



# Committee Report

<b>To:</b>	Warden Hicks and Members of Grey County Council
<b>Committee Date:</b>	April 14, 2022
<b>Subject / Report No:</b>	CCR-CW-07-22
<b>Title:</b>	Updates to Procedural By-law
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<b>Reviewed by:</b>	Kim Wingrove
<b>Lower Tier(s) Affected:</b>	
<b>Status:</b>	Recommendation adopted by Committee as presented per Resolution CW57-22; Endorsed by County Council April 28, 2022;

## Recommendation

1. **That Report CCR-CW-07-22 regarding updates to Grey County's Procedural By-law be received; and**
2. **That the changes to the Procedural By-law be supported and a by-law be brought forward for Council's consideration.**

## Executive Summary

Several amendments to the County's Procedural By-law have taken place over the last two years relative to implementing changes around the continuity of meetings during a declared emergency as well as the implementation of hybrid meeting options. Staff have taken this opportunity to complete a fulsome review of the Procedural By-law, provide some recommended changes including incorporating the changes completed over the past two years into a fully updated document. An updated Procedural By-law, if approved, will provide the basis for meeting governance to the incoming 2023-2026 Council.

## Background and Discussion

The County's Procedural By-law is the supporting document that provides rules relative to meetings and meeting structure. It is complimented by other policies and by-laws such as the Code of Conduct, Accountability and Transparency By-law, Closed Meeting Policy as well as Robert's Rules of Order. Over the past two years, changes have been brought forward in relation to changes required during a declared emergency under the Emergency Management and Civil Protection Act and permitting hybrid meeting options under Bill 197, The COVID Economic Recovery Act, 2020, which permitted electronic participating by members of during

Council or committee meetings outside of a declared emergency. These changes were included with amendments to the Procedural By-law.

Staff have completed a fulsome review of the County's Procedural By-law to review areas where changes can be made to update language, definitions, previous amendments, as well as align with what others are doing. This was completed by staff with a review of several upper and local municipal by-laws that have been recently updated. Recommended changes have been highlighted for ease of reference.

## Highlights of Changes

Below is a list of key recommended changes to the Procedural By-law:

- Updated pronouns use to gender neutral
- Added definitions of Conflict of Interest and Consent Agenda and updated definition of two-thirds vote
- Updated language around livestreaming outside of declared emergency
- Recommended changes to the nomination process for Warden, specific order of speakers for nominations, voting by secret ballot or electronic poll, scrutineers
- Cancellation of meetings after 15 minutes if no quorum present. Currently it is 30 minutes
- Updating Closed meeting language to be more fulsome and include a reporting out statement
- Inclusion of language should an office vacancy of the Warden or Deputy Warden occur
- Inclusion of delegation material with agenda packages and limit of three delegations per meeting unless special approval provided in consultation with Warden and CAO
- Inclusion of language related to petitions or communications being public if presented to Council-meaning no redaction of personal information will occur
- Clarification of reconsideration language
- Updated language related to notice of motions
- Authorization for the Clerk or designate to make minor clerical revisions to the by-laws as necessary

## Legal and Legislated Requirements

Section 238 of the Municipal Act, 2001, as amended, requires every municipality have a by-law governing the calling, place, and proceedings of meetings.

## Financial and Resource Implications

There are no financial implications related to updates to the Procedural By-law.

## Relevant Consultation

- Internal
- External various upper and local municipalities' procedural by-laws

## Appendices and Attachments

Draft Updated Procedural By-law (attached)

[Code of Conduct for Councillors](#)

[Accountability and Transparency Policy](#)

[Closed Meeting Procedure](#)