



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

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

**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)**

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*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