

# Bylaw 19206

## Amendments to Bylaw 18155, Council Procedures Bylaw

### Recommendation

1. That Bylaw 19206 be given the appropriate readings.
2. That the following changes to the Council Calendar be approved:
  - a. That an Agenda Review Committee meeting be scheduled on March 23, 2021, from 9:00 a.m. - 9:30 a.m.
  - b. That the May 25, 2021, Agenda Review Committee meeting be cancelled.
  - c. That an Agenda Review Committee meeting be scheduled on June 1, 2021, from 9:00 a.m. - 9:30 a.m.
  - d. That the June 29, 2021, Agenda Review Committee meeting be cancelled.
  - e. That an Agenda Review Committee (including Quarterly Lookahead) meeting be scheduled on July 27, 2021, from 9:00 a.m. - 10:00 a.m.
  - f. That the August 31, 2021, Agenda Review Committee meeting be cancelled.

### Purpose

Bylaw 19206 amends Council Procedures Bylaw 18155 to change the distribution of City Council and Standing Committee agendas from at least three clear days to at least ten clear days prior to the meeting, at a set time of noon. It also includes housekeeping amendments to remove the requirements to record the names of all persons present for items discussed in private and to post meeting notices in the City Room of City Hall.

### Readings

Bylaw 19206 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 19206 be considered for third reading.”

### **Position of Administration**

Administration supports this Bylaw.

### **Previous Council/Committee Action**

At the February 22, 2021, City Council meeting, the following motion was passed:

That Administration return to City Council with amendments to Bylaw 18155, Council Procedures Bylaw, to provide for:

- a. Agenda distribution of City Council and Standing Committee agendas at least ten clear days prior to the meeting.
- b. Agenda distribution at a set time (noon), unless exigent circumstances exist.
- c. Committee or Council reports, minutes for approval and motions pending not distributed with the agenda to be added to the agenda without requiring a motion to do so.

### **Report Summary**

This report implements the distribution of City Council and Standing Committee agendas at least ten clear days prior to the meeting, as was directed by Council after completion of the Early Agenda Distribution pilot project. It also includes housekeeping amendments to remove the requirement to record the names of those present for private items and to post meeting notices in the City Room of City Hall.

### **Report**

#### Agenda Distribution Amendments

At the February 9, 2021, Council Services Committee meeting, the results of the Early Agenda Distribution pilot project were presented (Office of the City Manager report CR\_7446). At the February 22, 2021, City Council meeting, Administration was directed to bring forward amendments to implement changes related to the distribution of agendas.

Bylaw 19206 changes the distribution of City Council and Standing Committee agendas from three to at least ten clear days prior to the meeting. These amendments also require agendas to be distributed at noon, unless exigent circumstances exist, and allow for automatic inclusion of Council reports, Committee reports, minutes for approval and motion pending reports to a distributed agenda. To ensure that administrative deadlines for reports remain consistent, amendments to change the

automatic deadline for responding to a motion and to a Councillor inquiry from 12 weeks to 13 weeks are included.

Changes to the Council Calendar to accommodate impacts to the Agenda Review Committee meeting schedule are recommended as follows:

- Addition of March 23, 2021
- Cancellation of May 25, 2021
- Addition of June 1, 2021
- Cancellation of June 29, 2021
- Addition of July 27, 2021 (includes the Quarterly Lookahead)
- Cancellation of August 31, 2021

Implementation will take place for the April 6, 2021, City Council agenda, which will be released on March 25.

#### Housekeeping Amendments

*Red Tape Reduction Implementation Act, 2019* came into force on December 5, 2019, and included an amendment to the Municipal Government Act that removed the requirement to record the names of persons allowed to attend closed portions of meetings and the reasons for allowing them to attend in the meeting minutes.

Section 16 (6) of Bylaw 18155 Council Procedures Bylaw states:

*That the City Manager must record in the minutes of the meeting the names of all persons present for any item discussed in private and the reasons that person was allowed to attend.*

Bylaw 19206 will remove this requirement to ensure alignment with the *Municipal Government Act*. Administration will follow the existing minute-taking practice used for public items - recording the names of those who presented and answered questions - for any item that is dealt with in private.

Bylaw 19206 will remove the requirement to post meeting notices in the City Room of City Hall.

Section 12 (e) of Bylaw 18155 Council Procedures Bylaw states:

*Notice of any meeting required by this bylaw or the Municipal Government Act will be given by the City Manager on behalf of the Chair, and must:  
(e) be posted in the City Room of City Hall and on the City's website;*

Posting notices in the City Room reaches a limited audience of those who physically attend City Hall. This requirement is also problematic when meeting notices are issued outside of usual business hours, or when City Hall is closed to the public.

Electronic distribution and posting of meeting notices on the City's website will continue. Information about new meetings and meeting changes will continue to be communicated through social media.

### Corporate Outcomes and Performance Management

<b>Corporate Outcome(s): Edmontonians are connected to the City in which they live, work and play</b>			
<b>Outcome(s)</b>	<b>Measure(s)</b>	<b>Result(s)</b>	<b>Target(s)</b>
Agendas and reports are available to Council, the public, media and Administration in a timely manner.	Number of agendas released 10 clear days before the meeting	TBD	100% of agendas are released on time

### Public Engagement

Public engagement was undertaken as part of the Early Agenda Distribution pilot project and the results were presented as part of the February 9, 2021, Office of the City Manager report CR\_7446.

### Attachment

1. Bylaw 19206 - Council Procedures

### Others Reviewing this Report

- K. Fallis-Howell, Acting City Solicitor