



## Municipality of North Grenville

To: **Council**

Meeting Date: February 12, 2025

Subject: Procedure By-law – First Reading

Report No: CAO-2025-005

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

### Recommendation(s)

THAT Council conduct a first reading of Procedure By-Law 16-25.

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### Executive Summary

#### Purpose

- To prepare Council for the adoption of a new Procedure By-law
- To facilitate the first reading of the By-law

#### Key Findings

- The new draft Procedure By-law was presented to Council on January 15, 2025
- Council received Staff Report #CAO-2025-002 (attached) for information purposes at the time the draft was presented and directed staff to report back and provide a subsequent By-law for future consideration
- Council was provided the opportunity to provide feedback during their meeting and to submit feedback to the Clerk's office by email. The Clerk's office has not received any further feedback following the January 15, 2025 presentation

#### Financial Implications

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

## Background/Analysis

The Clerk's office has prepared By-Law 16-25 with the intent of Council conducting a first reading of the By-law. The Clerk's office has scheduled the second reading of the By-Law for the March 4, 2025 meeting and the third and final reading of the By-law for the March 25, 2025 meeting. Upon which the By-law will be in full force in effect. Minor amendments may continue to be made during the reading(s) of the By-law upon direction from Council.

Since presenting the new draft By-law on January 15, 2025 the following minor amendments have been made to the By-law:

- Subsection 4.11.1 – Language added to permit a fully virtual meeting in the event of a bona fide emergency;
- Subsection 4.13.5 – number of hours required for notice to the Clerk's office for participating in a meeting electronically has been reduced from 24-hours to 6-hours notice to accommodate unprecedented circumstance. Discretion may be used to administer this section in the event of an emergency;
- Subsection 4.14.1 – Reduced from 30 minutes to 15 minutes for time to wait for quorum to arrive;
- Subsection 7.2.7 – modified the reference to ad hoc and special Committees to state Committee of Council and clarify that the subsection references the requirements for a motion of Council to establish a Committee of Council;
- Section 8.1 – reference to both the Mayor and Deputy Mayor sitting on County Council was included in error. Section has been modified to reference only the Mayor;
- Section 10.1 – Opening Remarks have been added to the general Order of Business following the Land Acknowledgment;
- Section 10.4 – This is a new Section added as an explanatory/regulating note for Opening Remarks; and,
- Subsection 10.13.1 – amended to give the Clerk discretion on the order in which Staff reports to be delivered to Council to help with agenda balancing.

## Relevance to Strategic Priorities

<b>Strategic Pillar</b>	Pillar #2 - A Strong, Connected, and Vibrant Community
<b>Goal</b>	Goal #2.1 - Strengthen Community Engagement
<b>Key Action</b>	Action #2.1.1 - Foster engagement and partnerships among community organizations and leverage benefits of partner organizations, including on organizing events, arts 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 (Not recommended)

The in-effect Procedure By-law is out of date and does not reflect Council's current practices. The By-law must 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. Council was consulted on the draft by-law on January 15, 2025 and was given the opportunity to provide feedback in writing to the Clerk's office before the preparation of this report.

## Communications

Council's direction will facilitate any minor amendments to the by-law and facilitate Council's second reading of the By-law on March 4, 2025.

## Attachments

- Staff Report CAO-2025-002 – New Procedure By-law First Draft (Dated January 15, 2025)
- By-Law 16-25