

# Report to Council



**Date:** December 5, 2022  
**To:** Council  
**From:** City Manager  
**Subject:** Council Procedure Bylaw 9200  
**Department:** Office of the City Clerk

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## **Recommendation:**

THAT Council receives, for information, the report from Office of the City Clerk dated October 5, 2022 regarding Council Procedure Bylaw 9200.

## **Purpose:**

To provide an overview of Council Procedure Bylaw 9200 and identify sections for amendment

## **Background:**

A council procedure bylaw established the general procedures to be followed by council and council committees in conducting their business. Council Procedure Bylaw 9200 was adopted in 2004, following the Community Charter legislation coming into force, and has been amended seven times since it was adopted.

## **Discussion:**

A "best practice" is for a newly-elected Council to review their Council Procedure Bylaw early in their Council term. During Council orientation, Council members raised questions or concerns with some of the meeting practices addressed in Council Procedure Bylaw 9200. Specific areas of discussion included:

- Timing of Council and Public Hearing agendas being made available to Council and the public.
  - Recommendation: Monday agenda availability be advanced to Wednesday and public hearing agendas be advanced by one week
- Delegations and public participation during Council meetings.
  - Recommendation: Staff prepare a discussion paper on options for Council to consider prior to making any specific amendments
- Public Hearing start and end times
  - Recommendation: Tuesday meetings start at 3 pm and end by 9 pm
- Potential duplication of having both "Issues Arising" and "Councillor Items" on Monday meeting agendas
  - Recommendation: Continue with "Councillor Items" only

- Focus on business before Council
  - Recommendation: Add language to Bylaw to ensure Council members discuss and debate the topic at hand

### **Council Policy**

Electronic Council Meetings – Council Policy No. 337 was adopted in 2021 after changes in provincial legislation provided Council an option to have electronic meetings and electronic participation. The Policy establishes policy guidelines for Council and Council committee member electronic participation and no amendments are recommended.

### **Conclusion:**

The Council Procedure Bylaw 9200 Workshop is an opportunity for Council to look at how Council meetings are conducted and propose amendments to the Bylaw.

### **Internal Circulation:**

City Manager

### **Considerations applicable to this report:**

#### ***Legal/Statutory Authority:***

*Community Charter* section 124 requires a council to have a procedure bylaw.

#### ***Legal/Statutory Procedural Requirements:***

Public notice must be provided prior to Council amending a Council Procedure Bylaw.

#### ***Existing Policy:***

Electronic Council Meetings – Council Policy No. 337

### **Considerations not applicable to this report:**

#### ***Financial/Budgetary Considerations:***

#### ***External Agency/Public Comments:***

#### ***Communications Comments:***

Submitted by:

Stephen Fleming

City Clerk