

Overview:

The Township of Douro-Dummer Procedural By-law is an integral document which regulates the Council meeting process including the setting of the agenda, notice to the public and voting procedures during a Council meeting. This document was last reviewed in 2018. Since that time there have been various amendments made to address new legislative requirements and the current move to virtual Council meetings.

Conclusion:

As highlighted in the 2020 Service Delivery Review, the Procedural By-law needs a thorough review and many suggestions were made regarding improvements that could be put into place including Committee management. A review of the By-law has also been a topic of discussion with individual staff members over the years.

Staff feel that they now have the capacity to undertake the review and rewriting process. To assist with that process, staff would like a member of Council to be assigned to the project to act as a resource for the review and editing process.

Recommendation:

That the Clerk/Planning-2021-03 report, dated March 30, 2021, regarding review of the Procedural By-law be received and that a member of Council be assigned to act as a resource for the project.

Financial Impact:

At this time the only financial impact would be staff time. If other financial resources are needed a report will be brought to Council.

Strategic Plan Applicability:

To ensure and enable an effective and efficient municipal administration.

Sustainability Plan Applicability:

N/A

Report Approval Details

Document Title:	Review of Procedural By-law.docx
Attachments:	
Final Approval Date:	Mar 31, 2021

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

Elana Arthurs