

Procedural By-law Review 2023 Work Plan Update July 17, 2023

Goal 1: Terms of Reference		
Objective: Formal Committee Terms of Reference		
Areas Identified	Priority	Status
Create formal Committee Terms of Reference	High	Complete
Goal 2: Housekeeping Updates		
Objective: Review current By-law for required housekeeping updates		
Areas Identified	Priority	Status
a) Definition of Committee	Medium	To be considered
b) BRCOTW Chair Term	Low	To be considered
c) Appointment of Acting Standing Committee Chairs	Low	In progress
d) Statutory Public Meetings	Low	To be considered
e) Election of Regional Chair	Low	To be considered
f) Chair as ex-officio	High	To be considered
Goal 3: Improvement and Modernization		
Objective: Review current By-law for areas for improvement (including jurisdictional scan and legislative compliance)		
Areas Identified	Priority	Status
a) delegations (speaking time, decorum, submission of materials)	High	In progress
b) speaking length (Council and Committee)	High	In progress
c) curfew for Committee of the Whole meetings	Medium	In progress
d) formalize Other Business/Announcements	High	To be considered – August 28 Meeting

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e) Motions/Notice of Motion (time requirements)	Medium	To be considered – August 28 Meeting
f) Staff direction vs formal motion	Medium	To be considered
g) Councillor Information Requests (procedure – i.e. when information is provided back)	Low	To be considered
Goal 4: Items Referred by Council		
Objective: Consider items referred to Committee by Council		
Areas Identified	Priority	Resources
Code of Conduct provisions	Medium	To be considered

Outstanding Information Requests:

- Additional information regarding 2e respecting reasons why delegates would not be permitted;
- Information regarding provisions for delegate speaking length with respect to Statutory Public Meetings;
- Additional information regarding the practice of asking questions after a group of delegates;
- Information regarding protections for Councillors in meetings (i.e. members of the public entering the “Council ring”); and
- Information regarding introducing a threshold of delegation requests that would reduce the speaking time to 5 minutes.