

TOWNSHIP OF EDWARDSBURGH CARDINAL
ACTION ITEM

Committee: Committee of the Whole – Administration & Operations

Date: October 15, 2024

Department: Administration

Topic: Updates to Procedural Bylaw & Terms of Reference – Mayor’s Report

Purpose: To update the procedural bylaw and terms of reference to reflect requested changes from the agenda item Mayor’s Report.

Background: At the September Council meeting, a request was made to review and discuss the option of changing the “Mayor’s Report” item on future Regular Council meeting agenda to become “Council Member’s Report” in recognize and allow for all members of council to report on item’s they’ve attended or wish to recognize over the month. Attached is a draft with tracked changes to Schedule A, Section 19 of the procedural bylaw to implement this requested amendment.

Additionally, the “Mayor’s Report” is an item built into the Terms of Reference for Committees. Committee may consider:

- Remaining status quo with “Mayor’s Report”;
- Amend to be in line with the procedural bylaws new proposed amendment of “Council Member’s Report”;
- Amend to “Chair’s Report” to reflect that the Chair of the respective Committee would provide the report;
- Remove the item from the Committee agenda all together since all members of council would have an opportunity to address their items during the council meeting. Councillor Inquiries/Notices of Motion would still remain of committee agenda where other items may be brought forward.

Attached is a draft with tracked change options to Schedule A of the terms of reference bylaw.

Staff are seeking direction of the proposed change to the procedural bylaw “Mayor’s Report” and discussion and direction of possible change to the terms of reference bylaw.

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

Strategic Plan Implications: N/A

Financial Considerations: None.

Recommendation: That Committee recommends that Council adopt the updated procedural bylaw, and provide direction to staff regarding the proposed options for updating the terms of reference.



Clerk



CAO