



STAFF REPORT

Meeting Date: May 8, 2023

Title: Proposed Revision to Procedural By-law May 2023

Prepared By: Allyson Euler

Department: Administration

Report Number: Administration-2023-016

Recommendation:

THAT Council direct staff to bring forward a by-law to amend Council's Procedural By-law (2022-16) to remove reference to Committee of the Whole Meetings.

Background:

At the March 27 meeting of Council I presented a Staff Report regarding the possibility of changing our meeting schedule from having Committee of the Whole Meetings on the second Monday of the month and Council Meetings on the fourth Monday of the month to having two (2) Council Meetings each month. As Council was interested in this suggestion, I had advised that a draft of the new Procedural By-law would be presented tonight.

Discussion:

Since the March 27 meeting, staff have revised the Procedural By-law to remove references to Committee of the Whole Meetings. Additionally, another proposed change has been made to Section 4.2 (green ink) which states that in December there will only be one (1) Council Meeting on the second Monday of the month, instead of two (2). Including this information in the Procedural By-law will end the need for Administration to present a Staff Report each year to amend the December meeting schedule.

If Council is interested in moving forward with the changes to the Procedural By-law, an amending by-law will be presented at the May 23rd Council Meeting. However, due to

the updates that will have to take place in the back end of our meeting management system once the by-law is adopted, and the fact that some people may already have Reports submitted for the June Committee of the Whole Meeting, we will leave June as a Committee of the Whole/Council Meeting month and the changes to the Procedural By-law will come into effect for the July meeting cycle when we will have Council Meetings on July 10 and 24.

Attachments (Reference Material):

Draft Procedural By-law