



The Corporation of the
City of Sault Ste. Marie

COUNCIL REPORT

March 17, 2025

TO: Mayor Matthew Shoemaker and Members of City Council
AUTHOR: Rachel Tyczinski, City Clerk
DEPARTMENT: Corporate Services
RE: Procedure By-law Review 2025

Purpose

The purpose of this report is to obtain approval of recommended amendments to Council's procedure by-law.

Background

Council's procedure by-law provides that the by-law be reviewed during the term of each Council.

The procedure by-law was last amended in June 2023.

The Procedure By-law Review task force is composed of Mayor Shoemaker, Councillor L. Dufour, Councillor M. Scott, CAO Vair, City Solicitor, City Clerk and Deputy City Clerk.

Analysis

The City Clerk's office maintains a list of recommended procedural amendments based on trends in the municipal sector, reports and best practices from the Office of the Ontario Ombudsman and changes to legislation.

The Procedure By-law Review task force met on September 24, 2024.

A summary of proposed changes appears below:

- Moving "general provisions" to the beginning of the by-law for ease of reference
- Prohibition of signs in Council Chamber
- Prohibition on obstructing ramps, entry points
- Description of Agenda Review as a task force
- Requirement that the Chair must attend meetings in person except where there are exclusive electronic meetings.
- Livestreaming of exclusive electronic meetings
- Provision for a fifteen-minute recess when the meeting broadcast is not functional in order to allow public to attend in person
- Board and committee meetings may be held in person with the option for members to participate electronically. Members of the public or media may

- register and request to observe the meeting electronically. Board and committee meetings will not be recorded. Board and committee meetings will only be broadcast if they are exclusively electronic
- In the event that a member of Council declares a conflict of interest on an item that is included in the consent motion, that item shall be removed from consent and dealt with separately.
 - No delegations permitted for items under Agenda item 9. (Unfinished Business, Notices of Motion and Resolutions Placed on Agenda by Members of Council).
 - A delegation must provide new information to Council, must not be a repeat of a delegation heard in the previous six months, must not be relate to litigation or pending litigation, and must not contain inappropriate or insulting language

Financial Implications

There are no financial implications.

Strategic Plan / Policy Impact / Climate Impact

The procedure by-law reflects Council's stated value of accountability and transparency.

There is no climate impact.

Recommendation

It is therefore recommended that Council take the following action:

The relevant By-law 2025-100 is listed under item 12 of the Agenda and will be read with all by-laws under that item.

Respectfully submitted,

Rachel Tyczinski

City Clerk

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