



## Municipality of North Grenville

To: **Council**

Meeting Date: April 8, 2025

Subject: Procedure By-law – Final Reading      Report No: CAO-2025-010

Prepared by: Mary Remmig, Acting Clerk

### Recommendation(s)

THAT Council conduct the third and final reading of Procedure By-law 16-25 thereby fully enacting the rules and procedures for Council and its Local Boards and Committees.

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### Executive Summary

#### Purpose

- To accommodate Council adoption of the new Procedure By-law

#### Key Findings

- The new draft Procedure By-law was presented to Council January 15, 2025;
- Council conducted a first reading of the new By-law on February 12, 2025;
- On March 3, 2025, Council received a presentation from the Closed Meeting Investigator recommending Council update their Procedure By-law at their earliest opportunity. This recommendation was adopted by Council resolution;
- Council conducted a second reading of the new By-law on March 25, 2025;
- No additional modifications to the By-law were captured in Council's discussion during the second reading on March 25, 2025.

#### Financial Implications

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

## Background/Analysis

The Clerk's office brought forward minor revisions to By-law 16-25 for Council's consideration as part of the second reading of the new Procedure By-law on March 25, 2025. Although there were questions from members of Council, no modifications were requested as part of the second reading of the By-law. The final reading has been added to the proposed Consent agenda on the basis that no additional modifications were requested at the time of the second reading.

Following the third reading of the By-law, the By-law will be in full force and effect. The new Procedure By-law closely resembles the current proceedings of Council, however Council may expect some best practices to be implemented in accordance with the Procedure By-law over the coming months.

## 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

By-law 4-19, being the preceding Procedure By-law, is out of date and does not reflect Council's current practices. The Procedure By-law must be kept up to date to ensure legislative compliance and commitment to transparency.

On March 3, 2025 Council accepted the recommendations of the Closed Meeting Investigator to update its Procedure By-law at its earliest opportunity. This recommendation was accepted based on findings of the investigator's report.

## 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 By-law. The Municipal Solicitor was consulted and provided feedback to ensure legislative compliance. Council was consulted on the draft by-law on January 15, 2025 and was provided the opportunity to conduct progressive readings of the By-law prior to implementation to ensure ample consultation and review of the By-law prior to enactment.

## **Communications**

The new Procedure By-law also applies to local boards and committees of Council. In the coming months, the Clerk's office will schedule an "All Chairs" meeting to ensure ample review and training of the By-law is provided to the Chairs of all local boards and committees of Council.

## **Attachments**

- Staff Report CAO-2025-002 – New Procedure By-law First Draft (Dated January 15, 2025)
- Staff Report CAO-2025-005 – Procedure By-law – First Reading (dated February 12, 2025)
- Staff Report CAO- 2025-008 – Procedure By-law – Second Reading (dated March 25, 2025)
- By-Law 16-25 (Final)