

**DATE:** January 22, 2020

**TO:** MAYOR AND COUNCIL

**NAME AND TITLE:** Walter Babicz, General Manager of Administrative Services

**SUBJECT:** Council Procedures Bylaw Update

**ATTACHMENT(S):** Appendix “A” - Staff Report to Council dated December 6, 2019  
Appendix “B” – City of Prince George Council Procedures Bylaw No. 8388, 2011 (Consolidated Version)

**RECOMMENDATION(S):**

That Council DIRECTS Administration to return a bylaw for Council’s consideration to amend City of Prince George Council Procedures Bylaw No. 8388, 2011, as described in the report from the General Manager of Administrative Services dated January 22, 2020 titled “Council Procedures Bylaw Update”.

**PURPOSE:**

The purpose of this report is to propose revisions to the City of Prince George Council Procedures Bylaw No. 8388, 2011, a copy of which is attached as Appendix “B” (the “Council Procedures Bylaw”) and to seek Council’s direction to prepare and return an amendment bylaw to achieve the desired revisions.

**DISCUSSION:**

**Consideration at December 16, 2019 Regular Council Meeting**

At the December 16, 2019 regular Council meeting, Council received for information the Staff Report dated December 6, 2019, attached as Appendix “A”. Council also provided feedback on the proposed revisions to the Council Procedures Bylaw described in that Staff Report. Based on that feedback, Administration is no longer proposing to change the date of publication of Council agendas from Wednesdays to Thursdays preceding Monday Council meetings. In other words, agendas will continue to be published on Wednesdays preceding a Monday Council meeting. As requested, this report also provides additional information regarding the reason for the limit of two delegations per Council meeting as provided in section 22(3) of the Council Procedures Bylaw.

**Background on Limit of Two Delegations per Council Meeting**

Section 22(3) of the Council Procedures Bylaw provides for no more than two delegations per Council meeting, but grants the Corporate Officer discretion to exceed the delegation limit for urgent matters, if timeliness is deemed to be essential to the matter. This section was included as part of a major re-write of the Council Procedures Bylaw in 2011. The previous bylaw did not include any regulations regarding the number of delegations per Council meeting. The rationale for having a limit of two delegations (unless the matter was urgent) related to a concern about the long duration of Council meetings that had more than two delegations, and noting that some Council meetings had no delegations on the agenda.

The main idea behind the change was to distribute delegations evenly (to the extent possible) onto Council meeting agendas.

For example, in 2008 there were nine Council meetings with more than two delegations on the agenda and five Council meetings with no delegations on the agenda. In 2009, there were again nine Council meetings with more than two delegations on the agenda (with as many as six delegations on one agenda) and nine Council meetings with only one delegation on the agenda.

Since 2016, Administration has only needed to exercise its discretion to exceed the two delegation limit based on urgency one time (December 16, 2019), and has rarely experienced a backlog of delegation requests. Accordingly, Administration is of the view that the current process is working well and as intended.

### **Proposed Revisions to Council Procedures Bylaw**

Administration is proposing that the Council Procedures Bylaw be revised as follows:

1. Section 7. Appointments to the Regional District of Fraser-Fort George Board

Amend section 7(5) relating to the process to appoint alternate municipal directors to the board of the Regional District of Fraser-Fort George to provide even more flexibility, with a view to maximizing the opportunity for full City representation at board meetings.

Specifically, the floating primary alternate municipal director would remain in place. However, rather than each of the remaining four Councillors being assigned as the secondary alternate to one of the four specific municipal directors, the remaining four Councillors would instead all be appointed as secondary alternates to all four municipal directors. This arrangement is utilized by at least one other municipality with the same Council size and number of municipal director positions. This proposed system would retain the benefit relating to the continuity of the floating primary alternate but would be more flexible in the circumstances when more than one municipal director is absent, or when the floating primary alternate is absent.

2. Section 21. Order of proceeding and business

Amend section 21(1) to change the order of business on open Council meeting agendas by moving the hearings to the end of the agenda, with the 7:00 p.m. start time for hearings remaining unchanged. The intent of this amendment is to improve navigation through Council agendas.

3. Section 21. Order of proceedings and business

Amend section 21(5) to have the Corporate Officer make an electronic agenda available by Friday evening preceding a Wednesday regular Council meeting, whenever practicable. The bylaw is currently silent on the target date to make agendas available for Wednesday Council meetings.

4. Miscellaneous Housekeeping Amendments, including:

- a. updating the definition of “Corporate Officer” to refer to the General Manager of Administrative Services;
- b. amending section 8(8) to provide that the inaugural Council meeting be held on the first Monday in November rather than December, to correspond with the revised general local election date;

- c. removing the requirement to leave copies of various notices in Council members' mailboxes at City Hall, and instead to send the notices to Council members by email only;
- d. reducing the advance notice that a member of Council must provide to the Corporate Officer to participate in a meeting by telephone from 72 hours to 24 hours;
- e. amending section 22(4) to reflect the existing practice of the City Manager (rather than the Corporate Officer) either approving delegations for a Council meeting agenda or instead referring a delegation request to an administrative department, as deemed appropriate according to the subject matter;
- f. amending section 22(7)(a) to confirm that delegation applications relating to a bylaw on which a future public hearing will be held (but not yet scheduled) be instead referred to the public hearing; and
- g. updating section references to the *Local Government Act* to reflect the current section numbers.

**SUMMARY AND CONCLUSION:**

This report summarizes the findings of Administration's review of the Council Procedures Bylaw and proposes several revisions. If Council approves the recommendation, Administration will proceed to prepare an amendment bylaw for Council's consideration and post public notices as required.

**RESPECTFULLY SUBMITTED:**

Walter Babicz, General Manager of Administrative Services

**APPROVED:**

Kathleen Soltis, City Manager

Meeting Date: 2020/02/03

## Report Approval Details

Document Title:	Council Procedures Bylaw Update.docx
Attachments:	- RTC_Procedures_Bylaw_Update - Appendix A.pdf - BL8388_BYLAW_CONSOLIDATED (1) - Appendix B.pdf
Final Approval Date:	Jan 23, 2020

This report and all of its attachments were approved and signed as outlined below:

**No Signature - Task assigned to Maureen Connelly was completed by workflow administrator Leslie Kellett**

**Maureen Connelly - Jan 23, 2020 - 4:06 PM**

**No Signature - Task assigned to Walter Babicz was completed by workflow administrator Leslie Kellett**

**Walter Babicz - Jan 23, 2020 - 4:06 PM**

A handwritten signature in black ink, appearing to read "K. Soltis". The signature is written in a cursive style with a large initial "K".

**Kathleen Soltis - Jan 23, 2020 - 5:21 PM**