



**CITY OF CHARLOTTETOWN
PROCEDURAL BYLAW
AMENDMENT BYLAW #2018-19-G**

Amend the City of Charlottetown Procedural Bylaw (#2018-19) to enable notice of motions, education sessions, ~~an additional regular Council meeting per month and governance clarity,~~ and move Council meetings from Mondays to Tuesdays.

RESOLVED: That the bylaw to amend the "CITY OF CHARLOTTETOWN PROCEDURAL BYLAW" be read a **first** time.

Moved by Councillor *Norman Beck* Norman Beck

Seconded by Deputy Mayor *Alanna Jankov* Alanna Jankov
Date: January 22, 2024

*10-0
CB*

RESOLVED: That the bylaw now be approved as a City Bylaw and that it be entitled the "CITY OF CHARLOTTETOWN PROCEDURAL BYLAW" and that it be read a **second** time at the next public meeting of Council.

Moved by Councillor *Norman Beck* Norman Beck

Seconded by Deputy Mayor *Alanna Jankov* Alanna Jankov
Date: January 22, 2024

*10-0
Carried*

THEREFORE: Be it resolved that the "CITY OF CHARLOTTETOWN PROCEDURAL BYLAW" be read a **second** time and that the said Bylaw now be approved and adopted.

Moved by Councillor *Norman Beck* Norman Beck

Seconded by Deputy Mayor *Alanna Jankov* Alanna Jankov
Date: *February 12, 2024*

*CB
10-0
(Carried)*

This Procedural Amendment Bylaw, #2018-19-G, was adopted by a majority of Council members present at the Council meeting held on *12th* day of *February*, 2024.

Philip Brown
Philip Brown, Mayor

Eleanor Mohammed
Eleanor Mohammed, CAO

CB

City of Charlottetown, PEI
A Bylaw to Amend the City of Charlottetown Procedural Bylaw
Bylaw # 2018-19-G

BE IT ENACTED by the Council of the City of Charlottetown as follows:

Amendments (in red) made at 1 st Reading on January 22, 2024. Moved by Coun. Beck and Seconded by Deputy Mayor Jankov. Carried

PART I – INTERPRETATION AND APPLICATION

1. Title

1.1. This bylaw shall be known and cited as the “Procedural Bylaw – Amendment Bylaw.”

2. Purpose

2.1. The purpose of this bylaw is to amend the City of Charlottetown’s Procedural Bylaw (#2018-19) to enable notice of motions, education sessions, **an additional regular Council meeting** and governance clarity.

3. Authority

3.1. Pursuant to Part 5, Section 134 (1) – Revision of Bylaws of the Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.

4. Definitions

4.1. In this bylaw, any word and term that is defined in the Municipal Government Act, Procedural Bylaw Regulations and the City of Charlottetown Procedural Bylaw has the same meaning as in the Act, Regulations or Bylaw.

5. Section 4 – Application - of the City of Charlottetown Procedural Bylaw is hereby amended by the following:

5.1. Amend subsection 4.1 to read “Administration” in place of employees.

5.2. Amend subsection 4.2 to read “ For Committees of Council, the application of this Bylaw shall be read with the necessary modifications, as follows:

(a) Any reference to the Mayor shall be treated as a reference to the Chair of the Committee of Council;

(b) Any reference to a Member shall be treated as a reference to a member of the Committee of Council; and

(c) Any reference to Council shall be treated as a reference to the Committee.”

5.3 Amend subsection 4.3 to reference “Robert’s Rules of Order, 12th Edition.”

5.4 Add subsection 4.4 (new) to read “The precedence of the rules governing the procedures of Council is:

- (a) the Act;
- (b) other provincial legislation;
- (c) this Bylaw; and
- (d) Robert's Rules of Order 12th Edition.

6. Section 5 – Definitions – of the City of Charlottetown Procedural Bylaw is hereby amended by the following:

- 6.1. Add definition: subsection 5.2. - "Administration" means the employees of the municipality, and

Update subsequent section and subsection numbers to reflect addition.

- 6.2. Add definition: subsection 5.5 - "Closed Meeting" means the portion of a meeting held pursuant to the Act, at which only members of Council or a Committee and other persons designated by Council may attend, which is approved by motion."
- 6.3. Delete subsection 5.7 - "DCAO" the Deputy Chief Administrative Officer of the City of Charlottetown.
- 6.4. Add definition: subsection 5.10. to read "Notice of Resolution" or "Notice of Motion" means a written notice given by a Member at a meeting of Council advising that the motion described therein will be brought forward at the next meeting of Council.
- 6.5. Add definition for "Resolution." subsection 5.16. to read "Resolution" means the exercise of the power of Council pursuant to the Act, and for the purposes of this Bylaw, includes a motion.

7. Section 8 – Interference with the Work of the City - of the City of Charlottetown Procedural Bylaw is hereby amended by the following:

- 7.1. Replace subsection 8.1 with the following "No Member shall have power to direct or interfere with the performance of any work of the City Corporation, or Administration, and no Member shall instruct or give direction to an employee."

8. Section 10 – Regular Meeting of Council - of the City of Charlottetown Procedural Bylaw is hereby amended by the following:

- 8.1 Amend subsection 10.1. to read "Unless otherwise determined by the Mayor and published in accordance with this Section, the Council shall hold a meeting on the second ~~and fourth~~ Tuesday of the month in the Council Chamber at City Hall and should the second ~~or fourth~~ Tuesday of the month be a statutory holiday, Council shall meet on the day following which is not a public holiday. ~~The meetings~~ shall be known as the regular meeting~~s~~ of Council. The regular meetings of Council shall be held at such an hour as determined by the Mayor, and the time and place of ~~each~~ ~~such the regular~~ meeting of Council shall be published by electronic means and one other means of public notification."

- (b) the purpose of the education session and Member attendance is recorded and summarized in a report for information at the next Council Meeting;
- (c) minutes shall not be taken;
- (d) are strictly educational (one-way information), allowing for clarifying questions;
- (e) do not progress matters within Council’s jurisdiction;
- (f) information provided may be shared with the public (not confidential);
- (g) where no directions or instructions shall be given to the CAO or Employees;
- (h) where no procedural or Council business decisions are made by the Members; and
- (i) not open to the public or publicly broadcast.

Approval and Adoption

13. Effective Date

13.1. This Procedural Bylaw – Amendment Bylaw #2018-19-G shall be effective on the date of approval and adoption below.

First Reading:

This Procedural Bylaw – Amendment Bylaw #2018-19-G was read a first time and approved by a majority of members present at the Council meeting held on the 22nd day of January, 2024.

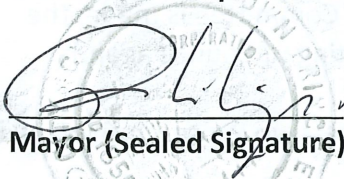
Second Reading:

This Procedural Bylaw – Amendment Bylaw #2018-19-G was read a second time and approved by a majority of members present at the Council meeting held on the 12th day of February, 2024.

Approval and Adoption by Council:

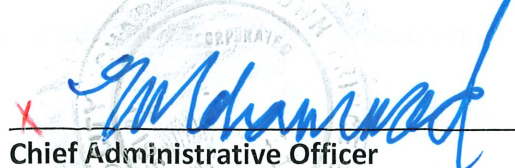
This Procedural Bylaw – Amendment Bylaw #2018-19-G was approved and adopted by a majority of Council members present at the Council meeting held on the 12th day of February, 2024.

Witness the corporate seal of the City of Charlottetown


Mayor (Sealed Signature)


Chief Administrative Officer (Sealed Signature)

This Procedural Bylaw – Amendment Bylaw #2018-19-G adopted by the Council of the City of Charlottetown on 12th day of February, 2024 is certified to be a true copy.


Chief Administrative Officer

Feb. 20, 2024
Date

9. Section 11 – Special Meeting of Council - of the City of Charlottetown Procedural Bylaw is hereby amended by the following:

- 9.1 Amend subsection 11.7 – “Council shall set a fixed day each month when a Special Meeting of Council may be held, being the fourth **Tuesday** of every month, at a time to be determined, provided the procedure for the calling of a Special Meeting of Council in this Bylaw is followed. A Special Meeting of Council may be held on a day other than the day fixed herein, provided the procedure for calling the Special Meeting of Council in this Bylaw is followed.”

10. Section 20 – Items added by Council - of the City of Charlottetown Procedural Bylaw is hereby amended by the following:

- 10.1 Amend subsection 20.1. to read “Notwithstanding Section 19 of this Bylaw, the Council shall not vote on a motion arising out of an item added to the agenda by a Member until a report **from Administration with** a recommendation is received from the appropriate standing committee.”

11. Section 41 for Notice of Motion - of the City of Charlottetown Procedural Bylaw is hereby amended by the following:

- 11.1 Add Section 41 – Notice of Motion, and

Update subsequent section and subsection numbers to reflect addition.

- 11.2 Add subsection 41.1 - Members may bring forward notices of motion as an item on the agenda of a regular meeting of Council. The notice of motion shall be provided to the CAO prior to the regular meeting of Council package deadline.

- 11.3 Add subsection 41.2 - A written copy of the Notice of Motion, **along with the background rational that supports said Motion**, shall then be provided to the CAO who shall forward it to the appropriate Committee of Council for consideration, and the Committee shall provide a recommendation on the Motion to Council.

- 11.4 Add subsection 41.3 - Once the recommendation of the Committee is made, the Notice of Motion will be placed on the next regular meeting of Council agenda.

12. Section 44 – Member Education Sessions - of the City of Charlottetown Procedural Bylaw is hereby amended by the following:

- 12.1 Add Section 44 – Member Education Sessions, and

Update subsequent section and subsection numbers to reflect addition.

- 12.2 Add subsection 44.1 - Sessions for educational purposes may be held with Members as required, based on the following criteria:

- (a) sessions are optional and do not require quorum;

Prior to amendments
at 1st Rdg

City of Charlottetown, PEI
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Bylaw # 2018-19-G

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Approval and Adoption

13. Effective Date

13.1. This Procedural Bylaw – Amendment Bylaw #2018-19-G shall be effective on the date of approval and adoption below.

First Reading:
 This Procedural Bylaw – Amendment Bylaw #2018-19-G was read a first time and approved by a majority of members present at the Council meeting held on the _____ day of _____, 2024.

Second Reading:
 This Procedural Bylaw – Amendment Bylaw #2018-19-G was read a second time and approved by a majority of members present at the Council meeting held on the _____ day of _____, 2024.

Approval and Adoption by Council:
 This Procedural Bylaw – Amendment Bylaw #2018-19-G was approved and adopted by a majority of Council members present at the Council meeting held on the _____ day of _____, 2024.

Witness the corporate seal of the City of Charlottetown

Mayor (Sealed Signature)

Chief Administrative Officer (Sealed Signature)

This Procedural Bylaw – Amendment Bylaw #2018-19-G adopted by the Council of the City of Charlottetown on _____ day of _____, 2024 is certified to be a true copy.

Chief Administrative Officer

Date