

GOVERNANCE ADVISORY COMMITTEE REPORT**Bylaw 59-2022 Priorities Committee Bylaw****Report Purpose**

This report provides a revised Priorities Committee Bylaw, as recommended by the Governance Advisory Committee.

Recommendation

THAT Bylaw 59-2022 be given first reading.
THAT Bylaw 59-2022 be given second reading.
THAT Bylaw 59-2022 be considered for third reading.
THAT Bylaw 59-2022 be given third reading.

THAT the 2023 Council Meeting scheduled be amended to schedule quarterly Open House sessions at the following Priorities Committee meetings: January 24, 2023, April 18, 2023, July 11, 2023 and October 17, 2023.

Report

Priorities Committee Bylaw 17-2017 has been reviewed by the Governance Advisory Committee in accordance with the recommended review schedule.

The following sections of the bylaw were of specific focus during the Governance Advisory Committee review:

Committee Mandate

- Is the mandate appropriate and accurate?
- Has the expansion of the mandate to include debate been a positive change?

Terms of Reference

- Review for clarity

Rotation of Chair

- Is the rotation based on the Deputy Mayor schedule satisfactory?

Public Presentations

- Review parameters for exclusion (political parties, political representative and unions) and allowed topics (special recognition and topics within Municipal Jurisdiction)
- Review 15 minutes time limit for presentations

Open House

- Review frequency and timing of Open House Sessions
- Review deadline to register (4 p.m. day prior)
- Review limitations (matters dealt with at Public Hearing, Subdivision Development and Appeal Board, Assessment Review Boards, etc.)
- Review time limits (5 minutes for individuals and 15 minutes for a group)

Summary of Recommended Changes

The Governance Advisory Committee directed Administration to prepare a revised bylaw, as set out in enclosure 1, to implement the following changes:

Changes to Open House schedule and timing

The Governance Advisory Committee recommends Open House sessions be scheduled on a quarterly basis with a start time of 5:00 p.m.

Participation in Open House sessions while valuable, tends to be inconsistent. Moving to a quarterly schedule would encourage multiple presentations per session, which would create efficiencies and facilitate easier management of Priorities Committee meeting agendas. The dates set each quarter would be promoted by administration, which may encourage greater participation from the public. The revised bylaw also allows greater opportunity for Priorities Committee discussion of matters raised at an Open House.

Amending the start time from 5:30 p.m. to 5:00 p.m. is recommended to support a better flow of the agenda. The 5:00 p.m. start time is consistent with public hearing timing and still provides an opportunity for people to attend outside of traditional working hours.

Amend the Open House presentation material deadline

Remove the requirement to provide presentation materials for Open House 10 days prior and instead align the deadline with the registration deadline of 4 p.m. the business day prior to the meeting.

Remove reference to Program Requests

Program Requests are rarely used as it is common practice for requests to be brought forward as a Notice of Motion. This change is in alignment with recent amendments made to the Meeting Procedures Bylaw.

Changes to the Agenda Order

Adjust the order of agenda items to match what is used in practice on current agendas.

Administrative Changes

Administrative changes to correct clerical errors, ensure consistency with Meeting Procedures Bylaw 21-2021 and to modernize the bylaw language and template.

Next Steps

If Council gives three readings to proposed Bylaw 59-2022, the new provisions will come into effect on January 1, 2023. The first Open House for 2023 would be held at the January 24th Priorities Committee meeting.

Council and Committee History

September 14, 2022	Governance Advisory Committee approval: THAT Administration prepare, for Governance Advisory Committee consideration, draft amendments to Bylaw 17-2017 to implement the recommendations outlined in the September 14, 2022 report.
October 26, 2022	Governance Advisory Committee approval: THAT enclosure 1 be brought forward for Council consideration by the end of the fourth

quarter of 2022.

Enclosure(s)

- 1 Bylaw 59-2022 Priorities Committee Bylaw (Proposed)
- 2 Bylaw 17-2017 Priorities Committee Bylaw (Current)
- 3 Bylaw 59-2022 Priorities Committee Bylaw presentation