



Corporate Report

NO: C001

COUNCIL DATE: March 22, 2004

COUNCIL-IN-COMMITTEE

TO: Mayor & Council DATE: March 8, 2004
FROM: City Clerk FILE: 0550-00
SUBJECT: New Council Procedure Bylaw

RECOMMENDATION

That Council instruct the City Clerk to make any requested amendments, and bring forward the amended "Council Procedure Bylaw, 2004, No. 15300" for three readings at the next Regular Council meeting.

BACKGROUND

The *Community Charter* requires Council to amend its bylaw to incorporate the following:

- Establish the places for posting public notices.
- Provide for the taking of minutes of Council meetings and Council committee meetings, including requiring certification of those minutes.
- Establish the procedure for designating a Councillor to act in the place of the Mayor.
- Establish the first Regular Council meeting date as a day in the first 10 days of December following a general local election.

The draft Procedure Bylaw was circulated to all members of Council on March 4, 2004. Some refinements have been made to the draft Procedure Bylaw. Subsection (6) has been added to Sections 43 and 44 to provide for bringing back adopted and defeated motions that have been considered more than twice.

DISCUSSION

In addition to incorporating *Community Charter* requirements, the bylaw has been reformatted to make the bylaw user friendly.

A summary of the changes include:

Council Meeting Schedule

Under the *Local Government Act*, Council was required to give notice by posting agendas in advance of every Council meeting. The *Community Charter* requires that a schedule of Regular Council meetings be made available to the public, and that notice (advertising for 2 consecutive weeks) must be given in advance.

Types of Council Meetings

Inaugural Meeting. This is a new requirement under the *Community Charter*. Council may select the Inaugural Meeting as a day in the first 10 days of December following a general local election. The bylaw has been drafted citing the first Monday in December, as has been past practice.

Council Meetings. Revised to state the minimum number of meetings required each month, rather than a specified number of meetings contained in the existing procedure bylaw.

Council Meeting Agendas

Revised to have the agenda for Council meetings to be prepared in consultation with the Mayor and Manager, rather than list each agenda heading/category as contained in the existing procedure bylaw.

Acting Mayor

The Community Charter requires Council to appoint an Acting Mayor and requires that the method of appointing an Acting Mayor be described in Council's procedure bylaw. The section for Acting Mayor has been drafted using the current practice of appointing Acting Mayors.

Council and Committee Minutes

The requirements under the *Community Charter* are similar to the previous requirement under the *Local Government Act*. This section has been expanded to include the type of content required for Council and Committee meeting minutes.

Rules of Debate

The content of this section is similar to the existing procedure bylaw; however, there has been significant reformatting and reorganization of this section.

Voting on Motions

The content of this section is similar to the existing procedure bylaw. The section has been reformatted and reworded.

Mayor may bring back for Reconsideration

This section has been reworded to cite the requirements of the *Community Charter*.

Bringing Back Adopted Motions

This section has been amended to allow Council to reconsider/rescind a motion at the same meeting or the next meeting of Council. The existing procedure bylaw only permits Council to reconsider a motion at the same meeting, and any reconsideration at a subsequent meeting requires Council to give notice of reconsideration/rescissions.

Bringing Back Defeated Motions

This section has been amended to also allow for reconsideration/rescissions at the same meeting or the next meeting of Council.

Recesses and Adjournment

This section has been revised to provide for the Mayor to call for a recess.

Delegations

Reformatted, but no content change.

Bylaw Procedures

Reformatted, no content change.

Committees

Reformatted.

Business License Committee Hearing Procedures

No Change.

Deletions

Reasons to hold a meeting in closed has been deleted from the bylaw, as the information is specific in the **Community Charter**.

Conflict of Interest requirements have been deleted from the bylaw, as the information is specific within the **Community Charter**.

CONCLUSION

“Council Procedure Bylaw, 2004, No. 15300” has been rewritten to incorporate all *Community Charter* requirements, and to give flexibility to Council in conducting its business.

After receiving input from Council, any requested amendments will be made to the bylaw, and it will be brought forward to the April 5 Regular Council meeting for three readings.

City Clerk

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