

# Meeting Procedures Bylaw 2026-07

First Reading





# Council's Feedback Received

The feedback received from Council was focused on the following areas:

1. Clarity
2. Consistency
3. Agenda Management
4. Legislative Compliance



# Clarity

## **Council Meeting Agendas**

- Section 15 – revised to read “The CAO shall prescribe the administrative format and structure of Agendas.”
- Sections 16 to 20 – have been reorganized so that each step fits into a chronological sequence.
- Section 17 – revised to read “Agendas shall be approved by the Mayor and the Deputy Mayor prior to publication and distribution.”

## **Public Hearing Procedures**

- Section 39 – revised to read “The Mayor, or the Deputy Mayor, shall Chair all Public Hearings.”



# Consistency

- Times that presenters have an opportunity to speak for each of the following opportunities:
  1. Public Input – 5 minutes presentation per speaker
  2. Delegations – 10 minutes presentation and 15 minutes to respond to any questions of Council
  3. Public Hearing – 5 minutes verbal submissions per speaker
  
- References to groups in each of the following cases:
  1. Delegations – “Delegations consisting of more than one individual shall appoint a spokesperson that will be responsible for presenting on behalf of the group.”
  2. Public Hearings – “Groups are comprised of three or more individuals...”
  
- Motion Procedures
  
- Rules of Debate and Limits to Speaking



# Agenda Management

## Agenda Process

Monday	Tuesday	Wednesday	Thursday
Generate agenda  Provide drafter's reminder	Council Meetings or GPC Meetings  <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Prepare Minutes Action Adopted Minutes Follow-Up Action List Actions items from Meeting</div>	Review draft agenda items  Review next meeting agenda items and prepare for meeting	Forward planning  Draft agenda for the meeting two weeks away prepared and distributed  Publish the meeting agenda for next week: <ul style="list-style-type: none"><li>• Create virtual meeting links</li><li>• Prepare Chair Notes (if needed)</li><li>• Create YouTube Link</li></ul>

# Agenda Management

## Consent Agenda

Consent agendas are a way to pull several items on an agenda of a meeting together where the recommended action is to approve, without discussion, questions, or debate, the recommendations in each of the request for decisions referenced in the Consent Agenda request for decision.

Council could consider several different matters on their agendas for placement on a Consent Agenda.

During the meeting, prior to the Consent Agenda motion being made, the chair shall ask if any members of council wish to exempt an item from the Consent Agenda. If a councillor wishes to debate an item included in the Consent Agenda, the councillor may exempt any item in the Consent Agenda, provided the request for exemption is made before voting occurs on the Consent Agenda motion.



# Legislative Compliance

## ➤ Participation of Members

- remove Sections 95-100

## ➤ Abstain

- Aligns with the Municipal Government Act



# Bylaw Process

Step	Date	Action
1	February 17, 2026	Introduce draft bylaw
2	February 17, 2026	Governance and Priorities Committee provided feedback on draft bylaw
3	March 10, 2026	Present Bylaw 2026-07 – Meeting Procedures for first reading
4	March 10, 2026	Council Members may put forward motions to amend Bylaw 2026-07
5		Administration amends the bylaw according to resolution(s) passed by Council
6	March 24, 2026	Present Bylaw 2026-07 – Meeting Procedures for second reading
7	March 24, 2026	Council Members may put forward motions to amend Bylaw 2026-07; or Give third reading to Bylaw 2026-07
8 <i>If needed</i>		Administration amends the bylaw according to resolution(s) passed by Council
9 <i>If needed</i>	April 14, 2026	Present Bylaw 2026-07 – Meeting Procedures for third reading



# Questions?

