

Memorandum

Meeting: Council Meeting

Date: October 22, 2024

To: Members of Council

From: Kevin Klingenberg, Municipal Clerk, Corporate Services

Subject: October 2024 Procedure By-law Amendment Consolidations

The purpose of this memo is to provide an overview of the Procedure By-law amendments recommended to Council for approval as presented on the October 22, 2024 Council meeting agenda as in By-law 2024-085.

[Staff Reports 2024-0525](#) and [2024-0526](#) were recommended to Council for approval at the October 8, 2024 General Committee and comprise of By-law 2024-085 sections 1 to 4. Staff Report 2024-0561 as presented on the October 22, 2024 Council meeting agenda recommends By-law 2024-085 section 5 for Council approval.

By-law 2024-085 section 6 addresses the following October 8, 2024 General Committee recommendation:

Whereas Council values public input and welcomes people to address Council or Committee; and

Whereas Procedure By-law subsections 8.9.3 and 8.9.4 permit late delegates to address Council or Committee in case of an emergency through waiving the rules with a simple majority vote;

Therefore be it resolved that the criteria for it to be an emergency be removed from Procedure By-law subsections 8.9.3 and 8.9.4.

Procedure By-law subsections 8.9.3 and 8.9.4 currently state:

8.9.3 In the case of an *emergency*, a person wishing to address the *Committee* or *Council* concerning an item on the agenda may request an *emergency delegation* through the *Clerk* before the *Committee* or *Council* meeting begins. The *Clerk* will advise the *Presiding Officer* of the request.

8.9.4 When a request for an *emergency delegation* has been given to the *Mayor* by the *Clerk*, the *Mayor* will call for a vote of the *Committee* or *Council* to waive the rules for *delegations*

to allow the person to speak and upon a majority vote in the affirmative the person will be permitted to address *Committee* or *Council*.

The effect of the amendments in By-law 2024-085 section 6 to remove the requirement for it to be an emergency to allow a late delegate to speak at the meeting with an affirmative majority vote by Committee or Council. Further clerical amendments are proposed to replace 'Mayor' with 'Presiding Officer' to provide clarity within the Procedure By-law when the Mayor is not chairing the meeting.

The proposed updates to section 8.9.3 and 8.9.4 within By-law 2024-085 section 6 provides the following amended wording in the Procedure By-law:

- 8.9.3 A person wishing to address the *Committee* or *Council* concerning an item on the agenda may request a through the *Clerk* before the *Committee* or *Council* meeting begins. The *Clerk* will advise the *Presiding Officer* of the request.
- 8.9.4 When a request for a *delegation* has been given to the *Presiding Officer* by the *Clerk*, the *Presiding Officer* will call for a vote of the *Committee* or *Council* to waive the rules for *delegations* to allow the person to speak and upon a *majority vote* in the affirmative the person will be permitted to address *Committee* or *Council*.

ATTACHMENTS

None.