



Memorandum

The Regional
Municipality of Durham
Corporate Services
Department –
Legislative Services
Division

605 ROSSLAND RD. E.
LEVEL 1
PO BOX 623
WHITBY, ON L1N 6A3
CANADA

905-668-7711
1-800-372-1102

durham.ca

Alexander Harras
Regional Clerk

Date: June 25, 2025

To: Regional Chair Henry and Members of Regional Council

From: Alexander Harras, Regional Clerk

**Subject: Housekeeping Amendments to Procedural By-law
2024-032**

Appendix F of the Region's Procedural By-law contains the Durham Region Standing Committee Terms of Reference.

Amendments are required to the Terms of References as a result of the Legal Division becoming the Legal Services Department effective June 1, 2025 (Report #2025-INFO-042); and as a result of portfolios previously under the Office of the Chief Administrative Officer being transferred to the Community Growth and Economic Development Department effective July 2, 2025.

Additionally, Appendix A of the Region's Procedural By-law contains the Closed Meeting Protocol which requires an amendment to replace reference to the "Director of Legal Services" with "Commissioner of Legal Services and Regional Solicitor".

Accordingly, Council is being requested to approve an Amending By-law, generally in the form as included in this memorandum, to amend Appendices A and F of the Procedural By-law to reflect the recent changes in corporate structure.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'A. Harras', written in a cursive style.

Alexander Harras
Regional Clerk

Attachment

- Attachment #1: Draft Amending Procedural By-law

By-law Number 2025-xxx
of The Regional Municipality of Durham

Being a by-law to Amend By-law 2024-032 (Procedural By-law) to govern the proceedings of council and its committees, the conduct of its members, and the calling of meetings.

Whereas the Legal Division became the Legal Services Department effective June 1, 2025;

And Whereas various portfolios previously under the mandate of the Office of the Chief Administrative Officer have been moved to the Community Growth and Economic Development Department effective July 2, 2025;

Now therefore, the Council of The Regional Municipality of Durham hereby enacts as follows:

1. That the Procedural By-law be amended in Appendix F, Durham Region Standing Committee Terms of Reference, Schedule 1 - Finance & Administration Committee, in Part 1. a) after the words "Corporate Services Department" by adding "Legal Services Department" and in Part 1. c) by replacing "Legal Services" with "Legal matters"; and
2. That the Procedural By-law be amended in Appendix F, Durham Region Standing Committee Terms of Reference, Schedule 3 – Community Growth & Economic Development Committee, in Part 1. c) by replacing the existing bulleted list with the following list:
 - Appointments to or resignations from applicable Advisory Committees;
 - Development and implementation of the Regional Strategic Plan;
 - Environmental sustainability;
 - Indigenous relations;
 - Implementation of the Regional Official Plan by the Area Municipalities;
 - Integrated Growth management and land use policy matters;
 - Coordination of street naming in the Region;

- Transportation policy and projects under the Region's Transportation Master Plan;
 - Various policy considerations (e.g., nuclear sector, public art and placemaking);
 - Marketing and Tourism;
 - Attracting new investment; and
 - Agricultural and rural programming.
3. Further, that the Procedural By-law be amended in Appendix A, Closed Meeting Protocol, to replace reference to the “Director of Legal Services” with “Commissioner of Legal Services and Regional Solicitor”.

This By-law Read and Passed on the xx day of xxxxx, 2025.

J. Henry, Regional Chair and CEO

A. Harras, Regional Clerk