

BYLAW 20226

Council Processes Amendment

RECOMMENDATION

That Bylaw 20226 be given the appropriate readings.

Council decision required

Purpose

The Council Process Amendment Bylaw amends *Bylaw 18155 Council Procedures Bylaw* and *Bylaw 18156 Council Committees Bylaw*, and includes changes discussed at Agenda Review Committee, Council Services Committee or from previous Council direction and minor adjustments as a result of recent changes to the *Municipal Government Act* (Bill 21). These changes complement the changes recently approved by Council to both the Council Procedures Bylaw and Council Committees Bylaw at its June 7, 2022 meeting. This report also highlights some changes that will be made by Administration and that do not require a bylaw change.

Readings

Bylaw 20226 is ready for three readings.

A majority vote of City Council on all three readings is required for passage.

If Council wishes to give three readings during a single meeting, then prior to moving third reading, Council must unanimously agree “That Bylaw 20226 be considered for third reading.”

Position of Administration

Administration supports this Bylaw.

Report Summary

This bylaw presents options to improve the Council and Committee meeting process and reflects the update provided at the June 22, 2022, Council Services Committee meeting.

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REPORT

At the June 7, 2022, City Council meeting, changes were made to Bylaw 18155, Council Procedures Bylaw. A summary is outlined below:

- Council and Committee minutes no longer include why a Councillor is absent from a meeting.
- Ten-day agenda distribution requirement does not apply to the Agenda Review Committee (ARC).
- ARC can re-route reports between Standing Committees and Council and these decisions are no longer required to go to Council for re-routing approval.
- ARC membership has changed to only include Chairs with items on the ARC agenda as members, e.g the Chair of Council Services Committee is only a member of ARC when there is a Council Services Committee agenda to review.
- Councillor Inquiries cannot be made at ARC, Non-regular City Council, Special City Council or any sub-committee meetings.
- Notice of a Councillor Inquiry must be provided to the Chair and City Clerk two business days in advance.

Bylaw 20226 (Attachment 1) provides further changes to the Council Procedures Bylaw and Council Committees Bylaw, as outlined below. Due to the limited timeframe between the June 22, 2022, Council Services Committee meeting and July 4, 2022, this report focuses on what changes can be implemented quickly. Administration continues to seek feedback from Council and welcome improvements that can be made to the Council and Committee meeting management practices.

	Recommended Change	Rationale/Notes	Bylaw Change	Authority
Changes to be implemented by the Office of the City Clerk				
1.0	Add "Unfinished Business" section to all Regular Council and Standing Committee agendas.	Items laid over from the previous meeting will be dealt with first so that we can try and avoid items being delayed for multiple meetings. This new practice will not apply to City Council Non-Regular or Special Meetings.	n/a	City Manager
1.1	Motions Pending moves to the end of agendas, after private reports.	The order of the agenda was originally set to align with the implementation of eScribe. It is recommended that the assembly should deal with agenda items prior to motions pending.	n/a	City Manager
Changes to Committee Meeting Processes				

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2.0	At a Standing Committee - Notice of Motion can only be made by members of the Committee.	For consistency, membership privileges for making and voting on motions should also be consistent for Notice of Motion and Councillor Inquiries. Councillors who are not members can not make motions or vote, and should not give notice of a motion or make Councillor Inquiries.	Change to Bylaw 18155	Council
2.1	At a Standing Committee - Councillor Inquiries can only be made by members of the Committee.		Change to Bylaw 18155	Council
2.2	Adjust the mandate of Standing Committees to permit the direction of new work on an item as long as additional resources are not required	No additional decision making authority is being delegated to Committee, adjusting the mandates of the Standing Committee will permit more work to be done at the Committee level prior to coming up to Council with a recommendation. Administration will confirm that the work can be done within the existing resources. Final decisions or matters that require Council approval will continue to be recommended to Council.	Change to Bylaw 18156	Council

Changes to Council Meeting Processes

3.0	Motion on the floor must be made before asking questions and/or debate.	This only applies at City Council meetings. No motion on the floor is required at Standing Committees.	Change to Bylaw 18155	Council
3.1	Recommendations from Committee must be put on the floor by the Chair of the Committee at Council. If the Committee Chair voted against the motion at Committee, the Vice-Chair can be asked to move the motion, if they also voted against the motion, then another member of committee in order of the Deputy Mayor's list should move the motion.	Clarity is required regarding how to move the recommendation from Committee if the item is selected for debate. Adding this requirement into the bylaw will provide consistency.	Change to Bylaw 18155	Council

Changes to Standing Committee and Council meetings

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4.0	Time limits: 2 minutes for putting a motion on the floor; 5 minutes for questions (including 2nd, 3rd, etc. rounds); and 2 minutes for closing the vote and speaking to the vote.	Limiting the mover of the motion to 2 minutes to open and close debate provides equity among meeting participants. Previous Council direction was to pilot limiting second rounds to 3 minutes and no significant reduction in meeting time was noted.	Bylaw 18155	Council
4.1	Adjust the agenda release date from 10 clear days prior to the meeting date to the Thursday prior to the meeting.	ARC will finalize the agendas on the Tuesday based on the reports submitted and the agendas will be released to the public on the Thursday at noon as per previous practice. Administration will continue to seek approval by ARC for large reports to be released early.	Bylaw 18155	Council
4.2	A motion to waive the notice requirement is no longer debateable.	For meeting efficiency, it is recommended that a motion to waive notice can be introduced and then put to a vote. Debate is permitted on the motion, once made, but not on the motion to waive notice.	Bylaw 18155	Council

Other suggestions that Administration continues to explore include:

1. Updating the motion and Councillor inquiry template(s) and streamlining how Councillors provide wording to the Chair and City Clerk.
2. Training offered by the Office of the City Clerk for elected officials and office staff so that they are well positioned to draft their own motions/inquiries.
3. Exploring discussion on limiting the number of Councillor Inquiries and Notices of Motions that can be provided within a single meeting.
4. The Office of the Clerk will continue to offer lunch and learn sessions on meeting procedures. The next session will be scheduled for August.

Attachment 1 also includes updates required as a result of the changes to the *Municipal Government Act* in spring 2022 under Bill 21. These changes apply to City Council, Council's Standing Committees as well as Council Committees (e.g. Advisory Committees). The changes relate to electronic meetings and clarify that Councillors (members) and speakers may participate in any meeting by attending in-person, by telephone, or by video conference, and that the public must be provided with a live feed of any meetings conducted electronically. The changes to the *Municipal Government Act*, outlined in Bill 21, also include a requirement that Councillors who are participating by video conference link must verify their identity.

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ATTACHMENTS

1. Attachment 1 Bylaw 20226
2. Attachment 2 Bylaw 18155 Redline
3. Attachment 3 Bylaw 18156 Redline

OTHERS REVIEWING THIS REPORT

- M. Plouffe, City Solicitor