

# Memo



**Date:** July 02, 2010  
**File:** 0600-01  
**To:** City Manager  
**From:** City Clerk  
**Subject:** Council Procedures Bylaw 9200

Report Prepared by: Deputy City Clerk

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## Recommendation:

THAT Council give reading consideration to Bylaw No. 10326 - being Amendment No. 4 to Council Procedures Bylaw No. 9200;

AND THAT notice of the amendment be given in accordance with Section 94 and 124 of the *Community Charter*.

## Purpose:

To amend Council Procedure Bylaw No. 9200, Part 4 Public Attendance at Council Meetings, and related sections, as directed by Council, and further to update the Bylaw with housekeeping amendments.

## Background:

The Council Procedure Bylaw (the Bylaw) is established by Council to provide staff and members of the public with procedural guidelines related to meetings of Council including; the Schedule and Notice of Meetings; Designation of a Member to Act in Place of the Mayor; Public Attendance at Meetings; Rules of Procedure; Minutes; Bylaws; Resolutions; and Council Committees.

In response to direction from Council, staff is proposing two amendments to Part 4, Public Attendance at Council Meetings, which will update the proceedings for Regular Meetings. Currently in the afternoon meetings of Council, an owner or applicant of a development application under consideration, with a negative staff recommendation, is permitted up to five minutes to address Council. Council requested that tenants who deem their interest to be affected by a strata conversion are also provided an opportunity to address Council for up to five minutes.

At the request of Council, staff also confirm that, under Council Policy No. 148 'Strata Conversion of Existing Occupied Buildings/Strata Property Act' (the Policy), procedures are in place to ensure an applicant for a strata conversion provides proper notification to tenants affected by a multiple housing strata conversion. The Policy requires this notification to include the date that Council will be considering the application, at which time under the proposed amendments to the Procedures Bylaw, tenants, or their representative, may appear before Council to express their views regarding the conversion.

Council also directed staff to ensure that, under Visitors and Delegations to Council (section 4.2), a person providing a report or presentation scheduled to an agenda applies to "Issues Arising From Correspondence & Community Concerns." Current practice regarding written correspondence addressed to Council has been captured both by amending the Bylaw under Part 5, Rules of Procedure, to include "Issues Arising from

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Correspondence & Community Concerns” on the regular (morning) meeting agenda, and by adding a new section 4.7, Proceedings at Regular Meetings (morning).

Along with changes requested by Council, the Bylaw has been updated with various housekeeping amendments. These include defining “Other Committees” in Part 1 Interpretation, updating departmental names to reflect recent changes, updating the formatting for readability under Part 4 Public Attendance at Council Meetings, and updating Part 9, Attendance Non-Committee Members at Committee Meetings, to acknowledge items placed on a Committee Agenda that may include a public presentation.

**Legal/Statutory Authority:**

Under Section 124(1) of the *Community Charter*, Council must, by bylaw, establish the general procedures to be followed by Council.

**Legal/Statutory Procedural Requirements:**

Under Section 124(3), if a Council Procedure Bylaw is to be amended, legislative advertising under Section 94 of the *Community Charter* is required. The amendment advertisements will be placed in the local papers on Friday, August 27, 2010 and Friday, September 03, 2010 as per Section 94 of the Community Charter.

**Considerations not applicable to this report:**

Internal Circulation:

Existing Policy:

Financial/Budgetary Considerations:

Personnel Implications:

External Agency/Public Comments:

Community & Media Relations Comments:

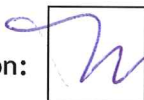
Alternate Recommendation:

Submitted by:



S. Fleming, City Clerk

Approved for inclusion:



R. Mayne, Director, Corporate Services