

For Information Only

Housekeeping Amendments to Procedure By-law

Presented To:	City Council
Presented:	Tuesday, Mar 23, 2021
Report Date	Wednesday, Mar 03, 2021
Type:	Correspondence for Information Only

Resolution

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Relationship to the Strategic Plan / Health Impact Assessment

This report refers to operational matters.

Report Summary

This report describes a number of minor clerical amendments to the City's Procedure By-law.

Financial Implications

There are no financial implications.

Signed By

Report Prepared By

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City Solicitor and Clerk
Digitally Signed Mar 3, 21

Division Review

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Financial Implications

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Recommended by the Department

Kevin Fowke
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Recommended by the C.A.O.

Ed Archer
Chief Administrative Officer
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Housekeeping Amendments to Procedure By-law

The purpose of this report is to provide information regarding a number of clerical amendments to the City's Procedure By-law being brought forward. While such amendments are of a minor and housekeeping nature, they are described in some detail below and the changes will be effected through a by-law to be approved at an upcoming meeting of City Council.

Electronic Voting

One of the amendments involves an update regarding the voting process. For the past year, staff have been working on the implementation of a new agenda management system. The new system brings a number of new improvements that will modernize the agenda and meeting process for staff, Council members and the public. One of those improvements include the opportunity to conduct votes electronically. It is anticipated that most votes will still proceed in the ordinary course by show of hands or, as currently being done with electronic meetings, by the Chair requesting whether any members wish to object or abstain from voting. When a simultaneous recorded vote is called it will be possible to conduct such a vote electronically. To do so support staff will open the voting process resulting in a prompt on Council members' devices to input their vote. Once members have voted support staff will close the voting process and the result, as well as the individual vote of each member, will be displayed on the screen for the benefit of the viewing public. The amendment will provide that a simultaneous recorded vote may be conducted by electronic means.

Electronic Participation for Closed Meetings

Paragraph 11.12 of the Procedure By-law provides that electronic devices shall be turned off during closed meetings with the exception of devices used by members and staff to access electronic agendas or presentations for such meetings. An amendment will make a minor amendment to include the purpose of using a device to participate in a meeting electronically.

Reporting Lost Items from Committee

Paragraph 12.04 of the Procedure By-law provides that Council will make a decision regarding items that are lost on a tie vote at Committees. A clarification to the by-law is required to provide that such requirement would only apply to main resolutions that are lost at Committees as it would create the absurd result of Council having to consider an amendment independent of its main resolution. As always, members have the ability to pull matters from Committee for separate vote at their discretion.

Motions Presented at Committees

During the most recent revisions to the Procedure By-law in 2019, provisions were added to allow Council members to participate in debate and discussion at Committees for which they are not members. For matters that involve public hearings, consent of the particular Committee is required to allow non-members to participate. In either case, non-members are not permitted to vote. Similarly only members of a Committee are permitted to move and second motions.

It is important that matters on agendas, including Members' Motions, be placed on the Committee to which the subject matter relates in order to ensure City Council meetings are as efficient as possible. An amendment is required to permit non-members the ability to present Members' Motions on Committees for which they are not members.

Resources Cited

Consolidated version of the City's Procedure By-law: <https://www.greatersudbury.ca/city-hall/by-laws/by-law-pdfs-en/c-by-law-2020-50/>