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## MANAGEMENT REPORT

**Date:** June 12, 2023  
**To:** Stratford City Council  
**From:** Tatiana Dafoe, City Clerk  
**Report #:** COU23-073  
**Attachments:** None

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**Title:** 2023 Procedural By-law Review

**Objective:** To begin the 2023 Procedural By-law Review.

**Background:** The Municipal Act, 2001, requires every Council and Local Board to adopt a Procedural By-law (By-law). The current By-law was adopted in 2007 and several legislative and housekeeping amendments have been made since. A best practice is to review the By-law once every term.

**Analysis:** The principles of openness, transparency and accountability to the public guide the City's decision making process. In the context of Council and other Committee proceedings, this is accomplished by:

- ensuring the decision-making process is understood by the public and other stakeholders;
- providing access to information and several opportunities to provide written comments or delegations by the public and other stakeholders consistent with the requirements of the By-law and legislation; and
- exercising and respecting individual and collective roles and responsibilities provided for in the By-law and legislation.

The protection of basic rights by recognizing the right of the majority to decide, the minority to be heard and individuals to have the opportunity to participate is also a principle.

For the review, it is recommended that the following principles guide the review:

1. Stratford City Council is the decision-making body for the Corporation and the decision-making processes should be:
  - a. Transparent

- b. Conducted in a respectful environment
  - c. Considerate of all Stratford residents
  - d. Considerate of balancing debate with timely decisions
  - e. Considerate of budget and human resource impacts
2. Stakeholder feedback is important and Council should receive input through multiple channels
  3. Procedure rules should facilitate sound decision-making and be easy to understand

As part of the review, staff will identify various housekeeping and legislative amendments for consideration by Council. The By-law will also be reviewed to address modernization and trends. Components of the review are to include, but are not limited to:

- Reviewing the current decision making process and alternative governance models for consideration;
- The current process for providing notice to the public of upcoming meetings;
- The current process and timeline for publishing of agendas;
- The current process for members of the public to submit written comments and delegation requests;
- Hybrid meeting options;
- Review of order of business on agendas; and
- Reviewing the possibility of an open mic portion during a meeting where members of the public would be permitted to speak to a matter of municipal business for a specified time without being required to register in advance.

To kick-off the review, Council is being asked to identify any additional principles or objectives that should be considered for guiding the review. Following receipt of any additional feedback, a page on the City's website will be launched introducing the review. A preliminary survey will then be launched to gather initial feedback on EngageStratford. Following the initial survey, in-person and/or virtual sessions will be held with members of council, staff, stakeholders, and the public to gather further in-depth feedback.

Due to the scale of the review, it is anticipated that sessions will be held on specific topics to focus the discussion and feedback received. Staff will then prepare a report(s) detailing the feedback received and the proposed amendments to the By-law. Council will then be asked to adopt a new By-law and repeal the former by-law.

**Financial Implications:**

**Financial impact to current year operating budget:**

There are no financial implications to be reported because of this report. The Procedural By-law review and related activities can be funded through the 2023 approved budget.

**Alignment with Strategic Priorities:**

**Not applicable:** The Act requires that municipalities adopt a Procedural By-law for governing the calling, place, and proceedings of meetings.

**Alignment with One Planet Principles:**

**Not applicable:** The Act requires that municipalities adopt a Procedural By-law for governing the calling, place, and proceedings of meetings

**Staff Recommendation: THAT direction be given on the principles guiding the Procedural By-law review.**

**Prepared by:** Tatiana Dafoe, City Clerk  
**Recommended by:** Karmen Krueger, CPA, CA, Director of Corporate Services  
Joan Thomson, Chief Administrative Officer