

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