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Town of Aurora

Committee of the Whole Report

No. CS25-026

Subject: Procedure By-law Update

Prepared by: Ishita Soneji, Deputy Town Clerk

Department: Corporate Services

Date: December 2, 2025

Recommendation

1. That Report No. CS25-026 be received; and
2. That the draft Procedure By-law (Attachment No. 2) be brought forward for enactment and to replace the existing by-law.

Executive Summary

This report seeks Council's approval of the necessary changes to the Town's Procedure By-law and includes the following:

- Many changes being recommended to the Procedure By-law have to do with the implementation of Strong Mayor Powers
- Additional recommended revisions are intended to ensure consistency with the Town's Committee of the Whole meeting structure and are primarily housekeeping items
- The proposed Procedure By-law revisions help to maintain the openness and transparency of the way Council operates

Background

The *Municipal Act, 2001* (the "Act") requires Council to pass a bylaw to govern its rules of procedure for Council and Committee meetings. Council's current Procedure By-law has been in effect as of January 1, 2020.

On June 24, 2025, Council provided direction to update the Procedure By-law to ensure alignment with the current legislation, the Act, and to reflect the governance structure and the current meeting practices. A review was undertaken to evaluate the effectiveness of the current Procedure By-law and further enhance and ensure the Procedure By-law is keeping within the following guiding principles:

- Aurora Town Council and the Mayor through the Strong Mayor Powers are the decision-making bodies of the Corporation
- Public and stakeholder input is a valued part of the decision-making process
- Council's decision-making process should:
 - Be open and transparent
 - Be conducted in an environment which is respectful of all participants
 - Balance debate with the need to make recommendations and decisions in a timely manner
- Procedural rules should facilitate and not hinder the business of Council
- Procedural rules should comply with Robert's Rules of Order and should be written in plain language

Analysis

Many changes being recommended to the Procedure By-law have to do with the implementation of Strong Mayor Powers

The Town of Aurora was designated under Part VI.1 of the Act into the Strong Mayor Powers regime of the Province on July 1, 2023. This has necessitated changes to the Town's Procedure By-law. The proposed changes are summarized as follows:

- Clarity regarding the Mayor's ability to create and dissolve committees with only members of Council, and the Mayor's responsibility to appoint the Chair of these committees
- The form and process for the Mayor's power to veto specific bylaws
- The way in which the Mayor may introduce an agenda item for Council's consideration without the requirement for a mover and seconder
- The way in which the Mayor may propose a bylaw if it could potentially advance a prescribed provincial priority

Additional recommended revisions are intended to ensure consistency with the Town's Committee of the Whole meeting structure and are primarily housekeeping items

Section 284.8 of the Act grants the Mayor with the power to establish Committees of Council, assign their functions, and appoint Chairs and Vice Chairs. This power applies only to committees solely composed of Members of Council. On January 26, 2024, Mayor Mrakas exercised these powers with [Mayoral Decision No. 2024-03](#) which dissolved General Committee and implemented a Committee of the Whole meeting structure effective March 1, 2024.

Further recommended revisions outlined in Attachment No. 1 reflect the meeting structure transition from General Committee to Committee of the Whole, and capture the changes required to present the public, Council and staff with clarity of how the Town operates its meetings. The changes are as follows:

- Including Committee of the Whole as a standing committee and removing General Committee
- Clarifying the role of the Deputy Mayor, in the absence of the Mayor
- Reflecting the appropriate schedule of meetings
- Reflecting the appropriate orders of business for Committee of the Whole agendas
- Replacing references to the former General Committee with the current Committee of the Whole

Other recommended changes to the Procedure By-law are housekeeping updates aligning with best practices and meant to reflect the way in which this term of Council operates when in a public forum making decisions for the municipality. Any amendments made to the by-law during this term, other than the proposed revisions, have been incorporated.

The proposed Procedure By-law revisions help to maintain the openness and transparency of the way Council operates

The Procedure By-law is without effect to the extent of any conflict with a federal or provincial Act or a regulation made under an Act, meaning that any sections of the Procedure By-law that are in conflict with the Act would not be in effect. Where a conflict arises, staff would follow the Act and not follow the Procedure By-law as the provisions of the legislation prevail.

The proposed revisions ensure that the Procedure By-law is clear and easily accessible for staff, the public, and Council. It presents relevant information in a concise format and ensures accurate information is presented publicly.

Guided by the principles of openness, transparency and accountability to the public, the proposed revisions to the Procedure By-law provide clarity in the decision-making process, provide access to information and opportunities for input by the public, and exercises and respects individual and collective roles and responsibilities provided for in the Procedure By-law and applicable legislation. It reflects good governance and provides a way forward for Council to conduct their meetings and is a blended reflection of the current legislation and meeting practices of Council.

Advisory Committee Review

None

Legal Considerations

None.

Financial Implications

There are no direct financial implications as a result of the report.

Communications Considerations

Upon Council approval, the updated Procedure By-law will be posted on the Town's website, and applicable webpages will be updated with relevant information.

Climate Change Considerations

The recommendations from this report do not impact greenhouse gas emissions or impact climate change adaptation.

Link to Strategic Plan

The proposed Procedure By-law supports progressive corporate excellence and continuous improvement by implementing policy and processes that reflect sound and accountable governance.

Alternative(s) to the Recommendation

1. Council provide direction.

Conclusions

The Procedure By-law is the guiding governance document for the municipality and is built on the principles of good governance, openness, accountability, and transparency. The recommended changes align with the current legislation, the Act, and reflect the governance structure and the current meeting practices.

Attachments

Attachment 1 – Current Procedure By-law with track changes
Attachment 2 – Draft Procedure By-law (clean)

Previous Reports

None

Pre-submission Review

Agenda Management Team review on November 12, 2025

Approvals

Approved by Patricia De Sario, Director, Corporate Services/Town Solicitor

Approved by Doug Nadorozny, Chief Administrative Officer