

City of Quesnel
Council Procedure Bylaw
No. 188159 of 202018

CITY OF QUESNEL

COUNCIL PROCEDURE BYLAW NO. 188159

Contents

	<u>Page</u>
PART 1 – INTRODUCTION	1
Title.....	1
Definitions.....	1
Application of Rules of Procedure	1
PART 2 – COUNCIL MEETINGS	2
Inaugural Meeting.....	2
Time and Location of Meetings.....	2
Notice of Council Meetings	3
Notice of Special Meetings	3
Electronic Meetings	3
PART 3 - DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR.....	4
PART 4 – COUNCIL PROCEEDINGS	4
<i>Community Charter</i> Provisions	4
Attendance of Public at Meetings	5
Minutes of Meetings to be Maintained and Available to Public	5
Calling Meeting to Order.....	6
Adjourning Meeting Where no Quorum	6
Agenda	6
Order of Proceedings and Business	7
Late Items.....	87
Voting at Meetings	8
Delegations.....	8
Points of Order	9
Conduct and Debate.....	109
Motions Generally.....	11
Motion to Committee	12
Motion for the Main Question.....	12
Amendments Generally	12
Reconsideration by Council Member	13

Privilege.....	14
Adjournment	14
PART 5 – BYLAWS.....	1544
Copies of Proposed Bylaws to Council Members.....	1544
Form of Bylaws.....	1544
Bylaws to be Considered Separately or Jointly.....	15
Reading and Adopting Bylaws.....	15
Bylaws Must be Signed	16
PART 6 - RESOLUTIONS.....	16
Copies of Resolutions to Council Members.....	16
Form of Resolution	16
Introducing Resolutions	16
PART 7 – COMMITTEES.....	1746
Duties of Standing Committees	16
Duties of Select Committees	17
Schedule of Committee Meetings.....	17
Notice of Committee Meetings.....	17
Attendance at Committee Meetings.....	18
Minutes of Committee Meetings to be Maintained and Available to Public.....	18
Quorum	18
Conduct and Debate.....	18
Voting at Meetings.....	18
PART 8 – GENERAL.....	19

CITY OF QUESNEL

COUNCIL PROCEDURE BYLAW NO. 18~~81~~⁵⁹

The Municipal Council of the City of Quesnel, in open meeting, enacts as follows:

PART 1 – INTRODUCTION

Title

1. This Bylaw may be cited as the “COUNCIL PROCEDURE BYLAW NO. 18~~81~~⁵⁹ of 2018”.

Definitions

2. In this Bylaw:

“City” means the City of Quesnel;

“City Hall” means Quesnel City Hall located at 410 Kinchant Street, British Columbia;

“City Web Site” means the information resource found at an internet address provided by the City at www.quesnel.ca;

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

“Corporate Officer” means the Corporate Administrator or his/her Deputy for the City;

“Council” means the Council of the City of Quesnel;

“Mayor” means the Mayor of the City; and

“Public Notice Posting Places” means the north side glass walls by the front doors at the main entrance to City Hall, the notice board outside the Council Chambers doors at City Hall; and, when practicable, posted on the City’s web site and social media sites.

Application of Rules of Procedure

3. (1) The provisions of this Bylaw govern the proceedings of Council and all standing and select committees of Council, as applicable.

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

PART 2 – COUNCIL MEETINGS

Inaugural Meeting

- [s.124\(2\)\(g\)](#)
[s.125\(1\)](#)
4. (1) Following a general local election, the first Council meeting must be held on the first Tuesday in November in the year of the election.
- (2) If a quorum of council members elected at the general local election has not taken office by the date of the meeting referred to in subsection (1), the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

Time and Location of Meetings

- [s.125\(2\)](#)
5. (1) All Council meetings must take place within City Hall except when Council resolves to hold meetings elsewhere.
- (2) Regular Council meetings must:
- (a) be established by the Council schedule approved as noted in Section 6(1);
 - (b) begin at 6:00 p.m., unless a 6:00 p.m. Public Hearing is scheduled before a Regular Council meeting whereby the Regular Council meeting will commence upon adjournment of the Public Hearing; *and*

be adjourned at 11:00 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with section 29.

- (3) Regular Council meetings may:
- (a) be cancelled by Council, provided that two consecutive meetings are not cancelled; and
 - (b) be postponed to a different day, time and place by the Mayor, provided the Corporate Officer is given at least 2 days written notice.

Notice of Council Meetings

[s.124\(2\)\(g\)](#)

6. (1) In accordance with section 124 of the *Community Charter*, Council must prepare annually on or before November 10th, a schedule of the dates, times and places of Council meetings and must make the schedule available to the public by posting it at the Public Notice Posting Places.
- (2) In accordance with section 124 of the *Community Charter*, Council must give notice annually on or before November 15th of the time and duration that the schedule of Council meetings will be available beginning on December 1st in accordance with section 94 of the *Community Charter*.
- (3) Where revisions are necessary to the annual schedule of Council meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a Regular Council meeting.

Notice of Special Meetings

[s.127\(2\)](#)

7. (1) Except where notice of a special meeting is waived by unanimous vote of all council members under section 127(4) of the *Community Charter*, a notice of the date, hour, and place of a special Council meeting must be given at least 24 hours before the time of meeting, by:
- (a) post a copy of the Notice in all Public Notice Posting Places; and
 - (b) email all Council Members a meeting invite.

[s.127\(3\)](#)

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

Electronic Meetings

[s. 128](#)

8. (1) Provided the conditions set out in subsection 128(2) of the *Community Charter* are met, a special Council meeting may be conducted by means of audio electronic or other communication facilities if a member of Council or a Council Committee member who is unable to attend at a

Council meeting or Council Committee meeting, as applicable, may participate in the meeting by means of audio electronic or other communication facilities, if the member is unable to attend.

- (2) The member presiding at a special council or council committee meeting must not participate electronically.
- (3) No more than two members of council at one time may participate at a council meeting under section 8(1).
- (4) Section 8(1) does not apply to Special Closed Meetings of Council.

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

s. 130

- 9. (1) Annually in December Council must from amongst its members designate a Councillor or Councillors to serve on a rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.
- (2) Each Councillor designated under section 9(1) must fulfill the responsibilities of the Mayor in his or her absence.
- (3) If both the Mayor and the member designated under section 9(1) are absent from the Regular Council meeting, the Council members present must choose a Councillor to preside at the Regular Council meeting.
- (4) The member designated under section 9(1) or chosen under section 9(3) has the same powers and duties as the Mayor in relation to the applicable matter.

PART 4 – COUNCIL PROCEEDINGS

Community Charter Provisions

- 10. Matters pertaining to Council proceedings are governed by the *Community Charter* including those provisions found in Division 3 of Part 4 [*Open Meetings*] and Division 2 of Part 5 [*Council Proceedings*]. The relevant extracts from the *Community Charter* are appended to this bylaw for convenient reference.

Attendance of Public at Meetings

- 11. (1) Except where the provisions of section 90 of the *Community Charter* apply, all Council meetings must be open to the public.

s. 92

- (2) Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with section 92 of the *Community Charter*.
- (3) This section applies to all meetings of the bodies referred to in section 93 of the *Community Charter*, including, without limitation:
- (a) council committees;
 - (b) a municipal commission established under section 143;
 - (c) a parcel tax roll review panel established under section 204;
 - (d) a board of variance established under section ~~899~~536 of the *Local Government Act*;
 - (e) an advisory body established by a council;
 - (f) a body that under this or another Act may exercise the powers of a municipality or council;
 - (g) a body prescribed by regulation.
- (4) Despite section 11(1), the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 9 may expel or exclude from a Council meeting a person in accordance with section 21(8).

Minutes of Meetings to be Maintained and Available to Public

12. (1) Minutes of the proceedings of Council must be:

- (a) legibly recorded;
- (b) certified as correct by the Corporate Officer; and
- (c) signed by the Mayor or other member presiding at the next meeting at which the minutes are adopted.

- (2) Subject to subsection 12(3), and in accordance with section 97(1)(b) of the *Community Charter* minutes of the proceedings of Council must be open for public inspection at City Hall during its regular office hours.

- (3) Subsection 12(2) does not apply to minutes of a Council meeting or that part of a Council meeting from which persons were excluded under section 90 of the *Community Charter*.

Calling Meeting to Order

[s.124\(1\)](#)
[s.124\(2\)\(a\)](#)

13. (1) As soon after the time specified for a Council meeting as there is a quorum present, the Mayor, if present, must take the Chair and call the Council meeting to order. However, where the Mayor is absent, the Councillor designated as the member responsible for acting in the place of the Mayor in accordance with section 9 must take the Chair and call such meeting to order.
- (2) If a quorum of Council is present but the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 9 do not attend within fifteen minutes of the scheduled time for a Council meeting:
 - (a) the Corporate Officer must call to order the members present; and
 - (b) the members present must choose a member to preside at the meeting.

Adjourning Meeting Where no Quorum

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

Agenda

- [15.](#) (1) Prior to each Council meeting, the Corporate Officer, in collaboration with the ~~Mayor~~[Presiding Member](#), must prepare an agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.
- ~~45-~~ [\(2\) If a council report is modified that is to form part of an agenda, then the author of the council report must be notified of the revision\(s\) prior to the meeting.](#)
- [\(32\)](#) The deadline for submissions by the public to the Corporate Officer of items for inclusion on the Council meeting agenda must be 12:00 noon on the Wednesday prior to the meeting. With the approval of the Mayor, the Corporate Officer may accept an item after the deadline if it is deemed time sensitive.
- [\(43\)](#) The Corporate Officer must make the agenda, and supporting documents, available to the members of Council by 12:00 noon on the Friday afternoon prior to the meeting, and copies of the agenda listing available to the public on the Friday before such meeting in the front

lobby of City Hall. An agenda, with supporting documents, is also available for viewing only in the front lobby of City Hall on the Friday before such meeting.

- (54) Council must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as a late item pursuant to section 17.
- (65) Several full agenda packages will be available for public viewing in Council Chambers during the meeting, with such agendas not to be removed until the meeting is completed.

Order of Proceedings and Business

16. (1) The agenda for all Regular Council meetings contains the following matters in the order in which they are listed below:
 - (a) Call to Order;
 - (b) Recognition of Lhtako Dene Traditional Territory;
 - (c) Approval of Agenda;
 - (d) Adoption of Minutes;
 - (e) Presentations;
 - (f) Delegations;
 - (g) Items Arising from Previous Special Closed Meetings;
 - (h) Unfinished Business;
 - (i) Committee Reports;
 - (j) Council Reports and Discussion Items;
 - (k) City Staff Reports;
 - (l) Council Information Package;
 - (m) Correspondence;
 - (n) Bylaws;
 - (o) New Business;
 - (p) Information, Announcements/Future Events and Question Period;
 - (q) Adjournment.
- (2) Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.

Late Items

17. (1) An item of business not included on the Agenda must not be considered at a Council meeting unless introduction of the late item is approved by Council under “Approval of agenda” at the beginning of each meeting.
- (2) If the Council makes a resolution under section 17(1), information pertaining to late items must be distributed to the members and to the public in attendance at that meeting.

Voting at Meetings

18. The following procedures apply to voting at Council meetings:
 - (1) when debate on a matter is closed, the presiding member must put the matter to a vote of Council members;
 - (2) when the Council is ready to vote, the presiding member must put the matter to a vote by stating:
 “Those in favour raise your hands.” and then “Those opposed raise your hands.”
 - (3) when the presiding member is putting the matter to a vote under subsections (1) and (2) above, a member must not:
 - (a) cross or leave the room;
 - (b) make a noise or other disturbance; or
 - (c) interrupt the voting procedure under paragraph (b) unless the interrupting member is raising a point of order.
 - (4) after the presiding member finally puts the question to a vote under subsection (2), a member must not speak to the question or make a motion concerning it;
 - (5) the presiding member’s decision about whether a question has been finally put is conclusive; and
 - (6) whenever a vote of Council on a matter is taken, each member present shall signify their vote by raising their hand; and
 - (7) the presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative.
 - (8) as soon as the Presiding Member has announced the results of the vote on a question, any council member who voted in opposition may

request the Presiding Member to have their name so recorded in the meeting minutes. A vote in opposition will not be recorded in the meeting minutes, unless a council member request that it be done.

Delegations

19. (1) An individual or a delegation can address Council at a Regular Council meeting provided written application/letter with background information has been received by the Corporate Officer by 12:00 noon on the Wednesday prior to the meeting, and the Corporate Officer, in collaboration with the Mayor, has agreed to such individual or delegation attending such meeting - usually a maximum of three delegations are permitted per meeting. Each address must be limited to 15 minutes unless a longer period is agreed to by unanimous vote of those members present.
- (2) Council must not permit a delegation to address a meeting of the Council regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.
- (3) The Corporate Officer, in collaboration with the Mayor, may schedule delegations to another Council meeting or advisory body as deemed appropriate according to the subject matter of the delegation.
- (4) The Corporate Officer, in collaboration with the Mayor, may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.

Points of Order

s. 132

20. (1) Without limiting the presiding member's duty under section 132(1) of the *Community Charter*, the presiding member must apply the correct procedure to a motion:
 - (a) if the motion is contrary to the rules of procedure in this Bylaw; and
 - (b) whether or not another Council member has raised a point of order in connection with the motion.
- (2) When the presiding member is required to decide a point of order:
 - (a) the presiding member must cite the applicable rule or authority if requested by another Council member;

- (b) another member must not question or comment on the rule or authority cited by the presiding member under subsection (2)(a); and
- (c) the presiding member may reserve the decision until the next Council meeting.

Conduct and Debate

21. (1) A Council member may speak to a question or motion at a Council meeting only if that member is first recognized by the presiding member.
- (2) Members must address the presiding member, other members and staff by their formal titles (Mayor, Acting Mayor, Councillor, and staff's positional titles).
- (3) No member must interrupt a member who is speaking, except to raise a point of order.
- (4) If more than one member speaks, the presiding member must call on the member who, in the presiding member's opinion, first spoke.
- (5) Members who are called to order by the presiding member:
- (a) must immediately stop speaking;
 - (b) may explain their position on ~~the~~ a point of order; and
 - (c) may appeal to Council for its decision on the point of order in accordance with section 132 of the *Community Charter*.
- (6) Members speaking at a Council meeting:
- (a) must use respectful language;
 - (b) must not use offensive gestures or signs;
 - (c) must speak only in connection with the matter being debated;
 - (d) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded; and
 - (e) must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.
- (7) If a member does not adhere to subsection (~~76~~), the presiding member may order the member to leave the member's seat, and;

s. 132

s. 133(1)

s. 133(2)

- (a) if the member refuses to leave, the presiding member may cause the member to be removed by a peace officer from the member's seat; and
 - (b) if the member apologizes to the Council, Council may, by resolution, allow the member to retake the member's seat.
- (8) 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.
- (9) The following rules apply to limit speech on matters being considered at a Council meeting:
 - (a) a member may speak more than once in connection with the same question only:
 - (i) with the permission of Council; or
 - (ii) if the member is explaining a material part of a previous speech without introducing a new matter.
 - (b) a member who has made a substantive motion to the Council may reply to the debate;
 - (c) a member who has moved an amendment, the previous question, or an instruction to a committee may not reply to the debate;
 - (d) a member may speak to a question, or may speak in reply, for longer than a total time of 15 minutes only with the permission of Council.
- (10) Agenda items marked as "(Open Discussion)" enables the Chair the latitude to allow speakers to discuss this item multiple times for in-depth discussion.

Motions Generally

- 22. (1) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.
- (2) A motion that deals with a matter that is not on the agenda of the Council meeting at which the motion is introduced may be introduced with Council's permission.
- (3) A Council member may make only the following motions, when the Council is considering a question:

- (a) to refer to committee, other body or staff department;
 - (b) to amend;
 - (c) to lay on the table (*defer until later in this meeting*);
 - (d) to postpone to a certain time;
 - (e) to move the previous question (*limit amendments*);
 - (f) to adjourn.
- (4) A motion made under subsections (3)(c) to (f) is not amendable or debatable.
 - (5) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting, if requested by a Council member.

Motion to Committee

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

Motion for the Main Question

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

Amendments Generally

- 25. (1) A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.
- (2) An amendment may propose removing, substituting for, or adding to the words of an original motion.
- (3) A proposed amendment must be reproduced in writing by the mover if requested by the presiding member.

- (4) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
- (5) An amendment may be amended once only.
- (6) An amendment that has been negated by a vote of Council cannot be proposed again.
- (7) A Council member may propose an amendment to an adopted amendment.
- (8) The presiding member must put the main question and its amendments in the following order for the vote of Council:
 - (a) a motion to amend a motion amending the main question;
 - (b) a motion to amend the main question, or an amended motion amending the main question if the vote under subparagraph (a) is positive;
 - (c) the main question.

Reconsideration by Council Member

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

- 26. (1) Subject to subsection (5), a Council member may, at the next Council meeting:
 - (a) move to reconsider a matter on which a vote has been taken; and
 - (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.
- (2) A Council member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.
- (3) Council must not discuss the main matter referred to in subsection (1) unless a motion to reconsider that matter is adopted in the affirmative.
- (4) A vote to reconsider must not be reconsidered.
- (5) Council may only reconsider a matter that has not:
 - (a) had the approval or assent of the electors and been adopted;

- (b) been reconsidered under subsection (1) or section 131 of the *Community Charter*;
- (c) been acted on by an officer, employee, or agent of the City.
- (6) The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its rejection under this section.
- (7) A bylaw, resolution, or proceeding that is reaffirmed under subsection (1) or section 131 of the *Community Charter* is as valid and has the same effect as it had before reconsideration.

Privilege

- 27. (1) In this section, a matter of privilege refers to any of the following motions:
 - (a) fix the time to adjourn;
 - (b) adjourn;
 - (c) recess;
 - (d) raise a question of privilege of the Council;
 - (e) raise a question of privilege of a member of Council.
- (2) A matter of privilege must be immediately considered when it arises at a Council meeting.
- (3) For the purposes of subsection (2), a matter of privilege listed in subsection (1) has precedence over those matters listed after it.

Adjournment

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

PART 5 – BYLAWS

Copies of Proposed Bylaws to Council Members

s.124(2)(a)

29. If a bylaw is not being presented as part of the entire agenda package, a proposed bylaw, or proposed bylaw amendment, A proposed bylaw may be introduced at a Council meeting only if a copy of it has been delivered to each Council member at least 24 hours before the Council meeting, or all Council members unanimously agree to waive this requirement.

Form of Bylaws

30. A bylaw introduced at a Council meeting must:
- (1) be printed;
 - (2) have a distinguishing name;
 - (3) have a distinguishing number;
 - (4) contain an introductory statement of purpose;
 - (5) be divided into sections.

Bylaws to be Considered Separately or Jointly

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

Reading and Adopting Bylaws

32. (1) The presiding member of a Council meeting may:
- (a) have the Corporate Officer read a synopsis of each proposed bylaw or group of proposed bylaws; and then
 - (b) request a motion that the proposed bylaw or group of bylaws be read.
- (2) The readings of the bylaw may be given by stating its title and object.
- (3) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.

- (4) Subject to section [882477](#) of the *Local Government Act*, each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.

[s.135\(2\)](#)

- (5) ~~(5)~~ In accordance with section 135 of the *Community Charter*, Council may give [one](#), two or three readings to a proposed bylaw at the same Council meeting.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 2 + Alignment: Left + Aligned at: 0.5" + Tab after: 1" + Indent at: 1"

[s.465\(1\)](#)

- (6) [Council may give one or two readings at the same Council meeting, and before a public hearing is held, for a bylaw that requires a public hearing.](#)

Formatted: Default Paragraph Font

Formatted: Default Paragraph Font

- (7) ~~(6)~~ Despite section 135(3) of the *Community Charter*, and in accordance with sections [890\(9\)](#), [477\(6\)](#) and [480](#) of the *Local Government Act*, Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.

Bylaws Must be Signed

[s.135\(6\)](#)

33. After a bylaw is adopted, and signed by the Corporate Officer and the presiding member of the Council meeting at which it was adopted, the Corporate Officer must have it placed in the City's records for safekeeping and endorse upon it:

[s.148\(a\)](#)

[s.148\(f\)](#)

- (1) the City's corporate seal;
- (2) the dates of its readings and adoption; and
- (3) the date of Ministerial approval or approval of the electorate (if applicable).

PART 6 - RESOLUTIONS

Copies of Resolutions to Council Members

[s.124\(1\)\(a\)](#)

34. A resolution may be introduced at a Council meeting only if a copy of it has been delivered to each Council at least 24 hours before the Council meeting, or all Council members unanimously agree to waive this requirement.

Form of Resolution

35. A resolution introduced at a Council meeting should be printed.

Introducing Resolutions

36. The presiding member of a Council meeting may:

- (1) have the corporate officer read the resolution; and

- (2) request a motion that the resolution be introduced.

PART 7 – COMMITTEES

Duties of Standing Committees

s. 141

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

Duties of Select Committees

s. 142

38. (1) Select committees are established by Council resolution with at least one member being a Council member.
- (2) Select committees must consider, inquire into, report, and make recommendations to Council about the matters referred to the committee by the Council.
- (3) Select committees must report and make recommendations to Council at the next Council meeting unless Council specifies a different date and time.

Schedule of Committee Meetings

39. (1) At its first meeting after its establishment, a standing or select committee must establish a regular schedule of meetings.

- (2) The chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

Notice of Committee Meetings

- [s.124\(2\)\(d\)](#) 40. (1) Subject to subsection (2), after the committee has established the regular schedule of committee meetings, including the times, dates and places of the committee meetings, notice of the schedule must be given by:
- (a) 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 committee.
- (2) Where revisions are necessary to the annual schedule of committee meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a committee meeting.
- (3) The chair of a committee must cause a notice of the day, time and place of a meeting called under section 49(2) to be given to all members of the committee at least 12 hours before the time of the meeting.

Attendance at Committee Meetings

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

Minutes of Committee Meetings to be Maintained and Available to Public

- [s.124\(2\)\(c\)](#)
[s.97\(1\)\(c\)](#) 42. Minutes of the proceedings of a committee must be:
- (1) legibly recorded;
 - (2) certified by the chair or presiding member; and
 - (3) open for public inspection in accordance with section 97(1)(c) of the *Community Charter*.

Quorum

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

Conduct and Debate

44. (1) The rules of the Council procedure must be observed during committee meetings, so far as is possible and unless as otherwise provided in this Bylaw.
- (2) Council members attending a meeting of a committee, of which they are not a member, may participate in the discussion only with the permission of a majority of the committee members present.
- (3) A motion made at a meeting of a committee is not required to be seconded.

Voting at Committee Meetings

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

PART 8 – GENERAL

46. If any section, subsection or clause of this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.
47. This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the *Community Charter*.
48. Council Procedures Bylaw No. 18~~5943~~ of 2018, and all amendments, is repealed on the adoption of this Bylaw.

READ A FIRST TIME THIS ~~20th~~ day of ~~November, 2018~~, 2019.

PUBLIC NOTICE ADVERTISING ON THE ~~27th~~ days of ~~November, 2018 and the 5th day of December, 2018.~~

READ A SECOND TIME THIS ~~8th~~ day of ~~January, 2019~~.

READ A THIRD TIME THIS ~~8th~~ day of ~~January, 2019~~.

ADOPTED THIS ~~5th~~ day of ~~February~~, 2020.

ACTING MAYOR,
Laurey Anne Reodenburg

CORPORATE OFFICER,
Byron Johnson

I hereby certify that the foregoing is a true and current copy of the "COUNCIL
PROCEDURE BYLAW NO. 18~~8159~~ of 20~~2018~~".

MANAGER OF LEGISLATIVE SERVICES
Gina Albers