

**THE CORPORATION OF THE TOWNSHIP OF LAKE OF BAYS
REPORT**

TO: Mayor Peake and Member of Council
FROM: Michelle Percival, Municipal Clerk
DATE: June 9th, 2009
RE: The Meeting Series – Workshop (AMO)

RECOMMENDATION:

That the Council of the Township of Lake of Bays receives the staff report "The Meeting Series" dated June 9th, 2009

ORIGIN: Clerk

BACKGROUND:

The Deputy Clerk and I attended a recent workshop presented by Fred Dean and Nigel Bellchamber on behalf of Association of Municipalities of Ontario (AMO) with respect to "elements of a successful meeting".

Mayors, Council members and municipal staff from all over Ontario participated in this informational workshop and provided pertinent input into the do's and don't of a successful meeting.

Over the next few months the township's procedural by-law will be re-vamped to provide a view of clarity, accountability and simplicity. There are many aspects of the current by-law that are working well but there are others that definitely need to be re-worked. A procedural by-law should be reviewed six months into the term of a new Council; however, there have been some minor adjustments to the by-law and it is recommended that we re-examine and put forth suggestions for improvement. Council and staff are key contributors to the success of all our meetings.

The following are many contributors to the success of a meeting:

- ✓ Members of Council and Staff being prepared
- ✓ Following procedure
- ✓ Respect for each other (council, staff and public)
- ✓ Manage delegations
- ✓ Stay on topic
- ✓ Organized agenda and
- ✓ Chair knows his/her role

With that being said the following are items that cause obstacles at a meeting:

- ❖ Last minute additions (known as “Ambush”)
- ❖ Interruptions – lack of decorum
- ❖ Communications between council members before meetings
- ❖ Lack of procedural knowledge and requirements
- ❖ Failure to maintain control of the meeting
- ❖ Gallery/Delegation behaviour

In order to maintain consistency, organization and effectiveness the purpose of parliamentary procedures are to evaluate our standards, accountability, decision making and focus. While we understand the theme of Bill 130 is Accountability and Transparency, the following are suggestions that will be forthcoming in the next few months:

- a) Consent agenda - all recommendations contained in the consent are adopted by the single motion – Councillors will have the option of removing any item out of the agenda so it may be dealt with by individual motion. Its main purpose is to deal with a large number of items in an expedient and time efficient manner.
- b) Delegations – How to be a delegation before Council or Committee. Our current procedure is to contact the Clerk’s department to get on the agenda. However, over the years there has been times when Council or Committee may not have a full understanding of the purpose of the delegation. Therefore, a new practice could be introduced to have the delegate complete a form establishing; the topic, written material or letter indicating the issue that is to be discussed for members to review before the meeting, the actions (if any) the delegate would like Council or Committee to consider, etc.
- c) Minutes – Under the Municipal Act, it’s the Clerk’s statutory obligation to record minutes of meetings “without note or comment”, even though we have included detailed notes in such meetings as Finance and Corporate Service, and Parks Recreation and Trails, the goal is to reduce the verbiage in the minutes in order to comply with the statutory rules. The minutes will show all resolutions and by-laws that were carried, defeated, recorded votes etc. Complying with this request will alleviate hours and hours of preparing minutes and will give staff the opportunity to focus on other mandatory duties.

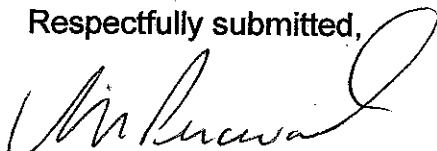
The above items are a few suggestions that were brought forward at the workshop.

The Meeting Series
Workshop – AMO

ANALYSIS:

We should always be searching for new and efficient ways to improve the success of our township. The review of the Township Procedural By-law will improve the efficiency and effectiveness of our municipality and how we do business.

Respectfully submitted,



Michelle Percival, CMM III
Municipal Clerk

Reviewed for Submission



Don H. Chevalier
CAO/Treasurer

References

1. Enhancing your Municipal Meeting – The Meeting Series – AMO - literature (handouts)
2. AMCTO website – amcto.com
3. Municipal Act, 2001
4. Procedural By-law #08-81 and 07-160