

Date: January 4, 2026

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): None

Recommendation(s):

That Council GIVES FIRST THREE READINGS to “City of Prince George Council Procedures Bylaw No. 8388, 2011, Amendment Bylaw No. 9601, 2025.”

Purpose:

To present proposed amendments to “City of Prince George Council Procedures Bylaw No. 8388, 2011” (“Council Procedures Bylaw”).

Background:

At the December 1, 2025 regular meeting, Council considered amendments to the Council Procedures Bylaw to address privacy and administrative concerns related to address requirements for public correspondence, as well as submission deadlines for Council Notices of Motion.

Council resolved the following:

1. *That Council APPROVES Option 4: Mixed Approach, requiring writers of general correspondence to indicate whether they reside inside or outside City limits, and requiring only the street name for correspondence related to land-use matters.*
2. *That Council DIRECTS Administration to return with an amendment to Council Procedures Bylaw No. 8388, 2011 to:*
 1. *require Notices of Motion to be submitted to the Corporate Officer six (6) calendar days before the meeting at which they will be introduced; and*
 2. *permit Council, by unanimous consent, to waive the restriction on debating a Notice of Motion at the meeting in which it is introduced.*

Amendment Bylaw 9601, 2025 proposes the necessary revisions to the Council Procedures Bylaw to implement Council’s decisions from the December 1, 2025 meeting. Administration also proposes adding a new section 21(4)(1) to clarify the submission deadline for handout correspondence related to land-use applications.

Prior to Council's consideration of final reading and adoption, Administration will publish public notice of the proposed bylaw amendments 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. 9601, 2025".

Respectfully submitted:

Ethan Anderson, Manager of Legislative Services/Corporate Officer

Approved:

Walter Babicz, City Manager

Meeting Date: 2026/01/12