



## Council report

<b>Meeting date:</b>	January 19, 2021
<b>Title:</b>	Procedural Bylaw Review Follow-up
<b>Prepared by:</b>	G. Scharback, Clerk
<b>Reviewed by:</b>	L. Johnston, CAO/Deputy clerk

### Recommendation

That council receives the report, Procedural Bylaw Review Follow-up; and

That council provides direction regarding final revisions to the proposed procedural bylaw.

### Executive summary

A proposed West Grey procedural bylaw was presented to council at the January 5, 2021 meeting. The next steps include providing direction to staff by resolution regarding amendments to the proposed bylaw that council deems appropriate.

### Background and discussion

The proposed procedural bylaw was presented on January 5, 2021 followed by a training and question and answer session facilitated by municipal coach Mr. Fred Dean. The proposed changes were reviewed in detail. Mr. Dean provided clear explanations and advice regarding meeting procedures. The proposed bylaw incorporates his professional recommendations. Discussion at the January 5, 2021 meeting included agreement to have the following amendments made to the draft bylaw,

- Electronic Attendance for open meetings shall allow a member with a declared pecuniary interest to remain in attendance, clearly not influencing the debate or decision on the matter, rather than leave the meeting for the noted agenda item;
- Electronic Attendance for closed meetings shall be amended to include a statement confirming confidentiality by all members attending, and an option for members to attend by telephone, rather than with video, if there are extenuating circumstances such as broadband limitations;
- The bylaw and easy reference guide will be reviewed to ensure consistency in terms

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and capitalization;

- Vouchers removed from agenda;
- The easy reference guide will be updated to reflect positive, plain language for the explanation of Delegations on the agenda, i.e. Delegations may speak for up to ten minutes;
- Bylaw section 22.19 shall be corrected to note that committee minutes shall be included on the agenda in draft form, as noted in the easy reference guide;
- Bylaw section 4.7 shall be updated to note that notice of cancellation shall include “any further means deemed appropriate in the circumstances by the clerk” which may include methods such as various social media forums or the radio.

Staff respectfully request that council provide direction regarding further amendments to the proposed bylaw.

## Legal and legislated requirements

Municipal Act, 2001, as amended

## Financial and resource implications

None.

## Staffing implications

None.

## Consultation

Mr. Fred Dean, CAO L. Johnston

## Alignment to strategic vision plan

Pillar: Work together

Goal: Listen and empower

Strategy: Review procedural bylaw

## Attachments

None.

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## Next steps

1. Staff revise proposed bylaw to include amendments directed by council.
2. A final draft will be provided at the next regular council meeting.
3. Notice of intention to pass the bylaw will be provided.
4. The final bylaw will be included in the February 16, 2021 regular agenda.
5. Training sessions for committees of council will be developed and scheduled.
6. A communication plan to educate and inform members of the public will be prepared for the municipal website.

Respectfully submitted:

Genevieve Scharback, Clerk