



THE REGIONAL MUNICIPALITY OF NIAGARA  
PROCEDURAL BY-LAW REVIEW COMMITTEE  
AGENDA

PBLRC 1-2023

Monday, March 20, 2023

1:00 p.m.

Committee Room 4

Niagara Region Headquarters

1815 Sir Isaac Brock Way, Thorold ON

If you are interested in viewing this meeting or would like to speak to an item listed on the agenda, please contact the Office of the Regional Clerk at [clerk@niagararegion.ca](mailto:clerk@niagararegion.ca).

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Pages

1. CALL TO ORDER

2. DISCLOSURES OF PECUNIARY INTEREST

3. SELECTION OF COMMITTEE CHAIR AND VICE CHAIR

3.1 Call for Nominations for Committee Chair

3.2 Motion to Close Nominations for Committee Chair

3.3 Voting for the Position of Committee Chair

3.4 Call for Nominations for Committee Vice Chair

3.5 Motion to Close Nominations for Committee Vice Chair

3.6 Voting for the Position of Committee Vice Chair

4. PRESENTATIONS

4.1 Overview and History - Procedural By-law Review Committee  
Ann-Marie Norio, Regional Clerk

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5. DELEGATIONS

None.

6. **ITEMS FOR CONSIDERATION**

6.1 **PBLRC-C 1-2023**  
**2023 Meeting Schedule**

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7. **ROUNDTABLE DISCUSSION**

Committee members to discuss workplan for the Procedural By-law Review Committee (priorities/approach).

8. **OTHER BUSINESS**

9. **NEXT MEETING**

The next meeting date is to be determined.

10. **ADJOURNMENT**

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# Procedural By-law Review

March 20, 2023

# History:

Procedural By-law Review Committee established in 2015:

- Reviewed by-law themes
- Final draft provided to Committee in 2018 but never approved to move forward for Council consideration

# Recent Work:

2019: Updates made due to legislative changes and Ombudsman Reports “Press Pause” and “Inside Job”

2020 and 2021: Amendments for Electronic meetings

2022: New Code of Conduct added

# Recent Work:

The Committee approved a number of amendments for Council's consideration in September 2022 including:

- Definitions
- Changes to when materials are due to be published on an agenda
- Delegations (speaking time, requirements for speaking notes, when not appropriate, decorum)

# Key Facts

- Subsection 238 (2) of *The Municipal Act, 2001*, provides that every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings.
- There is little prescription in Section 238.
- Regional Council's Procedural By-law was enacted in 2010 and is composed of over 60 pages including the Code of Conduct. It has been amended 26 times.
- The Committee goal was to review the Procedural By-law to develop simplified and streamlined processes and procedures, enhance meeting efficiency, and ensure access and transparency.

# Procedural By-law Impacts

The Procedural By-law impacts multiple parties:

- The Public
- Regional Council
- Regional Chair
- Chief Administrative Officer
- Area Municipalities and Agencies, Boards and Commissions
- The Media



# Committee Goals

1. Revised/New By-law which would include:
  - simplified provisions, plain language, reduced prescription, reflect legislative requirements, and support access, accountability and transparency of the Council decision making process.
  
2. Develop new processes that would support the new procedural by-law as well as provide effective meeting management including:
  - clear, simplified processes with documented rationale, and procedures

# Next Steps

- Seek Committee's direction on priorities and approach
- Consideration of other Council related items – i.e. Council Expense Policy, items referred to PBLRC by Committee or Council

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**MEMORANDUM**

**PBLRC-C 1-2023**

**Subject: 2023 Procedural By-law Review Committee Proposed Meeting Dates**

**Date: March 20, 2023**

**To: Procedural By-law Review Committee**

**From: Ann-Marie Norio, Regional Clerk**

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The following is a list of proposed dates in 2023 that have been identified to hold meetings of the Procedural By-law Review Committee:

**April 24, 2023**  
**June 5, 2023**  
**July 17, 2023**  
**August 28, 2023**  
**October 16, 2023**  
**November 27, 2023**

A resolution of Committee is required to approve the meeting dates. Suggested wording is as follows:

That the Procedural By-law Review Committee meetings **BE HELD** on Mondays at 11:00 a.m. on the following dates in 2023:

April 24, June 5, July 17, August 28, October 16, and November 27.

Respectfully submitted and signed by

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Ann-Marie Norio  
Regional Clerk