

Attachment A – Council Procedures Bylaw Amendments

| Current Section | Proposed Change | Rationale | |
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| PART 2 – MAYOR AND MEMBERS OF COUNCIL | | | |
| 5(2) (a-d) | Appointments to the Capital Regional District Board of Directors | Alternate municipal directors on the Board of the CRD go to the highest vote getting councillor. | To simplify procedures when not possible to appoint enough alternate municipal directors. |
| 5(3) | | Delete section. | To align with the previous recommendation. |
| PART 3 – COUNCIL MEETINGS | | | |
| 9(2) | Electronic participation by members | Allow up to 3 members of Council to participate electronically. | To provide flexibility when Council members need alternative participation. |
| 9(6) | | If there is an absence due to a connection issue, have it known in the meeting minutes. | To provide greater transparency to the public. |
| 11(c) | Minutes of Meetings | “signed by the mayor or other member presiding at the meeting.” | To codify existing practices. |
| 12(2) | Calling meeting to order | Strike out “and acting mayor” and change “do” to “does”. | To simplify how the presiding member is chosen in special circumstances. |
| 15(1) (a) | Order of proceedings and business | Insert new subsection (a) – Include territorial acknowledgement. | To align with current practices. |
| 15(1) (b) | | Insert new subsection (b) – Introduction of late items. | To simplify the flow and order of proceedings and business. |
| 15(1) (d), (f), (m) | | Delete these sections. | “Proclamations” will be struck as per new Council direction. “Requests to address Council” is outlined in subsection (c). |

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| | | | "Question Period" is not currently relevant. |
| 15(1) (i) | Order of proceedings and business | Move "Notice of Motions" after "New Business" for the order of proceedings. | To simplify the flow and order of proceedings and business. |
| 15(2) | | Clarify process that a member must be present or consent to have a matter discussed when absent from meeting whose name the item is listed on. | To ensure the wording of the Bylaw is clear when this situation occurs. |
| 15(4) | | Change deadline to 48 hours before the meeting. | To reduce how often Council agendas are republished. |
| 15(5) | | Change threshold to two-thirds of Council. | To ensure late items are given sufficient scrutiny from Council before added to an agenda. |
| 15(6) | | Include "before the matter is considered." at the end of the section. | To ensure Council is given sufficient information before voting on late items. |
| 16(1) | | Visitors and delegations | Change deadline to 48 hours before the meeting. |
| 16(2) | "Each address must be limited to 5 minutes" (remove option to extend speaking times). | | To ensure consistency with speaking times throughout the Bylaw. |
| 16(3) & (4) | Delete sections. | | To simplify the flow and order of proceedings and business. |
| 16(5) | Delete reference to subsection (3) and delete: "unless the proposed action is approved by unanimous vote of those members present". | | To ensure consistency with how visitors and delegations speak to Council throughout the Bylaw. |
| 16(6) | Insert subsection (c) "in support of, or regarding a candidate for local election. | | To ensure Council remains free from political discussions. |
| 16(7) | Delete section. | | The situation is not applicable to current Council proceedings or business. |

| Current Section | | Proposed Change | Rationale |
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| 18(5) | Conduct and debate | Move to section 17 in the Bylaw. | To streamline the Bylaw. |
| 18(6) | | Establish a new subsection (d) “may not refer to another member’s comments” and, make the previous subsection (d) now subsection (e). | To remove duplication in the Bylaw and to clarify speaking practices. |
| 18(7)(a) | | If the member refuses to leave, the presiding member may cause the member to be removed from the chamber. ” | To clarify if this circumstance arose. |
| 18(9) (d) | | Replace “question” with “agenda item”. | To clarify how much speaking time a member of Council has. |
| New Provision (Section TBD) | Motions generally | Establish a provision that notes the mayor may, after a mover and seconder to a motion have spoken, immediately ask: “will any members of Council be voting in opposition to the motion?”, after which the mayor may immediately call the question. | To expedite the decision-making process of Council. |
| 19(1) (a) | | Change to noon Friday. | To reduce how often Council agendas are republished. |
| 19(1) (b) | | Change to 48 hours. | To reduce how often Council agendas are republished. |
| 19(2) | | Delete section. | Already a part of Robert’s Rules of Order. |
| 19(3) | | Delete section. | Already a part of Robert’s Rules of Order. |
| 19(4-5) | | Delete sections and insert new section referencing Robert’s Rules. | A reference to Robert’s Rules simplifies the Bylaw. |
| 19(4) | | Insert a new subsection (4) – “A council member may only make a motion as applicable by Robert’s Rules of Order.” | |

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| 20 | Motion to commit | Replace section with reference to Robert's Rules. | A reference to Robert's Rules simplifies the Bylaw. |
| 21(2) | Motion for the main question | Delete section. | Already a part of Robert's Rules of Order. |
| 22 | Amendments generally | Delete sections and insert new section referencing Robert's Rules. | A reference to Robert's Rules simplifies the Bylaw. |
| 23(1) | Reconsideration | Change to: "A Council member who has voted in the affirmative for a matter may, at the next council meeting". | Clarifies the appropriate use of reconsideration. |
| 23(2) | | A Council member "may move to rescind or reconsider pursuant to subsection (a) that resolution "by way of council member motion". | To align with established practices in the Bylaw. |
| 24 | Privilege | Delete section. | Already a part of Robert's Rules of Order. |
| 25(1) | Appointments to boards and other offices | "Council may appoint a person to an advisory committee, board, or other office." | To simplify the committee appointment process. |
| 25(2) | | "Council may appoint a person to an office by resolution on the recommendation of the Mayor. | To simplify the committee appointment process. |
| 25(3) | | Delete section. | The section would not be necessary if subsection (2) is amended. |
| 26(1) | Council member's requests for information | "...to the City Manager or their designate" | Aligns with other City Bylaws. |
| 26(2) (a) | | Insert "or their designate" after City Manager | To align with subsection (1). |
| 26(2) (b) | | Insert "or their designate" after City Manager | To align with subsection (1). |

| Current Section | | Proposed Change | Rationale |
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| 26(2) (c) & (d) | | Delete sections. | To align with current practices. |
| 27(2) | Reports from committees | “Council may discuss the proceeding of a standing committee or other City committee only after the committee has presented to the Council the committee’s report relating to those proceedings. | To standardize processes for all committees. |
| 27(2) | | The Bylaw will need to be reworked so that there is a subsection on how the information will be presented to Council (e.g., similar idea of COTW reports for any committee). | To clarify the process for how a committee will present to Council. |
| 28 (3) & (4) | Adjournment | Delete sections. | To align with current practices. |
| PART 5 – COMMITTEE OF THE WHOLE | | | |
| 37 | Rising without reporting | Replace section with reference to Robert’s Rules. | A reference to Robert’s Rules simplifies the Bylaw. |
| 38 (1) (a) & 38 (1) (b) | Reports | Reword section to: "...council members have access to a copy of the report or bylaw". | To align with current practices. |
| 38(3) | | Delete section. | Section is unnecessary. |
| 39(1) | Presiding at COTW meetings | Strike “must preside” and replace with “presides”. | To provide additional opportunities for Council members to act as a presiding member. |
| 39(2) | | Add subsection giving the Mayor the option to choose another council member to act as presiding member. | To provide additional opportunities for Council members to act as a presiding member. |
| 41(1) | Order of proceedings and | Insert new subsection (a) – Include territorial acknowledgement. | To align with current practices. |

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| 41(1) | business at Committee of the Whole meetings | Insert new subsection (b) – Introduction of late items. | To simplify the flow and order of proceedings and business. |
| 42(1) (b) | Rules of procedure for Committee of the Whole meetings | Change “question” to “agenda item”. | To clarify how much speaking time a member of Council has. |
| 42(1) (c) | | Change 10 minutes to 15 minutes. Change “question” to “agenda item”. | To clarify how much speaking time a member of Council has. |
| PART 6 – OTHER COMMITTEES | | | |
| 43 | Standing committees | Strike section 43. | To be included in a future Policy. |
| 44 | Select committees | Strike section 44. | To be included in a future Policy. |
| 45 | Advisory committees | Strike section 45. | To be included in a future Policy. |
| 47(1) | Rules of procedure for other committee meetings | “The following rules apply to all committees:” | To streamline the committee meeting process. |
| 47(1) (a-d) | | Strike subsections. | To streamline the committee meeting process. |
| 47(1) (a) | | Insert new subsection (a): “Decisions of a committee are made by majority vote.” | To streamline the committee meeting process. |
| 47(1) (e) | | Subsection (e) (“the presiding member must declare the results of voting”) will now become subsection (b). | To streamline the committee meeting process. |

| Current Section | | Proposed Change | Rationale |
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| 47(2) (a) | | Insert new subsection (a): "Section 6 <i>[Location of Meetings]</i> ; Subsections (b-d) will be: <i>[Schedule and public notice of meetings]</i> , <i>[Application of rules of procedure]</i> , <i>[Minutes of meetings]</i> , and <i>[Points of Order]</i> . | To streamline the committee meeting process. |
| 47(2) (e-i) | | Delete sections (Conduct and debate, Motions generally, Motion for the main question, Amendments generally, and Privilege). | Robert's Rules will apply and other detailed information will be included in a future Policy. |
| 47(3) | | Insert new section (3): electronic participation is permitted if conditions under section 9(1) (a) & (b) are met. | Aligns with current City practices. |
| 48 | Attendance of non-members | Delete section. | To be included in a future Policy. |