

Date: June 27, 2024

To: **Mayor and Council.**

Name and title: Ethan Anderson, Manager of Legislative Services/Corporate Officer

Subject: Proposed Amendments to the Council Procedures Bylaw

Attachment(s): Review of Peer Municipality Council Meeting Times

Recommendation(s):

That Council CONSIDERS the proposed amendments to the Council Procedures Bylaw as detailed in the report dated June 27, 2024 from the Manager of Legislative Services titled “Proposed Amendments to the Council Procedures Bylaw” and provides direction to prepare an amending Bylaw for Council’s consideration.

Purpose:

To provide an update to various sections within the “City of Prince George Council Procedures Bylaw No. 8388, 2011” (Council Procedures Bylaw”).

Background:

The *Community Charter* requires municipal councils to adopt a bylaw establishing council and committee meeting procedures to do the following:

- a) Establish rules of procedure for council meetings, including the manner by which resolutions may be passed and the manner by which bylaws may be adopted;
- b) Provide for the taking and certification of minutes of council meetings and council committee meetings;
- c) Provide for advance public notice of Council Committee meetings;
- d) Identify places that are to be public notice posting places;
- e) Establish the procedure for designating a Councillor to act in place of the Mayor in the event that the Mayor is absent or unable to act, or the office of the Mayor is vacant; and
- f) Establish the first regular council meeting date during the first 10 days of November following a general local election.

A procedure bylaw may not be amended unless public notice regarding the proposed changes has been given in accordance with section 94 of the *Community Charter*.

Land Acknowledgement

Administration proposes to insert the requirement to state the Lheidli T'enneh First Nation land acknowledgement as the first order of proceeding and business of council and committee meetings.

Agenda Publishing Times for Standing Committees and Committee of the Whole

Administration proposes to clearly indicate that publishing timelines for Standing Committee and Committee of the Whole meeting agendas follow the agenda publishing timelines of seven calendar days prior to the meeting date as set out in the *Committees, Commissions, and Boards Procedures Manual*.

Council Meeting Times

On July 22, 2024 Council resolved:

Moved By Councillor Klassen
Seconded By Councillor Polillo

That Council DIRECTS Administration to return a report to Council with options for alternative starting times for Council meetings.

Carried

The current Council Procedures bylaw provides that the days and times of regular meetings are scheduled on Mondays or Wednesdays at 3:30 p.m. and 6:00 p.m. It has been the City's practice to reserve the earlier time of 3:30 p.m. for in-camera business.

Administration undertook research of peer municipalities and provide that for Council's information as an attachment.

Administration does not have a recommendation on this item.

Council Decisions

A vote taken by Council and the declaration of the motion as carried or defeated becomes the formal decision of Council and is recorded as such. While section 30 of the current Council Procedures bylaw addresses reconsideration of a motion, it does not lay out a timeline for when a topic on a defeated motion must not be brought before Council again.

Administration proposes to amend this section to reinforce decisions of Council by requiring six months to have passed since that defeated motion before the matter could be brought before the Council again, unless a motion to reconsider is passed by a 2/3 vote of the Council members present.

This section would not apply to any decision which has been returned for reconsideration by the Mayor under section 131 of the Community Charter.

Electronic Participation by Members

Advance Notice

Currently, council members are required to provide at least 24 hours' notice prior to the meeting start time if they wish to participate in that meeting electronically. Administration proposes to change that advance notice from 24 hours to 4 hours' notice prior to the meeting start time to be provided to both the Corporate Officer and Deputy Corporate Officer. Further, in exceptional circumstances where notice cannot be given and when it can be accommodated, the Corporate Officer has discretion to waive the 4-hour notice requirement.

Joining the Meeting Remotely

Currently, council members are required to join the electronic meeting before the meeting is called to order at its scheduled starting time. Administration proposes to remove the requirement to be connected to the electronic meeting by the meeting start time when connecting via the web-based platform, however, if a council member wishes to connect via the Council Chambers telephone line, they would still be required to connect by the meeting start time. Further, no Council member may connect to a meeting electronically during a public hearing unless they were connected to the meeting at the time the public hearing was declared open.

Delegations

Refusal of Delegations to Proceed

Administration proposes to authorize the Corporate Officer to cancel an approved delegation in circumstances where the delegation fails to provide their presentation materials and/or other requested supporting documentation (i.e.: financials, budget, etc.) by the noted submission deadline (typically 12 calendar days before the scheduled meeting date).

Summary and conclusion:

Administration requests that Council review the proposed amendments to the Council Procedures Bylaw and provide comment on those and any additional sections with the Procedures Bylaw they wish to have addressed within the forthcoming amending bylaw.

With Council's direction, Administration will prepare an amending bylaw and post public notice in accordance with section 94 of the *Community Charter* prior to Council's consideration of first three readings of the amendment bylaw.

Respectfully submitted:

Ethan Anderson, Manager of Legislative Services/Corporate Officer

PREPARED BY: Leslie Kellett, Deputy Corporate Officer

Approved:

Walter Babicz, City Manager

Meeting Date: 2024/08/19