

To: Warden and Members of County Council

From: Director of Corporate Services

County of Oxford Procedure By-law Amendments

RECOMMENDATION

1. That by-law No. 6268-2020, as amended, being a by-law to adopt a County of Oxford Procedure By-law, be amended to align with the 2022 term and future terms of office commencing on November 15.

REPORT HIGHLIGHTS

- The proposed amendment to Section 3.2 (Inaugural Meeting) of the Procedure-By-law is in alignment with Section 6(1) of the *Municipal Elections Act*, 1996, deeming that the 2022 term and future terms of office commence on November 15.
- Inaugural meetings will be held on the fourth Wednesday of November at 2:00 p.m.

Implementation Points

Adoption of amendments to the County of Oxford's Procedure By-law will be implemented immediately with the finalized Procedure By-law being presented to Oxford County Council at its meeting of February 23, 2022.







Financial Impact

There are no financial implications to the County of Oxford associated with this report.

Communications

The area municipal Clerks were consulted to ensure the proposed inaugural meeting of Oxford County Council did not conflict with the area municipalities' inaugural meeting dates. If adopted, the 2022 inaugural meeting date of November 23 at 2:00 p.m. will be posted to the County's website and area municipalities will be notified of the change.

Strategic Plan (2020-2022)

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

DISCUSSION

Background

Section 6(1) of the *Municipal Elections Act*, 1996, provides that the term of all offices to which the Act applies is four years, beginning on November 15 in the year of a regular election. Despite subsection (1), with respect to the 2018 regular election the term of all offices to which this Act applies shall begin on December 1, 2018 and end on November 14, 2022.

Currently, the Procedure By-law states that the Inaugural Meeting shall be held on the Tuesday immediately preceding the second Wednesday of December at 7:30 p.m., which, if left as is would leave the County of Oxford without a Warden, Deputy Warden or duly sworn-in Council for a period of four weeks in the year 2022.

Comments

To ensure the County’s Procedure By-law remains compliant with the respective terms of office as prescribed in the *Municipal Elections Act*, 1996, staff contacted the area municipal Clerks to determine an inaugural date for County Councillors to be sworn in that would occur after being officially sworn in at each of their respective inaugural meetings. As one of the area municipality’s regular meetings is scheduled in the evening of the fourth Tuesday of November, this report proposes an amendment to the date of the inaugural meeting of County Council to occur on the fourth Wednesday at 2:00 p.m. An afternoon inaugural meeting will allow the first session of County Council to take place at 7:00 p.m. as regularly scheduled for the fourth Wednesday each month, with the exception of the months July, August and December. In addition, the amendment removes the notation from Section 3.2 of the By-law that references the 2018 term of office ending on November 14, 2022.

Attachment 1 of this report is a red-lined version of the Procedure By-law which illustrates the proposed amendment to Section 3.2.

Conclusions

The proposed amendment to Section 3.2 of the County's Procedure By-law will ensure that the Filing of Certificates, Declarations of Office, Oaths of Allegiance, Election of the Warden and Deputy Warden of the County of Oxford are held in accordance with the *Municipal Elections Act* for the 2022 term of Council.

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

Michael Duben, B.A., LL.B.
Chief Administrative Officer

ATTACHMENT

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