



Hamilton

## City of Hamilton Report for Consideration

**To:** Chair and Members  
Governance Review Sub-Committee

**Date:** January 19, 2026

**Report No:** FCS26019

**Subject/Title:** 2025 Review of the City's Procedural By-law

**Ward(s) Affected:** (City Wide)

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### Recommendations

- (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 FCS25068, **BE APPROVED**; and
- (b) That the necessary by-law **BE PREPARED** and **PROVIDED** to Council for consideration and approval;

### Key Facts

The amendments are being proposed due to the following:

- The establishment of the Semi-Autonomous Board of Health;
- The disbanding of the Public Health Sub-Committee; and
- Administrative revisions.

### Financial Considerations

There are no financial considerations.

### 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,

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2023, By-law 24-195 on November 13, 2024, By-law 24-212 on November 27, 2024 and By-law 24-229 on December 11, 2024.

## **Analysis**

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.

## **Alternatives**

There are no alternatives presented.

## **Relationship to Council Strategic Priorities**

The Strategy is intended to support key Council priorities respecting improved clarity, particularly the following:

3. Responsiveness and Transparency
  - 3.2 Improved clarity, legibility, availability and accessibility of City communications, reports and products.

## **Previous Reports Submitted**

Report FCS24018, following the 2024 review can be found at the following link:

<https://pub-hamilton.escribemeetings.com/filestream.ashx?DocumentId=428354>

Appendix 'A' - <https://pub-hamilton.escribemeetings.com/filestream.ashx?DocumentId=428355>

Appendix 'B' - <https://pub-hamilton.escribemeetings.com/filestream.ashx?DocumentId=428356>

Appendix 'C' - <https://pub-hamilton.escribemeetings.com/filestream.ashx?DocumentId=428357>

## **Consultation**

Legislative Team, Office of the City Clerk

## **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

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

Appendix 'D' – Proposed Version of the Consolidated Procedural By-law

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**Submitted and recommended by:** Matthew Trennum, City Clerk  
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