

This is a consolidated copy of the following bylaws, provided for CONVENIENCE only.

1. Anmore Procedure Bylaw No. 541-2016
2. Anmore Procedure Amendment Bylaw No. 581-2018
3. Anmore Procedure Bylaw Amendment Bylaw No. 619-2020
4. Anmore Procedure Bylaw Amendment Bylaw No. 653-2021

For copies of the individual bylaws, please contact the Manager of Corporate Services.

## VILLAGE OF ANMORE

### BYLAW NO. 541-2016

A bylaw to regulate the procedure for meetings held by the Village of Anmore

---

WHEREAS the *Community Charter* authorizes the local government to enact bylaws respecting council procedures;

AND WHEREAS the *Local Government Act* authorizes the local government to amend its bylaws from time to time;

NOW THEREFORE, the Council of the Village of Anmore, in open meeting assembled, enacts as follows:

#### **PART 1 – INTRODUCTION**

##### **Name of Bylaw**

1. That this bylaw be cited for all purposes as “Anmore Procedure Bylaw No. 541-2016”.

##### **Repealment**

2. That Anmore Council Procedure Bylaw No. 510-2011, and any amendments thereto, be repealed in their entirety.
3. If any 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.
4. This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with the *Community Charter*.

##### **Definitions**

5. In this bylaw:

**Community Charter** means the *Community Charter* S.B.C. 2003, c.26, as amended;

**Chief Administrative Officer** means the Chief Administrative Officer for the Village;

**Commission** means a municipal commission established in accordance with *Community Charter* section 143;

**Committee** means a standing, select, or other committee of council, but does not include Committee of the Whole;

**Committee of the Whole** means the Committee of the Whole council;

**Council** means the elected municipal council of the Village of Anmore;

**Local Government Act** means the *Local Government Act* R.S.B.C. 1996, c.323, as amended;

**Manager of Corporate Services** means the Corporate Officer of the Village;

**Mayor** means the Mayor of the Village of Anmore, or the Acting Mayor or the person presiding;

**Member** means a councilor or mayor of the Village of Anmore

**Public Notice Posting Places** means the notice board at village hall and the village website;

**Village** means the Village of Anmore;

**Village Hall** means the municipal office located at 2697 Sunnyside Road, Anmore, BC;

**Village Website** means the information resource found at an internet address provided by the village.

### **Application of Rules of Procedure**

6. The provisions of this bylaw govern the proceedings of council, committee of the whole, commissions, and all standing and select committees of council, where applicable.
7. In cases not provided for under this bylaw, the current edition of Robert's Rules of Order shall apply, 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*.
- 8. If any 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.
- 9. This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with the *Community Charter*.

## **PART 2 – OPEN MEETINGS**

### **Attendance of Public at Meetings**

- 10. Except where the provisions of *Community Charter* section 90 apply, all council meetings must be open to the public.
- 11. Before closing all or part of a council meeting to the public, council must pass a resolution in a public meeting, pursuant *Community Charter* section 92.

### **Public Input**

- 12. Under this agenda item, persons may present comments to council during Public Input on any item that appears on the council meeting agenda. When recognized by the Mayor, the person shall approach the podium and state their name and address for the record. A two-minute time limit will be applied, and after which time the person must resume their seat. There is no opportunity to engage discussion with council.
- 13. Further to clause 12, when all other interested persons have had an opportunity to provide their comments, only then can a person request to return to the podium to state additional comments regarding a new matter or the same matter as previously spoken to.

### **Public Question Period**

- 14. Under this agenda item, persons may ask questions of council regarding any matters pertaining to the Village. When recognized by the Mayor, the person shall approach the podium and state their name and address for the record. A two-minute time limit will be applied, and after which time the person must resume their seat.
- 15. Further to clause 14, when all other interested persons have had an opportunity to ask questions of council, only then can a person request to return to the podium to ask additional questions regarding either a new matter or the same matter as previously spoken to.

## **PART 3 – PUBLIC NOTICE AND ACCESS TO RECORDS**

### **Notice of Regular Council Meetings**

16. In accordance with *Community Charter* section 127, on an annual basis council will determine a schedule of dates, times and places for regular council meetings.
17. Public notification of the regular council meeting schedule will be provided in accordance *Community Charter* section 94.
18. Where revisions are required to the annual schedule of regular council meetings, the Manager of Corporate Services must, as soon as possible, post a notice at the Public Notice Posting Places, to indicate the revision(s) or cancellation to a date, time or place of the regular council meeting.

### **Notice of Special Council Meetings**

19. Except where notice of a special council meeting is waived by unanimous vote of all council members, pursuant to *Community Charter* section 127(4) notification of the date, time and place of the special council meeting must be given at least 24 hours before the meeting time, by:
  - (a) posting copy of the notice at the Public Notice Posting Places, and;
  - (b) providing copy of the notice to each council member via email.
20. The notice referenced under clause 18 must describe in general terms the purpose of the meeting and be signed by the Mayor or the Manager of Corporate Services.

### **Minutes of Meetings Held**

#### **AMENDED BY BYLAW NO. 581-2018**

21. Minutes of the proceedings of council, committees, commissions and other bodies must be maintained and available to the public, and shall be:
  - (a) legibly recorded;
  - (b) certified as correct by the Manager of Corporate Services, or their delegate; and
  - (c) approved by the member presiding at the meeting.
22. Minutes of the proceedings of council, committees, commissions and other bodies must be available for public inspection at the village hall during regular operating hours.
23. Clause 22 does not apply to minutes of a meeting where persons were excluded under *Community Charter* section 90.

#### **PART 4 – DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR**

24. 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.
25. Each Councillor designated under clause 24 must fulfill the responsibilities of the Mayor in his or her absence.
26. If both the Mayor and the member designated under clause 24 are absent from a council meeting, the council members present must choose a Councillor to preside at that council meeting.
27. The member designated under clause 24 or chosen under clause 26 has the same powers and duties as the Mayor in relation to the applicable matter.

#### **PART 5 – COUNCIL MEETING SCHEDULE**

##### **Inaugural Meeting**

##### **AMENDED BY BYLAW NO. 581-2018**

28. Following a general local election, the Inaugural Council Meeting shall be held on the first Tuesday in November in the year of the election.
29. 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 clause 28, the first council meeting must be called by the Manager of Corporate Services to be held as soon as reasonably possible after a quorum has taken office.

##### **Regular and Special Council Meetings**

30. All meetings must take place within the boundaries of the Village, and only on dates and times for which public notification has been provided.
31. Regular council meetings shall be held at a date and time determined by a schedule approved by council on an annual basis before January 31 of each year and generally are held at 7:00 p.m., unless preceded by a public hearing, on the first and third Tuesday of each month, with the exception of the month of August.
32. Regular council meetings may:
  - (a) be cancelled by council, provided that two consecutive meetings are not cancelled;

- (b) be postponed to a different day, time and place by the Mayor, provided the Manager of Corporate Services is given at least two days written notice;
- (c) Be cancelled, postponed, or rescheduled by the Manager of Corporate Services, in consultation with the Mayor and Chief Administrative Officer, provided that two consecutive meetings are not cancelled.

33. Pursuant to *Community Charter* section 126, special council meetings may:

- (a) be called by the Mayor in his or her discretion;
- (b) be requested of the Mayor, in writing, by two or more council members

Pursuant to section 127 of the *Community Charter*, notice of a special council meeting must be given at least 24 hours before the time of the meeting unless such notice is waived by unanimous vote of all council members.

## **PART 6 – MEETING PROCEEDINGS**

### **Meeting Called to Order**

34. As soon after the time specified for a council meeting as there is a quorum present, the Mayor must take the chair and call the meeting to order. Where the Mayor is absent, the member designated as acting in place of the Mayor must take the chair and call such meeting to order.
35. If a quorum of council is present but the Mayor or his or her designate is not in attendance within 15 minutes of the scheduled time for a council meeting:
- (a) the Manager of Corporate Services must call to order the members present, and
  - (b) the members present must choose a member to preside at the meeting.

### **Agenda**

36. Prior to each meeting, the Manager of Corporate Services must prepare an agenda setting out all items for consideration at that meeting, noting in short form a summary for each item on the agenda.
37. The Manager of Corporate Services shall review the draft agenda with the Chief Administrative Officer and the Mayor.
38. The deadline for submissions by the public of items for inclusion on the council meeting agenda to the Manager of Corporate Services must be 12:00 p.m. on the Thursday prior to the meeting.
39. The agenda of council meetings will generally be made available to the public as follows:

- (a) Regular council meetings – by 4:00 p.m. on the Friday of the week preceding each such meeting
- (b) Special council meetings – as soon as is practical at the discretion of the Manager of Corporate Services

40. Council must not consider any matters not listed on the agenda, unless a new matter for consideration is properly introduced as an addendum. Where council agrees to consider an addendum to the agenda, information pertaining to the item must be distributed to all members of council.

### **Order of Proceedings and Business**

41. The agenda for all regular council meetings shall be comprised of the following matters in the order in which they are listed below:

- (a) Call to Order
- (b) Approval of the Agenda
- (c) Public Input
- (d) Delegations
- (e) Adoption of Minutes
- (f) Business Arising from Minutes
- (g) Consent Agenda
- (h) Items Removed from the Consent Agenda
- (i) Legislative Reports
- (j) Unfinished Business
- (k) New Business
- (l) Items from Committee of the Whole, Committees, and Commissions
- (m) Mayor's Report
- (n) Councillors Reports
- (o) Chief Administrative Officer's Report
- (p) Information Items
- (q) Public Question Period
- (r) Adjournment

42. 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.

### **Voting at Meetings**

43. The following procedures apply to voting at council meetings:

- (a) when debate on a matter is closed the Mayor must put the matter to a vote of council;

- (b) the Mayor must put the matter to a vote by stating, “those in favour raise your hands” and then, “those opposed raise your hands”;
- (c) when a matter is put to a vote, a member must not:
  - (i) cross or leave the room;
  - (ii) make a noise or other disturbance; or
  - (iii) interrupt the voting procedure, unless the interruption is to raise a point of order;
- (d) after a matter is put to a vote under, a member must not speak to the question or make a motion concerning it;
- (e) the Mayor’s decision about whether a question has been finally put, is conclusive;
- (f) whenever a vote of council is taken, each member present shall signify their vote by raising their hand; and
- (g) the Mayor must declare the voting result by stating that the question is decided in either the affirmative or the negative, and by stating the names of those members who voted in the negative.

### **Points of Order**

- 44. Without limiting the Mayor’s duty under *Community Charter* section 132(1), the Mayor 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.
- 45. When the Mayor is required to decide a point of order:
  - (a) the Mayor must cite the applicable rule or authority, when requested by another member of council;
  - (b) another member must not question or comment on the rule or authority cited by the Mayor; and
  - (c) the Mayor may reserve the decision until the next council meeting.

### **Conduct and Debate by Council**

- 46. A Councillor may speak to a question or motion at a council meeting only if that member first addresses the Mayor.
- 47. Councillors must address the presiding member by that person’s title of Mayor, Acting Mayor or Councillor.
- 48. Council must address non-presiding members by the title Councillor.
- 49. No member must interrupt a member who is speaking except to raise a point of order.



50. If more than one member speaks at the same time, the Mayor must call on the member who, in the Mayor's opinion, first spoke.
51. Members who are called to order by the Mayor:
  - (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 *Community Charter section 132*.
52. 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 council in connection with the rules and points of order.
53.
  - (a) If a member does not adhere to clause 52, the Mayor may order the member to leave their seat in accordance with *Community Charter section 133(1)*;
  - (b) if the member refuses to leave their seat, the Mayor may request the member to be removed by a peace officer; and
  - (c) if the member apologizes to all members of council, the council may by resolution allow the member to retake their seat.
54. 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.
55. 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 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; and
  - (d) a member may speak to a question, or may speak in reply, for longer than a total of 15 minutes only with the permission of Council.

## **Conduct of the Public**

56. Members of the public are permitted to speak at a meeting only when recognized by the Mayor.
57. Members of the public will be offered to speak on matters during Public Input or Public Question Period during a regular council meeting and offered to seek clarification and/or ask questions during committee of the whole meetings, at the discretion of the mayor or presiding member.
58. No member of the public attending a meeting who has been permitted to speak on any manner may use any rude tone or offensive language, express any point of view or opinion or make any allegation that directly or indirectly reflects upon the public conduct or private character of any person.
59. No member of the public attending a meeting may cause a disturbance, disrupt or in any manner delay the conduct of the business at a meeting.
60. Despite clause 10, the Mayor may order that a person acting improperly be expelled from the meeting. If that person refuses the request to leave the meeting, the Mayor may further request a peace officer to enforce the order if the person to be expelled does not leave the meeting.

### **Delegations**

61. Any person, persons or organizations wishing to present a petition to council shall submit to the Manager of Corporate Services a written request addressed to Mayor and Council at least eight days prior to the regular council meeting where Council will consider the petition.
62. Any person, persons or organizations wishing to appear as a delegation before council shall submit a completed written delegation request form, and provide related presentation materials, to the Manager of Corporate Services by 12:00 p.m. on the Thursday prior to the Council Meeting.
63. Only three petition and/or delegation presentations are permitted at each council meeting. Each address must be limited to five minutes unless a longer period is agreed to by unanimous vote of members present.
64. Where a written application has not been received by the Manager of Corporate Services as prescribed in clauses 61 and 62, a person, persons or organization may only address the meeting of council if approved by unanimous vote of the members present.
65. Council must not permit a delegation to reference a bylaw or related matters after a public hearing has been held with respect to that bylaw, where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.

66. Petition requests must include:
- (a) the name and address of the petition presenter;
  - (b) the complete petition; and
  - (c) the legible name and address of each person who has signed the petition.
67. Delegation requests must include:
- (a) the full particulars of the subject matter;
  - (b) the proposed action requested of council, allowable within the jurisdiction of the Village;
  - (c) the name(s) and address(es) of the comprising person(s) or organization; and
  - (d) the name, address and telephone number of the designated speaker(s).
68. Council may defer their decision on a request from a petition or delegation until the next regular council meeting.

#### **Notice of Motion**

69. A member may introduce a notice of motion by reading aloud the motion. The notice of motion is not debatable.
70. Subsequent to providing a notice of motion, the member shall provide a written copy, signed by the mover and seconder of the motion, to the Manager of Corporate Services for inclusion on the agenda for the next regularly scheduled council meeting, at which time:
- (a) the motion will be introduced by the Manager of Corporate Services; and
  - (b) the member who moved the motion may make introductory remarks.
71. Council may not proceed with any notice of motion on the agenda in the absence of the member at whose request the item was placed on the agenda, unless:
- (a) written consent of the absent member is presented to the Mayor; or
  - (b) council resolves to proceed with the notice of motion despite the absence of the member.

#### **Motions – General**

72. Council may debate and vote on a motion only if it is first moved by one member and then seconded by another.

**(Deleted section - Bylaw 619-2020)**

73. The Mayor may speak to any motion.
74. A motion may be withdrawn by the mover and the seconder of a motion, with verbal consent of all members present.
75. A motion may not be withdrawn after it has been voted by council.
76. If the Mayor considers that a motion is contrary to a bylaw, the *Community Charter* or the *Local Government Act*, the Mayor must inform council at once and may refuse to permit debate on the motion and may refuse to put the question to a vote.
77. The Mayor must immediately give reasons for any refusal made pursuant to clause 76.
78. The Manager of Corporate Services must record in the minutes the text of every motion that is duly moved and seconded.
79. After a motion has been seconded, it is to be recorded by the Manager of Corporate Services, and if so requested by a member, the Manager of Corporates must read the motion aloud before the motion is debated or put to a vote by the Mayor.
80. A council member may make only the following motions, when the council is considering a question:
  - (a) to refer to committee
  - (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.
81. Any motion made under clause 80 (c) to (g) is not amendable or debatable.

### **Motions to Refer**

82. A member may propose a motion to refer on either:
  - (a) a matter included on the agenda for a council meeting, but of which a motion has not yet been made; or
  - (b) a motion which is on the table.
83. Upon a motion to refer being seconded, such motion:
  - (a) is debatable, but only as to the merits of the referral;

- (b) may not be deferred or amended; and
- (c) applies to an amendment or an original motion.

84. Where a motion to refer has been adopted, referring an original motion that has been amended, the referral applies to the original motion as amended.
85. Before the question is called on a referral motion, any member may give direction on such motion on matters which the member feels should be investigated further before the matter is subsequently presented to council.

### **Motions to Defer**

86. A member may propose a motion to defer on a motion which is on the table, either:
- (a) to a later time during the same meeting, where such motion must specify when in the order of business, or after which circumstances, the motion will be dealt with; or
  - (b) to another meeting, and in such motion may specify:
    - (i) the date of the meeting at which the deferred motion is to be considered; or
    - (ii) any conditions which must be fulfilled in order for the deferred motion to be considered further; or
    - (iii) both (i) and (ii).
87. A motion to defer is debatable, but only as to the merits of deferral.

### **Motions to Amend**

88. A member, other than the mover of a motion, may propose an amendment to a motion, and that amendment must be disposed of before any subsequent amendments are proposed.
89. When an amendment to a motion has been moved and seconded, debate is limited to the amendment only.
90. If the amendment is defeated, debate may continue on the original motion, and if no further amendments are proposed, the Mayor must call the question on the original motion.
91. If the amendment is accepted and no further amendments are proposed, the Mayor must then call the question on the original motion, as amended.

### **Sub-Amendments**

92. A member may propose a sub-amendment to an amendment.

93. A member may not propose a sub-amendment to a sub-amendment.
94. The Mayor must call the question on a motion which has been amended, in the following order:
  - (a) a sub-amendment, if any
  - (b) an amendment to the original motion
  - (c) the original motion, as amended if applicable.

### **Scope of Amendments**

95. The amendments permitted by clauses 88 to 94 may take the form of deletion, addition or substitution of words or figures, provided such deletions, additions or substitutions do not, in the opinion of the Mayor, negate the intent of the original motion.
96. If a member states that a proposed amendment to a Motion would negate the intent of that motion, the Mayor must at once rule whether that would be the case.
97. A ruling made pursuant to clause 96 may be appealed to council as if the ruling were a point of order.

### **Division of Motions**

98. If requested by a member, the question on a motion which comprises several clearly identified parts, sections or clauses, must be called separately on such parts, sections or clauses, and in such circumstances a new mover and seconder are not required.
99. Where a motion does not contain clearly identified parts, sections or clauses, and where in the opinion of the Mayor, it is not possible to separate such motion into clearly identified components, the question must be called on the entire motion.
100. The provision of clause 98 is applied whether or not such motion has been the subject of amendments.

### **Questions Put to a Vote after Debate**

101. The Mayor must put every question to a vote immediately after debate on that question is closed.

### **Recording of Votes**

102. The Manager of Corporate Services must record in the minutes of a meeting the name of a member who voted in the negative on any motion.

103. A member present at a meeting at the time of a vote who does not indicate his or her vote is deemed to have voted in the affirmative.
104. No member may leave a meeting once a vote on a matter has been called.

### **Conflict of Interest**

105. A member attending a meeting must not participate in discussion and must not vote on a matter, where to do so would be contrary to the *Community Charter*.
106. If a member attending a meeting considers that he or she has a direct or indirect pecuniary interest in a matter, or another interest in a matter that constitutes a conflict of interest, the member must declare this and state in general terms the reason why the member considers this to be the case.
107. After making the declaration, it is the member's responsibility to ensure that they do not:
  - (a) remain at or attend any part of a meeting when the matter is under consideration;
  - (b) participate in any discussion of the matter at such meeting;
  - (c) vote on a question in respect of the matter at such meeting; or
  - (d) attempt in any way, whether before, during or after such meeting, to influence the voting on any question in respect of the matter.
108. When a declaration is made, the Manager of Corporate Services must record the member's declaration or statement, the reasons given, the time of the member's departure from the meeting, and, if applicable, the time of the member's return.
109. Clauses 105 to 108 are applicable to all members of council and persons appointed by council to committees, commissions and other bodies.

### **Reconsideration**

110. Subject to clause 114, a member may, at the next regular council meeting:
  - (a) move to reconsider a matter on which a vote has been taken, other than to postpone indefinitely; or
  - (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.
111. A member who voted affirmatively for a resolution adopted by council may at any time move to rescind that resolution.
112. Council must not discuss the main matter referred to in clause 110 unless a motion to reconsider that matter is adopted in the affirmative.

113. A vote to reconsider must not be reconsidered.
114. Council may only reconsider a matter that has not:
- (a) been adopted following the approval or assent of the electors;
  - (b) been reconsidered in accordance with *Community Charter* section 131; or
  - (c) been acted on by an officer, employee or agent of the Village.
115. In accordance with clause 114 and with *Community Charter* section 131, the Mayor may at any time within 30 days of the vote, bring back for reconsideration any matter whether adopted or defeated by resolution.

## **PART 7 – RESOLUTIONS**

### **Copies of resolutions to Council Members**

116. A resolution 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 the requirement.

### **Form of Resolution**

117. A resolution introduced at a council meeting must be printed and have a distinguishing number.

### **Introducing Resolutions**

118. The Mayor may:
- (a) have the Manager of Corporate Services read the resolution; and
  - (b) request a motion that the resolution be introduced.

### **Adjournment**

119. A council may continue a council meeting past 10:00 p.m. only by unanimous consent of members in attendance.
120. A motion to adjourn a meeting may be made at any time even while business is still pending. If a meeting has been adjourned and there is still business pending, the pending business would be set aside until the next regular meeting, and the pending business would be listed on the agenda under Unfinished Business.
121. If a motion to adjourn has been made and any member:



- (a) informs the Mayor of business requiring attention before adjournment; or
  - (b) makes an important announcement; or
  - (c) makes a motion to reconsider a previous vote; or
  - (d) presents a notice of motion to be made at the next meeting; or
  - (e) moves to set a time to adjourn the meeting, the member shall be allowed to do so.
122. Should council complete an action outlined in clause 121, council may then proceed directly to adjournment without making an additional motion to adjourn.

#### **Adjourning Meeting Where No Quorum**

123. If there is no quorum of council within 15 minutes of the scheduled time for a council meeting, the Manager of Corporate Services must:
- (a) record the names of the members present and the members absent, and
  - (b) adjourn the meeting until the next scheduled meeting.

### **PART 8 – BYLAWS**

#### **Bylaw Introduction**

124. Council may not consider a proposed bylaw unless:
- (a) it is on the agenda for the meeting; or
  - (b) the Manager of Corporate Services has given a copy to each member.
125. Every proposed bylaw is to be introduced at the meeting by specifying its title and subject matter.

#### **Readings, Amendments and Adoption of Bylaws**

126. Subject to this bylaw and any other legislation, council may give up to three readings of a bylaw at one meeting.
127. Every bylaw passed by council, with the exception of an Official Community Plan Bylaw or Zoning Bylaw, shall be considered for final adoption not less than one day after the bylaw has received third reading and before adoption.
128. An Official Community Plan Bylaw or Zoning Bylaw may be adopted at the same meeting where the bylaw receives third reading.
129. A bylaw, except a Zoning Bylaw, may be amended at any time up until it is given final reading, provided that no bylaw, after third reading has been given, may be altered or amended except on a motion of Council.

130. A bylaw comes into force on the latter of:
- (a) the date it is adopted by council; or
  - (b) the date specified in the bylaw.
131. A bylaw adopted by council shall be signed by the Mayor or Acting Mayor and by the Manager of Corporate Services, and the Manager of Corporate Services shall affix thereto the corporate seal of the Village.
132. Subject to other enactments, council may by resolution, rescind the most recent reading of a proposed bylaw and then again give the proposed bylaw that reading with or without the amendment.

### **Description of Steps in Bylaws**

133. On the last page of every bylaw that is enacted by council, the Manager of Corporate Services must record the dates:
- (a) when each reading and adoption of the bylaw occurred;
  - (b) where required, the number of affirmative votes;
  - (c) where required, a public hearing occurred; and
  - (d) where required, the assent of the electors was received.

## **PART 9 – COMMITTEE OF THE WHOLE**

### **Committee of the Whole meetings**

134. A meeting other than a committee meeting, to which all members of council are invited to consider, but not to decide on matters of Village business shall be deemed a meeting of the committee of the whole.
135. For certainty, the rules and procedures of the council in this bylaw apply to committee of the whole meetings.
136. The mayor shall preside the committee of the whole.
137. Committee of the whole meetings may be scheduled:
- (a) By council resolution, or
  - (b) At the request of the Mayor, provided the Manager of Corporate Services is given at least two days written notice, or
  - (c) By the Manager of Corporate Services, in consultation with the Mayor and Chief Administrative Officer.

### **Notice for the Committee of the Whole**

138. A notice of the day, time and place of a committee of the whole 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) Providing a copy of the notice to each council member by email.

#### **Agendas for Committee of the Whole**

139. Prior to each committee of the whole meeting, the Manager of Corporate Services must prepare an agenda setting out all items for consideration at that meeting, noting in short form a summary for each item on the agenda.
140. The agenda of committee of the whole meetings will generally be made available to the public as follows:
- (a) by 4:00 p.m. on the Friday of the week preceding each such meeting

#### **Order of Business for Committee of the Whole**

141. The agenda for all committee of the whole meetings shall be comprised of the following matters in the order in which they are listed below:
- (a) Call to Order
  - (b) Approval of the Agenda
  - (c) Adoption of Minutes
  - (d) Business Arising from Minutes
  - (e) New Business (\*including public engagement)
  - (f) Public Comments
  - (g) Adjournment

\*for each agenda item, once council and staff have had the opportunity to discuss the item as presented, members of the public in attendance will be provided an opportunity to seek clarification or ask questions on the current agenda item. The following guidelines shall apply:

- (a) Persons shall speak only when recognized by the chair
- (b) 2 minute time limit shall apply to each speaker
- (c) All questions should be directed to the chair

#### **Minutes for Committee of the Whole**

142. Minutes of the proceedings of committee of the whole must be:
- (a) legibly recorded;
  - (b) certified by the Manager of Corporate Services;
  - (c) approved by the member presiding at the meeting; and
  - (d) open for public inspection in accordance with the Community Charter.

### **Report from Committee of the Whole**

143. Recommendations to council by the committee of the whole will be placed on the next regular council meeting agenda, or on a regular or special council meeting agenda, as soon as is practical at the discretion of the Manager of Corporate Services.
144. Council may take any of the following actions in connection with a resolution it receives from committee of the whole:
  - (a) Agree or disagree with the resolution
  - (b) Amend the resolution
  - (c) Refer the resolution back to committee of the whole
  - (d) Refer the resolution to staff
  - (e) Postpone its consideration of the resolution

## **PART 10 – STANDING AND SELECT COMMITTEES**

### **Creation of Committees**

145. The Mayor may establish standing committees for matters he or she considers would be better regulated and managed by a committee, and he or she may appoint the members of the standing committee, including a Chair and Vice-Chair.
146. Council may, by resolution, establish select committees and may appoint the members, including a Chair and Vice-Chair of those committees.
147. The Mayor is an ex-officio and voting member of all standing and select committees.

### **Location and Schedule of Regular Committee Meetings**

148. The first meeting of a standing committee must be held at the date, time and location specified by the Mayor, after its creation. All regular meetings of a standing committee after its first meeting are to be held at the date, time and location resolved by council.
149. All regular meetings of select committees are to be held at the date, time and location determined by the Manager of Corporate Services in consultation with the Chair of the respective committees.

### **Notice of Regular Committee Meetings**

150. The Manager of Corporate Services will make available to the public a schedule of the date, time and location of regular committee meetings by posting an update to the Village website.

151. Where revisions are necessary to the schedule referred to in clauses 148 and 149 the Manager of Corporate Services will, as soon as possible, revise and repost the schedule, reflecting:
- (a) any revisions to the date, time and location of a committee meeting; and
  - (b) the cancellation of any committee meetings.

### **Special Meetings of Committee**

152. A Committee may hold a special committee meeting when:
- (a) its Chair so directs;
  - (b) the Mayor so directs; or
  - (c) directed to meet by a resolution of Council.
153. The Manager of Corporate Services must give at least 24 hours notification of a special committee meeting to the respective committee members.

### **Quorum**

154. Unless otherwise stated in the terms of reference of the committee, a quorum of a committee is a majority of all of its appointed members.
155. The Mayor, when present, shall be counted toward quorum.
156. Where a quorum is not present 15 minutes after the start time established for a committee meeting, the person responsible for taking meeting notes or minutes shall record the names of those members present, and such meeting is deemed to have been cancelled.
157. Should a committee meeting be cancelled for lack of quorum, where there are matters of business declared urgent by the Chair or Chief Administrative Officer, these matters may be placed on the next council meeting agenda by the Manager of Corporate Services without a recommendation by the Committee. Otherwise, the items of business will be considered at the next meeting of the committee.

### **Attendance at Committee Meetings**

158. Council members may attend select committee meetings of which they are not a member and may participate in discussion.
159. Only members or persons appointed to a committee in accordance with this bylaw may move or second Motions or vote at committee meetings.

160. Unless a Meeting or part of a Meeting of a Committee is authorized to be closed by the Manager of Corporate Services, in accordance with *Community Charter* section 90, all committee meetings shall be open to the public.

### **Agendas for Committee Meetings**

161. Prior to each committee meeting, the Manager of Corporate Services must prepare an agenda setting out all items for consideration at that meeting, noting in short form a summary for each item on the agenda.
162. The agenda of committee meetings will generally be made available to the public by posting the agenda at the public notice posting places 72 hours prior to the meeting, or as soon is practical at the discretion of the Manager of Corporate Services. **(Bylaw 619-2020)**
163. Committee members must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as a late item.
164. The Agenda for all Standing Committees and Selects Committees is as follows:
- (a) Call to Order
  - (b) Approval of the Agenda
  - (c) Minutes
  - (d) Business arising from the Minutes
  - (e) Unfinished Business
  - (f) New Business
  - (g) Adjournment

### **Minutes of Committee Meetings**

165. Minutes of the proceedings of a committee meeting must be legibly recorded and, once approved by the committee, approved by the member presiding at the meeting.
166. Subject to clause 167, the minutes of the proceedings of a Committee must be open for public inspection at the Village Hall during regular office hours.
167. Clause 166 does not apply to minutes of a committee meeting, or part of a committee meeting from which persons were excluded pursuant to *Community Charter* section 90.

### **Delegations to Committees**

168. Delegations to committees are permitted by resolution of council or by direction of the Chief Administrative Officer.

### **Rules of Conduct and Debate for Committees**

169. Subject to the specific rules for committees set out in this Part, the rules governing the procedure of Council shall be observed in all committee so far as they are applicable, except that:
- (a) The Chair should be addressed as Chair (followed by their surname);
  - (b) the Chair of a committee may put forward and second motions; and
  - (c) the number of times a committee member may speak on any matter is not limited.

### **PART 11 – COMMISSIONS**

#### **Schedule of Commission Meetings**

170. At its first meeting after its establishment, a commission must establish a regular schedule of meetings.
171. The Chair of a commission may call a meeting of the commission in addition to the schedule meetings or may cancel a meeting.

#### **Notice of Commission Meetings**

172. Subject to clause 170, after the commission has established the regular schedule of commission meetings, including the times, dates and locations of meetings, notification must be given by:
- (a) posting a copy of the schedule at the Public Notice Posting Places; and
  - (b) providing a copy of the schedule to each member of the commission.
173. Where revisions are necessary to the annual schedule of the commission meetings, the Manager of Corporate Services must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place for cancellation of a commission meeting.
174. The Manager of Corporate Services shall post a notice of the day, time and place of a meeting called under clause 171 to be given to all members of the Commission at least 24 hours before the time of the meeting.

#### **Minutes of Commission Meetings to be Maintained and Available to the Public**

##### **AMENDED BY BYLAW NO. 581-2018**

175. Minutes of the proceedings of a Commission must be:
- (a) legibly recorded;
  - (b) certified by the Manager of Corporate Services or their delegate;

- (c) approved by the member presiding at the meeting and open for public inspection in accordance with *Community Charter* section 97(1)(c).

### **Quorum**

- 176. The quorum of a commission is a majority of all of its members.

### **Conduct and Debate**

- 177. The rules of the council procedure must be observed during Commission meetings, so far as is possible and unless as otherwise provided in this bylaw.

## **PART 12 – ELECTRONIC MEETING AND ELECTRONIC ATTENDANCE AT MEETINGS (BYLAW 653-2021)**

- 178. A special council or regular council meeting may be conducted by means of electronic or other communication facilities where all members may participate by electronic or other communication facilities under emergency circumstances, as defined by the Mayor or Corporate Officer. Electronic meetings will be conducted in accordance with statutory requirements.
- 179. A member of council or a council committee who is unable to attend an in-person council meeting or council committee meeting may participate in the meeting by electronic or other communication facilities provided that no more than two members of council or council committee may participate by electronic or other communication facilities at one time. The chair of an in-person meeting may not participate electronically.

END OF CONSOLIDATED PROCEDURE BYLAW
-------------------------------------