



Date: 2021-05-05

From: Brittany Drury, Clerk

Subject Amendments to Procedure By-law 2019-125

Report LEG2021-14

Recommendation

That report LEG2021-14, regarding amendments to Township Procedure By-law 2019-125 be received, and

That a by-law to enact the amendments to Township Procedure By-law 2019-125, as included in this report, be presented for enactment at the May 12, 2021 Council meeting.

Background

At their meeting on November 20, 2019, Council enacted Procedure By-law 2019-125, thereby repealing all previous and amending by-laws.

The COVID-19 pandemic introduced amendments to meeting procedures, largely associated with implementation of electronic meetings. Throughout 2020, Council enacted the following by-laws, triggering amendments to Procedure By-law 2019-125:

- April 1, 2020 – Council enacted By-law 2020-035, to amend Township Procedure By-law 2019-125, to permit electronic participation in Council meetings during an emergency period, in response to the *Municipal Emergency Act, 2020*. As indicated in said By-law, electronic participation measures only applied to Council meetings, and therefore did not extend to Local Boards or Committees of Council.
- June 3, 2020 – Council enacted By-law 2020-054, to extend electronic meeting provisions to permit emergency electronic participation in Committee and Local Board meetings, and further that said meetings would commence at 4:00 p.m.
- June 17, 2020 – Council enacted By-law 2020-065, to adopt Policy COU-01-2020 – Closed Session Policy.

- October 7, 2020 – Council enacted the following, to permit electronic participation in meetings, beyond a declared emergency, further to Bill 197, *COVID Economic Recovery Act, 2020*:
 - By-law 2020-100 – to adopt Electronic Participation Policy COU-02-2020.
 - By-law 2020-101- to amend Procedure By-law 2019-125, to permit electronic participation in all meetings of Council, Local Boards or Committees of either of them, in periods of a declared emergency and those outside a declared emergency, as included in Bill 197, *COVID-19 Economic Recovery Act, 2020*.

A consolidated version of Procedure By-law 2019-125, incorporating all amendments as included above, has been attached to this report as Appendix A.

Analysis

In continuing to identify internal efficiencies, staff have reviewed and updated the Township Procedure By-law, as attached. Upon review, the following amendments are suggested:

Section 11 – Closed Session

Section 11 has been updated to include all closed meeting exemptions under Section 239 of the *Municipal Act, 2001*. Further, a reference to the Township Closed Session Policy has been added as item 11.10. As members now receive confidential materials electronically, item 11.9 has been amended accordingly.

Section 12 – Electronic Participation

Included per By-law 2021-101, to permit electronic participation in all meetings of Council, Local Boards or Committees of either of them, in periods of a declared emergency and those outside a declared emergency, as included in Bill 197, *COVID-19 Economic Recovery Act, 2020*.

For clarity, this is not a proposed amendment, as By-law 2021-101 received approval of Council on October 7, 2020. This section has been added simply for Committee's information.

Section 20 – Presentations

Section 20 is proposed to be removed. Differentiating presentations and delegations is mundane, given the only determining factor is whether the speaker will incorporate a PowerPoint presentation while submitting their comments. It is recommended that

presentations be removed, and all speakers appear before Council or Committee as a delegation.

Section 21 – Delegations

Item 21.5 has been added to permit calling of a special meeting to consider delegations on a certain matter, where more than 10 registrations have been received. For example, in considering the Wiarton Keppel International Airport public meeting, a special meeting was called as 25 speakers registered with the Clerk to participate.

Section 22 – Consent

Currently, resolutions received from municipalities throughout the Province are placed on the Consent Agenda for Council's information. Amendments are proposed to circulate said resolutions via email to Members, rather than placed on a Consent Agenda. In circulating these motions via email, any Member or the CAO may request that any motion be added to an agenda for consideration of Council. This practice is consistent with those of other municipalities across the Province, including neighbouring Townships.

Section 23 – Correspondence and Petitions

Section 23 has been amended to include 'Petitions' and provide clarity regarding legibility and appropriate content of said documents.

Section 27 – Notice of Motion

Added to reflect current practice.

Section 31 – Taking the Vote

Item 31.2 has been added to permit any Member to request that a vote be called, or that the Chair 'call the question' in accordance with Roberts Rules of Order.

All proposed amendments simply achieve greater internal efficiencies in administering Council and Committee meetings and are in line with current practices.

Financial Impact

There is no financial impact to approval of this report and the recommendations contained herein.

Strategic Priorities

The recommendation as included in this report achieves the fifth strategic goal, Deliver Effective and Cost-Efficient Services, as included in the 2020-2024 Township of Georgian Bluffs Strategic Plan.

Conclusion

As a result of the COVID-19 pandemic, Council amended the Township Procedure By-law on multiple occasions to permit electronic participation in Township meetings. Minor administrative amendments, as outlined in this report, are proposed to increase internal efficiencies. A consolidated version of Procedure By-law 2019-125 is attached for Committee's consideration, including all proposed amendments. It is recommended that a by-law to enact all included amendments be presented at the May 12, 2021 meeting of Council.

Appendix A – Consolidated Procedure By-law 2019-125

Respectfully Submitted: Brittany Drury, Clerk

Report Approval Details

Document Title:	LEG2021-14 - Procedure By-law Amendments.docx
Attachments:	- Consolidated Procedure By-law.docx
Final Approval Date:	Apr 28, 2021

This report and all of its attachments were approved and signed as outlined below:

Jenn Burnett, Senior Planner

Tim Lewis, Chief Building Official / By-law Enforcement Officer

Janet Hilts, HR Manager

Steven Dollmaier, Director of Operations

Kassandra Rocca, Director of Operations

Al Meneses, Chief Administrative Officer