

**Region of Waterloo**  
**Planning, Development, and Legislative Services**  
**Council and Administrative Services**

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**To:** Administration and Finance Committee

**Meeting Date:** October 4, 2022

**Report Title:** Proposed Regional Procedural By-law

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**1. Recommendation:**

That the Regional Municipality of Waterloo direct the Regional Clerk to issue public notice of its intention to, on November 8, 2022:

1. repeal By-Law Number 00-031, as amended, of the Regional Municipality of Waterloo, A By-Law to Govern the Proceedings of the Council and its Committees; and
2. approve the proposed Procedural By-law provided in Appendix B of Report PDL-CAS-22-009 dated October 4, 2022, to be effective on November 15, 2022.

**2. Purpose / Issue:**

The *Municipal Act* requires every municipality to pass a procedural by-law. Staff have reviewed the current by-law to ensure that it adheres to the needs and objectives of the Region. This report provides a proposed by-law, attached as Appendix B, that has been modernized to reflect our current practices and provides more accessible and inclusive wording.

**3. Strategic Plan:**

The Proposed Regional Procedural By-law Report supports the Corporate Strategic Focus Areas: Healthy, Safe and Inclusive Communities, Strategic Objective 4.3: Promote and enhance equity in policies, planning, services, and decision-making in order to positively impact community wellbeing and Responsive and Engaging Public Service, 5.1: enhancing opportunities for public engagement, input and involvement in Region of Waterloo initiatives.

**4. Report Highlights:**

- A fulsome list of the changes in the proposed by-law is attached as Appendix A.
- The proposed by-law will promote inclusiveness by changing to plain language, removing antiquated provisions and duplications. The proposed by-law also

codifies the electronic meeting guidelines that were approved by Council in August and the rules for delegation timing that have been piloted since 2021.

- If the Region does not approve the proposed Procedural By-law there will be inconsistencies such as electronic meeting practices and policies.
- It is important that the new term of Council have a modernized and established Procedural By-law to assist with the transitional period.

## **5. Background:**

The Regional Clerks' office began reviewing the Procedural By-law at the beginning of the Covid-19 pandemic as the needs of municipalities changed to continue business. Although electronic necessities were at the forefront, the review identified that the Procedural By-law required modernization to ensure that it was both effective and understandable.

## **6. Area Municipality Communication and Public/Stakeholder Engagement:**

The Regional Clerks' office has been conducting a delegation pilot project since 2020. The updated time limits for delegations have allowed more speakers to be included at meetings and has improved the overall structure of meetings by making speaking times more predictable for delegations. Additionally, many members of the public have expressed that the option to participate electronically provides flexibility for individuals with travel and time constraints.

## **7. Financial Implications:**

None.

## **8. Conclusion / Next Steps:**

If the recommendation is approved, staff will issue a public notice of Council's intention to approve the by-law on November 8, 2022. Approving the proposed Procedural By-law is important to ensure that the pilot project and electronic meeting guidelines are established for the new term of Council and that the Region continues to operate as a world-class municipality.

If the recommendation is not approved, staff will prepare the orientation for the incoming Council using the current by-law, without the pilot project and electronic meeting guidelines, and present a new procedural by-law to the new Council in early 2023.

## **9. Attachments / Links:**

[Appendix A: List of Procedural By-law Amendments](#)

[Appendix B: Proposed Procedural By-law](#)

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