

Schedule A – Council Procedure Bylaw Amendments

No.	Section	Current Wording	Proposed Wording	Reason for Change
1.	Part 2 – Schedule and Notice of Council Meetings Schedule of Meetings – Section 2.4	Public hearings shall begin at 6:00 p.m. on Tuesday evening, unless Council passes a resolution to change the time of a particular hearing, and Regular Tuesday evening Council meetings shall begin after the conclusion of the public hearing or if there is no public hearing, at 6:00 p.m.	Public hearings shall begin at 6:00 p.m. on Tuesday evening, unless <u>the agenda volume requires a start time of 4:00 p.m. or</u> Council passes a resolution to change the time of a particular hearing. Regular Tuesday evening Council meetings shall begin after the conclusion of the public hearing or, if there is no public hearing, <u>at 6:00 p.m. in the manner provided for public hearings. The City Clerk will set hearing and meeting start times in accordance with this bylaw.</u>	Provides option to start public hearings and Tuesday regular meetings as early as 4 p.m. to account for scheduling format, hybrid procedures, and occasional large agenda volumes.
2.	Part 2 – Schedule and Notice of Council Meetings Electronic Meetings – Section 2.6	<p>Provided the conditions set out in the Community Charter are met;</p> <ul style="list-style-type: none"> • A special council meeting may, upon authorization of the Mayor, be conducted by means of electronic or other communication facilities. • A member of Council who is unable to attend at a council meeting, may, upon authorization of the Mayor, participate in the meeting by means of electronic or other communication facilities. • The member presiding at a council meeting must not participate electronically. 	<p>Provided the conditions set out in the Community Charter are met;</p> <ul style="list-style-type: none"> • A special council meeting may, upon authorization of the Mayor <u>or during a state of local, provincial, or national emergency</u>, be conducted by means of electronic or other communication facilities. • <u>A regular Council meeting may, upon authorization of the Mayor or during a state of local, provincial, or national emergency, be conducted by means of electronic or other communication facilities.</u> • A member of Council who is unable to attend at a council meeting, may, upon <u>authorization of the Mayor</u>, participate in the meeting by means of electronic or other communication facilities. • The member presiding at a council meeting must not participate electronically <u>unless the meeting is</u> 	Expands options for electronic meetings and allows for electronic participation without Mayor authorization.

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			<u>conducted by means of electronic or other communication facilities.</u>	
3.	Part 2 – Schedule and Notice of Council Meetings Location of Council Meetings and Public Hearings – Section 2.7	All Council meetings and public hearings shall take place within City Hall unless Council passes a resolution to hold a particular meeting elsewhere.	All Council meetings and public hearings shall take place within City Hall unless Council passes a resolution to hold a particular meeting elsewhere <u>or the meeting is conducted by means of electronic or other communication facilities.</u> (a) <u>For meetings that are conducted by means of electronic or other communication facilities, the City Clerk will designate a location for the public to hear, or watch and hear, the meeting proceedings. A designated municipal officer must be in attendance at that location.</u>	Clarifies that electronic meetings do not need to be held at City Hall. Authorizes the City Clerk to designate a location for the public to watch an electronic meeting in accordance with Community Charter requirements.
4.	Part 2 – Schedule and Notice of Council Meetings Notice of Special Council Meetings – Section 2.11	At least 24 hours before a special Council meeting the City Clerk must give notice of the meeting, including the time, place, and date, and a general description of the purpose of the meeting, in the same manner as provided for agendas in section 2.8 of this bylaw.	At least 24 hours before a special Council meeting the City Clerk must give notice of the meeting, including the time, place, and date, and a general description of the purpose of the meeting, in the same manner as provided for agendas in section 2.8 <u>2.9</u> of this bylaw.	Corrects section reference.
5.	Part 2 – Schedule and Notice of Council Meetings Notice of Electronic Meetings – Section 2.14	n/a	<u>Notice of Electronic Meetings</u> <u>2.14 For a meeting conducted by means of electronic or other communication facilities, the City Clerk must give notice, in the same manner as provided for agendas in section 2.9 of this bylaw for a regular Council meeting or in the same manner as provided for agendas in sections 2.11 through 2.13 of this bylaw for a special Council meeting, of:</u> (a) <u>the meeting agenda, including confirmation of the time and date;</u> (b) <u>the way in which the meeting is to be conducted; and</u>	Introduces notice requirements for electronic meetings, including notice of the place where the public can watch meeting proceedings.

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			(c) <u>the place where the public may attend to hear, or watch and hear, the proceedings.</u>	
6.	Part 4 – Public Attendance at Council Meetings Proceedings at Public Hearings	n/a	<u>4.19 Owners, applicants, and members of the public may participate in the public hearing by means of electronic or other communication facilities.</u>	Allows members of the public to participate electronically in public hearings.
7.	Part 4 – Public Attendance at Council Meetings	n/a	Electronic Participation <u>4.20 Persons who are authorized to present at a Council meeting and who are unable to attend at City Hall may participate in the meeting by means of electronic or other communication facilities.</u>	Allows members of the public who are authorized to present to Council to participate electronically if unable to attend in person.
8.	Part 5 – Rules of Procedure at Council Meetings Agenda Preparation and Order of Proceedings – Section 5.4	(c) Tuesday Regular Meeting (following Public Hearing, if applicable) <ul style="list-style-type: none"> • Call to order • Reaffirmation of Oath of Office • Confirmation of minutes • Bylaws considered at public hearing • Liquor license application reports <ul style="list-style-type: none"> ○ Summary of correspondence received (number and type) • Development permit, development variance permit and Provincial Referral Reports <ul style="list-style-type: none"> ○ Summary of correspondence received (number and type) • Reports • Resolutions • Reminders • Termination 	(c) Tuesday Regular Meeting (following Public Hearing, if applicable) <ul style="list-style-type: none"> • Call to order • Reaffirmation of Oath of Office • Confirmation of minutes • Bylaws considered at public hearing • Liquor license application reports <ul style="list-style-type: none"> ○ Summary of correspondence received (number and type) • Development permit, development variance permit, <u>heritage alteration permit</u> and Provincial Referral Reports <ul style="list-style-type: none"> ○ Summary of correspondence received (number and type) • Reports • Resolutions • Reminders • Termination 	Moves bylaw consideration to immediately after each public hearing. Reflects practice regarding summary of correspondence.

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9.	Part 5 – Rules of Procedure at Council Meetings Agenda Preparation and Order of Proceedings – Section 5.4	(d) Public Hearing <ul style="list-style-type: none"> • Call to order • Territorial Acknowledgement • Staff presentation • Summarizing the number and type of correspondence received (number in support, number in opposition) in relation to the item being heard • Presentation by owner or applicant • Call for any person to speak in relation to the item being heard • Owner or Applicant to respond to concerns raised by speakers or Council • Termination 	(d) Public Hearing <u>and Regular Meeting</u> <ul style="list-style-type: none"> • Call to order <u>public hearing</u> • Territorial <u>Acknowledgement</u> • Staff presentation • Summarizing the number and type of correspondence received (number in support, number in opposition) in relation to the item being heard • Presentation by owner or applicant • Call for any person to speak in relation to the item being heard • Owner or Applicant to respond to concerns raised by speakers or Council • Termination of <u>public hearing</u> • <u>Call to order regular meeting</u> • <u>Bylaws considered at public hearing</u> • <u>Termination of regular meeting</u> 	Moves bylaw consideration to a regular meeting portion immediately after each public hearing item. Reflects Council direction and practice regarding summary of correspondence.
10.	Part 5 – Rules of Procedure at Council Meetings Voting at Meetings – Section 5.12	Voting shall be by show of hands or by electronic vote, if facilities are so provided, and a member of Council shall not cross or leave the room, make a noise or other disturbance, or interrupt the voting procedure except to raise a point of order.	Voting shall be by show of hands or by electronic vote, if facilities are so provided, and a member of Council shall not cross or leave the room, make a noise or other disturbance, or interrupt the voting procedure except to raise a point of order. <u>A member of Council participating by means of electronic or other communication facilities shall vote by show of hand with video facilities, by electronic vote, if facilities are so provided, or verbally with audio facilities.</u>	Clarifies voting procedures for electronic participation.
11.	Part 9 – Council Committees	n/a	<u>Electronic Committee Meetings</u> <u>9.26 Committee meetings may be conducted by means of electronic or other communication facilities and committee members may participate by means of electronic or other communication facilities in accordance with sections 2.6, 4.20, and 5.12 of this bylaw.</u>	Applies electronic meeting and participation provisions to committee meetings.

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			<p>9.27 <u>For a meeting conducted by means of electronic or other communication facilities, public notice will be given in the same manner as provided for agendas in section 9.13 of this bylaw of:</u></p> <ul style="list-style-type: none"> (a) <u>the meeting time and date; and</u> (b) <u>the way in which the meeting is to be conducted.</u> 	