



**MINUTES**

**COUNCIL SERVICES COMMITTEE**

**December 4, 2024, 9:30 AM  
ENGINEERING TRADITIONS COMMITTEE ROOM**

**PRESENT:** Councillor A. Chabot, Chair  
Councillor T. Wong, Vice-Chair  
Councillor R. Dhaliwal  
Councillor K. Penner (Remote Participation)  
Councillor S. Sharp (Remote Participation)  
Councillor D. McLean (Remote Participation)

**ALSO PRESENT:** Legislative Coordinator M. A. Cario  
Legislative Advisor A. Lennox

**1. CALL TO ORDER**

Legislative Coordinator Cario called the meeting to order at 9:32 a.m.

Committee recessed at 9:34 a.m. and reconvened at 9:36 a.m. with Legislative Coordinator Cario in the Chair.

**ROLL CALL**

Councillor Chabot, Councillor Dhaliwal, Councillor Penner, Councillor Sharp, Councillor Wong, and Councillor McLean.

**2. ELECTION OF CHAIR**

Following nomination procedures, Councillor Chabot was elected Chair of the Council Services Committee, by acclamation.

**3. OPENING REMARKS**

Opening Remarks were provided following the Election of Vice-Chair.

**4. ELECTION OF VICE-CHAIR**

Following nomination procedures, Councillor Wong was elected Vice-Chair of the Council Services Committee, by acclamation.

Committee recessed at 9:40 a.m. and reconvened at 9:46 a.m. with Councillor Chabot in the Chair.

Councillor Chabot provided opening remarks and a traditional land acknowledgement.

**5. CONFIRMATION OF AGENDA**

**Moved by** Councillor Penner

That the Agenda for today's meeting be amended by adding Item 11.1 Departure of Councillor Before End of Term (Verbal), CSC2024-1355 as an Item of Urgent Business.

For: (6): Councillor Chabot, Councillor Wong, Councillor Dhaliwal, Councillor Penner, Councillor Sharp, and Councillor McLean

**MOTION CARRIED**

**Moved by** Councillor Wong

That the Agenda for the 2024 December 4 Regular Meeting of the Council Services Committee be confirmed, **as amended**.

**MOTION CARRIED**

6. CONFIRMATION OF MINUTES

6.1 Minutes of the Regular Meeting of the Council Services Committee, 2024 March 7

**Moved by** Councillor Wong

That the Minutes of the 2024 March 7 Regular Meeting of the Council Services Committee be confirmed.

**MOTION CARRIED**

7. CONSENT AGENDA

**Moved by** Councillor Wong

That the Consent Agenda be approved as follows:

7.1 DEFERRALS AND PROCEDURAL REQUESTS

7.1.1 Procedural Request - Schedule a meeting of Council Services Committee on 2025 January 15 at 9:30 a.m., CSC2024-1126

**MOTION CARRIED**

8. POSTPONED REPORTS

None

9. ITEMS FROM OFFICERS, ADMINISTRATION AND COMMITTEES

9.1 Councillors' Budgets and Expenses Bylaw Amendments, CSC2024-1141

Councillor McLean (Remote Member) left the meeting at 10:28 a.m.

**Moved by** Councillor Wong

That with respect to Report CSC2024-1141, the following be approved:

That the Council Services Committee recommend that Council amend Bylaw 36M2021 by giving three readings to the proposed amending Bylaw (Attachment 2).

For: (4): Councillor Chabot, Councillor Wong, Councillor Penner, and Councillor Sharp

Against: (1): Councillor Dhaliwal

**MOTION CARRIED**

10. ITEMS DIRECTLY TO COMMITTEE

10.1 REFERRED REPORTS

None

10.2 NOTICE(S) OF MOTION

None

11. URGENT BUSINESS

11.1 Departure of Councillor Before End of Term (Verbal), CSC2024-1355

Councillor Sharp (Remote Member) left the meeting at 10:43 a.m.

**Moved by Councillor Penner**

That with respect to Verbal Report CSC2024-1355, the following be approved:

That Council Services Committee recommend that Council direct Administration to:

1. Review Council policies and bylaws relating to Councillors and Councillor Assistants (CC030, PAC010, PAC005, PAC012, PAC015) and identify amendments for discussion to a meeting of Council Services Committee in Q1-2025 that contemplate:

- a. Departure of a Councillor before the end of the term;
- b. Bereavement or medical leave of a Councillor;
- c. Division of ward budget;
- d. Reporting structure for staff; and
- e. Representation for communities.

2. Draft any new policies with respect to the absence of a Councillor as required, and return to Council through Council Services Committee in Q3 2025.

For: (4): Councillor Chabot, Councillor Wong, Councillor Dhaliwal, and Councillor Penner

**MOTION CARRIED**

12. CONFIDENTIAL ITEMS

12.1 ITEMS FROM OFFICERS, ADMINISTRATION AND COMMITTEES

None

12.2 URGENT BUSINESS

None

13. BRIEFINGS

None

14. ADJOURNMENT

**Moved by** Councillor Wong

That this meeting adjourn at 10:45 a.m.

**MOTION CARRIED**

The following Items have been forwarded to the 2024 December 17 Regular Meeting of Council:

CONSENT AGENDA

- Departure of Councillor Before End of Term (Verbal), CSC2024-1355

ITEMS FROM OFFICERS, ADMINISTRATION AND COMMITTEES

- Councillors' Budgets and Expenses Bylaw Amendments, CSC2024-1141

The next Regular Meeting of the Council Services Committee is scheduled to be held 2025 January 15 at 9:30 a.m.

CONFIRMED BY COMMITTEE ON

CHAIR

CITY CLERK