



## Procedure By-law Review Sub-committee

**Monday, April 26, 2021**

Staff Present:

- D. Barrick, Chief Administrative Officer
- S. Akhtar, City Solicitor, Legislative Services
- P. Fay, City Clerk
- C. Gravlev, Deputy City Clerk
- T. Brenton, Legislative Coordinator

The meeting was called to order at 9:30 a.m. and adjourned at 10:27 a.m.

**1. Call to Order**

Peter Fay, City Clerk, called the meeting to order and assumed the Chair until a Sub-committee Chair and Vice Chair were selected.

Mr. Fay called the roll for attendance at the meeting, as follows:

Members present: Regional Councillor Santos, Regional Councillor Vicente, Regional Councillor Palleschi, City Councillor Whillans and City Councillor Bowman

Members absent: nil

**2. Approval of Agenda**

**2.1 Approval of the Agenda**

The Sub-committee agreed to vary the order of business and dealt with this item after the selection of the Chair (Item 2.2).

The following motion was considered.

**PBR001-2021**

Moved by Regional Councillor Vicente

That the agenda for the Procedure By-law Review Sub-committee Meeting of April 26, 2021 be approved as printed and circulated.

Carried

**2.2 Appointment of Sub-committee Chair and Vice-chair**

Mr. Fay outlined the nomination process and opened the floor for nominations for Chair.

City Councillor Whillans nominated Councillor Palleschi for Chair, and City Councillor Bowman for Vice-Chair.

Councillors Palleschi and Bowman accepted the nominations.

Mr. Fay called for additional nominations a first, second and third time. There being no further nominations, Councillor Palleschi was acclaimed as Chair, and Councillor Bowman was acclaimed as Vice-Chair.

The following motion was considered.

**PBR002-2021**

Moved by City Councillor Whillans

That Regional Councillor Palleschi be appointed Chair and City Councillor Bowman be appointed Vice-Chair of the Procedure By-law Review Sub-committee.

Carried

**3. Declarations of Interest under the Municipal Conflict of Interest Act**

Nil

**4. Delegations**

Nil

**5. Staff Presentations**

Nil

**6. Reports**

**6.1 Review Workplan and Timelines**

At the request of the Chair, Peter Fay, City Clerk, provided an overview of the Sub-committee's Terms of Reference, highlighting the following objectives:

- 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

In response to suggestions and questions from the Sub-committee, Mr. Fay confirmed that the review could include the use of pronouns in the existing by-law and a review of the process for reporting out from Closed Session.

Regional Councillor Palleschi, Sub-committee Chair, suggested that Members provide their comments and questions to the City Clerk for consideration at a future meeting, along with any comments or questions received from the public.

The following motion was considered.

**PBR003-2021**

Moved by City Councillor Bowman

That the Terms of Reference for the Procedure By-law Review Sub-committee be received.

Carried

**6.2 Review of Existing By-law and Discussion re. Review Issues and Opportunities**

Peter Fay, City Clerk, outlined the four phase process for the Procedure By-law review, and explained that this section of the agenda is for an open conversation on individual comments, ideas, and priority areas of focus toward improvements to the by-law.

Mr. Fay noted that meetings will be scheduled with each Member of Council to seek their input on areas of concern and suggested amendments/improvements.

Committee consideration included:

- agreement that a wholesale review of the by-law is not required, but that improvements are needed
- suggestions for improvements to the consolidated version of the by-law, including making it more interactive, providing links to amending by-laws, amendments to pronouns used throughout the document
- need for a summary version of the by-law for quick reference purposes, with assistance from Strategic Communications
- potential for amendments to the by-law during this Term of Council, and suggested amendments for consideration during the next Term

- role of the meeting Chair as it relates to upholding procedures during meetings
- areas of concern:
  - addition of new business items at the meetings
  - potential overuse of Points of Order and Points of Personal Privilege
  - use of “points of clarification” and “points of information” which are not provided for in the by-law
  - comments, questions and Points of Order raised during the taking of a votes

During the Sub-committee’s consideration, Mr. Fay responded to questions and clarified various sections of the by-law.

Discussion took place with respect to the schedule of meetings for the Sub-committee. It was suggested that Members review the Procedure By-law and provide their comments, questions, suggestions to Mr. Fay for consideration at the next Sub-committee meeting.

The following motion was considered.

**PBR004-2021**

Moved by City Councillor Whillans

That the resource material provided with the agenda for the Procedure By-law Review Sub-committee Meeting of April 26, 2021 be received.

Carried

**7. Other Business/New Business**

Nil

**8. Councillor Question Period**

Nil

**9. Public Question Period**

Members of the public were given the opportunity to submit questions via e-mail to the City Clerk’s Office regarding any decisions made at this meeting.

Peter Fay, City Clerk, confirmed that no questions were submitted regarding decisions made at this meeting.

**10. Closed Session**

Nil

**11. Adjournment**

The following motion was considered.

**PBR005-2021**

Moved by Regional Councillor Santos

That the Procedure By-law Review Sub-committee do now adjourn.

Carried

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P. Palleschi, Chair