




Procedure Bylaw  
Communications Update  
Council Dashboard  
September 21, 2020




## Agenda Overview

1. Procedure Bylaw
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  2. Order of Proceedings and Business
  3. Petitions and Communications
  4. Consent Items
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  6. Question Period
  7. Other
2. Communications Update
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## Time and Location of Meetings

5.2 Regular Council meetings will:

- (a) be held in accordance with the schedule adopted by Council on or before December 31 of the preceding year;
- (b) begin:
  - (i) at 4:30 p.m. to proceed “In Camera”, if necessary, pursuant to section 90 of the *Community Charter*; and, (7272.01)
  - (ii) commence the open session of the meeting at 7:00 p.m.
- (c) be adjourned at 11:00 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with section 25.2.



## Order of Proceedings and Business

9.1 The agenda for all Regular Council meetings may contain the following matters in the order in which they are listed below:

- (a) Call to Order
- (b) Procedural Motion
- (c) Introduction of Late Items
- (d) Approval of the Agenda
- (e) Adoption of the Minutes
- (f) Mayor’s Report
- (g) Presentations
- (h) Consent Items
- (i) Delegations (unrelated to agenda items)
- (j) Reports
- (k) Bylaws (with no accompanying report)
- (l) Notice of Motion
- (m) Other Business
- (n) Question Period
- (o) Adjournment


## Petitions and Communications

- 12.1 A petition or a communication intended to be presented to Council will:
- (a) be legibly written, typed or printed;
  - (b) not be libelous, obscene, impertinent or improper;
  - (c) be dated;
  - (d) be signed by at least one person; and,
  - (e) include the name and civic address for each person who has signed the petition or communication.
- 12.2 The Corporate Officer may refer any communication addressed to Council which relates to a matter that falls within the scope of responsibility of a particular department directly to that department.
- 12.3 If such a matter is referred pursuant to section 12.2 the Corporate Officer will give a copy of communication to each Council Member and the appropriate staff member and will send an acknowledgement to the writer of the communication advising to whom the matter has been referred.
- 12.4 A person may appeal the referral of a communication pursuant to section 12.2 to the Chief Administrative Officer.
- 12.5 The Chief Administrative Officer shall make the final determination of an appeal made pursuant to section 12.4.

## Consent Items


- 14.1 The Corporate Officer may prepare a list of consent items which will include various items, and recommendations on how to address those items.
- 14.2 The following matters should not be included under consent items:
- (a) adoption of the financial plan;
  - (b) adoption of the annual municipal report; or,
  - (c) adoption of any strategic plans.





### Delegations Pertaining to Council Agenda Items

- 19.1 A Delegation requesting to appear before Council will submit a written request which includes an outline on the agenda matter of the request to the Corporate Officer by 11:00 a.m. the Friday prior to the Monday meeting.
- 19.9 A Delegation will be:
  - (a) restricted to the subject matter contained in the written request; and,
  - (b) limited to 5 minutes for the presentation unless a longer time period is permitted by a motion passed by a unanimous vote of all of the Council Members present.
- 19.10 Notwithstanding section 19.9, Delegations will be given 5 minutes total to make their presentation.
- 19.11 There shall be no limit to the number of delegations included on the Council Meeting Agenda for items that have been included on the Agenda.



### Delegations Unrelated to Agenda Items

- 19.12 Any Delegation requests that do not pertain to an item on the agenda shall be reviewed by the corporate officer and if appropriate placed on the next Council meeting agenda under the Delegations heading.
- 19.13 A maximum of four Delegations will be permitted regarding items not listed on a Council agenda. The order of Delegations will be the first four received, commencing 14 days prior to Delegation deadline.
- 19.14 Delegations regarding an item not on the Council agenda will be limited to 5 minutes for their presentation unless a longer time period is permitted by a motion passed by a majority vote of all of the Council Members present.
- 19.17 A Council Member will:
  - (a) limit their questions to a Delegation to seek clarification or additional details; and,
  - (b) not engage the Delegation in a debate or comment on the merits of the issue.



## Question Period

23.1 Questions will be addressed through the Mayor and Council members will respond with a 5 minute time limit.

23.2 The public will limit its questions strictly to matters considered by Council at that particular Council meeting;

- 23.3(1) If a member of the public:
- (a) speaks disrespectfully to or of any person;
  - (b) refuses to abide by the rules;
  - (c) fails to adhere to the time limits;
  - (d) does not ask a question; or,
  - (e) disregards the authority of the Chair to run meeting,

the Chair may ask the person to abide by the Chair's instructions.

## Question Period Continued...

(2) If the person fails to comply with the Chair pursuant to section 23.3(1), the Chair may direct the person to vacate the speaker's podium and return to the public seating area.

(3) If the person still fails to comply with the Chair's direction pursuant to section 23.3(1) or 23.3(2), then section 16.3 applies.

23.4 The Chair will determine, if necessary, if sufficient discussion has taken place and may close the question period based on that determination.



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Other

- Conduct and Debate
- Minutes
- Public Hearing and Public Hearing procedures
  - staff recommend changing from the 1<sup>st</sup> Thursday of the month to the 3<sup>rd</sup> Thursday of the month

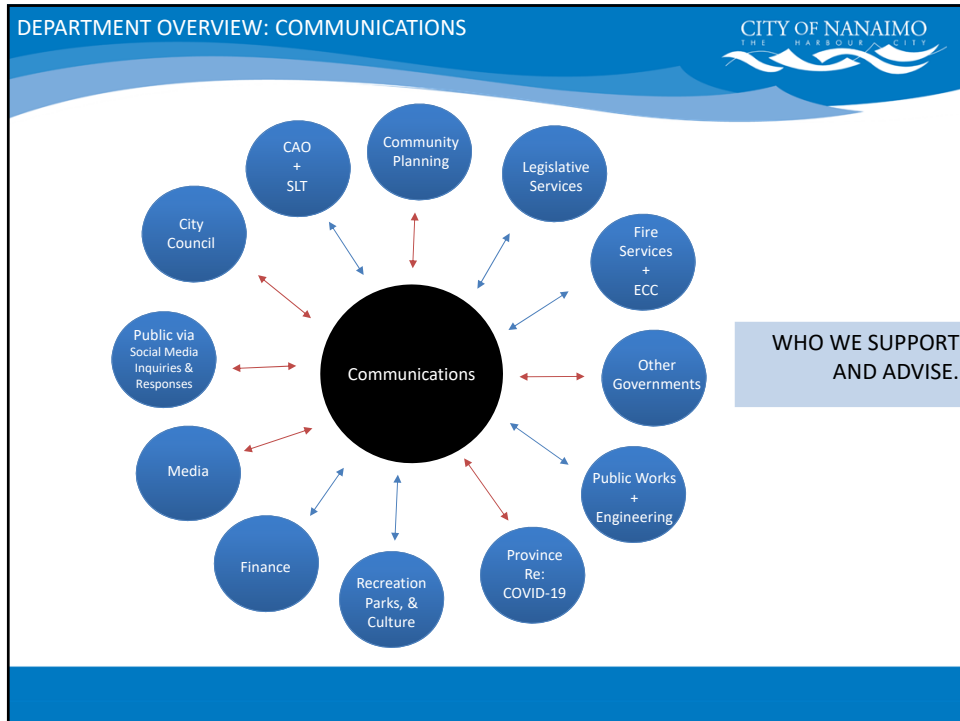
CITY OF NANAIMO  
THE HARBOUR CITY

DEPARTMENT OVERVIEW  
COMMUNICATIONS

Photo credit: Mike Thompson







DEPARTMENT OVERVIEW: COMMUNICATIONS
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THE HARBOUR CITY

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**CORONAVIRUS (COVID-19)**  
INFORMATIONAL PAGE

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To 2030 and beyond!

**Affordable & Supportive Housing**







## NEW COMMUNICATIONS INITIATIVES

## Council Voting Dashboard

**Council Voting Dashboard Capabilities and discussion....**

See Staff Report on September 21, 2020 Governance and Priorities Agenda.

