



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

TO:	Chair and Members Governance Review Sub Committee
COMMITTEE DATE:	November 25, 2024
SUBJECT/REPORT NO:	2024 Review of the City's Procedural By-law (FCS24018) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Janet Pilon Ext. 4304
SUBMITTED BY:	Matthew Trennum City Clerk Office of the City Clerk
SIGNATURE:	

RECOMMENDATION

- (a) That the proposed amendments to By-law 21-021, being A By-Law To Govern The Proceedings of Council and Committees of Council, as Amended, attached as Appendix 'A' to Report FCS24018, BE RECOMMENDED to Council for approval; and
- (b) That the necessary amending by-law BE PREPARED and PROVIDED to Council for consideration.

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.

Staff will also continue to present necessary amendments for the Governance Review Sub-Committee's consideration, as required.

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)

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.

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

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, By-law 22-035 on February 23, 2022, By-law 22-254 on September 28, 2022, By-law 22-267 on December 7, 2022, By-law 23-044 on March 29, 2023, By-law 23-063 and 23-064 on April 12, 2023, By-law 23-067 on April 26, 2023, By-law 23-116 on June 21, 2023, By-law 23-137 on July 14, 2023, By-law 23-212 on November 8, 2023, and By-law 24-195 on November 13, 2024.

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

The Council Procedural By-law, as approved by Council in 2021 and amended in 2021, 2022, 2023 and 2024 will be further amended in order for the revisions listed in Appendix ‘B’ to be enacted.

ALTERNATIVES FOR CONSIDERATION

N/A

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

Appendix 'C' – Track Changes Version of the Consolidated Procedural By-law