

Proposed Procedural By-law

Administration and Finance Committee

October 4, 2022



Region of Waterloo

Reasons to Replace

- Inclusivity and Accessibility
 - gender-neutral pronouns, clear language, remove duplicated language, etc
- Electronic Participation
 - Updated to reflect the guidelines approved by Council in August 2022.
- Delegations
 - Best practices determined by the pilot project.
- Modernized and established by-law for the new term of Council

Inclusivity Ex. – Clear Language

Current By-law: Section 7 (5) – Regular Meetings

The proceedings of Regional Council on any day shall be terminated by eleven o'clock in the evening, unless such proceedings are continued after such hour with the consent of two-thirds of the members present. A motion thus passed may not set the time beyond twelve o'clock midnight or the conclusion of the topic at hand. Proceedings beyond this extension may be continued to a time set out in the motion approved by two-thirds of the members present.

Inclusivity Ex. – Clear Language

Proposed By-law: Section 7.9 - 7.10 – Regular Meetings

7.9 The proceedings of Regional Council on any day shall end by 11:00 p.m. If Council is adjourned before the agenda is completed, Council shall set a time and date for considering the balance of the agenda.

7.10 Notwithstanding Section 7.9, Council may continue the meeting after 11:00 p.m. by passing a motion to extend the meeting, that must be approved by two-thirds (2/3) of the members present. A motion to extend may not extend the meeting for more than one hour, and another motion must be passed each hour.

Electronic Participation

- Due to the Covid-19 pandemic, the province amended the *Municipal Act*, and on March 24, 2020 Regional Council amended the procedural by-law, to allow for Members of Council to participate electronically.
- With the removal of Covid-19 restrictions, Council approved the electronic meeting guidelines, which outlines hybrid participation (in-person and electronic), in August 2022.

Electronic Participation, ctd.

- For example, the proposed procedural by-law reflects the approved guidelines:
 - 15.1 Electronic participation shall be permitted at Regular and Special meetings of Council, Committees, Advisory Committees, Boards, and Foundations. This includes delegations, external presenters, and authorized Staff.
- This provision allows delegations to determine how they would like to participate based on their individual needs, such as access to electronic devices, family status and accessibility requirements.

Delegation – Pilot Project Updates

Current Procedural By-law: Section 11 and Section 77

- Separates Council delegations from Committee delegations which makes it more difficult for the public to know their rights and responsibilities.
- S. 11 (1) a) states that the registration deadline is Monday
- Inconsistent time limits depending on which meeting type the delegate has registered for and if they are representing a group

Proposed Procedural By-law: Section 10 - Delegations to Council and Committees

- Combined all delegation provisions into one section for clarity.
- S. 10.1.1 states that the deadline is 24 hours as it accounts for meetings not on Tuesdays.
- Updating the time limit to be 5 minutes for all delegations that register on time ensures consistency and that organizations registering as a group delegation do not have an advantage over individual members of the public.

Delegation – Pilot Project Updates

Current Procedural By-law: Section 11 and Section 77

- Does not limit repeat delegations.
- Does not discuss delegating on a matter not listed on the agenda.
- Does not provide for electronic rules of conduct or any powers of the Chair related to delegate behaviour.

Proposed Procedural By-law: Section 10 - Delegations to Council and Committees

- Added language to prohibit a delegate to speak to the same matter within six (6) months. Written submissions will continue to be accepted.
- Added language to limit the total combined time to 20 minutes for delegations speaking to a matter not listed on the agenda. This is to ensure that a meeting does not get off topic. Many municipalities do not permit delegations to speak to an unlisted matter or require 14 days notice, etc.
- Added language to clearly identify appropriate behaviour and authorize the Chair to limit delegations if they made offensive comments.

Modernized and Established

- A Procedural By-law that is updated with current needs and practices is vital to assist with the transitional period for the new term of Council.
- Examples of updates include:
 - Added the Land Acknowledgement heading to the agenda template as that was not listed in the current procedural by-law;
 - Amended to reflect best practices from the delegation pilot project that began in 2020;
 - Renamed the Standing Committee Community Services to Community Health Services.

In Conclusion:

- In order to operate as a world-class municipality, we need the procedural by-law to address current practices and needs.
- 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.
- Questions?