

**Recommendation:**

That the Clerk/Planning-2021-44 report, dated December 7, 2021 regarding the Procedural By-law Review Project, Update No. 4 be received, that Council provide direction on the appointing of a Chair for the Committee of the Whole and that a finalized version of the Draft Procedural By-law be presented for Council approval on December 21, 2021

**Overview:**

At the Council meeting held on November 2, 2021, Council received a proposed draft of the Procedural By-law for review and comment. It has been requested that Council members submit comments, questions and revisions to staff no later than November 19, 2021.

The majority of the submissions helped to bring about additional housekeeping changes and suggestions on how various sections could have more clarity for the future readers and users of the By-law. The attached draft document, Version 6, contains all of the changes previously described.

There was one theme that was repeated in the submissions that received. That was regarding the appointment of Chair for the Committee of the Whole (COW). In draft Version 5, which introduced a new section, Part 20, which contains the rules and procedures for the new Committee of the Whole which will begin in February 2022. In Version 5, the Chair of the Committee is the Mayor and when the Mayor is unavailable the role would fall to the Deputy Mayor. The submissions suggested that the Chair for the COW, should be appointed in the same manner as takes place with the Human Resources Committee. An excerpt of that process is below for review.

- 4.1 At its first meeting of each year, the Committee shall elect from their members a Chair who shall hold office for a period of one year and is eligible for re-election.
- 4.2 The Chair is responsible for ensuring the effective operation of the Committee. Specific duties of the Chair include, but are not limited to:
  - a) calling meetings to order;
  - b) conducting Committee business in accordance with these Terms of Reference and the Township's Procedural By-Law;
  - c) maintaining regular communications with appropriate Township staff;
  - d) acting as spokesperson and representing the Committee when necessary.
- 4.3 The Committee shall elect from their members a Vice-Chair who shall have all the powers and duties of the Chair when the Chair is absent or otherwise unable to act, and who shall hold office for a period of one year the term and is eligible for re-election.

**Conclusion:**

The suggestion of appointing a Chair and Vice-Chair for the COW, is a concept that had not been discussed when Council considered and approve the formation of the Committee and a start date of February 2022. Staff would like to be provided direction on this issue so that the appropriate changes can be completed and a finalized version of the By-law can be presented to Council for review and approval prior to the new year.

**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:	Procedural By-law Review Project - Report 4.docx
Attachments:	- Procedural By-law - Draft V6.pdf
Final Approval Date:	Dec 2, 2021

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

Elana Arthurs