



DISTRICT OF HIGHLANDS
BYLAW NO. 251
COUNCIL PROCEDURE BYLAW

This Bylaw is consolidated by the Corporate Officer in accordance with Bylaw No. 301.

Consolidated for convenience only to include Bylaws:
286, 409, and 433

It includes amendments up to October 14, 2021 (Bylaw No. 433)

This bylaw has been consolidated for convenience purposes only and may or may not contain the latest amendment (s). Electronic and On-Line Consolidated bylaws are not certified copies and they should not be used in place of actual district bylaws. If you require an accurate, up to date copy of the district bylaw, please contact the District Office.

DISTRICT OF HIGHLANDS

BYLAW NO. 251

COUNCIL PROCEDURE BYLAW

**** OFFICE CONSOLIDATION
For convenience purposes only:
it is not a certified copy**

The Municipal Council of District of Highlands enacts as follows:

PART 1 – INTRODUCTION

1. TITLE

This Bylaw may be cited as the “Council Procedure Bylaw No. 251, 2005”.

2. DEFINITIONS

In this Bylaw,

“District” means the District of Highlands;

“District Office” means the District Office located at 1980 Millstream Road, Victoria, British Columbia;

“Committee” means a standing, select, or other committee of Council, but does not include COTW;

“COTW” means the Committee of the Whole Council;

“Corporate Officer” means the Corporate Officer for the District;

“Council” means the Council of the District of Highlands;

“Mayor” means the Mayor of the District of Highlands;

**Amended by Bylaw No. 409, October, 2018*

“Public Notice Posting Place” means the notice board at the District Office and the District web, except when subject to electronic failures.

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.

**Amended by Bylaw No. 409, October, 2018*

- (2) In cases not provided for under this Bylaw, the latest edition of Robert’s Rules of Order, apply to the proceedings of Council, COTW, and Council committees to the extent that those Rules are:
- (a) applicable in the circumstances, and
 - (b) not inconsistent with provisions of this Bylaw or the *Community Charter*

PART 2 – COUNCIL MEETINGS

INAUGURAL MEETING

**Amended by Bylaw No. 409, October, 2018*

4. (1) Following a general local election, the first Council meeting must be held on the first Monday in November in the year of the election.
- (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 called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

TIME AND LOCATION OF MEETINGS

**Amended by Bylaw No. 286, June, 2006 and Bylaw No. 433, October, 2021*

5. (1) Council meetings must take place at the Community Hall, 729 Finlayson Arm Road, Victoria, BC except when Council resolves to hold meetings elsewhere.
- (2) Regular Council meetings must
 - (a) be held on the first and third Mondays of each month, with the exception of July and August (one meeting will be held in July and one meeting will be held in August), and
 - (b) begin at 7:00 p.m.;
 - (c) be adjourned by 10:30 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with section 28 of this bylaw;
 - (d) when such meeting falls on a statutory holiday, be held on the next day the District Office is open following which is not a statutory holiday.
- (3) Regular Council meetings may:
 - (a) be cancelled by Council; 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.

NOTICE OF COUNCIL MEETINGS

**Amended by Bylaw No. 433, October, 2021*

6. (1) In accordance with the *Community Charter*, Council must prepare annually, by January 1 of each calendar year, a schedule of the date, time and place of regular Council Meetings for that calendar year and must make the schedule available to the public by posting it in the Public Notice Posting Place.
- (2) Council must give notice annually, in accordance with 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.
- (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.

NOTICE OF SPECIAL MEETINGS

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 date, 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 the District Office.
- (2) The notice under subsection (1) must describe in general terms the purpose of the meeting and be signed by the Mayor or the Corporate Officer.

**Amended by Bylaw No. 433, October, 2021*

ELECTRONIC MEETINGS AND PARTICIPATION

8. (1) Regular and Special Council, Committee of the Whole and Committee meetings may be conducted by means of electronic or other communication facilities in accordance with section 8(3).
- (2) Council and Committee members must make all reasonable efforts to attend meetings in person unless a meeting is scheduled to take place electronically as set out in section 8(1). A member of Council or a Committee who is unable to attend a Council or Committee meeting due to illness, absence from the regional district or due to circumstances beyond the Council or Committee member's control, may participate in the meeting by means of electronic or other communication facilities in accordance with section 8(3) and as follows:
 - (a) Council members must notify the Corporate Officer as early as possible prior to the meeting of their requirement to participate electronically.
 - (b) Except for electronic meetings as set out in section 8(1), the person presiding must not participate electronically.
- (3) The following rules apply in relation to a Council or Committee of the Whole meeting referred to in section 8(1):
 - (a) A meeting may be held electronically in the event of an emergency, during a communicable disease event, as resolved by Council as being necessary or as authorized by the Mayor;
 - (b) The meeting must be conducted in accordance with the Bylaw;
 - (c) The facilities must enable the meeting's participants to hear, or watch and hear, each other;
 - (d) The notice of Regular and Special meetings must include notice of the way in which the meeting is to be conducted and the place where the public may attend to hear the proceedings that are open to the public;
 - (e) Except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear the meeting at the specified place; and
 - (f) A designated municipal officer must be in attendance at the specified place.
- (4) The following rules apply in relation to a Committee meeting referred to in section 8(1):
 - (a) The meeting must be conducted in accordance with the Bylaw;
 - (b) The facilities must enable the meeting's participants to hear, or watch and hear, each other;
 - (c) The notice of Regular and Special meetings must include notice of the way in which the meeting is to be conducted;

- (d) Except for any part of the meeting that is closed to the public, the facilities must enable hear, or watch and hear the meeting.
- (5) Members of Council or a member of a Council committee, who are participating in a meeting conducted in accordance with this section, are deemed to be present at the meeting.

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

- 9. (1) Annually in December, 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.
- (2) Each Councillor designated under section 8(1) must fulfill the responsibilities of the Mayor in his or her absence.
- (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.
- (4) The member designated under section 9(1) or chosen under section 9(3) has the same powers and duties as the Mayor in relation to the applicable matter.

PART 4 – COUNCIL PROCEEDINGS

COMMUNITY CHARTER PROVISIONS

- 10. Matters pertaining to Council proceedings are governed by the *Community Charter* including those provisions found in Division 3 of Part 4 [*Open Meetings*] and Division 2 of Part 5 [*Council Proceedings*].

ATTENDANCE OF PUBLIC AT MEETINGS

- 11. (1) Except where the provisions of section 90 of the *Community Charter* apply, all Council meetings must be open to the public.
- (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* [*requirements before Council meeting is closed*].
- (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) Standing and Select Committees,
 - (c) Board of Variance,
 - (d) Advisory Planning Commission
- (4) Despite section 11(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 22(8).

MINUTES OF MEETINGS TO BE MAINTAINED AND AVAILABLE TO PUBLIC

12. (1) Minutes of the proceedings of Council must be
 - (a) legibly recorded,
 - (b) certified as correct by the Corporate Officer, and
 - (c) signed by the Mayor or other member presiding at the meeting or at the next meeting at which the minutes are adopted.
- (2) Subject to subsection 12(3) and in accordance with section 97(1)(b) of the *Community Charter* minutes of the proceedings of Council, once they have been adopted, must be open for public inspection at the District Office during its regular office hours.
- (3) Subsection 12(2) 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* [meetings that may be closed to the public].

CALLING MEETING TO ORDER

13. (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 9 must take the Chair and call such meeting to order.
- (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 9 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.

ADJOURNING MEETING WHERE NO QUORUM

14. 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, and
 - (b) adjourn the meeting until the next scheduled meeting.

AGENDA

- 15 (1) Prior to each Council meeting, the Corporate Officer must prepare an Agenda setting out all the items for consideration at that meeting.

**Amended by Bylaw No. 286, June, 2006*

- (2) The deadline for submissions by the public to the Corporate Officer of items for inclusion on the Council meeting Agenda is the close of business on the Wednesday prior to the meeting.

**Amended by Bylaw No. 286, June, 2006*

**Amended by Bylaw No. 433, October, 2021*

- (3) On receiving a submission or application intended for consideration by Council, the Corporate Officer may determine that it should be accompanied by a staff report or briefing note, and may, despite section 15(2) and regardless of the time that the submission or application was received,

delay placing it before Council until such report or briefing note has been prepared, provided, however, that a delay imposed for this purpose shall not exceed sixty (60) days.

- (4) The Corporate Officer must make the agenda available to the members of Council and the public by Friday afternoon prior to the meeting.
- (5) Council must not consider any matters not listed on the Agenda unless a new matter for consideration is properly introduced as a late item pursuant to section 17.

ORDER OF PROCEEDINGS AND BUSINESS

**Amended by Bylaw No. 286, June, 2006, and Bylaw No. 433, October, 2021*

16. (1) The agenda for all regular Council meetings contains the following matters in the order in which they are listed below:

- (a) Approval of agenda;
- (b) Petitions and Delegations
- (c) Adoption of minutes;
- (d) Reports of Committees, COTW and Commissions;
- (e) Ratification of Committee Recommendations
- (f) Introduction of late items;
- (g) Unfinished business;
- (h) Correspondence;
- (i) Bylaws;
- (j) New business;
- (k) Notice of Motion
- (l) Motion to Move In Camera
- (m) Release of In Camera Resolutions
- (n) Adjournment.

- (2) Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.

LATE ITEMS

17. (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.

- (2) If the Council makes a resolution under section 17(1), information pertaining to late items must be distributed to the members.

**Amended by Bylaw No. 433, October, 2021*

NOTICE OF MOTION

18. Any Council member may give "Notice of Motion" respecting an item which the Council member intends to present by giving a copy of such motion to the Corporate Officer prior to a meeting of the Council and upon the member being acknowledged by the Chair and the Notice of Motion being read at the meeting. A copy of the motion 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 for consideration under New Business.

VOTING AT MEETINGS

19. (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 paragraph (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; and
 - (f) whenever a vote of Council on a matter is taken, each member present shall signify their vote by raising their hand; and
 - (g) the presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative;

DELEGATIONS

**Amended by Bylaw No. 286, June, 2006*

20. (1) The Council may, by resolution, allow an individual or a delegation to address Council at a meeting provided written application, outlining their intended presentation, has been received by the Corporate Officer by noon on the Wednesday preceding the meeting. Each address must be limited to 5 minutes unless a longer period is agreed to by majority vote of those members present.
- (2) Where written application has not been received by the Corporate Officer as prescribed in section 20(1), an individual or delegation may address the meeting.
 - (3) 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.
 - (4) The Corporate Officer may schedule delegations to another Council meeting or advisory body as deemed appropriate according to the subject matter of the delegation.
 - (5) The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.

POINTS OF ORDER

21. (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.
- (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 (2)(a), and
 - (c) the presiding member may reserve the decision until the next Council meeting.

CONDUCT AND DEBATE

22. (1) A Council member may speak to a question or motion at a Council meeting only if that member first addresses the presiding member.
- (2) Members must address the presiding member by that person's title of Mayor, Acting Mayor, or Councillor.
- (3) Members must address other non-presiding members by the title Councillor.
- (4) No member must interrupt a member who is speaking except to raise a point of order.
- (5) If more than one member speaks the presiding member must call on the member who, in the presiding member's opinion, first spoke.
- (6) Members who are called to order by the presiding member
- (a) must 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*.
- (7) Members speaking at a Council meeting
- (a) must use respectful language,
 - (b) must not use offensive gestures or signs,
 - (c) must 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) must 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.
- (8) If a member does not adhere to subsection (7), 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.
- (9) A member may require the question being debated at a Council meeting be read at any time during the debate if that does not interrupt another member who is speaking.
- (10) 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 Council, 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 a committee may not reply to the debate;
- (d) a member may speak to a question, or may speak in reply, for longer than a total time of 5 minutes only with the permission of Council.

MOTIONS GENERALLY

23. (1) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.

**Amended by Bylaw No. 433, October, 2021*

(2) A Council Member may make any of the following motions at any time notwithstanding when a matter is under consideration, and those motions take precedence over each other in the following order:

- (a) To lay on the table
- (b) To move the previous question (close debate)
- (c) To postpone to a certain time
- (d) To refer to committee
- (e) To amend
- (f) To postpone indefinitely

(3) A motion made under subsections 23(2)(a) and (b) are not amendable or debatable.

(4) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member.

MOTION TO COMMIT

24. (1) Until it is decided, a motion made at a Council meeting to refer to committee precludes an amendment of the main question.

MOTION FOR THE MAIN QUESTION

25. (1) In this section, "main question", in relation to a matter, means the motion that first brings the matter before the Council.

(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 as 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.

AMENDMENTS GENERALLY

26. (1) A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.

- (2) An amendment may propose removing, substituting for, or adding to the words of an original motion.
- (3) A proposed amendment must be reproduced in writing by the mover if requested by the presiding member.
- (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.
- (5) An amendment may be amended once only.
- (6) An amendment that has been negated by a vote of Council cannot be proposed again.
- (7) A Council member may propose an amendment to an adopted amendment.
- (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.

RECONSIDERATION BY COUNCIL MEMBER

**Amended by Bylaw No. 433, October, 2021*

27. (1) Subject to subsection (5), a Council member who voted on the prevailing side may, at the next Council meeting,
 - (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken, and
 - (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.
- (2) A Council member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.
- (3) Council must not discuss the main matter referred to in subsection (1) unless a motion to reconsider that matter is adopted in the affirmative.
- (4) A vote to reconsider must not be reconsidered.
- (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 (1) or section 131 of the *Community Charter*
 - (c) been acted on by an officer, employee, or agent of the District.
- (6) The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its rejection under this section.
- (7) A bylaw, resolution, or proceeding that is reaffirmed under section 27 (1) or section 131 of the *Community Charter* is as valid and has the same effect as it had before reconsideration.

PRIVILEGE

28. (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.
- (2) A matter of privilege must be immediately considered when it arises at a Council meeting.
- (3) For the purposes of subsection (2), a matter of privilege listed in subsection (1) has precedence over those matters listed after it.

REPORTS FROM COMMITTEES

29. 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.

ADJOURNMENT

30. (1) A Council may continue a Council meeting after 10:30 p.m. only by an affirmative vote of 2/3 of the Council members present.
- (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.
- (3) Subsection (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 – BYLAWS

COPIES OF PROPOSED BYLAWS TO COUNCIL MEMBERS

31. A proposed bylaw may be introduced at a Council meeting only if a copy of it has been delivered to each Council member at least 48 hours before the Council meeting, or all Council members unanimously agree to waive this requirement.

FORM OF BYLAWS

**Amended by Bylaw No. 433, October, 2021*

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

BYLAWS TO BE CONSIDERED SEPARATELY OR JOINTLY

33. Council must 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.

READING AND ADOPTING BYLAWS

34. (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;
- (2) The readings of the bylaw may be given by stating its title and object.
- (3) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.
- (4) Subject to the *Local Government Act*, each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.
- (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.
- (6) Despite section 135(3) of the *Community Charter*, and in accordance with 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.

BYLAWS MUST BE SIGNED

35. 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 must have it placed in the District's records for safekeeping.

PART 6 - COMMITTEE OF THE WHOLE

GOING INTO COMMITTEE OF THE WHOLE

36. (1) At any time during a council meeting, Council may by resolution go into COTW.
- (2) In addition to subsection (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 District's business, is a meeting of COTW.

NOTICE FOR COTW MEETINGS

37. (1) Subject to subsection (2) a notice of the day, hour and place of a COTW meeting must be given at least 48 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 mailbox at the District Office.
- (2) Subsection (1) does not apply to a COTW meeting that is called, in accordance with section 37, during a Council meeting for which public notice has been given under section 6 or 7.

MINUTES OF COTW MEETINGS TO BE MAINTAINED AND AVAILABLE TO PUBLIC

38. (1) Minutes of the proceedings of COTW must be
- (a) legibly recorded,
 - (b) certified by the Corporate Officer,
 - (c) signed by the member presiding at the meeting, and
 - (d) open for public inspection, once they have been adopted, in accordance with section 97(1)(c) of the *Community Charter*.

PRESIDING MEMBERS AT COTW MEETINGS AND QUORUM

39. (1) Any Council member may preside in COTW.
- (2) The members of Council attending a meeting of COTW must appoint a presiding member for the COTW meeting.
- (3) The quorum of COTW is the majority of Council members.

POINTS OF ORDER AT MEETINGS

40. 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.

CONDUCT AND DEBATE

41. The following rules apply to COTW meetings:
- (a) a motion for adjournment is not allowed in COTW meetings held under Section 36(1);
 - (b) a member may speak any number of times on the same question;
 - (c) a member must not speak longer than a total of 5 minutes on any one question.

VOTING AT MEETINGS

42. (1) Votes at a COTW meeting must be taken by a show of hands if requested by a member.

- (2) The presiding member must declare the results of voting.

REPORTS

43. (1) COTW may consider reports and bylaws only if
- (a) they are in writing 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.
- (2) A motion for COTW to rise and report to Council must be decided without debate.

RISING WITHOUT REPORTING

44. (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.
- (2) If a motion to rise without reporting is adopted by COTW at a meeting constituted under section 36(1), the Council meeting must resume and proceed to the next order of business.

PART 8 – COMMITTEES

DUTIES OF STANDING COMMITTEES

45. (1) Standing committees must consider, inquire into, report, and make recommendations to Council about all of the following matters:
 - (a) matters that are assigned by resolution of Council related to the general subject indicated by the name of the committee;
 - (b) matters that are assigned by the Mayor.
- (2) Standing committees must report and make recommendations to Council at all of the following times:
 - (a) in accordance with the schedule of the committee's meetings;
 - (b) on matters that are assigned by Council or the Mayor,
 - (i) as required by Council or the Mayor, or
 - (ii) at the next Council meeting if the Council or Mayor does not specify a time.

DUTIES OF SELECT COMMITTEES

46. (1) Select committees must consider, inquire into, report, and make recommendations to Council about the matters referred to the committee by the council.

SCHEDULE OF COMMITTEE MEETINGS

47. (1) At its first meeting after its establishment a standing or select committee must establish a regular schedule of meetings.
- (2) The chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

NOTICE OF COMMITTEE MEETINGS

48. (1) Subject to subsection (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 must be given by
 - (a) providing a copy to the District Office;
 - (b) posting a copy of the schedule at the Public Notice Posting Place; and
 - (c) providing a copy of the schedule to each member of the committee.
- (2) Where revisions are necessary to the annual schedule of committee 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 committee meeting.
- (3) The chair of a committee must cause a notice of the day, time and place of a meeting called under section 8(2) to be given to all members of the committee at least 24 hours before the time of the meeting.

ATTENDANCE AT COMMITTEE MEETINGS

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

MINUTES OF COMMITTEE MEETINGS TO BE MAINTAINED AND AVAILABLE TO PUBLIC

**Amended by Bylaw No. 433, October, 2021*

50. Minutes of the proceedings of a committee must be
- (a) legibly recorded,
 - (b) certified by the Corporate Officer or designate,
 - (c) signed by the chair or member presiding at the meeting, and
 - (d) open for public inspection in accordance with section 97(1)(c) of the *Community Charter*.

QUORUM

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

CONDUCT AND DEBATE

52. (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.
- (2) Council members attending a meeting of a committee, of which they are not a member, may participate in the discussion only with the permission of a majority of the committee members present.

VOTING AT MEETINGS

53. Council members attending a meeting of a committee of which they are not a member must not vote on a question.

PART 9 – GENERAL

54. 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.
55. This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the *Community Charter*.
56. Council Procedure Bylaw No. 224 and Procedure Bylaw Amendment Bylaw No. 239, 2004 are hereby repealed.

READ A FIRST TIME THIS 21st day of February, 2005

READ A SECOND TIME THIS 21st day of February, 2005

READ A THIRD TIME THIS 21st day of February, 2005

ADOPTED THIS 7th day of March, 2005

_____ Original signed

MAYOR

_____ Original signed

CORPORATE OFFICER