



Niagara-on-the-Lake

Donna Delvecchio, Town Clerk/Manager of Legislative Services

Procedure By-law Update & Delegation Policy
April 11, 2023

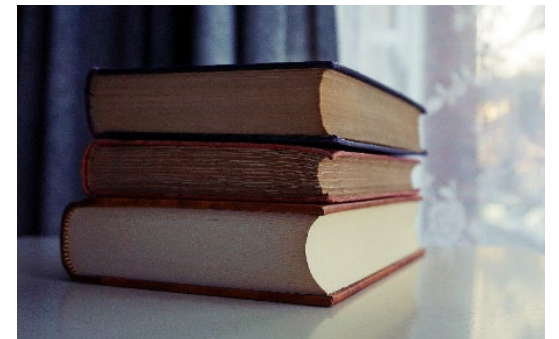
Agenda

- Background
- Why the Procedure By-law is being Updated
- Why is there a Delegation Policy being Proposed
- Overview of the Document
- Conclusion / Questions



Current Procedure By-law

- The current Procedure By-law 5125-19 is in need of some modernization. There were many vague terms in the document, it didn't always capture current practices and was absent in some language that contributes to efficient and effective meetings. There were also previous amendments made to the by-law and the proposed Procedure By-law captures those amendments and brings forward a consolidated document.
- The Procedure By-law is a living document that should be reviewed on a regular basis to ensure that it is meeting its intended purpose and meeting legislative requirements.
- Going forward this document will undergo a review every two years and any changes will be presented to Council for consideration.



Delegation Policy

- Presently, the Procedure By-law vaguely speaks to the delegation process. Staff felt it prudent to develop a **Delegation Policy** that is clear, concise and easy for delegates to understand. This document also outlines expectations for proper decorum for delegates which will assist in Council in obtaining the information being presented in a respectful manner.
- A new online form will be launched when the policy is adopted, this will assist Council with providing them additional details about a delegates position on the topic, specifics about their presentation, etc.



Delegation Policy Cont.-

- Delegations for both agenda and non-agenda items will still be permitted, provided that the matter is within Council's statutory jurisdiction.
- A maximum of three (3) delegations for non-agenda items will be permitted per meeting - this is based on the date the request was received. For delegates to agenda items, this number can certainly increase as this is the opportunity for the public to speak to the item.



Overview of Changes Proposed to the Procedure By-law

- Several definitions have been added to provide for greater clarity
- If an item does not pertain to the jurisdiction of Council it will not appear on the agenda. In the event that a determination is required, the Lord Mayor, in consultation with the Clerk, will determine if the matter is within the jurisdiction of Council.
- Any rule of the Procedure By-law can be temporarily suspended with at least a 2/3 vote of Council. This should only be done in cases of extreme urgency. This contributes to greater transparency with the public.
- Only members of Council and Town staff will be permitted within the Council bar area.

Overview of Changes Proposed to Procedure By-law Cont. -

- Council and COTW General meetings will still be held using the previously adopted schedule that was approved by Council, but the **start time** for meetings will be **9:30 a.m.** Closed Session meetings will begin at **1:00 p.m.** should the open meeting last the full 3 hours.
- COTW Planning will remain at **6:00 p.m.** and will be renamed **Community Planning and Development.**
- The Lord Mayor always maintains the ability to call a Special Council meeting for an urgent matter. In addition, the CAO will also have the ability to request a Special Council meeting through the Lord Mayor for urgent matters.
- Committees of Council will meet at a time that is convenient for its members.



Overview of Changes Proposed to Procedure By-law Cont. -

- It is proposed is that all meetings of **COTW General and Council** **will adjourn no later than 12:30 p.m.** or when all business on the agenda is completed.
- It is proposed that **all COTW Community Planning and Development** meetings **will adjourn no later than 10:00 p.m.** or when all business on the agenda is completed.
- Curfew could be extended with 2/3 vote; however, **no meetings will proceed beyond 1:30 p.m. or 11:00 p.m.**



Overview of Changes Proposed to Procedure By-law Cont. -

- Meeting agendas will continue to be posted **no later than the Thursday evening** preceding the meeting.
- Meetings agendas for Committees of Council will be posted **no later than seven (7) days prior to the scheduled meeting**.
- The current practice of Council Information Packages has been included as a new clause in the document; no changes are being contemplated.
- The Order of Business has been slightly altered to reflect current practices.
- **Public meetings:**
 - Still permitted without prior registration at Planning Public Meetings.
 - Speakers are provided 10 minutes maximum to speak and only permitted once during a public meeting.
 - If an individual has provided written comments, the individual cannot address the same content during the public meeting process.

Overview of Changes Proposed to Procedure By-law Cont. -

- Language has been included that allows for the Chair of the meeting to call for a temporary recess after 2 hours from the start time of a meeting, if so desired.
- Submitting a Notice of Motion remains at 12:00 p.m. on the Wednesday prior to the meeting. Failing to do so will result in a delay to the next meeting, and if after the third meeting the Notice of Motion has not come forward, it shall be deemed to have been withdrawn.
- Council Members will no longer be required to stand when speaking during a meeting.
- The procedure for reconsideration of a vote has been clearly outlined.
- Attached as Schedule 'B' to the by-law is a consolidated list of items that are referenced in Robert's Rules of Order, it is meant for convenience.

Overview of Changes Proposed to Procedure By-law Cont. -

- As the Town does have the ability to vote using the eScribe software, once the Procedure By-law has been adopted, staff intend to fully utilize this function for all votes taken during a meeting.



**Thank you.
Any Questions?**