

Procedural By-Law Review – Council Input

Council Comments/Feedback	Staff Comments based on Council Remarks
<p>Section 4.2.4 Meeting Schedule: Are you satisfied with the same time (6:00 p.m.) or interested in moving up start times for Council Meetings to occur earlier in the day ie. 9:00 a.m.?</p> <ul style="list-style-type: none"> • I am happy with the six p.m. meetings. • Most of Council has other jobs that require them to be at during the day. • 6 pm should be the start time for Councillors that work (does not limit who runs for Council) and allows public to attend in person when we get back to normal. • In my view, 6 pm allows for Council and members of the public to attend meetings where employment obligations might otherwise prevent or severely limit such attendance. • I believe the start times are adequate. No change needed 	<ul style="list-style-type: none"> • Proposed change to Inaugural Meeting to reflect current meeting time of 6:00 p.m. • No other changes recommended to Regular meeting time in draft proposed By-law.
<p>Section 4.2.5 Order of Business: There are a number of items that are specific to a municipality's procedural by-law including opportunities for the public to speak, how reports are provided, where certain items (ex. By-laws) are located within the meeting, introducing new business, unfinished business, pending list, etc. There are three by-laws at the bottom of this report as well as a link to our current Procedural By-Law above. Please provide any items that you would like to have investigated further for consideration in the draft Procedural By-Law review.</p> <ul style="list-style-type: none"> • 15 minute delegations. Communication provided up to noon on Wednesdays prior to Council meeting. Inaugural meeting and public meeting timing needs to be updated to new times. • I am fine with our existing order of business. Opportunities for the public to have their say comes in the form of delegations and in the 	<ul style="list-style-type: none"> • No changes to delegation time change proposed. • New business proposed to provide consistency and follows the Notice of Motion process. • No unfinished business item proposed. • Order of Business remains largely the same, with a few additional proposed sections for Presentations, Items for Discussion arising from Previous Meetings and New Business.

<p>communications they provide. Not in favour of Public question period. Refer below for other comments on this.</p> <ul style="list-style-type: none"> • Introducing new business, Council can use notice of motion process. • Unfinished business, Council already has deferred business 	
<p>Section 4.6 Electronic Meetings: Are you satisfied with the current provisions relating to the current process for electronic meetings.</p> <p>Please provide any suggestions/issues relating to electronic meetings that you would like explored.</p> <ul style="list-style-type: none"> • Members of Council need to be in person to attend meetings once we open up. Livestreaming is OK for the public. • Just would like to know if it is the intention to allow electronic meetings going forward, ie. Not just for COVID • We should have something in the bylaw about the amount of meeting’s that we are allowed to attend by zoom if council is in person. I think there should be a number or percentage of meetings that is mandatory in person. 	<ul style="list-style-type: none"> • Certain definitions will be updated. • Addition of wording to limit number of meetings Council members can attend by electronic means including exceptions. Council at the August 10,2020 meeting passed resolution 287-2020 to re-evaluate electronic meeting rules prior to the end of the term.
<p>Section 6.2 Delegations: There is a limit of 2 delegations who are provided 10 minutes to speak on a matter. Do you think there should be changes? ie: maximum of xx minutes divided amongst the presenters? Please provide any comments/questions/suggestions</p> <ul style="list-style-type: none"> • 15 minute delegations as 10 minutes is too short on some topics with multiple speakers 	<ul style="list-style-type: none"> • With the proposed change noted below, the proposed by-law provides for a maximum of 3 combined delegations and presentations. • No change proposed on the length of the delegation

<ul style="list-style-type: none"> • Ten minutes per delegation seems to be working fine. If it is being suggested that by allowing say 5 presenters within a total of 20 minutes, that would give delegations only 4 minutes a piece. Seems to me that would make it a challenge for the public to prepare for and for MOSH to administer, communicate or negotiate. Also saw in one of the municipality’s by-laws that questions/comments on the delegations were sought from members of the public. Not keen on this idea either as it has the potential to turn MOSH’s regular Council Meetings into Public Meetings. • We are always provided the draft copy so I believe that the 10 minutes is sufficient (this comment was made with a Yes to the question above) • Delegation times are fine. The presenters need to come prepared to speak for their allotted ten minutes. The Mayor has some unwritten flexibility. 	
<p>In addition to delegations, a number of Municipalities provide for members of the public to speak to an item on the agenda ie. at the beginning of the meeting and/or differentiate between delegations and presentations. Is this something you would be interested in? Please provide any comments/questions/suggestions (ie. set number of participants, length of time allowed, concerns, etc)</p> <ul style="list-style-type: none"> • Delegations are the forum for that • Refer to my previous comments, 2 delegations for 10 minutes each is good. Not interested in making every regular Council Meeting a Public Meeting. • 10 minutes same as the rest 	<ul style="list-style-type: none"> • Proposed change for addition of section for presentation as this reflects the current agenda practice to provide space for commendations and presentations when there are two delegations submitted for a meeting. The presentation will include information presented to Council which does not require any action to be taken (consultant, auditor, insurer). Currently these items are placed as delegations or an item is created/added in the agenda. • Proposed change for the option to move up any related staff or consultant report that accompanies the presentation, to immediately after the presentation has been made. • Proposed exemption to the 10 minutes time frame for the municipal auditor when presenting the annual Financial Statement.
<p>Section 6.4 Communications: Currently communications and petitions addressed to the Mayor and Council are listed on the agenda. Council Information Packages are an alternative to this and could be prepared weekly, or as required, with Council then confirming which items to include on an upcoming Agenda for consideration. Is this something you would be interested in? Please provide any comments/questions/suggestions</p>	<ul style="list-style-type: none"> • No changes proposed for Communications • Propose addition of two new items being Items for discussion arising from previous meetings and New Business: <ol style="list-style-type: none"> 1. Items Arising from Previous Meetings for communication items and other action items arising from correspondence, new business or deferred items that arise from a previous meeting that Council wants to action.

<ul style="list-style-type: none">• All communication to Council should be in regular Council Meeting agenda• I am fine with the “pulling” process we do today, so no need for a Council information package. It adds work to staff and may create a public perception that Council is not seeing their concerns, particularly since I am aware that sometimes staff encourage the public to write letters if they wish Council to consider their concerns/complaints directly. I do have concerns however that even with today’s process, sometimes it is suggested that staff provide a report or Council direction is given and often accepted by the CAO. Other times a motion is offered on the spot which totally circumvents the whole Notice of Motion process. <p>So as a suggestion;</p> <p>1) For time sensitive requests, ie. Must be dealt with prior to next Council meeting, we could make exceptions to deal with those immediately. (ie. Conference hotel booking, some community event notices)</p> <p>2) All others which are pulled should be confirmed as items to move to a future agenda, just as we move delegations forward and notices of motion.</p> <p>I suggest this for three reasons:</p> <p>1) Like to see us prioritizing our ad hoc to do’s</p> <p>2) Staff efficiency</p> <p>3) Councillor think time</p> <ul style="list-style-type: none">• I think in order to be transparent we keep it status quo. It seems to be working well and allows comments to be a part of the official meeting record.	<ul style="list-style-type: none">○ Proposal for communications for action will be pulled and moved by a comprehensive resolution to the next meeting agenda under this item for consideration.○ Proposal for items of urgent/emergent nature to be actioned by resolution at the current meeting. <p>2. New Business for information not previously presented to Council for consideration or for information not otherwise known during an original debate and vote on a decided matter.</p> <ul style="list-style-type: none">• Proposal that if not included on the agenda, not to be considered unless time sensitive and member to provide reason for not referring to “Items Arising from Previous Meeting” and motion to be passed.
Consent Agendas are a listing of consent items that are being presented to Council for its consideration. They are set up similar to how Council currently	<ul style="list-style-type: none">• No proposed changes.

<p>deals with Communication items. Anything not pulled would be dealt with through one resolution.</p> <p>Consent Agendas assist with streamlining meetings and decrease the number of resolutions passed for receiving information. All items listed under this process contain routine matters which are not controversial in nature and which do not need further discussion. Inclusions into the Consent Agenda may be, but not limited to, petitions, proclamations, flag raising, staffing reports.</p> <p>Is this something you would be interested in seeing more of? Please provide any comments/questions/suggestions</p> <ul style="list-style-type: none">• Recording how Council votes on each agenda is important to note. Also allows dialogue on each item without skipping over a topic.• Good idea, particularly as we do have a number of receive for info reports	
<p>Section 16.3 Enactment of By-Laws: All by-laws proposed for adoption at a meeting could be passed in one single motion, unless otherwise requested. This is a way to streamline meetings.</p> <p>Is this something you would be interested in? The current Procedural By-Law provides for By- Laws to be addressed in a consent agenda.</p>	<ul style="list-style-type: none">• No proposed changes in the By-Law as process changes can be made with the existing wording in the By-Law.