
TO: CITY MANAGER **DATE:** 2015 February 26

FROM: DEPUTY CITY CLERK

SUBJECT: PROCEDURE BYLAW AMENDMENT

PURPOSE: To amend Procedure Bylaw No.11714 to delegate authority to Committee Chairs to call or change committee meetings.

RECOMMENDATION:

1. **THAT** this report be received for information, and the City Solicitor be authorized to bring forward the required bylaw amendment.

REPORT

1.0 BACKGROUND

In 2014, the Clerks Department began a review of the Terms of Reference (TOR) for Council's boards, committees and commissions. The objective of the review was to provide the committees with a consistent approach and standardized template. Upon review of the various TOR inconsistencies in the authority of Committees, Boards and Commissions to call or alter a scheduled meeting date, time and location became apparent.

Presently, Sections 30, 35 and 36 determine the meeting schedules as follows:

City of Burnaby Procedure Bylaw No. 11714, Sections 30, 35 and 36

30. *A committee or commission shall meet when directed to meet by resolution of the Council, or at such other times as the committee or commission may resolve pursuant to sections 35 and 36.*
35. *The first meeting of a committee after its creation shall be held on the date and at the time and location specified by the Mayor. Every meeting of a committee after its first meeting shall be held on the date and time and location as directed pursuant to section 30 or as otherwise specified by resolution of the committee.*
36. *The first meeting of a select committee after its creation shall be held on the date and time and location specified in the Council resolution creating the select committee, or if not such resolution is made, by further resolution of the Council. Every meeting of a select committee after its first meeting shall be held at the date, time and location as directed pursuant to section 30 or as otherwise specified by resolution of the select committee.*

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Presently, the majority of committees/commissions meet on a monthly basis or less frequently. The time gap between meetings requires committees/commissions to be aware of any meeting changes in advance (e.g. one month or more) in order to pass a committee resolution. If the decision/circumstance that has resulted in the need to change a committee/commission meeting time, date or location is identified between meetings, a Council resolution is required to amend the meeting schedule. To allow the Committee/Commission Chair to alter a meeting date, time or location without the burden of a Council resolution, the following (or similar) amendments are proposed:

- 30. *A committee or commission shall meet when directed to meet by resolution of the Council or at such other times established pursuant to sections 35 and 36.*

- 35. (1) *The Chair of each committee or commission may call an additional meeting, cancel a meeting, and change the meeting place.*

(2) *The decision of the Chair to cancel or reschedule a committee or commission meeting postpones the business on the agenda for the meeting to the next or the rescheduled committee or commission meeting.*

- 36. *Where revisions are necessary to the schedule referred to in section 30, the City Clerk must, as soon as possible, post a notice in the public notice posting place to advise the public of:*
 - (a) *any revisions to the date, time and place of the committee or commission meeting;*
 - (b) *any committee or commission meeting which has been cancelled by the Chair in accordance with subsection (1) of 35; and*
 - (c) *any additional committee or commission meeting which has been called by the Chair in accordance with subsection (2) of 35.*

2.0 TIMELINE

Once Council adopts a resolution to amend the Procedure Bylaw, the bylaw will come forward for three readings. Following the three readings a Notice of Amendment and explanation of the purpose of the Amendment will be advertised in accordance with Section 94 of the Community Charter. The advertisement will be placed in a newspaper circulating locally, once each week for two consecutive weeks. The bylaw would then return to Council for reconsideration and final adoption.



Kate O'Connell
DEPUTY CITY CLERK

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cc: COB Committees/Commissions
City Manager
Deputy City Manager
City Solicitor