

# Procedural By-law Review

April 10, 2019

# History:

Procedural By-law Review Steering Committee was established in 2015 with the following goals:

- i. develop recommendations for change and a public and Councillor consultation process
- ii. conduct work in accordance with Council's approval;
- iii. submit a report to Council for policy approval; and
- iv. draft and submit by-law, processes and procedures

# Work to Date:

2015: One meeting held

2016: Eight meetings

2017: Nine meetings

Review of major themes of the by-law with a goal to land on changes to the by-law to be presented to Council for consideration.

Stakeholder Engagement – public meetings at which community members delegated and special Council meeting respecting Code of Conduct

Summary of proposed changes and redlined version was prepared for Committee to consider.

# 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 45 pages including the Code of Conduct. It has been amended 19 times.
- The Committee was tasked to review the Procedural By-law to develop simplified and streamlined processes and procedures, easier access to documentation while recognizing legislative requirements, access and transparency.

# Effect on Stakeholders

The Procedural By-law affects multiple stakeholders:

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

# Committee Goals

1. Revised By-law which would include:

simplified provisions, plain language, reduced prescription, facilitate faster decision-making, reflect legislative requirements, support accountability and transparency

2. Develop new processes that would support the new procedural by-law as well as provide effective meeting management including:

clear processes, documented rationale for processes, simplified processes and procedures

# Next Steps

- Prepare new by-law with Committee input
- Present draft by-law to Procedural By-law Review Committee for review and approval
- Present by-law at Committee of the Whole for Council's consideration