

EXECUTIVE COMMITTEE OF COUNCIL

TO: MAYOR AND COUNCILLORS

SUBJECT: PROPOSED 2024 PROCEDURE BYLAW AMENDMENTS

RECOMMENDATION:

THAT staff be directed to bring forward a report detailing proposed updates to the Burnaby Procedure Bylaw 2024 as outlined in the report titled “Proposed 2025 Procedure Bylaw Amendments” of the Executive Committee of Council meeting, dated January 20, 2025 with the following amendments:

- Update No.5b (Procedure Bylaw - Part 14) – to replace the word Councillors with Council
- Update No.6d (Procedure Bylaw - Part 15)– to replace the word Councillors with Council.

REPORT

The Executive Committee of Council, at its meeting held on January 20, 2025, received and adopted the attached report in relation to updates to the Burnaby Procedure Bylaw 2024 (Bylaw No. 14610).

The Committee brought forward a few additional minor changes to be incorporated into the amendments before being brought to Council as noted in the recommendation.

The Committee requested that all amendments, including those noted above, be shown on Attachment 1 of the report when submitted to Council.

On behalf of the Executive Committee of
Council,

Councillor Sav Dhaliwal
Chair

Councillor P. Calendino
Vice Chair

TO: EXECUTIVE COMMITTEE OF COUNCIL
FROM: GENERAL MANAGER CORPORATE SERVICES
SUBJECT: **PROPOSED 2025 PROCEDURE BYLAW AMENDMENTS**
PURPOSE: To seek input and direction from Executive Committee in relation to updates to the Burnaby Procedure Bylaw 2024 (No. 14610)

RECOMMENDATION

THAT staff be directed to bring forward a report detailing proposed updates to the Burnaby Procedure Bylaw 2024 as outlined in the report titled “Proposed 2025 Procedure Bylaw Amendments” dated January 20, 2025.

1.0 POLICY SECTION

- Burnaby Procedure Bylaw 2024 (No. 14610)

2.0 BACKGROUND

On January 1, 2024, a new Burnaby Procedure Bylaw (2024) [Attachment 1] became effective. The updated bylaw was the result of consultation with Council and it incorporated both existing practices, legislative updates and industry best practices.

Throughout the course of the year, feedback has been collected by various means to be considered as part of a future amendment of the Procedure Bylaw.

Procedure bylaws are required to be adopted by every municipality, and once adopted are routinely reviewed and subsequently amended, as required and at the request of Council. Procedure bylaws ensure all procedural rules and regulations for Council, Advisory Bodies and other governing principles required in the *Community Charter* and *Local Government Act* are adhered through mutual agreeance of the meeting proceedings, record keeping and delegated authorities and appointed roles identified in the bylaw.

The Executive Committee of Council’s Terms of Reference indicates one of committee’s responsibilities is to advise on Council procedures, and to review the Burnaby Procedure Bylaw and make amendment recommendations. This report is provided to distribute previous feedback received as well as request additional recommendations for updates from the Committee before the bylaw is drafted and provided to Council.

3.0 GENERAL INFORMATION

The following updates have been provided to staff from Council members and are being provided to Executive Committee of Council (ECC) for consideration.

1. Section 3.11: add the word “call” after the word “resolution,” as follows: Council may, by resolution, call, cancel, reschedule or change the time or location of a Public Hearing, or call an additional Public Hearing at the time and place stipulated in the resolution.
2. Add 7.2 (c) Announcements to accommodate messages of condolence, etc, and renumber the remaining list accordingly.
3. Remove 7.2 (i) Items Removed from Consent Agenda from list of items of business for Regular Meetings and renumber the remaining list accordingly.
4. Section 7.7 (a) and (b) change 12:00 Noon to 5:00 P.M.
5. Add a new section in PART 14: Advisory Bodies:
 - a. Mayor will draft Terms of Reference (TOR) for each Advisory Body and forward it to the ECC for its input and review before making recommendation to Council for adoption.
 - b. Changes to the TOR) may be requested by the Mayor, Councillors or the Chief Administrative Officer (CAO) and submitted to the ECC for its input and review before making recommendation to Council for adoption.
6. Add a new PART: Council Policies
 - a. A new Council Policy may be requested by:
 - i. the Mayor or Councillors through a Notice of Motion or proposed motion during a meeting; or
 - ii. a passed resolution of an Advisory Body subject to Council approval; or
 - iii. the CAO, the applicable department head or designate in writing to Council.
 - b. An Administrative Report must be submitted to Council, and approved to begin work on the policy.
 - c. The designated Advisory Body will draft and deliberate the Policy and submit it to Council for approval.
 - d. Amendments to existing Council Policies may be initiated by Mayor, Councillors Council, or the CAO or the department head and referred to the appropriate Advisory Body for its input and review before submitting to Council for approval.
7. Section 14.7 replace the word “recommendations” with “decisions and resolutions, including motions or recommendations that were carried and defeated”.
8. Section 15.1 (b) remove the words “title and” to reflect current practice of only reading bylaw numbers, not full title.

- 9. Minor housekeeping changes, including formatting, that do not change the meaning or intent of the bylaw provisions.

4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

Should ECC direct staff to bring forward a report seeking approval to proceed with the drafting of an amending bylaw, the public will be provided the required notice under the *Community Charter* section 94 [requirements for public notice].

5.0 FINANCIAL CONSIDERATIONS

There are no direct costs associated with updating the Procedure Bylaw or providing public notice.

Respectfully submitted,

Juli Halliwell, General Manager Corporate Services

ATTACHMENTS

Attachment 1 – Burnaby Procedure Bylaw 2024 (No. 14610)

REPORT CONTRIBUTORS

This report was prepared by the signatory and reviewed by Nikki Best, Director Legislative Services.