



SUMMARY OF PROPOSED CHANGES TO COUNCIL PROCEDURE BYLAW

**SUMMARY OF PROPOSED CHANGES:**

**Section 2**

1. Add definitions for:
  - Committee Clerk
  - Special Council Meeting
  - Vote by Ballot
2. Update definition of Committee
3. Remove definitions for:
  - Notice of Meeting
  - Select Committee
  - Standing Committee

**Section 6**

4. Clarify public notice procedures for annual schedule of regular council meetings and how revisions to the schedule of meetings may be made
5. Add wording as to how it is decided that a regular council meeting will be held electronically
6. Provide for public hearings to be held on non regular council meeting days if required

## **Sections 7-11**

7. Add wording, per Bill 10, to permit the following meetings to be conducted by electronic means:
  - Regular council meetings
  - Special council meetings (*fully electronic meetings already allowed in current bylaw*)
  - Committee meetings
8. Add wording, per Bill 10 to describe public notification requirements for the following meetings when conducted in whole or in part by electronic means:
  - Regular council meetings
  - Special council meetings
  - Committee meetings

## **Sections 12-14**

9. Remove wording prohibiting holding a public hearing by electronic means which will then allow public hearings to be held electronically (per Bill 10 amendments to *Local Government Act*)
10. Add wording, per Bill 10, to allow electronic participation by up to three members of Council / Committees at the following in-person meetings:
  - Regular council meetings
  - Special council meetings
  - Committee meetings
  - Public Hearings

## **Section 18**

11. Add wording to provide clarity of responsibilities of Committee Clerks with respect to Committee Minutes and reference Minute-taking Standards Policy

## **Section 22**

12. Add wording to clarify that additions to the agenda at a meeting may only be added by majority vote.

## **Section 23**

13. Reference requirement that requests to appear as a Delegation or Spotlight be submitted on City's standard application form.

## **Section 24**

14. Add "Correspondence" as a Section on the agenda separate from New and Unfinished Business

## **Section 25**

15. Add wording to clarify what happens if a presiding member's ruling on a Point of Order is not sustained upon appeal

## **Section 26**

16. Add requirements with respect to suspension of the bylaw's procedural rules

## **Section 29**

17. Add wording to permit the following types of motions to be voted on by ballot to preserve the secrecy of the vote of each members:
  - Approval of appointment of members to FCM, UBCM, LMLGA and to organizations deemed by City Council to further enhance or support the objectives of local government as per City Policy GE-10 Travel and Expense Policy

## **Section 32**

18. Update notification procedures for Committee meetings to align with actual practices and provide for notification of electronic committee meetings per Bill 10

## **Various Sections**

19. house keeping changes