



## Procedure By-law Review Workshop

Monday, February 27, 2023

**9:30 am to 4:00 pm**

*Location: Council Chambers at Burlington City Hall*

### AGENDA

#### Session Goals:

**Overall Goal:** To undertake a fulsome procedure by-law review to support Council in animating efficient, transparent and effective processes that result in high-calibre decisions and outcomes for the City of Burlington.

The goals for today's session are to:

1. Discuss and agree upon what constitutes good process in terms of the values, guiding principles and criteria that guide good governance, deliberation, decision-making and procedure for Council.
2. Methodically review the City of Burlington's current Procedure By-law 31-2021 to provide direction to staff to enhance procedural processes and amendments.
3. Discuss the Deputy Mayor with Portfolio role and commit to principles to shape relevant by-laws and guide the successful implementation of this new governance model.
4. Agree upon all next steps to ensure a revised Procedure By-law is approved in Q2, 2023.

#### Meeting Agenda:

Timing	Item	Role
9:30 - 9:35 am	<b>Session Welcome &amp; Opening</b>	Councillor Angelo Bentivegna and City Clerk, Kevin Arjoon
9:35 - 10:00 am	<b>Session Goals, Rationale, By-law Review Process, Relevant Materials, Agenda, Guidelines &amp; Decision Making Process</b>	Facilitator, Suzanne Gibson & City Clerk, Kevin Arjoon
10:00 - 10:15 am	<b>Introductions</b>	All
10:15 - 10:30 am	<b>Values, Guiding Principles and Criteria to Guide the By-law Review Process</b>	All
10:30 - 10:50 am	<b>A Review of Sections that Have Not Been Highlighted and that Require No Change</b>	All
10:50 - 11:00 am	<b>Process to Review the By-law</b>	Facilitator, Suzanne Gibson
11:00 - 11:15 am	<b>Break</b>	All

<b>Timing</b>	<b>Item</b>	<b>Role</b>
11:25 - 12:00 pm	<b>Review of Green Sections:</b> <ul style="list-style-type: none"> <li>• Section 1: Definitions</li> <li>• Section 20: Meetings Open to the Public</li> <li>• Section 22: Notice of Meeting</li> <li>• Section 28: Call to Order and Quorum</li> <li>• Section 32.1: Council Agenda</li> <li>• Section 34: Standing Committees</li> <li>• Section 36: Notice of Motion</li> <li>• Section 40: Staff Directions</li> <li>• Section 42: 2 and 42.3: Minutes</li> <li>• Section 44: Conduct at Council and Committee Meetings</li> <li>• Section 45: Presentations</li> <li>• Section 50: Motions at the Meeting</li> <li>• Section 51: Voting</li> <li>• Schedule A, 3: Motion to Close Debate</li> <li>• Schedule A, 4: Motion to Postpone Definitely</li> <li>• Schedule A, 5: Motion to Refer</li> <li>• Schedule A, 7: Motion to Postpone Indefinitely</li> </ul>	All
12:00 - 12:15 pm	<b>Review of Yellow By-laws:</b> <ul style="list-style-type: none"> <li>• Section 8: Organization and Rules</li> <li>• Section 23: Regular Meetings</li> </ul>	
12:15 - 1:00 pm	<b>Lunch</b>	All
1:00 - 2:30 pm	<b>The Deputy Mayor with Portfolio Discussion: Determining Principles and Roles</b>	All
2:30 - 2:45 pm	<b>Break</b>	All
2:45 - 3:10 pm	<b>Review of Yellow Sections, Continued</b>	
3:10 - 3:45 pm	<b>Review of Red Sections:</b> <ul style="list-style-type: none"> <li>• Section 4: Deputy Mayor</li> <li>• Section 30: Meeting Recess</li> <li>• Section 32.2: Council Agenda</li> <li>• Section 49: Questions/Speaking</li> </ul>	All
3:45 - 3:55 pm	<b>Review of Purple Sections</b>	All
3:55 – 4:00 pm	<b>Next Steps</b>	City Clerk, Kevin Arjoon
4:00 pm sharp	<b>Thanks and Adjournment</b>	Councillor Angelo Bentivegna

### **Pre-Reflections Work and Materials Developed to Support this Process:**

Please come to the workshop having read the following documents in order to prepare for a robust review of and discussion about the Procedure By-Law 31-2021 document:

- A. Proposed Values, Guiding Principles and Criteria that Constitute Good Process and Great Governance
- B. The Procedure By-Law 31-2021 document which has colour coded to indicate status of the by-law
  - **Green** – this section requires straight forward changes that require little or no discussion
  - **Yellow** – this section requires more complicated changes needing deeper consideration
  - **Red** – the changes required are complex in nature and may require significant discussion and deliberation
  - **Purple** – the changes required will take place as part of a planned future process
- C. A Chart of Proposed By-Law Changes for Council's consideration that highlights current by-law wording, proposed change(s), rationale for change(s), along with best practices and legislative requirements
- D. A Chart of Future By-law Changes which will take place as part of another emerging process in the near future
- E. A Description of the Decision Making Process for By-law Changes
- F. A Summary of the Deputy Mayor with Portfolio's Proposed Principles and Roles
- G. A PowerPoint for the Workshop