

# Report to Municipal Council



<b>Meeting Date:</b> March 5, 2025	<b>Report Date:</b> February 27, 2025
<b>Reason Before Council:</b> Policy Direction / Approval	<b>Priority:</b> Normal
<b>Department:</b> General Government	<b>Type of Meeting:</b> Committee of the Whole

**Report Title:** Procedure By-Law – Changes to Meeting Format

## **Recommended Resolution:**

That Council review proposed changes to the meeting agenda format and to provide direction to the Clerk.

## **Analysis & Background:**

In an effort to streamline meetings and maximize their efficiency while minimizing time required for staff and Council attendance after regular working hours, the Clerk is proposing changes to the Agenda formats for both the Committee of the Whole and Regular Meetings of Council. However, before going through the exercise of amending the Procedure By-Law the Clerk is looking for direction on the proposed changes.

Attached are sample agendas for both the Committee of the Whole and the Regular Meeting.

Part of streamlining would mean that all staff reports should be brought to Committee of the Whole for discussion and direction. Regular Meetings should be primarily formalizing decisions of Council via Resolutions and By-Laws. Regular Meetings should be much shorter than the Committee of the Whole as there will be less discussion.

Staff will have to strive to have their reports prepared for Committee of the Whole, and if the deadline is not met, then they would be put off until the next Committee of the Whole. We recognize that this may not always be possible and accordingly a section has been created in the Regular Meeting agenda for staff reports, but they would only be if the matter is urgent / time sensitive.



We would also like to move towards a Consent Agenda. The Consent Agenda will accommodate approval of all minutes, receiving correspondence for information, resolutions in support, resolution to approve disbursements, staff reports that are for information only, and quarter reports. The aim is to minimize discussion on matters that do not necessarily require discussion. If however any member of Council would like to further discuss an item in the Consent Agenda, they may request that it be removed, and it would be addressed in the following section "Items Coming Out of Consent Agenda".

Regarding correspondence, I would propose the following process:

1. Correspondence received by Clerk;
2. Correspondence sent to Council;
3. Council asked to respond to Clerk:
  - a. For information (item moves to Consent Agenda)
  - b. Support Resolution (item moves to Consent Agenda)
  - c. Report for Committee of the Whole (item moves to Committee of the Whole)
  - d. Respond with a Letter (item moves to Committee of the Whole)
4. If no response received by any member of Council – matter will be put for information.

If Council agrees with the proposed changes, the Clerk will move forward to amend the Procedure By-Law and will contact eScribe to have the Consent Agenda formatted and added into our system.

**Attachments:**

- Committee of the Whole – Sample Agenda
- Regular Meeting – Sample Agenda

**Prepared By:** Tammy Godden, Clerk



## **Committee of the Whole – Sample Agenda**

- 1. Call to Order and Administrative Items**
  - 1.1. Resolution to Open the Meeting**
  - 1.2. Roll Call / Regrets**
  - 1.3. Indigenous Land Acknowledgement**
  - 1.4. Resolution to Adopt the Agenda**
  - 1.5. Disclosure of Pecuniary Interest**
- 2. Announcements and Inquiries by Members of the General Public and by Council**
- 3. Presentations and Delegations**
- 4. Staff / Committee Reports**
  - 4.1. Chief Building Official**
  - 4.2. By-Law Enforcement**
  - 4.3. Fire Chief**
  - 4.4. Director of Operations**
  - 4.5. Treasurer / Director of Finance**
  - 4.6. Clerk**
  - 4.7. Chief Administrative Officer**
- 5. Notices of Motion**
- 6. Addendum**
- 7. Closed Session**
  - 7.1. Resolution to Enter into Closed Session**
- 8. Reconvene to Open Session**
  - 8.1. Resolution to Reconvene to Open Session**
  - 8.2. Report from Mayor following Closed Session**
- 9. Adjournment**
  - 9.1. Resolution to Adjourn**



## Regular Meeting of Council– Sample Agenda

1. Call to Order and Administrative Items
  - 1.1. Resolution to Open the Meeting
  - 1.2. Roll Call / Regrets
  - 1.3. Indigenous Land Acknowledgement
  - 1.4. Resolution to Adopt the Agenda
  - 1.5. Disclosure of Pecuniary Interest
2. Announcements and Inquiries by Members of the General Public and by Council
3. Presentations and Delegations
4. Staff / Committee Reports (**urgent / time sensitive reports only**)
  - 4.1. Chief Building Official
  - 4.2. By-Law Enforcement
  - 4.3. Fire Chief
  - 4.4. Director of Operations
  - 4.5. Treasurer / Director of Finance
  - 4.6. Clerk
  - 4.7. Chief Administrative Officer
5. Consent Agenda
  - 5.1. Resolution to Adopt the Minutes of Meetings
    - 5.1.1. Council Minutes
  - 5.2. Resolution to Receive Minutes
    - 5.2.1. Manitoulin – Sudbury District Services Board (MSDSB)
    - 5.2.2. Public Health Sudbury & Districts Board
    - 5.2.3. St.-Charles Public Library Board
    - 5.2.4. Sudbury East Chamber of Commerce
    - 5.2.5. Sudbury East Municipal Association (SEMA)
    - 5.2.6. Sudbury East Planning Board (SEPB)
  - 5.3. Resolution to Receive Correspondence for Information
  - 5.4. Resolutions of Support for Correspondence
  - 5.5. Resolution to Approve Disbursements
  - 5.6. For Information Staff Reports
  - 5.7. Quarter Reports
  - 5.8. Other Routine Resolutions
6. Items Coming out of Consent Agenda



**7. Unfinished Business**

**7.1. Resolutions from Committee of the Whole Decisions**

**8. By-Laws**

**8.1. First & Second Reading**

**8.2. Third and Final Reading**

**9. Notices of Motion**

**10. Addendum**

**11. Closed Session**

**11.1. Resolution to Enter into Closed Session**

**12. Reconvene to Open Session**

**12.1. Resolution to Reconvene to Open Session**

**12.2. Report from Mayor following Closed Session**

**13. Adjournment**

**13.1. Confirmation By-Law – First & Second Reading**

**13.2. Confirmation By-Law – Third & Final Reading**

**13.3. Resolution to Adjourn**