

## Township of Southgate

### Administration Office

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## Staff Report CL2022-002

**Title of Report:** CL2022-002 – Procedural By-law Amendments

**Department:** Clerks

**Branch:** Legislative and Council Services

**Council Date:** January 19, 2022

### Recommendation:

**Be it resolved that** Council receive Staff Report CL2022-002 for information; and

**That** Council receive the draft amendments to the Procedural By-law as information; and

**That** Council provide comments to the Clerk on the proposed amendments, or further amendments, no later than January 25, 2022; and

**That** Council consider approval of the Procedural By-law with incorporated amendments at the February 2, 2022 Council meeting.

### Background:

Section 238(2) of The Municipal Act, 2001, S.O. 2001, c.25 requires that every municipality adopt a procedure by-law for governing the calling, place and proceedings of meetings. Currently, [Procedural By-law 2020-120](#) is in effect for the Township of Southgate.

### Staff Comments:

Staff have identified amendments to the Procedural By-law for Council's consideration and approval. Attachment #1 included in this staff report is a draft version of the Procedural By-law with the proposed amendments included as track changes throughout the document.

Staff are looking for Council's feedback on the proposed amendments included and any further amendments proposed. As per the Procedural By-law Section 30, staff will advertise the intent to amend the Procedural By-law prior to its final approval.

### Financial Implications:

There are no financial implications as a result of this report.

### Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public.

### Concluding Comments:

That Council receive the draft amendments to the Procedural By-law and provide feedback to Staff.

Respectfully Submitted,

**Dept. Head:** Original Signed By  
Lindsey Green, Clerk

**CAO Approval:** Original Signed By  
Dave Milliner, CAO