

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: June 20, 2023

TO: Committee of the Whole

FROM: Jeanne Harfield, Clerk & Deputy CAO

SUBJECT: Procedural By-law

RECOMMENDATION:

THAT Committee of the Whole recommend that Council adopt the Procedural By-law as presented and repeal By-law 19-127.

BACKGROUND:

As part of governance review, Council reviewed a number of policies and by-laws and provided direction to staff. One such by-law was the Procedural By-law which was adopted in December 2019. Staff conducted a best practice review, met individually with Members of Council and presented an options report for consideration in May.

DISCUSSION:

This report includes changes as directed by Council. Additionally, staff have reorganized the by-law and renumbered sections in order to make it easier to find items. A change that staff would like to highlight is that previously PART V – Order of Business and General Rules included sections for Council, Committee of the Whole and other Committees all together. In order to make it easier to understand and follow, staff have separated the three into different parts with their respective Order of Business and subsequent sections.

In the attached draft Procedural By-law the sections highlighted in yellow have been changed. All other sections remain the same. Please note, that deleted sections have been removed in their entirety and are not shown in the draft. The following list includes sections that have additions or changes:

- Definitions (Section 2)
- Annual Address (Section 7.3)
- Location of Meetings – can be held virtually or hybrid (Section 17.2)
- Regular Meeting – time start (Section 20.2)
- Notice (Section 29)
- Time Agenda Items (Section 33)
- Annual Land Acknowledgement Ceremony (Section 41)

- Delegations (Section 47 – specifically 47.2, 47.6 and 47.10)
- Public Meetings (Section 48.8)
- Council Report (Section 50)
- Quarterly Reports (Section 59)
- Consultant Reports (Section 60)
- Notice of Motion (Section 62.3)
- Other New/Business (Section 64.2)
- Statutory Committees & Working Group Agendas (Section 66-77)
 - Council Business Update (Section 73)
- Reconsideration (Section 79)

Under Statutory Committees & Working Groups Agendas there is an entirely new section (Council Business Update – Section 73). This section is intended for the Council representative or Staff Resource to provide updates on any relevant Council business. It is for information purposes only and no action shall be taken as a result of the update.

The Procedural By-law will come into force and effect following summer recess on August 1, 2023.

OPTIONS:

Option 1: Recommend that Council adopt the draft Procedural By-law as presented.

Option 2: Direct staff to make further edits to the Procedural By-law and bring back a revised by-law for consideration.

FINANCIAL IMPLICATIONS:

There are no financial implications with this report.

SUMMARY:

The Procedural By-law has been in place since 2019 and has been reviewed as part of the Governance Review process. This report brings together proposed changes as directed by Council. Staff are recommending that the draft by-law be adopted by Council and come into force and effect on August 1, 2023.

Respectfully submitted by,

Reviewed by:

Jeanne Harfield,
Clerk & Deputy CAO

Ken Kelly,
CAO

ATTACHMENTS:

1. Draft Procedural By-law 23-###