



## Municipality of North Grenville

To: **Council**

Meeting Date: January 15, 2025

Subject: New Procedure By-Law – First Draft

Report No: CAO-2025-002

Prepared by: Chloe Preston, Municipal Clerk  
Mary Remmig, Deputy Clerk

### Recommendation(s)

THAT Council receive Report CAO-2025-002 and draft Procedure By-law for information purposes; AND

THAT Council direct staff on changes to the draft Procedural By-law and to report back and provide a subsequent draft Procedure By-law for future consideration.

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### Executive Summary

#### Purpose

- To provide Council with a new draft procedure by-law for consideration and comment
- To allow Council the opportunity to review, comment and provide feedback on the draft procedural by-law before enactment

#### Key Findings

- Every municipality in Ontario is required to have a procedure by-law as set out under the *Municipal Act, 2001*
- The Municipality of North Grenville hasn't reviewed or updated the procedure by-law since 2019, other than a temporary amendments during the COVID-19 pandemic to facilitate electronic meetings as permitted by the province.

- It is recommended that, with each term of Council and part-way through the term, the procedure by-law be examined to ensure it reflects the operations and/or desired rules of procedure to govern meetings
- The current procedure by-law does not reflect the current practices and processes in North Grenville. An update is required to ensure the current practices of the Municipality are reflected. The draft procedure by-law is provided as a first draft for Council's consideration, feedback and direction.

**Financial Implications**

- There are no direct financial implications of this report or the related by-law

**Background/Analysis**

The draft Procedure By-law has been prepared in accordance with the *Municipal Act, 2001*, which mandates that all municipalities adopt a By-law to govern the calling, place, and proceedings of meetings.

The draft by-law is intended to replace the current Procedure By-law No. 4-19, as amended, which is out of date and no longer adequately reflects the current operations, practices, and legislative requirements of Council. The current by-law has not been reviewed or amended since the temporary amendments during COVID-19 to permit for electronic meetings.

Updating the by-law ensures alignment with modern governance standards and the municipality's operational needs.

The intention of this draft is to seek Council's feedback and comments to return back with a draft that reflects the desires of Council for their procedure and processes. This guiding document will lead the remaining half of Council's term for meetings.

**Relevance to Strategic Priorities**

<b>Strategic Pillar</b>	2	A Strong, Connected, and Vibrant Community
<b>Goal</b>	2.1	Strengthen Community Engagement
<b>Key Action</b>	2.1.1	Foster engagement and partnerships among community organizations and leverage benefits of partner organizations, including on organizing events, art and culture, and improving face-to-face and digital town halls etc.

**Options and Discussion**

1. Approve the recommendation - Recommended
2. Do not approve the recommendation  
This is not recommended as the current procedure by-law is out of date and is not reflective of Council's current practices. Council sets the by-law that governs their

activities for meetings and it should be kept up to date to ensure legislative compliance and commitment to transparency.

## Financial Impact

This item has been identified in the current budget: Yes  No  **N/A**

This item is within the budgeted amount: Yes  No  **N/A**

Staffing implications, as they relate to implementing Council's decision on this matter, are limited to the existing staff complement and applicable administrative policies as approved by Council.

## Internal/External Consultation

Extensive research of other municipal procedures was undertaken to prepare this draft by-law. The Municipal Solicitor was also consulted and provided feedback to ensure legislative compliance.

## Communications

Communication of Council's direction will be brought back to the Clerk's Division for further research and consideration of a subsequent draft by-law. A second draft will be presented for Council's consideration at a future meeting date.

## Attachments

- Draft Procedure By-Law
- Current Procedure By-Law 4-19, as amended