

# West Grey Procedure Bylaw

January 5, 2021

*West  
Grey*



# Introduction of Fred Dean

- Municipal Coach
- Works exclusively with local government
- Former City Solicitor for City of Sudbury
- Candidate workshops
- Former Chair
  - Roma - Question Box Panel for 35 years
  - OGRA – The Last Word Panel
- OGRA 2019 Eleanor Robinson Volunteer of the Year Award
- Amberley Gavel
  - Closed Meeting Investigator
  - Integrity Commissioner
  - Amberley Academy
- Council Orientation
- AMO
  - Councillors and Heads of Council Training
  - Named to Honour Roll in 2007
  - Bill 68 Workshop and Webinar

# Why Review?

- **Changes to legislation**
- **Evolving best-practices**
- **Achieve efficient and effective meetings**

# **West Grey Procedure Bylaw Review**

## **Proposed Amendments**

# Section 1 - Definitions

Various proposed amendments are being made to the definition section of the bylaw to update and provide clarity.

Questions, concerns or comments regarding the proposed changes?

## Section 3 - Suspension of Rules

This section was removed from the draft bylaw to ensure compliance with legislation.

The agenda section of the bylaw allows for the agenda order to be amended at meeting time.

## Section 4 - Meeting Locations, Times and Notice

### Key changes proposed:

- Update to provide clarity to inaugural meeting of council procedures;
- Add meeting curfew
- Electronic participation for open and closed sessions beyond an emergency

# Section 5 - Closed Meetings of Council

## Key changes proposed:

- Move Municipal Act section to Easy Reference Guide
- Clarify reporting out after closed session



## Section 6 – Special Meetings

The proposed change includes provisions for special meetings under the Emergency Management and Civil Protection Act in this section.

All meetings, including workshops, are addressed in Sections 4-6 as regular or special council meetings.

## Section 7 - Quorum

The proposed amendment allows 15 minutes to obtain quorum rather than 30 minutes for efficiency.

## Section 8 – Agenda Preparation

### Key changes proposed:

- Update timeline in accordance with new meeting schedule, agenda posted a week prior to meeting – allows members an opportunity to contact IC if necessary
- update order of business for efficient meeting flow
- move Question Period to follow staff reports, changed to Questions – for members to ask for updates on previous agenda items.

# Sections Moved to Easy Reference Guide

1. Principles of Procedure Bylaw
2. Municipal Act, 2001, as amended:
  - Section 6 – Closed Meeting Exceptions
  - Section 11 – Responsibilities of Chair
  - Section 15 – Duties of Members
  - Section 31 – Accountability and Transparency
3. Municipal Conflict of Interest Act:
  - Declarations of Pecuniary and/or conflict of interest

# Delegations and Presentations

Delegations and presentations have been identified separately to allow greater flexibility for presentations outside of the ten minutes timelines allowed for delegations.

Presentations are requested by council, committee or staff - examples may include:

- budget presentation
- in-house training session i.e. Committee of Adjustment, Court of Revision
- presentation of audited financial statements by BDO
- training session such as today's session facilitated by Mr. Dean

# New Business

New Business includes notices of motion, direct motions have been removed from this section to ensure transparency and fairness to all members of council, staff and the public.

# Ex-officio

Ex-officio, by virtue of office, previously did not allow the mayor to vote at committee of council meetings.

The proposed change shall allow the Mayor to attend and participate in any committee of council meeting. The Mayor does not count towards quorum, but is entitled to full participate – including voting.

This is consistent with Roberts Rules of Order.

# Next Steps

- Amendments to draft procedure bylaw provided at January 19<sup>th</sup> regular meeting
- Revised bylaw to February 2<sup>nd</sup> regular meeting for review, notice of intention to pass
- Bylaw to February 16<sup>th</sup> meeting for consideration
- Training sessions for committees & local boards
- Communication plan for public

**Questions will be addressed in Fred's presentation!**