

August 28, 1995

Re: Park Board Procedures By-law Revisions

Recommendation: THAT the Procedure By-law be amended as stated in Appendix A.

#### Background

The Park Board Procedure By-law was last amended on March 29, 1982. City Council's Procedure By-law was revised and passed on December 14, 1993 (Appendix C). A complete review of the Board's By-law has been done to update it and make it follow Council's By-law more closely.

#### Discussion

The format of the new by-law was structured to follow Council's. The significant changes proposed to the existing by-law sections (Appendix B) are as follows:

1. Section 3(f) is eliminated since it is not used nor is it in Council's by-law. It deals with the Chair entering debate.
2. Section 5(e) deals with notifying members of meetings. It has been expanded to include "delivered by electronic mail or any other means" subject to agreement of the member.
3. Section 5(f) deals with notification time of a meeting. It has been changed from 48 hours to 12:00 noon the day before as per Council's by-law.
4. Section 6(c) is eliminated to be consistent with Council's by-law. It deals with the Chair's request that its ruling be upheld.
5. Section 8(a) is eliminated since it is redundant.
6. Sections 8(g), 8(h), 8(i) are eliminated since they are never used nor are they in Council's By-law. It deals with calling for a written vote.
7. Section 9 deals with rescinding resolutions - It has been changed to allow a two thirds majority of those present rather than of the whole Board.
8. Section 12(a) is eliminated since it is redundant. It defines new business.
9. Section 16 is eliminated since it is not used nor is it in Council's by-law. It deals with limiting a member to a speaking time of five minutes.
10. Section 21(b) is eliminated to be consistent with Council's By-law. It deals with the Chair naming committee members.
11. Section 21 (h) is eliminated to

be consistent with Council's By-law. It deals with the Chair recommending committee appointments.

12. Section 21 (1) is eliminated to be consistent with Council's By-law. It deals with the rules of procedure to apply to committee meetings.

The significant additions in the proposed new by-law (Appendix A) which are consistent with Council's by-law are as follows:

- a) Section 6.8 - Deals with only speaking to the question being debated.
- b) Section 6.9 - Deals with rulings by the Chair.
- c) Section 6.10 - Deals with ordering a member to leave the meeting.
- d) Sections 9.5, 9.6, 9.7 and 9.8 - Deal with potential conflict of interest.
- e) Section 10.6 - Deals with identifying those voting in the negative.
- f) Section 10.7 - Deals with a request to verify voting.
- g) Sections 14.3, 14.4 and 14.5 - Deal with Committee meetings.
- h) Sections 14.8, 14.9, 14.10 and 14.11 - Deal with Committee meeting procedures.

#### Justification

The proposed amendments are more in keeping with the Board's practise and Council's Procedure By-law.

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