

April 3<sup>rd</sup>, 2018

Report To: Mayor & Council

From: Doug Brown, CAO

**SUBJECT: Update on Schedule A of By-law No. 02/10-D**

As a result of the recent discussions regarding the procedure for a member of Council to obtain approval from Council to attend other special function events not listed in schedule "A" in order that attendance and per diem are authorized some procedural revisions are necessary at this time. Administration is recommending for clarification purposes to amend schedule A of By-law No. 02/10-D. See attached proposed revisions to Schedule A of By-law 02/10-D for your review.

It was suggested at the March 20<sup>th</sup> A & F executive committee meeting that the Clerk could poll all members of Council for unofficial approval in these situations. This suggested procedure is not in accordance with the Municipal Act. See attached page 17 of "The Sunshine Law Handbook" for a simple explanation for your review. In accordance with our existing procedural by-law the Mayor or any 4 members of the Council can request a special meeting of Council at any time. However public notice must be provided.

After a lengthily discussions at the April 3<sup>rd</sup> A & F executive committee meeting, the committee recommends the following;

- 1) That schedule A of By-law 02/10-D **not** be revised or updated at this time.
- 2) That administration prepare a letter to be forwarded to both to the Northwestern Ontario Municipal Association (NOMA) and Rainy River District Municipal Association (RRDMA) organizations suggesting that consideration should be given to revising their respective constitutions whereby the per diem allowance for any Council member representing NOMA and/or RRDMA organizations be covered by these organizations, instead of the existing practice of the individual Municipalities covering the per diem allowance for their council members. This is a similar practice utilized by the Northwestern Public Health Unit.

Respectfully Submitted



Doug Brown, P. Eng., CAO

**Council approval of this report** will agree with the recommendation of the Administration and Finance Executive Committee:

- That schedule A of By-law 02/10-D **not** be revised or updated at this time.
- That administration prepare a letter to be forwarded to both to the Northwestern Ontario Municipal Association (NOMA) and Rainy River District Municipal Association (RRDMA) organizations suggesting that consideration should be given to revising their respective constitutions whereby the per diem allowance for any Council member representing NOMA and/or RRDMA organizations be covered by these organizations, instead of the existing practice of the individual Municipalities covering the per diem allowance for council members. This is a similar practice utilized by the Northwestern Public Health Unit.