

DATE OF MEETING November 2, 2020

AUTHORED BY SKY SNELGROVE, STENO COORDINATOR & DEPUTY CORPORATE OFFICER

SUBJECT **PROPOSED COUNCIL PROCEDURE BYLAW AMENDMENTS**

OVERVIEW

Purpose of Report

To request that Council give three readings to “Council Procedure Bylaw Amendment Bylaw 2020 No. 7272.02”.

Recommendation

1. That “Council Procedure Bylaw Amendment Bylaw 2020 No. 7272.02” (To update processes regarding the public hearing date and streamlining the method to reorder the agenda) pass first reading.
2. That “Council Procedure Bylaw Amendment Bylaw 2020 No. 7272.02” pass second reading.
3. That “Council Procedure Bylaw Amendment Bylaw 2020 No. 7272.02” pass third reading.

BACKGROUND

As described in Section 124 of the *Community Charter*, Council must, by bylaw, establish the general procedures to be followed by Council and council committees in conducting their business.

At the September 21, 2020 Governance and Priorities Committee meeting, Staff brought forward “Council Procedure Bylaw 2018 No. 7272” for discussion. Committee discussion took place regarding the COVID-19 pandemic and changes to the structure of meetings to accommodate the State of Emergency Ministerial Orders, question period, delegation time limits and a variety of other items included in the bylaw. No motions were passed; however, Staff noted an amendment is required to change the date of public hearings in order to align the statutory advertising requirements with the newspaper’s new publication schedule.

In October 2019 a number of significant changes were made to “Council Procedure Bylaw 2018 No. 7272”. Since those amendments were passed, Staff have identified minor amendments to be made when the next set of amendments are to proceed to Council. An explanation of each amendment is noted below.

DISCUSSION

Proposed Changes and Rationale

1. Amend section 7.1(c) to include the word “place” for clarity and to complete the sentence.
2. Amend section 8.2 to include the proper deadline for Staff’s items to be included in the agenda. The deadline is Tuesday, two weeks prior to the meeting and the correct deadline needs to be reflected in the bylaw.
3. Amend section 9 to permit the Corporate Officer and Mayor to vary the order and proceedings of business and remove agenda headings that are not needed. This amendment removes the requirement for a motion to be passed by the majority of members prior to adjusting the order of business at the meeting. This was not discussed at the Governance and Priorities Committee meeting of September 21st, but later identified as a method to align with Council’s practice of reordering the agenda if the need arises.
4. Amend section 55.1 to change the public hearing date to the third Thursday of the month from the first Thursday. This change is to align with the new newspaper publication date.

When amending “Council Procedure Bylaw 2018 No. 7272” a notice of intention is required to be published in the local newspaper. If the bylaw receives three readings, Staff intend to proceed with publishing notice prior to bylaw adoption. Staff will bring forward the 2021 Council Key Date Calendar for approval, with the updated public hearing dates, once the bylaw is adopted.

OPTIONS

1.
 1. That “Council Procedure Bylaw Amendment Bylaw 2020 No. 7272.02” (To update processes regarding the public hearing date and streamlining the method to reorder the agenda) pass first reading.
 2. That “Council Procedure Bylaw Amendment Bylaw 2020 No. 7272.02” pass second reading.
 3. That “Council Procedure Bylaw Amendment Bylaw 2020 No. 7272.02” pass third reading.
 - The advantages of this option: Council’s public hearing schedule will better align with newspaper publications dates and statutory advertising requirements necessary for public hearings topics.
 - The disadvantages of this option: Board of Variance meetings are held on the third Thursday of the month and will need to be rescheduled via an amendment to “Board of Variance Bylaw 2015 No. 7213”.
 - Financial Implications: There are no expected financial implications.
2. That Council deny three readings to “Council Procedure Bylaw Amendment Bylaw 2020 No. 7272.02”.

- The advantages of this option: Council may wish to make other changes to the bylaw not listed in this report.
- The disadvantages of this option: The adoption of the key date calendar will be delayed and Staff would return with a new amendment bylaw for consideration.
- Financial Implications: Depending on the direction received financial implications would vary.

SUMMARY POINTS

- Changing the Public Hearing date to the third Thursday of the month aligns the statutorily required advertising with the newspaper's publication dates.
- If the amendment bylaw receives three readings, Staff will proceed with the required advertising prior to adoption of the bylaw.
- Once the Public Hearing date change is confirmed, Staff will return to Council with the draft 2021 Council Key Date Calendar for consideration.

ATTACHMENTS:

Attachment A: Redlined version of bylaw noting amendments.

Attachment B: "Council Procedure Bylaw Amendment Bylaw 2020 No. 7272.02" |

Submitted by:

Sheila Gurrie
Director, Legislative Services |

Concurrence by:

Jake Rudolph,
Chief Administrative Officer |