



STAFF REPORT

Title: Bylaw No. 653-BD-19 - Procedure Bylaw

Meeting Date: October 22, 2019

Executive Summary:

Bylaw No. 308-BD-07, Procedural Bylaw was passed by Council on October 23, 2007, with minor amendments being subsequently passed by Council on November 12, 2008 (Amending Bylaw No. 344-BD-08), and December 14, 2010 (Amending Bylaw No. 383-BD-10).

At the October 15, 2019 Corporate Priorities Meeting, Council requested Administration revise draft Bylaw No. 653-BD-19, Procedure Bylaw and present the revised bylaw at the next Regular Meeting of Council for first reading.

Background:

At the **September 17, 2019 Corporate Priorities meeting**, Council discussed the areas they would like to see revised of the City's procedural bylaw after considering multiple similar sized municipalities' procedural bylaws.

At the **October 15, 2019 Corporate Priorities meeting**, administration presented a new draft Bylaw No. 653-BD-19, Procedure Bylaw and research as to what other municipalities were doing in relation to electronic participation. Following discussion and feedback from Council, the following revisions were made to the proposed Bylaw No. 653-BD-19, Procedure Bylaw:

- Revision of section 6.1.4 to state that "All Council and Committee Meeting shall be adjourned by 9:30 p.m. unless a resolution to continue is passed by a **simple majority** of the Members present."
- Addition of section 7.20.4 to state that: "A meeting may be conducted by means of electronic or other communication facilities **if there is a secure means by which the meeting participant can join and participate in the meeting.**"
- Section 7.23 has been amended to state that: "Members participating in a meeting by electronic communication **may participate in any In Camera session provided that he or she swears or affirms an affidavit provided by Administration and satisfies all other procedural safeguards to ensure confidentiality.**"



- Section 7.24 has been added: “Members may participate through electronic communication a maximum of five (5) times total per year (from October 1st to October 1st) in any Meeting, Committee of the Whole Meeting, or Committee meeting.”
- Section 8.6 (the non-exhaustive list of debatable motions) has been removed. All motions, as described in Robert’s Rules of Order may be utilized by Council. Section 3.2 states that: “If a question relating to the procedure of Council is not answered by the Act or this Bylaw, the answer to the question is determined by referring to the most recent revision of Robert’s Rules of Order Newly Revised.”
- This Bylaw repeals Bylaw 308-BD-07 and all amendments.

Administration seeks Council’s consideration for first reading and feedback on Bylaw No. 653-BD-19, Procedure Bylaw.

Alternatives:

1. Council may give Bylaw No. 653-BD-19, Procedure Bylaw first reading, as presented.
2. Council may consider amendments to the Bylaw prior to second reading.
3. Council may request Bylaw No. 653-BD-19, Procedure Bylaw be brought back to a Corporate Priorities Meeting for further deliberation.

Recommended Action:

Administration recommends that Council give Bylaw No. 653-BD-19, being the Procedure Bylaw, first reading as presented.

Budget Implications (Yes or No):

No.

Submitted by:

Kevin Nagoya, Chief Administrative Officer