

**THE REGIONAL MUNICIPALITY OF NIAGARA
PROCEDURAL BY-LAW REVIEW COMMITTEE
MINUTES**

**PBLRC 4-2023
Monday, July 17, 2023
Committee Room 4
Niagara Region Headquarters
1815 Sir Isaac Brock Way, Thorold ON**

Committee: Bateman (Committee Chair) (via Video Conference), Bradley (Regional Chair) (via Video Conference), Foster (Committee Vice-Chair), Heit, Huson (via Video Conference), Ip, Redekop, Rigby

Absent/Regrets: Davies

Staff: D. Barnhart, Chief of Staff, Governance (via Video Conference), D. Gibbs, Director, Legal and Court Services (via Video Conference), K. Lotimer (via Video Conference), A.-M. Norio, Regional Clerk

1. CALL TO ORDER

Committee Vice-Chair Foster called the meeting to order at 11:00 a.m.

2. DISCLOSURES OF PECUNIARY INTEREST

There were no disclosures of pecuniary interest.

3. PRESENTATIONS

There were no presentations.

4. DELEGATIONS

There were no delegations.

5. ITEMS FOR CONSIDERATION

5.1 PBLRC-C 5-2023
Proposed Procedural By-law Amendments

Moved by Councillor Heit
Seconded by Councillor Ip

1. That Memorandum PBLRC-C 5-2023, dated July 17, 2023, respecting Proposed Procedural By-law Amendments, **BE RECEIVED**; and

2. That the following amendments to the Procedural By-law, **BE APPROVED:**

1) Definitions:

“Delegation”: means information provided to a Committee or Council in person, or over video conference, by an individual or group, on an issue already on an agenda of Committee or Council, or which is within the jurisdiction and mandate for Committee or Council to take action on.

2) Delegation Decorum:

No deputant shall:

- a) speak disrespectfully of any person;
- b) use offensive words or unparliamentary language;
- c) speak on any subject other than the subject for which he/she has received approval to address Council or Committee; or
- d) disobey the rules of procedure or a decision of the Chair or Council

Delegates will accept any decision of the Chair/Co-Chair or Regional Chair and not enter into cross debate.

3) Questions to Delegates:

Members of Council may only ask questions of clarification of delegations for a maximum of five (5) minutes at both Standing Committee and Council and shall hold all statements and debate until a motion has been duly moved and seconded.

4) Delegates Appearing at Council:

Delegates requesting to appear at Council who have already presented at a Standing Committee on the same matter shall be limited to speak not more than five (5) minutes unless otherwise determined by Council and shall only provide new information on the matter involved.

7) Appointment of Acting Standing Committee Chairs (24.6(c)):

Delete Section 24.6(c) to remove the following:

- c) Appointment of Acting Chair(s) until appointment of Chairs and Co-Chairs of Standing Committees as Acting Chairs.

8) Committee of the Whole Curfew:

The curfew for each Committee of the Whole meeting is 10:30 p.m. The meeting shall stand adjourned at that curfew, unless the curfew is extended to 11:00 p.m. at the latest, by an affirmative vote of the majority of Members present.

Carried

Moved by Councillor Heit
Seconded by Councillor Ip

That Item 6 of the Proposed Procedural By-law Amendments (Appendix 1 of Report PBLRC-C 5-2023), respecting Submission of Materials by Delegates, **BE DEFERRED** to the Procedural By-law meeting being held on Monday, August 28, 2023.

Carried

6. CONSENT ITEMS FOR INFORMATION

6.1 PBLRC-C 6-2023
Workplan Update – July 17, 2023

Moved by Councillor Huson
Seconded by Councillor Bateman

That PBLRC-C 6-2023, being the Procedural By-law Review 2023 Work Plan Update - July 17-2023, **BE RECEIVED** for information.

Carried

7. OTHER BUSINESS

7.1 Code of Conduct for Members of the Public Attending Meetings

Committee members discussed the possibility of creating a code of conduct for members of the public when they attend meetings and the inclusion of provisions in the Procedural By-law to ensure that those attending meetings are aware of the expectations surrounding conduct.

8. NEXT MEETING

The next meeting will be held on Monday, August 28, 2023, at 11:00 a.m. in Committee Room 4, Regional Headquarters.

9. **ADJOURNMENT**

There being no further business, the meeting adjourned at 12:21 p.m.

Robert Foster
Committee Vice-Chair

Kelly Lotimer
Legislative Coordinator

Ann-Marie Norio
Regional Clerk