

CITY OF BURNABY

BYLAW NO. 14734

A BYLAW to amend Burnaby Procedure Bylaw 2024

The Council of the City of Burnaby ENACTS as follows:

1. This Bylaw may be cited as **BURNABY PROCEDURE BYLAW 2024, AMENDMENT BYLAW NO. 1, 2025.**

2. Burnaby Procedure Bylaw 2024 is amended as follows:

(a) by repealing Section 3.11 and replacing it with the following:

“3.11 **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.”

(b) at Section 7.2 by repealing subsection (a) to (o) and replacing them with the following:

- “(a) Call to Order
- (b) Land Acknowledgement
- (c) Announcements
- (d) Adoption of Agenda
- (e) Adoption of Minutes
- (f) Delegations and Invited Presentations
- (g) Administrative Reports
- (h) Committee Reports
- (i) Consent Agenda
- (j) Information Reports
- (k) Bylaws
- (l) Correspondence

- (m) Other Business
- (n) Release of Closed Meeting Information
- (o) Adjournment”
- (c) at Section 7.7, by repealing subsections (a) and (b) and replacing them with the following:
 - “(a) **Regular Meetings:** by 5:00 PM on the Thursday of the week preceding each such meeting;
 - (b) **Advisory Body** meetings: by 5:00 PM on the Friday of the week preceding the meeting.”
- (d) by repealing Section 14.7 and replacing it with the following:
 - “14.7 The decisions and resolutions of all **Advisory Bodies**, including **motions** and recommendations that were carried and defeated, are subject to approval by **Council**.”
- (e) by adding the following as Sections 14.9 and 14.10:
 - “14.9 Terms of Reference for each **Advisory Body** will be prepared at the direction of the Mayor and provided to the applicable **Advisory Body** or **Advisory Bodies** for input prior to being presented to **Council** for approval.
 - 14.10 Updates to the Terms of Reference for an **Advisory Body** may be requested by the Mayor, **Council** or the Chief Administrative Officer and will be provided to the applicable **Advisory Body** or **Advisory Bodies** for its input prior to being presented to **Council** for approval.”
- (f) at Part 15.1, by repealing subsection (b) to (d) and replacing it with the following:
 - “(b) introduced by a single or grouped **motion** in the open portion of a **Regular Meeting** or **Special Meeting**, specifying the bylaw number;
 - (c) subject to the *Community Charter*, the *Local Government Act* or another enactment, may be given first, second and third readings at one meeting;
 - (d) is adopted when fourth and final reading is adopted by **motion** of **Council**, and comes into effect on the date of its adoption or on a later date set by the bylaw; and

- (e) has all readings recorded in the **Council** minutes separately, whether such readings are given in a single or grouped **motion**.”
- (f) by adding the following as Part 15A, after Section 15.5:

“PART 15A: COUNCIL POLICIES

15A.1 A new **Council** policy may be requested by:

- (a) the Mayor or Councillors through a Notice of Motion or proposed **motion** during a **Regular Meeting** or **Special Meeting**;
- (b) a resolution of an **Advisory Body**, provided such resolution is subsequently approved by **Council**; or
- (c) the Chief Administrative Officer, the head of a **City** department, or designate, by submitting such request in writing to **Council**.

15A.2 Following a request pursuant to section 15A.1, an Administrative Report will be prepared and submitted to **Council** for approval prior to work commencing on preparation of the new **Council** policy.

15A.3 During preparation of a new **Council** policy, the applicable **Advisory Body** or **Advisory Bodies** will be provided an opportunity to provide input and deliberate on the content of the policy prior to it being presented to **Council** for approval.

15A.4 Amendments to existing **Council** policies may be requested by the Mayor, **Council**, the Chief Administrative Officer, or the head of a **City** department and will be provided to the applicable **Advisory Body** or **Advisory Bodies** for input prior to being presented to **Council** for approval.”

FIRST READING _____ day of _____, 2025

SECOND READING _____ day of _____, 2025

THIRD READING _____ day of _____, 2025

PUBLIC NOTICE PROVIDED ON ___ day of _____, 2025 and ___ day of _____, 2025

FINAL ADOPTION _____ day of _____, 2025

MAYOR

CORPORATE OFFICER