



## CORPORATE SERVICES *Staff Report*

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REPORT NO: COR-2023-57

TO: Council

SUBMITTED BY: Jeff Bunn, Manager of Legislative Services/Municipal Clerk  
Interim Director of Corporate Services

PREPARED BY: Jeff Bunn, Manager of Legislative Services/Municipal Clerk  
Interim Director of Corporate Services

REVIEWED BY: Sharon Chambers, CAO

DATE: September 11, 2023

SUBJECT: 2022-2026 Term of Council Annual Review of the Council Rules of  
Procedure Follow up Report

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### RECOMMENDATION:

THAT Report COR-2023-57 - 2022-2026 Term of Council Annual Review of the Council Rules of Procedure Follow up Report be received.

### SUMMARY:

The purpose of this report is to provide Council with additional information relating to the proposed changes to the Rules of Procedure.

### BACKGROUND:

At the August 28, 2023, Regular Council Meeting, Council received Report COR-2023-54 that provided a series of changes to the Rules and Procedures for meetings. At that meeting, Council asked questions around the recommended change in time allocated to delegates (from seven (7) minutes to five (5) minutes) and showed general support for maintaining the seven (7) minute allocation in the existing By-law. In addition, Council asked questions about the ability to

procedurally restrict delegations to citizens of Wilmot. Staff was also asked to investigate whether those who do not live or work in Wilmot could receive a reduced allocation of time as a delegate. Finally, Council requested that staff provide a document for Council's review that highlights the various changes between the existing by-law and the proposed by-law.

### REPORT:

In response to the comments and general support expressed by Council, staff have revised the draft Procedural By-law, Attachment 1, to reflect seven (7) minutes of speaking time for delegations. As previously noted, if required, nothing would preclude Council from voting to extend an individual's time allotment to delegate.

As part of the original comprehensive review of municipal Procedural By-laws, staff were not able to find any examples of where delegations have been given various time allotments based on whether or not they lived or worked in the municipality. Likewise, staff would have concerns about the logistics of implementing and enforcing such a rule. These concerns include potential privacy impacts that could arise through the intake of personal information for the purposes of verifying an individual's municipality. It should also be highlighted that many of the items Council addresses fall under the jurisdiction of the *Planning Act*, which governs public meetings and permits any person who attends a public meeting to speak to the matter. Council would have no jurisdiction in limiting delegations on those items. As such, staff do not recommend proceeding with such a limitation.

As requested by Council, attached to this report (Attachment 2) is a document for Council's review that highlights the various changes between the existing by-law and the proposed by-law.

### **Next Steps**

With respect to next steps, in accordance with the current Rules and Procedures, if Council is supportive of the draft Procedural By-law (as attached to this report), staff will bring forward the final by-law for Council approval at the September 25<sup>th</sup> regular meeting.

### ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

The annual review of the Rules and Procedures is in alignment with the Responsible Government strategic goal.

### FINANCIAL CONSIDERATIONS:

There are no direct financial impacts relating to this report.

### ATTACHMENTS:

Attachment 1 – Draft Procedural By-law

## Attachment 2 – Detailed comparison of changes between existing and proposed By-law