

CITY OF PRINCE GEORGE
BYLAW NO. 9250, 2021

A Bylaw to amend the “City of Prince George Council Procedures Bylaw No. 8388, 2011”.

WHEREAS “City of Prince George Council Procedures Bylaw No. 8388, 2011”, has been adopted to establish the general procedures to be followed by Council and Council committees in conducting their business;

AND WHEREAS Council deems it desirable to amend “City of Prince George Council Procedures Bylaw No. 8388, 2011”;

AND WHEREAS pursuant to Sections 124 and 94 of the *Community Charter*, notice of intention to adopt this bylaw has been published once a week for two consecutive weeks in a newspaper circulating in the municipality;

NOW THEREFORE the Council of the City of Prince George, in open meeting assembled,
ENACTS AS FOLLOWS:

1. That “City of Prince George Council Procedures Bylaw No. 8388, 2011”, is hereby amended as follows:
 - 1.1 that Part One – “Introduction”, Section 2: “Definitions”, the definition of “committee” be deleted in its entirety and replaced with the following:

““committee” means a committee of Council including standing, select, or advisory committees, commissions, and boards but does not include COTW”;
 - 1.2 that Part One – “Introduction”, Section 2: “Definitions”, the definition of “Corporate Officer” be deleted in its entirety and replaced with the following:

““Corporate Officer” means the City corporate officer, whose powers, duties, and functions are set out under the “City of Prince George Officer Positions and Delegation of Authority Bylaw No. 8340, 2011”, and section 148 of the *Community Charter*”;
 - 1.3 that Part One – “Introduction”, Section 3(1): “Application of Rules of Procedure” be deleted in its entirety and replaced with the following:

“3. (1) The provisions of this Bylaw govern the proceedings of Council, COTW, and Council committees”;
 - 1.4 that Part Two – “Mayor and Members of Council”, Section 5(2): “Acting Mayor” be deleted in its entirety and replaced with the following:

“5. (2) Each Councillor designated under subsection (1) must fulfill the responsibilities of the Mayor in his or her absence, including without

limitation to preside at a Council meeting, or a part of a Council meeting, when the Mayor is not present and to participate in any committee on which the Mayor is appointed”;

1.5 that Part Three – “Council Meetings”, Section 14: “Electronic Participation by Members” be deleted in its entirety and replaced with the following:

- “14. (1) Pursuant to section 128 of the *Community Charter*, for the purposes of this section, electronic participation in a meeting means participation by means of electronic or other communication facilities that:
- (a) enable the meeting’s participants to hear, or watch and hear, the participation of the member; and
 - (b) enable the public to hear or watch and hear the participation of Council members during that part of the meeting that is open to the public.
- (2) A member of Council may participate electronically in a regular or special Council meeting if at least 24 hours before the meeting the member notifies the Corporate Officer of the member’s intended absence.
- (3) Subject to subsection (1) there is no limit to the number of members of Council who may participate electronically in a regular or special Council meeting.
- (4) There is no limit to the number of times a member of Council may participate electronically in a regular or special Council meeting.
- (5) Unless otherwise resolved by a majority of members of Council present at the meeting, only a member of Council who is physically present may preside at a meeting at which there is electronic participation.
- (6) Notwithstanding anything to the contrary in this Bylaw, a member of Council is not permitted to participate electronically in a meeting if that member does not join the meeting at its scheduled starting time.
- (7) Notwithstanding anything to the contrary in this Bylaw, a member of Council participating electronically in a regular or special Council meeting may participate in any of the following parts of the meeting, on the condition that any late agenda items or other items involving written handout materials that

are not included in the electronic agenda have been provided to the members participating electronically in advance of the meeting:

- (a) public hearings including without limitation hearings to which Part 14 – Division 3 of the *Local Government Act* applies;
 - (b) hearings for heritage conservation matters under Part 15 of the *Local Government Act*;
 - (c) hearings in connection with an application for a development permit, development variance permit, temporary commercial or industrial use permit;
 - (d) business licence or chauffeur’s permit hearings;
 - (e) reconsideration of remedial action requirement hearings; and
 - (f) any other hearings providing a person with an opportunity to make representations to Council.
- (8) A member, who is participating electronically in the voting on a matter, must vote by audibly stating their name and indicating whether they are in favour or opposed to the question.
- (9) If there is an interruption in the communications’ link to a member who is participating electronically, the other Council members may continue the meeting and treat the interruption in the same manner as if a member who is physically present leaves the meeting room.
- (10) In addition to regular or special Council meetings, this section also applies to meetings of COTW and Council committees, to the extent applicable in the circumstances”;
- 1.6 that Part 4 – “Council Proceedings”, Section 18(2): “Calling Meeting to Order” be amended by deleting the number “30” and replacing it with “15”;
- 1.7 that Part 4 – “Council Proceedings”, Section 19: “Adjourning Meeting Where No Quorum” be amended by deleting the number “30” and replacing it with “15”;
- 1.8 that Part 4 – “Council Proceedings”, Section 21(4)(b): “Order of Proceedings and Business”, be deleted in its entirety and replaced with the following:
- “(b) a report from a Council committee; or”

1.9 that Part 4 – “Council Proceedings”, Section 21(5): “Order of Proceedings and Business”, be deleted in its entirety and replaced with:

“(5) Whenever practicable, the Corporate Officer shall make an electronic agenda available to the members of Council and the public on the Wednesday evening immediately preceding the next Monday regular meeting and on the Friday evening immediately preceding the next Wednesday regular meeting.”

1.10 that Part 4 – “Council Proceedings”, Section 22(1): “Delegations to Council” be amended by deleting the words “immediately preceding” and replacing with the words “two weeks prior to”;

1.11 that Part 4 – “Council Proceedings”, Section 22(7): “Delegations to Council” be amended by adding a new subsection (c) as follows and that the remainder of the section letters be changed accordingly:

“(c) matters related to a legal action involving the City”;

1.12 that Part 4 – “Council Proceedings”, Section 22(7): “Delegations to Council” be amended by deleting the following subsection in its entirety

“(e) chauffer’s permit appeal hearings”

and that the remainder of the section letters be changed accordingly; and

1.13 that Part 4 – “Council Proceedings”, Section 23(4)(a): “Correspondence to Council” be amended by deleting the word “and” and replacing it with the word “or”.

2. The Mayor and Corporate Officer are hereby empowered to do all things necessary to give effect to this Bylaw.

3. This Bylaw may be cited for all purposes as “City of Prince George Council Procedures Bylaw No. 8388, 2011, Amendment Bylaw No. 9250, 2021”.

READ A FIRST TIME THIS DAY OF ,2021.

READ A SECOND TIME THIS DAY OF ,2021.

READ A THIRD TIME THIS DAY OF ,2021.

All three readings passed by a present and eligible to vote.

decision of Members of City Council

ADOPTED THIS DAY OF ,2021.
BY A DECISION OF ALL MEMBERS OF CITY COUNCIL PRESENT AND
ELIGIBLE TO VOTE.

MAYOR

CORPORATE OFFICER