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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

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## **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*

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Sandra Kitchen, Acting Clerk

*Susan Hirota*

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