



# THE CORPORATION OF THE MUNICIPALITY OF KINCARDINE

## FYI REPORT

**Subject:** Draft Procedure By-law and Governance Review  
Implementation Timeline

**FYI Report Number:** Legislative Services-2023-18

**Meeting Date:** **Wednesday, July 5, 2023**

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### **Purpose of Report:**

The purpose of this report is to update Council on the work that has been done since Council received the Governance Review Final Report on June 5, 2023, and to provide an implementation timeline.

**Report:** On June 5, 2023, Council received the Governance Review Final Report and directed Staff to bring back the draft Procedure By-law for review and a proposed timeline for implementation.

The report made twenty-seven (27) recommendations and Staff have developed a timeline for completing these recommendations.

Recommendations already completed are:

- R1 “Council and staff should immediately collaborate on a set of 3 to 5 focused priorities that will guide resource allocation for the remainder of this year and are based on councilors’ agendas, community needs, and Municipality needs (as identified by staff) – Completed at the April 24, 2023 meeting when Council approved the Integrated Strategy 2.0.
- R14 “It is recommended that Council and staff work together to amend the Council-Staff Relations Policy to include best practices and principles for good Council-Staff relations” - Completed at the June 5, 2023, meeting when Council approved the amended Council-Staff Relations Policy; and

Staff have focused their time since June 5, 2023, on the development of a new Procedure By-law (R6 to R11) as it is the cornerstone of the Council’s governance. Once developed, it will inform the creation of the other building blocks including new staff report templates (R15), standardized committee terms of reference (R13, R18), and Advisory Committee of Council Public Appointment Policy (R17).

Attached to this report is the Governance Review Recommendations Timeline with a projected date of completion and current status of the recommendations.

### **Procedure By-law**

Every municipality in Ontario is required to have a Procedural By-law that governs how Council and Committee members carry out the business of the municipality. The Procedure By-law is a set structure that guides process for Council and Committee meetings. It outlines how Council members cast their votes, decorum for debate, what notice is required for meetings, how late Council meetings can run, conduct in the Council Chambers, and how and when residents interact with Council during a meeting.

It is the key cornerstone of governance and an important document for Council, staff, and residents because it:

1. ensures fairness and consistency in the decision-making process;
2. fosters respectful conduct and collaborative approaches to decision making; and
3. supports an open, accountable, transparent governance process so that the public, Council, and staff understand how decisions are made and what to expect at meetings.

The Municipality of Kincardine's Procedure By-law was last fully reviewed in 2013 and has been amended periodically since that time. With the completion of the Governance Review, the next step is to fully review the Procedure By-law. Through this review we hope to:

- improve the meeting experience for all attendees, including public, delegates, staff, and Council Members;
- ensure decision making is efficient;
- reflect the changes in best practices; and
- account for changes in technology.

This process began with a review of:

- the draft Procedure By-law supplied to staff by Strategy Corp and the recommendations contained in the Governance Review received on June 5, 2023;
- comparator municipalities who have recently completed a review of their Procedure By-law and those featuring best practices including City of Cambridge, City of Ottawa, City of Guelph, City of Pickering, and Municipality of Port Hope.

Staff have provided Council with an initial draft copy of the Procedure By-law for review, discussion, and comments. Feedback from Council on each of these steps will be vitally important as this will be their governing document.

The next steps in the review and the timeline will be as follows:

**Week of July 10** Staff will meet with individual Council members and leadership team to answer questions and receive feedback on the initial draft.

**July 24 (tentative)** Special Mock Meeting for Council to do a “test run” with new procedures.

**August 9** Final Review of Draft Procedure By-law and introduction of new staff report template (R15), standardized committee terms of reference template (R13, R18), and Advisory Committee of Council Public Appointment Policy (R17)

**August 14** tentative approval of Procedure By-law

**September 13** First Official Meeting with revised Procedure By-law

**Attachments:** Initial Draft of the Municipality of Kincardine Procedure By-law, Timeline for Implementation of the Governance Review

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