



**Amended
Anmore Procedure
Bylaw No. 541-2016
Proposed for Adoption**

VILLAGE OF ANMORE

BYLAW NO. 704-2024

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. 704-2024”.

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 That Anmore Council Procedure Bylaw No. 541-2016, and any amendments thereto, be repealed in their entirety.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 This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with the Community Charter.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, but does not include Committee of the Whole;

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

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

Local Government Act means the *Local Government Act* R.S.B.C. 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 Councillor or Mayor of the Village of Anmore

Public Notice Posting Place means 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, a period of up to fifteen (15) minutes will be made available where 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. 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.
14. To accommodate speakers who were not given an opportunity to address Council within the fifteen (15) Public Input Period, Council may extend Public Input Period by a majority vote.

Public Question Period

15. Under this agenda item, a period of up to fifteen (15) minutes will be made available where persons may ask questions of council regarding any matters pertaining to the Agenda. When recognized by the Mayor, the person shall approach the podium and state their name and address. A two-minute time limit will be applied, and after which time the person must resume their seat.
16. Further to clause 15, 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.
17. To accommodate speakers who were not given an opportunity to address Council within the fifteen (15) Public Question Period, Council may extend Public Question Period by a majority vote.

PART 3 – PUBLIC NOTICE AND ACCESS TO RECORDS

Notice of Regular Council Meetings

18. 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.
19. Public notification of the regular Council meeting schedule will be provided in accordance with *Community Charter section 94*.
20. 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 Place, to indicate the revision(s) or cancellation to a date, time or place of the regular Council meeting.

Notice of Special Council Meetings

21. 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 Place, and;
 - (b) providing copy of the notice to each Council Member via email.
22. The notice referenced under clause 21 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

23. 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 by the Manager of Corporate Services, or their delegate;
 - (b) certified as correct by the Manager of Corporate Services; and
 - (c) signed by the Member presiding at the meeting or the next meeting at which the minutes are adopted.
24. 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 necessary explanation or clarification purposes.
- 25. 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.
- 26. Minutes of the proceedings of Council, Committees, Commissions and other bodies, other than meetings that were closed to the public, must be available for public inspection at the Village Hall during regular operating hours.
- 27. Clause 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

- 28. 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.
- 29. If both the Mayor and the Member designated under clause 28 are absent from a Council meeting, the Council Member next in rotation must preside at that Council meeting.
- 30. The Member designated under clause 28 or 29 must fulfill the responsibilities of the Mayor in their absence and has the same powers and duties as the Mayor in relation to the applicable matter.

PART 5 – COUNCIL MEETING SCHEDULE

Inaugural Meeting

- 31. Following a general local election, the inaugural Council meeting shall be held on the first Tuesday in November in the year of the election.
- 32. 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 31, 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

33. Council meetings normally take place within the boundaries of the Village at the Village Hall.
34. Notwithstanding clause 33, and subject to clauses 36 and 37, Council may meet at a place other than the Village Hall, or outside the boundaries of the Village.
35. Regular Council meetings will be held in accordance with the schedule of Council meetings, as outlined in clause 18 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.
36. Regular Council meetings may:
 - (a) be cancelled by 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.
37. Pursuant to *Community Charter section 126*, special Council meetings may:
 - (a) be called by the Mayor 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 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

38. 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.
39. 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 Council Member next in rotation to act as Mayor must preside at that Council meeting

Agenda

- 40. 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.
- 41. The Manager of Corporate Services shall review the draft agenda with the Chief Administrative Officer and the Mayor.
- 42. All documents intended to be considered by Council at a meeting must be delivered to the Manager of Corporate Services by 12:00 p.m. on the Thursday prior to the meeting.
- 43. The agenda of Council meetings will generally be made available to the public by posting to the Village website, as follows:
 - (a) Regular Council meetings – by 4:00 p.m. on the Friday of the week preceding each such meeting or
 - (b) Special Council meetings – as soon as is practical at the discretion of the Manager of Corporate Services;
- 44. 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 as soon as practicable.

Order of Proceedings and Business

- 45. 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) Councillor's Reports
- (o) Chief Administrative Officer's Report
- (p) Information Items
- (q) Public Question Period
- (r) Adjournment

46. 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

47. 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

48. 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.

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

- (a) the Council Member must cite the applicable rule or authority, when requested by another Member of Council;

- (b) the Mayor must decide the Point of Order; and
- (c) 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

- 50. Members must adhere to the Council Code of Conduct.
- 51. A Councillor may speak to a question or motion at a Council meeting only if that member first addresses the Mayor.
- 52. Councillors must address the presiding member by that person's title of Mayor, Acting Mayor or Councillor.
- 53. Council must address non-presiding members by the title Councillor.
- 54. No Member must interrupt a member who is speaking except to raise a point of order.
- 55. 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.
- 56. 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*.
- 57. 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.
- 58. If a Member does not adhere to clause 57:
 - (a) 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.

59. 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.
60. 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

61. Members of the public are permitted to speak at a meeting only when recognized by the Mayor.
62. Members of the public will be offered to speak on matters during Public Input or Public Question Period during a regular council meetings.
63. No member of the public attending a meeting who has been permitted to speak on any matter 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.
64. Comments made during delegations, Public Input, and Question Period must be directed to Council and will not be acknowledged if they concern 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

65. 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.
66. 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

67. 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.
68. 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.
69. Only three petitions 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.
70. Where a written application has not been received by the Manager of Corporate Services as prescribed in clauses 68 and 69, a person, persons or organization may only address the meeting of Council if approved by unanimous vote of the members present.
71. 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.
72. 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).
73. Council may defer their decision on a request from a petition or delegation until the next regular Council meeting.

74. 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.
75. 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.
76. 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.
77. 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.
78. 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.

Notice of Motion

79. A Member must give notice of motion under the Councillor's Reports section of the agenda, a 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.
80. 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 under the New Business section of the agenda at the next regularly scheduled Council meeting or Special Council Meeting scheduled for that purpose, at which time, after being acknowledged by the Mayor, the Member who moved the motion may make introductory remarks.
81. 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

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

83. The Mayor may speak to any motion.
84. A motion may be withdrawn by the mover and the seconder of a motion, with verbal consent of all Members present.
85. A motion may not be withdrawn after it has been voted on by Council.
86. 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.
87. The Mayor must immediately give reasons for any refusal made pursuant to clause 79.
88. The Manager of Corporate Services must record in the minutes the text of every motion that is duly moved and seconded.
89. 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.
90. 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.
91. Any motion made under clause 90 (c) to (g) is not amendable or debatable.

Motions to Refer

92. 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.
93. 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.

94. 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.
95. 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

96. 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).
97. A motion to defer is debatable, but only as to the merits of deferral.

Motions to Amend

98. 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.
99. When an amendment to a motion has been moved and seconded, debate is limited to the amendment only.
100. 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.
101. 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

102. A Member may propose a sub-amendment to an amendment.

103. A Member may not propose a sub-amendment to a sub-amendment.
104. 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

105. The amendments permitted by clauses 98 to 104 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.
106. 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.
107. A ruling made pursuant to clause 106 may be appealed to Council as if the ruling were a point of order.

Division of Motions

108. 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.
109. 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.
110. The provision of clause 108 is applied whether or not such motion has been the subject of amendments.

Questions Put to a Vote after Debate

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

Recording of Votes

112. 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.

113. 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.
114. No Member may leave a meeting once a vote on a matter has been called.

Conflict of Interest

115. 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*.
116. 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.
117. 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.
118. 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.
119. Clauses 115 to 118 are applicable to all Members of Council and persons appointed by Council to Committees, Commissions and other bodies.

Reconsideration

120. Subject to clause 124, 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.
121. A Member moving to reconsider must have voted with the majority, whether the motion was carried or defeated.
122. Council must not discuss the main matter referred to in clause 120 unless a motion to reconsider that matter is adopted in the affirmative.

123. A vote to reconsider must not be reconsidered.
124. 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.
125. In accordance with clause 124 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

126. 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

127. A resolution introduced at a council meeting must be printed.

Introducing Resolutions

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

Adjournment

129. Council may continue a Council meeting past 10:00 p.m. only by unanimous consent of Members in attendance.
130. 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.
131. 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.

132. Should Council complete an action outlined in clause 131, Council may then proceed directly to adjournment without making an additional motion to adjourn.

Adjourning Meeting Where No Quorum

133. 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.

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

PART 8 – BYLAWS

Bylaw Introduction

135. 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.

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

Readings, Amendments and Adoption of Bylaws

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

138. 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.

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

140. A Zoning Bylaw, may not be amended after third reading has been given, unless clause 143 is followed.

141. 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.
142. 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.
143. 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

144. 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

145. 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.
146. For certainty, the rules and procedures of the Council in this bylaw apply to Committee of the Whole meetings.
147. The Mayor shall preside the Committee of the Whole.
148. 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

149. 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

150. 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.
151. 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

152. 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
 - (f) Adjournment

Minutes for Committee of the Whole

153. Minutes of the proceedings of Committee of the Whole must adhere to the requirements in clauses 23, 24, and 25.

Report from Committee of the Whole

154. 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.
155. 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

Establishing Committees

- 156. In accordance with *Community Charter* s.141 the Mayor may establish standing committees for matters they consider would be better dealt with by a committee, and they must appoint the members of the standing committee, including a Chair and Vice-Chair.
- 157. 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.
- 158. The Mayor is an ex-officio and voting member of all standing and select committees.

Purpose of Committees

- 159. Each standing and select committee shall have a Terms of Reference approved by Council.
- 160. Committee members must consider, inquire into, report, and make recommendations to Council about the following matters:
 - (a) matters that are detailed in the committee Terms of Reference;
 - (b) matters that are assigned by Council.

Location and Schedule of Regular Committee Meetings

- 161. 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.
- 162. 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

- 163. 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.

164. Where revisions are necessary to the schedule referred to in clauses 161 and 162 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

165. 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.
166. The Manager of Corporate Services must give at least 24 hours notification of a special committee meeting to the respective committee members.

Quorum

167. 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.
168. The Mayor, when present, shall be counted toward quorum.
169. 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.
170. 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

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

173. 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

174. 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.
175. The agenda of committee meetings will generally be made available to the public by posting the agenda on the Village website 72 hours prior to the meeting, or as soon is practical at the discretion of the Manager of Corporate Services.
176. 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.
177. 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

178. Minutes of the proceedings of committees must adhere to the requirements in clauses 23, 24, and 25.
179. Resolutions from committees shall be included under the Information Items section of the agenda of the next regular scheduled Council meeting, or as soon as practical at the discretion of the Manager of Corporate Services.
180. Council may take any of the following actions in connection with a resolution it receives from a Committee:
- (f) Agree or disagree with the resolution
 - (g) Amend the resolution
 - (h) Refer the resolution back to committee
 - (i) Refer the resolution to staff
 - (j) Postpone its consideration of the resolution

Delegations to Committees

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

Rules of Conduct and Debate for Committees

182. 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

183. At its first meeting after its establishment, a commission must establish a regular schedule of meetings.
184. 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

185. Subject to clause 183, 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 Place; and
 - (b) providing a copy of the schedule to each member of the commission.
186. 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 Place which indicates any revisions to the date, time and place for cancellation of a commission meeting.
187. The Manager of Corporate Services shall post a notice of the day, time and place of a meeting called under clause 184 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

188. Minutes of the proceedings of commissions must adhere to the requirements in clauses 23, 24, and 25.
189. Resolutions from commissions shall be included under the Information Items section of the agenda of the next regular scheduled Council meeting, or as soon as practical at the discretion of the Manager of Corporate Services.
190. Council may take any of the following actions in connection with a resolution it receives from a Commission:
 - (k) Agree or disagree with the resolution
 - (l) Amend the resolution
 - (m) Refer the resolution back to commission
 - (n) Refer the resolution to staff
 - (o) Postpone its consideration of the resolution

Quorum

191. The quorum of a commission is a majority of all of its members.

Conduct and Debate

192. 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

193. 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 Manager of Corporate Services. Electronic meetings will be conducted in accordance with statutory requirements.
194. 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.
195. 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.

READ a first time the 3rd day of December, 2024
READ a second time the 3rd day of December, 2024
READ a third time the 3rd day of December, 2024
ADOPTED the day of ,

MAYOR

MANAGER OF CORPORATE SERVICES

DRAFT