



PROCEDURE BY-LAW REVIEW WORKSHOP

A DECISION MAKING PROCESS FOR BY-LAW CHANGES

Please come to the Procedure By-Law Review Workshop on February 27, 2023 having reviewed the following *proposed* decision making process, which we will be using to expedite a democratic yet expedient process as it relates to by-law changes.

Order of Items to Review

Please see the attached agenda and colour coded Procedure By-Law 31-2021 document. Documents will be reviewed in this order.

- **Green** – these sections require straight forward changes that require little or no discussion
- **Yellow** – these sections require more complicated changes needing deeper consideration
- **Red** – the changes required to these sections 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

Decision Making Process Overview for By-law Changes

- We will aim for group consensus (you can live with the recommendation) that provides clear direction from Council to staff
- We will move to majority vote (4/7) if consensus cannot be achieved.
- Today, we are having *foundational* conversations to inform future work to guide final approvals.
- Final approval of all by-law changes will take place in Q2, 2023.

Decision Making Process

Staff Presentation and Questions of Clarity

1. Staff presentation is made to contextualize the recommended by-law change(s) and highlight implications (5 minutes maximum).
2. A Q&A period is provided for queries or points of clarity only.

Stage 1: First 5-Finger Vote

3. The 5-finger vote is taken to determine buy-in expediently with the question:
Can you live with this proposed change?

5-Finger Consensus

- 5 fingers – I strongly agree.
- 4 fingers – I agree.
- 3 fingers – I can see some pluses and minuses but will go along with the group.
- 2 fingers – I disagree but can live with it.
- 1 finger – I disagree and cannot support it.

First vote to test recommendation goes with 3 and up.

4. If the proposed change is agreed upon, Council will move on to the next recommendation.

Stage 2: Alternative Ideas for the By-Law Change

5. If the 5-finger vote does not elicit support (3 score and up), the group will explore alternative ideas to address the by-law change:
 - What has to change in order for you to support this by-law change?
 - What do you recommend? Please refer to your agreed upon criteria and values to inform your thinking.
6. If the solution is straightforward, we will move to a 5-finger vote.
7. If the vote proceeds with a 3+ score from everyone, we will move to the next recommendation.

Stage 3: Exploring Additional Ideas for the By-Law Change

8. If there are concerns or objections, Council will discuss the issue to find a common solution or answer as follows (chart on wall):
 - *Cons*: to highlight what is challenging or gapping regarding the recommendation (those with concerns are to provide input here)
 - *Pros*: an opportunity to highlight what is positive about the recommendation
 - *Alternate recommendation option(s)*: this provides Council members with an opportunity to present an alternate option(s) or proposal (those with concerns are to provide input here) and that animates the values and guiding principles.
 - *Additional comments*: to capture additional information discussed and if more info is required to deliberate on the recommendation option(s)
9. Test for agreement on a proposed solution, using the 5-finger vote model. If approved with 3+ score from everyone, move to next recommendation.

Stage 4: A Round of Discussion and Proposed Suggestion

10. If there is no agreement, we will do a round and hear from each Council member on the issue (max. 2 minutes or less per person to speak, which will be timed). Council members are invited to put forth a new or modified recommendation(s) or wording.
11. A 5-finger vote takes place with a 2+ score and if agreement, move to the next recommendation.

Stage 5: Majority Vote

12. If there is no consensus, move to a majority vote on the proposed change (facilitated by Workshop Committee Chair).
13. If majority vote does not pass, Council to delegate Clerk's office to undertake additional research based on Council's feedback to propose an alternative option for presentation in Q2.

Documentation

14. Final decision to be summarized and included in the workshop minutes.