



## Staff Memo

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**Report To:** Dan Best, Chief Administrative Officer

**From:** **Rebekah Msuya-Collison, General Manager of Corporate Services**  
**Alex Wolfe, Deputy Clerk**

**Date:** September 20 2022

**Report:** CL#27-2022

**Subject:** Procedural By-law Revisions

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### Recommendations:

**That** South Huron Council receive the memo of Rebekah Msuya-Collison, General Manager of Corporate Services and Alex Wolfe, Deputy Clerk re: "Procedural By-Law Revisions"; and

**That** Council approve the additional revisions to By-Law 79-2015, as presented; and

**That** the required By-Law be forwarded to Council for the required three readings.

### Purpose:

Approval.

### Background and Analysis:

At it's September 6, 2022 meeting, Council was presented with a staff report regarding the process to review the Procedural By-law and Council approved the draft consolidated Procedural By-law in principle by passing resolution # 294-2022. At that meeting Council discussed the by-law and requested staff further review the following:

1. Gender neutral language and that the language be updated throughout the by-law.
2. Council requested clarification in Section 15.9a) and b) being, the necessity of the restrictions of not more than three members of Council present at any Committee of Council (as there may be occasions when this was desired or necessary).
3. Council asked for a review to determine whether Section 15.9a) is a duplication of Section 15.13. "15.13 Attendance.

Staff reviewed the draft consolidated Procedural By-law and Council's comments and consulted with the Integrity Commissioner. The current revision chart with responses and analysis is presented to Council as Appendix "A" to this memo.

The by-law to amend Procedural By-Law 79-2015 will be brought forward to the October 3, 2022 Council meeting for consideration, with any further revisions from tonight's meeting.

### **South Huron's Strategic Plan:**

Section 6.2.2 of the Municipality of South Huron's 2015-2019 Strategic Plan identifies transparent, accountable and collaborative governance as a strategic objective.

### **Legal Impact:**

The Procedural By-law is a mandatory requirement set out under the Municipal Act, and is a key part of the municipality's accountability and transparency foundation. In instances where there are valid complaints on the application of the procedures, the Integrity Commissioner has the legislative authority to investigate.

### **Staffing Impact:**

There are no staffing impacts that have not been outlined in this memo.

### **Policies/Legislation:**

*Municipal Act*  
Roberts Rules of Order  
Code of Conduct  
Procedural By-Law 79-2015

## **Consultation:**

Municipal Integrity Commissioner

## **Related Documents:**

Appendix A – Procedural By-law review chart

Staff Report CL#22-2017 – [Bill 68 – Modernizing Ontario’s Municipal Legislation Act](#)

Staff Report CL#10-2020 – [Electronic Meeting During an Emergency](#)

Staff Report CL#22-2020 – [Procedural By-Law Amendment – Electronic Meetings](#)

Staff Memo CL#40-2021 – [Procedural By-Law Review](#)

Staff Report - CL#20-2022 – [Procedural By-law Review](#)

Respectfully submitted,

**Rebekah Msuya-Collison, General Manager of Corporate Services**

**Alex Wolfe, Deputy Clerk**