



City of Delta  
COUNCIL REPORT  
Regular Meeting

To: **Council**

From: **Office of the City Clerk**

Bylaw No.: **8513**

Date: **June 17, 2025**

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**Council Procedure Bylaw Amendment – Meeting Schedule**

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The following report has been reviewed and endorsed by the City Manager's Office.

▪ **RECOMMENDATIONS:**

- A. THAT Council Procedure Bylaw No. 8330, 2023, Amendment Bylaw No. 8513, 2025 be given first, second and third readings; and
- B. THAT the start time for the Council Open Houses scheduled for October 29 and 30, 2025 be adjusted to start at 5:00 pm; and
- C. THAT the start time for the Council budget meetings scheduled for October 29 and 30, 2025 be adjusted to start at 7:00 pm; and
- D. THAT public notice of the amendment to the Council Procedure Bylaw be given in accordance with the *Community Charter*.

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▪ **PURPOSE:**

The purpose of this report is to present for Council's consideration "Council Procedure Bylaw, Amendment Bylaw No. 8513, 2025" (Attachment A) to revise the start time of Regular Council Meetings and change the 2025 Council Meeting Schedule approved on March 31, 2025.

▪ **BACKGROUND:**

This report responds to the Motion on Notice considered at the Regular Meeting of Council held on June 9, 2025, whereby Council adopted following motion:

- A. THAT staff prepare a bylaw to amend the Council Procedure Bylaw to reflect the updated dates for Regular Council meetings and move the commencement time from 5:00 pm to 7:00 pm, and the adjournment time from 8:00 pm to 10:00 pm; AND
- B. THAT the July 14, 2025 Regular Council Meeting be rescheduled to July 7, 2025 at 7:00 pm.

**Council Policy:**

Section 124 of the *Community Charter* requires that a Council must, by bylaw, establish the general procedures to be followed by Council and Council Committees in conducting their business. A bylaw under this section must not be amended,

unless the Council first gives notice in accordance with section 94 of the *Community Charter*, describing the proposed changes in general terms.

▪ **DISCUSSION:**

In accordance with section 5.2 (3) of Council Procedure Bylaw No. 8330, 2023, Regular Council meetings are scheduled to commence at 5:00 pm on the day scheduled for such meeting and shall be adjourned at 8:00 pm on the same day unless Council resolves to proceed beyond that time. While the Bylaw does allow the City Clerk to adjust the date, time and place of Council meetings or cancel meetings, this is normally reserved for necessary changes to accommodate quorum, scheduling or other unforeseen events, therefore a bylaw amendment is required to permanently change the meeting start and end time.

Council approved the 2025 Council open house plan at the January 20, 2025 Regular Meeting. The remaining two Council open houses shall occur on October 29 and 30 during the 2026 Budget engagement process and prior to the Council budget meetings on the same days. It is proposed that the start time for the open houses and budget meetings be adjusted to reflect the Motion on Notice, therefore, the Council open houses should begin at 5:00 pm and the Council budget meetings begin at 7:00 pm.

Public notice requirements will have been met, in accordance with Section 94 of the *Community Charter*, by posting the notice in the public notice posting places and placing advertising in the local newspapers on June 12, 2025 and June 19, 2025.

**Implications:**

Financial Implications – Any staff overtime costs can be accommodated within existing budgets.

▪ **CONCLUSION:**

A bylaw amendment for the Council Procedure Bylaw is attached (Attachment A) which would change the start time of Regular Council meetings from 5:00 pm to 7:00 pm and adjust the 2025 Council Meeting Schedule per Council's motion of June 9, 2025.



Michelle Jansson, CMC  
City Clerk

Department submission prepared by: Michelle Jansson

▪ **ATTACHMENTS:**

- A. Council Procedure Bylaw No. 8330, 2023, Amendment Bylaw No. 8513, 2025
- B. Revised 2025 Council Meeting Schedule