

ATTACHMENT 1

CITY OF NANAIMO

BYLAW NO. 7272.04

A BYLAW TO AMEND COUNCIL PROCEDURE BYLAW 2018, NO. 7272

WHEREAS City Council has enacted Council Procedure Bylaw 2018, No. 7272 under the *Community Charter* to govern the proceedings of Council and its Committee Meetings;

AND WHEREAS Council deems it expedient to amend its Procedure Bylaw to amend the delegation provisions resulting from the Housing Statutes (Residential development) Amendment Act, 2023 and other housekeeping amendments;

THEREFORE BE IT RESOLVED that the Council of the City of Nanaimo in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. Title

This Bylaw may be cited as "Council Procedure Bylaw Amendment Bylaw 2024 No. 7272.04".

2. Amendments

Council Procedure Bylaw 2018 No. 7272 is hereby amended as follows:

2.1 By adding the following to Section 9.1:

"(l) Correspondence" and to reorder the remaining sections within section 9.1 accordingly.

2.2 By adding the words "been acted upon by Council or" after the word "already" in section 19.4(c).

2.3 By deleting Section 19.10.

2.4 By deleting Section 19.11 and replacing it with the following:

- "19.11 (a) 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.
- (b) 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.
- (c) 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 the Delegation deadline."

- 2.5 By deleting the heading "Delegations Unrelated to Agenda Items"
- 2.6 By deleting sections 19.12, 19.13, and 19.14.
- 2.7 By deleting section 19.15(a) and replacing it with the following:
 - "(a) if the matter relates to a bylaw in respect of which a public or statutory hearing has already been held or where third reading has been given."
- 2.8 By adding the following to section 19.17:
 - "(c) not act on a request from a Delegation following the presentation unless consent by a two-thirds vote of Council present is given."
- 2.9 By adding the word "that were" after "matters" and adding the following after the word "meeting" in section 23.2:
 - "from the following:
 - (a) Consent Items;
 - (b) Reports; or
 - (c) Other Business"
- 2.10 By deleting section 50.4 and replacing it with the following:
 - "50.4 A Delegation requesting to appear before a Committee or Taskforce on a matter related to the agenda, will submit a written request which includes an outline on the agenda matter of the request to the Corporate Officer by 11:00 am the day prior to the meeting."
- 2.11 By deleting the words "ten days" and "prior to" in section 50.5 and replacing it with the words "the day before".
- 2.12 By adding the following after section 51.8:

"Motion to Amend Minutes

- 51.9 A Council member may make a motion requesting that the minutes be amended to correct an inaccuracy or omission, however, the Corporate Officer should be advised of the challenge to the minutes at least one hour before the Council meeting at which the minutes are to be officially confirmed, to allow the Corporate Officer to review the recording of that meeting.

Meeting Recording to Determine Accuracy of Minutes

- 51.10 If a Council member questions the accuracy of a portion of the minutes of a Council meeting, Committee meeting, Court of Revision or Special Council meeting, the recording of that meeting, if available, shall be used to decide the question.

Adoption of Minutes

- 51.11 If there are no errors or omissions, Council must adopt the minutes as circulated."

2.13 By deleting sections 55.3, 55.4, and 55.5.

PASSED FIRST READING: _____

PASSED SECOND READING: _____

PASSED THIRD READING: _____

Notice of intention to proceed with this bylaw was published on the ____day of _____, 2024 in the *Nanaimo News Bulletin* newspaper, circulating in the City of Nanaimo, and posted on the City of Nanaimo website pursuant to Section 94.2 of the *Community Charter*.

ADOPTED: _____

MAYOR

CORPORATE OFFICER