

Background Report

Presented By: Kara Van Myall, Chief Administrative Officer

Meeting Date: November 10, 2025

Subject: Housekeeping Amendments to the Procedural By-law.docx

Report Summary

Following the implementation of Procedural By-law 87-2024, certain amendments are being recommended to ensure the intent of Council is carried out in the conduct of the Council Meetings and meetings are run as efficiently as possible. Also, amendments have been recommended to provide clarity on certain matters to Council, staff, and the public.

Background/Analysis

The following provides a brief summary of the recommended amendments:

Section 8.1 – Quasi Judicial

As Quasi Judicial Committees are typically subject to provincial legislation and the meetings are not conducted for the same purpose as advisory, ad hoc, or other Town Committees, the same Agenda structure is not logical for their purpose. This gives them freedom to structure the Agenda to better meet the needs of their mandate.

Section 8.1 – Order of Business

To better align the Order of Business to have the most important business occur earlier in the meeting order and to keep consultants, partners, or other attendees from staying later in the meeting than necessary, a change in the Order of Business is proposed to have the Closed to Public and Report and Business Arising from Closed Session moved to occur immediately before the Consent Agenda.

Section 8.2

This section is recommended to be amended to provide additional clarity that items from Members of Council, Committees and Local Boards are subject to the provisions of the Procedural By-law, not just timing for submitting items.

Section 14.7 (b)

This amendment includes additional language for Planning Act matters where the application has been submitted as the point in time where Council may not hear a delegation on the matter outside of the prescribed process.

Section 14.7 (b)

Additional restrictions are proposed for Open Forum and Delegation requests to provide clarity on when a matter is before another body, or has been threatened to initiate litigation, that the matter be heard before the appropriate body and not at Council, where Council is not the governing body for those matters. Requesters would be redirected to seek resolution where another avenue exists. Additionally, restrictions are expanded to hold requesters accountable for comments made against another person or body as not being appropriate in a meeting open to the public.

Section 14.10.9

This addition is to provide greater clarity to Council, staff, and the public on the basis for an Open Forum request or Delegation request being refused by the Clerk, as multiple communications may be received by the Town that provide context to making such decisions.

Section 28.9

This section is recommended for removal as it introduces procedural confusion without adding any benefits to Members of Council in having a matter reconsidered. Sections 28.1 through 28.8 provides a complete Motion to Reconsider process, making 28.9 unnecessary.

The proposed amendments to the Procedural By-law are presented for discussion and to provide the necessary notice. At the November 24, 2025 Council Meeting, the By-law will be included on the Agenda for Council to consider to adoption of the amending By-law.

Linkages

- Strategic Plan Alignment: Pillar 3: Building Valued Relationships
- Business Plan Alignment: Corporate Services Business as Usual

Financial Impacts/Source of Funding

No costs or revenue is associated with this report.

Approved By: Kara Van Myall, Chief Administrative Officer