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Date: September 21, 2021
To: Mayor and Council
Author: Sandra Kitchen, Acting Clerk
RE: By-law 77-2021, being a by-law to govern the Calling, Place and Proceedings of Council and Committees (Procedure By-law)
Report No.: LS-2021-05

RECOMMENDED ACTION

That Council pass the new Procedure By-law in the form attached hereto as "Appendix A"

BACKGROUND

Section 238 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the "Act") provides that every municipality and local board pass a procedure by-law to govern the calling, place and proceedings of meetings. The current procedure by-law was passed in 2015 and has been amended for various purposes since that time.

DISCUSSION

In the spring of 2021, Council endorsed a number of changes to the Procedure By-law. Those changes, amongst others, have been incorporated in a Draft By-law for Council's consideration.

On September 20, 2021, the Committee of the Whole met to review the Procedure By-law. Changes recommended by the Committee of the Whole have been incorporated into this new By-law.

LINK TO STRATEGIC PLAN

Promote the betterment, self-image and attitude of the community.

Effectively manage corporate resources and maximize performance in day-to-day operations.

Link to Council 2021-2022 Priorities

- COVID-19 and the health and safety of the community
- Customer Service: Training, Technology, Staff, Review Standards/Level of service
- Housing: Affordability (lot sizes, developer incentives, second dwellings, density, etc.)
- Greenhouse: lights & dark sky, odours (site plan compliance, bylaws, other tools)
- Programming Increase: Youth and Seniors
- A development plan for Downtown Kingsville / Main Street
- Financial savings: Schools closings, Migration Hall
- Economic Development: strengthen tourism/hospitality
- COVID - economic recovery
- Communications: Strategy – Policy (social media), Website refresh and other tools, Public engagement
- Housing: Migrant Worker Housing – Inspections (Building/Fire), regulate, reduce, or increase
- Committees / Boards: Review and Report
- Policy Update: Procedural Bylaw
- Economic Development: diversify the economy, create local jobs, industrial, Cottam
- Infrastructure (non-Municipal): Union Water expansion & governance
- Infrastructure (Municipal): Asset Management Plan update, the infrastructure funding deficit
- No direct link to Council priorities

FINANCIAL CONSIDERATIONS

There are no financial considerations.

CONSULTATIONS

Senior Management Team

Sandra Kitchen

Sandra Kitchen, Acting Clerk

Susan Hirota

Susan Hirota,
Director of Legal and Clerk Services/Town Solicitor