



CITY OF HAMILTON
Corporate Services Department
Clerk's Office and Legal Services

TO:	Governance Review Sub Committee
COMMITTEE DATE:	September 9, 2022
SUBJECT/REPORT NO:	2022 Review of the City's Procedural By-law FCS22075 (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Janet Pilon Ext. 4304
SUBMITTED BY:	Andrea Holland City Clerk Office of the City Clerk
SIGNATURE:	

RECOMMENDATION

That the By-law amending By-law 21-021, A By-Law To Govern The Proceedings of Council and Committees of Council, as Amended, attached as Appendix 'A' to Report FCS22075, be enacted by Council.

EXECUTIVE SUMMARY

The Governance Review Sub Committee at their meeting of March 25, 2019, directed staff to perform a review of the By-law to Govern the Proceedings of Council and Committees of Council (the "Council Procedural By-law") on an annual basis.

Proposed Amendments:

A full list of the proposed amendments to the Council Procedural By-law can be found in Appendix 'B' to this report.

FINANCIAL – STAFFING – LEGAL IMPLICATIONS (for recommendation(s) only)

Financial: There are no financial implications.

Staffing: There are no staffing implications.

Legal: Section 238(2) of the *Municipal Act*, 2001, provides that every municipality shall pass a procedure by-law for governing the calling, place and proceedings of meetings.

HISTORICAL BACKGROUND (Chronology of events)

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

On February 24, 2021, Council enacted By-law No. 21-021, the Council Procedural By-law, which was amended by By-law 21-148 on August 13, 2021, By-law 22-017 on February 9, 2022 and By-law 22-035 on February 23, 2022.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

Section 238(2) of the *Municipal Act, 2001*, provides that every municipality shall pass a procedure by-law for governing the calling, place and proceedings of meetings.

Pursuant to Schedule 'A' of By-law 07-351, being a By-law to Adopt and Maintain a Policy with Respect to the Provision of Public Notice (the "Public Notice By-law") notice published in a newspaper a minimum of 14 days prior to the Committee meeting is required to advise of a Committee meeting to consider the enactment of a procedure by-law.

RELEVANT CONSULTATION

Clerks worked with Legal Services staff in reviewing the proposed revisions to the procedural by-law.

ANALYSIS AND RATIONALE FOR RECOMMENDATION

(Include Performance Measurement/Benchmarking Data if applicable)

The Council Procedural By-law, as approved by Council in 2021 and amended in 2021 and 2022, will be further amended in order for the revisions listed in Appendix 'B' to be enacted.

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Community Engagement & Participation

Hamilton has an open, transparent and accessible approach to City government that engages with and empowers all citizens to be involved in their community.

Our People and Performance

Hamiltonians have a high level of trust and confidence in their City government.

APPENDICES AND SCHEDULES ATTACHED

Appendix 'A' – Draft By-law, Amending By-law 21-021, as Amended (Council Procedural By-law)

Appendix 'B' – Summary of the Proposed Revisions