



The Corporation of the District of Saanich

Report

To: Mayor and Council

From: Angila Bains, Director of Legislative and Protective Services/Corporate Officer

Date: October 15, 2024

Subject: Council Procedure Bylaw Amendment

File:

RECOMMENDATIONS

That Council give three readings to "Council Procedure Bylaw, 2021, Amendment Bylaw, 2024, No. 9732".

PURPOSE

The purpose of this report is to present amendments to the Council Procedure Bylaw. The amendment bylaw includes approved changes requested by Council, clarification regarding electronic meeting processes, and general housekeeping updates.

BACKGROUND

At its meetings of October 16, 2023 and September 23, 2024, Council resolved as follows:

- "That Council direct staff to prepare a Bylaw Amendment to eliminate the potential barrier posed by the requirement of those providing public input at a Council meeting to share their residential address (Section 39); and to eliminate the potential barrier posed by the requirement of those providing input at a Public Hearing to share their residential address (Section 43)."
- "That Council direct staff to prepare an amendment to the Council Procedure Bylaw removing "Open Forum" from the Council Procedure Bylaw."

Council also provided direction to staff in scheduling its first inaugural town hall meeting to provide additional opportunities for meaningful public engagement.

Section 94 of the *Community Charter* requires that Council give notice of an amendment to the Council Procedure Bylaw prior to the adoption of the amendment. Notice will be published in the October 16 and 23, 2024 editions of the Saanich News.

DISCUSSION

In addition to the changes requested by Council to its Council Procedure Bylaw, staff have also added content to clarify processes for conducting electronic meetings. The updates included align with recommendations from the Provincial Government to ensure procedures for electronic meetings meet legislative requirements.

Additionally, staff have also incorporated some housekeeping amendments aimed at improving meeting efficiency, which include:

1. Incorporating public input into the order of business on Committee of the Whole meeting agendas.
2. Allowing the Corporate Officer to include additional agenda categories and set the order on the agenda.

Staff have prepared a redline version of the bylaw which is attached for Council's consideration and reference.

COUNCIL OPTIONS

1. That Council give three readings to "Council Procedure Bylaw, 2021, Amendment Bylaw, 2024, No. 9732".
2. That Council provide alternate direction to staff.

FINANCIAL IMPLICATIONS

There are no anticipated financial implications associated with the recommendation.

STRATEGIC PLAN IMPLICATIONS

The Council Procedure Bylaw amendment assists in meeting the strategic goal of achieving organizational excellence in both strong internal processes and citizen engagement.

CONCLUSION

The report recommends proceeding with the outlined amendments to the Council Procedure Bylaw. Council is requested to give three readings to "Council Procedure Bylaw, 2021, Amendment Bylaw, 2024, 9732".

Prepared by: Sharon Froud, Deputy Legislative Manager

Reviewed by: Andie Britton-Foster, Municipal Solicitor (Bylaw Review)

Approved by: Angila Bains, Director of Legislative and Protective Services/Corporate Officer

Attachments:
Council Procedure Bylaw, 2021, Amendment Bylaw, 2024, No. 9732
Bylaw: Redline copy

ADMINISTRATOR'S COMMENTS:

I endorse the recommendation from the Director of Legislative and Protective Services/Corporate Officer.

Brent Reems, Chief Administrative Officer