



**Corporation of the Municipality of Temagami**

**Memorandum to Council**

**Memo No.**  
2019-M-202

☒ **Staff**  
☐ **Committee**

**Subject:** Procedural By-Law review

**Agenda Date:** **November 28, 2019**

**Attachments:** Procedural By-law

**RECOMMENDATION**

BE IT RESOLVED THAT Council receive Memo 2019-M-202;

**INFORMATION**

At the last meeting of Council, Staff received a request to have the date for agenda posting and therefore dates for agenda cut off and preparation reviewed. These are contained in the Procedural By-Law. The belief is that this was requested to ensure Council had sufficient time to review meeting materials prior to the Regular Session of Council.

As well, there have been a couple requests received to review our policy governing the recording of Council meetings. This policy is included as a schedule to the Procedural By-Law.

Presently, the Municipality uses eScribe, a software program to prepare information for and manage meetings of Council. Staff believe that presently, Members of Council are able to view the agenda as it is being compiled. While Staff to try to have the majority of the agenda prepared on the Friday before the meeting, there are certain reports that are not completed until the Monday when agendas are required to be posted publicly. With Council being able to view the agenda prior to it being posted this might provide sufficient time to review the documentation that is included in the agenda packages.

There will be times when there is a great deal of information received at the 'last minute'. The Requests for Proposals for both the Planning Consulting Services and the Engineering Consulting Services are examples of this. Staff will work to ensure the dates for submissions are established in a fashion to provide for more review time. That being said, as was the case with these proposals, Council does have the ability to defer a recommendation as outlined in the Procedural By-Law. Staff does try to ensure that the number of times where a decision is required due to time sensitivities is minimal in any year.

As for the Audio Recording of Council meetings, policies of the Municipality should be reviewed on a regular basis. In this case, the definition for regular would be at least once per term of Council and more often if circumstances warrant.

Council should review the schedule of the Procedural By-Law and provide affirmation that the policy continues to be what is attended or provide direction to Staff regarding what areas should be researched. We can canvas other municipalities in our area to see what, if anything, they do regarding this should Council want this information. There is no requirement of the Municipal Act for audio or video recording of Council meetings or the streaming and/or access to this. It is the responsibility for each municipality to develop their local standards through the adoption of a policy.

**Respectfully Submitted:**  
**Craig Davidson**  
**Treasurer/Administrator**