



Council Report

For the Meeting of October 3, 2024

To: Council **Date:** September 26, 2024
From: Curt Kingsley, City Clerk
Subject: Council Procedures Bylaw, Amendment Bylaw (No. 1), No. 24-074

RECOMMENDATION

1. That the following bylaw be given first, second and third readings:
 - a) Council Procedures Bylaw, Amendment Bylaw (No. 1), No. 24-074
2. That Council approve the updated Requests to Address Council Policy.
3. That Council approve the updated 2024 Council meeting schedule.

EXECUTIVE SUMMARY

Council directed staff to amend City policies and procedures to expand opportunities for requests to address Council, to hold an annual Town Hall where members of the public may address Council on any topic, to hold an annual Open House at which information will be shared by staff on a current topic of city action and an annual Open House at which organizations or entities that received \$25,000 or more in City funds can report back on those funds.

Staff identified minor changes to the Council Procedures Bylaw, the Requests to Address Council Policy and the 2024 Council meeting schedule. Staff will need to provide public notice as per the *Community Charter* before adopting the amended Council Procedures Bylaw.

PURPOSE

The purpose of this report is to seek first, second and third bylaw readings for the amended Council Procedures Bylaw and approval of the updated Requests to Address Council Policy and 2024 Council meeting schedule.

BACKGROUND

At the August 1, 2024, Council meeting, Council passed a motion to amend the applicable procedural and/or other Council policies to accommodate a Council meeting calendar with:

1. *Only one evening Council meeting each month on the second Thursday of the month, at which up to 15 members of the public may address Council on any topic for a maximum of five minutes per person.*

2. *Once each year, on the second Thursday of March, an evening where Council hosts a “Town Hall” where, for up to two hours, members of the public may address Council on any topic for a maximum of 5 minutes per person.*
3. *Once each year, on the second Thursday of June, an evening where Council hosts an “Open House”, at which information will be shared by staff on a current topic of city action, policy, project or program, at which members of the public can ask questions and offer feedback, and where Council members are expected to attend and learn.*
4. Once each year, on the second Thursday of November, an evening where Council hosts an “Open House” exclusively for the opportunity for presentations, of up to 10 minutes for up to two hours, from organizations or entities that received \$25,000 or more in City funds, to report back on the use and community benefits of those funds.

ISSUES & ANALYSIS

Attached as Appendix 2 is a Table outlining changes to the Council Procedures Bylaw. Staff identified additional changes to correct a typographical error and to reflect other emerging procedural practices. Under section 124 (3) of the *Community Charter*, before amending or repealing and substituting the procedure bylaw, Council must publish notice describing the proposed changes. Should Council give three readings of the Bylaw, staff will prepare the necessary public notice requirements.

Staff made changes to the Requests to Address Council Policy (attached as Appendix 3) to increase the maximum number of speakers to fifteen, to increase the maximum speaking time to five minutes, and to establish a clear speaking process for participants.

Staff updated the 2024 Council meeting schedule in accordance with Council’s August 1, 2024 resolution (attached as Appendix 4). This includes scheduling an Open House November 14, 2024, exclusively for presentations, of up to 10 minutes for up to two hours, from organizations or entities that received \$25,000 or more in City funds.

Respectfully submitted,

Curt Kingsley
City Clerk

Report accepted and recommended by the City Manager

List of Attachments

- Appendix 1_ Council Procedures Bylaw, Amendment Bylaw (No. 1)
- Appendix 2_ Council Procedures Bylaw Proposed Changes
- Appendix 3_ Requests to Address Council Policy
- Appendix 4_ Updated 2024 Council Meeting Schedule