

**Procedural By-law Review 2023 Work Plan Update August 28, 2023**

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

**Procedural By-law Review 2023 Work Plan Update August 28, 2023**

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
<b>Goal 4: Items Referred by Council</b>		
Objective: Consider items referred to Committee by Council		
<b>Areas Identified</b>	<b>Priority</b>	<b>Resources</b>
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.