



SUBJECT: Procedure By-law update

TO: Committee of the Whole

FROM: Clerks Department

Report Number: CL-01-20

Wards Affected: All

File Numbers: 110-04-1

Date to Committee: January 16, 2020

Date to Council: January 27, 2020

Recommendation:

Approve City of Burlington Procedure By-law XX-2020 attached as Appendix A to clerks department report CL-01-20.

Purpose:

The purpose of this report is to update the City of Burlington procedure by-law to ensure that members of Council exemplify their commitment to good governance.

An Engaging City

- Good Governance

Background and Discussion:

The City's procedure by-law is required under the *Municipal Act, S.O. 2001 c.25* and governs the proceedings of Council and Standing Committee meetings. The procedure by-law provides the rules of order and conduct and describes the municipality's accountability, transparency and notice requirements with respect to Council and Committee meetings.

The procedure by-law should be reviewed regularly and updated as meeting structure and process evolves. A review was undertaken in order to update the by-law to reflect changes made through the new organization design. A highlighted version of the Procedure By-law showing the changes is attached as Appendix A to this report.

Below is a list identifying the changes and the section of the by-law where they can be found:

- Removed reference to the term “Citizen” throughout the document to be more inclusive and to communicate that residents can participate in engagement opportunities and on committees whether or not they are Canadian citizens. (various sections)
- Clarified the role of “Deputy Mayor”. (Sections 1.10, 4.2)
- Changed reference to Audit committee citizen members to “community” members. (Sections 1.20, 9.2, 25.)
- Clarified the consent for suspending the rules. (Section 2.2)
- Added section 226.1 of the *Municipal Act* to the Mayor’s role. (Section 3.1 a)
- Added new committee names, meeting times and their respective duties. (Sections 8.1, 9.1, 11.1, 13, 14, 16)
- Clarified the adding of items to an agenda after distribution. (Section 21.3)
- Added requirement for declarations of interest and online registry. (Sections 26.2, 26.4)
- Changed adjournment to 10:30 p.m. with half hour extension to 11 p.m. (Section 28)
- Added Land Acknowledgement to the order of business for Council and Committee meetings. (Sections 29.1, 31.1)
- Removed reference to the three item limit for members comments during Statement by Members at Council meetings. (Section 29.3)
- Added the City’s Code of Good Governance as Schedule B. (Section 36.1 I)
- Updated timing for delegation registrations for Monday meetings. (Section 39.1)
- Added specifics regarding a delegate requesting to speak to a matter not on the agenda. (Section 39.4)
- Added “the Clerk” in addition to City Manager as someone who can deny a delegate due to unreasonable behaviour. (Sections 39.11, 39.12)
- Added that delegations are not permitted at Council Workshops. (Section 39.13)
- Added the new technology for members of Council requesting to speak at committee and council meetings. (Section 40.7)
- Removed unnecessary information related to recorded votes. (Section 42.8)

Financial Matters:

There are no financial impacts as a result of the approval of this report.

Public Engagement Matters:

Notice to the public will be provided in accordance with the existing procedure by-law. Once approved by Council, the updated procedure by-law will be available on the City's website and will also be produced in booklet format for members of Council, staff and public information.

Conclusion:

The updated procedure by-law reflects the evolving requirements of Council and Committee meetings and adds clarity to the meeting process. The document should be used as a tool to organize and run effective meetings and should be updated as needed to reflect any changes desired by Council.

Respectfully submitted,

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Committee Clerk

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Appendices:

- A. Marked-up version of changes to Procedure By-law

Report Approval:

All reports are reviewed and/or approved by Department Director, Director of Finance and Director of Legal. Final approval is by the City Manager.