



Municipality of North Grenville

To: **Council**

Meeting Date: January 15, 2025

Subject: Draft Procedure By-Law - CAO-2025-002.docx

Report No: CAO-2025-002

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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.

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The draft by-law is intended to replace the current Procedure By-law No. 4-19, as amended, which is out of date and no longer adequately reflects the current operations, practices, and legislative requirements of Council.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

Strategic Pillar	2	A Strong, Connected, and Vibrant Community
Goal	2.1	Strengthen Community Engagement
Key Action	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