

TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

Committee: Committee of the Whole – Administration & Operations

Date: February 13, 2023

Department: Administration

Topic: Update the Procedural Bylaw

Purpose: To review and update the procedural bylaw.

Background: During Council orientation and over the first couple of months in office, Council has made various suggestions for improvements to the procedural bylaw. Staff has completed a review of the bylaw and incorporated additional modifications and additions for review.

The following areas have been updated/deleted and/or added:

- Incorporated gender-neutral pronouns throughout the bylaw.
- Clarified definitions of CAO and Clerk, added definition for consent agendas.
- Updated the inaugural meeting of council location requirements and agenda.
- Added sections (consent agenda and report out of closed session) to the general order of council agendas.
- Set delegation deadline request period and conduct for delegations.
- New section to guide the incorporation of consent agenda for Council and Committees.
- Clarified notices of motions brought forward from members of council.
- Updated and expanded section outlining the basis for main and secondary motions.
- Updated the approval of disbursements practice.
- Removed the reconsideration section – now incorporated within the secondary motion portion.
- Updated Treasurers quarterly reporting deadline from 30 days to 60 days.
- Removed section 88 – committees of a majority of members...no longer relevant with current Committee and Council structure.
- Expanded on notice requirements for regular meetings.
- New section addressing when meetings are open/closed to the public – Schedule B.
- Incorporated option for electronic participation.
- Option to record closed session meetings (not available to the public) Only kept for closed meeting investigation purposes.

Policy Implications: An update to the procedural bylaw shall be given first and second reading only during the initial council meeting, followed by third and final reading at the following council meeting.

Financial Considerations: None.

Recommendation: That Committee recommends that Council adopt the updated procedural bylaw as attached.

A handwritten signature in cursive script, appearing to read "R. Williamson", written above a horizontal line.

Clerk

A handwritten signature in cursive script, appearing to read "D. S. S. S.", written above a horizontal line.

CAO