

## Appendix 'C'

### Summary of Councillor Feedback – Procedural By-law Review

#### Delegation and Deputation Procedures

- Deputations at Committee or sub-committee level
- Chair should enforce the time limit or leave it at the discretion of the Chair
- Public should be encouraged to submit a written response if possible
- Provide a summary of deputations for Council
- Should not be able to speak at both Committee and Council
- Deal with all deputations first, then have staff presentations and *then* deal with matters on the agenda
- If the current practice will remain, people should not be allowed to speak at Council *and* Committee – must choose one.

#### Public Code of Conduct

- Meeting decorum needs to be enforced (from public and Members of Council)
- Visitor code of conduct could be displayed at the entrance, on the screens, at the bottom of the deputation form
- Public should refrain from harassing other members of the public
- Security should be present during all Council meetings – and they should actively be removing disruptive individuals
- Chair should introduce the meeting with a statement about decorum that is expected of Council members and of the public

#### Time Limit

- Count down clock at each podium
- 3 minutes for an individual
- 7 minutes for a group
- Microphone should beep at 30 seconds and automatically shut off when time is up
- Increase the time for public to speak at Committee (5-7 for individuals and 10-15 for groups); Council time limit should remain the same

#### Definition of a group

- Greater definition:
  - o registered ratepayers association; or
  - o need proof that it's an actual group (i.e. minutes from their meetings, etc); or
  - o community group
- If the group is registered, members do not need to be present
  - o These groups should be posted online or on the forms
- If the group is *not* registered with the City, members need to be present in the audience

### New Business

- Define what “substantive” means, or remove it entirely
- Consider it at the beginning of the meeting
- Greater flexibility should be permitted during Committee, but not at Council
- New business could be dealt with at the beginning of the meeting
- Council Members need to know how to get an item added to an agenda other than new business (i.e. get an item on staff’s upcoming list of reports to GC and DSC)
- Categorize New Business (information, question, referred to staff & exception to the rule)
- No major/substantive items should be introduced after midnight

### Reconsideration

- Set of questions as to why a matter should be reconsidered
- What can legally be reconsidered
- 12 regular meetings of Council
- 6 regular meetings of Council
- Clarify what reconsideration means

### Council Members’ use of electronic devices

- Should be discouraged in general or allowed but encouraged not to be disrespectful
- Council members may use this as a tool to engage with residents or to look up certain things
- Council Members should be aware not to ask questions because their constituents have emailed asking for clarification or seeking advice on a matter
- Have a “blackberry” break, if devices are going to be banned

### Duties of the Chair

- Should meet with staff prior to meetings to obtain information on how best to answer questions, etc
- Should be the last person who speaks to an item on the agenda

### Staff Resources at Meetings

- Can an Assistant City Solicitor attend Committee meetings instead of the Solicitor?

### Notice of Motion

- Tighten rules on when items will be brought back. The mover should advise the time frame and if cannot make that time, withdraw and bring it back when ready.