

Municipality of Lakeshore – Report to Council

Legal and Legislative Services

Legislative Services



To: Mayor & Members of Council
From: Brianna Coughlin, Division Leader – Legislative Services
Date: September 19, 2023
Subject: Procedure By-law

Recommendation

Direct the Clerk to read By-law 70-2023, a Procedure By-law for the Municipality of Lakeshore, during the Consideration of By-laws as presented at the September 26, 2023 Council meeting.

Background

Section 238 of the *Municipal Act, 2001* states that every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings.

At the June 27, 2023 meeting, Council considered a report regarding a New Procedure By-law and passed the following resolution:

Resolution #188-06-2023

Direct Administration to prepare a draft Procedure By-law for consideration which includes the recommended changes described in the report presented at the June 27, 2023 Council meeting.

Comments

Further to the direction of Council, Administration has prepared a new Procedure By-law for Council's consideration and adoption. The by-law provides guidance and clarification on meeting procedures, including changes to the Order of Business, the number of meetings and meetings times, reading of motions and reconsiderations, as well as administrative items.

The Procedure By-law will come into force on January 1, 2024. This will allow for education and training for Council, board and committee members.

Financial Impacts

The new Procedure By-law allows for three additional meetings for *Planning Act* matters each year, which is estimated to cost an additional \$1,000.

Report Approval Details

Document Title:	Procedure By-law.docx
Attachments:	
Final Approval Date:	Sep 19, 2023

This report and all of its attachments were approved and signed as outlined below:

Prepared by Brianna Coughlin

Approved by Justin Rousseau and Truper McBride