

Report to Council



Date: May 06, 2019
File: 0600-10
To: City Manager
From: Deputy City Clerk
Subject: Council Procedures Bylaw Review

Recommendation:

THAT Council receive the report of the Deputy City Clerk, dated May 06, 2019, regarding a review of Council Procedures Bylaw No. 9200 for information;

AND THAT Council direct staff to prepare amendments to Council Procedures Bylaw 9200 for consideration at a future Regular PM meeting of Council.

Purpose:

To review the procedures found in Council Procedures Bylaw 9200.

Background:

The Council Procedures Bylaw was adopted by Council in 2005, and amended five times between 2005 and 2012. Recent amendments to the Bylaw included the ability for a member of Council to participate in a meeting electronically, increase time limits for recognized Neighbourhood Association presentations to Council at a Public Hearing, an agenda change to consider non-development bylaws immediately following the related report to Council, and an agenda order update to add previous draft minutes for confirmation at the beginning of each meeting.

The Procedures Bylaw is a requirement under the legislation to establish the general procedures to be followed by Council and Council committees in conducting their business. Although there are no limits to the matters that may be contained in the bylaw, Council must do the following by bylaw:

- Establish rules of procedure for both Council and Committee meetings;
- Provide for the taking of minutes of Council/Committee meetings;
- Provide for public notice of meetings, and establish the procedures for giving notice;
- Establish the procedure for designating a member to act in place of the Mayor;
- Establish the first regular Council meeting date following a general local election.

Council Procedures Review:

There are a number of areas in the procedures bylaw that have been identified for discussion with Council relating to legislative changes, a changing community with technology, culture and engagement, as well as best practices for meeting management. These include sections as noted below.

Part 2: Schedule and Notice of Council Meeting

- Schedule of meetings
 - 2.1 – inaugural meeting now held in November
- Notice of Regular Council Meetings and Public Hearing
 - 2.8 and 2.9 – review notice board posting location

Part 4: Public Attendance at Council Meetings

- Proceedings at Public Hearings
 - 4.11 – further clarify 'address' to be civic, street name, or jurisdiction

Part 5: Rules of Procedure at Council Meetings

- Agenda Preparation and Order of Proceedings
 - 5.4 – review order and items of meeting agendas
 - Clarify the practice of reading the full list of correspondence versus a summary

As well as the sections noted above, there are minor housekeeping amendments staff have been tracking as future amendments to the current bylaw (attached).

Next Steps:

Following Council discussion and direction, staff will prepare amendments to the Council Procedures Bylaw No.9200 for Council consideration at a future Regular PM Meeting.

Legal/Statutory Authority: *Community Charter s.124(1)*

Legal/Statutory Procedural Requirements: *Community Charter s.124(3)*

Existing Policy: Council Procedures Bylaw 9200

Considerations not applicable to this report:

Internal Circulation:

Budgetary Considerations:

Personnel Implications:

External Agency/Public Comments:

Communications Comments:

Alternate Recommendation:

Submitted by:

Karen Needham, Deputy City Clerk

Approved for inclusion:



Doug Gilchrist, City Manager

cc: