

THE CORPORATION OF THE TOWN OF GEORGINA

REPORT NO. LS-2022-0017

**FOR THE CONSIDERATION OF
COUNCIL**

September 14, 2022

SUBJECT: REVISED PROCEDURE BYLAW

1. RECOMMENDATION:

1. That Council receive Report No. LS-2022-0017 prepared by the Clerk's Division, Legislative Services Department dated September 14, 2022 respecting the Revised Procedure Bylaw;
2. That Council adopt the revised Procedure Bylaw which will come into effect on November 15, 2022 with the new term of Council.

2. PURPOSE:

The purpose of this report is to present the revisions made to the proposed Procedure Bylaw. This amended document includes provisions requested by Council, conforms with amendments to applicable legislation and reflects best practices for the conduct and framework for Council deliberations and decision making.

3. BACKGROUND:

Section 238(2) of the *Municipal Act, 2001* requires municipalities to pass a Procedure Bylaw for governing the calling, place and proceedings of meetings. The Town of Georgina last reviewed and amended the Procedural By-law in full in 2016 (Attachment No. 1). The Procedural By-law was amended in 2020 to allow for electronic participation in meetings. Best practice is for the Procedure Bylaw to be reviewed during each term of Council to ensure it reflects the governance needs of the Town.

4. ANALYSIS:

Staff engaged in several discussions with stakeholders throughout 2021 on procedure and requested considerations for amendments. Staff also conducted best practice research on municipal meeting management which included the review of Procedure Bylaws in other Ontario municipalities, including those in York Region.

The results of such findings have been included in the proposed Procedure Bylaw (Attachment No. 2). There are minor revisions throughout the proposed Procedure Bylaw that focus on providing a greater ease of reading for users and the public who may be interested in how Council makes decisions and how they can participate.

The document was also updated to reflect the municipality's operations, best practices, updated terminology and to include flexibility wherever possible to adapt to changing legislation without major procedural revisions. Finally, the review removed duplication and provides more consistent wording and processes.

Among these general updates, the following key items are included in the amended Procedure Bylaw:

4.1 General Order

The general order in which the Procedure Bylaw is organized has been amended to be reflective of the order in which Council, Committees and Local Boards conduct their meetings. These changes offer improved flow when reading the Procedure Bylaw and ensure it is easier to locate information in the Bylaw when it is needed. Structuring the Procedure Bylaw in order of the flow of the meeting is best practice and was a recommendation from our peer reviewer.

4.2 General Language Updates

There have been a number of updates to the general language in the Procedure Bylaw. The term 'bylaw' itself has been updated to reflect more modern spelling. This change has occurred in Robert's Rules of Order as well. Staff have removed gender-specific pronouns (he/she) to be more inclusive and all-encompassing.

One of the goals of the Procedure Bylaw review was to ensure it was written in an easier to understand format, for both the public as well as staff and Members. While the Procedure Bylaw is a formal document, it is important the document be clear and concise to assist with openness and transparency.

4.3 Definitions

The definitions have been updated to be more reflective of actual usage in the Procedure Bylaw. The previous Procedural By-law had an extensive number of definitions included. While there are numerous definitions in the proposed Procedure Bylaw, staff have taken a critical look at what definitions are required and what may be eliminated.

4.4 Hybrid Meetings

The required content for hybrid meetings has been included in the Procedure Bylaw where necessary.

4.5 Redundant Content

Staff have reviewed the previous content and eliminated information which did not directly pertain to the Procedure Bylaw.

4.6 Updates from Council

Staff met with Members to discuss suggestions on revisions to the Procedure Bylaw. Most suggestions we received were issues staff had flagged over the term of Council and had already been addressed in the revisions. For example, we have removed the requirement for a motion to continue past the 4 hour mark in the meeting.

4.7 Wellness Breaks

As a result of a request from Members, staff have formalized the addition of wellness breaks to be taken at an appropriate time in the Meeting, approximately two (2) hours after the commencement of the Meeting and every two (2) hours thereafter. This will be a positive addition when we return to in-person meetings.

5. **RELATIONSHIP TO STRATEGIC PLAN:**

Deliver exceptional service

The revised Procedure Bylaw permits Council to carry out their business following updated and current best municipal management practices.

6. **FINANCIAL AND BUDGETARY IMPACT:**

There are no financial or budgetary impacts with respect to the enactment of the proposed Procedure Bylaw.

7. **PUBLIC CONSULTATION AND NOTICE REQUIREMENTS:**

Public notice in advance of the meeting has been provided. Notifications were provided on the Town Page in the newspaper and posted on the website.

8. **CONCLUSION:**

Staff recommend that the proposed Procedure Bylaw presented at Council be adopted. The changes will enhance Council proceedings, align with changes within legislation as well as comply with the themes of openness, transparency and accountability. The updated bylaw will assist Members of Council, including its

Committees and Local Boards, in carrying out business in an efficient, consistent and effective manner.

APPROVALS

Prepared By: Rachel Dillabough
Town Clerk
Recommended By: Michael Bigioni
Director of Legislative Services
Approved By: Ryan Cronsberry
Chief Administrative Officer

Attachments:

Attachment No. 1: Current Procedural By-law No. 2016-0014 (COU-2) and By-law No. 2020-0069

Attachment No. 2: Proposed Procedure Bylaw