

Appendix A: List of Procedural By-law Amendments

Proposed By-law Sections	Amendments	Rationale
Throughout	<ul style="list-style-type: none"> • Grammatical updates (i.e. plain language, using gender-neutral pronouns, adding the word “the” in front of Chair, etc.); • Modernization of language (i.e. deleted reference to flash bulbs) • References to electronic participation was added where appropriate; • Section numbering has been updated; • Duplicated language has been removed where possible; • Combined related sections for readability; • Sections were reordered to be more understandable. 	These updates help to make the by-law more accessible and inclusive.
1 - Definitions	Added words such as abstain, addendum, defer, etc.	To provide further clarification.
2 - Purpose and Principles	The current by-law section 1 was expanded and moved to section 2.	The current by-law was missing explanatory details such as the timeline for a suspension of the rules.
3 – Role and Duties of the Chair	Clarified the responsibilities/authority of the Regional Chair vs the Chair of a meeting	The current by-law listed many of the same duties for both the Regional Chair and Committee Chairs so any duplication was captured under section 3 and any distinctive roles of the Regional Chair were listed under section 4.
6 – Inaugural Meeting	Replaced the language specifying when the inaugural meeting must be held.	The current language is unclear.
7 – Regular Meetings	The language for meeting schedule amendments and time extensions were changed to plain language and the sections were minimally rephrased and reordered for clarity.	All requirements remain the same, the language was updated for clarity purposes only.
Deleted - Regular Meeting Day A	The current by-law Section 8 was deleted.	This language was determined to be redundant as the meeting

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Civic or Public Holiday		schedule approved by Council, as per 7.2, would already account for these designated dates.
9 – Open and Closed Meetings	Combined section 10 and 14 of the current by-law.	Combining the provisions related to open and closed allows for easier differentiation.
10 – Delegations	<ul style="list-style-type: none"> • The section has been updated throughout with clarifying language. • Amended the deadline to register to 24 hours instead of Monday as meetings could be any day of the week. Removed reference to any other deadline for clarity. • Updated time limits to reflect the pilot project i.e. five minutes for both Committee and Council Meetings and the time limit was decreased to three minutes if the registration deadline is missed, etc. • Removed the distinction for group delegations. • In order to limit repeat delegations on the same matter we have updated 10.1.5. • Updated 10.5-10.7 the rules of conduct and prohibitions (i.e. Added a provision to, in exceptional circumstances, allow the meeting Chair and the Clerk to stop a delegation from speaking) 	<ul style="list-style-type: none"> • Amendments were made to reflect the lessons gained from the current pilot project. <ul style="list-style-type: none"> ○ Five minute delegations proved to be an effective time limit for the public and aided in more effective and efficient use of meeting time. ○ The decreased time limit for registering beyond the deadline encouraged delegations to register early which allows Council, the Public and Staff to more accurately predict timing for the meeting. ○ During the pilot project, it was observed that the increased time limit of ten minutes for group delegations was at times misused and provided an unfair advantage for organizations over individuals. For

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		<p>equity purposes, all delegations individuals or otherwise will all receive five minutes if registered by the deadline.</p> <ul style="list-style-type: none"> • The rules of conduct were updated to reflect the proper behaviour for electronic participation and additional conduct that has been deemed improper. i.e. engage in hate speech or make defamatory comments.
15 – Electronic Participation	<ul style="list-style-type: none"> • Updated with new language • Amended to reflect current best practices and permits delegations, external presenters, authorized Staff and advisory committee/Board members to participate electronically. 	Updated to reflect the guidelines passed by Committee on August 9, 2022.
20 – Agenda in Council	<ul style="list-style-type: none"> • Added Land acknowledgement • Removed “Presentation and Consideration of Reports of Committees and Certain Officers of the Corporation” and changed it to Reports 	<ul style="list-style-type: none"> • Updated to reflect current practices.
25 - Conduct of Members in Meetings/ 26 - Questions	<ul style="list-style-type: none"> • Time limits for Councillors have been clarified and now apply to both Council and Committee meetings to: <ul style="list-style-type: none"> ○ Members have 5 minutes to speak to a matter. ○ Members will have the opportunity for 1 question and 1 follow up question ○ Once everyone has had the chance to ask a 1st set of questions then someone can have a 2nd set of questions 	Updated to aid in meeting efficiency and ensure there is consistency with delegation time limits and the language between Council and Committee meetings.

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Deleted – Enquiries and Answers	Removed this section, as it requires Council to submit a formal written request to Staff for information.	Does not reflect current practices
40 – Reading	Added language that permits motions to be displayed instead of having to recite it during the meeting.	Improves the efficiency of the meeting.
54 – Reconsideration	Replaced with updated language that clarifies the process.	The current by-law does not provide enough detail
56 – Readings of By-laws (...)	56.5 replaced the current language of 66.5	Updated to reflect current practices that corrections to documents are permitted beyond just by-laws.
59 – Establishment/ Appointment	Added the language on the dissolution of ad hoc committees.	Added to clarify current practices.
60 - Composition of Standing Committees	<ul style="list-style-type: none"> • Renamed Community Services to Community and Health Services • Renamed the budget committee to Strategic Planning and Budget Committee • Listed the composition for the different committee types 	Updated to better identify the purpose of the committee types and their members.
61- Standing Committee Chair	Moved the language under 78.4 of the current by-law to 61.3 and replaced the words “from office” with “as Chair”	Updated to a more logical section in the document and removed language that is beyond the jurisdiction of the By-law.
66 – Consent Agenda	Added that consent agenda items can include annual reports.	Updated for clarity related to current practices.
Deleted – General Provisions for Committees	The specific provisions were moved to other sections.	Moved to more applicable sections of the by-law.
69 – Execution of Documents	Amended to reference the adopted By-law 22-018.	Updated as By-law 06-034 and subsequent By-laws were repealed.
70 – Amendments or Repeal	<ul style="list-style-type: none"> • Updated to repeal the current by-law. • Deleted the following “of all members of the Council” from 70.2.1 	The language was deleted because it was too restrictive on the attendance of Council (i.e. sick, leave of absence, etc.)