

Recommendation:

That the Clerk/Planning-2021-38 report, dated November 2, 2021, regarding the proposed draft Procedural By-law be received, that Council review the documents and provide comments to staff no later than November 19, 2021 and an updated draft By-law return on December 7, 2021.

Overview:

In the Service Deliver Review, completed in August 2020, by WSCS Consulting, a number of recommendations were made regarding the Procedural By-law, Committee of the Whole and Council functions. Drawing on those recommendations staff began a formal review of the Procedural By-law.

A number of reports have been presented to Council regarding this project beginning in April 2021 and all of them are attached to this report as supporting information. Along with the reports to Council, a Committee was formed at the direction of Council to act as an advisory and review panel. The Committee met over the late summer and fall to review and discuss the draft By-law. Further to that, reports came to Council regarding the possibility of introducing a new Committee of the Whole. Council directed that Committee of the Whole be restarted in 2022 and would take place every two months with the first meeting taking place each year in February.

The highlights of the draft that is before you are provided in a summary below:

- A strong focus on a fair and transparent method of conducting meetings such the updated "Open Meetings" and "Roles and Duties" sections.
- The "Conduct During Meetings" section has been updated with the recommendations from the Service Delivery Review.
- The "Rules of Debate" have gone through a housekeeping process to make them more efficient and to provide greater clarity.
- "Voting" has been rewritten to incorporate recommendations and best practices.
- The removal of the Reconsideration section of the By-law that caused confusion and uncertainty at Council meetings on multiple occasions. This is replaced with clear direction on the matter in "Motion to Reconsider".
- A quicker process for Notices of Motions to allow them to move through the process in two meetings instead of three or four meetings.
- Additional opportunities for the public to engage with Council by providing three opportunities a month to be a delegation, along with clear rules for the submission of delegations, petitions and correspondence to Council.
- The current "Enquiries" section has been replaced with a "Consent Agenda" to allow for the more efficient review and approval of items that are routine or for information.
- The removal of "Department Liaisons" and the re-introduction of a new Committee of the Whole.
- The "Advisory and Special Committees" section have been reworked to provide more clarity to Council, staff, volunteers and the public on appointment of

Committee members, the roles of Committees both advisory and specials and further direction to Committees regarding their adherence to the Procedural By-law.

Conclusion:

The Procedural By-law is a foundational document for Council and the administration of the Township. The draft that is attached provides a clear and transparent guidance document for current and future Councils.

The draft By-law that is being proposed was built on the bones of the current Procedural By-law. It has been re-written to incorporate many of the recommendations from the Service Delivery Review, reflections on issues that have arisen with the current By-law, best practices from industry leaders and to bring into compliance with current legislation and regulations.

In the draft By-law, readers will note that multiple colours are used throughout the text. Items that appear in red are being deleted, items in blue are new items that were recommended via the Service Delivery Review or a best practice. Items in purple are items that are being introduced or edited due to a legislative or regulatory change and finally items in green are housekeeping changes that provide clarity or a more modern approach.

Staff would like to have the new Procedural By-law in place for the start of 2022 to guide Council through the last year of their term and to facilitate in the re-introduction of the Committee of the Whole to begin in February 2022.

Financial Impact:

None at this time.

Strategic Plan Applicability:

To ensure and enable an effective and efficient municipal administration.

Sustainability Plan Applicability:

N/A

Report Approval Details

Document Title:	Draft Procedural By-law.docx
Attachments:	- 2018-09 - Procedural By-law.pdf
Final Approval Date:	Oct 27, 2021

This report and all of its attachments were approved and signed as outlined below:

Elana Arthurs