

# SUMMARY OF REVISIONS MADE TO THE BOARD'S PROCEDURAL BY-LAW

1. **General Updates**
2. **Frequently Used Words or Terms Replaced**
3. **Added or Modified Definitions**
4. **New or Modified Sections**

## 1. GENERAL UPDATES

- Formatting cleaned up
- Now AODA compliant
- Index items are hyperlinked within document to find information efficiently
- Wording cleaned up to remove irrelevant terms (i.e. more inclusive)
- References to Acts or Policies are hyperlinked to applicable documents

## 2. FREQUENTLY USED WORDS OR TERMS REPLACED

- 'closed meeting' replaces all references to 'in camera' or 'confidential' meetings
- 'delegation' replaces all references to 'deputation'
- 'virtual' replaces all references to 'electronic meetings' or 'electronic voting'
- 'conflicts of interest' replaces all references to 'conflicts/pecuniary interest'
- 'their' or 'they' replaces all references to 'him or her'

## 3. ADDED OR MODIFIED DEFINITIONS

- Conflicts of interest (added): include conflicts related to pecuniary interest, direct or indirect in accordance with the [Municipal Conflicts of Interest Act, R.S.O. 1990, c.M.50](#)
- Hybrid meeting (added): a meeting in which Members join both virtually and in-person
- Virtual meeting (added): a meeting where Members participate remotely

## 4. NEW OR MODIFIED SECTIONS

- **Section 8 – Delegation of Authority** (new section)
- **Section 11.2 – Location, Time and Frequency** (Meetings of the Board) (revised section to allow for hybrid and virtual meeting attendance by Members)
- **Section 11.3 – Public Access to Virtual Meetings** (new section)

- **Section 11.6 – Timing of Notice to Media and Public** (revised timeline for the posting of agenda & materials publicly online – notice was previously listed as ‘the Tuesday before the meeting is to be held’ which has been updated to ‘at least seven (7) days before the meeting and shall include the proposed agenda as well as record of the previous public meeting’)
- **16.3 – Order of Items (Board Agendas)** (revised & new items added) as follows:
  1. Call to Order
  2. **Acknowledgements (new)**
  3. **Approval of the Agenda (new)**
  4. Declarations of Conflicts of Interest (revised wording)
  5. Delegations, Presentations and **Verbal Updates (verbal updates is new)**
  6. **Correspondence (new)**
  7. Consent Agenda
  8. Recommendations (new wording to replace ‘Discussion Items’)
  9. **Motions (new)**
  10. Closed Meeting
  11. **Closed Meeting Report Back (new)**
  12. Adjournment
- **Section 21.12 – Chair Moving Motion** (revised to allow a process for the Chair to move a motion)
- **Section 24 – Delegations** (revised): most of the wording has been removed from this section as it duplicates the wording found in the Board’s Delegation Policy. Section 24 now reads as follows:
  - Any person, group of people, or organization wishing to address the Board regarding a matter within the Board's jurisdiction shall submit a request to the [Administrator](#) as outlined in the [Delegation Policy](#).
- **Section 26.2 Standing Committees** (new) – added to differentiate between standing committees and ad hoc committees. This section also includes the names of all current standing committees of the Board (Governance Committee and Finance Committee).