



## PUBLIC NOTICE

### ***District of Taylor Council Procedure Bylaw No. 857, 2022***

District of Taylor Mayor and Council will be considering the adoption of *Council Procedure Bylaw No. 857, 2022* at the November 7, 2022 Regular Meeting.

The updated bylaw includes the following changes:

- Inclusion of “Agent”, “Acting Mayor”, “Agenda”, “Chair”, “Committee”, “Electronic Meeting”, “Harassing”, “Inaugural Meeting”, “Member”, “Motion”, “Points of Order”, “Presiding Member”, “Public Notice Posting Places”, “Question”, “Recommendation”, “Resolution”, and “Respectful Debate” in the definition section,
- Addition of a section with parameters surrounding informal meetings attended by Council members,
- Inclusion of a scheduled time of 5:00 p.m. for the Inaugural Meeting,
- Inclusion of the ability to cancel Council and Committee meetings, subject to the two previous meetings not being cancelled, and the ability to postpone Council and Committee meetings to a different day, time, or place, subject to the Corporate Officer being provided with at least two days written notice,
- Identified that Electronic Meetings are held in accordance with Section 128(2), 128.1(2), and 128.2(2) of the *Community Charter*, removed the ability to participate in electronic meetings due to travel, and included the ability to record public meetings and deem them as transitory records which may be made available for viewing online for a period of one (1) year from the meeting date,
- Inclusion of *Community Charter* provisions pertaining to Council proceedings,
- Addition of a Closed Meetings section which requires that a resolution be passed by Council to enter a closed session, and contains parameters related to confidential information and distribution methods for materials being presented,
- Inclusion of a deadline for the adoption of meeting minutes within three meetings,
- Addition of the Chief Administrative Officer in consultations related to agenda preparations,
- Revised deadline for public agenda submissions to 4:30 pm on the Monday prior to the meeting,
- Revised deadline to make agendas available to Council members and the public by 5:00 pm on the Thursday prior to the meeting,
- Addition of the requirement that Council must not consider any matters not listed on the agenda unless it is properly introduced under Notice of New Business,
- Inclusion of a deadline for staff to submit administration reports for agendas by 4:30 pm on the Tuesday prior to the meeting,
- Addition of a section which allows Council to pass one motion to approve the correspondence list, permits the exclusion of items on the correspondence list, and outlines acceptable material to be included on the correspondence list,
- Addition of a section to authorize the use of Council survey polls,

- Revisions to the order of proceedings to include the addition of a First Nations Land Acknowledgement, Notice of New Business, Recommendations from COTW (Council meetings only), and Notice of Motion (Council meetings only),
- Removal of Introduction of Late Items and Unfinished Business from the order of proceedings,
- Limitation of guests or delegates to address Council at a meeting to a maximum of three (3),
- Inclusion of appropriate behaviour of guests and delegates, and for conduct and debate in a meeting,
- Addition of new sections for Committee of the Whole meetings that are separate from Standing and Select Committees,
- Addition of sections for Committee of the Whole meetings which outlines their purpose, time and location, agenda deadlines, meeting notice parameters, order of proceedings and business, late agenda item parameters, requirements for meeting minutes, parameters for presiding members and quorum, points of order, conduct and debate, rising and reporting to Council, and rise without reporting,
- Addition of the requirement to establish terms of reference for standing committees,
- Inclusion of the requirement that at least half of the members of a standing committee must be Council members,
- Addition of a section for the establishment of select committees, which includes the requirement for terms of reference, that at least one member of Council be a select committee member, and that persons who are not Council members may be appointed to a select committee, and
- Requirement for standing committees to establish a regular schedule of meetings and that the schedule for select committee meetings be established in the terms of reference.

For more information about changes to the Council Procedure Bylaw or to receive a copy of the proposed bylaw, please contact Lisa Ford, Deputy Corporate Officer by calling (250) 789-3392 or by email at [lford@districtoftaylor.com](mailto:lford@districtoftaylor.com).