

Procedure By-law Review Sub-committee

Project Update

June 11, 2021



Overview

- Work Plan
- Status
- Next Steps



OFFICE CONSOLIDATION

Procedure By-law 160-2004

(amended by By-laws 71-2005, 351-2005, 362-2005, 194-2006, 23-2007, 62-2007, 195-2007, 378-2007, 405-2007, 85-2008, 86-2008, 313-2008, 219-2009, 132-2011, 158-2012, 37-2013, 74-2013, 271-2013, 376-2014, 25-2015, 4-2016, 44-2016, 169-2016, 224-2016, 264-2017, 77-2018, 232-2018, 240-2019, 51-2020, 67-2020, 118-2020, 156-2020, 4-2021)

To provide rules governing the order and proceedings of the council and the committees of the Council of The Corporation of the City of Brampton (The Procedure By-law 2004) and to repeal By-law 62-81, as amended

Mandate

- To develop a **well-constructed and clearly understood** Procedure By-Law to facilitate the business of City Council
- To increase the **effectiveness and efficiency** of City Council and Committee **meetings**
- To ensure the **decision-making process is accountable, transparent and accessible** to and understood by the public and stakeholders, and provides **opportunities for participation and input**
- To exercise and **respect individual and collective roles and responsibilities** during meetings
- To reflect **legislative requirements**
- To build upon **municipal best practices that fit** within the City's governance structure

Review Phases

Phase 1 – Understand existing meeting rules and identify issues and opportunities

Phase 2 – Engagement and Benchmarking

Phase 3 – Draft by-law rules and assessment

Phase 4 – Recommend Procedure By-law Amendments and associated recommendations

Review Issues – to-date

Trial Changes

- Consent Motion
- Delegations earlier in meeting
- Delegation process:
 - Question Delegation for Clarity
 - Receive Delegation
 - Question Staff for Information
 - Debate and Decide Item

Sub-committee Issues Discussed

- Use of pronouns in by-law
- Reporting out from closed session
- Interactive by-law with quick reference
- Points of Order and Points of Privilege
- Mover and Seconder
- Delegations at Committee and Council
- Limit Member questions of delegations

Member 1-on-1 Consultations

- Follow the rules
- Need Chair training
- New business additions
 - for information or referral – OK
 - for decision-making – not OK
- New business for decision-making – based on urgency
- Notice of Motion rules
- More discipline in speaking times
- Delegations and “Bringing Forward” item for debate delaying other delegations
- Interruptions during voting
- Staff reports – less detailed and need explanations
- Digital agenda annotations with apps
- Straying during Closed Session
- Duplicate public question period at end of Committee of Council
- Advisory committee meetings (frequency)
- Need improved citizen appointment process
- GRM/COVID updates (frequency)
- How will hybrid meetings work
- Public notice

Municipal Benchmarking...

- Brampton
- Mississauga
- Caledon
- Region of Peel
- Guelph
- Hamilton
- London
- Ottawa
- Kingston
- Toronto
- Windsor
- Thunder Bay
- Sudbury
- Barrie
- Oshawa
- York Region
- Markham
- Newmarket
- Vaughan
- Waterloo Region
- Waterloo
- Kitchener
- Halton Region
- Burlington
- Oakville
- Niagara Region
- Niagara Falls

Public Engagement Plan

- Original plan called for a *online survey* and *public town hall*
- Changing to *online survey*, followed by targeted *focus group* engagement (approx. 25 previous delegations/stakeholders)
- Possible *town hall* in fall and *public commenting period* on draft by-law proposals
- Public Notice of proposed by-law amendments and *public delegations* at Committee meeting

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