

Memorandum to the Council of Corporation of the Municipality of Temagami

Subject: 2025 Procedural By-Law - Revised & Updated

Memo No: 2025-M-065

Date: March 27, 2025

Attachment: None

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Recommendation

BE IT RESOLVED THAT Council receives Memo 2025-M-065 as presented;

AND FURTHER, BE IT RESOLVED THAT Council enacts By-Law No. 25-1807, which repeals By-Law No. 23-1659 and all its amendments.

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1. Executive Summary

The 2025 Procedural By-Law (25-1807) modernizes Temagami's municipal governance framework by introducing clearer rules, enhancing transparency, and streamlining decision-making. These changes ensure that council meetings are more efficient, accessible, and legally compliant.

This revision directly addresses Memo 2024-M-198, which identified procedural inefficiencies, outdated structures, and gaps in public participation. Key improvements include formalized hybrid meeting protocols, stricter conflict-of-interest regulations, structured delegation procedures, and improved agenda management. These changes reduce confusion, prevent delays, and promote fair, accountable decision-making.

The by-law strengthens legal safeguards by fully aligning with the *Municipal Act, 2001* and integrating best practices in municipal governance. Additionally, new provisions authorize the Clerk to make minor procedural corrections, eliminating unnecessary administrative bottlenecks.

With these reforms, council meetings will be more structured, public engagement more accessible, and governance more transparent and legally sound. This by-law establishes a foundation for stronger municipal leadership and more effective decision-making in Temagami.

2. Background

Following a comprehensive review of Procedural By-Law 23-1659, the Municipality of Temagami identified areas requiring improvement to enhance the efficiency, transparency, and legal compliance of council meetings. The findings were documented in Memo 2024-M-198, which served as the basis for revising the by-law.

The updated 2025 Procedural By-Law (25-1807) incorporates these recommendations, establishing clearer procedures, streamlining meeting structures, enhancing public engagement rules, and updating legal safeguards to align with best practices in municipal governance.

3. Key Updates & How They Address Identified Issues

3.1 Meeting Procedures & Structural Clarity

3.1.1 Expanded and Clarified Definitions

- Key terms such as "Urgent Matter," "Unfinished Business," and "Working Session" have been redefined for consistency and clarity.
- Terminology aligns with modern governance standards, eliminating contradictions found in previous by-laws.

3.1.2 Explicit Roles and Responsibilities

- Clearly defined roles for the Clerk, CAO, and Council Members enhance procedural accountability.
- Ad-hoc committees are now formally recognized, ensuring structured delegation of responsibilities.

3.2 Improved Meeting Efficiency

3.2.1 Hybrid & Virtual Meeting Protocols

- The 2025 By-Law establishes structured rules for electronic participation, ensuring equal rights for virtual attendees while maintaining procedural integrity.
- Voting procedures for virtual participants are now clearly defined to prevent disputes.

3.2.2 Public Participation & Delegation Rules

- Defined speaking time limits for delegations ensure balanced and efficient discussions.
- Standardized agenda submission deadlines prevent last-minute additions, maintaining structured meetings.
- Improved AODA compliance guarantees full accessibility for residents with disabilities.

3.2.3 Stronger Meeting Management

- Improved tracking of unfinished business ensures that agenda items are addressed promptly.
- Formalized adjournment and curfew rules improve meeting productivity and prevents procedural deadlocks.

3.3 Legal & Procedural Compliance

3.3.1 Alignment with Municipal Act & Best Practices

- The 2025 By-Law fully aligns with the latest *Municipal Act, 2001* provisions, ensuring legal compliance.
- It integrates best practices from *Robert's Rules of Order* and *Bourinot's Rules of Order*, addressing procedural gaps in previous versions.

3.3.2 Conflict of Interest & Transparency Measures

- Mandatory written declarations for conflicts of interest improve accountability.
- Strengthened rules for closed meetings ensure confidentiality requirements are upheld.
- Clear enforcement mechanisms outline consequences for non-compliance.

3.3.3 Strengthened Procedural Safeguards

- A severability clause ensures that if one section is deemed invalid, the remaining provisions remain enforceable.
- A mandatory four-year review cycle ensures the by-law remains current and relevant.

3.4 Modernization & Administrative Flexibility

3.4.1 Easier Amendment & Review Process

- The Clerk is authorized to correct grammatical and formatting errors without requiring a full Council vote, reducing administrative delays.

3.4.2 Meeting Recording & Broadcasting

- Digital recording and streaming policies enhance transparency while maintaining privacy considerations.

3.4.3 Emergency & Special Meeting Rules

- Step-by-step criteria for emergency meetings ensure decisions are made justifiably and transparently.
- Defined procedures for adjournments and extensions prevent confusion during unexpected situations.

4. Compliance with Memo 2024-M-198

Fully integrates all Memo 2024-M-198 recommendations, improving procedural transparency, legal compliance, and enhancing council efficiency and decision-making clarity, as shown in the table below.

Memo 2024-M-198 Recommendations	By-Law 25-1807 (2025) Compliance
Standardized agenda deadlines	Implemented with clear submission rules and enforcement
Defined hybrid meeting rules	Fully integrated with structured electronic participation procedures
Public participation framework	Established structured time limits, submission guidelines, and accessibility compliance
Conflict of interest disclosure	Mandatory written declaration process introduced
Emergency meeting criteria	Clear step-by-step process to ensure justified use
Committee reporting structures	Strengthened to transition discussions into formal decisions smoothly
Meeting recording policies	Mandated digital access and transparency measures
Amendment flexibility	Clerk authorized for minor edits to reduce procedural delays
Stronger procedural enforcement	Enhanced rules for unfinished business, adjournment, and decorum enforcement

5. Why By-Law 25-1807 is a Significant Step Forward

By-Law 25-1807 (2025) is more structured, accessible, and user-friendly, eliminating procedural ambiguities and gaps from previous versions. It strengthens legal safeguards and transparency measures while enhancing efficiency by streamlining meetings and decision-making, as shown in the table below.

Category	By-Law 23-1659 (2023)	By-Law 25-1807 (2025)
Meeting Clarity	Improved, but with gaps	Fully structured framework
Hybrid Meetings	Basic provisions, unclear voting rights	Fully integrated with structured rules
Public Participation	Some restrictions, inconsistent	Defined time limits and fair access
Conflict of Interest	Some documentation, no standardized form	Full written declaration requirement
Emergency Meetings	Allowed but lacked transparency	Well-defined process ensuring legitimacy
Amendment Process	Limited flexibility	Clerk authorized for minor updates
Legal Compliance	Partial updates	Fully aligned with latest legislation
Meeting Streaming	Encouraged but no formal policy	Mandated digital access for transparency

6. Conclusion

The 2025 Procedural By-Law (25-1807) modernizes governance in Temagami by ensuring structured, efficient, and legally compliant council meetings. By fully integrating Memo 2024-M-198 recommendations, this by-law eliminates procedural gaps, strengthens accountability, and enhances public engagement.

With these improvements, Temagami's council meetings are now more structured, accessible, and transparent, establishing a strong foundation for effective governance.