- a) Rules of Procedure provided for in this Procedure By-law may be suspended by a two-thirds majority vote of Council or a Committee, with the exception of the following circumstances:
 - i) Where required by law;
 - ii) Contractual agreements binding the Town;
 - iii) Quorum requirements.
- b) A Motion to suspend the Rules of Procedure required by this Procedure By-law shall not be debatable or amendable.

6. Standing Committees

- a) General Committee
 - i) The General Committee shall be comprised of all Members of Council.
 - ii) The General Committee may consider delegations, Community presentations, correspondence, staff reports and matters which may require more elaboration and discussion than would be appropriate in a Council Meeting and such other matters as Council may determine. Recommendations from General Committee will be considered by Council.
- b) Audit Committee
 - i) The Audit Committee shall be comprised of all Members of Council.
 - ii) The Audit Committee shall:
 - (a) Review audited financial statements;
 - (b) Review significant management letter comments and related recommendations;
 - (c) Review the appointment of auditors; and
 - (d) Make recommendations regarding the above to Council.

- iii) The Committee's mandate shall include operational reviews.
 - iv) Meetings will be held at the call of the Chair. Agendas will be distributed to Members of Council at least forty-eight (48) hours prior to the Meeting.
- c) Budget Committee**
- i) The Budget Committee will be comprised of all Members of Council.
 - ii) The Budget Committee shall make recommendations to Council on approval of the Town's annual operating and capital budgets.
 - iii) The Budget Committee has delegated authority to:
 - (a) Approve the Meeting minutes of the Budget Committee;
 - (b) Direct staff to bring forward information to the Budget Committee as needed, and defer matters to a future General Committee or Budget Committee meeting; and
 - (c) Direct staff to prepare and bring forward for Council's consideration a report summarizing Committee recommendations on the annual capital and operating budgets.
 - iv) Budget Committee Meetings will be held as outlined in the Meeting Schedule, as approved by Council.

7. Committees

- a) When not provided for in the Committees' Terms of Reference or the Town Policy for Ad Hoc/Advisory Committees and Local Boards, the Rules of Procedure set out in this Procedure By-law shall govern all Meetings of all Committees, including any ad hoc, Advisory Committees, or Local Boards.

8. Chair of Meeting

- a) The Chair is the presiding officer at a Meeting of Council or a Committee.
- b) The Chair of a Meeting of Council, Audit Committee, Budget Committee, a Closed Session or a Workshop Meeting is the Mayor. In the absence of the Mayor, the Deputy Mayor is Chair.

- c) The Chair of a Meeting of General Committee shall be the Deputy Mayor as provided for in Section 10 of this By-law. **(amended per By-law No. 6453-22)**
- d) In the absence of the person appointed as Chair, the Members shall appoint one of their Members as Chair for the purpose of that Meeting.
- e) The Chair and any Vice Chairs of other Committees are appointed in accordance with the Town's Policy for Ad Hoc/Advisory Committees and Local Boards, or their Terms of Reference.

9. Duties of the Chair

- a) The Chair is responsible for, where applicable:
 - i) Carrying out the roles and responsibilities of his/her role as described in the *Municipal Act, 2001*;
 - ii) Chairing the Meeting in an objective manner in accordance with this Procedure By-law;
 - iii) Enforcing the Rules of Procedure in this Procedure By-law;
 - iv) Enforcing order and good behaviour of all Members at all times;
 - v) Announcing the business before Council or a Committee and the order in which it is to be considered;
 - vi) Receiving, stating and framing all Motions presented to clarify their intent as moved;
 - vii) Ruling on whether a Motion is in order;
 - viii) Protecting Council or a Committee from a Motion that is obviously Frivolous or tending to cause delay by refusing to acknowledge the Motion;
 - ix) Providing information to Members on any matter related to the business of Council or a Committee;
 - x) Deciding to acknowledge, and ruling on, whether a Point of Order or Point of Personal Privilege is in order subject to an appeal by any

- Member to the Council or a Committee on any question of order in respect to business before the Council or a Committee, and giving the facts, circumstances and reasons for the ruling;
- xi) Calling a vote on the question of sustaining the ruling of the Chair, and announcing the results of the vote, if there is an appeal to the ruling of the Chair. In this regard, the Chair may provide further explanation of the ruling prior to calling the vote;
 - xii) Recessing a Meeting for a brief, specified time to consult the Clerk, the CAO or other staff person if necessary;
 - xiii) Recessing the Meeting for a specified time if there is a threat or imminent threat to the health or safety of any person, or if there is a possibility of public disorder;
 - xiv) Ensuring that Members take a health break by announcing a minimum ten (10) minute recess after two (2) hours have passed since the last break;
 - xv) Ensuring that all Members who wish to speak on a Motion have spoken;
 - xvi) Ensuring clarity, where required, by reading, or requesting the Clerk, recording secretary or other appropriate person to read Motions before voting;
 - xvii) Putting all Motions to a vote and announcing results;
 - xviii) Voting on all matters unless the *Municipal Conflict of Interest Act* prohibits it;
 - xix) Declining to put to a vote any Motion which contravenes this Procedure By-law;
 - xx) Calling Members to order;
 - xxi) Adjourning the Meeting when the business of the Meeting has concluded; and,
 - xxii) Signing all by-laws, Resolutions, and minutes when required.

10. Deputy Mayor (section added per By-law No. 6453-22)

- a) The Deputy Mayor shall be composed of all Ward Council Members with appointments running concurrently on a monthly rotation basis. The Clerk shall prepare and circulate a schedule for the rotation of the Deputy Mayor at the beginning of each term of Council for the entire term of Council, as follows:
 - i) Each Ward Councillor shall hold the position of Deputy Mayor for seven (7) non-consecutive months throughout the term of Council;
 - ii) Each Ward Councillor shall be the Deputy Mayor in July or August once over the course of the term of Council; and,
 - iii) No Deputy Mayor will be appointed in July, August, September, October, November and December of a Municipal Election Year.
- b) Ward Councillors shall notify the Clerk of any exchanges of their appointed months with other Ward Councillors due to a foreseen absence.
- c) In the absence of the Deputy Mayor, the Mayor will Chair any General Committee meetings.
- d) The Deputy Mayor shall act in the absence of the Mayor in the following circumstances:
 - i) When the Office of Mayor is vacant;
 - ii) When the Mayor is absent due to illness, or scheduling conflict;
 - iii) When the Mayor is absent from the Town;
 - iv) When the Mayor refuses to act; or
 - v) When the Mayor declares a conflict of interest.

- e) The Deputy Mayor has, and may exercise all the rights, powers, and authority of the Mayor as Head of Council in the Mayor's absence, as defined in Section 241 and 242 of the *Municipal Act, 2001*.

11. Members of Council and Committees

- a) Members are responsible for, where applicable:
 - i) Carry out the responsibilities of the role of Council as described in the *Municipal Act, 2001*, *Municipal Conflict of Interest Act* and any other legislation;
 - ii) Attending scheduled Meetings;
 - iii) Carefully considering and making decisions about Meeting business, including seeking information and advice from staff prior to and during a Meeting;
 - iv) Voting on Motions put to a vote, unless the *Municipal Conflict of Interest Act* prohibits it;
 - v) Respecting the Rules of Procedure in this Procedure By-law;
 - vi) Listening attentively, participating in a Meeting and not interrupting, unless to raise a Point of Order or Point of Personal Privilege;
 - vii) Remaining silent in their seats while Council or a Committee votes and until the Chair announces the result of the vote;
 - viii) Refraining from using indecent, offensive or insulting language or speak disrespectfully of any individual.
 - ix) Refraining from engaging in private conversation while in the Meeting or using communication devices in any manner that disrupts the Member speaking or interrupts the business of Council;
 - x) Respecting and following the decisions of Council or a Committee;
 - xi) Not disclosing any of the content of a Meeting that was closed to the public or provide confidential documents or materials to unauthorized individuals;

- xii) Complying with the Chair's rulings and Council's decisions; and
- xiii) Complying with the Council Code of Ethics.

12. Breach of Rules

- a) If a Member disobeys a rule in this Procedure By-law or a Chair's ruling:
 - i) After the first occurrence, the Chair calls the Member to order.
 - ii) After the second occurrence, if the Member continues to disobey this Procedure By-law or the Chair's ruling, the Chair will immediately order the Member to leave his/her seat and observe the Meeting from the audience for the remainder of the Meeting.
 - iii) Any Member other than the Offending Member may appeal the Chair's ruling in ii), and Council or a Committee may overturn or uphold the Chair's ruling. Should the Chair's ruling be overturned, the Offending Member may return to his/her seat.
 - iv) At the next available opportunity in the Meeting, the Chair will offer the Offending Member the opportunity to apologize to Council or a Committee. The apology will not include additional comments or debate by the Offending Member or by Council or a Committee.
 - v) After an apology is made by the Offending Member, Council or a Committee may consent to allow the Offending Member to return to the Meeting.
 - vi) Should, at any point, the Offending Member create a disturbance while seated in the audience in accordance with subsection 10.b)ii), the Chair will order the Offending Member to leave the Council chamber or meeting room.
 - vii) Council cannot appeal the Chair's ruling in accordance with subsection 10.b) vi).
 - viii) If the Offending Member refuses to leave his/her seat or leave the Council chamber or meeting room as required in subsection 10.b)vi), the Chair may request the CAO to contact security or the police for assistance.

13. Right of Public Input and Notice

- a) The public has the right to have input and receive Notice on Council's decision-making process. The methods for doing so include: writing to Council through the Clerk; submitting a petition; or speaking as a Delegation. The public will receive Notice in accordance with the requirements of legislation, this Procedure By-law and the Town's Notice By-law.
- b) Should an individual wish to be provided with further Notice related to a matter of business before Council or Committee, he/she is required to indicate this wish to the Clerk on the prescribed form, which is available on the Town's website or at the Town Hall.

14. Members of the Public

- a) The Chair may expel or exclude any person who disrupts a Meeting, and may request security and/or police assistance in doing so.
- b) No persons, other than Members and Town staff, are permitted to approach the area where Members and staff are seated.
- c) Attendees will submit all materials for Council or Committee through the Clerk.
- d) Attendees are responsible for:
 - i) Maintaining order and not heckling, or engaging in conversations, displaying placards or props or any behavior that may be considered disruptive;
 - ii) Speaking respectfully at all times;
 - iii) Using recording, broadcasting or streaming devices respectfully, and should the Chair direct it, moving or ceasing to use recording, broadcasting or streaming devices.
- e) All communication devices shall be turned off or set to silent mode during any meeting, with the exception of assistive devices for people with disabilities.

15. Preparation of Agendas

- a) The CAO and his/her staff are charged with providing guidance and recommendations to Council or Committee related to municipal business, and implementing the decisions of Council.
- b) The CAO chairs a regularly scheduled internal meeting to review draft agenda items in order to support the business of Council.
- c) The Clerk provides an administrative process to support the approval, preparation, Notice, publication and distribution/public access to agendas and agenda items, following approval by the CAO and/or Director.

16. Availability of Agendas

- a) Council Meeting agendas are generally available to Members of Council and the public on each Thursday preceding a Meeting.
- b) General Committee Meeting agendas are generally available to Members on the Monday that is eight (8) days preceding a General Committee Meeting and are generally available to the public on the following Tuesday.
- c) Closed Session agendas will be provided to Council in accordance with the publishing timeframes set out in Section 15 a) where required.
- d) Council Public Planning Meeting agendas are generally available to Members of Council and the public seven (7) days prior to the Meeting date.
- e) Special General Committee and Council, Workshop and emergency Meeting agendas will be provided to Members in accordance with the publishing timeframes set out in the Notice of Meetings section of this Procedure By-law, where required.
- f) Agendas for Committees, including Audit Committee and Budget Committee and excluding General Committee, are generally available seven (7) days prior to the meeting date.

17. Additional Items and Corrections

- a) An additional item is any item that is to be added to a Council or Committee agenda following publication of the original agenda.
- b) Any corrections to the agendas of Council or Committee may be listed on the additional items to be distributed, for information only.
- c) Committees are required to consent to the introduction of additional items by approving the agenda, as amended.
- d) Requests for items to be added to the agenda as an additional item shall have met at least one of the following conditions:
 - i) Government/agency deadlines;
 - ii) Legal implications;
 - iii) Contractual implications;
 - iv) Financial implications;
 - v) Council or General Committee direction; or
 - vi) As directed by the CAO.
- e) Additional items to Council or General Committee Meeting agenda are available on each Monday preceding the Meeting, and further additional items may be provided up to and including the Meeting day.

18. Reports of Council and General Committee

- a) In accordance with established administrative protocols, reports prepared by staff are submitted in writing to the Clerk and distributed with the agenda for the applicable Meeting of Council or General Committee.
- b) Reports prepared by staff members contain information and recommendations prepared in the context of their professional, technical and administrative expertise independent of any particular political, constituent or stakeholder interest.

19. Information Reports

- a) An information report is prepared for the information of Council and generally relates to a matter considered at Council or General Committee, or is a matter of Town business.
- b) An information report does not contain recommendations.
- c) An Information Report may be requested by Council or General Committee in the form of a motion.
- d) Information reports are circulated directly to Council Members by email and made available to the public on the Town's website in accordance with the timelines set out in the Availability of Agendas section of this Procedure By-law. Information reports are not published on a General Committee or Council agenda unless a Council Member makes such a request to the Clerk.
- e) Information Reports will be placed on an upcoming General Committee agenda at the request of a Council Member. Where required due to urgency or timing, information reports may be considered directly at Council as an item.

20. Meetings

- a) Meetings Open to the Public
 - i) All Meetings shall be open to the public except as provided for in the Closed Session section of this Procedure By-law.
- b) Inaugural Meeting
 - i) The first Meeting of a newly elected Council after a regular municipal election shall be held on the first Tuesday in December at 7 p.m. or such other date and time as determined by the Clerk.
- c) Approval of the Meeting Schedule
 - i) Prior to January 1 of every year, Council approves a Meeting schedule of Council and Standing Committees for each calendar year, which may be amended. The Meeting Schedule is made available to the public on the Town's website.

- ii) The Meeting schedule of Committees is determined by its Members, in accordance with each Committee's Terms of Reference and/or prescribed mandate.
- d) Location of Meetings
 - i) Meetings shall take place at Town Hall, or at another location within the municipality or adjacent to the municipality, as authorized by the Mayor or by Council, or as provided for in the *Municipal Act, 2001* when Notice is given.
- e) Schedule of Meetings
 - i) Meetings shall take place in accordance with the Meeting Schedule as prepared by the Clerk and approved by Council.
 - ii) All Council Meetings will generally be held on the fourth Tuesday of each month at 7 p.m. and General Committee Meetings will generally be held on the first and third Tuesday of each month at 7 p.m. Where a Council Meeting day is a public or civic holiday, Council will meet at the same hour on the Wednesday immediately following the holiday.
 - iii) Unless otherwise determined by the Clerk, Council Closed Session will be scheduled at 5:45 p.m. immediately prior to a Council or General Committee Meeting, and will recess or adjourn at least ten (10) minutes prior to the scheduled time of the meeting.
- f) Public Planning Meetings
 - i) Council will meet on the second Tuesday of each month at 7 p.m. for a Council Meeting to consider development-related applications and other matters that have been submitted under the *Planning Act*, R.S.O. 1990, c. P.13, as amended.
- g) Quorum
 - i) A majority of Members shall constitute a Quorum.
 - ii) As soon as there is a Quorum after the time appointed for commencement of a Meeting, the Mayor or Chair will call the

Meeting to order. If a Quorum is not present 30 minutes after the time appointed for commencement of a Meeting, the Clerk shall indicate that no Quorum is present and the Meeting shall not commence.

- iii) If during the course of a Meeting, Quorum is lost, the Chair shall declare that the Meeting shall be adjourned until the date of the next scheduled Meeting. The agenda items are deemed to be deferred to the next scheduled Meeting.

h) Late Arrival

- i) If a Member arrives late at a Meeting, any prior discussion is not reviewed without the consent of the Members present.

i) Electronic Participation (section added per By-law No. 6275-20)

- i) Any member may participate electronically in a Meeting that is open to the public or in Closed Session.
- ii) Any Member who is participating electronically in a Meeting shall be counted in determining whether or not a Quorum is present at any point in time during the Meeting.
- iii) For staffing and scheduling purposes, any Council Member who is participating electronically in a General Committee or Council Meeting shall notify the Clerk, at least twenty-four (24) hours prior to the General Committee or Council Meeting.
- iv) Delegates may participate electronically in a Meeting, by completing and submitting an Electronic Delegation Request Form to **clerks@aurora.ca**, in accordance with the Delegation protocols and submission deadlines outlined in this by-law.
- v) A Member who participates electronically in a Meeting shall have the same rights and responsibilities as if they were in physical attendance, including the right to vote.
- vi) Electronic participation in a Meeting shall be conducted by way of electronic means, including, but not limited to, audio teleconference, video teleconference, or by means of the internet,

following instructions provided by the Clerk in order to ensure that a Meeting may proceed in the most transparent and successful manner under the current timelines and circumstances.

21. Notice of Meetings

a) General Provisions

- i) The Clerk gives Notice of a Meeting by:
 - (a) Posting the annual approved schedule of Meetings; or
 - (b) Using the Town's social media accounts and website; or
 - (c) Publishing Notice on the Town's regular advertising page in the local newspaper; or
 - (d) Providing the agenda to Members and the public; or
 - (e) All of the above.
- ii) Every Notice of a Meeting shall indicate the date, time and place of the Meeting, and the contact information for the Clerk's office.
- iii) Nothing in this Procedure By-law shall prevent the Clerk from using more extensive methods of Notice.
- iv) Nothing in this Procedure By-law shall prevent the Clerk from using longer timeframes for providing Notice.

b) Special Meetings of Council or General Committee

- i) A special Meeting of Council or General Committee may be called by the Mayor at any time. A special Meeting of Council or General Committee is limited to business matters included in the Notice of Meeting.
- ii) Upon receipt of a written petition from a majority of the Members of Council, the Clerk will summon a special Meeting of Council or General Committee for the specific purpose and time identified in the petition.
- iii) In addition to the general Notice provisions in this Procedure By-law, the Clerk shall give Notice of a special Meeting of Council or General Committee by providing an agenda at least twenty-four (24)

hours prior to the Meeting or if the Meeting is to be scheduled in less than twenty-four (24) hours, then by providing an agenda at the first opportunity to do so.

c) Workshop Meetings

- i) The Mayor and/or CAO may hold a Workshop Meeting for Members of Council to discuss issues in an informal venue. With the exception of Procedural Matters, no Motions are passed.
- ii) A record describing, in general terms, the Meeting and the subject matter discussed is made at all Workshop Meetings and placed on a future Council agenda to be received only for the purposes of information.
- iii) In addition to the general Notice provisions in this section of the Procedure By-law, the Clerk shall give Notice of a Workshop Meeting by providing an agenda at least twenty-four (24) hours prior to the Meeting.
- iv) Delegations shall not be permitted at Workshop Meetings.

d) Cancellation or Postponement of Meetings

- i) A Meeting may be cancelled or postponed where it is known in advance that Quorum will not be achieved, by Council Resolution, in the event of an emergency or Emergency Weather Event, or where the Meeting is no longer required, as deemed by the CAO.
- ii) Where possible, the Clerk shall give Notice of cancellations or postponements of Meetings by:
 - (a) Providing Notice to each Member by email notification no less than forty-eight (48) hours prior to the time set for the Meeting; or
 - (b) Providing Notice to the public no less than 3 hours by:
 - Posting a Notice on the Town website;
 - Sending a Notice via the Town's social media accounts;
 - Posting a Notice on the Town's regular advertising page in the local newspaper, if time permits; and

Where (c) cannot be achieved, posting a Notice at the main entrance to Town Hall.

- (c) Notwithstanding subsection 19.d) ii), in the case of an emergency or an Emergency Weather Event, the Clerk shall provide Notice to each Member and the public as soon as practically possible.
- iii) Meetings of Committees may be cancelled or postponed by the Clerk, recording secretary, Chair or other assigned person where Quorum cannot be achieved, by Committee resolution, or in the event of an emergency or Emergency Weather Event.
- e) Invalidation of Notice of Meeting
 - i) If a Meeting Notice is substantially given, but varies from the form and manner provided in this Procedure By-law, the ability to hold the Meeting and the actions taken at the Meeting are not invalidated.

21.1 (Former section 20.1 removed per By-law No. 6275-20)

22. Closed Session

- a) Matters of Closed Session
 - i) Council or a Committee may, by Resolution, close a Meeting or part of a Meeting to the public in accordance with section 239 of the *Municipal Act, 2001*.
 - ii) Council or a Committee may also resolve into a Closed Session to the public for the following purposes:
 - (a) An ongoing investigation respecting the Municipality, a Local Board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13 (1) of the *Municipal Act, 2001*, or the investigator referred to in subsection 239.2 (1) of the *Municipal Act, 2001*.
- b) Notice of Closed Session

- i) Where a matter may be considered by Council or General Committee for discussion in Closed Session, wherever possible, written Notice by way of a published agenda will include:
 - (a) The fact that the Meeting will be closed to the public as provided for in the *Municipal Act, 2001*; and
 - (b) The general nature of the matter to be considered at the Closed Session.

- c) A Motion to close a Meeting or part of a Meeting to the public shall state the:
 - i) Intention to close the Meeting to the public; and
 - ii) General nature of the matter to be considered at the Closed Session, and the grounds for closing the Meeting as set out in the *Municipal Act, 2001*.

- d) Voting during Closed Session
 - i) Only votes relating to procedural matters or direction to staff may be taken during a Closed Session, unless otherwise authorized.

- e) Upon completion of the Closed Session:
 - i) The Members shall immediately reconvene in open session;
 - ii) The Mayor shall report any outcomes on the Closed Session as necessary; and,
 - iii) If applicable, the Members shall vote on any Resolution(s) originating from the Closed Session.

- f) Reporting Out and Confidentiality of Closed Session Discussions
 - i) Any required vote will occur following the Closed Session discussion of a Council or Committee Meeting.
 - ii) Public General Committee and Council Closed Session agendas, minutes or reports shall provide sufficient detail without detrimentally affecting the confidentiality of the matter(s) discussed in Closed Session and the position of the Municipality.

- iii) Minutes of a Closed Session shall be presented for adoption at a scheduled Meeting of Council that does not occur on the same day.
- iv) No Member shall disclose or discuss, through written, electronic or verbal communication or any other means, to any individual or corporate third party, any information that has been or will be discussed at a Closed Session of Council or a Committee until such time that Council or a Committee has determined or has been advised by staff that the matter, or any part of the matter, may be made public, subject to review by the head or designate under the *Municipal Freedom of Information and Protection of Privacy Act* or if directed to do so by a court.
- g) (section removed per By-law No. 6350-21)**
- h) Closed Meeting Investigation**
 - i) A person may request that an investigation be undertaken to determine whether Council or Committee complied with the requirements of the *Municipal Act, 2001* and this Procedure By-law in respect of a Meeting or part of a Meeting closed to the public. A person may initiate such a request by submitting a written request to the Town Clerk.

23. Speaking Order and Limit

- a)** The Chair shall maintain a list of Members who have requested to speak or ask questions. The Chair shall designate Members to speak or ask questions in the order in which they appear on the list. The Chair shall give priority to Members who have not spoken to the matter previously.
- b)** At Committee Meetings, Members are permitted to speak two (2) times on a matter, the first time being for a maximum of ten (10) minutes, and the second time being for a maximum of five (5) minutes; and
- c)** At Council Meetings, Members are permitted to speak two (2) times on a matter for a maximum of five (5) minutes each time.

24. Rules of Debate

- a) Members' comments are relevant to the matter of business before Council or a Committee. Members should avoid comments intended to be statements or assertions.
- b) Any Member may require a Motion or question under discussion to be read at any time during the debate but not so as to interrupt the Member speaking.
- c) Members shall express themselves succinctly without repetition.
- d) Questions may be asked only of:
 - i) The Chair;
 - ii) Staff;
 - iii) A previous speaker; and,
 - iv) A delegation.

25. Order of Business – General Committee

- a) The order of business of General Committee is set out in the agenda, as follows, where provided for:
 - i) Approval of the Agenda
 - ii) Declarations of Pecuniary Interest and General Nature Thereof
 - iii) Community Presentations
 - iv) Delegations
 - v) Consent Agenda
 - vi) Advisory Committee Meeting Minutes
 - vii) Consideration of Items Requiring Discussion (Regular Agenda)
 - viii) Notices of Motion
 - ix) New Business

- x) Closed Session
- xi) Adjournment

26. Order of Business – Council

- a) The order of business for the Council is set out in the agenda as follows, where provided for:
 - i) Approval of the Agenda
 - ii) Declarations of Pecuniary Interest and General Nature Thereof
 - iii) Community Presentations
 - iv) Delegations
 - v) Consent Agenda
 - vi) Standing Committee Reports
 - vii) Consideration of Items Requiring Discussion (Regular Agenda)
 - viii) Motions
 - ix) Regional Report
 - x) New Business
 - xi) Public Service Announcements
 - xii) By-laws
 - xiii) Closed Session
 - xiv) Confirming By-law
 - xv) Adjournment

27. Order of Business – Other

- a) The order of business for any other meeting type is at the discretion of the Clerk.

28. Record of Meetings

- a) The Clerk records the minutes of Meetings of General Committee and Council without note or comment. The minutes record:
 - i) The date, time and location of the Meeting;
 - ii) The name of the Chair and a record of the attendance at the Meeting;
 - iii) The name and nature of presenters and Delegations; and
 - iv) All Resolutions, decisions and other proceedings of the Meeting;
- b) Minutes of Committees, excluding standing Committees are submitted to General Committee for receipt.
- c) The receipt of Committee minutes, excluding standing Committee minutes, by Council does not constitute endorsement by the Town of any recommendations or actions contained in the minutes.
- d) A General Committee report is submitted to the next regular Council meeting for consideration of the recommendations to Council. The report from General Committee that is presented to Council shall not contain the mover or seconder on each item but rather shall only show recommendations endorsed by the General Committee.
- e) Minutes of each Meeting of Council are presented to the subsequent regular Meeting of Council for approval. The approved minutes form the official record of the Meeting.
- f) After the Council Meeting minutes have been approved by Council, they shall be signed by the Mayor and Clerk.
- g) Approved minutes of Council, including the report of the General Committee, will be posted on the Town's website as they become available.
- h) The Clerk shall ensure that the minutes of each Meeting are made available to Members within a reasonable amount of time after the holding of such Meeting.

29. Changes in Order of Agenda

- a) The business of General Committee and Council is dealt with in the order stated on the published agenda, unless Council consents to changing the order.

30. Declarations of Pecuniary Interest

- a) Members are required to make declarations of pecuniary interest in accordance with the requirements of the *Municipal Conflict of Interest Act* and/or other relevant legislation and shall refrain from speaking to and voting on the matter. At a Meeting at which a Member discloses a pecuniary interest, or as soon as possible afterwards, the Member shall file a written statement of the interest and its general nature with the Clerk or the secretary of the Committee or Local Board.
- b) A public registry of all declarations of pecuniary interest will be maintained by the Clerk in accordance with the *Municipal Conflict of Interest Act*.
- c) Where a Meeting is not open to the public, in addition to complying with the requirements set out in the Closed Session section of this Procedure By-law, the Member shall leave the Meeting or the part of the Meeting during which the matter is under consideration.
- d) Where the interest of a Member has not been disclosed by reason of the Member's absence from a particular Meeting, the Member shall disclose the Member's interest and otherwise comply at the first Meeting of Council or Committee, as the case may be, attended by the Member after the particular Meeting.
- e) The Clerk shall record the particulars of any disclosure of pecuniary interest and general nature thereof made by a Member, and this record shall appear in the minutes of that Meeting.

31. Staff and Community Presentations

- a) Staff Presentations
 - i) Staff presentations, if related to a report on the agenda shall occur at the time the report is discussed. Presentations by Staff at Meetings shall be a maximum of ten (10) minutes.

b) Community Presentations

- i) Community Presentations may be made by third-parties invited by staff to Council or General Committee on matters of interest to the Town. Such presentations are received or presented by the Chair.
- ii) Requests to be added to the Community Presentations section of an agenda shall be submitted to the Clerk at least three (3) weeks prior to the Meeting date.
- iii) Any accompanying materials must be submitted to the Clerk in an electronic format at least three (3) business days prior to the Meeting date.
- iv) Community Presentations may be up to five (5) minutes. The consent of Council or General Committee is required to extend a presentation beyond five (5) minutes.
- v) The Clerk may limit the frequency and/or number of times a group or individual may appear before General Committee or Council.

32. Delegations at Meetings of Council and General Committee**a) General Provisions**

- i) Delegates shall be encouraged to appear at the appropriate Committee first rather than Council.
- ii) Anyone wishing to appear before General Committee shall register as a delegate by submitting the prescribed form to the Clerk no later than 9 a.m. on the scheduled Meeting date.
- iii) Anyone wishing to appear before Council shall register as a delegate by submitting the prescribed form to the Clerk no later than 9 a.m. one (1) business day prior to the scheduled Meeting date.
- iv) Delegates shall advise the Clerk that the audio-visual equipment will be required and shall submit supporting material to the Clerk for approval in an electronic format no later than 4:30 p.m. on the Friday prior to the Meeting date.

- v) Delegates requesting specific financial assistance or services in-kind from General Committee or Council shall be directed to a Budget Committee meeting. Requests made outside the Budget Committee Meeting must include a detailed written request to the Clerk prior to the Meeting, which will be forwarded to the appropriate department for review. A decision will not be made at the Meeting where the Delegation is heard.
- vi) The Clerk shall give due consideration to the length of the agenda and the number of Delegations and shall advise to the requester the earliest possible date when his/her Delegation may be accommodated. A limit of four (4) Delegations will be considered at a Meeting of General Committee, and two (2) Delegations will be considered at a Meeting of Council.
- vii) The Clerk may limit the frequency and/or number of times a group or individual may appear before General Committee or Council.
- viii) Delegation requests received after the deadline or limit has been reached will be acknowledged by the Clerk but not placed on an agenda.
- ix) Delegations at General Committee and Council Meetings shall be on a subject that is within the jurisdiction or influence of local government. Delegations at a Meeting of Council shall be related to an item of business on the agenda.
- x) Delegations regarding active planning applications will not be permitted at a Council Meeting
- xi) Delegates shall refrain from making statements or comments that are, in the opinion of the Chair, frivolous or vexatious in nature.
- xii) Delegates who share the same position on a matter or are from the same organization, are encouraged to speak in one delegation.
- xiii) Delegates shall be restricted to a speaking limit of five (5) minutes, regardless of whether they are representing an organization, association or other group.

- xiv) The consent of Council or General Committee is required to grant a delegate one (1) extension of up to five (5) minutes at a Council or General Committee Meeting, and to consider more than two (2) Delegations at a Council Meeting.
 - xv) Delegates who appear before General Committee are not permitted to make a Delegation in relation to the same item at the following Council Meeting, but may submit written material to Members of Council through the Clerk's Office.
- b) Conduct of Delegates**
- i) Delegates shall not make detrimental, offensive or insulting comments, or speak ill of, or malign the integrity of Staff, the public, Council or Committee or other external public agencies.
 - ii) Delegates who contravene this section will not be permitted to finish their delegation and will be asked by the Chair to take their seat in the audience.
- c) Delegations at Council Meetings**
- i) Anyone wishing to speak on an item that is not on the Council agenda may be placed on a Committee agenda to address an issue that is not on the Council agenda.
- d) Delegations at Public Planning Meetings**
- i) Any person may speak on a matter on the agenda at a Public Planning Meeting. The delegate shall not speak for more than five (5) minutes, but may have an opportunity to speak more than once on the agenda item.

33. Consent Agenda

- a)** Consent Agenda will include the following items that do not have presentations or Delegations:
- i) Receipt of the Minutes (i.e., Special Council, Workshop, Closed Session) (Council Meeting agenda only);
 - ii) Procurement items that are within the approved budget;

- iii) Communications addressed to Council;
 - iv) Information reports requested by Council through motions; and
 - v) Items as directed by the CAO or Clerk.
- b)** Questions of clarification may be asked by Members about any consent item during the adoption of the Consent Agenda without requiring a separate vote.
 - c)** Members shall identify any items contained on the Consent Agenda which they wish to speak to and the matter shall be extracted from the Consent Agenda to be dealt with separately under Consideration of Items Requiring Discussion (Regular Agenda).
 - d)** In the event that a Member declares a pecuniary interest on an item that is included on the Consent Agenda, that item shall be considered under Consideration of Items Requiring Discussion (Regular Agenda).
 - e)** Items on the Consent Agenda or the balance of the items, as the case may be, shall be adopted in one Motion.

34. Notice of Motion

- a)** A Member desiring to introduce a subject for discussion by Council will provide the proposed Notice of Motion to the Clerk in writing for inclusion in a regular agenda of General Committee by 12 p.m. on the Wednesday prior to the meeting.
- b)** The Motions will be included on the next Council agenda for consideration and disposition. Motions that are not in order, as determined by the Clerk, will not be included.
- c)** Closed Session Notices of Motion may be published as part of a General Committee or Council agenda to fulfil Notice provisions. The subsequent Motion will be brought forward to the next scheduled Council Closed Session meeting, or to a meeting agreed to by the authoring Member and the Clerk.

- d) The CAO or Staff may be requested to comment on the Motion raised in this section, but no staff report will be prepared unless the Motion, once adopted by Council, is referred to staff for a further report.
- e) It is the duty of the Member to:
 - i) Prepare the proposed Motion in writing
 - ii) Submit the proposed Motion to the Clerk
 - iii) Ensure the content of the proposed Motion allows for it to be published on a public agenda.

35. Regional Report

- a) The representative of the Town on Regional Council will provide a report at regular Meetings of Council on matters of interest to the Town, when available.

36. New Business

- a) Any Member of Council or a Committee, at any Meeting, may present and introduce any matter of new business during the New Business portion of the Meeting, and shall have regard to the following guidelines:
 - i) Members are encouraged to raise operational matters prior to the Meeting through the CAO, Director or appropriate Staff;
 - ii) Members are discouraged from raising substantive policy matters, in particular consideration of corporate policies or by-laws; and,
 - iii) Members of Council are encouraged to raise announcements and community events under the Public Service Announcements portion of the Council agenda.

37. Public Service Announcements

- a) Members may speak for no more than three (3) minutes on public service announcements and community events, unless the consent of Council is granted.

38. By-laws

- a) By-laws are considered by Council and approved by Motion.
- b) Every by-law adopted by Council is done so under the seal of the Town and signed by the Clerk and the Mayor.
- c) All by-laws shall be given first, second and third readings in a single Motion, unless a Member wishes to discuss the contents of a by-law, at which time the subject by-law shall be removed from the Motion and dealt with separately.
- d) The following types of by-laws may be presented directly to Council without an accompanying staff report:
 - i) Those directed to be presented directly to Council by General Committee or Council;
 - ii) The appointment of statutory positions, staff for by-law inspection, municipal law enforcement and provincial offences administration;
 - iii) Consolidation of by-laws or housekeeping amendments;
 - iv) General by-laws where the purpose and intent of the by-law has been clearly authorized by a previous resolution;
 - v) A by-law to levy interim property taxes;
 - vi) A by-law to set tax rates in accordance with the approved budget;
 - vii) Part-lot control by-laws;
 - viii) Assumption by-laws;
 - ix) A by-law to establish a public highway;
 - x) Minor amendments resulting from changes to provincial enabling legislation; and,
 - xi) Other administrative by-laws deemed appropriate by the CAO.
- e) Every Council Meeting shall be confirmed by by-law so that every decision of Council at that Council Meeting and every Resolution of the Meeting

shall have the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted.

- f) All amendments to any by-law approved by Council shall be deemed to be incorporated into the by-law and if the by-law proposing the amendment is enacted by Council, the amendments shall be inserted by the Clerk.
- g) All by-laws, including the confirming by-law, shall be voted on prior to Adjournment.

39. Adjournment

- a) No item of business shall be considered at a Meeting of Council or General Committee after 10:30 p.m. unless a majority of the Members present enact a resolution to extend the hour. The Resolution must include a proposed time for adjournment of the Meeting.

40. Correspondence

- a) Where correspondence is not requested to be included in a Council or General Committee agenda, it is circulated by the Clerk to Members, the CAO, Directors and applicable Staff for their information, and forms a part of the Clerk's records.
- b) Where correspondence has been requested to be included on a Council or General Committee Meeting agenda or on the request of a Member to the Clerk, correspondence is placed on the General Committee meeting agenda for consideration. Where required due to urgency or timing, correspondence may be considered directly by Council as an Additional Item.
- c) The Council's receipt of correspondence does not constitute endorsement of the correspondence by the Town of any recommendations it may contain or actions it may advocate.

41. Petitions

- a) Petitions may be submitted to the Clerk and will include a minimum of two (2) persons and their respective addresses unless otherwise required by law, and a clear statement of the purpose for the petition.

- b) If the petition meets the requirements of the Petition Policy and/or any other related Town Policies, the request conveyed in the petition will be considered by General Committee for disposition. Where required due to urgency or timing, petitions may be considered directly by Council.
- c) Staff may prepare recommendations related to the matter for Council's consideration.
- d) The Town is not accountable for the accuracy or reliability of petitions that are submitted.

42. Motions from Other Municipalities

- a) All requests for endorsement of resolutions from other municipalities will be electronically circulated to Council and acknowledged by the Clerk, with the advice that the Town does not take action on resolutions received from other municipalities, but rather makes its position known through the appropriate municipal association, or alternatively, directly to the relevant Minister or government leader.
- b) A Member of Council may request that a resolution from another municipality be added to a General Committee agenda for consideration.
- c) The Council's receipt of resolutions from other municipalities does not constitute endorsement by the Town of any recommendations or actions they may contain.

43. Motions – Impact on Corporate Resources

- a) The CAO will advise on the appropriate means of disposition for matters that make an impact on administration.
- b) Council is not required to pass a Motion that makes an impact on corporate resources where a matter:
 - i) Has already been approved by Council;
 - ii) Is considered by the CAO to be minor in nature; and/or,
 - iii) Falls within existing service levels.

44. Procedures Concerning Motions**a) General Rules**

- i) Every Motion in any Meeting of Council or Committee requires a mover and a seconder.
- ii) When duly moved and seconded, every Motion, other than a Motion to adjourn, recess, table or suspend the rules of this Procedure By-law, is open for discussion.
- iii) No debate is permitted on any Motion or amending Motion until it has been properly seconded.
- iv) A Member may move a Motion in order to initiate discussion and debate, but vote in opposition to the Motion. A seconder of the Motion may vote against the Motion.
- v) A Motion or amending Motion may not be withdrawn without the consent of the mover and seconder.
- vi) The Chair of a Meeting of Council or a Committee will not move or second a Motion.

All Members of Council or a Committee will vote on all Motions except in the instance where the Member refrains from voting on an issue due to a declaration of a pecuniary interest in the matter by the Member. If any Member does not vote, he/she will be deemed as voting in the negative (except where prohibited from voting by statute).

b) Motion under Debate

- i) When a Motion is under debate, no other Motion may be considered except for the following Motions, to be considered in the listed order of priority:
 - (a) To adjourn;
 - (b) To recess;
 - (c) To table an item;
 - (d) To put the question to a vote or call the vote;

- (e) To defer;
- (f) To refer;
- (g) To amend.

c) Motion to Adjourn

- i) A Motion to adjourn means a Motion to end a Meeting.
- ii) A Motion to adjourn is not debatable and shall always be in order except when:
 - (a) Another Member is in possession of the floor;
 - (b) A vote has been called; or
 - (c) Members are voting.
- iii) A Motion to adjourn is not amendable, except when moved to set future time for adjourning.
- iv) A Motion to adjourn shall take precedence over any other Motion and shall be put immediately without debate.

d) Motion to Recess

- i) A Motion to recess means to suspend a meeting for a specific length of time.
- ii) A Motion to recess when other business is before the Meeting:
 - (a) Specifies the length of time of the recess;
 - (b) Is debatable as to the length or timing of the recess; and
 - (c) Can only be amended with respect to the length of the recess.

e) Motion to Table

- i) A Motion to table means to postpone a matter without setting a definite date for future discussion for a matter. A tabled Motion that has not been decided on by Council during the term of Council in which the Motion was introduced is deemed to have been withdrawn.
- ii) A Motion to table:

- (a) Is not to be amended or debated; and
 - (b) Applies to the Motion and any amendments thereto under debate at the time when the Motion to table was made.
- iii) If the Motion to table carries, in the absence of any direction from Council, the matter may not be discussed until the CAO, or a Member through a Motion, brings it forward to a subsequent Meeting.
- f) Motion “To Put the Question to a Vote” or “To call the Vote”
 - i) A Motion “To Put the Question to a Vote” or “To call the Vote” means to stop debate and immediately proceed to vote on the Motion.
 - ii) Any Member may request the Chair “To Put the Question to a Vote” or “To call the Vote” by presenting a Motion that the question “now be put to a vote.” A Motion to put the question to a vote must:
 - (a) Be seconded;
 - (b) Is not open to debate;
 - (c) Immediately put to a vote without debate;
 - (d) Requires a 2/3 majority vote to close debate.
- g) Motion to Refer
 - i) A Motion to refer means to direct a matter under discussion by Council or a Committee to Staff or another Committee for further examination or review.
 - ii) A Motion to refer a matter under consideration to a Committee or to Staff:
 - (a) Shall be debatable as to the rationale of referring, and cannot go into the merits of the Motion or subject being referred; and
 - (b) May be amended as to the Committee or group to whom it is being referred, as to the time the Committee or Staff reports back, and as to directions given to the Committee or Staff; and

- (c) Includes the terms on which the Motion is being referred and the time at which the matter is to be returned; and
 - (d) Includes the reasons for the referral.
 - iii) This Motion may be delayed by the Chair in order to permit Members on the speaking list to speak.
- h) Motion to Defer**
 - i) A Motion to defer means to postpone all discussion on a matter until a future date or time, one which is established as part of the Motion.
 - ii) A Motion to defer to a certain time or date:
 - (a) Is open to debate as to advisability of postponement and cannot go into the merits of the Motion or subject being postponed; and
 - (b) May be amended as to the time or date to which the matter is to be deferred.
 - iii) This Motion may be delayed by the Chair in order to permit Members on the speaking list to speak.
- i) Motion to Amend**
 - i) The purpose of this Motion is to modify a Motion. It cannot be used to directly contradict or negate the effect of another Motion.
 - ii) A Motion to amend:
 - (a) Is open to debate; and,
 - (b) Is to be relevant to the main Motion; and
 - (c) Is applied to a Motion at one time, and that amendment may be amended [by a secondary amendment], which then cannot be amended.
 - iii) If a Motion to amend is not considered a Friendly Amendment, then the Motion to amend:

- (a) If more than one Motion, will be put to a vote in the reverse order to that in which they were moved;
- (b) Will be decided upon or withdrawn before the main Motion is put to the vote;
- (c) Will not be amended more than once, provided that further amendments may be made to the main Motion; and,
- (d) Will not be directly contrary to the main Motion.

j) Motion Containing Two or More Matters

- i) When the Motion under consideration concerns two (2) or more matters, the Chair, upon the request of any Member, will direct that the vote upon each matter be taken separately. Such request may also be made by the Chair.
- ii) A vote on the main Motion or the Motion, as amended, may be split for the purpose of complying with the *Municipal Conflict of Interest Act*, or at the discretion of the Chair.

k) Withdrawal of Motion

- i) A request to withdraw a Motion:
 - (a) May only be made by the mover of the Motion;
 - (b) Requires consent of the seconder of the Motion; and,
 - (c) Is in order any time during the debate.

l) Adoption in a Single Motion

- i) One or more items on an agenda may be adopted in a single Motion.

45. Voting

a) General Rules

- i) After a Motion is finally put to a vote by the Chair, no Member speaks to it nor will any other Motion be made until after the vote is taken and the result has been declared.
- ii) All Members of Council or a Committee will vote on all Motions. Failure by any Member to announce his/her vote openly and

individually, including an “abstention,” is deemed to be a vote in the negative.

- iii) Each Member present and voting announces or indicates his/her vote upon the Motion openly and individually, and no vote is taken by ballot, or any other method of secret voting.

b) Majority Vote

- i) A majority means more than half of the Members present, or:
 - (a) If 7 Members present: 4
 - (b) If 6 Members present: 4
 - (c) If 5 Members present: 3
- ii) Unless this Procedure By-law states otherwise, a matter passes when a majority of Members present vote in the affirmative.
- iii) Where required in this Procedure By-law, a two-thirds majority means $\frac{2}{3}$ of the Members present, or:
 - (a) $\frac{2}{3}$ of 7: 5
 - (b) $\frac{2}{3}$ of 6: 4
 - (c) $\frac{2}{3}$ of 5: 4
 - (d) $\frac{2}{3}$ of 4: 3

c) Tie Vote

- i) Any Motion on which there is a tie vote is deemed to be defeated.

d) Recorded Vote

- i) A recorded vote is only permitted at Council Meetings and will be taken at the request of a Member prior to the commencement of the vote being taken or immediately thereafter.
- ii) A Member of Council’s failure to participate in a recorded vote when he/she has not declared a pecuniary interest is deemed to be a negative vote.
- iii) A recorded vote at Council Meetings will be taken as set out in a) or b) below:

- (a) Each Member announces his/her vote openly, and the Clerk records his/her vote in the minutes. Votes are called in random order as determined by the Clerk.
 - (b) Each Member first indicates his/her vote by using an electronic device. Each Member's vote is then electronically displayed on a screen, and the Clerk announces the outcome of the vote and records each Member's vote in the minutes.
- iv) Notwithstanding recorded votes, a record or notation of a Member's opposition to an issue is not recorded in any Meeting minutes.

46. Reconsideration of a Matter

- a)** Council cannot reconsider a matter until six (6) months have passed from the date of the matter's original disposition by Council, except upon a vote in the affirmative of two-thirds majority of the Members present.
- b)** Decisions which contractually bind the Town shall not be reconsidered.
- c)** A Motion to reconsider shall be introduced by way of a Notice of Motion and considered either at the next Council Meeting or at a special Meeting called to reconsider the Motion unless the Council, without debate, dispenses with the requirement for a Notice of Motion on a two-thirds vote.
- d)** A Motion to reconsider is debatable, which debate will be restricted to the rationale for reconsidering the matter, and no debate of the main Motion shall be allowed until the Motion for reconsideration is carried.
- e)** Once the reconsideration Motion has carried, the matter is reopened in its entirety unless the reconsideration Motion specifies otherwise.
- f)** If the matter is reopened, all previous decisions of the Council remain in force until the Council decides otherwise.
- g)** No Motion to reconsider may, itself, be the subject of a Motion to reconsider.
- h)** Notwithstanding the time period set out in s. 45 (a), if a Council matter was lost as a result of a tie vote due to an absent Member, the matter may

be reconsidered at the next Council meeting via a Motion to reconsider carried by a majority of the Members present.

47. Point of Order

- a) A Member may interrupt the person who has the floor to raise a Point of Order when such Member feels that there has been:
 - i) A deviation or departure from this Procedure By-law; or
 - ii) A deviation from the matter under consideration and the current discussion is not within the scope of the proposed Motion.
- b) Upon hearing such Point of Order, the Chair decides and states his/her ruling on the matter.
- c) Upon hearing the Point of Order ruling, a Member only addresses the Chair for the purpose of appealing the Chair's decision to the Council or a Committee.
- d) If no Member appeals, the decision of the Chair is final.
- e) If a Member appeals the Chair's ruling to the Council or a Committee, the Member has the right to state his/her case, the Chair has the right to reply and the Council or Committee decides the question of whether the decision of the Chair be sustained without further debate. The decision of the majority of the Members who are present at the Meeting is final.

48. Point of Personal Privilege

- a) A Member may rise at any time on a Point of Personal Privilege where such Member feels that the health, safety, rights, or integrity of his/her own person, the Council, a Committee Member, Staff or anyone present at the Meeting has been called into question by another Member or by anyone present at the Meeting.
- b) Upon hearing such Point of Personal Privilege, the Chair decides and states his/her ruling on the matter.
- c) Where the Chair rules that a breach of privilege has taken place, he/she demands that the offending Member or individual apologize and, failing

such apology, requires said Member or individual to vacate the Meeting room for the duration of the Meeting.

- d) With the exception of providing an apology, the Member addresses the Chair for the purpose of appealing the Chair's ruling of a breach of privilege to the Council or a Committee.
- e) If no Member appeals, the decision of the Chair is final.
- f) If a Member appeals the Chair's ruling to the Council or a Committee, the Member has the right to state his/her case, the Chair has the right to reply and the Council or Committee decides the question of whether the decision of the Chair be sustained without further debate. The decision of a majority of the Members who are present at the Meeting is final.

49. Public Record

- a) All communications that the Clerk receives about a matter on the agenda of a public or open Meeting will form part of the public record. Personal information and opinions in communications are part of the public record unless the author of the communication requests the removal of his/her personal information when submitting it, or where confirmed by the Clerk.

50. Administrative Authority of Clerk

- a) The Clerk is authorized to amend by-laws, minutes and other Council and Committee documentation for technical, typographical or other administrative errors and omissions for the purpose of ensuring an accurate and complete record of proceedings.
- b) The Clerk is authorized to create and amend an annotated version of the Procedure By-law from time to time, to assist Members in complying with the rules as enforced and interpreted.

51. Recording, Broadcasting and/or Live Streaming Meetings

- a) All Meetings with a Quorum of Members shall be audio and/or visually recorded, broadcast and/or live streamed publicly by the Town, with the exception of Meetings closed to the public provided for in the Closed Session section of this Procedure By-law.

- b)** All Meetings of Committee of Adjustment, Property Standards Committee, and other quasi-judicial bodies or Committees of the Town shall be audio and/or visually recorded, broadcast and/or live streamed publicly by the Town, with the exception of Meetings closed to the public provided for in the Closed Session section of this Procedure By-law.
- c)** Attendees using their own recording, broadcasting and/or streaming devices are encouraged to inform the Clerk or recording secretary to ensure attendees at the Meeting are notified through the Chair.
- d)** The approved minutes of a Meeting will form the official record of the Meeting. Any audio, video, or other record of the Meeting shall not be considered an official record.

52. Review of Procedure By-law

- a)** Council shall review this By-law within the first six (6) months of the second year of each term of Council.
- b)** The Clerk shall bring forward housekeeping amendments, as required or as directed by Council.

53. Severability

- a)** Each and every one of the provisions of this Procedure By-law is severable and if any provisions of this Procedure By-law should, for any reason, be declared invalid by any Court, it is the intention and desire of Council that each and every one of the then remaining provisions of this Procedure By-law shall remain in full force and effect.

54. Enactment

- a)** By-law Number 6068-18 be and is hereby repealed.
- b)** This By-law shall come into full force and effect on January 1, 2020.

Town of Aurora

Board and Committee Member Orientation

Michael de Rond, Town Clerk





Roles and Responsibilities

- Committees and Boards
- Members
- Staff Liaisons
- Legislative Services Staff
- Chair

Role of Advisory Committees and Local Boards

- Committees and Boards provide an opportunity for engaged citizens to give formal, public input to Town Staff on programs and ideas
- Provide recommendations, advice and information on specific areas of municipal service delivery and policy, as set out in the Terms of Reference, to Town Staff
- Committees fulfill this role in formal meetings by discussing issues brought before them

Roles and Responsibilities of Members

- Members are appointed by Council to serve a two-year term on their Board or Committee
- Members must attend meetings and are encouraged to:
 - Freely express their views on the topic under discussion
 - Actively listening to fellow Committee Members, Town Staff, and the public
 - Respecting different opinions

Roles and Responsibilities of Staff Liaisons

- Town Staff will attend the meetings and act as the subject-matter expert for the issues presented on the agenda
- They will bring forward agenda items for discussion within the Committee or Board's mandate
- Staff do not take direction from Committee or Board Members according to the principle that only the CAO and Council may direct staff to action

Roles and Responsibilities of Legislative Services Staff

- A member of the Town Clerk's Office will:
 - Attend the meetings
 - Prepare and distribute agendas
 - Record attendance and motions during the meeting
 - Prepare and distribute the minutes, and
 - Provide procedural advice
- They will assist Members in adhering to practices that allow for effective and efficient decision-making within the mandate of the Committee or Board
- At Committee of Adjustment Meetings, this role will be fulfilled by Planning Staff as their Secretary/Treasurer

Roles and Responsibilities of the Chair

- The role of the Chair is to:
 - Chair will be a Member of Council
 - Preside over the meeting, maintain order and preserve the decorum of the meeting
 - Allow all members to speak and ask questions, and ensure that everyone is given the opportunity to participate
 - Rule on all procedural matters
 - Put all motions that are moved and seconded to a vote that do not contravene the rules of procedure
 - Decline to put to a motion to a vote which do not comply with the rules of procedure, or which are not within the jurisdiction of Council
 - Announce the results of the vote on any motions presented for a vote



2022-2026 Committee and Board Member Handbook

Committee and Board Member Handbook

- This handbook is meant to act as a reference guide for you over the term. Whether you are new to serving on a municipal Board or Committee or you're returning, there is a breadth of key information here regarding your role, duties, Town by-laws, policies, and procedures.
 - Terms of Reference
 - Ad Hoc/Advisory Committees and Local Boards Policy
 - Code of Conduct for Local Boards

A teal background with a white geometric shape on the left side, consisting of a vertical line, a horizontal line, and another vertical line. Three colored squares are placed on the teal background: a dark blue square, a light blue square, and a yellow square.

Code of Conduct

- Jeffrey Abrams, Principles Integrity



Meeting Procedures

- Procedure By-law
- Quorum
- Agendas and Minutes
- Motions
- Meeting Length
- Hybrid Meetings

- **Procedure By-law**

- Establishes the rules used for meetings and facilitates the decision making process
 - Public notice of all meetings is required
 - Open and transparent meetings
 - All meetings will be open to the public unless the meeting is being held in Closed Session under one of the exceptions from the *Municipal Act, 2001*
- Clerk's staff can advise you of these rules during the meeting

- **Quorum**

- A majority of Members shall constitute quorum
- Quorum must be maintained to hold a meeting
- If there is no quorum 30 minutes after the time scheduled, the meeting will stand adjourned
- If during the meeting, quorum is lost, the Chair shall declare that the Meeting shall be adjourned until the next scheduled meeting

- **Agendas**

- Prepared by the Clerk's Office in consultation with the Staff Liaison
- Distributed to the Members one week before the meeting
- Include staff reports and/or memorandums from staff liaisons which contain recommendations and background information

- **Minutes**

- Created by the Clerk's Staff in attendance at the meeting
 - They will include a summary of the discussion points of the Committee/Board but will not be attributed to any individual Member
- Minutes will be circulated to the Chair for comment. Staff will consider any comments received and prepare the final minutes
 - They will be listed on a future General Committee agenda to be received for information only

• **Motions**

- Chair must get a Member to “move” the motion, and another Member to “second” the motion before the Members can discuss the item
- All votes are public and will not be held in private
- Members discuss agenda items and refer their comments to staff for the appropriate next steps
 - Committee recommendations will be considered by staff in a future report to General Committee
 - Committee comments will be provided in the Advisory Committee Review section of General Committee reports

- **Meeting Length**

- Scheduled for 2 hours
- Consideration of business not completed within this time frame should be deferred until the next scheduled meeting

- **Hybrid Meetings**

- Held in person at Town Hall and electronically via zoom
 - Members can choose whether to participate in person or electronically each meeting
- All meetings will be livestreamed and recorded on the Town's YouTube Channel



Do's and Don'ts!

- **Do...**

- Focus on providing advice for the whole community of Aurora
- Listen attentively to other Committee Members, Staff, and the public
- Be open to other points of view
- Freely, but respectfully, offer your ideas!

- **Don't...**

- Focus on your own personal agenda
- Criticize other Committee Members, Council Members, Council decisions, Staff or the public
- Discuss matters where Council has made a final decision or that are not related to your Committee's Terms of Reference



Contact Information

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Town of Aurora

Ethical Framework Overview

Local Board Members

March 15 & 16, 2023

Principles *Integrity*

Jeffrey A. Abrams & Janice Atwood

Integrity Commissioner



Principles *Integrity*



Co-Principals

Jeffrey A. Abrams, B.A., LL.B

Janice Atwood-Petkovski, LL.B

Municipal Experts

Solutions Oriented to Support the Public Interest

Independent - Impartial - Collaborative

Credible - Respected

Experienced in governance, law, procedure, and ethics

Municipal Act

Requires Code of Conduct for Local Boards

Requires Integrity Commissioner

Members of Local Boards have access to advice from Integrity Commissioner

Consulting
Assistance in the preparation and adoption of Codes of Conduct and Policies governing ethical behaviour

Council
Local Board

Generally not applicable

Advisory
The Key function of an Integrity Commissioner. Guidance can 'bulletproof'

Council
Local Board

Of similar importance for Local Board Members

Municipal Conflict of Interest Act Complaints

Address most allegations within the Code framework; potential for Court application

Council
Local Board

Educational
Orientation, Annual or Specific Training, Annual Reports, Lessons Learned from Complaints

Council
Local Board

Similar, however usually administered in groups

Code Complaints

Council
Local Board

Code Complaints
Independent triage, investigation, disposition and/or reporting

Council
Local Board

As Assigned
Governance Advice
Closed Meeting Investigations
Advocacy

TRUST, RESPECT,
ENGAGEMENT

Advice from Integrity Commissioner

Binding Advice

In exercising his or her discretion...the judge may consider, among other matters, whether the member or former member..

disclosed the pecuniary interest and all relevant facts known to him or her to an Integrity Commissioner in a request for advice ...and acted in accordance with the advice, if any, provided to the member by the Integrity Commissioner.

Duty of Confidentiality

Information disclosed to Integrity Commissioner, whether for advice or during investigation, is confidential

Code of Conduct Principles

Code of Conduct

Local Boards

Adjudicative = decides rights

Non-adjudicative = advisory

Aurora has a blended Code

Role of Advisory Committee

- Primacy of Council
- Role of committees: special expertise, wider view, balance of inputs, information gathering
- Committees provide recommendations,
- Some local boards oversee management (BIA)
- Council debates, decides
- Seek guidance from staff, not Council

Role of Adjudicative Body

- Hear, consider all relevant information
- May have special expertise
- Make reasoned decisions based on facts
- No role for Council
- Seek guidance from staff, not members of Council

Role of a Management Board

- Hear, consider all relevant information
- May have special expertise
- Make reasoned decisions based on facts
- Council engagement on some issues
- Council representative may provide guidance
- Fiduciary interest, duties of Board members
- Be 'alive' to potential for conflicts of interest
- Can also perform role of a 'Working Board'

Civility, Decorum, Respect

- Practice the “Golden Rule”
- Chair ~ Procedure By-law
- Take advice from Clerk
- Accommodation
- Polite & firm
- Recess
- Respect the institution

General Code of Conduct Obligations

Fulfill mandate

Respect due process and role of Chair

Demonstrate respect for Members, Council, staff and public

Due diligence preparing

General Code of Conduct Obligations

Professionalism, transparency, accountability

Adhere to by-laws, policies, procedures

Contribute constructively

General Code of Conduct Obligations

Avoid bias, perception of preferential treatment

Avoid real or apparent conflict of interest

Avoid appearance of improper influence

Avoidance of Conflicts of Interest

15

Conflicts of Interest – Statute & Common law

Municipal Conflict of Interest Act (MCIA)

- Pecuniary
- Direct
- Indirect
- Deemed

Code requirement to avoid conflicts of interest (common law concept) [“Key principle: Members shall avoid all conflicts of interest”]

Municipal Conflict of Interest Act

Key Elements:

Applies to Pecuniary Interests

Direct: Member's own personal financial interest

Deemed: Direct or Indirect Interest of Parent, Child or Spouse, if known

Indirect:

- Shareholder, director or senior officer of non-public corporation
- Controlling interest, director or senior officer of public corporation
- Member of a Body that has a Pecuniary Interest
- Partner, or employee of person or body with interest

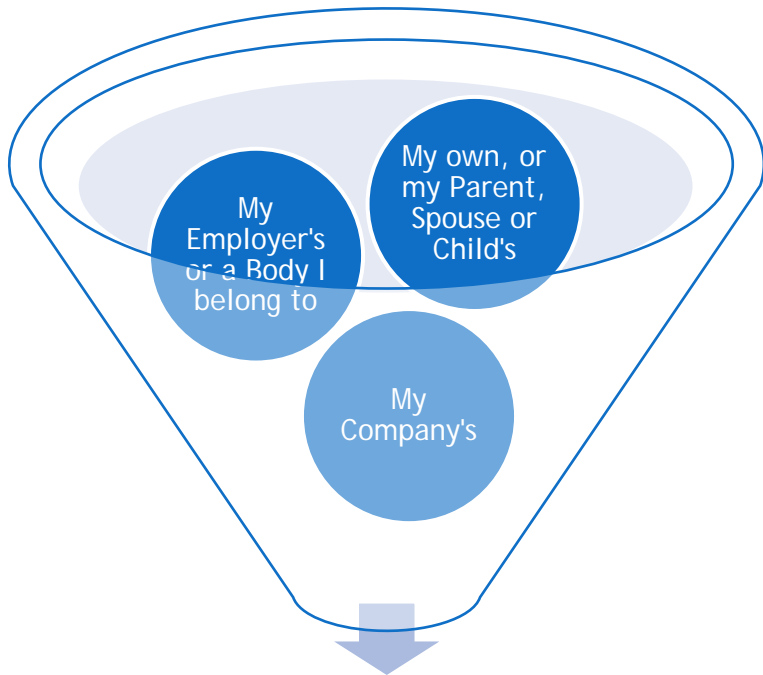
Avoidance of Conflicts of Interest

Conflict of Interest under Municipal Conflict of Interest Act

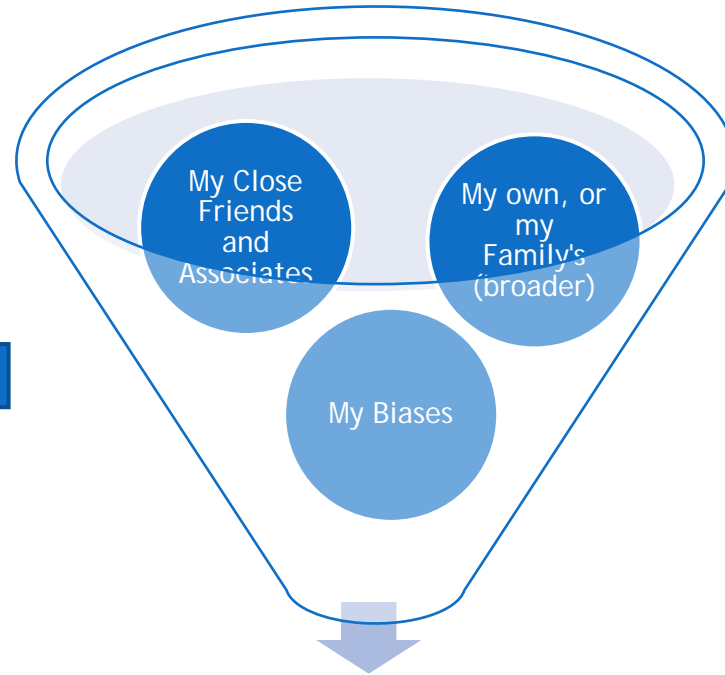
Conflict of Interest under Code of Conduct (common law concept)

= “disqualifying interest”

Disqualifying Interests



Direct, Deemed or Indirect Pecuniary Interest under MCI A



Common Law, Reasonable Person, Apparent or Perceived Interests

Avoidance of Conflicts of Interest

May not participate when you have a disqualifying interest

Recognizing and Dealing with Conflicts of Interest

- Declare nature of interest (disqualifying interest) and step away
- Do not participate, attempt to influence, vote
- If in doubt, seek advice

Contacting the Integrity Commissioner

- Requests for Advice to be in writing [subsection 223.3 (2.1)]
- Integrity Commissioner's Advice to be in writing [subsection 223.3 (2.2)]
- Assistance in Formulating the Request for Advice:
 - Email postoffice@principlesintegrity.org with your question or to set up a Zoom or telephone conversation