



Clerks Services Staff Report

Report Number: C11-2025
Report Title: Procedural By-law Mid-term Review - Report 2
Author: Jeff Smith, Director of Corporate Services/Clerk
Meeting Type: Committee of the Whole Meeting
Meeting Date: April 1, 2025
eDocs or File ID: 129436
Consent Item: No
Final Version: Yes
Reviewed By: Alex Smyth, Deputy Clerk and Tanya Bettridge, Council and
Committee Support Specialist
Final Review: Chief Administrative Officer

Recommendation:

That the Council of the Township of Woolwich, considering Report C11-2025 respecting Procedural By-law Mid-term Review - Report 2:

1. Approve the draft 2025 meeting schedule attached to this report; and
2. Bring forward the revised draft of the Procedural By-law for approval at the next meeting to allow for both Council and Committee of the Whole business items at regular meetings.

Background:

At the meeting on March 24, Council considered and approved amendments to the Procedural By-law that, if passed by Council, would include:

- a process to review disrespectful comments
- a process for the Clerk to take minutes at joint council meetings, or delegate this authority
- clarity that we cannot guarantee technology will work during Council meetings
- a clear process for boards and committees to make recommendations or requests to Council
- removal of one Special Council – Planning meeting
- other minor housekeeping changes

Council also considered a staff recommendation to eliminate Committee of the Whole (“Committee”) meetings but directed staff to redraft the Procedural By-law to keep both Council and Committee meetings as set out below:

“That the Council of the Township of Woolwich, considering Report C08-2025 respecting Procedural By-law Mid-term Review:

1. Direct staff to bring the draft Procedural By-law as amended to keep the Committee and Council schedule to the next meeting; and
2. Direct staff to provide Council with an amended meeting schedule for approval.”

Comments:

Procedural By-law Draft 2

In redrafting the by-law according to Council’s direction, staff had several insights that led to the development of a by-law that allows *both* Council and Committee business items on all regularly scheduled meetings. Following this schedule and the removal of a special Council planning meeting, staff updated the meeting schedule as shown in Attachment 1.

The draft Procedural By-law shown as Attachment 2, includes the following benefits:

1. Retains and expands the ability to have “sober second thought” (twice each month)
2. More Council authority over the agenda: Council can decide when an item should be approved at Council or considered first at Committee
3. Keeps the opportunity for Councillors to chair the Committee portion of the meeting
4. Improved public notice: it is clear which matters are on the Council agenda
5. Easier scheduling: both Council and Committee items could go to any scheduled meeting
6. More efficient: fewer items on the summary of recommendations ratification at Council, standardized agendas are easier for staff to produce

Correction - Motion to Reconsider

The author also wishes to correct an incorrect comment he made at the Council meeting: if all members of Council vote to approve a resolution, *any* member could move to reconsider. Staff incorrectly noted that no member could move a motion to reconsider.

Interdepartmental Impacts:

None.

Financial Impacts:

None.

Community Strategic Plan Impacts:

Reviewing and updating the Township's Procedural By-law to ensure it provides the best possible Council meetings supports the following areas of the Township's strategic plan:

- Empower communities to be adaptable and engaged by attempting to increase public awareness and engagement of Council, local board and committee meetings
- Provide effective and open leadership by ensuring meetings open to the public are transparent and efficient
- Maintain an innovative customer service focus by finding ways to make meetings more customer-centric

Conclusion:

Staff recommend Council approve the draft 2025 Meeting Schedule and bring forward the draft Procedural By-law to the next meeting for approval.

Attachments:

1. Draft 2025 Meeting Schedule
2. Draft Procedural By-law