

Document 5

Proposed amendments to the *Procedure By-law* (By-law 2022 – 410)

Proposed amendments have been **bolded and underlined** and deletions ~~struck through~~.

Recommended Amendments to Section 1

PART II COUNCIL

8. REGULAR MEETINGS

- (1) (a) Subject to this section, the regular meetings of the Council shall be held at 10:00 a.m. **every second Wednesday** in each month in each year unless otherwise changed by Council.
- (b) A meeting shall adjourn by 7:00 p.m. If the City Council meeting is not finished by 7:00 p.m., it will automatically reconvene the following Friday morning, in the same week, at 10:00 a.m.
- (c) Despite Clause (b), Council can extend the meeting time beyond 7:00 p.m. by simple majority vote.
- (d) Despite Subsection 8(1)(a), and subject to Subsection (4), the time and date of individual regular meetings may be varied by the Mayor.
- (2) Subject to Subsection (3) and (4), during the months of January, March, July, August and December; and of October in a regular election year, at least one regular meeting of Council shall be held at 10:00 a.m. on a Wednesday of the month determined by the Mayor.
 - (a) **Special Council meetings shall be scheduled, as required, during the legislative breaks in December/ January, July/ August and March with agendas limited to Zoning By-law and Official Plan Amendments subject to a statutory timeline and any other time-sensitive matters that may be added to the Notice of Special Meeting under Section 14 of this By-law**
- (3) The Mayor may cancel one or more regular meetings of the Council if, in the Mayor's opinion, such meetings are not necessary for the proper conduct of the business of the City, and provided that not more than two successive regular meetings are cancelled under this subsection.

- (4) **Despite Subsections 1(d) and (2), and subject to Subsection (7) where the cancellation or rescheduling of a Council meeting would result in the City incurring a cost as result of the expiry of the statutory timeline to enact a Zoning By-law or Official Plan Amendment by-law, the meeting may only be cancelled/ rescheduled with the written approval of the whole Council.**

Recommended Amendments to Section 81

MEETINGS OF COMMITTEES

- (1) (a) The regular meetings of Committees/Commissions shall be on the day(s) of the week determined by Council but at such time and at such place as shall be determined by Committee/Commission Chair.
- (b) Individual regular meetings of a Committee/Commission may be varied by the Chair from the day of the week determined by Council and the time and place determined by Committee/Commission subject to the notice provisions of 81(10), provided that the date or time do not conflict with the date and time assigned to another Standing Committee/Commission by Council or the regular meeting times of the Ottawa Board of Health, the Ottawa Public Library Board or the Ottawa Police Services Board.
- (c). Subject to subsection (1)(f), regular meetings of Standing Committees shall be held monthly or at the frequency determined by Council. All Committees and the Commission retain the ability to hold special meetings as required, pursuant to Subsections 82(3), (4), and (5).
- (d) Regular meetings of Planning and Housing Committee shall be held **every second Wednesday in each month, on the opposite week of City Council;**
- (i) During the legislative breaks in December/ January, July/ August and March, Planning and Housing Committee meetings shall be scheduled as needed, and convened as Special meetings with agendas limited to Zoning By-law and Official Plan Amendments subject to a statutory timeline and any other time-sensitive matters that may be added to the Notice of Special Meeting under Section 87 of this By-law
- (e) The Audit Committee and the Debenture Committee shall meet on an as-needed basis at the call of the Chair.

- (f) The Chair may cancel one or more regular meetings of the Committee/Commission if in the Chair's opinion such meetings are not necessary for the proper conduct of the business of the Committee/Commission and provided that not more than two successive regular meetings are cancelled under this Subsection.
- (g) Despite Subsection (1)(f), more than two regular meetings of Standing Committee/Commission may be cancelled during an Emergency Period if in the Chair's opinion such meetings are not necessary for the proper conduct of the business of the Committee/Commission.
- (h) **Despite Subsection (f) and subject to Subsection (g), where the cancellation or rescheduling of a meeting would result in the City incurring a cost as result of the expiry of the statutory timeline to enact a Zoning By-law or Official Plan Amendment by-law, the meeting may only be cancelled/ rescheduled with the written approval of the whole Council.**
- (9) Seven business days' notice of a regular meeting shall be given to the Members of a Committee/Commission and an agenda shall be provided to the Members seven business days in advance of the meeting.
- (11) Despite Subsection (9), **Zoning By-law Amendment and Official Plan Amendment reports** to the Planning and Housing Committee or Agriculture and Rural Affairs Committee **shall be provided to Members no less than six calendar days in advance of the meeting.**