



Minutes

Special Council meeting

Municipality of West Grey

**Tuesday, January 5, 2021, 10 a.m.
electronically**

Council members present: Mayor Christine Robinson, Deputy Mayor Tom Hutchinson, Councillor Beth Hamilton, Councillor Rebecca Hergert, Councillor Doug Hutchinson, Councillor Geoffrey Shea, Councillor Stephen Townsend

Staff members present: CAO/Deputy Clerk Laura Johnston, Clerk Genevieve Scharback, Director of Infrastructure and Public Works Vance Czerwinski, Recreation Supervisor Kodey Hewlett, West Grey Chief of Police Rob Martin, Director of Finance/Treasurer Kerri Mighton, Chief Building Official Karl Schipprack, Manager Planning & Development Lorelie Spencer, Co-ordinator, Office of the CAO Jonathan Zettel, Administrative Assistant, Clerk's Office Lindsey Glazier

1. Call to order

Mayor Robinson called the meeting to order at 10 a.m.

2. Moment of reflection

Mayor Robinson called for a moment of reflection.

3. Declaration of pecuniary interest and general nature thereof

None.

4. Presentations

4.1 G. Scharback, Clerk - Proposed Procedural Bylaw

Councillor Hutchinson joined the meeting at 10:05 a.m.

Clerk Scharback reviewed proposed changes to the West Grey Procedural Bylaw. A proposed West Grey Procedural Bylaw and easy reference guide to the procedural bylaw were included in the meeting contents. Clerk Scharback introduced Mr. Fred Dean, a municipal coach with over 45 years as a municipal solicitor.

Resolution: 01-2021

Moved: Councillor Townsend

Seconded: Deputy Mayor Hutchinson

That council receives the presentation by G. Scharback, Clerk - Proposed Procedural Bylaw.

Disposition: Carried

4.2 F. Dean, Municipal Coach - Toward a New Procedural Bylaw

Municipal Coach Fred Dean presented the purpose and importance of the procedural bylaw and provided relevant examples to illustrate his recommendations. He advised that the major guiding principles of council meetings are outlined in the procedural bylaw.

Mr. Dean clarified the roles of council and staff noting council governs but do they not take part in administrative duties. The procedural bylaw not only defines roles it sets out rules for meetings and allows for effective decisions.

Mr. Dean noted the essential role of the CAO as the key role to provide a link between council and staff.

Council recessed at 11:06 a.m. and reconvened at 11:15 a.m.

Mr. Dean reviewed the agenda format noting that staff use the procedural bylaw to create the agenda. Council has a duty to inform the public about items that will be deliberated at the meeting through the agenda. He stressed the importance of predictable and transparent meetings and the need to avoid last minute additions to the agenda, unless they are of an urgent matter.

Mr. Dean stated that the Municipal Act prescribes that meeting minutes shall be recorded by the clerk without note or comment.

He reviewed voting procedures and the process for declaring a pecuniary interest.

He noted that it is important to advise delegations about time limits and rules of procedure. Council questions should be limited to clarifying questions.

Mr. Dean informed on effective meetings, including the importance of keeping the debate focused.

Mr. Dean noted that hearing from the public is important but they have the opportunity to interact in various ways, including contacting their elected representatives.

Mayor Robinson thanked Mr. Dean for his informative presentation.

Mr. Dean answered a number of questions for councils information, noting that the proposed revisions to the procedural bylaw will enable council to have more effective meetings and reduce the length of meetings.

Council recessed at 1:03 p.m. and reconvened at 1:08 p.m.

Clerk Scharback will work with Mr. Dean to find a solution of how an effective consent agenda can be included in council meetings.

A report outlining amendments to the proposed bylaw will be brought to the January 19, 2021 council meeting. Council may also provide further amendments at that time.

Mr. Dean's full presentation will be available on the municipal website.

Resolution: 02-2021

Moved: Deputy Mayor Hutchinson

Seconded: Councillor Hamilton

That council receives the presentation by Fred Dean, Municipal Coach - Toward a New Procedural Bylaw.

Disposition: Carried

5. Adjournment

Resolution: 03-2021

Moved: Councillor Shea

Seconded: Councillor Hergert

That we do now adjourn at 1:54 p.m., to meet again on January 19, 2021 or at the call of the chair.

Disposition: Carried

Mayor Christine Robinson

Clerk Genevieve Scharback