

## Report to Council

<b>Report Title:</b>	Additional Amendments to the Proposed Procedural By-Law		
<b>Prepared By:</b>	Fiona Hamilton, Clerk		
<b>Department:</b>	Clerk		
<b>Date:</b>	December 3, 2018		
<b>Report Number:</b>	CLK2018-18	<b>File Number:</b>	C11CL
<b>Attachments:</b>	Draft Procedural By-Law Draft Meetings Schedule for Mondays Draft Meeting Schedule for Tuesdays		

### Recommendation:

That the Council of the Municipality of Brockton hereby approves Report Number CLK2018-18 – Additional Amendments to the Proposed Procedural By-Law prepared by Fiona Hamilton, Clerk for information purposes, provides direction to staff regarding the Meeting Schedule for 2019 and approves the amended draft Procedural By-Law coming forward.

### Report:

#### Background:

On November 19, 2018, Fiona Hamilton, Clerk submitted Report Number CLK2018-17 Proposed Changes to the Procedural By-Law along with a revised draft Procedural By-Law for Council's review. The Council Meeting on November 19, 2018 adjourned before that Report was considered.

#### Analysis:

Staff have continued to review the Procedural By-Law and are proposing additional amendments or considerations that have been summarized below:

- 1) The Order of Business for Council Meetings described in section 4.1 has been amended to remove "Status Reports" and to include "New Business Brought Forward" rather than "Business Brought Forward by Councillors". The changes proposed to the Order of Business are to more accurately reflect current practice and to allow staff the opportunity to bring brief business forward if it could not otherwise have been circulated on the Agenda. Staff will continue to provide status reports about ongoing projects or for updates to the organizational document, but any such report can be included under the general "Reports" section.

- 2) Section 4.12(b) has been amended to allow the Clerk to refrain from scheduling delegations at meetings where a number of planning matters have already been scheduled, or if a particularly complex planning matter has already been scheduled. It has been noted that some Council Meetings may be unduly long if there are both numerous planning matters and delegations.
- 3) Section 4.21 has been amended to read “New Business Brought Forward” and now anticipates that Staff could also bring forward “announcement type” matters that could not have been circulated with the Agenda, and also more accurately reflects the purpose of that agenda item.
- 4) Section 5.18 has been amended to specify the latest edition of Robert’s Rules of Order to ensure consistency. Robert’s Rules of Order be included in the budget for Council Expenses so that each Council Member would have access to a copy should they wish should a questions on procedure arise.

Council may also want to consider the time that the Council Meetings are scheduled to begin. The draft Procedural By-Law sets the time at 7:00 p.m. which is consistent with past practice, but Council may want to consider whether a 6:30 p.m. start time would be more suitable for delegations, to accommodate Senior staff attendance and ensure meetings are finished at a reasonable hour.

### **Sustainability Checklist:**

What aspect of the Brockton Sustainable Strategic Plan does the content/recommendations in this report help advance?

- |   |     |
|---|-----|
| • Do the recommendations help move the Municipality closer to its Vision? | N/A |
| • Do the recommendations contribute to achieving Cultural Vibrancy?       | N/A |
| • Do the recommendations contribute to achieving Economic Prosperity?     | N/A |
| • Do the recommendations contribute to Environmental Integrity?           | N/A |
| • Do the recommendations contribute to the Social Equity?                 | N/A |

### **Financial Impacts/Source of Funding:**

- Do the recommendations represent a sound financial investment from a sustainability perspective? Yes

The cost of providing copies of Robert’s Rules of Order, 11<sup>th</sup> Edition, would likely be less than \$250.00 for all of Council and would ensure fairness and consistency if a procedural question arose.

### **Reviewed By:**



**Trish Serratore, Chief Financial Officer**

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**Respectfully Submitted by:**

A handwritten signature in black ink, appearing to be 'Fiona Hamilton', written in a cursive style.

**Fiona Hamilton, Clerk**

**Reviewed By:**

A handwritten signature in black ink, appearing to be 'Sonya Watson', written in a cursive style.

**Sonya Watson, Chief Administrative Officer**