



## Report to County Council

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**From:** Katherine Thompson, Manager of Administrative Services/Deputy Clerk

**Date:** January 28, 2025

**Subject:** Draft Procedural By-Law

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### **Recommendation(s):**

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THAT the report titled “Draft Procedural By-Law” from the Manager of Administrative Services/Deputy Clerk dated January 28, 2025, be received and filed, and

THAT Staff incorporate any additional Council feedback into a final version of the updated Procedural By-Law, and

THAT this report acts as Notice of the intent to repeal By-Law 19-41 and related amendments 20-47, 21-42, and 24-40 and adopt a new by-law to regulate the proceedings in the Municipal Council of the Corporation of the County of Elgin.

### **Introduction:**

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Council provided feedback regarding proposed changes to the Elgin County Procedural By-Law at the Regular Council Meetings held on October 22, 2024, November 12, 2024, and December 12, 2024. Staff have incorporated these changes into a draft updated Procedural By-Law for Council’s consideration.

### **Background and Discussion:**

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On October 22, 2024, Staff began the process of updating the County of Elgin’s Procedural By-Law. This process began by consulting Council on a number of proposed changes. At this meeting Council approved the following updates for inclusion into the final version:

- Removing discrepancies and redundancies across the entire By-Law.
- Adding a section related to Video Equipment and Recording Devices.
- Ensuring that Notice procedures were consistent with the newly updated Notice By-Law (24-15).
- Clarifying the differences between Special Meetings and Emergency Meetings and the requirements for Notice related to these types of meetings.
- Adding procedures for calling and providing Notice for Public Meetings.

- Consolidating By-Law Amendment 20-47 related to Electronic Participation into the updated By-Law.
- Clarifying the procedures governing Delegations and approving a list of prohibited Delegation topics.
- Reorganizing Rules of Debate into one section and adding additional procedures for several different types of Motions.

### **Inaugural Meeting and Annual Election of the Warden**

On November 12, 2024, at Council's request, Staff brought forward suggested changes to By-Law Amendment 21-42 which governed the procedures related to the Inaugural Meeting of Council and the Annual Election of the Warden. Council provided feedback which staff incorporated into By-Law Amendment 24-40 which was adopted on November 26, 2024. The changes that took effect on November 26, 2024, and have been incorporated into the attached draft by-law.

### **Proposed Changes to Council Structure**

At the October 22, 2024, meeting, Elgin County Council directed staff to investigate alternatives to the existing structure of Council meetings that would allow for more public input and follow a more traditional Committee of the Whole structure. On December 12, 2024, Council approved a new structure that will split Council and Committee of the Whole into separate meetings. Recommendations of the Committee of the Whole will not be finalized until the next Council meeting, allowing for additional comment by members of the public or Councillors, should they choose to do so. The proposed changes to the structure of Council meetings are designed to incorporate elements of a more traditional Committee of the Whole structure, while maintaining a process that is streamlined and modern. This structure change also included the addition of a Members Motions section in Committee of the Whole, that will replace Notice of Motion. At this meeting, Council approved these proposed changes and recommended they be incorporated into the final draft of the updated by-law.

Staff are asking that Council review the draft by-law and provide any additional feedback for incorporation before a final version of the by-law is brought forward for adoption on February 11, 2025. Staff are also recommending that the by-law does not come into effect until April 1, 2025, which will give staff several Council cycles to update templates and processes related to the proposed structure change.

### **Financial Implications:**

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None.

### **Alignment with Strategic Priorities:**

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Serving Elgin	Growing Elgin	Investing in Elgin
<input type="checkbox"/> Ensuring alignment of current programs and services with community need.  <input type="checkbox"/> Exploring different ways of addressing community need.  <input checked="" type="checkbox"/> Engaging with our community and other stakeholders.	<input type="checkbox"/> Planning for and facilitating commercial, industrial, residential, and agricultural growth.  <input type="checkbox"/> Fostering a healthy environment.  <input type="checkbox"/> Enhancing quality of place.	<input checked="" type="checkbox"/> Ensuring we have the necessary tools, resources, and infrastructure to deliver programs and services now and in the future.  <input type="checkbox"/> Delivering mandated programs and services efficiently and effectively.

**Local Municipal Partner Impact:**

None.

**Communication Requirements:**

Should Council adopt a new Procedural By-Law on February 11, 2025, a copy of the by-law will be posted on the County of Elgin’s website, in the Council Portal on the Elgin County Intranet, and shared with the Elgin County Executive Leadership Team, and Elgin’s Local Municipal Partners.

**Conclusion:**

Staff have drafted an updated Procedural By-Law incorporating feedback received from Council on October 22, November 12, and December 12, 2024. Staff will incorporate any additional feedback from Council and bring the by-law forward for final adoption at the February 11, 2025, Regular Meeting of Council.

All of which is Respectfully Submitted

Approved for Submission

Katherine Thompson  
 Manager of Administrative Services/Deputy Clerk

Blaine Parkin  
 Chief Administrative Officer/Clerk