

Procedure By-law Amendments

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Overview of Proposed Changes

- Motion Memorandums
- Reports from Members of Council
- Municipal Officer's Reports change to Urgent Business
- Notice of Meeting and Special Meetings
- Agenda Review
- Notice of Motion
- Defining what Motions may be Introduced at Standing Committee or Council
- Staff Direction Process – Established

Motion Memorandums

- **Proposed Change:**

- Prescribed form issued by the City Clerk on which a member must submit a motion
- Form may be used when communicating a motion (advocacy or regarding the administration of the city), submitted after a notice of motion is read at Council, or to support a petition, communication or delegation that is not listed on the agenda
- Approved by the Clerk per format and then by City Manager.

- **Rationale:**

- Ensures that information provided are in a consistent format
- Allows a space for Members to provide rationale to motion
- Review allows for any risk to Corporation to be mitigated

Reports from Members of Council

- **Proposed Change:**

- Creates parameters around what types of reports could be authored by Members of Council
- information reports are to share information amongst members of Council
- Should be presented to CSSRA for received and file

- **Rationale:**

- Clarifies roles between staff and Council in what types of information is communicated by way of a report
- Reduces risk of a misconception that a report from member is a report filed by staff

Municipal Officer's Reports now Urgent Business

- **Proposed Change:**

- reinforces that non-urgent items must be presented to a standing committee to allow for debate
- aligned with how the Municipal Officers report portion of the agenda is currently managed
- Clerk in connection with the City Manager will review all Urgent Business requests

- **Rationale**

- Provides a written explanation in the Procedure By-law as to how the agenda section has been managed
- Section name change, indicative of what matters will be considered

Notice of Meeting and Special Meetings Agenda Review

- **Proposed Change:**
 - Streamlining the Notice section
 - Subsections moved from Notice of Motion to the Special Meeting section as they pertained to notice requirements for Special Meetings
- **Rationale:**
 - Ease of read, affords greater transparency.

Agenda Review

- **Proposed Changes:**

- Add an agenda review section in the By-law for Council and Standing Committees
- Outlines attendees, and meetings will occur in advance of the issuance of the agenda to review
- Allows for Chairs to meet in advance to review the agenda for meeting flow with a meeting management lens
- Allows for a Chair to suggest that an item be deferred for a month

- **Rationale:**

- Provides chairs the ability to work with senior staff to affectively manage the committee meetings
- Current practice, now it is described in the by-law

Notice of Motion

- **Proposed Changes**

- proposed motion memorandum process including deadline
- subsections have been added to provide guidance to members on the use of the Notice of Motion section on the Council agenda
- recommended that the Notice of Motion section be moved later in the agenda, as one of the last pieces of business to be completed at a Council meeting

- **Rationale**

- Consistent deadline allows for the review of motion memorandums to occur
- Provides guidance for members on how to orally submit a notice of motion through the course of a meeting

Defining what Motions may be introduced at Standing Committee

- **Proposed Changes**

- motions requesting a policy or by-law amendment be directed to the City Manager or appropriate department for review with a report back to committee
- motions with a substantial financial or budget implication may be introduced but must be referred to the Chief Financial Officer for review on financial impacts with a supplemental report

- **Rationale**

- Allows for motions regarding administration to have more fulsome discussion at committee before proceeding to Council
- Allows for appropriate staff review and comment, which lends to the provisions established in the City Manager By-law.

Defining what Motions may be introduced at Council

- **Proposed Changes**

- Motions pertaining to a sponsored petition, in support or opposition to proposed or pending legislation from other levels of government, in support of resolutions passed by other councils, advocacy to other levels of government
- Limits on what can be introduced directly to Council

- **Rationale**

- a final decision-making body, with limits on debate
- ensure that items in the jurisdiction of other levels of government are not brought forward to Council, reduces risk of ultra vires

Staff Direction Process – Established

- **Proposed Changes**

- Defines the process as described in [CL-01-21](#) in the By-law
- Provides a process for how items are dealt with between terms
- Reporting will be done quarterly and included in the CIP.

- **Rationale**

- Provides Council and the public with a snapshot of what requests are in process
- Establishes a check-in with Council at each term to ensure that the incomplete requests of the former Council are the same priorities of the incoming Council
- Increases accountability and transparency in the legislative process

Look ahead - Future Amendments

- Creating an Approval of the Agenda/ Approval of Order of Business Section
- Allowing for Recorded Votes at Committee (by request)
- Review of Closed Meeting Practices and creation of a Closed Meeting Protocol
- Review of the Public Notice provisions for the City of Burlington (former Schedule E) and bring back a Public Notice Policy as per section 270 of the *Municipal Act*
- Creation of a Motion to Table Section and developing different types of reports to gain Council feedback
- Reviewing Agenda Distribution Timelines

Support and Advice

- **The role of Office of City Clerk staff:**
 - Here to assist Council Members, with the process and vetting motions for consideration
 - Our goal is to ensure that Members present successful motions, that are in proper form and are in order
 - Office of City Clerk is a resource to Council to assist with procedural guidance on the legislative process at the City

Thank You