



## REPORT

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**TO:** Mayor Bonnette and Members of Council

**FROM:** Valerie Petryniak, Town Clerk & Director of Legislative Services

**DATE:** April 15, 2021

**REPORT NO.:** ADMIN-2021-0020

**SUBJECT:** Procedure By-law Update and Amendments

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### RECOMMENDATION:

THAT Report No. ADMIN-2021-0020 dated April 15, 2021 regarding Procedure By-law Update and Amendments be received;

AND FURTHER THAT Council approve the new Procedure By-law (Appendix A) which will take effect at the June 14th Council meeting.

### KEY POINTS:

The following are key points for consideration with respect to this report:

- Changes to the Town's Procedure By-law will have an impact on how items are handled during Council and Standing Committee meetings.
- Introduction of Consent Items - reports and memos presented for approval that will have no debate, presentations or delegations.
- Minutes of all Advisory Committees and Local Boards will now be listed in the General Information Package to be received through resolution as part of the overall General Information Package.
- Electronic participation for all meetings is now allowed outside of a declared emergency.
- New Report Template will be introduced to provide easy identification of the recommendation, key points contained in the report and any impacts the report may have with the Strategic Plan, Climate Change or Financial Implications.

## **BACKGROUND AND DISCUSSION:**

The *Municipal Act, 2001, SO 2001, c 25* states that every municipality shall pass a procedure by-law for governing the calling, place and proceedings of meetings and to provide for public notice of meetings. Changes to the *Act* require municipalities to amend the Procedure By-law from time to time, and as a best practice the by-law should be reviewed every couple of years to make adjustments and streamline the agenda and meeting process. This new Procedure By-law incorporates amendments to the existing by-law that have been done over the last few years and amalgamates them all into one new by-law.

Changes to the Procedure By-law will result in a new look to the Council agenda template. A new section for Consent Items will include all reports and memorandums that are to be presented for approval without debate and with no delegation or presentations. These items can all be approved through one motion. All other reports and memorandums that staff feel will generate discussion or have presentations will be heard in the General Committee section of the meeting.

The section to receive minutes of the Advisory Committees and Local Boards has been removed, and these items will now be found in the General Information Package. A member of Council may speak to any item in the General Information Package, including any of the Advisory Committee minutes and may make a motion or staff direction at the same meeting the item has been listed.

The *Municipal Act, 2001, SO 2001, c25* was amended a couple of years ago to allow for electronic participation by Council members however they would not count towards quorum and they could not vote. In 2020 as a result of the COVID-19 pandemic the *Municipal Emergency Act, 2020, SO 2020, c 4* amended the *Municipal Act* to allow for electronic participation, allowing Council to count towards quorum, vote and participate in closed session, but only during a declared emergency by either the municipality or the Province. In April of 2020 we amended the Procedure By-law to reflect this. The Province has since decided that electronic participation is actually working and the most recent changes to the *Municipal Act* have accepted electronic participation as a permanent means with these changes reflected in the new Procedure By-law.

With the introduction of the new Procedure By-law and the changes it will have on Council agendas, staff took the opportunity to revise the report template to provide easier identification of staff recommendations, provide key points contained in the report, and revised other sections to identify any impacts to the Strategic Plan, Climate Change and Financial Impacts. It also more clearly identifies any public consultation that may be required as well as internal consultation that was made during the writing of the report. The look and design of the report template was thoroughly reviewed by Senior Management staff and then tested by numerous key report authors from every department. The overall consensus was a much cleaner report making it easier for staff to work with.

**STRATEGIC PLAN ALIGNMENT:**

This report is administrative in nature and does not have an impact on the Town's Strategic Plan.

**RELATIONSHIP TO CLIMATE CHANGE:**

This report is administrative in nature and does not directly impact or address climate change and the Town's Net Zero target.

**PUBLIC ENGAGEMENT:**

Public Engagement will not be required.

**INTERNAL CONSULTATION:**

In preparation of the Procedure By-law, consultation occurred with the former Town Clerk and members of the Clerks Division. Staff will be trained on the new report template and all changes to the new Procedure By-law.

**FINANCIAL IMPLICATIONS:**

This report is administrative in nature and does not have any financial implications.

Reviewed and approved by,

A handwritten signature in black ink, appearing to read 'C. Mills', with a long horizontal stroke extending to the right.

Chris Mills, Acting Chief Administrative Officer