

Report to Council



Date: January 23, 2023
To: Council
From: City Manager
Subject: Amendments to Council Procedure Bylaw
Department: Office of the City Clerk

Recommendation:

THAT Council receives, for information, the report from the Office of the City Clerk dated January 23, 2023, regarding amendments to Council Procedure Bylaw;

AND THAT Bylaw No. 12476 being Amendment No. 8 to Council Procedure Bylaw No. 9200 be forwarded for reading consideration.

Purpose:

To amend Council Procedure Bylaw No. 9200 with updated Council meeting practices.

Background:

The Council Procedure Bylaw establishes the general procedures for Council and Council committees to follow in conducting their business. Council Procedure Bylaw No. 9200 was adopted in 2004 and has been amended seven times since it was adopted.

Discussion:

On [December 5, 2022](#), Council considered changes to Council Procedure Bylaw No. 9200. Specific sections were identified for amendment, and the following recommendations are included in the amendments:

- Start Tuesday meetings at 4 pm, with the possibility to start at 3 pm to accommodate more agenda items
- Combine Tuesday regular meetings and public hearings proceedings
- Conclude Council meeting or public hearing at 8 pm with escalating voting requirements to extend meetings past 8 pm, 8:30 pm, and 9 pm
- Increase publication of regular Council meeting agenda from forty-eight hours to seventy-two hours, to publish Monday Council agendas on the Wednesday before the meeting
- Remove "Issues arising" from Monday morning agenda, to be captured under Mayor and Councillor items in the afternoon agenda
- Enhance conduct and debate around motions and agenda items

- Miscellaneous amendments to clarify wording

The attached Schedule A outlines the bylaw changes. Public notice will be given following third reading of the bylaw.

Conclusion:

These amendments to Council Procedure Bylaw are an opportunity for Council to improve and clarify meeting practices. A subsequent report related to this Bylaw will discuss options for Council to hear from public delegations.

Considerations applicable to this report:

Legal/Statutory Authority:

Community Charter section 124(1) requires Council to have a procedure bylaw.

Legal/Statutory Procedural Requirements:

Community Charter section 124(3) requires public notice to be provided prior to Council adopting an amendment to a Council Procedure Bylaw.

Considerations not applicable to this report:

Financial/Budgetary Considerations:

External Agency/Public Comments:

Communications Comments:

Submitted by:

P. Selzer, Legislative Technician

Approved for inclusion: S. Fleming, City Clerk

Attachments:

Schedule A – Council Procedure Bylaw Amendments