



TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

Committee: Committee of the Whole – Administration & Finance

Date: July 11, 2022

Department: Administration

Topic: Procedural Bylaw – Inaugural Meeting Update & Electronic Participation

Purpose: Update the procedural bylaw to reflect changes to the inaugural meeting as a result of changes to the Municipal Act.

Background: Currently the procedural bylaw outlines that the inaugural meeting of council will be held on the first business day of December, as previously provided in the Municipal Act where the term began on December 1. Following changes to the Municipal Act, specifically Section 235 (1), the term of office for persons who become members of council now begins on November 15, 2022.

Staff have provided tracked changes to the procedural bylaw which include an update to the inaugural meeting timing. It is best practice to not indicate a specific date, e.g., November 15, due to the date falling on holidays/weekends in future years. Setting the date for the third Monday in November provides the Township sufficient time to coordinate the inaugural meeting with the council elect and other parties involved.

Additional sections have been proposed in the attached bylaw to clearly outline the agenda for future inaugural meetings, and clarification with respect to requirements under Section 232 of the Municipal Act for the declaration of office and oath of allegiance.

Sections 107 and 108 of the procedural bylaw which outlines the electronic participation in meeting is set to expire on July 31, 2022.

Options for Committee/Council:

- Let the timeframe expire and remove the electronic participation sections
- Extend the timeframe to permit electronic participation
- Make the electronic participation permanent within the procedural bylaw.

It may be beneficial to consider extending electronic participation given that additional meetings for the Tri-Council are now spread out between 3 municipalities, which may require members to participate electronically.

Policy Implications: Updates to the procedural bylaw shall be given first and second reading only during the 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.



Clerk



CAO