1. **CALL TO ORDER**
   Matthew Trennum, Deputy Regional Clerk, called the meeting to order at 3:00 p.m.

2. **DISCLOSURES OF PECUNIARY INTEREST**
   There were no disclosures of pecuniary interest.

3. **SELECTION OF COMMITTEE CHAIR AND VICE CHAIR**
   3.1 **Call for Nominations for Committee Chair**
   Matthew Trennum, Deputy Regional Clerk, called for nominations for the position of Chair of the Procedural By-law Review Committee for the 2019-2020 term.

   Moved by Councillor Rigby
   Seconded by Councillor Greenwood

   That Councillor Edgar **BE NOMINATED** as Chair of the Procedural By-law Review Committee for a two-year term (2019-2020).

   3.2 **Motion to Close Nominations for Committee Chair**
   Matthew Trennum, Deputy Regional Clerk, called a second and third time for nominations for the position of Procedural By-law Review Committee Chair.
There being no further nominations it was:

Moved by Councillor Rigby  
Seconded by Councillor Heit

That nominations for the position of Chair of the Procedural By-law Review Committee for the 2019-2020 term, **BE CLOSED**.

Carried

3.3 Voting for the Position of Committee Chair

There being only one nominee for the position of Committee Chair, the Deputy Clerk announced that Councillor Edgar would be the Procedural By-law Review Committee Chair for a two-year term (2019-2020).

3.4 Call for Nominations for Committee Vice Chair

Matthew Trennum, Deputy Regional Clerk, called for nominations for the position of Vice-Chair of the Procedural By-law Review Committee for the 2019-2020 term.

Moved by Councillor Heit  
Seconded by Councillor Edgar

That Councillor Ip **BE NOMINATED** as Vice Chair of the Procedural By-law Review Committee for a two-year term (2019-2020).

3.5 Motion to Close Nominations for Committee Vice Chair

Matthew Trennum, Deputy Regional Clerk, called a second and third time for nominations for the position of Procedural By-law Review Committee Chair.

There being no further nominations it was:

Moved by Councillor Greenwood  
Seconded by Councillor Foster

That nominations for the position of Vice Chair of the Procedural By-law Review Committee for the 2019-2020 term, **BE CLOSED**.

Carried

3.6 Voting for the Position of Committee Vice Chair

There being only one nominee for the position of Committee Vice Chair, the Deputy Clerk announced that Councillor Ip would be the Procedural By-law Review Committee Vice-Chair for a two-year term (2019-2020).
At this point in the meeting, Councillor Edgar assumed the Chair.

4. **PRESENTATIONS**

   4.1 **Overview and History - Procedural By-law Review Committee**

   Ann-Marie Norio, Regional Clerk, provided information respecting Overview and History - Procedural By-law Review Committee. Topics of the presentation included:
   - History
   - Work to Date
   - Key Facts
   - Effect on Stakeholders
   - Committee Goals
   - Next Steps

   **Councillor Information Request(s):**

   Provide information respecting a comparison of Niagara Region's Procedural By-law and the procedures from similar-sized municipalities in Ontario and Niagara's local area municipalities. Councillor Foster.

   Provide information respecting a comparison between Bourinot’s Rules of Order and Robert's Rules of Order. Committee Members.


5. **DELEGATIONS**

   There were no delegations.

6. **ITEMS FOR CONSIDERATION**

   There were no items for consideration.
7. **CONSENT ITEMS FOR INFORMATION**

Moved by Councillor Greenwood  
Seconded by Councillor Foster

That the following items **BE RECEIVED** for information:

- PBLRC-C 01-2019  
  Procedural By-law Review Committee History
- PBLRC-C 02-2019  
  Procedural By-law Review Comparison Chart: Selections, Options and Considerations.

**Carried**

8. **OTHER BUSINESS**

8.1 **Procedural By-law Review Committee Meeting Schedule**

Councillor Ip requested staff conduct a poll of the Committee Members to determine a preferred meeting schedule for 2019.

9. **NEXT MEETING**

The next meeting will be held at the call of the Chair.

10. **ADJOURNMENT**

There being no further business, the meeting adjourned at 3:27 p.m.

__________________________________________  
Councillor Edgar                         Matthew Trennum  
Committee Chair                          Deputy Regional Clerk  

__________________________________________  
Ann-Marie Norio                         
Regional Clerk