

### Summary of Changes to Meeting Procedures Bylaw

Draft Bylaw 21-2021	Notes on Changes
<b>Overall Changes</b>	<ul style="list-style-type: none"> <li>• Used new bylaw template which includes marginal notes to guide the reader.</li> <li>• Used plain language and gender-neutral terms.</li> <li>• Re-organized the content to ensure a more logical flow between sections and parts.</li> <li>• Corrections made throughout the bylaw as required (includes removing redundant content or addressing gaps).</li> <li>• Clarity on procedural matters (i.e. special resolution versus two-thirds vote or amending something previously adopted).</li> <li>• Addressed MGA related changes and other process changes that have occurred over time (includes processes related to virtual attendance).</li> <li>• Adjusted public hearing procedures based upon recent court case.</li> </ul>
<b>Part I Definitions Pg. 1-3</b>	<ul style="list-style-type: none"> <li>• Corrected definitions for Point of Order, Point of Privilege, Two Thirds Vote, and Special Resolution.</li> <li>• Removed definitions that were not required.</li> <li>• Editorial changes (e.g., updating Chairman to Chair).</li> </ul>
<b>Part 1 Interpretation Pg. 3</b>	<ul style="list-style-type: none"> <li>• Updated to current provisions for County bylaws.</li> </ul>
<b>Part II General Meeting Matters Pg. 3-6</b>	<ul style="list-style-type: none"> <li>• Added section on Inaugural Meetings (s. 1-2).</li> <li>• Clarified that the organizational meeting may address "any other business included on the agenda" (s. 3).</li> <li>• Removed section on Special Meetings and Regular Meetings (well documented in the MGA and generally well understood).</li> <li>• Added a section on Campaign Period (s. 4).</li> <li>• Added a section on Meeting Notices (s. 5).</li> <li>• Added a section on Meeting Changes (s. 6-7).</li> <li>• Updated language related to "closed session" (s. 9).</li> <li>• Section on Meeting Business provides Council with more flexibility to move items that are not scheduled for a specific time within the agenda (s. 17).</li> <li>• Addressed changing the time for items that have been scheduled for a specific time – requires a two-thirds vote which protects the rights of Council and the public (s. 18).</li> <li>• Consent agenda section updated to reflect current practice and to: <ul style="list-style-type: none"> <li>◦ Clarify that a majority vote is required for adopting the consent agenda (this means that a councillor can vote against the consent agenda</li> </ul> </li> </ul>

	<p>if they wish to vote against a particular item on consent without pulling the item), and</p> <ul style="list-style-type: none"> <li>○ Clarify the process and require that any changes to the consent agenda not reviewed by the Mayor's Executive Committee are read aloud by the Director. (s. 19-22).</li> <li>• Clarified that the adoption of the minutes requires a majority vote and maintained the requirement for no note or comment in the minutes (removed from the MGA) (s. 23).</li> </ul>
<b>Part III</b> <b>Role of the Chair and Meeting Conduct</b> <b>Pg. 7-8</b>	<ul style="list-style-type: none"> <li>• Updated Role of the Chair to use gender-neutral language and simplified description of the Chair's role (s. 28-29).</li> <li>• The proposed bylaw only requires the Chair to leave the chair when they are moving and speaking to their own motion (s. 30-33).</li> <li>• Provided more detail on procedural rulings since a challenge to the chair is procedurally complex (s.34 - 39).</li> <li>• Simplified section on Conduct since the topic is addressed in the Code of Conduct Bylaw (s. 40).</li> <li>• Clarified Points of Order and Points of Procedure (s. 41-42).</li> </ul>
<b>Part IV</b> <b>Rules of Debate and Limits to Speaking</b> <b>Pg. 8-9</b>	<ul style="list-style-type: none"> <li>• Added additional clarity on the rules of debate in alignment with current practice (s. 49).</li> <li>• Updated the limits on speaking and removed the limitation to speak only twice to a matter since this is not the current practice (s. 50-55).</li> </ul>
<b>Part V</b> <b>Motions</b> <b>Pg. 9-13</b>	<ul style="list-style-type: none"> <li>• The Part on Motions has been reorganized and is intended to provide enough guidance to support councillors and administration in understanding parliamentary process without detailing all the possible motions or reproducing too much material from RONR.</li> <li>• Clarified sources of main motions (s. 57).</li> <li>• Included most commonly used motions (s. 67-109).</li> <li>• Removed "motion to table" since it was incorrect, rarely used, and generally out of favour in parliamentary procedure.</li> <li>• Ensured that motions align with parliamentary procedure – e.g., motion to reconsider, rescind, amend something previously adopted, and renew are each detailed.</li> <li>• Added objection to consideration of the question (used occasionally but not always well understood).</li> </ul>
<b>Part VI</b> <b>Public Hearings</b> <b>Pg. 13-15</b>	<ul style="list-style-type: none"> <li>• Ensured that the procedure for public hearings meets the standards required by case law, as well as the MGA.</li> <li>• Added ability to present as a panel (s. 117).</li> </ul>

	<ul style="list-style-type: none"> <li>• Added clarity on limits for written submissions to address hate propaganda or defamatory material (s. 120)</li> <li>• Added limits on the use of signs, t-shirts, etc. to advertise one's position (s. 122).</li> <li>• Added the ability to participate by electronic means (s. 114).</li> <li>• Clarified requirements related to deadlines for registration to speak and for submitting written materials (s. 118-119).</li> </ul>
<b>Part VII</b> <b>Information Requests and</b> <b>Notices of Motion</b> <b>Pg. 15-16</b>	<ul style="list-style-type: none"> <li>• Clarified that Information Requests are made in writing prior to presenting the request.</li> <li>• Provided greater transparency to the public by noting that the responses to requests will be included on the next available Council or Priorities Committee agenda (current practice).</li> <li>• Removed the "Program Request" which has become defunct.</li> <li>• Removed references to reports for information since they are only included as part of the Priorities Committee agenda.</li> <li>• Current requirements for NoM are maintained; however, the proposed bylaw is more detailed and clearer.</li> <li>• Requires a Special Resolution (2/3 of all Councillors) to debate a motion without notice, which aligns with parliamentary procedure.</li> </ul>
<b>Part VIII</b> <b>Bylaws</b> <b>Pg. 17</b>	<ul style="list-style-type: none"> <li>• Minor language updates and simplification of section.</li> </ul>
<b>Part IX</b> <b>Voting</b> <b>Pg. 17-18</b>	<ul style="list-style-type: none"> <li>• Added an overview of the voting procedures.</li> <li>• Maintained the current voting process as per the original meeting procedures bylaw and amendments to this section.</li> <li>• Removed some of the detail regarding abstentions since documented in MGA.</li> <li>• Clarified the conditions under which a vote may be retaken and allowed for Chair's discretion.</li> </ul>
<b>Part X</b> <b>Repeal and Effective Date</b> <b>Pg. 18</b>	<ul style="list-style-type: none"> <li>• Repealed covid-related procedures bylaw and current meeting procedures bylaw.</li> <li>• Effective date is October 18, 2021 to coincide with new council and council orientation.</li> </ul>