

THE CORPORATION OF THE CITY OF CAMBRIDGE

By-law 23-035

Being a by-law to govern the proceedings of Council and its Committees and to repeal By-laws 18-15, 165-16, 20-030, 20-073 and By-law 133-18 to define the mandate and meeting procedures for Advisory Committees

WHEREAS Section 238 (2) of the *Municipal Act, 2001*, S.O. 2001, c.25, amended, ("the Act") provides that every municipality shall pass a procedure by-law for governing the calling, place and proceedings of meetings;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the City of Cambridge hereby enacts as follows:

THAT for the purposes of this by-law:

PART 1 DEFINITIONS

- 1.1 **"Act"** means the Municipal Act, 2001, as amended or re-enacted from time to time;
- 1.2 **"Ad Hoc Committee"** means a Committee or Task Force created by Council with a defined ending, to report directly to Council on a specific matter;
- 1.3 **"Chair"** means the person presiding at a Meeting;
- 1.4 **"Challenge"** means to appeal a ruling of the Chair;
- 1.5 **"Chief Administrative Officer"** or **"CAO"** means the City Manager of the City, or their designate;
- 1.6 **"City"** means the Corporation of the City of Cambridge;
- 1.7 **"City Solicitor"** means the City Solicitor or their designate;
- 1.8 **"Clerk"** means the City Clerk of The Corporation of the City of Cambridge, and/or their designate;
- 1.9 **"Closed Session"** means a Meeting or part of a Meeting of Council, or any of its Committees, not open to the public in accordance with the Act;
- 1.10 **"Committee"** means any advisory or other committee, subcommittee or similar entity and includes a Standing Committee, an Ad Hoc Committee, a Special Committee, or a Task Force of Council;
- 1.11 **"Committee Chair"** means the Chair of a Committee;

- 1.12 **"Committee Vice-Chair"** means the Vice-Chair of a Committee;
- 1.13 **"Confirmatory By-law"** means a by-law passed for the purpose of giving general effect to a previous decision or proceedings of Council;
- 1.14 **"Consent Agenda"** means a listing of items that include, but are not limited to: those with no Delegations, where no discussion is anticipated, informational items, and routine matters;
- 1.15 **"Corporate Leadership Team (CLT)"** includes the City Manager, Deputy City Managers, Chief Financial Officer, City Solicitor, Director of Communications, City Clerk and Director of Human Resources;
- 1.16 **"Council"** means the Council of The Corporation of The City of Cambridge;
- 1.17 **"Council Workshop"** means a Meeting convened for the purpose of educating or training the Members, for providing the Members with information and/or advice, or to solicit input from the Members;
- 1.18 **"Declared Emergency"** means any period of time during which an emergency has been declared by the Head of Council or the Premier and/or Cabinet under sections 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9;
- 1.19 **"Delegation"** means an address to Council or a Committee at the request of a person wishing to speak;
- 1.20 **"Emergency / Special Meeting"** means any Meeting where notice has not been provided and that is deemed required by the Clerk and Mayor;
- 1.21 **"ex-officio"** means by virtue of the office the Mayor is an ex-officio Member and may attend all Committees and shall have full voting privileges and shall be counted for the purpose of the Committee's Quorum;
- 1.22 **"Hybrid Meeting"** means a type of in-person Meeting operation that also includes virtual (off-site) attendance;
- 1.23 **"Inaugural Meeting"** means the first Meeting of City Council after a regular election as set out in the Act;
- 1.24 **"Majority Vote"** means an affirmative vote of more than one half of the Members present;
- 1.25 **"Mayor"** means that Member of Council holding the office of Mayor and who is the Head of Council;