

To: Warden and Members of County Council

From: Director of Corporate Services

Procedure By-law Amendments

RECOMMENDATIONS

1. That Schedule “A” to By-law No. 6268-2020, being a by-law to adopt a County of Oxford Procedure By-law, be amended as proposed within this report.

REPORT HIGHLIGHTS

- Proposed amendments to the County Procedure By-law relate to customary housekeeping measures and improvements to meeting proceedings.

Implementation Points

Amendments to the County of Oxford’s Procedure By-law will be implemented and communicated immediately following adoption.







Financial Impact

There are no financial implications associated with the recommendations contained in this report beyond what has been approved in the current year’s budget.

Communications

Notice of the proposed amendments was given on the June 28, 2023 Council Agenda in accordance with Section 16.2 of Procedure By-law No. 6268-2020.

Strategic Plan (2020-2022)

					
WORKS WELL TOGETHER	WELL CONNECTED	SHAPES THE FUTURE	INFORMS & ENGAGES	PERFORMS & DELIVERS	POSITIVE IMPACT
			4.i.		

DISCUSSION

Background

In preparation for the Procedure By-law review, the Clerk requested input from each member of County Council with respect to any changes they would like considered through this process. A consultation meeting was also held with the Warden and Chief Administrative Officer for their input.

The Clerk conducted an informal poll with the Area Municipalities with respect to speaking limits for delegations and another poll with other County and Regional councils across Ontario with respect to evening meetings.

Comments

This report proposes amendments to the County's Procedure By-law, including customary housekeeping measures and some procedural matter improvements.

Overview of Proposed Changes

Amendments to the County's Procedure By-law are tracked in Attachment 1 to this Report.

Proposed changes of significance and those which affect procedural matters are listed below:

- Section 3.2 (Inaugural Meeting), the time is changed to 4:00 p.m. (from 2:00 p.m.).
- Section 3.3 (Regular Meeting), subsection 3.3.1, regular meeting time is changed to 9:30 a.m. for both the second and fourth Wednesday of each month (was 9:30 a.m. for second Wednesday and 7:00 p.m. for fourth Wednesday of the month) based on the results of a poll conducted of Counties and Regions in Ontario – refer to Table 1 below.
- Section 6 (Order of Business), subsection 12 is updated to read “Enquiries” (was New Business / Enquiries / Comments).
- Section 9.1 (Notices of Motion), subsection 9.1.1, the deadline to providing a notice of motion is proposed to be shortened to six days preceding the date of the meeting at which such motion is to be introduced (was six full business days), allowing Councillors more time to submit a motion to the agenda for consideration at the meeting.
- Section 11.2 (Delegations, Presentations and Materials to be circulated with Council Agenda), subsection 11.2.1 is updated to include the following wording “The delegation request form will be included as part of the agenda package” as this is currently being practiced at the request of County Council.
- Section 11.2 (Delegations, Presentations and Materials to be circulated with Council Agenda), subsection 11.2.2 is changed to limit speaking to a period of not more than ten

minutes (from fifteen minutes) based on the results of a poll conducted of the Area Municipalities within the county – refer to Table 2 below.

- Section 11.2 (Delegations, Presentations and Materials to be circulated with Council Agenda), subsection 11.2.3 is changed to include the following wording: “Delegation requests will be granted only for those wishing to speak to subject matter directly aligned with Oxford County services and/or Strategic Goals”.
- Section 14.16 is removed as it is contradictory to the Schedule B “Electronic Meeting Protocol”.
- Schedule B “Electronic Meeting Protocol” is updated to include the following wording under conduct: “Staff and members of the public participating in a meeting electronically must use both video and audio when addressing Council”.

Table 1 – Poll to Counties and Regions regarding evening meetings

Municipality	Evening Council meetings?	Notes
Brant	Yes	Twice monthly at 6:00 p.m.
Dufferin	Yes	Monthly at 7:00 p.m.
Essex	Yes	Twice monthly at 6:00 p.m.
Haldimand	Yes	Twice monthly at 6:00 p.m.
Lanark	Yes	Twice monthly at 5:00 p.m.
Lennox and Addington	Yes	Monthly at 6:30 p.m.
Middlesex	Yes	Twice monthly, one held at 9:30 a.m., other is for Planning matters at 6:00 p.m.
Niagara Region	Yes	Monthly at 6:30 p.m.
Prince Edward	Yes	Twice monthly, one at 1:00 p.m. one at 7:00 p.m.
Renfrew	Yes	Twice monthly at 7:00 p.m.
Waterloo Region	Yes	Twice monthly, one at 9:00 a.m., one at 7:00 p.m.
Total who hold evening meetings:	11	
Bruce	No	Monthly at 9:30 a.m.
Durham	No	Monthly at 9:30 a.m.
Elgin	No	Twice monthly at 9:00 a.m.
Frontenac	No	Monthly at 9:00 a.m.
Grey	No	Twice monthly at 10:00 a.m.
Haliburton	No	Monthly at 9:00 a.m.
Halton	No	Monthly at 9:30 a.m.
Hastings	No	Monthly at 10:00 a.m.
Huron	No	Twice monthly at 9:00 a.m.
Lambton	No	Monthly at 9:30 a.m.
Muskoka	No	Twice monthly - One meeting held in morning, one held in afternoon
Norfolk	No	Twice monthly at 1:00 p.m. and 3:00 p.m.

Northumberland	No	Monthly at 9:30 a.m.
Peel	No	Twice monthly at 9:30 a.m.
Perth	No	Twice monthly at 9:00 a.m. finish at 1:00 p.m. unless otherwise ordered by special motion of Council
Peterborough County	No	Twice monthly at 9:30 a.m.
Simcoe	No	Twice monthly at 9:00 a.m.
Wellington	No	Monthly at 10:00 a.m.
York	No	Monthly at 9:00 a.m.
Total who do not hold evening meetings:	19	

Table 2 – Poll to Area Municipalities regarding delegation speaking limits

Area Municipality	Time allowed (minutes)	Notes
Blandford-Blenheim	10	Extension may be granted with Council approval
East Zorra-Tavistock	10	
Ingersoll	10	Additional 10 minutes allowed for questions
Norwich	10	15 minutes if a group delegation
South-West Oxford	10	Extension may be granted with Council approval; 15 minutes if a group
Tillsonburg	15	Including Q&A
Woodstock	5	
Zorra	15	Max 4 delegations per meeting
Average	10.6	

Conclusions

The proposed amendments to the County's Procedure By-law as tracked in Attachment 1 will ensure that County of Oxford Council, Board and Committee meetings demonstrate open and transparent governance as intended under the *Municipal Act, 2001*.

SIGNATURES

Report Author:

Original signed by

Chloé J. Senior
 Clerk

Departmental Approval:

Original signed by

Lynn S. Buchner, CPA, CGA
Director of Corporate Services

Approved for submission:

Original signed by

Benjamin R. Addley
Chief Administrative Officer

ATTACHMENT

Attachment 1 Procedure By-law No. 6268-2020 with tracked changes