

CITY OF WILLIAMS LAKE



**CONSOLIDATED VERSION OF
COUNCIL PROCEDURE
BYLAW NO. 1940, 2003 &
SUBSEQUENT AMENDMENTS
THERE TO
(For convenience only)**

BYLAW NUMBER 1940, 2003

(CONSOLIDATED FOR CONVENIENCE ONLY)

**A BYLAW TO ESTABLISH
COUNCIL PROCEDURES
WITHIN THE MUNICIPALITY**



CITY OF WILLIAMS LAKE
BYLAW NO. 1940

BEING A BYLAW OF THE CITY OF WILLIAMS LAKE TO REGULATE THE PROCEEDINGS OF COUNCIL PURSUANT TO THE COMMUNITY CHARTER CHAPTER 26, SBC 2003.

WHEREAS under Section 124 of the *Community Charter* Council must establish procedures to be followed for the conduct of its business;

NOW THEREFORE, the Council of the City of Williams Lake, in open meeting assembled, enacts as follows:

PART 1 - INTRODUCTION

1. Title

This Bylaw may be cited as the Council Procedure Bylaw No.1940, 2004.

2. Definitions

In this Bylaw:

"City" means the City of Williams Lake;

"City Hall" means Williams Lake City Hall located at 450 Mart Street, Williams Lake, British Columbia;

"City Website" means the information resource found at an internet address provided by the City;

"Committee" means a standing, select or other committee of Council, but does not include COTW.

"COTW" means the Committee of the Whole Council;

"Council" means the Municipal Council of the City of Williams Lake;

"Corporate Officer" means the officer assigned responsibility of corporate administration and includes his/her "Deputy";

"Mayor" means the mayor of the City;

"Member" means a member of the Council;

"Public Notice Posting Place" means the notice board in the foyer of Williams Lake City Hall, 450 Mart Street, Williams Lake, British Columbia;

"Quorum" means the majority of Council;

3. Application of Rules of Procedure

- 3.1 The provisions of this Bylaw govern the proceedings of Council, COTW and all standing and select committees of Council, as applicable.
- 3.2 In cases not provided for under this Bylaw, Roberts Rules of Order apply to the proceedings of Council and Council committees to the extent those Rules are applicable in the circumstances and not inconsistent with provisions of this Bylaw, the *Community Charter* or any other applicable Act.

PART 2 – COUNCIL MEETINGS**4. Inaugural Meeting**

- 4.1 Following a general local election, the first Council meeting must be held on the first Tuesday in December in the year of the election.
- 4.2 If a quorum of Council Members elected at the general local election has not taken office by the date of the meeting referred to in subsection (1), the first Council meeting must be cancelled by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

5. Time and Location of Meetings

- 5.1 All Council meetings shall take place within City Hall except when Council resolves to hold meetings elsewhere and dictates the Corporate Officer to give notice of the different meeting place by posting a notice of the change on the Public Notice Posting Place at least 24 hours prior to the time of the Council meeting.
- 5.2 Regular Council meetings shall:
- (a) be held on the days outlined in the annual Council Meeting Schedule adopted by Council at the first meeting of Council in December in each year for the following year;
 - (b) begin at 6:00 p.m.
 - (c) be adjourned at 11:00 p.m. on the day scheduled for the meeting, unless Council resolves to proceed beyond that time in accordance with Section 28.
- 5.3 Regular Council meetings may:
- (a) be cancelled by Council, provided that two consecutive meetings are not cancelled; and
 - (b) be postponed to a different day, time and place by the Mayor, provided the Corporate Officer is given at least 2 days written notice.

6. Notice of Council Meetings

- 6.1 In accordance with Section 127 of the *Community Charter*, Council must prepare annually on or before December 20th, a schedule of the dates, times and places of regular Council meetings and must make the schedule available to the public.
- 6.2 Council must give notice annually, in accordance with Section 94 of the *Community Charter*, that the schedule of regular Council meetings is available to the public, and where a copy of the schedule can be obtained.
- 6.3 Where revisions are necessary to the annual schedule of Regular Council meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Place which indicates any revisions to the date, time and place or cancellation of a regular Council meeting.

7. Notice of Special Meetings

BL2091 (11/5/10)

- 7A.1 Provided the conditions set out in subsection 128(2) of the *Community Charter* are met, a member of Council or a Council Committee member who is unable to attend at a Council meeting or Council Committee meeting, as applicable, may participate in the meeting by means of audio electronic or other communication facilities, if the meeting is a regular, special and/or committee meeting;
- 7A.2 The member presiding at a special or council committee meeting must not participate electronically.
- 7A.3 No more than 2 (two) members of a council or a council committee at one time may participate at a council meeting under section 8(1)(b).
- 7A.4 A member of council or a council committee participating electronically in a council or council committee meeting is deemed to be present at the meeting as though he or she were physically present.
- 7A.5 A member of council or a council committee participating electronically in a council or council committee meeting may do so a maximum of four times per calendar year.
- 7.1 Except where notice of a special meeting is waived by unanimous vote of all Council Members under Section 127(4) of the *Community Charter*, a notice of the day, hour and place of a special Council meeting must be given at least 24 hours before the time of meeting by:
- (a) posting a copy of the notice at the Public Notice Posting Place, and
 - (b) leaving one copy of the notice for each Council Member in the Council Member's mailbox at City Hall.
- 7.2 The notice under subsection (1) must describe in general terms the purpose of the meeting and be signed by the Mayor or Corporate Officer.

PART 3 – DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR

8. Acting Mayor

- 8.1 Annually, Council must from amongst its members designate Councillors to serve on a rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.
- 8.2 Each Councillor designated under Section 8.1 must fulfill the duties of the Mayor in his or her absence.
- 8.3 If both the Mayor and the Member designated under Section 8.1 are absent from the Council meeting, the Council Members present must choose a Councillor to preside at the Council meeting.
- 8.4 The Member designated under Section 8.1 or chosen under Section 8.3 has the same powers and duties as the Mayor in relation to the applicable matter.

PART 4 – COUNCIL PROCEEDINGS

9. Attendance of Public at Meetings

- 9.1 Except where the provisions of Section 90 of the *Community Charter* apply, all Council meetings must be open to the public.
- 9.2 Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with Section 92 of the *Community Charter*.
- 9.3 This section applies to all meetings of the bodies referred to in Section 93 of the *Community Charter*, including without limitation:
- a) COTW
 - b) select or standing committees of Council;
 - c) board of variance;
 - d) parcel tax review panel;
 - e) advisory planning commission;
 - f) repealed
 - g) economic development commission;
 - h) repealed
- 9.4 Despite Section 9.1, the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under Section 8 may expel or exclude from a Council meeting a person in accordance with Section 20.11.

BL2091 (11/5/10)

BL2091 (11/5/10)

10. Minutes of Meetings to be Maintained and Available to Public

- 10.1 Minutes of the proceedings of Council must be:
- a) legibly recorded
 - b) certified as correct by the Corporate Officer
 - c) signed by the Mayor or other member presiding at the meeting or at the next meeting at which the minutes are adopted
- 10.2 Whenever possible, Minutes of a given meeting shall be adopted at the next Council meeting.
- 10.3 Every amendment to the Minutes of a meeting shall be by resolution. Following adoption of the amendment, the "Minutes, as amended" shall be adopted by resolution.
- 10.4 Subject to subsection 10.3, and in accordance with Section 97(1)(b) of the *Community Charter*, minutes of the proceedings of Council must be open for public inspection at City Hall during its regular office hours.
- 10.5 Subsection 10.4 does not apply to minutes of a Council meeting or that part of a Council meeting from which persons were excluded under Section 90 of the *Community Charter*.

11. Calling Meeting to Order

- 11.1 As soon after the time specified for a Council meeting as there is a quorum present, the Mayor, if present, must take the Chair and call the Council meeting to order, however, where the Mayor is absent, the Councillor designated as the member responsible for acting in the place of the Mayor in accordance with Section 8 must take the Chair and call such meeting to order.
- 11.2 If a quorum of Council is present but the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under Section 8 do not attend within 15 minutes of the scheduled time for a Council meeting:
- (a) the Corporate Officer must call to order the members present, and
 - (b) the members present must choose a member to preside at the meeting.

12. Adjourning Meeting Where No Quorum

- 12.1 If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Officer must:
- (a) record the names of the members present and those absent;
 - (b) adjourn the meeting until the next scheduled meeting.

13. Agenda

- 13.1 Prior to each regular meeting, the Corporate Officer shall prepare an agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.
- 13.2 The deadline for the public to submit items to the Corporate Officer for inclusion on the Council meeting agendas shall be 12:00 noon on the Wednesday preceding the meeting.
- 13.3 Council agendas shall be available to members of Council and to the public on the Friday afternoon prior to the meeting.
- 13.4 Items received in the Corporate Services Department after the appropriate deadline in Section 13.2 shall not be placed on the Agenda for the next Council meeting, but shall instead be placed on the Agenda for consideration at the following Council meeting, unless the item is introduced as a late item, pursuant to Section 15.

14. Order of Proceedings and Business

- 14.1 The Agenda for all regular Council meetings contains the following matters in the order in which they are listed below:
 - (a) Call to Order
 - (b) Adoption of Minutes
 - (c) Presentations and Delegations
 - (d) Council/Staff Reports
 - (e) Bylaws
 - (f) Committee of Whole Council Reports
 - (g) Correspondence
 - (h) Proclamations
 - (i) Reports from In Camera for Public Information
 - (j) Notice of Motion
 - (k) Consideration of Late Items/Other Business
 - (l) Information/Announcements/**Round Table**
 - (m) Adjournment
- 14.2 Particular business at a Council meeting shall be taken up in the order in which is it listed on the agenda unless otherwise resolved by Council.

BL2091 (11/5/10)

15. Late Items

- 15.1 An item of business not included on the Agenda must not be considered at a Council meeting unless introduction of the late item is approved by Council at the time allocated on the Agenda for such matters.

16. Voting at Meetings

- 16.1 The following procedures apply to voting at Council meetings:
- (a) when debate on a matter is closed, the presiding member must put the matter to a vote of Council members;
 - (b) when the Council is ready to vote, the presiding member must put the matter to a vote by stating:
“Those in favour raise your hands”; and then “Those opposed raise your hands”.
 - (c) When the presiding member is putting the matter to a vote under Paragraphs (a) and (b) a member must not:
 - (i) cross or leave the room
 - (ii) make a noise or other disturbance, or
 - (iii) interrupt the voting procedure under paragraph (b) unless the interrupting member is raising a point of order.
 - (d) after the presiding member finally puts the question to a vote under subsection (b), a member must not speak to the question or make a motion concerning it;
 - (e) the presiding member’s decision about whether a question has been finally put is conclusive;
 - (f) whenever a vote of Council on a matter is taken, each member present shall signify their vote by raising their hand;
 - (g) if a Council member does not indicate how he or she votes, the member is deemed to have voted in the affirmative.
 - (h) the presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative;
 - (i) in all cases when the votes of the members of Council then present, including the vote of the Mayor or other person presiding, are equal for and against a motion, the motion is defeated and it shall be the duty of the member presiding to so declare. When sitting in COTW, the same procedure shall apply, except that any member of the Council may preside.
- 16.2 The name of a member who votes in the negative shall, at the request of the member, be recorded in the Minutes.
- 16.3 When the motion under consideration contains distinct propositions, the vote upon each proposition shall be taken separately, should any member so request.
- 16.4 No vote shall be taken in a Council meeting by ballot or any other method of secret voting.

17. Delegations

- 17.1 All delegations requesting permission to appear before Council shall submit to the Corporate Officer a written request to address the members of Council, including a written brief outlining their intended presentation.
- 17.2 In the absence of a written request, the Corporate Officer shall not place a delegation on the Agenda.
- 17.3 Any request to appear before Council shall be received prior to the appropriate deadline stated in Section 13.2 in order to be placed on the Council Agenda.
- 17.4 The number of delegations at each meeting shall be limited to three (3), without the prior approval of the Mayor.
- 17.5 All delegations shall be afforded ten (10) minutes to make their presentation and shall be restricted to the reading or the summarizing of their brief as included on the Agenda.
Additional time may be available, at the discretion of the Chair, for answering questions from members of Council.
- 17.6 Where written application has not been received by the Corporate Officer as prescribed in section 17.1, an individual or delegation may address the meeting if approved by the unanimous vote of the members present.
- 17.7 Council must not permit a delegation to address a meeting of the Council regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.
- 17.8 The Corporate Officer shall be granted authority to schedule delegations to another Council meeting or advisory body as deemed appropriate according to the subject matter of the delegation.
- 17.9 The Corporate Officer shall be granted authority to screen delegation's requests and, if deemed appropriate, refuse to place a delegation on the Agenda if the issue is not considered to fall within the jurisdiction of a Municipal Council. If the delegation wishes to appeal the Corporate Officer's decision, the information shall be distributed under separate cover to Council for their consideration.
- 17.10 Where a delegation has addressed Council on a particular issue, if a subsequent request is received from the same delegation to address Council on the same issue, and no new significant information is being provided, the Corporate Officer shall be granted authority to not place the item on the Agenda, but will circulate the request under separate cover as an item of general information.

18. Notice of Motion

- 18.1 Any Council member may give "Notice of Motion" respecting an item which he/she intends to present by giving a copy of such motion to the Corporate Officer during a meeting of the Council and upon the member being acknowledged by the Chair and the Notice of Motion being read to the meeting.
- 18.2 A copy of the motion presented under Section 18.1 shall be distributed to each member of Council and shall appear in the Minutes of that meeting as a "Notice of Motion". The Corporate Officer shall place the motion on the Agenda of the next Council meeting, or other future meeting designated by the member bringing forward the Notice of Motion, for consideration.

19. Points of Order

- 19.1 Without limiting the presiding member's duty under Section 132(1) of the *Community Charter* the presiding member must apply the correct procedure to a motion
- (a) if the motion is contrary to the rules of procedure in this bylaw; and
 - (b) whether or not another Council member has raised a point of order in connection with the motion
- 19.2 When the presiding member is required to decide a point of order
- (a) the presiding member must cite the applicable rule or authority if requested by another Council member;
 - (b) another member must not question or comment on the rule or authority cited by the presiding member under subsection 19.2(a); and
 - (c) the presiding member may reserve the decision until the next Council meeting.

20. Conduct and Debate

- 20.1 Every Council member who wishes to speak to any question or motion shall raise their hand, wait to be recognized by the presiding member and shall address themselves to the presiding member.
- 20.2 Members shall address the presiding member as "Mr. Mayor, "Madam Mayor", or "Your Worship" or "Mr. or Madam Acting Mayor" or "Mr. or Madam Chair" as the case may be.
- 20.3 Members shall address other non-presiding members by the title Councillor.
- 20.4 Members of Staff shall be addressed as Mr., Mrs. or Ms. or shall be referred to by their official title.

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- 20.5 When two or more Council members desire to speak at the same time, the presiding member shall name the member who shall have the floor.
- 20.6 No member shall interrupt a member who is speaking, except to raise a point of order.
- 20.7 When the presiding member is of the opinion that there has been sufficient debate, he/she may put the question.
- 20.8 Any question addressed to Staff shall be put through the presiding member to the Chief Administrative Officer who shall refer the matter to the appropriate Staff representative if necessary.
- 20.9 Members who are called to order by the presiding member
- (a) shall immediately stop speaking;
 - (b) may explain their position on the point of order; and
 - (c) may appeal to Council for its decision on the point of order in accordance with Section 132 of the *Community Charter*
- 20.10 Members speaking at a Council meeting
- (a) shall use respectful language
 - (b) shall not use offensive gestures or signs
 - (c) shall speak only in connection with the matter being debated
 - (d) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded, and
 - (e) shall adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.
- 20.11 If a member does not adhere to subsection 20.10, the presiding member may order the member to leave the member's seat, and
- (a) if the member refuses to leave, the presiding member may cause the member to be removed by a peace officer from the member's seat, and
 - (b) if the member apologizes to the Council, Council may, by resolution, allow the member to retake the member's seat.
- 20.12 A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.
- 20.13 The following rules apply to limit speech on matters being considered at a Council meeting:
- (a) a member may speak more than once in connection with the same question only
 - (i) with the permission of the presiding member, or
 - (ii) if the member is explaining a material part of a previous speech without introducing a new matter;
 - (b) a member who has made a substantive motion to the Council may reply to the debate;

- (c) a member who has moved an amendment, the previous question, or an instruction to committee may not reply to the debate;
 - (d) No member shall speak to any question or in reply for a longer time than five (5) minutes without leave of the presiding member.
- 20.14 The presiding member shall at all times conduct the manner and order of speaking so that all sides of a question may be as fully presented as the circumstances warrant, and he/she shall ensure that each member is allowed equal opportunity to speak.

21. Motions Generally

- 21.1 Every motion shall be moved and seconded before it is deemed to be in the possession of the Council.
- 21.2 A motion in the possession of the Council may be withdrawn by the mover of the motion at any time before a decision or amendment is made, provided that the mover has the consent of the seconder.
- 21.3 Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.
- 21.4 A motion that deals with a matter that is not on the agenda of the Council meeting at which the motion is introduced may be introduced with Council's permission.
- 21.5 A Council member may make only the following motions, when the Council is considering a question:
- (a) to refer to committee, other body or staff department;
 - (b) to amend;
 - (c) to lay on the table
 - (d) to postpone indefinitely;
 - (e) to postpone to a certain time;
 - (f) to move the previous question;
 - (g) to adjourn.
- 21.6 A motion made under subsection 21.5 (c) to (g) is not amendable or debatable.
- 21.7 Council shall vote separately on each distinct part of a question that is under consideration at a Council meeting, if requested by a Council member.
- 21.8 Every motion that has been seconded shall be recorded in the Minutes.
- 21.9 Notwithstanding Section 21.87, motions that have been withdrawn by Council pursuant to Section 21.2, shall not be recorded in the Minutes

22. Motion to Committee

- 22.1 Until it is decided, a motion made at a Council meeting to refer to committee precludes amendment of the main question.

23. Motion for the Main Question

- 23.1 In this section, “main question”, in relation to a matter, means the motion that first brings the matter before the Council.
- 23.2 At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended:
- (a) if a member of Council moves to put the main question, or the main question is amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question; and
 - (b) if the motion for the main question, or for the main question as amended, is decided in the negative, the Council may again debate the question, or proceed to other business.

24. Amendments Generally

- 24.1 A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.
- 24.2 An amendment may propose removing, substituting for, or adding to the words of an original motion.
- 24.3 A proposed amendment must be reproduced in writing by the mover if requested by the presiding member
- 24.4 A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
- 24.5 An amendment may be amended once only.
- 24.6 An amendment that has been negated by a vote of Council cannot be proposed again.
- 24.7 A Council member may propose an amendment to an adopted amendment.
- 24.8 The presiding member must put the main question and its amendments in the following order for the vote of Council:
- (a) a motion to amend a motion amending the main question;
 - (b) a motion to amend the main question, or an amended motion amending the main question if the vote under subparagraph (a) is positive;
 - (c) the main question

25. Reconsideration by Council Member

(Mayor's right of reconsideration found at s.131 of the Community Charter)

- 25.1 Subject to subsection 25.5, a Council member may, at the next Council meeting:
- (a) move to reconsider a matter on which a vote has been taken, and
 - (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.
- 25.2 A Council member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.
- 25.3 Council must not discuss the main matter referred to in subsection 25.1 unless a motion to reconsider that matter is adopted in the affirmative.
- 25.4 A vote to reconsider must not be reconsidered.
- 25.5 Council may only reconsider a matter that has not
- (a) had the approval or assent of the electors and been adopted;
 - (b) been reconsidered under subsection 25.1 or Section 131 of the *Community Charter*
 - (c) been acted on by an officer, employee, or agent of the City.
- 25.6 The conditions that applied to the adoption of the original bylaw, resolution or proceeding apply to its rejection under this section.
- 25.7 A bylaw, resolution or proceeding that is reaffirmed under subsection 25.1 or section 131 of the *Community Charter* is as valid and has the same effect as it had before reconsideration.

26. Privilege

- 26.1 In this section, a matter of privilege refers to any of the following motions:
- (a) fix the time to adjourn;
 - (b) adjourn;
 - (c) recess;
 - (d) raise a question of privilege of the Council;
 - (e) raise a question of privilege of a member of Council.
- 26.2 A matter of privilege must be immediately considered when it arises at a Council meeting.
- 26.3 For the purposes of subsection 26.2, a matter of privilege listed in subsection 26.1 has precedence over those matters listed after it.

27. Reports from Committees

- 27.1 Council may take any of the following actions in connection with a resolution it receives from COTW:
- (a) agree or disagree with the resolution;
 - (b) amend the resolution;
 - (c) refer the resolution back to COTW;
 - (d) postpone its consideration of the resolution.

28. Adjournment

- 28.1 A Council may continue a Council meeting after 11:00 p.m. only by an affirmative vote of 2/3 of the Council members present.
- 28.2 A motion to adjourn either a Council meeting or the debate at a Council meeting is always in order if that motion has not been preceded at that meeting by the same motion.
- 28.3 Subsection 28.2 does not apply to either of the following motions:
- (a) a motion to adjourn to a specific day;
 - (b) a motion that adds an opinion or qualification to a preceding motion to adjourn.

PART 5 – PETITIONS AND COMMUNICATIONS**29. Proper Form**

- 29.1 All communications and petitions intended to be presented to Council shall be legibly written, typed or printed, signed by at least one person and shall be dated and include a contact phone number and address before being accepted.

30. Referrals

- 30.1 Communications addressed to Council which relate to matters that fall within the scope of responsibility of a particular City department may be referred by the Corporate Officer directly to that department.
- 30.2 If a matter is referred under Section 30.1, a copy of the communication shall be filed with each member of the Council and the Chief Administrative Officer with a copy forwarded to the appropriate staff member. An acknowledgement shall be mailed to the writer on receipt of the communication, advising where the matter has been referred.
- 30.3 The Corporate Officer shall be granted the authority to forward correspondence items to the meeting considered to be most appropriate according to the subject matter of the letter.

- 30.4 A right of appeal from any referral under Sections 30.1 and 30.3 may be may to the Chief Administrative Officer who shall determine the final disposition of the matter. As well, Council may refer any item of correspondence as it deems appropriate.
- 30.5 All petitions or other written communications which require a report may be referred to the Chief Administrative Officer by means of a formal motion.

PART 6 - BYLAWS

31. Form of Bylaw

- 31.1 A bylaw introduced at a Council meeting must:
- (a) be printed;
 - (b) have a distinguishing name;
 - (c) have a distinguishing number;
 - (d) contain an introductory statement of purpose;
 - (e) be divided into sections.

32. Bylaws to be Considered Separately or Jointly

- 32.1 Council shall consider a proposed bylaw at a Council meeting either:
- (a) separately when directed by the presiding member or requested by another Council member; or
 - (b) jointly with other proposed bylaws in the sequence determined by the presiding member.

33. Reading and Adopting Bylaws

- 33.1 The presiding member of a Council meeting may
- (a) have the Corporate Officer read a synopsis of each proposed bylaw or group of proposed bylaws; and then
 - (b) request a motion that the proposed bylaw or group of bylaws be read;
- 33.2 The readings of the bylaw may be given by stating its title and object.
- 33.3 A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.
- 33.4 Subject to Section 882 of the *Local Government Act*, each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.

- 33.5 In accordance with Section 135 of the *Community Charter*, Council may give two or three readings to a proposed bylaw at the same Council meeting.
- 33.6 Despite Section 135(3) of the *Community Charter*, and in accordance with Section 890(9) of the *Local Government Act*, Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.
- 33.7 Where Council desires to amend a bylaw after third reading with the exception of those specific provisions respecting an Official Community Plan designation bylaw or a Zoning bylaw, it may do so as follows:
- (a) by motion to reconsider third reading and, if carried,
 - (b) by motion to amend the bylaw at third reading in accordance with the procedure set down in this bylaw;
 - (c) by motion to pass third reading of the bylaw as amended.

34. Bylaws Must be Signed

- 34.1 After a bylaw is adopted and signed by the Corporate Officer and the presiding Member of the Council meeting at which it was adopted, the Corporate Officer shall have it placed in the City's records for safekeeping with the following affixed to the bylaw:
- (a) the City's corporate seal;
 - (b) the dates of its readings and adoption; and
 - (c) the date of Ministerial approval or approval of electorate, if applicable

PART 7 - RESOLUTIONS

35. Copies of Resolutions to Council Members

- 35.1 A resolution may be introduced and considered at a Council meeting as long as it has been included as an item on the Council's printed Agenda or placed on the Agenda as a late item pursuant to Section 15 of this bylaw.

36. Form of Resolution

- 36.1 A resolution introduced at a Council meeting should be printed.

37. Introducing Resolutions

- 37.1 The presiding member of a Council meeting may:
- (a) have the Corporate Officer read the resolution; and
 - (b) request a motion that the resolution be introduced

PART 8 – COMMITTEE OF THE WHOLE**38. Going into Committee of Whole**

- 38.1 At any time during a council meeting, Council may by resolution go into COTW.
- 38.2 In addition to subsection 38.1, a meeting, other than a standing or select committee meeting, to which all members of Council are invited to consider but not to decide on matters of the City's business, is a meeting of COTW.

39. Notice for COTW meetings

- 39.1 Subject to subsection 39.2, a notice of the day, hour and place of a COTW meeting must be given at least 24 hours before the time of the meeting by:
- (a) posting a copy of the notice at the Public Notice Posting Place; and
 - (b) leaving a copy of the notice for each Council member in the Council member's mail box at City Hall.
- 39.2 Subsection 39.1 does not apply to a COTW meeting that is called, in accordance with section 38.1, during a Council meeting for which public notice has been given under section 6 or 7.

40. Minutes of COTW Meetings to be Maintained and Available to the Public

- 40.1 Minutes of the proceedings of COTW must be:
- (a) legibly recorded;
 - (b) certified by the Corporate Officer;
 - (c) open for public inspection in accordance with section 97(1)(c) of the *Community Charter*.

41. Presiding Members at COTW Meetings and Quorum

BL2091 (11/5/10)

- 41.1 The presiding member for the COTW meeting alternate between the Mayor and Acting Mayor for the respective month.
- 41.2 The quorum of COTW is the majority of Council members.

42. Points of Order at Meetings

42.1 The presiding member must preserve order at a COTW meeting and subject to an appeal to other members present, decide points of order that may arise.

43. Conduct and Debate

43.1 The following rules apply to COTW meetings:

- (a) a motion requires a seconder;
- (b) a motion for adjournment is not allowed;
- (c) a member may speak any number of times on the same question;
- (d) a member must not speak longer than a total of ten minutes on any one question.

44. Voting at Meetings

44.1 Votes at a COTW meeting must be taken by a show of hands if requested by a member.

44.2 The presiding member must declare the results of voting.

45. Reports

45.1 COTW may consider reports and bylaws only if:

- (a) they are printed and the members each have a copy, or
- (b) a majority of the Council members present decide without debate that the requirements of paragraph (a) do not apply.

45.2 The COTW'S reports to Council shall be presented by the Corporate Officer.

46. Rising Without Reporting

46.1 A motion made at a COTW meeting to rise without reporting:

- (a) is always in order and takes precedence over all other motions;
- (b) may be debated, and
- (c) may not be addressed more than once by any one member.

46.2 If a motion to rise without reporting is adopted by COTW at a meeting constituted under Section 35.1, the Council meeting must resume and proceed to the next order of business.

PART 9 – COMMITTEES

47. Duties of Standing Committees

- 47.1 Standing committees are established by the Mayor, with at least one-half of the members being Council members.
- 47.2 Standing committees shall consider, inquire into, report and make recommendations to Council about all of the following matters:
 - (a) matters that are related to the general subject indicated by the name of the committee;
 - (b) matters that are assigned by Council;
 - (c) matters that are assigned by the Mayor.
- 47.3 Standing committees shall report and make recommendations to Council as may be directed by Council or the Mayor.

48. Duties of Select Committees

- 48.1 Select committees are established by Council resolution with at least one member being a Council member.
- 48.2 Select committees shall consider, inquire, report and make recommendations to Council about the matters referred to the committee by the Council.
- 48.3 Select committees shall report and make recommendations to Council as may be directed by Council.

49. Schedule of Committee Meetings

- 49.1 At its first meeting after its establishment, a standing or select committee shall establish a regular schedule of meetings, such schedule to be provided to the Corporate Officer.
- 49.2 The chair of the committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

50. Notice of Committee Meetings

- 50.1 Subject to subsection 50.2, after the committee has established the regular schedule of committee meetings, including the times, dates and places of the committee meetings, notice of the schedule shall be given by:
 - (a) posting a copy of the schedule at the Public Notice Posting Place
 - (b) providing a copy of the schedule to each member of the committee

50.2 Where revisions are necessary to the annual schedule of committee meetings, the Corporate Officer shall, as soon as possible, post a notice at the Public Notice Posting Place which indicates any revisions to the date, time and place or cancellation of a committee meeting.

50.3 The chair of a committee must cause a notice of the day, time and place of a meeting called under section 49.2 to be given to all members of the committee at least 12 hours before the time of the meeting.

51. Attendance at Committee Meeting

51.1 Council members who are not members of a committee may attend the meetings of the committee.

52. Minutes of Committee Meetings to be Maintained and Available to the Public

52.1 Minutes of the proceedings of a committee must be:

- (a) legibly recorded
- (b) certified by the Corporate Officer
- (c) open for public inspection in accordance with Section 97(1)(c) of the *Community Charter*

53. Quorum

53.1 The quorum for a committee is a majority of all its members.

54. Conduct and Debate

54.1 The rules of the Council procedure must be observed during committee meetings, so far as is possible and unless as otherwise provided in this bylaw.

54.2 Council members attending a meeting of a committee, of which they are not a member, may participate in the discussion only with permission of a majority of the committee members present.

PART 10 - GENERAL

55. Corporate Seal

55.1 In addition to the provisions of the *Community Charter* the Corporate Officer may cause the corporate seal to be affixed to any certificate, proclamation or other document that

- (a) is issued by or on behalf of the Municipality, the Mayor or Council, and
- (b) does not in any way evidence or create a legal relationship or obligation on the Municipality's part to perform.

- 56. If any section, subsection or clause of this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.
- 57. This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the *Community Charter*.
- 58. Council Procedure Bylaw No. 1685, 1999, and all amendments thereto, is hereby repealed.
- 59. This Bylaw shall come into force and take effect on the date of adoption by Council.

READ A FIRST TIME THIS	13th	DAY OF	April	, 2004.
READ A SECOND TIME THIS	13th	DAY OF	April	, 2004.
READ A THIRD TIME THIS	13th	DAY OF	April	, 2004.
RECONSIDERED AND ADOPTED THIS	11th	DAY OF	May	, 2004.

"original signed by"

MAYOR

"original signed by"

DIRECTOR OF CORPORATE SERVICES