

# Report to Municipal Council



<b>Meeting Date:</b> June 18, 2025	<b>Report Date:</b> June 11, 2025
<b>Reason Before Council:</b> Policy Direction / Approval	<b>Priority:</b> Normal
<b>Department:</b> General Government	<b>Type of Meeting:</b> Regular Meeting

**Report Title:** Draft Procedure By-Law – Revision 1

## **Recommended Resolution:**

That Council review and approve the proposed revisions to the draft Procedure By-Law. Once approved the By-Law shall be presented at the July 16<sup>th</sup> Regular Meeting for adoption.

## **Analysis & Background:**

Following the June 4<sup>th</sup> Committee of the Whole meeting, Council made the following suggestions for amendments to the Procedure By-Law:

- Sections 11.9 & 11.10 – change to read that these items should not be done – current reading was opposite – this was fixed
- Section 37 – remove (urgent / time sensitive reports only) – this was removed
- Section 41.3 – find a better word for “fulsome” – replaced with complete and accurate
- Section 47.1 – put more detail as was set out in the Clerk’s report – the Section was expanded with details on the amount of time permitted
- Section 48.5 – provide more details on the procedure to respond to Council Information Index – the Clerk has expanded this Section to include all the possible options for correspondence as well as included a new Section 48.6 setting out how to respond – new Section 48.7 added that if a Member will not be present that the matter be moved to the next meeting when that Member is present.

The Clerk also used Co-Pilot and asked for further recommendations. As a result, several other minor changes were made to the document to clarify details or clean up wording. Some highlights include:



- Section 8.9 – clarified Committee Chairs’ role
- Section 13.9 – change language from “guilty of” which seemed harsh
- Section 13.19 – clarified when a Chair must relinquish the chair
- Section 14.6 – added that a vote can be paused in the event of a disturbance
- Section 14.8 – again removed “guilty of”
- Section 15.2 – removed repetitive section
- Section 16.6 – added that Points of Privilege and the ruling are recorded
- Section 30.4 – added that members can participate electronically in the event of a family emergency;
- Section 32.1 – added the Section of the *Municipal Act* that addresses the taking of minutes without note or comment
- Section 34.4 – added that recordings requested from the public shall be produced within seven (7) days of request
- Sections 36.2 and 37.1 – changed “Announcements and Inquiries” to “Questions by Members of the Public and Announcements by Council”
- Section 44.1 – added that the entire By-Law does not need to be read

**Attachments:**

- Draft Procedure By-Law Revision 1

**Prepared By:** Tammy Godden, Clerk