



## BYLAW

**Agenda Item Number: 6.2.4**

**Meeting Date: 5/6/2025**

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**TO:** Mayor and Council

**FROM:** Corporate Services

**BYLAW:** Bylaw No. 2442 Council Procedure Bylaw Amendment Bylaw – Regular Council Meeting Time

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### RECOMMENDATION:

THAT Council give first reading to Bylaw No. 2442 – Council Procedure Bylaw No. 2063 Amendment Bylaw.

THAT Council give second reading to Bylaw No. 2442 – Council Procedure Bylaw No. 2063 Amendment Bylaw.

THAT Council give third reading to Bylaw No. 2442 – Council Procedure Bylaw No. 2063 Amendment Bylaw.

### PURPOSE

The purpose of the Council Procedure Bylaw Amendment is to change the Regular Council meeting start time from 6:00PM to 3:00PM.

### COUNCIL AUTHORITY/PREVIOUS DECISIONS

#### April 8, 2025 Regular Council Meeting

##### **RC -25/04/08-008**

*Moved by Councillor Collins*

*Seconded by Councillor Ingram*

*THAT Council direct staff to implement a pilot project adjusting the start time of Regular Council Meetings from 6:00PM to 3:00PM, effective upon adoption and continuing through December 31, 2025.*

As required by the Community Charter, a notice of the proposed bylaw amendment will be posted in the public notice posting places and published in accordance with Section 94. These steps ensure transparency and compliance with provincial legislation prior to Council's consideration of the proposed change.

#### Community Charter Section 124 – Procedure Bylaws

*(1) A council must, by bylaw, establish the general procedures to be followed by council and council committees in conducting their business.*

- (3) Before adopting a procedure bylaw or an amendment to it, the council must give notice of the proposed bylaw or amendment by:
- (a) posting it in the public notice posting places, and
  - (b) publishing it in accordance with section 94 [public notice] at least once each week for 2 consecutive weeks before the bylaw is adopted.

#### **Section 127 – Council Meetings**

- (1) A council must make available to the public a schedule of the date, time and place of regular council meetings.
- (2) If revisions are necessary to the annual schedule of regular council meetings, the council must make available to the public a revised schedule as soon as practicable, showing the changes.

#### **CHIEF ADMINISTRATIVE OFFICERS COMMENTS**

Approved for Council's consideration.

## **REPORT**

#### **BACKGROUND**

At the April 8th, 2025, Regular Council Meeting, Mayor Van Minsel presented a motion that proposed changing the start time of Regular Council Meetings from 6:00 PM to 3:00 PM, citing reduced staff costs, improved scheduling for consultants, and alignment with a broader trend among other councils as reasons for the proposed change. Council agreed to change the meeting time as a pilot project until December 31, 2025. A bylaw amendment is now being presented to Council to implement the change.

#### **DISCUSSION**

The proposed change in meeting time reflects operational and procedural efficiencies. By moving meetings to earlier in the day, the District anticipates a reduction in overtime costs for staff and more efficient use of internal resources. Consultant and third-party attendance is also expected to improve, as daytime scheduling is more consistent with standard business hours. Several other local governments have adopted similar schedules with positive outcomes, including increased staff morale and enhanced public access through online platforms.

While the proposed time may pose challenges for some members of the public who work traditional daytime hours, remote viewing options remain available, and staff are reviewing opportunities to further enhance public participation.

The amendment reflects a trial period that allows Council to evaluate the impacts before considering a permanent change.

#### **IMPLICATIONS/RELATED ISSUES/RISK**

*Organizational:* Reduced overtime for staff supporting evening meetings.

*Financial:* Cost savings related to reduced evening premiums and external service fees.

*Policy:* Requires amending the Council Procedure Bylaw to reflect the new meeting time.

*Risk:* Potential public perception of reduced accessibility; mitigated through virtual attendance and advanced agenda publishing.

#### **STRATEGIC DIRECTION**

##### **Fiscal Responsibility**

The bylaw amendment supports the goal of improving internal efficiency and aligning operational practices with best practices observed in peer municipalities.

#### **CONCLUSION**

Staff recommend adoption of the proposed bylaw amendment to implement the pilot project for a revised 3:00 PM Regular Council Meeting start time through December 31, 2025.

**SUPPORTING DOCUMENTATION**

Draft Procedure Bylaw Amendment Bylaw No. 2442

**REVIEWED & APPROVED BY Joe Creron, CAO**