Recommendation

That the report of the Manager of Community & Corporate Services /Clerk regarding the updated Procedure By-law be received for information; and

That the Procedure By-law 2019-041, amended to incorporate the feedback from Council received at the March 26, 2019 meeting be brought forward to the By-laws section for adoption and that the By-law come into effect on April 23, 2019; and further

That the County of Peterborough be advised that the Township of Selwyn will not be appointing an alternate member to serve as a temporary replacement to the upper tier Peterborough County Council at this time.

Information

Council reviewed the proposed updates to the Township’s Procedure By-law at the March 26, 2019 Council meeting. Council approved of the recommended changes/updates (noted in yellow highlight) to the By-law and suggested the following additions (noted in green highlight):

- **Section 5 – Council Meetings**
  Notation added to include the provision for Town Hall Meetings be scheduled annually in each Ward with the exception of the election year.

- **Section 7 – Cancellation of Meetings**
  Notation added to allow for the Clerk to cancel a meeting in an exceptional circumstance (e.g. weather event) where it is known that quorum will not be met.

Council also agreed to **not include** the following discretionary items in the By-law.

- **Electronic Council Meetings** – it was agreed that the By-law would not include the ability to participate electronically in meetings at this time.

- **Temporary Replacements** – it was also agreed that Council would not appoint an alternate to act as a temporary replacement on County Council. This provision would allow an alternate to attend meetings on a one-off basis for meetings that may be missed by the Mayor or Deputy Mayor. It is recommended that the County of Peterborough be advised that Selwyn has not appointed an alternate temporary replacement.
It is recommended that the new Procedure By-law be approved and become effective on April 23, 2019.

**Strategic Plan Reference**
Achieve excellence in governance and service delivery

**Environmental Impact:**
No specific impact related to this recommendation.

**Financial Impact**
None

**Attachment**
- Draft Procedure By-law

**Angela Chittick**

Prepared By: Angela Chittick, Manager of Community & Corporate Services/Clerk

**Janice Lavalley**

Reviewed By: Janice Lavalley, CAO