

## Schedule A – Council Procedure Bylaw Amendments

No.	Section	Current Wording	Proposed Wording	Reason for Change
1.	PART 2 – Schedule and notice of Council meetings 2.4 Schedule of Meetings	<del>Public hearings shall begin at 6:00 p.m. on Tuesday evening, unless the agenda volume requires a start time of 4:00 p.m. or 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, in the manner provided for public hearings. The City Clerk will set hearing and meeting start times in accordance with this bylaw.</del>	<u>Tuesday meetings shall begin at 4:00 p.m. on Tuesday evening, unless the agenda volume requires a start time of 3:00 p.m. or Council passes a resolution to change the time of a particular meeting.</u> The City Clerk will set meeting start times in accordance with this bylaw.	Starting Tuesday meetings earlier aligns with the change for meetings to not continue past 8:00 p.m. without a resolution of Council.
2.	PART 2 – Schedule and notice of Council meetings 2.9 Notice of Regular Council Meetings and Public Meetings	At least <del>forty-eight (48)</del> hours before a regular Council meeting <del>or public hearing</del> the City Clerk must give notice of the meeting <del>or hearing</del> agenda, including confirmation of the time, place, and date, by: <del>(b)</del> posting the agenda on the Notice Board at City Hall; <del>(c)</del> leaving copies of the agenda at a public counter at City Hall for distribution to members of the public as requested; <del>(d)</del> providing a paper or electronic copy to each member of Council and <del>(e)</del> posting agendas on the City's internet website.	At least <u>seventy-two (72)</u> hours before a regular Council meeting the City Clerk must give notice of the meeting agenda, including confirmation of the time, place, and date, by: <u>(a)</u> posting the agenda on the Notice Board at City Hall; <u>(b)</u> leaving copies of the agenda at a public counter at City Hall for distribution to members of the public as requested; <u>(c)</u> providing a paper or electronic copy to each member of Council and <u>(d)</u> posting agendas on the City's internet website.	Agendas posted twenty-four (24) hours earlier provides Council and the public more time to review the agenda package.
3.	Part 4 – Public Attendance at Council meetings Proceedings at Public Hearing	Proceedings at <del>Public Hearing</del>	Proceedings at <u>Tuesday Regular Meetings</u>	Tuesday meetings now have one agenda combining both public hearing and regular meeting items. This change reflects the appropriate language in the bylaw.

4.	Part 4 – Public Attendance at Council meetings Proceedings at a Regular Meeting (morning)	<p><del>Proceedings at a Regular Meeting (Morning)</del></p> <p><del>4.7 Written correspondence addressed to Council which is related to a special community request, may be placed on the agenda under 'Issues Arising from Correspondence &amp; Community Concerns' following the request of a member of Council.</del></p> <p><del>(a) Written correspondence addressed to Council which relates to matters that all within the scope of responsibility of a particular City department will be referred directly to the Director of that department by the City Manager.</del></p>	Delete in its entirety	Issues arising from correspondence and community concerns may be raised under Mayor and Councillor Items on the Monday afternoon agenda. This change removes the potential duplication of similar standing agenda items in the morning and afternoon.
5.	PART 4 – Public attendance at Council meetings 4.12 Proceedings at Public Hearing	The City Clerk shall make available to each member of Council before <del>the public hearing</del> a copy of any correspondence pertaining to the subject of <del>the public hearing</del> that has been received after the date of required statutory notification of the public hearing. All correspondence or information received prior to that date shall be available through the Planning and Development Services Division.	The City Clerk shall make available to each member of Council before <u>a Tuesday regular meeting</u> a copy of any correspondence pertaining to the subject of <u>a Tuesday regular meeting</u> that has been received after the date of required statutory notification of the meeting. All correspondence or information received prior to that date shall be available through the Planning and Development Services Division.	Tuesday meetings combine both public hearing and regular meeting items. This change reflects the appropriate language in the bylaw.
6.	PART 4 – Public attendance at Council meetings 4.13 Proceedings at Public Hearing	The Mayor or presiding member shall only entertain submissions that are <del>germane</del> to the purpose of the proposed bylaw under discussion.	The Mayor or presiding member shall only entertain submissions that are <u>relevant</u> to the <u>subject</u> bylaw under discussion.	Change wording to reflect plain language.

	PART 5 – Rules of Procedure at Council meetings 5.2 Agenda Preparation and Order of Proceedings	All items or reports for the agenda of a meeting of Council, other than a special Council meeting, must be delivered to the City Clerk prior to 12:00 pm (noon) on the Wednesday preceding a Monday meeting. Any item not delivered complete and in an agenda-ready format by that deadline shall be held to the next meeting of Council, unless approved as a late item by the City Manager.	<u>The City Manager and City Clerk are authorized to establish timelines for agenda items or reports of a meeting of Council to be delivered to the City Clerk.</u> Any item not delivered complete and in an agenda-ready format by that deadline shall be held to the next meeting of Council, unless approved as a late item by the City Manager.	Authorizes the City Manager and City Clerk to manage administrative procedures to ensure Council agendas are prepared in a timely manner.
7.	PART 5 – Rules of procedure at Council meetings 5.4(a) Agenda preparation and order of proceedings	Monday Regular Meeting (morning) <ul style="list-style-type: none"> <li>• Call to Order</li> <li>• Confirmation of Minutes</li> <li>• Reports</li> <li>• Resolution closing meeting to the public pursuant to the Community Charter</li> <li>• Closed session <ul style="list-style-type: none"> <li>o Convene Closed Session</li> <li>o Confirmation of Minutes</li> <li>o Reports</li> <li>o Issues Arising from Correspondence &amp; Community Concerns</li> </ul> </li> <li>• Reconvene to Open Session</li> <li>• <del>Issues Arising from Correspondence &amp; Community Concerns</del></li> <li>• Termination</li> </ul>	Monday Regular Meeting (morning) <ul style="list-style-type: none"> <li>• Call to Order</li> <li>• Confirmation of Minutes</li> <li>• Reports</li> <li>• Resolution closing meeting to the public pursuant to the Community Charter</li> <li>• Closed session <ul style="list-style-type: none"> <li>o Convene Closed Session</li> <li>o Confirmation of Minutes</li> <li>o Reports</li> <li>o Issues Arising from Correspondence &amp; Community Concerns</li> </ul> </li> <li>• Reconvene to Open Session</li> <li>• Termination</li> </ul>	Issues arising from correspondence & community concerns will be raised in the afternoon under Mayor and Councillor items. Removes duplication in the morning.
8.	PART 5 – Rules of procedure at Council meetings 5.4(c)(d) Agenda preparation and order of proceedings	<del>(c) Tuesday Regular Meeting (following Public Hearing, if applicable)</del> <ul style="list-style-type: none"> <li>• <del>Call to order</del></li> <li>• <del>Reaffirmation of Oath of Office</del></li> <li>• <del>Confirmation of minutes</del></li> <li>• <del>Bylaws considered at public hearing</del></li> <li>• <del>Liquor license application reports</del></li> <li>• <del>Summary of correspondence received (number and type)</del></li> </ul>	<u>(c) Tuesday Regular Meeting</u> <ul style="list-style-type: none"> <li>• <u>Call to Order</u></li> <li>• <u>Territorial Acknowledgement</u></li> <li>• <u>Reaffirmation of Oath of Office</u></li> <li>• <u>Confirmation of Minutes</u></li> <li>• <u>Call to Order Public Hearing</u></li> <li>• <u>Individual Bylaw submissions</u> <ul style="list-style-type: none"> <li>o <u>Staff presentation</u></li> <li>o <u>Presentation by owner or applicant</u></li> </ul> </li> </ul>	Combining Tuesday regular meetings and public hearings allows Council to debate and vote on bylaws immediately after the public hearing.

		<ul style="list-style-type: none"> <li>• Development permit, development variance permit and Provincial Referral Reports</li> <li>o Summary of correspondence received (number and type)</li> <li>• Reports</li> <li>• Resolutions</li> <li>• Reminders</li> <li>• Termination</li> </ul> <p>(d) Public Hearing and Regular Hearing</p> <ul style="list-style-type: none"> <li>• Call to Order public hearing</li> <li>• Territorial Acknowledgement</li> <li>• Staff presentation</li> <li>• Presentation by owner or applicant</li> <li>• Call for any person to speak in relation to the item being heard</li> <li>• Owner or Applicant to respond to concerns raised by speakers or Council</li> <li>• Termination of Public Hearing</li> </ul>	<ul style="list-style-type: none"> <li>o <u>Call for any person to speak in relation to the item being heard</u></li> <li>o <u>Owner or Applicant to respond to concerns raised by public</u></li> <li>o <u>Questions of staff by members of Council</u></li> <li>• <u>Termination</u></li> <li>• <u>Call to Order Regular Meeting</u></li> <li>• <u>Bylaws Considered at Public Hearing</u></li> <li>• <u>Individual Bylaw Submissions through Bylaws Considered at Public Hearing to be repeated for each bylaw submission</u></li> <li>• <u>Liquor License Application Reports</u></li> <li>• <u>Development Permit and Development Variance Permit Application Reports</u></li> <li>• <u>Heritage Alteration Permit Application Reports</u></li> <li>• <u>Termination</u></li> </ul>	
9.	PART 5 – Rules of procedure at Council meetings 5.4 Agenda preparation and order of proceedings	No Council meeting or public hearing may start or continue past <del>11:00 p.m.</del> unless Council passes a resolution to start or continue that meeting past that time-	(f) No Council meeting or public hearing may start or continue past <u>8:00 p.m.</u> unless Council passes a resolution to start or continue that meeting past that time <u>as follows:</u> <ul style="list-style-type: none"> <li>(i) <u>8:00 p.m. with an affirmative vote of a majority of Council members present;</u></li> <li>(ii) <u>8:30 p.m. with an affirmative vote of two thirds of Council members present; and</u></li> <li>(iii) <u>9:00 p.m. with an affirmative vote of all Council members present.</u></li> </ul>	Earlier end times and a progressively higher test for continuation allows Council to make clear decisions and provides clear meeting time expectation to the public.
10.	PART 5 - Rules of procedure at Council meetings	A member shall speak at a Council meeting only after being recognized by the presiding member, except to raise a point of order.	A member shall speak at a Council meeting only after being recognized by the presiding member and <u>only to the</u>	Clarifies that discussion is to be limited to the specific agenda item under consideration.

	5.19 Conduct and Debate at Meetings		<u>item at business on the agenda</u> , except to raise a point of order. <u>In speaking to any motion or amendment, members will limit their remarks to such motion or amendment, and will not introduce unrelated matters.</u>	
11.	PART 5 - Rules of procedure at Council meetings 5.38 Privilege	For the purposes of section 5.38, a matter of privilege listed in section 5.37 has precedence over those matters listed after it.	For the purposes of section 5.37, a matter of privilege listed in section 5.36 has precedence over those matters listed after it.	Corrects reference to other sections.
12.	PART 8 – Resolutions 8.2 Form of Proposed Resolutions	A resolution must be printed <del>and have a distinguishing number.</del>	A resolution must be printed.	Resolution numbers are no longer required with electronic agendas and minutes.