



**CITY OF FORT ST. JOHN
COUNCIL PROCEDURE BYLAW
2403, 2017**

Adopted November 27, 2012

**CONSOLIDATED VERSION
FOR CONVENIENCE ONLY**

Includes Amendment Bylaw:

2582, 2023

Adopted August 28, 2023

This Consolidated Version includes the following amending bylaws:

Bylaw Number	Type of Amendment	Date Amending Bylaw was adopted
2582, 2023	Changes to Sections 2, 11, 16, 19, and 22	August 28, 2023

**CITY OF FORT ST. JOHN
BYLAW NO. 2403, 2017
COUNCIL PROCEDURE BYLAW**

Council of the City of Fort St. John in open meeting assembled, enacts as follows:

TITLE

1. This Bylaw may be cited as Council Procedure Bylaw No. 2403, 2017.

COUNCIL PROCEDURES

2. Council procedures for the City are established, as set out in Schedule "A" attached to and forming part of this bylaw.

REPEAL

3. Council Procedure Bylaw No. 2183, 2014 and Council Procedure Amendment Bylaw No. 2198, 2014 are hereby repealed.

READ FOR A FIRST TIME THIS 14th DAY OF November, 2017

READ FOR A SECOND TIME THIS 14th DAY OF November, 2017

READ FOR A THIRD TIME THIS 14th DAY OF November, 2017

Notice given in accordance with Section 94 and 124(3) of the *Community Charter* by way of posting in the posting locations on November 30, 2017 and in two by publications of the *Alaska Highway News* on November 2 and 9, 2017.

ADOPTED THIS 27th DAY OF November, 2017

LORI ACKERMAN
MAYOR

JANET PRESTLEY, DIRECTOR OF
LEGISLATIVE AND ADMINISTRATIVE
SERVICES

COUNCIL PROCEDURE BYLAW NO. 2403, 2017
SCHEDULE "A"

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COUNCIL PROCEDURE BYLAW NO. 2403, 2017
SCHEDULE "A"

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PART 1 – INTRODUCTION

Title

1. This Bylaw may be cited as “COUNCIL PROCEDURE BYLAW NO. 2403, 2017”.

Definitions

2. In this Bylaw,

This section
was amended
by Bylaw No.
2582, 2023

“Acting Mayor” means the Council 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;

“Chief Administrative Officer” means the chief administrative officer of the City of Fort St. John responsible for the duties and functions defined in section 147 of the *Community Charter*;

“City” means the City of Fort St. John;

"City Hall" means Fort St. John City Hall located at 10631 – 100 Street, British Columbia;

“City Website” means the information resource found at an internet address provided by the City;

"Committee" means a standing, select, or other committee of Council, but does not include COW;

“COW” means a Committee of the Whole Council;

“Corporate Officer” means the corporate officer of the City of Fort St. John responsible for corporate administration, pursuant to the *Community Charter*;

“Council” means the Council of the City of Fort St. John;

“Electronic Meetings” are meetings that allow participants to hear, or watch and hear each other without being in the physical room in which the meeting is taking place;

“Mayor” means the mayor of the City;

“Public Notice Posting Places” means the notice board in the entrance lobby of City Hall.

PART 2 – COUNCIL MEETINGS

Application of Rules of Procedure

3. (1) The provisions of this Bylaw govern the proceedings of Council, COW and all standing and select committees of Council, as may applicable.
- (2) In cases not provided for under this Bylaw, the most current Robert's Rules of Order apply to the proceedings of Council, COW, and committees of Council 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*.

Inaugural Meeting

4. (1) Following a general local election, the first Council meeting must be held on the first Monday in November at 5:30 pm 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

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 held on the second and fourth Monday of January through August, October and November;
 - (b) be held on the second Monday of September and December except for local government election years (2018 and every four years thereafter), the September meeting will take place on the fourth Monday rather than the second Monday;
 - (c) begin at 3:00 p.m.;

PART 2 – COUNCIL MEETINGS

Time and Location of Meetings (continued)

5. (2) (d) be adjourned at 8:30 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with Section 30;
- (e) when such meeting falls on a statutory holiday, be held on the next day City Hall is open following the day which is not a statutory holiday;
- (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 two days written notice.

Notice of Council Meetings

6. (1) In accordance with *Community Charter* Section 127 [*notice of council meetings*], Council must prepare a schedule of the dates, times and places of regular Council meetings and must make the schedule available to the public by posting it at the Public Notice Posting Places on or before the fourth Monday of November each year.
- (2) In accordance with *Community Charter* Section 127 [*notice of council meetings*], Council must publicly advertise the availability of the Council meeting schedule identified in Section 6(1) on or before the first Monday of December each year.
- (3) Where revisions are necessary to the annual schedule of regular Council meetings, the Corporate Officer must, as soon as possible, post a notice on the Public Notice Posting Places that indicates any revisions to the date, time and place or cancellation of a regular Council meeting.

Notice of Special Council Meetings

7. (1) Special Council meetings are called in accordance with *Community Charter* Section 126.

Notice of Special Council Meetings (continued)

7. (2) Except where notice of a special meeting is waived by unanimous vote of all council members under *Community Charter* Section 127(4) [*notice of council meeting*] a notice of the date, time, place and the way in which the meeting will be held (if electronic) of a special Council meeting must be given at least 24 hours before the meeting time, by:
 - (a) posting a copy of the notice in the Public Notice Posting Places,
 - (b) sending an electronic calendar meeting invitation to Council.
- (3) The notice under Subsection (2) must describe in general terms the purpose of the meeting and be signed by the Mayor or the Corporate Officer.

Electronic Meetings

8. (1) Electronic meetings are authorized provided that the conditions set out in the *Community Charter* Section 128 [*electronic meetings and participation by members*] are met:
 - (a) An electronic special council meeting may be scheduled when Council deems that:
 - (i) time is of the essence, and/or
 - (ii) there is a an important topic that requires Council's direction or decision.
 - (b) A member of Council or a Council Committee member who is unable to attend a Council meeting or Council Committee meeting, as applicable, may participate electronically when:
 - (i) the meeting is a regular, closed, special or committee meeting;
 - (ii) the member of Council is unable to be present at City Hall for reasons pertaining to absence from the municipality or health reasons.
- (2) A minimum of one Council member must be present in the designated meeting location identified in the public notice for the special electronic meeting.

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

9. (1) Each December, Council must, from amongst its members, designate an Acting Mayor to serve on a rotating basis.
- (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 Council meeting, the member to preside at the Council meeting shall be the upcoming Acting Mayor as indicated in Council Committees Portfolio of Responsibilities Council Policy No. 30 and will preside at the Council meeting.
- (4) The member designated under Section 9(1) or chosen under Section 9(3) has the same powers and duties as the Mayor in relation to the applicable matter.

PART 4 – COUNCIL PROCEEDINGS

Community Charter Provisions

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

Attendance of Public at Meetings

11. (1) Except where the provisions of *Community Charter* Section 90 [*meetings that may or must be closed to the public*] apply, all Council meetings must be open to the public.
- (2) Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with *Community Charter* Section 92 [*requirements before Council meeting is closed*].
- (3) This Section applies to all meetings of the bodies referred to in *Community Charter* Section 93, including without limitation:
 - (a) Committee of the Whole,
 - (b) standing and select committees or other committees of Council,

PART 4 – COUNCIL PROCEEDINGS**Attendance of Public at Meetings** (continued)

11. (3) (c) parcel tax review panel,
(d) board of variance,
(e) advisory body established by Council.
- (4) Despite Section 11(1), the Mayor or Acting Mayor may expel or exclude a person from a Council or committee meeting for disrespectful or disruptive behaviour.

This section
was repealed
and replaced
by Bylaw No.
2582, 2023

Minutes of Meetings to be Maintained and Available to Public

12. (1) Minutes of the proceedings of Council must be:
- (a) legibly recorded,
(b) certified as correct by the Corporate Officer, and
(c) signed by the Mayor or other member presiding at the meeting as soon as possible after 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* [other records to which public access must be provided] 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* [meetings that may be closed to the public].

Calling Meeting to Order

13. (1) The Mayor must take the Chair and call the Council meeting to order as soon after the time specified for a Council meeting has elapsed and there is a quorum present. When the Mayor is absent, the Acting Mayor must take the Chair and call such meeting to order.

PART 4 – COUNCIL PROCEEDINGS

Calling Meeting to Order (continued)

13. (2) If a quorum of Council is present but the Mayor or Acting Mayor do not arrive within 15 minutes of the scheduled time for a Council meeting:
 - (a) the Corporate Officer must call to order the members present, and
 - (b) the members present must choose a member to preside at the meeting.

Adjourning Meeting Where No Quorum

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

Agenda

15. (1) Prior to each Council meeting, the Corporate Officer must prepare an Agenda outlining all of the items to be considered at that meeting, noting in short form a summary for each item on the agenda.
 - (2) The deadline for the public to include items on the Council meeting agenda is the Monday prior to the preparation of the meeting agenda. These documents must be submitted to the Corporate Officer.
 - (3) The Corporate Officer must make the agenda available to the members of Council and the public on the Thursday by 12:00 p.m. (noon) prior to the meeting.
 - (4) 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.
 - (5) The mandatory deadline for staff to include administration reports on the Council meeting agenda is the Monday prior to the meeting.

PART 4 – COUNCIL PROCEEDINGS

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:

This section was repealed in its entirety and replaced by Bylaw No. 2582, 2023

1. Call to Order
2. Notice of New Business
 - a) Mayor's List
 - b) Councillors' Additions
 - c) Chief Administrative Officer's Additions
3. Adoption of the Agenda
4. Recommendations from Committee of the Whole
5. Adoption of Minutes
6. Business Arising from the Minutes
7. Presentations and Delegations
8. Development Variance Permits/Temporary Use Permits Administration Reports
9. 6:00 p.m. Public and Statutory Hearings and Public Meetings (and third reading or adoption of bylaws where applicable after each hearing/meeting)
10. Correspondence
11. Council Information Package
12. Reports by Mayor and Council on Meetings and Liaison Responsibilities
13. Reports from the CAO and Administration
14. Bylaws
15. New Business
16. Notice of Motion
17. Questions from the Media
18. Resolution to Move to Closed Meeting
19. Adjournment

PART 4 – COUNCIL PROCEEDINGS

- (2) Particular business at a Council meeting must be discussed in the order in which it is listed on the agenda unless Council agrees to vary the agenda.

Late Items

17. (1) An item of business not included on the Agenda must not be considered at a Council meeting unless introduction of the late item is approved by Council at the time allocated on the Agenda for such matters.
- (2) If the Council makes a resolution under Section 17(1), information pertaining to late items must be distributed to the members.

Voting at Meetings

18. (1) The following procedures apply to voting at Council meetings:
 - (a) when debate on a matter is closed the presiding member must put the matter to a vote of Council members;
 - (b) when Council is ready to vote, the presiding member must put the matter to a vote by stating:

“Enter your vote either in favour or opposed using the automated voting system.” If the automated voting system is inoperable or if the meeting is being held in a room other than Council Chambers, the statement would be: “Those in favour raise your hands.” and then “Those opposed raise your hands.”
 - (c) when the presiding member is putting the matter to a vote under paragraphs (a) and (b) a member must not:
 - (i) cross or leave the room,
 - (ii) make a noise or other disturbance, or

PART 4 – COUNCIL PROCEEDINGS

Voting at Meetings (continued)

18. (1) The following procedures apply to voting at Council meetings:
- (c) (iii) interrupt the voting procedure under paragraph (b) unless the interrupting member is raising a point of order;
 - (d) after the presiding member finally puts the question to a vote under paragraph (b), a member must not speak to the question or make a motion concerning it;
 - (e) the presiding member’s decision about whether a question has been finally put to a vote is conclusive; and
 - (f) whenever a vote of Council on a matter is taken, each member shall enter their vote using the automated voting system unless the system is not available, in which case each member present shall signify their vote by raising their hand; and
 - (g) an affirmative vote of at least 2/3 of all members of Council means an affirmative vote of at least 2/3 of the seven Council members; and
 - (h) the presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative.

Delegations

19. (1) Council may allow an individual or a delegation to address Council at the meeting provided that a written copy of the intended presentation to City Council has been received by the Corporate Officer on the Thursday prior to the preparation of meeting agenda. Each delegation is allotted 10 minutes to make their presentation and answer questions from City Council.
- (2) Where an individual or delegation has not been scheduled to speak on the agenda by the Corporate Officer as prescribed in Section 19(1), an individual or delegation may address Council at the meeting if approved by the unanimous vote of the members present.

PART 4 – COUNCIL PROCEEDINGS

Delegations (continued)

19. (3) Council must not permit a delegation to address Council at a meeting when:
 - a) the discussion is regarding a bylaw in which a public hearing has been held, or
 - b) a public hearing is required by legislation as a pre-requisite to the adoption of the bylaw.
- (4) The Corporate Officer may schedule a delegation to another Council meeting or advisory body as deemed appropriate according to the subject matter being presented.
- (5) The Corporate Officer shall refuse to place a delegation on the agenda if:
 - a) the issue is not considered to fall within the jurisdiction of Council.
 - b) if the delegation is proposing to present the same information that had already been presented to Council in the last twelve months with no significantly new information.
 - c) if the topic deals with a matter in which the City has been served notice that it will be facing litigation.
 - d) if the matter deals with issues arising out of a Public Hearing where the bylaw(s) in question remain on the table for action by Council.
- (6) If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration. A Council survey poll will be conducted to obtain Council's decision whether or not to allow the delegation to make a presentation. Council, by majority vote, can direct staff to place the presentation on an upcoming Council agenda.
- (7) The maximum number of delegations per Council meeting is limited to four and the maximum presentation time per delegation is 10 minutes.

This section
was added by
Bylaw No.
2582, 2023

- (8) Every delegation will use respectful behaviour and language, follow direction from the Mayor or Acting Mayor, and abide by all procedural rules of Council.

PART 4 – COUNCIL PROCEEDINGS

Points of Order

20. (1) Without limiting the presiding member's duty under *Community Charter* Section 132(1) [*authority of presiding member*], 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 the "request to speak" button on the electronic voting system has been selected and that the member addresses the presiding member.
- (2) Members must address the presiding member by that person's title of Mayor, Acting Mayor or Councillor.
- (3) Members must address other non-presiding members by the title Councillor.
- (4) No member must interrupt another member who is speaking except to raise a point of order.
- (5) If more than one member speaks the presiding member must call on the member who, in the presiding member's opinion, first spoke.

PART 4 – COUNCIL PROCEEDINGS

Conduct and Debate (continued)

21. (6) Members who are called to order by the presiding member:
 - (a) must immediately stop speaking,
 - (b) may explain their position on the point of order, and
 - (c) may appeal to Council for its decision on the point of order in accordance with *Community Charter* Section 132 [authority of presiding member].
- (7) Members speaking at a Council meeting:
 - (a) must use respectful language,
 - (b) must not use offensive gestures or signs,
 - (c) must speak only in connection with the matter being debated,
 - (d) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded, and
 - (e) must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.
- (8) If a member does not adhere to Subsection (7), the presiding member may order the member to leave the member's seat, and
 - (a) if the member refuses to leave, the presiding member may cause the member to be removed by a peace officer from the member's seat, and
 - (b) if the member apologizes to Council, Council may, by resolution, allow the member to retake the member's seat.
- (9) A member may require the question being debated at a Council meeting to be read at any time during the debate if it does not interrupt another member who is speaking.

PART 4 – COUNCIL PROCEEDINGS

Conduct and Debate (continued)

21. (10) The following rules apply to limit speech on matters being considered at a Council meeting:
- (a) a member may speak more than once in connection with the same question only:
 - (i) with the permission of Council, or
 - (ii) if the member is explaining a material part of a previous speech without introducing a new matter;
 - (b) a member who has made a substantive motion to the Council may reply to the debate;
 - (c) a member who has moved:
 - an amendment,
 - the previous question, or
 - an instruction to a committee,may not reply to the debate;
 - (d) a time limit of 15 minutes is provided for a member to speak or respond to a question. Council's permission is required to extend this time limit.

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 at which the motion is introduced may be introduced with Council's permission.
- (3) When Council is considering a question, a Council member may only make one of the following motions:
- (a) to refer to the Chief Administrative Officer for additional information;
 - (b) to refer to committee;
 - (c) to amend;
 - (d) to lay on the table (until later in the same meeting);

This section
was repealed
and replaced
by Bylaw No.
2582, 2023

PART 4 – COUNCIL PROCEEDINGS

Motions Generally (continued)

22. (3) (e) to postpone indefinitely (this topic will never be discussed by Council again);
 - (f) to postpone to a certain time;
 - (g) to move the previous question;
 - (h) to adjourn.
- (4) A motion made under Subsections (3)(c) to (g) 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 Commit

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

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 Council.
- (2) The following rules apply to a motion for the main question or for the main question as amended at a Council meeting:
 - (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.

Notice of Motion

25. (1) A Council member wishing to give a notice of motion indicates this request at the beginning of the Council meeting under the New Business section.

PART 4 – COUNCIL PROCEEDINGS

Notice of Motion (continued)

25. (2) During Section 17 Notice of Motion on the agenda, the Council member provides a brief statement of the topic he/she wishes to bring forward for consideration at the next meeting.
- (3) Prior to the finalization of the next Council agenda, the Council member will submit a draft resolution to Administration that clearly outlines the topic, reason for the request, outcome expected and the meeting date that the information is to be supplied.
- (4) The draft resolution will be placed on the Council agenda under the Notice of Motion section for Council's consideration.

Amendments Generally

26. (1) A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.
- (2) An amendment may propose removing, substituting for, or adding to the words of an original motion.
- (3) A proposed amendment must be reproduced in writing by the mover if requested by the presiding member.
- (4) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
- (5) An amendment may be amended once only.
- (6) An amendment that has been negatively voted on by 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;

PART 4 – COUNCIL PROCEEDINGS

Amendments Generally (continued)

26. (8) (c) the main question.

Reconsideration by Council Member

27. (1) Subject to Subsection (5), a Council member may, at the next Council meeting:
- (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken, and
 - (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.
- (2) A Council member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.
- (3) Council must not discuss the main matter referred to in Subsection (1) unless a motion to reconsider that matter is adopted in the affirmative.
- (4) A vote to reconsider must not be reconsidered.
- (5) Council may only reconsider a matter that has not:
- (a) had the approval or assent of the electors and been adopted,
 - (b) been reconsidered under Subsection (1) or *Community Charter* Section 131 [*mayor may require Council reconsideration of a matter*],
 - (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 *Community Charter* Section 131 [*mayor may require Council reconsideration of a matter*] is as valid and has the same effect as it had before reconsideration.

PART 4 – COUNCIL PROCEEDINGS

Privilege

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

Reports from Committees

29. Council may take any of the following actions in connection with a resolution it receives from COW:
- (a) agree or disagree with the recommendation;
 - (b) amend the recommendation;
 - (c) refer the recommendation back to COW;
 - (d) postpone its consideration of the recommendation.

Adjournment

30. Council may continue a Council meeting after 8:30 pm only by an affirmative vote of the Council members present.

PART 5 – BYLAWS

Copies of Proposed Bylaws to Council Members

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

PART 5 – BYLAWS

Form of Bylaws

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

Bylaws to be Considered Separately or Jointly

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

Reading and Adopting Bylaws

34. (1) The presiding member of a Council meeting may:
- (a) have the Corporate Officer read a synopsis of each proposed bylaw or group of proposed bylaws, and then
 - (b) request a motion that the proposed bylaw or group of bylaws be read.
- (2) The readings of the bylaw may be given by stating its title and object.
- (3) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.
- (4) Subject to *Local Government Act Section 477 [OCP adoption procedures]*, each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.

PART 5 – BYLAWS

Reading and Adopting Bylaws (continued)

34. (5) In accordance with *Community Charter* Section 135 [*requirements for passing bylaws*], Council may give two or three readings to a proposed bylaw at the same Council meeting.
- (6) Despite *Community Charter* Section 135(3) [*requirements for passing bylaws*], and in accordance with *Local Government Act* Section 477(6) [*public hearings*], Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.

Bylaws Must be Signed

35. After a bylaw is adopted and signed by the Corporate Officer and the presiding member of the Council meeting at which it was adopted, the Corporate Officer must have it placed in the City's records for safekeeping and endorse upon it:
- (a) the dates of its readings and adoption,
- (b) the dates that the bylaw was posted in the posting locations and the dates the bylaw was advertised if applicable, and
- (c) the date of Ministerial approval or approval of the electorate if applicable.

PART 6 - RESOLUTIONS

Copies of Resolutions to Council Members

36. 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

37. A resolution introduced at a Council meeting must be printed and have a distinguishing number.

PART 6 - RESOLUTIONS

Introducing Resolutions

38. (1) The presiding member of a Council meeting may:
- (a) have the corporate officer read the resolution; and
 - (b) request a motion that the resolution be introduced.

PART 7 – COMMITTEE OF THE WHOLE

Going into Committee of the Whole

39. (1) At any time during a council meeting, Council may by resolution go into a COW meeting.
- (2) In addition to Subsection (1), a meeting, other than a standing or select committee meeting, to which all members of Council are invited to consider but not to decide on matters of the City's business, is a COW meeting.

Notice for Committee of the Whole Meetings

40. (1) Subject to Subsection (2) a notice of the day, time and place of a COW 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 Places; and
 - (b) sending an electronic calendar meeting invitation to Council.
- (2) Subsection (1) does not apply to a COW meeting that is called during a Council meeting in accordance with Section 39 for which public notice has been given under Section 6 or 7.

Minutes of Committee of the Whole Meetings to be maintained and Available to Public

41. Minutes of the proceedings of the COW must be:
- (a) legibly recorded,
 - (b) certified by the Corporate Officer,
 - (c) signed by the member presiding at the meeting, and

PART 7 – COMMITTEE OF THE WHOLE

Minutes of Committee of the Whole Meetings to be maintained and Available to Public (continued)

41. Minutes of the proceedings of the COW must be:
- (d) open for public inspection in accordance with *Community Charter* Section 97(1)(c) [other records to which public access must be provided].

Presiding Members at Committee of the Whole Meetings and Quorum

42. (1) The Mayor will preside in the COW and when the Mayor is absent, the Acting Mayor will preside.
- (2) In the absence of both the Mayor and Acting Mayor, the member to preside at the COW meeting shall be the upcoming Acting Mayor as indicated in Council Committees Portfolio of Responsibilities Council Policy No. 30 and will preside at the meeting.
- (3) The quorum of COW is the majority of Council members.

Points of Order at Meetings

43. The presiding member must preserve order at a COW meeting and, subject to an appeal to other members present, decide points of order that may arise.

Conduct and Debate

44. The following rules apply to Committee of the Whole meetings:
- (a) a member may speak any number of times on the same question;
 - (b) a member must not speak longer than a total of 10 minutes on any one question.

Voting at Meetings

45. (1) Votes at a Committee of the Whole meeting must be taken by requesting that the members “Vote either in favour or opposed using the automated voting system.” If the meeting is being held in a room other than Council Chambers or if the electronic voting system is inoperable the statement would be: “Those in favour raise your hands.” and then “Those opposed raise your hands.”
- (2) The presiding member must declare the results of voting.

PART 7 – COMMITTEE OF THE WHOLE

Reports

46. (1) Committee of the Whole may consider reports and bylaws only if:
 - (a) they are printed and the members each have a copy, or
 - (b) a majority of the Council members present decide without debate that the requirements of paragraph (a) do not apply.
- (2) A motion for the COW to rise and report to Council must be decided without debate.
- (3) Recommendations passed at a COW meeting must be digitally displayed by the Corporate Officer at the Council meeting for Council's consideration.

Rising Without Reporting

47. (1) A motion made at a Committee of the Whole meeting to rise without reporting:
 - (a) is always in order and takes precedence over all other motions,
 - (b) may be debated, and
 - (c) may not be addressed more than once by any one member.
- (2) If a motion to rise without reporting is passed at a COW meeting constituted under Section 39(1), the Council meeting must resume and proceed to the next order of business.

PART 8 – COMMITTEES

Duties of Standing Committees

48. (1) 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.

PART 8 – COMMITTEES

Duties of Standing Committees (continued)

48. (2) Standing committees must report and make recommendations to Council at all of the following times:
- (a) in accordance with the schedule of the committee’s meetings;
 - (b) on matters that are assigned by Council or the Mayor,
 - (c) as required by Council or the Mayor, or
 - (d) at the next Council meeting if the Council or Mayor does not specify a time.

Duties of Select Committees

49. (1) Select committees must consider, inquire into, report and make recommendations to Council about the matters referred to the committee by Council.
- (2) 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

50. (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

51. (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.

PART 8 – COMMITTEES

Notice of Committee Meetings (continued)

51. (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 provide 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 24 hours before the time of the meeting.

Attendance at Committee Meetings

52. 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

53. Minutes of the proceedings of a committee must be:
- (a) legibly recorded,
 - (b) certified by the Corporate Officer or designated management employee assigned to the committee,
 - (c) signed by the chair or member presiding at the meeting, and
 - (d) open for public inspection in accordance with *Community Charter* Section 97(1)(c) [other records to which public access must be provided].

Quorum

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

Conduct and Debate

55. (1) Council's procedural rules 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.

PART 8 – COMMITTEES

Conduct and Debate (continued)

55. (3) A motion made at a meeting of a committee is not required to be seconded.

Voting at Meetings

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

PART 9 – GENERAL

57. 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.
58. This bylaw may not be amended, repealed and substituted unless Council first gives notice in accordance with Section 94 of the *Community Charter [public notice]*.