

THE CORPORATION OF THE  
**CITY OF WHITE ROCK**  
**CORPORATE REPORT**



**DATE:** March 27, 2023

**TO:** Mayor and Council

**FROM:** Tracey Arthur, Director, Corporate Administration

**SUBJECT:** Proposed Amendments to the Council and Committee Procedure Bylaw

**RECOMMENDATION**

THAT Council receive for information the corporate report dated March 27, 2023, from the Director of Corporate Administration titled “Proposed Amendments to the Council and Committee Procedure Bylaw” for consideration and direction to staff.

**EXECUTIVE SUMMARY**

In accordance with the *Community Charter* Section 124, a council must, by bylaw, establish the general procedures to be followed by council and committees in conducting their business.

**INTRODUCTION/BACKGROUND**

The Council and Committee Procedure Bylaw 2393 was adopted October 2021. This is the first amendment being brought forward for the bylaw.

The proposed amendments include meeting start times, question and answer period and general housekeeping. The proposed amendments are noted within the bylaw as tracked changes shown in blue and red within for easy reference.

The more significant amendments include:

SECTION	TOPIC	PROPOSED SUMMARY OF WORDING
5 (b)	Time and Location of Meetings	<p>Regular Council meetings will commence in accordance with the approved regular Council meeting schedule posted at the Public Notice Posting Place; generally but not exclusively, at 4:00 p.m.</p> <p><b>It is proposed to place all items directly onto the regular Council agenda. It has been noted by the Mayor that there is not the need for Standing Committees such as Land Use and Planning, Governance and Legislation, and Finance and Audit. Instead all business will be conducted directly within a Regular Council agenda.</b></p>

		<b>The earlier start time will accommodate being able to address all Council businesses within the meeting.</b>
23 (1)	Question and Answer Period	<p>Question and Answer Period will be conducted in person and be the last item on the regular Council meeting. This will be an opportunity for the public to ask questions or make comments regarding items that are on the current agenda only.</p> <p><b>Written submissions were started due to having meetings electronically during the pandemic. This continued as an option once the meetings went back to being in person.</b></p> <p><b>It is proposed to amend the purpose of Question and Answer Period as an opportunity for the public to inquire and ask questions about topics on the agenda that evening only.</b></p>
23 (3)	Question and Answer Period	<p>Question and Answer Period be timed, not to exceed 15 minutes.</p> <p><b>It is proposed that Question and Answer Period will not be extended by vote of Council past 15 minutes, due to it now being conducted at the end of the meeting.</b></p>
23 (5)	Question and Answer Period	<p>When the Chairperson or staff do not have a response to the question, once available, it will be provided as an On- Table document after the meeting.</p> <p><b>With questions now being directly affiliated with the agenda most answers should be able to be provided directly at the meeting. In the circumstance they cannot then the person will be contacted with the information, and it will be uploaded as an On-Table item in the agenda and minutes page of the corresponding meeting.</b></p> <p><b>Keeping up this function separately on the website has created a lot of work. Placing anything new from what was given at a meeting as an On-Table item keeps in practice of what we do.</b></p>

23 (8)	Question and Answer Period	<p><b>Propose to remove Question and Answer period not being conducted in the two (2) months prior to election.</b></p> <p><b>As Question and Answers can only be done on current agenda topics, this would continue to take place in the two (2) months prior to an election.</b></p>
26 (10)	Conduct and Debate	<p>The following rules apply to limit speech on matters being considered at the Council meeting:</p> <p>(a) a member may speak no more than twice for a maximum of five (5) minutes per time in connection with the same question unless:</p> <ul style="list-style-type: none"> <li>i. with the permission of Council by majority vote, or</li> <li>ii. if the member is explaining a material part of a previous speech while introducing a new matter;</li> </ul> <p><b>This is a standard within Council Procedure Bylaws. It was removed by the previous Council. Staff propose to bring it back. When this is needed it will be there as a way to ensure fair conduct of debate, everyone would be given the same amount of time to speak but then the next topic can be moved on to in a streamlined manner.</b></p>

Other minor amendments have been made in terms of numbering, removal of redundant wording and some corrections regarding grammar.

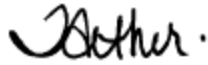
**COMMUNICATION AND COMMUNITY ENGAGEMENT IMPLICATIONS**

Any amendment to Council’s Procedure Bylaw requires notification (through the Peace Arch News) for two (2) consecutive weeks prior to consideration of final reading of the bylaw. In addition, 2023 Council meeting dates with the new time of 4:00 p.m. would be re-advertised following adoption of the Bylaw.

**CONCLUSION**

Amendments to the *Council and Committee Procedure Bylaw, 2021, Amendment No. 1, 2023, No. 2459* are presented for review and discussion and direction to staff. This is an opportunity to ensure the bylaw meets the needs of Council and its committees.

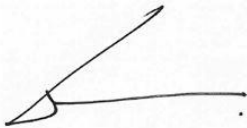
Respectfully submitted,



Tracey Arthur  
Director of Corporate Administration

**Comments from the Chief Administrative Officer**

I concur with the recommendation of this corporate report which is provided for consideration and direction to staff.



Guillermo Ferrero  
Chief Administrative Officer

Appendix A: Council and Committee Procedure Bylaw, 2021, Amendment No. 1, 2023,  
No. 2459