

COMMITTEE OF THE WHOLE MEETING – AGENDA

Agenda for the Committee of the Whole Meeting scheduled for Tuesday, October 22, 2024 at 6:00 p.m. in the Boardroom at the Anmore Community Hub, 2697 Sunnyside Road, Anmore, BC.



1. **Call to Order**

2. **Approval of the Agenda**

Recommendation: That the Agenda be approved as circulated.

3. **Adoption of Minutes**

Page 2 (a) **Minutes of the Committee of the Whole Meeting held on September 25, 2024**

Recommendation: THAT the Minutes of the Committee of the Whole Meeting held on September 25, 2024, be adopted, as circulated.

4. **Business Arising from Minutes**

5. **New Business**

Report dated October 18, 2024, from the Manager of Corporate Services, attached.

Page 10 (a) **Anmore Procedure Bylaw Review**

Recommendation: THAT the Committee recommend to Council that a new procedure bylaw be drafted with the recommendations provided in the Anmore Procedure Bylaw Review report from the Manager of Corporate Services, dated October 18th, 2024.

6. **Public Comments**

Note: Public input will not be offered at this meeting. However, public is welcome to attend to observe the proceedings. Please be advised that if Council proceeds with updating the Procedure Bylaw, notice will be provided with an opportunity to provide input.

7. **Adjournment**

COMMITTEE OF THE WHOLE MEETING – MINUTES

Minutes for the Committee of the Whole Meeting scheduled for Wednesday, September 25, 2024 at 6:00 p.m. in the Boardroom at the Anmore Community Hub, 2697 Sunnyside Road, Anmore, BC.



ELECTED OFFICIALS PRESENT

Mayor John McEwen
Councillor Doug Richardson
Councillor Kim Trowbridge
Councillor Paul Weverink
Councillor Polly Krier

ABSENT

OTHERS PRESENT

Karen Elrick, CAO
Rhonda Schell, Manager of Corporate Services
Chris Boit, Manager of Development Services
Josh Joseph, Planner

1. Call to Order

Mayor McEwen called the meeting to order at 6:04 p.m.

2. Approval of the Agenda

It was MOVED and SECONDED:

THAT the Agenda be approved as circulated.

Carried Unanimously

3. Adoption of Minutes

(a) **Minutes of the Committee of the Whole Meeting held on January 9, 2024**

It was MOVED and SECONDED:

THAT the Minutes of the Committee of the Whole Meeting held on January 9, 2024 be adopted, as circulated.

Carried Unanimously

4. Business Arising from Minutes

None.

5. New Business

(a) Zoning Bylaw Update – Coach House

A memo dated September 17, 2024 which included recommendations from the report dated May 31, 2024 from the Manager of Development Services was reviewed. The Planner reviewed current zoning regulations regarding Coach Houses.

Discussion points included:

- updates made to the zoning bylaw to comply with Bill 44
- basement exemptions including on sloped lots
- difference in FAR between CD Zones and Infill Zones
- bylaw enforcement challenges
- BC building code definitions
- Stratification laws and restrictions
- Maximum allowable size of coach houses and secondary suites
- Floor area exemption for enclosed parking in coach houses
- Regulations for form and massing of buildings
- Off-street parking

It was MOVED and SECONDED:

THAT the Committee of the Whole recommends to Council that the following amendments be made to Anmore Zoning Bylaw No. 568-2017:

1. The definition of **Basement** be deleted and replaced with a definition that accurately describes a storey having more than one-half it's height below finished grade and clearly defines how this is interpreted on sloped lots.
2. The definition of **Building** be deleted and replaced with a definition that accurately describes a structure wholly or partly covered by a roof or roofs supported by walls, columns, or posts and can not be misunderstood to include tents or temporary shelters.
3. The definition of **Coach House** be deleted and replaced with the following: **Coach House** means a **building** containing only one **dwelling unit** and which is located on the same lot as the **principal building**. For clarification, the lot containing the **coach house** and **principal building** cannot be subdivided under the Strata Property Act;

4. The definition of **Dwelling unit** be deleted and replaced with the following:
Dwelling unit means a self-contained suite of rooms used or intended to be used as a residence by one family and containing both cooking and sanitary facilities;
5. The definition of **Floor area or gross floor area*** be deleted and replaced with the following: **Floor area*** means the area of all storeys of the **building** measured to the exterior surfaces of the walls. For basement floor area calculations see definition for basement exemption section 5.25; and update all areas of the bylaw that related to this definition change.
6. The definition of **Floor area ratio** be deleted and replaced with the following:
Floor area ratio means the figure obtained when the gross floor area of all buildings on a lot is divided by the legal area of the lot.
7. The definition of **Floor area, below grade, where specified by this Bylaw** be deleted;
8. The definition of **Principal building or structure** be deleted and replaced with a definition that more accurately defines a building or structure and can not be misinterpreted to include structures without walls and aligns with the definition of Building.
9. The definition of **Residential** be deleted and replaced with the following:
Residential means the use of a **dwelling unit** for the accommodation and home life of a person or family and excludes emergency shelters and transitional housing;
10. The following section be added.

5.24 Garage

In residential use zones, not more than the following table shall be exempt from the computation of gross floor area, in **garage** areas:

Lot Size	Exemption
≥ 3966 m ²	90 m ²
≥ 2024m ² to 3965m ²	70 m ²
≥ 1349m ² to 2023m ²	50 m ²
≤ 1348 m ²	30 m ²

11. The following section be added.

5.25 Basement Exemption

In residential use zones the following will apply, unless expressly provided for in a Zone.

Basement Exemption

In Family Residential Use zones, all or part of the basement floor area shall be exempted from the calculation of **Floor Area** by an area calculated under subsections (a) to (d).

(a) Subject to subsection (b), 100% of the **Floor Area** shall be exempted under where the first storey floor height is less than 1.22 m (4 ft) above finished grade.

(b) The exemption under subsection (a) shall not exceed the lesser of the basement floor area or 25% of the total lot area.

(c) There shall be no exemption of a basement from **Floor Area** where the first storey floor height is greater than 2.22 m (7 ft) above finished grade.

(d) Where the first storey floor height is greater than 1.22 m (4 ft) and less than 2.22m (7 ft) above grade, then the amount of **Floor Area** to be exempted shall be calculated on the basis of the following formula where “A” represents the Area to be exempt (with a figure and example for illustrative purposes).

12. A definition of **Breezeway** be updated to include expanded criteria.

13. Section 6.3 be deleted in its entirety and replaced with the following:

6.3 Secondary Suite

A **Secondary Suite** use, where permitted, must conform to the regulations of this section:

- 6.3.1 Shall be wholly contained within an integral part of the One Family Dwelling.
- 6.3.2 Shall not be connected to the primary dwelling unit by a breezeway or enclosed hallway.
- 6.3.3 The registered owner(s) of the property shall occupy either the primary **dwelling unit** or the **Secondary Suite** dwelling unit as their principal residence.

- 6.3.4 Shall meet all BC Building Code requirements for **Secondary Suite** within newly constructed buildings or the alternate compliance methods for alterations to existing buildings to add a secondary suite.
- 6.3.5 One **Secondary Suite** is permitted per principal residence.
- 6.3.6 A **secondary suite** shall not have a **floor area** that exceeds the following:

Lot Size	Secondary Suite Floor Area Allowed
≥ 3966m ²	The lesser of 180m ² or 50% of the floor area of the Principal building
≥ 2024m ² to 3965m ²	Maximum 95m ²
≥ 1349m ² to 2023m ²	Maximum 80m ²
≤ 1348m ²	Maximum 65m ²

14. The following section be added in sequential order:

6.7 Coach House

A **Coach House**, where permitted, must conform to the regulations of this section:

- 6.7.1 The registered owner(s) of the property shall occupy either the primary dwelling unit or the **Coach house** as their principal residence.
- 6.7.2 One **Coach house** is permitted per lot.
- 6.7.3 A **Coach house** shall not have a **floor area** that exceeds the following:

Lot Size	Coach House Floor Area Allowed	Maximum Dwelling units
≥ 3966 m ²	Maximum 170m ²	3 units
≥ 2024m ² to 3965m ²	Maximum 130m ²	3 units

≥ 1349m² to 2023m² Maximum 100m² 2 units

- 6.7.4 A **Coach house** shall have a minimum separation of 5m from the primary residence and shall adhere to the minimum setbacks for accessory building as stated in the applicable zone.
- 6.7.5 A **Coach house** shall provide a minimum of 1 enclosed parking stall for the dwelling unit.*
- 6.7.6 The area of 1 garage shall not be included in the calculation of floor area of the coach house. However, it will contribute to the FAR of the lot.
- 6.7.7 A **basement** is not permitted within a **Coach House**.
- 6.7.8 A **Coach House** shall be permitted in all residential zones.

*Size maximum to be determined.

15. That Section 9.1 Residential 1 – RS – 1 be deleted in its entirety and replaced with the following:

9.1.2 Permitted Uses and Minimum Parcel Size

Permitted Primary Uses	Permitted Secondary Uses	Minimum Parcel Size
One-Family Dwelling	Accessory Building	4,047 m ²
	Secondary Suite	
	Coach House	
	Home Occupation	
	Bed and Breakfast	

(a) Notwithstanding section 9.1.2 and 9.1.3 or any other sections in this bylaw, **parcels** no larger than 4050m² zoned RS-1 that are wholly or partly within an **urban containment boundary** shall be permitted a maximum of four (4) **dwelling units**;

9.1.3 Maximum Building Size and Height

Permitted Use	Maximum Number	Maximum Size	Maximum Building Height
Principal Building	1	0.25 FAR	11m
Accessory Building	1	180 m ²	7m
Coach House	1	Refer to 6.7.3	7m

- (a) The maximum **gross floor area** of all **buildings** on a **parcel** shall not exceed a **floor area ratio (FAR)** of 0.25.
- (b) For the purposes of determining gross floor area of all accessory buildings on a parcel.
- (c) Maximum number of dwelling units allowed on a parcel shall not exceed 3.
- (d) Maximum number of structures allowed on a parcel not to exceed 3.

9.1.4 Minimum Building Setbacks

Permitted Use	Front Parcel Line Setback	Rear Parcel Line Setback	Exterior Side Parcel Line Setback	Interior Side Parcel Line Setback
Principal Buildings	7.6 m ^(a)	7.6 m	7.6 m	5 m
Accessory Buildings and Structures ^{(b)(c)}	7.6 m	7.6 m	7.6 m	5 m

- (a) For **accessory buildings and structures** less than 10 m² and in-ground **swimming pools**, the rear and interior side **setbacks** may be reduced to 3.0 m.

9.1.5 Maximum Parcel Coverage

The maximum **parcel coverage** shall be 25% of the **parcel**.

9.1.6 Off-Street Parking

Off-street parking spaces shall be provided on the same **parcel** as the **use** being served in accordance with the following requirements:

- (a) 2 spaces per **dwelling unit**;
- (b) 1 space per employee for **home occupation**;

9.1.7 Other Regulations

- (a) For **subdivision** regulations, see Part 7.
- (b) **Home occupation** shall be subject to the requirements of section 6.5.
- (c) **Bed and breakfast** shall be subject to the requirements of section 6.6.

16. That 9.3.3 be deleted in it's entirety and replaced with the following:

9.3.3 Maximum Density

The maximum gross density shall not exceed 8 parcels/acre.

Carried

6. Public Comments

None.

7. Adjournment

It was MOVED and SECONDED:

THAT the meeting be adjourned at 8:50 p.m.

Carried Unanimously

Rhonda Schell
Corporate Officer

John McEwen
Mayor



VILLAGE OF ANMORE REPORT TO COMMITTEE OF THE WHOLE

Date: October 18, 2024 File No. 3900-30
Submitted by: Rhonda Schell, Manager of Corporate Services
Subject: *Anmore Procedure Bylaw Review*

Purpose / Introduction

The purpose of this report is to provide Council with a preliminary review of the Anmore Procedure Bylaw and seek Council's direction for amendments.

Recommended Option

THAT the Committee recommend to Council that a new procedure bylaw be drafted with the recommendations provided in the Anmore Procedure Bylaw Review report from the Manager of Corporate Services, dated October 18th, 2024.

Background

At the March 19th, 2024 Regular Council Meeting, Council directed staff to undertake a comprehensive review of the Anmore Procedure Bylaw and report back with recommendations to improve the bylaw based on current best practices. The need for a review resulted from the 2022-2026 Council Strategic Plan setting an objective to maintain and enhance service levels and that the Anmore Procedure Bylaw has not been reviewed since 2021 and it is a best practice to regularly review the bylaw.

Discussion

Pursuant to the Community Charter section 124, municipal councils are required to have an adopted procedure bylaw. This bylaw must at minimum:

- establish the general procedures and rules to be followed by council and committees;
- define rules for how resolutions will be passed and bylaws adopted;
- provide for the taking and certifying of minutes of council and committee meetings;
- procedures for providing advance public notice of council committee meetings and hold meetings in accordance with the procedure bylaw;
- identify public notice posting places
- establish the procedure for designating a person to act in place of the mayor, or how council would choose a presiding member if both the mayor and designate are absent;

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- establish the inaugural council meeting date following a general local election.

The abovementioned points are legislatively required. However, a procedure bylaw can also be used as a tool to set expectations for process, procedure, and conduct at council and committee meetings. The procedure bylaw can also cross reference other organization policies such as a code of conduct, bullying and harassment policy, social media policy, meeting technology policy, administrative corrections, or correspondence policy.

Councils that incorporate the foundational principles of responsible conduct in their procedure bylaw increase the likelihood of effective meetings. The foundational principles are Integrity; Accountability; Respect; and, Leadership and Collaboration.

The existing bylaw was originally adopted in 2016 and has had three amendments which included updates to meet legislative requirements or changes (i.e. electronic meetings), administrative changes (i.e. job titles), and procedural changes to notice requirements and the scheduling and cancellation of meetings and procedures for Committee of the Whole meetings.

Staff have reviewed the Anmore Procedure Bylaw using current legislation, consulted with other municipalities on their procedure bylaws and best practices, and the *Procedure Bylaw Guide: For B.C.'s Local Governments* (a collaboration between the Ministry of Municipal Affairs and the Local Government Management Association) to form the following recommendations. Staff is seeking direction on the options for updates prior to bringing the first reading of the bylaw to Council. Because there are a significant number of recommendations, staff is advising that a new bylaw be written and the current bylaw be repealed.

Section	Comment or Recommendation
Throughout	Items changed in the bylaw but not numbered here were made as general housekeeping.
Definitions	Public Notice Posting Place Legislation only requires that one place be identified. However, the Village has adopted a Public Notice Bylaw and the Community Charter requires two additional places to be identified in this bylaw where notices will be published. By removing the notice board at the village hall from this bylaw, it allows us to remove Facebook from the Public Notice Bylaw and replace it with our notice board. While we would still use Facebook as a tool to share information, it would not be identified as an official means for public notice.

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<p>Public Input</p>	<p>Regular council meetings are a formal constituted meeting of elected officials where Council exercises their powers, duties and functions for pre-established business items. There is a legislative requirement to ensure there is a place for the public to attend council and committee meetings to observe the decision-making process but there are no requirements for participation by anyone other than council (except for Public Hearings or by statute). Public input and question period as standing agenda items provides opportunity for impromptu comments not governed by legislation and does not offer an effective means of participation. It also creates a risk of breaching rules where public hearings are now prohibited by the Province, jeopardizing the rezoning process. Further, allowing public input at council meetings presents an inequitable balance of hearing only from the public that is available to attend the meetings. In accordance with the Community Charter and Roberts Rules of Order, Regular Council meetings are not designed to support conversation or debate with members of the public.</p> <p>In addition to the opportunities for public input established by legislation and case law, there are many other opportunities for public engagement, including, but not limited to open houses, public information sessions, community surveys, updates on the Village's website, resident notification newsletter, Anmore Advisor, and communication directly with staff. Members of the public also have numerous ways to interact with or contact elected officials including email, phone, or in person. Correspondence received addressed to Mayor and Council is circulated to all members of Council. These methods of public engagement ensure citizens are involved in appropriate ways at the correct time. As such, removing public input and question period as standing items does not impact the public's ability to participate in decision making. Council also has the authority to make a motion to hear from a member of the public at a Regular Council meeting at any time unless it is otherwise restricted by legislation or inappropriate such as following a public hearing.</p> <p>As a best practice, and one that is increasingly more common among neighbouring municipalities, staff recommends that the Village develop a comprehensive policy to handle correspondence and support broad public consultation, remove Public Input and Question Period from the agenda order of business and add a new Public Participation clause.</p>
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Report/Recommendation to Council

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	<p>Example:</p> <p>Members of the public may address Council:</p> <ul style="list-style-type: none">a) during a public hearing permitted in accordance with the Local Government Act;b) as required under legislation or bylaw;c) as a delegation as contained herein;d) if approved by Council resolution.
18.	Recommendation to simplify what is recorded in the minutes to what is legislatively required and resolutions, excluding commentary.
19.	Allow for staff to make housekeeping corrections to minutes.
29.	Allow for meetings to be held outside the administrative boundary in the event of meetings with other bodies or emergencies.
30.	The day of the week, frequency, and start and ends times of meetings is set by bylaw. Council may wish to discuss an alternative start time, frequency of meetings, or day of the week meetings are held on. Some communities alternate meeting times during the day and evening, for example the first meeting of the month at 7:00p.m and the second meeting of the month at 1:00p.m. Another consideration may be for meetings scheduled after a statutory holiday.
34.(b)	Choosing a presiding member if the mayor or acting mayor is not present.
44.	Clarification on Points of Order
45.	Added clause regarding the Council Code of Conduct.
66. – 71.	Added criteria and limitations to guide approval of delegation requests.
72. – 74.	Council may wish to direct staff to add to the bylaw or develop an accompanying policy outlining best practices for providing notice of motion.
75.	Council may wish to add a section on how motions growing out of a report to council are handled. Example: "Before any subject is open to debate it is necessary that a motion introduced to Council from a staff report be moved and seconded."
114.	Original section contradicts 113. where it limits motions to reconsider by council members to the next regular council meeting. Further, it is best practice to define circumstances and limitations to motions to reconsider.

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119.-121.	This clause may not be needed if resolutions are required to be part of a Notice of Motion or staff report.
122.	If council changed the start time of the meeting, this end time could also be adjusted accordingly.
127.	Adding a clause for what to do in the event of a loss of quorum would particularly be helpful in situations due to technical difficulties during electronic meetings.
145.	COTW meetings are generally held for Council members to discuss or debate a topic less formally, develop common understanding, help reach consensus and develop recommendations to report back to Council.
180.	Adding a clause to inform the Manager of Corporate Services if a council member wishes to attend a meeting electronically allows time for staff to prepare.
Additional Considerations	Council may wish to add a clauses to allow for delegations to attend meetings electronically, any specifications that may apply to closed meetings held electronically or for electronic recordings of meetings and the length of retention.
	Council may wish to add a clause or develop a policy for handling proclamation requests.
	Council may wish to add more details for committee protocols, meeting and reporting procedures.

Communications/Civic Engagement

If staff is given direction from Council to a draft a procedure bylaw, public notice will be provided in accordance with the Community Charter. The public will have an opportunity to provide feedback on the proposed changes.

Corporate Strategic Plan Objectives

Maintain and enhance service levels

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Options

1. THAT the Committee recommend to Council that a new procedure bylaw be drafted with the recommendations provided in the Anmore Procedure Bylaw Review report from the Manager of Corporate Services, dated October 18th, 2024.
(recommended)

OR



2. THAT the Committee recommend to Council to advise staff of any further changes to incorporate into the Anmore Procedure Bylaw.

OR

3. THAT the Committee recommend to Council to direct staff not to proceed with any amendments to the procedure bylaw.

Attachments

Draft Anmore Procedure Bylaw

Prepared by:
 _____ Rhonda Schell Manager of Corporate Services
Reviewed for Form and Content / Approved for Submission to Council:
Chief Administrative Officer's Comment/Concurrence  _____ Chief Administrative Officer

VILLAGE OF ANMORE

BYLAW NO. XXX-XXXX

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~~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. XXX-XXXX”.

Repealment

2. That Anmore Council Procedure Bylaw No. 541-2016, 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 assigned responsibility under the *Community Charter* section 147 and acts as the alternate Corporate Officer;

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

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

Committee of the Whole means ~~the a meeting of Council that is limited to receiving information, deliberating, and making recommendations to~~ Committee of the Whole ~~council~~Council;

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

Local Government Act means the Local Government Act R.S.B.C. ~~1996~~ 2015, c.323, as amended;

Manager of Corporate Services means the Corporate Officer of the Village assigned responsibility under the Community Charter section 148;

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

Member means a Council~~l~~ or Mayor of the Village of Anmore

Public Notice Posting Places means the Village website. ~~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~~Council, ~~committee~~ Committee of the ~~whole~~Whole, ~~commissions~~Commissions, and all standing and select ~~committees~~ Committees of ~~council~~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.

CC s.124
(2)(e)

CC s.124
(2)(b)

CC s.124
(3)

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

CC s.89,
90, 91

10. Except where the provisions of Community Charter section 90 apply, all ~~council~~Council meetings must be open to the public.

CC s.92

11. Before closing all or part of a ~~council~~Council meeting to the public, ~~council~~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

CC s.124
2(d),
127 (1)

~~12.~~ In accordance with Community Charter section 127, Council will prepare annually a schedule of dates, times and places of Regular Council Meetings to be made available to the public no later than January 2nd in any year.~~on an annual basis council will determine a schedule of dates, times and places for regular council meetings.~~

~~17.~~13. Public notification of the regular ~~council~~Council meeting schedule will be provided in accordance with Community Charter section 94.

~~18.~~14. Where revisions are required to the annual schedule of regular ~~council~~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~~Council meeting.

Notice of Special Council Meetings

CC s.127
(4)

~~19.~~15. Except where notice of a special ~~council~~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~~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.~~16. The notice referenced under clause ~~18~~14 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

CC s. 97,
124 2(c),
145

~~21.~~17. Minutes of the proceedings of ~~council~~Council, ~~committees~~Committees, ~~commissions~~Commissions and other bodies must be maintained and available to the public, and shall be:

- (a) legibly recorded by the Manager of Corporate Services, or their delegate;
- (b) certified as correct by the Manager of Corporate Services, ~~or their delegate;~~ and
- (c) ~~approved~~signed by the Member presiding at the meeting or the next meeting at which the minutes are adopted.

18. It shall be recorded in the minutes:

- (a) that a Member has moved the motion and a Member has seconded the motion but need not record the names of the Members that move and second the motion.
- (b) a record of the place, date, and time of the meeting,

- (c) the names of the Members in attendance
- (d) the adoption and correction, if necessary, of the minutes of the prior meetings, and
- (e) all other proceedings of the meeting without note or comment, except for explanation or clarification purposes.

19. The Manager of Corporate Services or delegate responsible for taking meeting minutes may make minor amendments to approved minutes including but not limited to typographical errors, sequential number errors, grammatical errors or completing missing information.

CC s.97
(c)

2-20. Minutes of the proceedings of ~~council~~Council, ~~committees~~Committees, ~~commissions~~Commissions and other bodies, other than meetings that were closed to the public, must be available for public inspection at the ~~village~~Village hall~~Hall~~ during regular operating hours.

23-21. Clause ~~22-20~~ 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

CC s.124
(2)(f),
130

24-22. Annually in December, ~~council~~Council must from amongst its members designate ~~councillors~~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.

25-23. Each Councillor designated under clause ~~22 or 24~~24 must fulfill the responsibilities of the Mayor in his or her absence.

26-24. If both the Mayor and the Member designated under clause ~~22~~24 are absent from a ~~council~~Council meeting, the Council Member next in rotation ~~s-present~~ must ~~choose a Councillor to~~ preside at that ~~council~~Council meeting.

27-25. The Member designated under clause ~~24-22~~ or ~~24-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

28-26. Following a general local election, the ~~Inaugural~~inaugural Council ~~Meeting~~meeting shall be held on the first Tuesday in November in the year of the election.

CC s.124
(2)(g),
125, 129

9-27. 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 ~~28-26~~, the first ~~council~~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

~~28. Council meetings normally~~ All meetings must take place within the boundaries of the Village at the Village Hall, and only on dates and times for which public notification has been provided.

CC s.134.1

~~29. Notwithstanding clause 28, and subject to clauses 31 and 32, Council~~ may meet at a place other than the Village Hall, or outside the boundaries of the Village.

~~30. Regular council~~ Council meetings ~~will shall~~ be held ~~at in accordance with the schedule of Council meetings, as outlined in clause 12 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~~

CC s.125 (3)(a)

~~30.31.~~ Regular ~~council~~ Council meetings may:

- (a) be cancelled by ~~council~~ Council resolution, 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.

~~31.32.~~ Pursuant to Community Charter section 126, special ~~council~~ Council meetings may:

CC s.126 and 127

- (a) be called by the Mayor ~~in his or her~~ at their 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~~ 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

~~32.33.~~ As soon after the time specified for a ~~council~~ 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.

~~33.34.~~ 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~~Council meeting:

- (a) the Manager of Corporate Services must call to order the Members present, and
- (b) ~~the Council Member next in rotation to act as Mayor must preside at that Council meeting~~the members present must choose a member to preside at the meeting.

Agenda

~~34.35.~~ 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.

~~35.36.~~ The Manager of Corporate Services shall review the draft agenda with the Chief Administrative Officer and the Mayor.

~~36.37.~~ All documents intended to be considered by Council at a meeting must be delivered to the Manager of Corporate Services. The deadline for submissions by the public of items for inclusion on the council meeting agenda to the Manager of Corporate Services must be by 12:00 p.m. on the Thursday prior to the meeting.

~~38.~~ The agenda of ~~council~~Council meetings will generally be made available to the public by posting to the Village website, as follows:

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

~~37.39.~~ 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~~Council agrees to consider an addendum to the agenda, information pertaining to the item must be distributed to all ~~members~~Members of Council as soon as practicable.

Order of Proceedings and Business

~~38.40.~~ The agenda for all regular ~~council~~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)~~(c) Delegations
- ~~(e)~~(d) Adoption of Minutes

- ~~(f)~~(e) Business Arising from Minutes
- ~~(g)~~(f) Consent Agenda
- ~~(h)~~(g) Items Removed from the Consent Agenda
- ~~(i)~~(h) Legislative Reports
- ~~(j)~~(i) Unfinished Business
- ~~(k)~~(j) New Business
- ~~(l)~~(k) Items from Committee of the Whole, Committees, and Commissions
- ~~(m)~~(l) Mayor's Report
- ~~(n)~~(m) Councillor's Reports
- ~~(o)~~(n) Chief Administrative Officer's Report
- ~~(p)~~(o) Information Items
- ~~(q)~~—Public Question Period
- ~~(r)~~(p) Adjournment

~~39~~41. Particular business at a ~~council~~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~~Council.

Voting at Meetings

~~40~~42. The following procedures apply to voting at ~~council~~Council meetings:

- (a) when debate on a matter is closed the Mayor must put the matter to a vote of ~~council~~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 ~~m~~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 ~~m~~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~~Council is taken, each ~~member~~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~~Members who voted in the negative.

CCs.123

Points of Order

41:43. 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~~Council ~~member~~Member has raised a point of order in connection with the motion.

42:44. When the Mayor is required to decide a point of order:

- (a) the ~~Mayor~~Council Member must cite the applicable rule or authority, when requested by another ~~member~~Member of ~~council~~Council;
- (b) ~~another member must not question or comment on the rule or authority cited by the Mayor~~ must decide the Point of Order; and
- (c) ~~the Mayor may reserve the decision until the next council meeting. If the Council Member is dissatisfied with the ruling, they may appeal to Council at which time Council will vote on the ruling before business proceeds.~~

Conduct and Debate by Council

45. ~~Members must adhere to the Council Code of Conduct.~~

43:46. A Councillor may speak to a question or motion at a ~~council~~Council meeting only if that member first addresses the Mayor.

44:47. Councillors must address the presiding member by that person's title of Mayor, Acting Mayor or Councillor.

45:48. Council must address non-presiding members by the title Councillor.

46:49. No ~~member~~Member must interrupt a member who is speaking except to raise a point of order.

47:50. If more than one ~~member~~Member speaks at the same time, the Mayor must call on the ~~member~~Member who, in the Mayor's opinion, first spoke.

48:51. 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~~Council for its decision on the point of order in accordance with Community Charter section 132.

CC s.132

49:52. Members speaking at a ~~council~~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~~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~~Council in connection with the rules and points of order.

50:53.

CC s.133
(1)

- (a) If a ~~member~~Member does not adhere to clause 52, the Mayor may order the ~~member~~Member to leave their seat in accordance with Community Charter section 133(1);
- (b) if the ~~member~~Member refuses to leave their seat, the Mayor may request the ~~member~~Member to be removed by a peace officer; and
- (c) if the ~~member~~Member apologizes to all ~~members~~Members of ~~council~~Council, the ~~council~~Council may by resolution allow the ~~member~~Member to retake their seat.

51:54. A ~~member~~Member may require the question being debated at a ~~council~~Council meeting to be read at any time during the debate, if that does not interrupt another ~~member~~Member who is speaking.

52:55. The following rules apply to limit speech on matters being considered at a ~~council~~Council ~~meeting~~Meeting:

- (a) a ~~member~~Member may speak more than once in connection with the same question only:
 - (i) with the permission of Council; or
 - (ii) if the ~~member~~Member is explaining a material part of a previous speech without introducing a new matter;
- (b) a ~~member~~Member who has made a substantive motion to Council may reply to the debate;
- (c) a ~~member~~Member who has moved an amendment, the previous question, or an instruction to a ~~committee~~Committee may not reply to the debate; and
- (d) a ~~member~~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

53:56. Members of the public are permitted to speak at a meeting only when recognized by the Mayor.

~~54. 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.~~

~~55.57.~~ 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.

~~56.58.~~ 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.

~~57.59.~~ ~~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 ~~and~~ Petitions

~~58.60.~~ Any person, persons or organizations wishing to present a petition to ~~council~~ 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~~ Council meeting where Council will consider the petition.

~~59.61.~~ Any person, persons or organizations wishing to appear as a delegation before ~~council~~ 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~~ meeting.

~~60.62.~~ Only three petitions ~~and~~/or delegation presentations are permitted at each ~~council~~ Council meeting. Each address must be limited to five minutes unless a longer period is agreed to by unanimous vote of ~~members~~ Members present.

~~61.63.~~ 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~~ Council if approved by unanimous vote of the members present.

~~62.~~ ~~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.~~

~~63.64.~~ 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.

~~64.65.~~ Delegation requests must include:

- (a) the full particulars of the subject matter;
- (b) the proposed action requested of ~~council~~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).

66. Council may defer their decision on a request from a petition or delegation until the next regular ~~council~~Council meeting.

67. The Manager of Corporate Services 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.

68. The Manager of Corporate Services shall be granted authority to screen delegation's requests and, if deemed appropriate, refuse to place a delegation on the Agenda, if the request concerns a matter:

- (a) not considered to fall within the jurisdiction of a Municipal Council;
- (b) where a bylaw or matter may be subject of a Public Hearing or where a Public Hearing has been waived or not permitted;
- (c) is subject to legal proceedings where a judgement has not been given;
- (d) involves publicly tendered contracts or proposal calls that have not yet been awarded;
- (e) is regarding administrative, operational, staffing or labour relations matters;
- (f) is regarding an application, permit or license not yet considered by Council; or
- (g) involves information considered by Council in closed meetings, unless the information has been released.
- (h) that is promoting a business or service that has no connection to the business of the Village.
- (i) that promotes a political party or candidate for elected office

69. If the delegation wishes to appeal the Manager of Corporate Service's decision, the information shall be distributed under separate cover to Council for their consideration.

70. Council must not permit a delegation to address a meeting of the Council regarding a bylaw for which a public hearing has been held, and where the public hearing is required under an enactment as a prerequisite to the adoption of a bylaw.

65.71. If a delegation has addressed Council on a particular issue and 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 Manager of Corporate Service shall be granted authority to deny the request, but will circulate the request under separate cover as an item of general information.

~~66~~.72. A ~~member~~Member may introduce a notice of motion by reading aloud the motion. The notice of motion must be seconded after it is introduced and is not debatable.

~~67~~.73. Subsequent to providing a notice of motion, the ~~member~~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~~Council meeting, at which time:

- (a) the motion will be introduced by the Manager of Corporate Services; and
- (b) the ~~member~~Member who moved the motion may make introductory remarks.

~~68~~.74. Council may not proceed with any notice of motion on the agenda in the absence of the ~~member~~Member at whose request the item was placed on the agenda, unless:

- (a) written consent of the absent ~~member~~Member is presented to the Mayor; or
- (b) ~~council~~Council resolves to proceed with the notice of motion despite the absence of the ~~member~~Member.

Motions – General

CCs. 122,
124(2)(a)

~~75~~.75. Council may debate and vote on a motion only if it is first moved by one ~~member~~Member and then seconded by another.

~~70~~.76. The Mayor may speak to any motion.

~~71~~.77. A motion may be withdrawn by the mover and the seconder of a motion, with verbal consent of all ~~members~~Members present.

~~72~~.78. A motion may not be withdrawn after it has been voted on by ~~council~~Council.

~~73~~.79. 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~~Council at once and may refuse to permit debate on the motion and may refuse to put the question to a vote.

~~74~~.80. The Mayor must immediately give reasons for any refusal made pursuant to clause ~~79~~6.

~~75~~.81. The Manager of Corporate Services must record in the minutes the text of every motion that is duly moved and seconded.

~~76~~.82. 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.

~~77:83.~~ 77:83. A ~~council~~Council ~~member~~Member may make only the following motions, when the ~~council~~Council is considering a question:

- (a) to refer to ~~committee~~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.

~~78:84.~~ 78:84. Any motion made under clause ~~830~~ (c) to (g) is not amendable or debatable.

Motions to Refer

~~79:85.~~ 79:85. A ~~member~~Member may propose a motion to refer on either:

- (a) a matter included on the agenda for a ~~council~~Council meeting, but of which a motion has not yet been made; or
- (b) a motion which is on the table.

~~80:86.~~ 80:86. 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.

~~81:87.~~ 81:87. 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.

~~82:88.~~ 82:88. 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~~Council.

Motions to Defer

~~83:89.~~ 83:89. A ~~member~~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).

84:90. A motion to defer is debatable, but only as to the merits of deferral.

Motions to Amend

85:91. A ~~member~~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.

86:92. When an amendment to a motion has been moved and seconded, debate is limited to the amendment only.

87:93. 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.

88:94. 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

89:95. A ~~member~~Member may propose a sub-amendment to an amendment.

90:96. A ~~member~~Member may not propose a sub-amendment to a sub-amendment.

91:97. 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

92:98. The amendments permitted by clauses 88-91 to 97-94 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.

93:99. If a ~~member~~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.

~~94.100.~~ A ruling made pursuant to clause ~~96-99~~ may be appealed to ~~council~~Council as if the ruling were a point of order.

Division of Motions

~~95.101.~~ If requested by a ~~member~~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.

~~96.102.~~ 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.

~~97.103.~~ The provision of clause ~~98-101~~ is applied whether or not such motion has been the subject of amendments.

Questions Put to a Vote after Debate

~~98.104.~~ The Mayor must put every question to a vote immediately after debate on that question is closed.

Recording of Votes

~~99.105.~~ The Manager of Corporate Services must record in the minutes of a meeting the name of a ~~member~~Member who voted in the negative on any motion.

~~100.106.~~ A ~~member~~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.

~~101.107.~~ No ~~member~~Member may leave a meeting once a vote on a matter has been called.

Conflict of Interest

~~102.108.~~ A ~~member~~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.

~~103.109.~~ If a ~~member~~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~~Member must declare this and state in general terms the reason why the ~~member~~Member considers this to be the case.

~~104.110.~~ After making the declaration, it is the ~~member's~~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.

~~105.111.~~ When a declaration is made, the Manager of Corporate Services must record the ~~member's~~ Member's declaration or statement, the reasons given, the time of the ~~member's~~ Member's departure from the meeting, and, if applicable, the time of the ~~member's~~ Member's return.

~~106.112.~~ Clauses ~~1085~~ to ~~111108~~ are applicable to all ~~members~~ Members of ~~council~~ Council and persons appointed by ~~council~~ Council to ~~committees~~ Committees, ~~commissions~~ Commissions and other bodies.

Reconsideration

~~107.113.~~ Subject to clause ~~1174~~, a ~~member~~ Member may, at the next regular ~~council~~ 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.

~~108.114.~~ A ~~member~~ Member moving to reconsider must have who ~~voted~~ with the majority, ~~whether the motion was carried or defeated, affirmatively for a resolution adopted by council may at any time move to rescind that resolution.~~

~~109.115.~~ Council must not discuss the main matter referred to in clause ~~1130~~ unless a motion to reconsider that matter is adopted in the affirmative.

~~110.116.~~ A vote to reconsider must not be reconsidered.

~~111.117.~~ 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.

~~112.118.~~ In accordance with clause ~~1174~~ 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

~~113.119.~~ 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

~~114.120.~~ A resolution introduced at a council meeting must be printed and have a distinguishing number.

Introducing Resolutions

~~115.121.~~ The Mayor may:

- ~~(a) have the Manager of Corporate Services read the resolution; and~~
- ~~(b) request a motion that the resolution be introduced.~~

Adjournment

~~116.122.~~ A ~~council~~Council may continue a ~~council~~Council meeting past 10:00 p.m. only by unanimous consent of ~~members~~Members in attendance.

~~117.123.~~ 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.

~~118.124.~~ If a motion to adjourn has been made and any ~~member~~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.

~~119.125.~~ Should ~~council~~Council complete an action outlined in clause 12~~41~~, ~~council~~Council may then proceed directly to adjournment without making an additional motion to adjourn.

Adjourning Meeting Where No Quorum

~~120.126.~~ If there is no quorum of ~~council~~Council within 15 minutes of the scheduled time for a ~~council~~Council meeting, the Manager of Corporate Services must:

- (a) record the names of the ~~members~~Members present and the ~~members~~Members absent, and
- (b) adjourn the meeting until the next scheduled meeting.

~~121.127.~~ ~~If quorum is lost at any time during the meeting, the meeting will immediately be adjourned.~~

PART 8 – BYLAWS

CC's.124
(2)(a)

Bylaw Introduction

~~122.128.~~ 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~~Member.

~~123.129.~~ Every proposed bylaw is to be introduced at the meeting by specifying its title and subject matter.

Readings, Amendments and Adoption of Bylaws

~~124.130.~~ Subject to this bylaw and any other legislation, ~~council~~Council may give up to three readings of a bylaw at one meeting.

~~125.131.~~ Every bylaw passed by ~~council~~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.

~~126.132.~~ An Official Community Plan Bylaw or Zoning Bylaw may be adopted at the same meeting where the bylaw receives third reading.

~~127.133.~~ A ~~bylaw, except a~~ Zoning Bylaw, may not 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 unless clause 136 is followed.~~

~~128.134.~~ A bylaw comes into force on the latter of:

- (a) the date it is adopted by ~~council~~Council; or
- (b) the date specified in the bylaw.

~~129.135.~~ A bylaw adopted by ~~council~~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.

~~130.~~136. Subject to other enactments, ~~council~~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

~~131.~~137. On the last page of every bylaw that is enacted by ~~council~~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

~~132.~~138. A meeting other than a ~~committee~~Committee meeting, to which all ~~members~~Members of ~~council~~Council are invited to consider, but not to decide on matters of Village business shall be deemed a meeting of the ~~committee~~Committee of the ~~whole~~Whole.

~~133.~~139. For certainty, the rules and procedures of the ~~council~~Council in this bylaw apply to ~~committee~~Committee of the ~~whole~~Whole meetings.

~~134.~~140. The Mayor shall preside the ~~committee~~Committee of the ~~whole~~Whole.

~~135.~~141. Committee of the ~~whole~~Whole meetings may be scheduled:

- (a) By ~~council~~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

~~136.~~142. A notice of the day, time and place of a ~~committee~~Committee of the ~~whole~~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~~Council ~~member~~Member by email.

Agendas for Committee of the Whole

~~137.143.~~ Prior to each ~~committee-Committee~~ of the ~~whole-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.

~~138.144.~~ The agenda of ~~committee-Committee~~ of the ~~whole-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

~~139.145.~~ The agenda for all ~~committee-Committee~~ of the ~~whole-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)~~ (f) 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:~~

~~Persons shall speak only when recognized by the chair~~

~~2 minute time limit shall apply to each speaker~~

~~All questions should be directed to the chair~~

Minutes for Committee of the Whole

~~140.146.~~ Minutes of the proceedings of ~~committee-Committee~~ of the ~~whole-Whole~~ must ~~be adhere to the requirements in clauses 17, 18, and 19.~~

CCs.145

- ~~(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

~~141.147.~~ Recommendations to ~~council-Council~~ by the ~~committee-Committee~~ of the ~~whole-Whole~~ will be placed on the next regular ~~council-Council~~ meeting agenda, or on a regular or special ~~council-Council~~ meeting agenda, as soon as is practical at the discretion of the Manager of Corporate Services.

~~142-148.~~ Council may take any of the following actions in connection with a resolution it receives from ~~committee~~ Committee of the ~~whole~~ 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

CC s.	141
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~~142-149.~~ In accordance with Community Charter s.141 ~~the~~ Mayor may establish standing committees for matters he or she considers would be better ~~dealt with-regulated and managed~~ by a committee, and ~~he or she may~~ they must appoint the members of the standing committee, including a Chair and Vice-Chair.

CC s.	142
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~~150.~~ In accordance with Community Charter s.142 Council may, by resolution, establish select committees and may appoint the members, including a Chair and Vice-Chair of those committees.

~~145-151.~~ The Mayor is an ex-officio and voting member of all standing and select committees.

Location and Schedule of Regular Committee Meetings

~~146-152.~~ 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~~ Council.

~~147-153.~~ 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

~~148-154.~~ 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.

~~149-155.~~ Where revisions are necessary to the schedule referred to in clauses ~~148-152~~ and ~~149-153~~ 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

~~150.~~156. 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.

~~151.~~157. The Manager of Corporate Services must give at least 24 hours notification of a special committee meeting to the respective committee members.

Quorum

~~152.~~158. 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.

~~153.~~159. The Mayor, when present, shall be counted toward quorum.

~~154.~~160. 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.

~~155.~~161. 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~~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~~Committee.

Attendance at Committee Meetings

~~156.~~162. Council ~~members~~Members may attend select committee meetings of which they are not a member and may participate in discussion.

~~157.~~163. Only members or persons appointed to a committee in accordance with this bylaw may move or second ~~M~~motions or vote at committee meetings.

~~158.164.~~ Unless a ~~Meeting-meeting~~ or part of a ~~Mm~~meeting of a ~~Cc~~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

~~159.165.~~ Prior to each committee meeting, the Manager of Corporate Services ~~or their delegate~~ 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.

~~160.166.~~ The agenda of committee meetings will generally be made available to the public by posting the agenda ~~on the Village website 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.

~~161.167.~~ 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.

~~162.168.~~ 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

CC s.145 ~~163.~~ ~~Minutes of the proceedings of committees must adhere to the requirements in clauses 17, 18, and 19~~ 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.

~~164.~~ 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.

~~165.~~ 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

~~166.169.~~ Delegations to committees are permitted by resolution of ~~council~~ Council or by direction of the Chief Administrative Officer.

Rules of Conduct and Debate for Committees

~~167.170.~~ 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

~~168.171.~~ At its first meeting after its establishment, a commission must establish a regular schedule of meetings.

~~169.172.~~ 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

~~170.173.~~ Subject to clause ~~170~~171, 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.

~~171.174.~~ 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.

~~172.175.~~ The Manager of Corporate Services shall post a notice of the day, time and place of a meeting called under clause ~~171-172~~ to be given to all members of the ~~Commission~~ commission at least 24 hours before the time of the meeting.

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

~~173.~~ Minutes of the proceedings of commissions must adhere to the requirements in clauses 17, 18, and 19. 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

~~174.176.~~ The quorum of a commission is a majority of all of its members.

Conduct and Debate

~~175.177.~~ The rules of the ~~council-Council~~ procedure must be observed during ~~Commission~~ commission meetings, so far as is possible and unless as otherwise provided in this bylaw.

PART 12 – ELECTRONIC MEETING AND ELECTRONIC ATTENDANCE AT MEETINGS

~~176.178.~~ A special ~~council-Council~~ or regular ~~council-Council~~ meeting may be conducted by means of electronic or other communication facilities where all ~~members-Members~~ may participate by electronic or other communication facilities under emergency circumstances, as defined by the Mayor or ~~Corporate Officer~~ Manager of Corporate Services. Electronic meetings will be conducted in accordance with statutory requirements.

~~179.~~ A ~~member-Member~~ of ~~council-Council~~ or a ~~council-Council~~ ~~committee-Committee~~ who is unable to attend an in-person ~~council-Council~~ meeting or ~~council-Council~~ ~~committee-Committee~~ meeting may participate in the meeting by electronic or other communication facilities provided that no more than two ~~members-Members~~ of ~~council-Council~~ or ~~council-Council~~ committee may participate by electronic or other communication facilities at one time. The chair of an in-person meeting may not participate electronically.

~~177.180.~~ A Council Member attending a meeting electronically must advise the Manager of Corporate Services no less than 6 hours prior to the commencement of the meeting.

CC s.128