



# THE CORPORATION OF THE MUNICIPALITY OF KINCARDINE REPORT

**Subject:** Draft Procedural By-law  
**Director:** Corporate Services  
**Manager:** Legislative Services  
**Report Number:** Legislative Services-2023-19  
**Meeting Date:** Tuesday, August 8, 2023

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## **Recommendation:**

That Council approve the draft Procedural By-law as presented in Report Legislative Services 2023-19, at the August 14, 2023 meeting.

**Date to be considered by Council:** Monday, August 14, 2023

## **Report Summary:**

Every Municipality in Ontario is required to have a Procedural By-law that is a set structure that guides how Council and Committee meetings will be conducted. The intent of this report is to provide Council with the final draft of the proposed Procedure By-law for any comments before final consideration at the August 14, 2023 Council meeting. The attached draft incorporates Council comments on the initial draft provided at the July 5, 2023, meeting and comments from the mock meeting held on July 24, 2023.

**Origin:** Municipal Act, 2001

**Existing Policy:** Municipality of Kincardine Procedure By-law No. 2013-161, as amended.

## **Background/Analysis:**

The Municipality of Kincardine Procedure By-law was last fully reviewed in 2013 and has been amended periodically since that time. With the completion of the Governance Review, staff began a thorough review of the existing procedure by-law and developed a draft new procedure by-law that was initially presented to Council on July 5, 2023. The intent of the review was to ensure that the procedural by-law would:

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

The attached draft Procedural By-law incorporates comments from both Council and Staff as well as best practices from municipalities across Ontario. Council participated in a mock council meeting on July 24, 2023, to test out the new Procedural By-law process in a meeting setting and provided additional feedback.

The draft Procedure By-law is being provided to Council for a final review before consideration at the August 14, 2023, meeting.

Once the Procedure By-law has been approved it will inform creation of other items highlighted in the Governance Review including the creation of a new staff report template (R15), standardized committee terms of reference (R13, R19), and the Advisory Committee of Council Public Appointment Policy (R17).

**Integrated Strategy 2020 – 2025 Goal** REG 4 – Improve Organization Efficiency and be more innovative.

**Financial Implications:** N/A

**Attachments:** Draft Municipality of Kincardine Procedure By-law

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