



Report to County Council

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

Date: March 11, 2025

Subject: Committee By-Law Update

Recommendation(s):

THAT the report titled “Committee By-Law Update” from the Manager of Administrative Services/Deputy Clerk, dated March 11, 2025 be received and filed; and

THAT County Council approve the proposed updates to the Committee By-Law and direct staff to prepare the By-Law for consideration at the March 25, 2025, meeting.

Introduction:

The Committee By-Law was last updated in 2023. Council has since adopted a new Procedural By-Law (25-06). The Committee By-Law requires several minor updates to ensure its consistency with the Procedural By-Law and accommodate changes to Committee Terms of Reference that have been approved by Council since the last update.

Background and Discussion:

Elgin County Council approved a new Procedural By-Law (25-06) on February 11, 2025. This By-Law will come into effect on April 1, 2025. Staff have reviewed the Committee By-Law and proposed changes to ensure that it is consistent with the new Procedural By-Law.

Proposed Changes:

The format of the By-Law was updated to be consistent with the formatting used for all Elgin County By-Laws.

The By-Law contained references to several previous by-laws that have since been updated. References to these outdated by-laws were replaced with accurate information.

Under Section 4 (b) it has been made clear that Committees must conform to the rules governing the procedures of a meeting of Committee of the Whole as outlined in Council's procedural By-Law 25-06, as may be amended or replaced.

Section 6 (Suspension of Rules) was changed to require a two-thirds majority vote in accordance with the Procedural By-Law (25-06).

Section 24 (d) was added to indicated that should the Warden be an appointed member of a Committee, they will automatically serve as Chair, and the annual election of a Chair will not be required; however, a Vice Chair will still be elected for the year.

The Delegations and Pecuniary Interest Sections were updated to mirror the procedures in By-Law 25-06.

Staff are currently contemplating changes to the form and content of several Committee Terms of Reference which will be brought forward to Council at a future meeting.

Financial Implications:

None.

Alignment with Strategic Priorities:

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 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:

None.

Conclusion:

Staff have made minor updates to the Committee By-Law to ensure that it is consistent with the newly updated Procedural By-Law (25-06). Staff are seeking Council feedback on these proposed updates and seeking approval to prepare the By-Law for adoption on March 25, 2025.

All of which is Respectfully Submitted

Approved for Submission

Katherine Thompson
Manager of Administrative Services/Deputy Clerk

Blaine Parkin
Chief Administrative Officer/Clerk