



GRAND VALLEY

STAFF REPORT

To: Mayor and Members of Council

From: Donna Tremblay, Deputy Clerk/Communications Coordinator

Meeting Date: December 10, 2024

Report Number: **2024-112**

Subject: Amendments to Procedural By-Law 2024-10, as amended,
Relocation of Closed Session in the Order of Business

Recommendation

THAT Council receives the Report - Amendments to Procedural By-Law 2024-10, as amended, Relocation of Closed Session in the Order of Business for Regular and Special Meetings of Council;

AND FURTHER THAT Council approves a By-Law to amend the Town's Procedural By-Law 2024-10, as amended, in accordance with Attachment 1 to this report, and directs staff to prepare and present the by-law for passing.

Executive Summary

Purpose

To provide Council with a draft By-law to amend the Town's Procedural By-Law 2024,10, as amended, to relocate Closed Session in the order of business for Regular and Special Council meetings, in accordance with Council's October 22, 2024 direction to staff.

Report Amendments to Procedural By-Law 2024-10, as amended, Relocation of Closed Session in the Order of Business

Key Findings

Part VII – Order of Procedure for Regular and Special Council meetings, and in particular section 6.1, Order of Business requires amendments to relocate Closed session in the order of business.

Financial Implications

There are no financial implications to this report.

Report

Background

On October 22, 2024 Council received [Staff Report 2025 Draft Grand Valley Council Meeting Schedule](#) and passed [Resolution 2024-10-38](#) which directed staff to prepare and present a by-law to amend the Town's Procedural By-Law in order to relocate Closed Session in the order of business for Regular and Special Council meetings.

Discussion

Following Council's direction, staff undertook a review of the [Town's Procedural By-Law 2024-10, as amended](#), and have amended Part VI – Order of Procedure for Regular and Special Council Meetings, section 6.1, Order of Business, to relocate closed sessions and make amendments to category naming to be consistent with legislation, as follows:

4. Closed Session – amended “Closed Meeting”
6. Closed Meeting Summary – amended “Rise and Report”

An Open Meeting category has been added under the Closed Meeting category as it will provide clarity to the public when closed meetings are scheduled and amendments have been made to the Staff Report category to reflect recent staffing changes.

Sections 6.20 Closed Session and 6.21 Closed Meeting Summary have also been amended to “Closed Meeting” and “Rise and Report” respectively to reflect the Order of Business categories.

Below is the revised Order of Business with revised categories identified in yellow.

Report Amendments to Procedural By-Law 2024-10, as amended, Relocation of Closed Session in the Order of Business

Amended – Part VII – Order of Procedure for Regular and Special Council Meetings

Section 6.1 – Order of Business

1. Call to Order and Roll Call
2. Adoption of Agenda
3. Disclosure of Pecuniary Interest and General Nature Thereof
- 4. Closed Meeting (if required)**
- 5. Open Meeting**
- 6. Rise and Report**
7. Approval of Minutes
8. Announcements
9. Deputations/Presentations
10. Public Questions
11. Unfinished Business
12. Staff Reports
 - a. CAO/Clerk-Treasurer
 - b. Director of Finance/Treasurer**
 - c. Director of Public Works-Director
 - d. Planner
 - e. By-law and **Property Standards** Enforcement
 - f. Parks and Recreation
13. Public Meeting
14. Pending Items
15. Correspondence
16. County Council Report
17. Council Member Updates
18. Board and Committees
 - g. Minutes
 - h. Recommendations
19. New Business
20. Notice of Motion
21. By-laws
- 22. Closed Session**
- 23. Confirm Proceedings**
24. Adjournment

Report Amendments to Procedural By-Law 2024-10, as amended, Relocation of Closed Session in the Order of Business

An Amending By-Law, attachment 1, has been prepared to reflect the above revisions. Should Council approve the Amending By-Law at the December 10th Council meeting, the revised order of business will be in place for the Regular Council meeting scheduled for January 14, 2025.

Financial Impact

There are no financial implications to this report.

Consultations

None.

Attachments

Attachment 1 – Draft By-Law - Being a By-law to Amended By-Law 2024-10, as amended, Town's Procedural By-Law and in particular Part VI- Order of Procedure for Regular and Special Council Meetings, section 6.1 relocation of Closed Session in the Order of Business

This report was submitted by

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