

October 19, 2020

REPORT TO: Mayor & Council
FROM: Elizabeth (Lisa) Slomke, Clerk
SUBJECT: Procedure By-law – DRAFT

In October 2019, Council directed me to complete a review / rewrite of the 20-year old Procedural By-law. Further, Council indicated that sections of the new proposed wording would be reviewed by the Administration & Finance Executive Committee until a full draft has been vetted. I have brought seven reports forward which covered a significant amount of content in the draft Procedural By-law and used the feedback and input from the Administration & Finance Executive Committee to come up with the version attached.

This by-law review / rewrite included a review by the Senior Management Team and other staff to flush out some inconsistencies and irregularities. Moving forward, I will work with the IT Department to create a way to submit a petition as well as the application for delegation/deputation online (Town website). This additional feature will not impact the by-law as the paper versions will continue to be accepted.

I have placed the necessary advertisements in the local newspaper as required in our Notice By-law, as well as highlighting this item on the Town website.

I believe that a review of the Procedural By-law should take place every term of Council. It is a wonderful tool and when reviewed regularly, puts everyone on the same page procedurally and strengthens the team.

I will endeavour to maintain a consolidated version for ease of use moving forward.