

December 3, 2020

REPORT TO: Administration & Finance Executive Committee

FROM: Elizabeth (Lisa) Slomke, Clerk

SUBJECT: Procedure By-law - Clarification

In November, Council passed and enacted By-law 46/20, being a by-law to govern the proceedings of the Council of the Corporation of the Town of Fort Frances. This by-law is a critical tool used by both Council and Administration. This by-law is a document that is expected to change as municipal needs and provincial legislation changes.

Some procedural questions have arisen since the by-law was passed and after significant discussion, review and research it appears that some additional wording should be added to the by-law to provide necessary clarification for all.

Item 5.1.3 **Council – liaison with CAO** should be amended as follows:

Originally reads:

Council Members will liaise with the Chief Administrative Officer on any given matter concerning the municipality.

Suggested amendment:

Council Members will liaise with the Chief Administrative Officer on any given matter concerning the municipality and further, it is encouraged that the Mayor be copied on said correspondence as part of the leadership role outlined in the *Municipal Act, 2001*.

Item 15.1 **Items – considered for inclusion** should be amended as follows:

Originally reads:

All items to be considered for the Consent portion of the Agenda shall be determined by the Clerk.

Suggested amendment:

All items received from the General Public in writing, will be included on the Consent portion of the Council agenda as determined by the Clerk.

Item 21.1 **New Business – filing time – inclusion to Agenda** should be amended as follows:

Originally reads:

New Business items that are filed with the Clerk prior to 12 noon on the Thursday prior to the next regular meeting, shall be included on the printed agenda for general release.

Suggested amendment:

New Business items that are filed with the Clerk prior to 12 noon on the Thursday prior to the next regular meeting, shall be included on the printed agenda for general release. New Business items are items that are not related to an existing matter on the agenda and may come from a member of Council or outside organizations (i.e. Rainy River District Municipal Association AGM invitation).

New Business items should be presented in a written format, succinctly and in summarized fashion without additional supporting documentation and information, which will be forwarded directly to the appropriate Executive Committee(s).

New Business items where appropriate will be referred to a suitable Executive Committee(s) for review and recommendation as suggested by Administration. Council will pass a resolution supporting the referral or may suggest alternate referral / solution / disposition.

Add Item 23.13 **Succeeding Council – not reconsideration** as follows:

When a question or matter is brought before a succeeding Council, it shall be deemed to be new business and not a matter of reconsideration.