

Report

Date April 17, 2024 File:
Subject Council and Committee Procedures Bylaw No. 3945 for first three readings

PURPOSE

To introduce Council and Committee Procedures Bylaw No. 3945, which proposes to replace Council Procedures Bylaw No. 3602 and update various procedures, generally to:

- (1) Restructure bylaw so that it flows better;
- (2) Allow Council to temporarily suspend procedures that are not governed by statutory provisions;
- (3) Cancel regular meetings that fall within specific dates;
- (4) Change the time in-camera session begins;
- (5) Allow the Mayor and Corporate Officer to change the order of business on an agenda prior to publishing;
- (6) Establish procedures for petitions and presentations;
- (7) Update the procedures regarding delegations;
- (8) Update the procedures regarding electronic (and hybrid) meetings and electronic participation;
- (9) Add statutory hearings and reconsideration by Council to the public hearing agenda;
- (10) Update the procedures regarding a Councillor requesting a matter be reconsidered;
- (11) Move procedures regarding Public Input and Question Period out of the policy (into bylaw); and,
- (12) Add cross-references to other bylaws and policies for transparency.

BACKGROUND

On April 9, 2024, the Committee of the Whole was presented with the draft Council and Committee Procedures Bylaw, which incorporated the changes directed by Council through the survey that was sent out in August and the workshop that was held on December 19, 2023, requesting feedback on whether any changes were needed to the bylaw prior to presenting it to Council for consideration of first, second, and third readings ([April 9, COW Agenda](#)).

The Committee of the Whole adopted the following motions to provide direction to staff on changes requested by Council:

THAT the Committee of the Whole direct staff to amend Council and Committee Procedures Bylaw No. 3945, 2024, as follows:

- (1) Section 7.22 to limit the speaking time to ask a question to 30 seconds per speaker.
- (2) Section 7.23 to limit question period to 15 minutes total for all speakers.
- (3) Section 6.8 to add the words "and important announcements" after the words 'recent activities'.
- (4) Section 8.27 to change the 2/3 vote to a majority vote.
- (5) Section 6.11 to change the order of business in agendas so that Public Input on Agenda Items follows the Mayor's Report.

CARRIED

IT WAS MOVED AND SECONDED:

THAT the Committee of the Whole refer Council and Committee Procedures Bylaw No. 3945, 2024, as amended on April 9, 2024, to the next regular Council meeting for consideration of the first three readings.

CARRIED

DISCUSSION

The following sections were updated in Council and Committee Procedures Bylaw No. 3945, 2024 (Attachment 1) based on the April 9 direction:

- (1) Section 6.8 [Mayor's Report] was amended to insert "and important announcements" after "recent activities";
- (2) Section 6.11 [Council Agenda] was amended to move "Public Input on Agenda Items" between "Mayor's Report" and "Presentations and Petitions";
- (3) Section 7.22 [Question Period] was amended to insert "and shall be allotted up to 30 seconds each to ask their question" to limit the speaking time for members of the public to ask questions; and,
- (4) Section 7.23 [Question Period] was replaced with "Question Period is limited to 15 minutes".

To assist Council when interpreting the new procedure bylaw, staff have prepared the following tools, which will be available in Sync:

- (1) An annotated version which provides explanations and examples throughout the bylaw;
- (2) A quick reference sheet that will be printed off and distributed to all members of Council to keep in their desks in Council Chambers for easy reference during the meeting; and,
- (3) A quick reference for motions to assist Council members in determining which motions may be used during meetings, which includes explanations of the motion's purpose and sample wording for each type.

OPTIONS

1. **(Recommended Option)** That Council give the bylaw first three readings as presented.

THAT Council give first, second and third readings to Council and Committee Procedures Bylaw No. 3945, 2024.

2. That Council make minor changes to the bylaw to better meet the needs of Council. The following motions must be adopted separately and cannot be moved as one motion.

- (1) THAT Council give first and second readings to Council and Committee Procedures Bylaw No. 3945, 2024.

- (2) THAT Council amend Council and Committee Procedures Bylaw No. 3945, 2024 by:
 - (a) [Council to identify the section to be amended, including what words are to be deleted, added, or stricken and inserted].

- (3) THAT Council give third reading as amended to Council and Committee Procedures Bylaw No. 3945, 2024.

IMPLICATIONS

If the bylaw receives three readings, a notice describing the proposed changes in the new bylaw in general terms will be published on social media (on or before April 19), in the local newspaper (on April 25), on the website, and on the noticeboard in accordance with section 124 of the *Community Charter*.

Amendments to the following bylaws and policies will be drafted (as described in the [April 9 staff report](#)) and presented on May 1 when Council considers adoption of Council and Committee

Procedures Bylaw No. 3945:

- **Business Licence Bylaw No. 3153** to delete (section 8) the procedures for reconsideration of the Business Licence Inspector's decision.
- **Delegation of Authority Bylaw No. 3814** to replace "regular meeting of Council" from sections 7 and 23 as the type of meeting where decisions are reconsidered with "public and statutory hearing meeting".
- **Public Hearing Procedures Policy** to remove the rules now included in the bylaw and include some additional supporting rules regarding the submission process, speaking at the hearing, and process after the hearing has closed or reconsideration has been completed.
- **Public Input and Meeting Conduct Policy** to remove the rules now included in the bylaw and add basic principles for engaging the public and additional supporting rules regarding the procedure for public comments.
- **Council Advisory Body Policy** to update the language in section 4.2 to clarify that there are no public input opportunities at a Committee meeting unless the member has been approved as a delegation at the Committee meeting.

Additional policies regarding agendas and minutes, electronic meetings, delegations, petitions, and electronic signatures will be presented at a later date.

RECOMMENDATION

THAT Council give first, second and third readings to Council and Committee Procedures Bylaw No. 3945, 2024

Report prepared by:



Michelle Martineau
Manager, Legislative Services

Report reviewed by:



Talitha Soldera
General Manager, Corporate Services

Approved to be forwarded to Council:



Ted Swabey
Chief Administrative Officer

Attachments: Council and Committee Procedures Bylaw No. 3945, 2024