



Corporate Administration  
Memorandum

File Category: ADM.BYL.BYL  
File Folder: 3694-2004

**To:** Chief Administrative Officer  
**From:** Director of Corporate Administration  
**Date:** December 4, 2009  
**Subject:** Amendment to Council Procedure Bylaw 3694-2004

**Recommendation**

That section 13 (b) of bylaw 3694-2004 be amended by replacing the phrase

*shall be reconsidered not less than one clear day after it has received third reading, upon the motion "That [short title] bylaw be adopted."*

with the phrase

*shall be reconsidered and adopted not less than one clear day after it has received third reading.*

**Background**

Section 13 of the council procedures bylaw deals with the process for bylaws. Section 13 (b) specifies the manner in which bylaws are adopted.

The process for approving bylaws at council meetings is being amended at the December 7, 2009 regular council meeting. The amendment is being made to enable council to adopt a single resolution that will approve all of the readings for all of the bylaws, as listed on the agenda.

It is always desirable that the council procedures bylaw reflects how council is actually conducting business, and vice-versa. The recommended change to the bylaw will align the procedure bylaw with the new process for approving readings of bylaws.

A handwritten signature in black ink, appearing to be "Dennis Clark". The signature is written in a cursive style with a large loop at the beginning.

Dennis Clark

g:\cow\2009\december 7\bylaw readings.doc