



## REPORT

### Council

Meeting Date: March 25, 2024

---

**FROM:** Clerk's Department

**DATE:** March 12, 2024

**SUBJECT:** **By-law 2024-045, a by-law to amend By-law 2020-011, the Town of Oakville Procedure By-law and permit Workshop Meetings**

**LOCATION:**

**WARD:** Town-wide

Page 1

---

#### **RECOMMENDATION:**

That By-law 2024-045, a by-law to amend By-law 2020-011, being a by-law to establish rules governing the calling, place, proceedings and provision of public notice of meetings of Council and Committees of Council and permit Workshop meetings, be passed.

#### **KEY FACTS:**

The following are key points for consideration with respect to this report:

- The current Procedure By-law does not provide an opportunity for educational or training sessions for Council.
- Suggested amendments allow for a workshop meeting as a Committee of the Whole meeting held apart from Council for the purpose of educating or training Members of Council.
- Members of the public may attend Workshop meetings to observe the proceedings unless the proceedings resolve into Closed Session, which they may do at any time for the purpose of education or training the members in accordance with 239(3.1) of the *Municipal Act*
- No discussion shall occur during a Workshop meeting that materially advances the business or decision making of Council.
- Public delegations will not be permitted at a Workshop meeting.

**BACKGROUND:**

Municipalities are required to have a procedural by-law for governing the calling, location and proceedings of meetings in accordance with the *Municipal Act*, Section 238 (2). The current Procedure By-law, 2020-011, as amended continues to evolve to include revisions that may reflect changing legislation, accommodate administrative structure and operations and to facilitate efficient and accountable meeting management processes. The current Procedure By-law does not provide an opportunity for educational or training sessions for Council.

A fulsome review of the Procedure By-law is scheduled to take place during the second quarter of 2024 and this amendment is being suggested in advance as there may be upcoming matters scheduled for Council's consideration that would be well suited for a workshop setting rather than within the restrictions of a regular or special meeting of Council.

**COMMENT/OPTIONS:**

The suggested amendments allow for a workshop meeting as a Committee of the Whole meeting held apart from Council for the purpose of educating or training Members of Council. These Workshop meetings would not advance the business or decision making of Council would not be report decisions back to Council for consideration.

Amendments to the By-law set clear rules for public attendance and participation. Members of the public may attend Workshop meetings to observe the proceedings unless the proceedings resolve into Closed Session, in accordance with 239(3.1) of the *Municipal Act*. In addition, public delegations will not be permitted during a Workshop meeting to allow the meeting to focus on the training and education of the members.

**CONSIDERATIONS:**

**(A) PUBLIC**

Notification of Council's intent to pass a new Procedure By-law has been published on the town website in accordance with the Public Notice and Engagement Policy

**(B) FINANCIAL**

There are no financial implications associated with this report.

**(C) IMPACT ON OTHER DEPARTMENTS & USERS**

The Procedure By-law impacts on Members of Council and staff from all departments. The Legal Department has been consulted in the development of this report.

**(D) COUNCIL STRATEGIC PRIORITIES**

This report addresses the corporate strategic priority of accountable government.

**(E) CLIMATE CHANGE/ACTION**

This matter does not impact climate change.

**APPENDICES:**

Appendix A: By-law 2024-045, a by-law to amend By-law 2020-011, the Town of Oakville Procedure By-law and permit Workshop Meetings

Prepared by, recommended and submitted by

Vicki Tytaneck  
Town Clerk