

COMMUNICATION 134130

Received from Stacey Blair, Clerk
Addressed to Committee of the Whole
Date December 5, 2023
Topic New Procedural By-law

SUMMARY

Procedural By-law 117-2018 was adopted by Council on December 1, 2018. It has been amended multiple times since its original adoption. Amendments to the By-law have included permitting electronic participation at meetings, allowing for multiple by-laws to be read at once, altering the composition of the Striking Committee, adding the Town's Land Acknowledgement Statement and changing the start time of meetings to 6:00 p.m.

COMMENTS

The Town has been working with the amended By-law for over five (5) years. It is with this experience that staff is suggesting Council consider repealing and replacing the Procedural By-law to allow for further updates. The purpose of this re-write is provide clarification of procedural matters which support the efficient functioning of the Town's meetings.

Although the By-law has been rewritten, the core elements have remained the same. The main changes being recommended at this time are as follows:

1. Additional Definitions

New definitions include Advisory Committee, Conflict of Interest, Consent List, Delegate, Electronic Participation, Emergency Meeting, Point of Procedure, and Refer.

2. Formal Introduction of an Annual Meeting Schedule

The use of the Annual Meeting Schedule has been included in the By-law and will provide greater certainty regarding the dates of meetings. Previously the dates of meetings were referred to as every second and fourth Tuesday in the month. This was a difficult schedule to adhere to. The annual schedule offers greater flexibility in this regard.

3. Detailed Procedure for Selecting a Chair or Acting Chair

The process for selecting the initial Chair for a new term of Council has been explained and a separate schedule has been added which provides the steps for selecting an Acting Chair.

4. Updated Procedure for Breach of Conduct

Previously there was an additional layer of steps for removing a person from the meeting. This process has been simplified. Should a person not heed the warning of the Chair, they shall be asked to leave the meeting. Should the OPP

be required, the procedure will now include Members leaving the room until order is restored.

5. Formats of Agendas

The details regarding the formats of both the Council and Committee of the Whole (CoW) agendas have been updated to reflect the Town's current practices.

6. Committee, Board and External Organization Updates

Recommendations from Advisory Committees or Local Boards, etc. will now be introduced by members of Council through the Notice of Motion procedure. The purpose of this change is to allow Council to consider if they want to introduce the recommendations of the Advisory Committee or Board at a CoW meeting. This will allow for more notification of incoming recommendations and will provide Council with more time to consider the matter.

7. Notice of Motion

This section has been amended to not permit spontaneous Notice of Motion submissions at a meeting. It is recommended that Notice of Motions be provided in advance to the Clerk for inclusion on the applicable Agenda.

8. Process for Amending the Procedural By-law

The requirements for amending this By-law have been tailored to work together with the Town's new Notice By-law. This includes removing the requirement to post a notice of intention in a local paper.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

STAFF RECOMMENDATION

THAT Council adopt the new Procedural By-law; and

THAT By-law Nos. 37-2019, 77-2019, 31-2020, 62-2020 and 11-2023 be repealed.