

COUNCIL REPORT

Meeting Date: February 18, 2025
Department: Legal & Legislative Services
Report No.: LLS-2025-03
Submitted by: Brianna Hammer-Keidel, Director of Legal & Legislative Services/Clerk
Approved by: Trisha McKibbin, Chief Administrative Officer
SUBJECT: **Update to Procedure By-law**

RECOMMENDATION: THAT: Report LLS-2025-03 “Update to Procedure By-law” be received for information, and further;

THAT: By-law No. 20-25 be forwarded to the Consideration of By-laws section of the agenda for adoption.

BACKGROUND:

A [preliminary draft of proposed updates to Council’s Procedure By-law](#) was reviewed at the Strategic Priorities meeting of September 9, 2024. Staff were directed by resolution to include the following updates before forwarding the completed document for consideration at a Regular Council Meeting:

- That a process be established to receive delegations from the public regarding items on published Council agendas;
- That the provision for Proxy Voting be removed;
- That a reference be included noting that Council does not issue proclamations;
- That Council endorse the proposed process for Notices of Motions (with Notice being provided by way of agenda publication, for discussion and deliberation at the same meeting);
- That Council incorporate “Enquiries and Comments by Members” as it stands currently on the agenda into the Procedure By-law update.

Other recommended changes that were accepted included the establishment of the Strategic Priorities Committee as a Standing Committee of Council; the inclusion of the existing process for establishing Striking Committee for increased transparency; the introduction of a Consent Agenda to improve meeting efficiency; the establishment of parameters for decorum at meetings; and the adjustment of Regular Council Meeting agenda availability to the Wednesday prior to the Monday

meeting, providing Members of Council and the public an additional day of notice and to permit the new delegation registration process.

COMMENTS:

The proposed process for accommodating delegations with respect to items appearing on the Regular Council agenda is as follows:

- Regular Council Meeting agendas to be made available on the Wednesday prior to the Regular Council Meeting;
- Interested parties would have the opportunity to register to delegate and submit supporting materials to the Clerk's office for review by 12-noon on the Friday prior to the Regular Council Meeting;
- Clerk's staff to republish the agenda with any added delegations and material by 12-noon the day of the meeting for public notice.

The number and length of delegations scheduled for each meeting would remain the same, with a maximum of four allotted per meeting and each with a time limit of five minutes. The recommendation that individuals speaking from the same position be encouraged to speak as one delegation remains. Finally, the content of these delegations must still comply with the parameters of the Procedure By-law and other municipal policies and by-laws such as the corporation's Procurement By-law and other Council-approved policies.

The process to register for community presentations or to delegate on matters within municipal jurisdiction but not already appearing on the Council agenda would remain the same, with the exception of materials being submitted ten days prior to the meeting rather than seven to accommodate the earlier publication date. A red-line version of the changes made by staff are attached to this report.

Following the completion of the updates requested by the Strategic Priorities Committee, the draft procedure by-law was forwarded to legal counsel for review and comment to ensure alignment with best practices, particularly in regards to open meetings and the provision of public notice. There were no major revisions recommended other than updating certain legislative references and definitions for clarity, and overall numbering for consistency. A red-line version of the changes made by legal counsel are attached to this report.

The final revision of the Procedure By-law appears on Council's February 18 agenda for approval and enactment. If further revisions are directed by Council at this time, the final updates would be made and the by-law would be advanced to the March 3, 2025 meeting for approval and enactment instead.

Once enacted, Legal & Legislative Services will co-ordinate Council and staff training and a general awareness campaign for the public to inform of the updates to the Procedure By-law and opportunities for public participation.

CONSULTATION:

Legal Counsel – Aird & Berlis

FINANCIAL IMPLICATIONS:

None.

ALTERNATIVE(S) TO THE RECOMMENDATION:

1. THAT: the Procedure By-law, inclusive of revisions recommended at the February 18, 2025 Regular Council Meeting, be forwarded to the March 3, 2025 meeting for final approval.
2. Council to provide alternate direction.

STRATEGIC PLAN ALIGNMENT:

This matter is in accord with the following strategic priorities:

Managing the Challenges of Growth for the Municipal Organization: Strathroy-Caradoc will be an inclusive community where growth is managed to accommodate a range of needs and optimize municipal resources.

Municipal Customer Service: The Municipality offers seamless, responsive service and an exceptional experience for every customer.

ATTACHMENTS:

- Redline Revisions Following Direction Received on September 9, 2024
- Redline Revision of Updates Made by Legal Counsel
- Finalized Draft of Procedure By-law