



The Corporation of the Town of Tecumseh

Legislative & Clerk Services

To: Mayor and Members of Council

From: Robert Auger, Director Legislative Services & Clerk

Date to Council: February 14, 2023

Report Number: LCS-2023-01

Subject: Procedural By-Law Sub-Committee

Recommendations

It is recommended:

That Report LCS-2023-01 entitled "Procedural By-Law Sub-Committee" **be received;**

And that consideration be given to strike an Ad-hoc Sub-Committee of Council for the purpose or mandate of providing a review together with recommendations concerning amendments to the Town's current Procedural By-Law 2022-013;

And further that Council **appoint** (3) three of its members to this committee to carry out the mandate of this Sub-Committee in consultation with the Clerk.

Background

The Town's Procedural [By-Law 2022-013](#) (By-Law) is the primary governance tool for Council and its proceedings. In 2022, a Clerk's Service Delivery Review (Review) was conducted by WSCS Consulting and its report (Report) was received by Council at its Special Council Meeting of May 10, 2022. At this meeting, Council passed the following resolution:

Motion: SCM - 17/22

Moved By Deputy Mayor Joe Bachetti
Seconded By Councillor Rick Toniai

That Report LCS-2022-15 entitled “Clerks Office Service Review 2022” be received;

And that the independent third-party final report “2022 Clerk’s Office Service Review, April 28, 2022” as prepared by WSCS Consulting, be endorsed;

And further that Administration report back to Council with a framework for the implementation of recommendations found in the Service Review.

Carried

Specifically, the Report made the following recommendation:

“That the Clerk be tasked with undertaking a review of the observations of the Town’s Procedural By-Law with the view to reporting back to Council with appropriate future amendments”.

Comments

The Report identified areas of the current By-Law that could be enhanced and/or further refined. Accordingly, the Clerk has commenced a review of the By-Law with a view towards amending or adding to its provisions so as to make it an improved document to efficiently guide Council and govern its proceedings. Part of the review process thus far has already included an analysis of the comments that were received from WSCS Consulting arising out of the current By-Law.

However, in order to provide greater opportunity for meaningful input and a more complete review of the By-Law, it is further recommended that Council also form an Ad-hoc Sub-Committee and appoint three (3) of its Members to undertake its review of the By-Law in conjunction with support from the Legislative & Clerks Services Department.

This Sub-Committee would ideally meet as required during the first and early second quarters of 2023 and provide its review, input and feedback so as to enable the Clerk to return to Council with a detailed report on the Procedural By-law Review together with a proposed amended By-Law for Council’s consideration in late second quarter of 2023.

Consultations

Legislative Services & Clerk

Financial Implications

No financial implications are anticipated at this time.

Link to Strategic Priorities

Applicable	2019-22 Strategic Priorities
<input type="checkbox"/>	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
<input type="checkbox"/>	Ensure that Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.
<input type="checkbox"/>	Integrate the principles of health and wellness into all of Tecumseh's plans and priorities.
<input checked="" type="checkbox"/>	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
<input checked="" type="checkbox"/>	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

Communications

Not applicable ☒

Website ☐ Social Media ☐ News Release ☐ Local Newspaper ☐

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Robert Auger, LL.B.
Director Legislative Services & Clerk

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
None	None