



Special Report

Date: July 14, 2026

To: Council

From: CAO

Subject: Change to By-Law A.01: Proceedings of Council

Related To: Regular Council Meeting, July 14, 2026

Executive Summary

Administration is recommending minor changes to the Proceedings of Council By-Law A.01. The proposed changes will simplify and shorten council meetings.

Background

Every municipality requires a *Proceedings of Council* by-law to define how council conducts its business (e.g., holds meetings, passes motions, etc.). In 2023, Five Rivers received a generic by-law from the province through local reform that lacked specificity. In 2025, council made major changes to the by-law, increasing its scope and detail. While most of these changes helped to clarify council business, some may not be necessary or optimal.

Analysis

Summary of key changes:

- Removed staff reports from agenda, leaving only the Finance Report from the Treasurer. As Barb Quigley advised, staff reports could still be produced but rather than include them in the council meeting, they could be emailed directly to all council members each month.
- Removed the consent agenda. A consent agenda lets council pass multiple items under one motion, as opposed to listing them individually under prior or new business. Examples include proclamations of support for special events such as pride month or breast cancer awareness month. In practice, we found that council often objected to items being put under the consent agenda, which slowed meetings.
- Distribute agenda the week before a meeting from *Wednesday to Friday* instead of *Tuesday to Friday*. Distributing too soon rushes preparation and leaves an extra day for additions.
- Increase meeting duration from 120 to 150 minutes and exclude time for closed meetings. Council only has 12 regular meetings a year to do its business. While it may be good to aim for two hours, in practice, many meetings go longer, so administration recommends adding 30 minutes to the standard meeting time. In addition, because closed meetings tend to be unpredictable, the standard meeting time should exclude closed meetings.
- Reduce the time for members to speak to one issue. The current by-law permits council to speak to one issue for up to 10 minutes. However, it does not say if this is “consecutive” minutes. In practice, members often speak one than once to one issue, and no one is adding up total time. So, it makes sense to specify a consecutive minutes limit, and



5 minutes for one speech from one member on one issue in a meeting that is supposed to take a total of 120 to 150 minutes seems adequate.

- Remove all code of conduct clauses, because we are updating our code of conduct.
- Remove item 3.9.14. It ordered members to defer their response to a presenter or a presentation to a later meeting. This is overly restrictive and rarely followed in practice.
- Clarified details regarding conflict of order declarations.
- Clarified details regarding public presentations. For example, it seems highly problematic to reject a presentation during the meeting that has been scheduled.
- Added note that it's ok to livestream a council meeting.
- Clarified details regarding the election of the deputy mayor.
- Clarified definition of quorum.
- Integrated content for standing and ad hoc committees into one section.
- As per Barb Quigley's explanation in orientation, section 6.1.3 says the mayor assists in preparation of the agenda.
- Other minor changes...

General Considerations

OPTION	DESCRIPTION
Community	• N/A
Council	• Changes simplify how council conducts its business. • Changes align better with Local Governance Act.
Administration / Staff	• Changes give administration more time to prepare agendas. • Changes clarify role of clerk and assistant clerk.
Services	• N/A
Operations	• N/A
Assets & Infrastructure	• N/A
Legal	• N/A



Fiscal Considerations

Not Applicable.

Options

ID	OPTION	PROS	CONS
1	Do Nothing	• Continuity with former council • No learning curve	• Issues with LGA remain unresolved • Meetings are more complex than necessary
2	Accept As Proposed	• Resolves defects & issues in by-law • Improves meetings • Clarifies roles for council & staff	• Adaptation to changes
3	Accept with Changes	• Council gets to pick and choose	• Getting stuck in weeds

Recommendation

Administration recommends that the changes be accepted as presented. The proposed changes are based on actual experience (in Five Rivers and other municipalities) and the advice of experts.

Minor edits could be discussed, debated, and made, but too many could take too much time in a live council meeting.

More minor edits could be made in another meeting of council (through a second and/or a third reading).