



**Council Member Motion
For the Committee of the Whole Meeting October 3, 2024**

To: Committee of the Whole **Date:** September 27, 2024
From: Mayor Alto & Councillor Thompson
Subject: Council Procedures Bylaw Update

BACKGROUND

As staff prepare updates to the *Council Procedures Bylaw*, additional changes have been identified to confirm Council procedures align with current practices, clarify clausal ambiguity, and ensure that efficient, effective, and transparent decision-making is a part of Council's procedures in conducting their business.

These proposed changes and their rationale are found in Appendix 1, with changes from current and/or new language noted in **bold** type.

Appendix 1 offers language that would:

- add a consent agenda to Council
- set Council members' questions and comments to 12 minutes per agenda item
- require an imminent deadline for an item's same day consideration
- clarify that Notices of Motion are to be identified as forthcoming when the agenda is adopted, and cannot be debated
- allow Committee of the Whole to run until 4pm without needing to extend.

RECOMMENDATION

That Council direct Staff to prepare necessary amendments to the Council Procedures Bylaw as outlined in Appendix 1 and the necessary public notice requirements.

Respectfully submitted.

A handwritten signature in black ink, appearing to read 'Mayor Alto'.

Mayor Alto.

A handwritten signature in blue ink, appearing to read 'Councillor Thompson'.

Councillor Thompson

List of Attachments

Appendix 1_Council Procedures Bylaw Update

Appendix 1 to CMM_Council Procedures Bylaw Update.

Section	Current Language	Proposed Language	Rationale
PART 3 – COUNCIL MEETINGS			
15(1)	N/A	Insert new subsection (d) “Consent Agenda”	To align with COTW agenda and efficient Council decision-making.
18(9)(d)	(d) a member may speak to an agenda item for a total of 15 minutes.	(d) a member’s questions and deliberations may total a maximum of 12 minutes on any agenda item;	To ensure Council is clear on speaking time and to ensure efficient Council decision-making.
19(1)	<p>1. A member of Council must give notice of a motion that is to be introduced at a Council meeting, by depositing a written copy of the motion with the City Clerk:</p> <ul style="list-style-type: none"> a. By noon on the Friday before that meeting to be included as an item of New Business for the meeting; or, b. After the time noted in section 19(1)(a) of this Bylaw but at least 48 hours before that meeting, the item will be placed in “Introduction of late items”. c. In order for a motion to be added to the agenda for that meeting as late item by the City Clerk, the report presenting it must include rationale noting the reason for the time sensitivity for the matter to be 	<p>(1) A member of Council may give notice of motion on a matter that is to be introduced at a Council meeting by depositing a written copy of the motion with the City Clerk:</p> <ul style="list-style-type: none"> (a) By noon on the Friday before that meeting to be included as an item of New Business for the meeting; or, (b) After the time noted in section 19(1)(a) of this Bylaw but at least 48 hours before that meeting, the item will be placed in “Introduction of late items”. (c) In order for a motion to be added to the agenda for that meeting as late item by the City Clerk, the report presenting it must include rationale noting the reason for 	Clarifies existing procedures for notices of motion.

Section	Current Language	Proposed Language	Rationale
	considered at that meeting.	<p>the time sensitivity for the matter to be considered at that meeting.</p> <p>(d) In order for a motion to be considered for ratification the same day it is placed on the agenda, it must include rationale noting the reason for its time sensitivity.</p> <p>(2) A member of Council may give notice of motion for a future meeting by reading it into the record only if it is added to the agenda when the agenda is adopted.</p>	
PART 5 – COMMITTEE OF THE WHOLE			
35(1)	1. Regular COTW meetings of COTW must adjourn at 2:00PM unless a motion for continuation is approved by 2/3 of the members present.	1. Regular COTW meetings of COTW must adjourn at 4:00PM unless a motion for continuation is approved by 2/3 of the members present.	To align with current practice.
37(1)(c)	(c) a member must not speak longer than a total of 15 minutes on any agenda item;	(c) a member's questions and deliberations may total a maximum of 12 minutes on any agenda item;	To ensure Council is clear on speaking time and to ensure efficient Council decision-making.