

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



**DATE:** July 10, 2023

**TO:** Mayor and Council

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

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

---

**RECOMMENDATION**

THAT Council receive for information the corporate report dated July 10, 2023, from the Director of Corporate Administration, titled “Council and Committee Procedure Bylaw Proposed Amendments” 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.

**PREVIOUS COUNCIL DIRECTION**

<b>Motion # &amp; Meeting Date</b>	<b>Motion Details</b>
2023-285 June 26, 2023	THAT Council directs staff to bring forward an amendment to the Council and Committee Procedure Bylaw regarding Question and Answer Period as follows:  1) to be held in person only; and  2) only questions or comments may be made regarding items already included in the Council Agenda.

**INTRODUCTION/BACKGROUND**

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

At the June 26, 2023 regular council meeting a resolution was carried directing staff to bring forward an amendment to the Council and Committee Procedure Bylaw in regard to Question and Answer Period. The proposed bylaw has been amended to follow Council direction given through motion 2023-285.

At this time, staff are also bringing forward a potential amendment regarding the date of agenda publication. Currently the bylaw outlines publication will take place on the Wednesday prior to the council meeting. Staff have found this can be a tight turnaround, particularly on weeks when

there has been a statutory holiday. Staff are proposing consideration of amending this to reflect that the agenda now be published on the Thursday prior to the meeting rather than Wednesday. This timing will be helpful with the agenda preparation as well as give the opportunity for a more efficient agenda review process that could include full draft staff reports rather than agenda topics only by Mayor/Acting Mayor and CAO prior to agenda publication. The opportunity for a full review of the corporate reports will accommodate the various complexities required in providing a well-rounded and informative report.

### **COMMUNICATION AND COMMUNITY ENGAGEMENT IMPLICATION**

Any amendment to the 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.

### **CONCLUSION**

In accordance with Council direction in regard to Question and Answer Period and a further proposed amendment for agenda publication timing this corporate report is presented for Council consideration of the initial readings of the *Council and Committee Procedure Bylaw, 2021, Amendment No. 2, 2023 No. 2475* as circulated.

Respectfully submitted,



Tracey Arthur  
Director, Corporate Administration

### **Comments from the Chief Administrative Officer**

This corporate report is provided for information purposes and direction to staff.



Guillermo Ferrero  
Chief Administrative Officer