

**Date:** October 16, 2024

**To:** **Mayor and Council.**

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

**Subject:** Proposed Amendments to the Council Procedures Bylaw and the Committees, Commissions, and Boards Procedures Manual

**Attachment(s):** Appendix “A” – Proposed Amended “Committees, Commissions, and Boards Procedures Manual” – Red lined and Clean Copy

## Recommendation(s):

1. That Council GIVES FIRST THREE READINGS to “City of Prince George Council Procedures Bylaw No. 8388, 2011, Amendment Bylaw No. 9494, 2024.”
2. That Council APPROVES the amended “Committees, Commissions, and Boards Procedures Manual” as attached to the report dated October 16, 2024 from the Manager of Legislative Services titled “Proposed Amendments to the Council Procedures Bylaw and the Committees, Commissions, and Boards Procedures Manual” subject to “City of Prince George Council Procedures Bylaw No. 8388, 2011, Amendment Bylaw No. 9494, 2024” receiving final reading and adoption.

## Purpose:

To provide an update to “City of Prince George Council Procedures Bylaw No. 8388, 2011” (“Council Procedures Bylaw”) and the “Committees, Commissions, and Boards Procedures Manual.”

## Background:

At the August 19, 2024 regular council meeting, Council considered options to amend the Council Procedures Bylaw to improve Council member accessibility of meetings, acknowledge procedure related to the acknowledgement of the Lheidli T’enneh First Nation at the start of all Council and Committee meetings, address requirements regarding delegations, and to add clarity around the reconsideration of a Council motion.

Subject to Council’s adoption of the proposed Bylaw, Administration proposes amendments to the “Committees, Commissions, and Boards Procedures Manual” to align the sections regarding electronic participation (sections 12.4 and 12.5), to provide housekeeping amendments to sections 24.3 and 24.4, and to remove Appendix C which was a duplication of Appendix B.

Administration will post public notice of Council’s consideration to amend the Council Procedure Bylaw prior to final reading and adoption. Notice will be published in accordance with section 94 of the *Community Charter* and the “*City of Prince George Public Notice Bylaw No. 9329, 2022.*”

Summary and conclusion:

Administration recommends that Council give first three readings to the proposed “City of Prince George Council Procedures Bylaw No. 8388, 2011, Amendment Bylaw No. 9494, 2024” and approve the amendments to the “Committees, Commissions, and Boards Procedures Manual.”

Respectfully submitted:

Ethan Anderson, Manager of Legislative Services/Corporate Officer

PREPARED BY: Leslie Kellett, Deputy Corporate Officer

Approved:

Walter Babicz, City Manager

Meeting Date: 2024/11/18