

25. COUNCIL INFORMATION PACKAGE

- 25.1 The Council Information Package will contain copies of correspondence and records from the public, organizations, committees or municipal staff. They will be provided to Members of Council and posted on the Township's Website. Each package will be distributed seven (7) days prior to the Agenda publication date to Members of Council and Directors. Members of Council may refer any matter on the Council Information Package to the Council Agenda for action or response, but will specify their request via email to the Clerk prior to the existing agenda item deadline.
- 25.2 Correspondence received from the public will not be shared or made public if it contains anything that violates the Township's Respect in the Workplace Policy, Council Code of Conduct or the Council Staff Relations policy, and shall be returned to the sender outlining the reason(s) it was not accepted.
- 25.3 The Council Information Package shall include, but not limited to the following:
- (a) Correspondence from residents, organizations, associations, upper tier levels of government and may include press releases and newsletters;
 - (b) Resolutions from other municipalities;
 - (c) Minutes from appointed Township Committees and Boards;
 - (d) Information memos from staff regarding upcoming bylaws, public notices, road closures, etc.;
 - (e) Tenders, planning notices and notices to residents;
 - (f) Letters addressed to other agencies but copied to Council;
 - (g) Correspondence or communications addressed to the Mayor and/or Council;
 - (h) Notices or requests for comment from other government agencies, including, but not limited to, abutting municipalities, the MNRF, MECP, DFO, Transport Canada, etc.
 - (i) Thank you letters or acknowledgment letters, etc.
 - (j) Other information items as deemed acceptable by the Clerk;

Proposed Amendments to Procedure Bylaw 2022.09

- 25.4 In order to have a matter placed on the Agenda, Council Members wishing to submit items for inclusion on the agenda are required to have their submissions to the Clerk by 9:30 a.m. on the Wednesday prior to the scheduled meeting. Items that are not received by the cut off time shall be placed on the next available agenda.
- 25.5 Items sent to the Clerk for inclusion on the Agenda shall include the proposed motion.
- 25.6 Time sensitive matters will be added to the Agenda and republished with notification being sent to the Members of Council, staff and members of the public who have requested such notifications.
- 25.7 Written requests from residents for matters such as, but not limited to, signage, purchasing land, force main under roads, encroachments, etc. will be reviewed and responded to by staff. Staff will prepare a report to Council regarding viable requests with the appropriate recommendations.

Sections to be deleted:

33. STRIKING COMMITTEE

- 33.1 A Striking Committee meeting shall consist of all members of Council and shall take place at the first meeting after the Inaugural Meeting. The purpose of the meeting is to appoint members of the public to various Boards, Commissions, and other statutory positions
- 33.2 Notwithstanding Section 33.1 above, Council may from time to time make appointments by resolution to the various Boards Commissions and Special Bodies as Council deems necessary.

34. TENDER OPENING COMMITTEE

- 34.1 A committee for the opening of tenders will consist of the applicable Council liaison member or his/her designate provided the designate is a member of Council, the Clerk, Deputy Clerk, Treasurer or Deputy Treasurer as chairperson, Service Area Director or designate and one other member of staff to record the results.
- 34.2 Tender openings will be held during business hours, 10 minutes after the closing time of the tender.
- 34.3 All tender openings will be open to the public, unless specified in the tender documents, and Council will be advised in advance of when a tender opening will be held;
- 34.4 A Tender Opening Committee Report will be presented to Council at the next regular scheduled meeting and shall include a list and price of all who tendered.