



CONSOLIDATED BYLAW

Incorporating amendments pursuant to:

“COUNCIL PROCEDURE BYLAW NO. 8330, 2023”

THIS CONSOLIDATION HAS BEEN UPDATED TO INCLUDE ALL AMENDMENTS
TO THE ORIGINAL PARENT BYLAW.
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Print date: July 7, 2025



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CITY OF DELTA
BYLAW NO. 8330, 2023

Consolidated Bylaw Tracking

Bylaw No.	Date	Bylaw Name	Reference
8396, 2024	06-05-2024	Council Procedure Bylaw No. 8330, 2023, Amendment Bylaw No. 8396, 2024	(i)
8513, 2025	07-07-2025	Council Procedure Bylaw No. 8330, 2023, Amendment Bylaw No. 8513, 2025	(ii)

City Clerk

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CITY OF DELTA
BYLAW NO. 8330, 2023



A Bylaw to establish the rules of procedure and conduct for Council and Committee meetings

WHEREAS pursuant to section 124 of the *Community Charter*, Council must by bylaw, establish rules of procedure to be followed by Council and committees in conducting their business;

NOW THEREFORE the Council of the City of Delta in open meeting assembled, enacts as follows:

PART 1: CITATION

- 1 This bylaw may be cited for all purposes as **“Council Procedure Bylaw No. 8330, 2023”**.

PART 2: INTERPRETATION

- 2.1 In this Bylaw, unless the context otherwise requires, each of the following words has the meaning set out below:
 - (1) words importing the singular number include the plural and vice versa and words importing the neuter gender include the masculine and the feminine genders;
 - (2) headings given to sections are for convenience of reference only and do not form part of this Bylaw;
 - (3) unless expressly stated otherwise, a reference to a “section” is a reference to a section in this Bylaw and a reference to a “Part” is a reference to a Part in this Bylaw;
 - (4) unless expressly stated otherwise, a reference to an enactment is a reference to an enactment of British Columbia and regulations promulgated thereto, as amended, revised, consolidated or replaced from time to time, and a reference

to a bylaw is a reference to a City bylaw, as amended, revised, consolidated or replaced from time to time; and

- (5) except as otherwise provided for in the Act, the Charter or this Bylaw, reference to a resolution or vote of Council is a reference to a resolution or vote passed by an affirmative vote of a majority of Council Members present and entitled to vote on the matter.

Definitions

2.2 In this Bylaw, unless the context otherwise requires, each of the following words has the meaning set out below:

- (1) “**Act**” means Local Government Act, RSBC 1996, c323.
- (2) “**Acting Mayor**” means the Councillor designated pursuant to section 3.4 as 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 mayor is vacant;
- (3) “**Chair**” means the person authorized to preside over a Meeting in accordance with section 4.1
- (4) “**Charter**” means the *Community Charter*, SBC 2003, c 26;
- (5) “**City**” means the City of Delta
- (6) “**City Clerk**” means the officer assigned the responsibility of Corporate Officer under the Charter, and his or her authorized deputy;
- (7) “**City Hall**” means the City’s principal place of business at 4500 Clarence Taylor Crescent in the City of Delta;
- (8) “**City Website**” means the City’s official website (<http://www.delta.ca>)
- (9) “**Commission**” means a commission established by Council pursuant to section 17.1;
- (10) “**Committee**” means a Standing Committee or Select Committee, as the context requires;
- (11) “**Committee Meeting**” means a meeting of a Standing Committee or a Select Committee, as the context requires;
- (12) “**Committee of the Whole**” means a session of a Regular Meeting of Council conducted to provide opportunity to hear and interact with delegations and a greater freedom of debate by Council, as provided by this bylaw;
- (13) “**Council**” means the elected council of the City;
- (14) “**Council Chamber**” means the chamber in the lower level of City Hall designed to hold Council Meetings;

- (15) **“Council Meeting”** means a Regular or Closed Council Meeting, a meeting of the Committee of the Whole, or a Special Council Meeting, as the context requires;
- (16) **“Council Member”** means the Mayor or a Councillor;
- (17) **“Councillor”** means a person presently holding the office of councillor in the City;
- (18) **“Delegation”** has the meaning ascribed to it by section 13.10;
- (19) **“Delegation Request”** has the meaning ascribed to it by section 13.4;
“Deputy Mayor” means the member who is responsible for acting in the place of the Mayor and when the Mayor is absent or otherwise unable to act.
- (20) **“Government Official”** means an elected or appointed official or officer of:
 - (a) The federal government;
 - (b) The provincial or territorial government; or
 - (c) A municipal government;other than a Member;
- (21) **“Mayor”** means the person presently holding the office of mayor in the City;
- (22) **“Member’s Address”** means the e-mail address or postal address to which all notices, agendas and other communications are to be sent to the applicable Member by the City Clerk;
- (23) **“Motion”** means a formal proposal to take a specific course of action;
- (24) **“Notice of Motion”** means a written Motion provided by a Council Member to the City Clerk pursuant to section 9.2;
- (25) **“Point of Order”** means a point or query concerning procedure;
- (26) **“Point of Privilege”** means a point relating to:
 - (a) the rights of those in attendance at a Meeting collectively, including their safety, dignity, and ability to participate in a Meeting;
 - (b) the integrity of a Meeting; or
 - (c) the rights, reputation and conduct of a Member;
- (27) **“Public Hearing”** means a public hearing held pursuant to Division 3 of Part 14 of the Act
- (28) **“Public Notice”** means public notice provided in accordance with section 94 of the Charter;
- (29) **“Public Notice Places”** means the notice board in the main entrance foyer of City Hall and the City of Delta Website;

- (30) **“Question”** means the subject matter of a Motion;
- (31) **“Quorum”** means the number of Council Members who constitute a quorum under section 129 of the Charter;
- (32) **“Regular Council Meeting”** means a Council Meeting held under Part 12, other than a Committee of the Whole;
- (33) **“Select Committee”** means a committee established by Council pursuant to section 142 of the Charter;
- (34) **“Special Council Meeting”** means a Council Meeting held under Part 14;
- (35) **“Special Council Meeting Notice”** has the meaning ascribed to it by section 14.5; and
- (36) **“Standing Committee”** means a committee established by the Mayor pursuant to section 141 of the Charter

2.3 Words that are not defined in this Bylaw have the meanings ascribed to them in the Act or the Charter, as applicable.

Reference

- 2.4 A procedural matter not addressed by the Act, the Charter or this Bylaw must be addressed in accordance with the most recent edition of Robert's Rules of Order to the extent that those rules are:
- (1) applicable in the circumstances; and
 - (2) consistent with the Act, the Charter and this Bylaw.

Severability

- 2.5 If any part, section, sub-section, clause or sub-clause of this Bylaw is, for any reason, held to be invalid by the decision of a court of competent jurisdiction, it must be severed and the validity of the remaining provisions of this Bylaw must not be affected.

Paramountcy

- 2.6 To the extent of any inconsistency between the provisions of this Bylaw and the provisions of the Act or the Charter, the provisions of the Act and the Charter prevail.

PART 3: PRESIDING OFFICER

Mayor Shall be Presiding Officer

3.1 The Mayor shall be the Presiding Officer of the Council

Acting Mayor

3.2 In accordance with section 130 of the Charter, Council must appoint by resolution a member responsible for acting in the place of the Mayor when the Mayor is

- (1) Absent or otherwise unable to act, or
- (2) When the office of the mayor is vacant

3.3 During the absence of the Mayor, the Acting Mayor has the same powers and duties as the Mayor in relation to the applicable matter.

3.4 In the event that the Council Member designated under section 3.4 is not able to act in the place of the Mayor, Council shall designate another Acting Mayor by resolution.

PART 4: PRESIDING OFFICER

Appointment of Presiding Officer

4.1 The Presiding Officer of each Council Meeting is:

- (1) the Mayor,
- (2) in the Mayor's absence, the Acting Mayor, or
- (3) in the Mayor and Acting Mayor's absence, the Council Member chosen by Council, as its first item of business after roll call, to serve as the Presiding Officer for that Council Meeting,

except that if the Mayor or Acting Mayor (in the Mayor's absence) joins a Council Meeting in progress, the Mayor or Acting Mayor (in the Mayor's absence) shall act as Presiding Officer for the remainder of that Council Meeting.

Responsibilities of Presiding Officer

4.2 At each Council Meeting, the Presiding Officer shall, as needed:

- (1) maintain order and preserve decorum;
- (2) call a Council Member to order;
- (3) rule on each Point of Order and Point of Privilege;
- (4) rule on which Council Member has a right to speak;

- (5) rule on whether or not a Motion or amendment to Motion is out of order; and
- (6) fulfill any other responsibilities assigned to the Chair under this Bylaw or by Council.

4.3 Appeal from decision of Presiding Officer

- (1) On appeal by a member from a decision of the Presiding Officer, the question as to whether the Presiding Officer is to be sustained must be immediately put by the Presiding Officer and decided without debate;
- (2) The Presiding Officer must be governed by the vote of the majority of the other members present;
- (3) If the votes are equal, the ruling of the Presiding Officer will be sustained;
- (4) If the Presiding Officer refuses to put the question under subsection (1), the Council must immediately appoint a member to preside temporarily. The presiding member must proceed in accordance with subsection (1), and a resolution or motion carried under subsection is as binding as if carried under subsection (1).

PART 5: MEETINGS OF COUNCIL

Inaugural Meeting

- 5.1 The first Regular Council Meeting (the “**Inaugural Council Meeting**”) shall be scheduled by the City Clerk and must be held on the first Monday in November following a general local election, unless a Quorum of Council has not taken office by that date, in which case the Inaugural Council Meeting must be held as soon as reasonably possible after a Quorum of Council has taken office.

Date, Time & Place

- 5.2 After the Inaugural Council Meeting, Regular Council Meetings shall:
 - (1) be held on the first and third Monday of each month, where practicable, unless the City Clerk determines there are insufficient agenda items to hold a Council Meeting or the Monday falls on a statutory holiday, in which cases, a Council Meeting shall not be held that week;
 - (2) be held at City Hall, 4500 Clarence Taylor Crescent, Delta or North Delta Theatre for the Arts, 11425 84 Avenue;
 - (3) commence at 7:00 pm on the day scheduled for the Regular Council Meeting;

- (4) be adjourned at 10:00 pm on the day scheduled for the Regular Council Meeting unless Council resolves to proceed beyond that time in accordance with section 13.22(2); and

Notice of Meetings

- 5.3 The City Clerk shall, by January 1st of each calendar year:
 - (1) post a schedule of the date, time and place of Regular Council Meetings for that calendar year in the Public Notice Places; and
 - (2) give notice of the availability of the schedule in accordance with section 94 of the Charter.
- 5.4
 - (1) Give notice at least 72 hours before a Regular Meeting of Council by way of a notice posted in the Public Notice Places
 - (2) At least 24 hours before a Regular Meeting of Council, give further notice by posting a copy of the agenda in the Public Notice Places and make copies of the agenda available to members of the public at the Office of the City Clerk.

Cancellation, Change of Time, Date, Location of Meetings

- 5.5 In consultation with the Mayor or City Manager, the City Clerk shall, as soon as reasonably possible post any revisions made to the schedule (e.g., time, date, location), including revisions made due to cancellation of one or more Regular Council Meetings in the Public Notice Places.

Electronic Meeting

- 5.6 A Regular Meeting, Closed Meeting, Special Meeting, Public Hearing and Council Committee meeting may be conducted by electronic or other communication facilities.
- 5.7 Electronic meetings are meetings where **all** participating members of Council or a Council Committee participate by electronic or other communication facilities.
- 5.8 Electronic meetings may be conducted by means of electronic or other communication facilities if such facilities enable the participants to hear, or watch and hear, except for any part of the meeting that is closed to the public.
- 5.9 The City Clerk shall provide the public the opportunity to hear, or watch and hear meetings held electronically.
- 5.10 The City Clerk shall provide a place for the public to attend to hear or watch and hear the proceedings of open meetings held electronically.
- 5.11 The City Clerk shall give public notice of a meeting to be conducted by electronic means at the Public Notice Place and on the City's website that the public may attend

at a specified location to hear, or watch and hear, that part of the Regular Council Meeting that is open to the public.

Council Participation by Electronic Means

- 5.12 A Council Member who is unable to participate in a regular meeting of Council, Special Council Meeting, Council Committee, Committee of the Whole or Public Hearing in person, may participate in the meeting or Public Hearing by electronic means and is deemed to be present at the meeting or Public Hearing, as long as they are able to hear or see and hear all participants during the meeting.
- 5.13 A Council Member who intends to participate in a Regular Council Meeting, Special Council Meeting or Committee Meeting by electronic or other communication facilities shall give the City Clerk notice of this intention at least 24 hours prior to the Regular Council Meeting or Special Council Meeting or Committee Meeting.
- 5.14 Council Members shall advise the Chair when they join the Meeting and when they leave the Meeting.
- 5.15 If part of a Meeting is closed to the public, each Member shall ensure no person other than themselves or a person authorized under section 91 of the Charter is able to hear, or watch and hear, that part of the Regular Council Meeting.
- 5.16 The Chair shall when requested, repeat the results of each vote, including the names of Council Members voting in favour and opposition, immediately following each vote.

Electronic Regular Council Meetings

- 5.17 As directed by the Mayor, a Regular Council Meeting may be conducted by electronic or other communication facilities.
- 5.18 The City Clerk must give notice in the manner described in section 127 (2) and (3) of the Charter of a Regular Council Meeting or Special Council Meeting that is to be conducted by electronic or other communication facilities, and that notice must include the way in which the meeting is to be conducted by means of electronic or other communication facilities and the place, selected by the City Clerk, where the public may attend to hear, or watch and hear, the proceedings that are open to the public.
- 5.19 Where a Regular Council Meeting is conducted by electronic or other communication facilities, the facilities must:
 - (1) enable the meeting's participants to hear, or watch and hear, the meeting,
 - (2) except for any part of the meeting that is closed to the public, enable the public to hear, or watch and hear, the meeting, and

- (3) except for any part of the meeting that is closed to the public, enable the public to hear, or watch and hear, the meeting at the specified place, and a designated municipal officer must be in attendance at the specified place.

Electronic Special Council Meetings

- 5.20 As directed by the Mayor, a Special Council Meeting may be conducted by electronic or other communication facilities.
- 5.21 The City Clerk must give notice in the manner described in section 127 (2) and (3) of the Charter of a Special Council Meeting that is to be conducted by electronic or other communication facilities, and that notice must include the way in which the meeting is to be conducted by means of electronic or other communication facilities and the place, selected by the City Clerk, where the public may attend to hear, or watch and hear, the proceedings that are open to the public.
- 5.22 Where a Special Council Meeting is conducted by electronic or other communication facilities, the facilities must:
 - (1) enable the meeting's participants to hear, or watch and hear, the meeting, and
 - (2) except for any part of the meeting that is closed to the public, enable the public to hear, or watch and hear, the meeting at the specified place, and a designated municipal officer must be in attendance at the specified place.

Electronic Council Committee Meetings

- 5.23 As directed by the chair or acting chair of a Council Committee, a Council Committee meeting may be conducted by electronic or other communication facilities.
- 5.24 The City Clerk must give at least 24 hours notice of a Council Committee meeting that is to be conducted by electronic or other communication facilities by posting that notice on the City's website and the notice must include the date, time and place of the meeting and a description of the way, selected by the City Clerk, in which the meeting is to be conducted by electronic or other communication facilities.
- 5.25 Where a Council Committee meeting is conducted by electronic or other communication facilities, the facilities must enable the meetings participants to hear, or watch and hear the meeting and, except of any part of the meeting that is closed to the public, must enable the public to hear, or watch and hear, the meeting.

Electronic Public Hearings

- 5.26 As directed by Council, a Public Hearing may be conducted by electronic or other communication facilities.
- 5.27 Where a Public Hearing is to be conducted by electronic or other communication facilities, the notice of the public hearing under section 466 of the Local Government

Act must include the way, selected by the City Clerk, in which the hearing is to be conducted by electronic or other communication facilities

Electronic Participation by Members in Meetings or Public Hearings

- 5.28 Subject to sections 5.31 and 5.32, a Council Member or Council Committee member who is unable to attend in person at a Regular Council Meeting, Special Council Meeting, Public Hearing or Council Committee meeting may participate in the meeting or Public Hearing by the electronic or other communication facilities identified by the City Clerk under section 5.30.
- 5.29 A Council Member or Committee Member who wishes to participate in a Regular Council Meeting, Special Council Meeting, Public Hearing or Council Committee meeting by means of electronic or other communication facilities must give at least 24 hours' advance notice to the City Clerk of the member's intention to participate in that way.
- 5.30 Upon receipt of a notice under section 5.29, the City Clerk shall advise the member who gave the notice as soon as it is reasonably practical of the way in which the member may participate in the meeting or Public Hearing by the electronic or other communication facilities selected by the City Clerk.
- 5.31 A Council Member or Council Committee Member may only participate in a Regular Council Meeting, Special Council Meeting, Public Hearing or Council Committee Meeting by means of electronic or other communication facilities during the time, if any, in which the electronic or other communication facilities that are being used, or are intended to be used, as the means of facilitating that participation
- (1) enable the meeting's participants to hear, or watch and hear, the participation of the member, and
 - (1) except for any part of the meeting that is closed to the public, enable the public to hear, or watch and hear, the participation of the member.;
- 5.32 For certainty, if the electronic or other communication facilities that are being used, or that are intended to be used, to facilitate a member's participation by those facilities fail for any reason to enable the meeting's participants to hear, or watch and hear, the participation of the member, or, except of any part of the meeting that is closed to the public, to enable the public to hear, or watch and hear the participation of the member, the member is deemed during the period of that failure to be absent from the meeting and the meeting may continue in their absence.

Electronic Participation of Person Scheduled to Participate in a Regular Council Meeting, Special Council Meeting or Council Committee Meeting

- 5.33 Subject to sections 5.36 and 5.37, a person who is scheduled to address Council at a Regular Council Meeting or Special Council Meeting or to address a Council Committee

at a Council Committee meeting may participate in the meeting by means of the electronic or other communication facilities identified by the City Clerk under section 5.35.

- 5.34 A person who wishes to participate in a Regular Council Meeting, Special Council Meeting, Council Committee meeting must give at least 24 hours' advance notice to the City Clerk of person's intention to participate in that way and that notice must include an email address or telephone number by which the City Clerk may identify the electronic or other communication facilities selected by the City Clerk as the way in which the person may participate in the meeting and by which the City Clerk may provide instructions, if any, regarding the use of those facilities.
- 5.35 Upon receipt of a notice under section 5.34, the City Clerk shall make reasonable efforts in advance of the meeting to notify the person who gave the notice, by means of the email address or telephone number provided or any by other means the City Clerk considers appropriate, of the electronic or other communication facilities by which that person may participate in the meeting and of the instructions, if any, concerning the person's use of those facilities.
- 5.36 A person may only participate in a Regular Council Meeting, Special Council Meeting or Council Committee meeting by electronic or other communication facilities during the time, if any, in which the electronic or other communication facilities selected by the City Clerk as the means of facilitating that participation,
- (1) enable the meeting's participants to hear, or watch and hear, the participation of the person, and
 - (2) except for any part of the meeting that is closed to the public, enable the public to hear, or watch and hear, the participation of the person.
- 5.37 Without limiting section 5.36, if the electronic or other communication facilities that are being used, or that are intended to be used, to facilitate the person's participation by those facilities fail for any reason
- (1) to enable the meeting's participants to hear, or watch and hear, the participation of the person at the time at which they are called upon to participate at the meeting, or
 - (2) except for any part of the meeting that is closed to the public, to enable the public to hear, or watch and hear the participation of the person at the time at which the person is called upon to participate
- 5.38 the person is deemed to be absent from the meeting during that time and the chair shall have no obligation to permit the person's participation by electronic or other communication facilities at a later time even if the electronic or other communications facilities are restored, although if those facilities are later restored, the chair may, in the chair's sole and unfettered discretion, elect to allow the person to do so.

Electronic Public Participation in Public Hearing

- 5.39 Subject to section 5.41, person who is entitled to be heard at a Public Hearing that is being held as an in-person meeting may make representations at the hearing by means of electronic or other communication facilities.
- 5.40 A person wishing to be heard at a Public Hearing by means of electronic or other communication facilities must register with the City to do so at least 24 hours in advance of the Public Hearing by filling out and returning a form provided for that purpose on the City's website or provided to the person for that purpose City at City Hall.
- 5.41 If the electronic or other communication facilities that are being used, or that are intended to be used, to facilitate a person's participation by those facilities at a Public Hearing fail for any reason to enable the persons in attendance at the Public Hearing, or scheduled to participate by electronic or other communication facilities, to hear, or watch and hear, the representations of a person participating by electronic or other communication facilities at the time at which that person is called upon to be heard, the person is deemed to be absent from the Public Hearing and is not entitled to be heard at it by means of electronic or other communications facilities even if the electronic or other communications facilities intended for that purpose are later restored, although if the facilities are so restored, the chair or the delegate conducting the hearing may, in their unfettered discretion, elect to allow the person to be heard at a time other than the time the person was first called upon to be heard

PART 6: RULES OF CONDUCT**General Rules of Conduct**

- 6.1 During a meeting of Council or Public Hearing, a person and a Council Member must:
- (1) address a Council Member by their title of Mayor, Acting Mayor or Councillor;
 - (2) not engage in bullying or harassing behaviour in respect of a Council Member, Government Official or a City Employee and, for certainty, a person and a Council Member must not:
 - (a) question the motives of a Council Member, Government Official or City employee;
 - (b) express a negative opinion about the personality or character of a Council Member, Government Official or City employee;
 - (c) speak disrespectfully about a Council Member, a Government Official or a City employee; or

- (d) speak or act aggressively towards a Council Member, a Government Official or a City employee;
- (3) not use rude or offensive language or engage in rude or offensive conduct;
- (4) not disrupt or unnecessarily delay the conduct of business at the Council Meeting;
- (5) not speak on electronic communication devices when a person or Council Member is speaking, except in the case of emergencies;
- (6) if called to order by the Chair, cease speaking;
- (7) adhere to the provisions of this Bylaw; and
- (8) adhere to the rulings of the Chair and decisions of the Council made pursuant to this Bylaw.

Special Rules of Conduct for Council Members

6.2 During a Council Meeting a Council Member must, in addition to complying with the General Rules of Conduct set out in section 6.1:

- (1) not interrupt a person or Council Member who is speaking, except to raise a Point of Order or Point of Privilege or to request a statement of the rule that applies to a Point of Order or Point of Privilege;
- (2) speak more than once in connection with the same matter only:
 - (a) with the Chair's permission; or
 - (b) if the Council Member is explaining a material part of a previous speech without introducing a new matter; and
- (3) not speak about:
 - (a) a matter which is not being debated, except to raise a Point of Order or Point of Privilege;
 - (b) a vote of Council, except for the purpose of moving that such vote be reconsidered or rescinded;
 - (c) any record held in confidence by the City unless specifically authorized to do so by Council; and
 - (d) any information considered in a Council Meeting closed to the public unless specifically authorized to do so by Council.

6.3 If a Council Member is of the opinion that another Council Member or person has contravened section 6.1 or 6.2

- (1) The first Council Member must state on the record how the second Council Member or person has contravened section 6.1 or 6.2; and

- (2) The Chair must rule on if the second Council Member or person that has contravened section 6.1 or 6.2
- 6.4 If the Chair decides that the second Council Member or person has contravened section 6.1 or 6.2, the Chair may:
 - (1) Permit the Council Member or person to apologize immediately to Council for the conduct; or
 - (2) Order the Council Member or person to leave the Council Meeting immediately.
- 6.5 If a Council Member or person does not voluntarily comply with an order pursuant to section 6.4(2), that Council Member or public may be removed from the Council Meeting by a peace officer at the Chair's direction.

PART 7: POINTS OF ORDER

Decision on Point of Order

- 7.1 A Council Member may raise a Point of Order at any time, whereupon the Chair must:
 - (1) interrupt the matter currently under consideration on the agenda;
 - (2) interrupt any Council Member who was speaking at the time the Point of Order is raised, until it has been ruled on;
 - (3) ask the Council Member raising the Point of Order to state the substance of and the basis for the Point of Order; and
 - (4) decide the Point of Order and state the authority for the ruling from this Bylaw or other rule of order applicable to the Point of Order.

Appeal of Decision on Point of Order

- 7.2 A Council Member who is dissatisfied with a decision of the Chair pursuant to section 7.1 has the right to appeal such a decision at which time:
 - (1) the Chair shall immediately ask "shall the ruling of the Chair be sustained?" and the Question must be decided without debate;
 - (2) the Chair must not vote on the Question; and
 - (3) the Motion passes in the affirmative if the votes are equal, or if a majority of Council Members present vote in the affirmative.
- 7.3 Where Council has voted not to sustain the Chair, the decision of the Chair is negated and the business of Council must proceed as if his or her decision had never been made.

PART 8: POINTS OF PRIVILEGE

Decision on Point of Privilege

- 8.1 A Council Member may raise a Point of Privilege at any time, whereupon the Chair must:
- (1) interrupt a matter currently under consideration on the agenda;
 - (2) interrupt any Council Member who had been speaking at the time the Point of Privilege is raised, until it has been ruled on;
 - (3) ask the Council Member raising the Point of Privilege to state the substance of and the basis for the Point of Privilege; and
 - (4) order any actions necessary to address the Point of Privilege.

PART 9: MOTIONS

Chair and Motions

- 9.1 The Chair may speak to any Motion.

Notice of Motion

- 9.2 Council may not proceed with any Notice of Motion on the agenda in the absence of the Council Member at whose request the item was placed on the agenda unless:
- (1) the written consent of the absent Council Member is presented to the Chair; or
 - (2) Council resolves to proceed with the Notice of Motion despite the absence of the Council Member.

Resolutions

- 9.35 Council actions must be dealt with by voting on a Motion put forth by a Council Member and seconded by another Council Member.

Withdrawal of Motion

- 9.4 A Motion may be withdrawn by the mover of a Motion, with the consent of all Council Members present.
- 9.5 A Motion may not be withdrawn after it has been voted on by Council.

Inadmissible Motions

- 9.6 If the Chair considers that a Motion is contrary to law (including this Bylaw), the Chair must inform Council at once and refuse to permit debate on the Motion and refuse to put the Question to a vote.
- 9.7 If the Chair considers that a Motion may be contrary to law, the Chair may refer the motion to staff or to legal counsel for further consideration.
- 9.8 The Chair must immediately give reasons for any refusal made pursuant to section 8.8.

Recording of Motions

- 9.9 The City Clerk must record in the minutes the text of every Motion that is duly moved and seconded.

Reading of Motions

- 9.10 After a Motion has been made by a Council Member and seconded by another Council Member and recorded by the City Clerk, the City Clerk, if so requested by a Council Member, must read the Motion aloud before the Motion is debated or put to a vote by the Chair.

Order of Precedence of Motions

- 9.11 When a Motion is on the floor and before the Question has been called, only the following Motions are permitted, in the following order of precedence:
- (1) a Motion to amend;
 - (2) a Motion to refer; and
 - (2) a Motion to defer.

Motions to Refer

- 9.12 A Council Member may propose a Motion to refer either:
- (1) a matter that is on the agenda of a Council Meeting, but on which a Motion has not yet been made; or
 - (2) a Motion that is on the floor.
- 9.13 Upon a Motion to refer being seconded, such Motion:
- (1) is debatable, but only as to the merits of the referral;
 - (2) may not be deferred; and

- (3) applies to an amendment or an original Motion.
- 9.14 Where a Motion to refer has been adopted that refers an original Motion that has been amended, the referral applies to the original Motion, as amended.
- 9.15 Before the Question is called on a referral Motion, any Council Member may give direction on such Motion on matters that the Council Member feels should be investigated further before the matter is presented to Council again.

Motion to Defer

- 9.16 A Council Member may propose a Motion to defer a Motion that is on the floor either:
 - (1) to a later time during the same Council Meeting and in such Motion must specify when in the order of business, or after which circumstances, the Motion must be dealt with; or
 - (2) to another Council Meeting and in such Motion, may specify:
 - (a) the date of the Council Meeting at which the deferred Motion is to be considered;
 - (b) any conditions that must be fulfilled in order for the deferred Motion to be considered further; or
 - (c) both (a) and (b).
- 9.17 A Motion to defer is debatable, but only as to the merits of deferral.

Motions to Amend

- 9.18 A Council Member, other than the mover of a Motion, may propose an amendment to a Motion.
- 9.19 A proposed amendment must be disposed of before any subsequent amendments are proposed.
- 9.20 When an amendment to a Motion has been moved and seconded, debate is limited to the amendment only.
- 9.21 If the amendment is defeated, debate may continue on the original Motion, and if no further amendments are proposed, the Chair must call the Question on the original Motion.
- 9.22 If the amendment is adopted and no further amendments are proposed, the Chair must then call the Question on the original Motion, as amended.

Sub-Amendments

- 9.23 A Council Member may propose a sub-amendment to an amendment.

- 9.24 A Council Member may not propose a sub-amendment to a sub-amendment.
- 9.25 The Chair must call the Question on a Motion that has been amended, in the following order:
- (1) a sub-amendment, if any;
 - (2) the amendment to the original Motion;
 - (3) the original Motion, as amended, if applicable.

Scope of Amendments

- 9.26 The amendments permitted by sections 8.20 through 8.27 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 Chair, negate the intent of the original Motion.
- 9.27 If any Council Member, by Point of Order, states that a proposed amendment to a Motion would negate the intent of that Motion, the Chair must at once rule whether that would be the case.
- 9.28 A ruling made pursuant to section 8.29 may be appealed to Council as if the ruling were a Point of Order [see sections 6.2 and 6.3].

Division of Motions

- 9.29 If requested by any Council Member, the Question on a Motion that 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.
- 9.30 Where a Motion does not contain clearly identified parts, sections or clauses, and where in the opinion of the Chair it is not possible to separate such Motion into clearly identified components, the Motion must be called as one Question.
- 9.31 Sections 9.31 and 9.32 apply whether or not such Motion has been the subject of amendments.

Reconsideration, Amendment or Rescission Requested by Council Member

- 9.32 A Council Member who voted on the prevailing side may bring a Motion that Council reconsider and vote again on a resolution that was the subject of a vote provided that:
- (1) the Motion is brought at the same Council Meeting as the vote took place or at a Council Meeting held within 30 days after the Council Meeting where the vote took place,

- (2) the resolution did not receive approval of the electors or assent of the electors and subsequent adoption by Council, and
 - (3) the resolution has not been acted upon irreversibly by:
 - (a) a City officer, employee or agent, or
 - (b) a third party who reasonably relied on the resolution.
- 9.33 If a Motion to reconsider, amend or rescind a resolution is defeated twice within three months, the same or substantially the same Motion may not be brought before Council for at least six months, unless Council permits this by unanimous resolution.

PART 10: VOTING

General Voting Rules

- 10.1 Unless otherwise provided, a Motion on a bylaw or resolution, or on any other Question before Council, is decided by a majority of Council Members present at the Council Meeting.
- 10.2 Each Council Member has one vote on any Question.
- 10.3 Each Council Member present at the time of a vote must vote on the matter.
- 10.4 No Council Member may leave a Council Meeting once a vote on a matter has been called.
- 10.5 If a Council Member does not indicate how he or she votes, the Council Member is deemed to have voted in the affirmative.
- 10.6 If the votes of the Council Members present at a Council Meeting at the time of the vote are equal for and against a Motion, the Motion is defeated, except as otherwise provided in this Bylaw.

Question to be put to a Vote after Debate

- 10.7 The Chair must put every Question to a vote immediately after debate on that Question is closed.

Recording of Votes

- 10.8 If a Council Member calls for a recorded vote, the City Clerk must record in the minutes of a Council Meeting the name of every Council Member who voted on a Motion, and whether they voted in favour of, or against, the Motion.

PART 11: BYLAWS

Introduction of Bylaws

- 11.1 A bylaw may only be introduced at a Council Meeting if:
- (1) a copy of the bylaw was sent to each Council Member at least 24 hours before the Council Meeting; or
 - (2) Council Members present at the meeting unanimously agree to waive the requirement set out in subsection(1).
- 11.2 A bylaw introduced at a Council Meeting must:
- (1) have a distinguishing name and number;
 - (2) contain an introductory statement of purpose; and
 - (3) be divided into sections.

Readings of Bylaws

- 11.4 The Chair may:
- (1) ask the City Clerk to read a synopsis of a bylaw or group of bylaws; and then
 - (2) request that a Motion that the bylaw or group of bylaws be read.
- 11.5 A bylaw may be read by stating its title, name, number and purpose.
- 11.6 Subject to the Act and the Charter, a bylaw may be given up to three readings at one Council Meeting.
- 11.7 Each reading of an official community plan bylaw must receive an affirmative vote of a majority of all Council Members.
- 11.8 Each reading of a bylaw must receive an affirmative vote of a majority of Council Members present at the Council Meeting during which the reading takes place.
- 11.9 Council may, by resolution, rescind 2nd or 3rd reading of a bylaw and then give the bylaw that reading, with or without amendment.
- 11.11 After a public hearing on a bylaw, Council may not amend the bylaw to:
- (1) alter the use,
 - (2) increase the density, or
 - (3) without the owner's consent, decrease the density,
- of any area from that originally specified in the bylaw [see section 894(1)(b) of the Act].

Abandonment of Bylaws

- 11.12 A bylaw that fails to receive a mover and seconder at any reading or at adoption, and which has not been the subject of a Motion or Council resolution for 2 years,
- (1) is deemed to have been abandoned, and
 - (2) may be removed from the City's bylaw registry by the City Clerk.

Adoption of Bylaws

- 11.13 An official community plan bylaw, a zoning bylaw or an early termination of land use contract bylaw may be adopted at the same Council Meeting at which that bylaw receives third reading. There must be at least one day between the third reading and the adoption of any other bylaw.
- 11.14 If the Charter or another enactment requires that a bylaw receive:
- (1) approval of the Lieutenant Governor in Council, a minister or the inspector, or
 - (2) approval of the electors or assent of the electors,
- the approval or assent must be obtained after the bylaw has been given third reading and before it is adopted.
- 11.15 If a bylaw is subject to both requirements referred to in section 11.14, the approval referred to in section 11.14(1) must be obtained before the bylaw is submitted for the approval or assent referred to in section 11.14(2).
- 11.16 Once a bylaw is adopted:
- (1) the City Clerk must set out the following information on the last page of the bylaw;
 - (a) the dates of its reading;
 - (b) the date of its adoption;
 - (c) where required, the date upon which provincial approval was granted; and
 - (d) where required, the date upon which assent of the electors was received;
 - (2) the Chair and the City Clerk must sign the bylaw;
 - (3) the City Clerk must affix the City's corporate seal to the bylaw; and
 - (4) the City Clerk must place the bylaw in the City's records for safekeeping.

When a Bylaw Comes Into Force

- 11.17 A bylaw comes into force on the later of:

- (1) the date it is adopted by Council; or
- (2) the date specified in the bylaw.

Consolidation of Bylaws

- 11.18 The City Clerk is authorized to consolidate one or more of the bylaws of the municipality
- 11.19 In consolidating a bylaw, the City Clerk must
- (a) Incorporate in it all amendments that have been made to the bylaw, and
 - (b) Omit any provision that has been repealed or that has expired.
- 11.20 A printed document purporting
- (a) To be a copy of a bylaw consolidated under this section, and
 - (b) To be printed by authority of the City Clerk
- Is proof, in the absence of evidence to the contrary, of the original bylaw, of all bylaws amending it and of the fact of adoption of the original and all amending bylaws.

PART 12: AGENDA

- 12.1 Prior to each Regular Council Meeting, the City Clerk shall prepare an agenda for the Regular Council Meeting that lists and briefly summarizes the matters to be considered at the Regular Council Meeting.
- 12.2 The agenda for each Regular Council Meeting will contain the following headings if applicable and listed in an order deemed appropriate by the City Clerk:

Indigenous Land Acknowledgement;
Agenda Endorsement;
Public Hearing;
Delegations/Presentations;
Adoption of Minutes;
Items Arising from In Camera Meeting;
Unfinished Business/Verbal Updates;
Bylaws;
 Bylaws for final adoption
 Bylaws for third reading and final adoption;
 Bylaws for first and second reading and referral to Public Hearing;
 Bylaws for first and second reading and Public Hearing waived;
 Bylaws for first, second and third readings;
Reports;
 Council Committee Reports;
 Consent Reports;

Administrative Reports;
 Motions on Notice;
 Correspondence;
 Notice of Motions;
 Council Inquiries, Other Matters and New Business;
 Notice of Closed Meeting;
 Termination

The City Clerk may vary the actual Order of Business depending on the needs of the specific meeting, or the Order of Business may be varied by Council Resolution.

- 12.3 The City Clerk will only include items on a Regular Council Meeting Agenda, including Notice of Motions, that are lawful, related to the City's business and respectful of Council Members, Government Officials and City employees.
- 12.4 At least 24 hours prior to the scheduled time of a Regular Council Meeting, the City Clerk shall:
- (1) deliver the Regular Council Meeting agenda to each Member's Address; and
 - (2) post the Regular Council Meeting agenda at the Public Notice Places.

Quorum

- 12.5 If no Quorum is present within 15 minutes after a Regular Council Meeting is to begin, the City Clerk must:
- (1) record the names of the Council Members present, and those absent;
 - (2) adjourn the Regular Council Meeting until the next scheduled Regular Council Meeting; and
 - (3) place items on the agenda for the Regular Council Meeting adjourned, on the agenda for the next scheduled Regular Council Meeting.

Recess

- 12.6 At any time while a Council Meeting is in progress, the Chair may call a recess for a specified period of time.

Order of Proceedings

- 12.7 Council shall deal with items on the agenda for each Regular Council Meeting in the order listed on the agenda for that Regular Council Meeting unless:
- (1) the Chair orders that the items be dealt with in an alternative order and clearly specifies that alternative order; or

- (2) Council adopts a resolution that the items be dealt with in an alternative order and clearly specifies that alternative order.

Adoption of Minutes

- 12.8 At the commencement of each Regular Council Meeting, Council shall adopt the minutes of the previous Regular Council Meeting, and of any previous Special Council Meeting, either as circulated with the agenda or as amended by Council.

Consent Agenda Items

- 12.9 On a Regular Meeting Agenda, non-controversial, routine items which do not require discussion or debate may be grouped together under the Consent Agenda and dealt with under one resolution of Council.
- 12.10 The City Clerk shall read aloud the items on the Consent Agenda and thereafter any Council Member may request that an item included on the Consent Agenda be removed and dealt with separately following adoption of the items.
- 12.11 After requests made pursuant to section 12.15 have concluded, Council shall adopt a resolution: "That the recommendations be adopted by consent"
- 12.12 The City Clerk shall read aloud the item removed from the consent agenda and identify the Council Member who requested the item be removed.

PART 13: COMMITTEE OF THE WHOLE

- 13.1 A "Committee of the Whole" is a session of Council during which delegations from organizations and/or other members of the public are provided the opportunity to make representation to Council regarding a specified topic. The meeting also provides a more informal venue for discussion of items requiring a more open exchange between either staff and/or delegations and members of Council.
- 13.2 Council may at any Regular Meeting, for which notice has been given that Council will sit as Committee of the Whole, resolve to endorse the Agenda of the Committee of the Whole and to then sit as Committee of the Whole.
- 13.3 Topics to be considered by the Committee of the Whole may be identified by Council, staff or requested by an external organization and approved by the Mayor.
- 13.4 An external organization wishing to appear before Council to discuss a specific topic must send a written request to the City Clerk. All such requests are subject to prior approval of the Mayor.

- 13.5 Appearances before Committee of the Whole may be rescheduled due to the size of the Agenda and/or priorities. The tentative date and final date, once confirmed, will be communicated to the delegate(s) by the City Clerk. Delegates are permitted up to ten minutes for their presentations. Additional time is provided for questions from Council.
- 13.6 The rules of procedure and order which govern Regular Meetings of Council shall govern the actions of the Committee of the Whole except that the number of times a member may speak is not limited.
- 13.7 A motion put forward during Committee of the Whole need not be seconded.
- 13.8 Once Council rises from Committee of the Whole, matters adopted by the Committee of the Whole must be considered by Council sitting in a Regular Meeting. No resolution of the Committee of the Whole is binding unless approved by Council sitting in a Regular Meeting. Council may adopt all of the resolutions of the Committee of the Whole in a single resolution.

Reports

- 13.9 During a Regular Council Meeting, a Member or a City officer or employee may report to Council on any subject(s) relevant to City business, provided the report is listed on the agenda for that Regular Council Meeting.

Delegations and Presentations

- 13.10 Delegations wishing to address Council may do so during:
- (1) A Regular Council Meeting, at which the delegation has been scheduled to appear, as approved by the Mayor.
 - (2) A Regular Council Meeting in which Council has resolved to meet as Committee of the Whole and at which the delegation has been scheduled to appear, as approved by the Mayor.
 - (3) A Public Hearing in order to make a presentation regarding a matter referred to the Public Hearing.

The City Clerk shall advise the Delegation of the date when they will be permitted to appear, which date will be chosen by the City Clerk

- 13.11 A Delegation must submit the following items to the City Clerk at least seven business days (not including holidays) prior to the Regular Council Meeting at which they will appear:
- (1) a copy of any presentation the Delegation intends to make to Council, and
 - (2) a copy of any written materials that the Delegation would like distributed to Council.

- 13.12 If materials provided pursuant to section 13.11 comply with the requirements of section 13.1, the City Clerk shall distribute those materials to Council as part of the agenda.
- 13.13 A Delegation that makes submissions to Council must:
- (1) state their name(s) and address(es) for the record;
 - (2) not speak for more than 10 minutes;
 - (3) not speak about any of the matters listed under Section 19.4.
 - (4) for certainty, comply with the General Rules of Conduct set out in section 6.1.
- 13.14 Council Members may ask clarification questions of a Delegation, and hear responses from the Delegation to those clarification questions, for up to 3 minutes each.

Council Enquiries

- 13.15 Council Members have the right to seek information about any matter before Council or related to the affairs of the City.
- 13.16 A Council Member's inquiry or question may be addressed to:
- (1) the Chair; or
 - (2) another Council Member through the Chair.
- 13.17 Inquiries or questions must not include opinion or argument.
- 13.18 Inquiries or questions unrelated to the matter currently under discussion or debate may only be raised as an item under "New Items of Business" on the Regular Council Meeting agenda.
- 13.19 The Chair may require that a Council Member's inquiry or question be put in writing.
- 13.20 If an inquiry or question is put in writing pursuant to section 13.19, the inquiry or question shall be provided to the City Clerk and responded to in writing at the next Regular Council Meeting as a report item, or as soon as practicable thereafter.

New Items of Business

- 13.21 An item of business not included in the agenda for a Regular Council Meeting may only be considered in that Regular Council Meeting if permitted by a unanimous vote of the Council Members present.

Adjournment

- 13.22 A Regular Council Meeting must be adjourned at 10:00 pm unless:
- (1) the Regular Council Meeting is adjourned at an earlier time ;

- (2) a unanimous vote of all Council Members present permits the Regular Council Meeting to be adjourned after 10:00 pm.

PART 14: SPECIAL COUNCIL MEETINGS

Calling a Special Council Meeting

- 14.1 The Mayor may call a Special Council Meeting at any time by sending a written notice of the date, time, place and nature (i.e. in-person or by means of electronic or other communication facilities) of the Special Council Meeting (a “**Special Council Meeting Notice**”) to all Council Members and to the City Clerk.
- 14.2 Two or more Council Members may, in writing, request that the Mayor call a Special Council Meeting.
- 14.3 Two or more Council Members may call a Special Council Meeting by sending a Special Council Meeting Notice to all Council Members and to the City Clerk if:
 - (1) within 24 hours after receiving a request pursuant to section 14.2, the Mayor has not made arrangements for a Special Council Meeting to be held within the next 7 days, or
 - (2) the Mayor and the Acting Mayor are absent or otherwise unable to call a Special Council Meeting.
 - (3) If a Special Meeting is called under section 14.3, the members calling the meeting must sign the notice under section 14.5.

Date, Time & Place

- 14.4 A Special Council Meeting must be held on the date, at the time and in the place specified in the Special Council Meeting Notice for that Special Council Meeting.

Notice

- 14.5 Unless a Special Council Meeting Notice is waived by unanimous vote of Council, the City Clerk shall, at least 24 hours prior to the scheduled time of a Special Council Meeting:
 - (1) post the Special Council Meeting Notice in the Public Notice Places; and
 - (2) deliver the Special Council Meeting Notice to each Member’s Address.
- 14.6 Prior to each Special Council Meeting, the City Clerk shall prepare an agenda for the Special Council Meeting which lists and briefly summarizes the matters to be considered at the Special Council Meeting.

- 14.7 Subject to section 14.8, items for inclusion on a Special Council Meeting agenda must be submitted to the City Clerk at least 48 hours prior to the scheduled time of the Special Council Meeting.
- 14.8 The City Clerk may include items submitted after the deadline described in section 14.7 on a Special Council Meeting agenda if, in the opinion of the City Clerk, there are compelling reasons to do so.
- 14.9 At least 24 hours prior to the scheduled time of a Special Council Meeting, the City Clerk shall:
- (1) deliver the Special Council Meeting agenda to each Member's Address; and
 - (2) post the Special Council Meeting agenda at the Public Notice Places.

PART 15: COMMITTEES

Establishment of Standing Committees

- 15.1 The Mayor may establish a standing committee in accordance with Section 141 of the Charter for any matter that the mayor believes would be better managed and regulated by means of such a committee.
- Matters are referred to the committee and then the committee reports back to Council with or without a recommendation.

Establishment of Select Committees

- 15.2 The Council may establish a select committee in accordance with Section 142 of the Charter to consider or inquire into any matter and to report its findings and opinions to the council.

Committee Authority

- 15.3 No action of any Council Committee, except where power to act is expressly delegated to the Council Committee by Council, shall be binding on the City, unless Council has approved such action.
- 15.4 A Council Committee may appoint one or more subcommittees to consider or enquire into any matter which falls within its terms of reference and report its finding back to the Council Committee

Reporting Procedures

- 15.5 All Council Committees shall report to the Council:
- (1) A proposed work program for presentation and approval by Council on an annual basis;
 - (2) On all matters referred to them by the Council;
 - (3) Where approval of Council is required for a specific action or initiative.
- 15.6 Council Committees shall report to Council through the Chair of that Council Committee.
- 15.7 Any sub-committees struck by a Council Committee shall report to Council through the Council Committee by which the subcommittee was established.
- 15.8 Minutes of Council Committee meetings shall be submitted to Council for information during a Regular Meeting (or Closed Meeting, in accordance with Section 12.13 of Council Procedure Bylaw 8330, 2023, as amended for information.

Council Committee Remuneration

- 15.9 Council Committee members will serve without remuneration, but will be reimbursed for “out-of-pocket” expenses incurred in performing their duties.
- 15.10 Council Committee member expenditures must be pre-authorized by the City Clerk.

PART 16: COMMITTEE MEETINGS**Date, Time & Place**

- 16.1 If a Chair or Vice Chair has not been appointed by Council, the City Clerk shall be responsible for calling the first meeting. The members of the Committee will elect a Chair and Vice Chair as the first item of business at the first meeting.
- 16.2 At its first meeting after its establishment, a Committee shall adopt a resolution setting out the date, time and place of its Meetings.
- 16.3 Committee Meetings must be held on a date, at a time and in a place, set out in the resolution adopted pursuant to section 16.2.
- 16.4 The Chair of a Committee may:
- (1) cancel a Committee Meeting; or
 - (2) call a Committee Meeting at a date and time, and in a place, not set out in the resolution adopted pursuant to section 16.2,
- provided the Chair gives each Committee Member 24 hours prior written notice of same.

Notice

- 16.4 The City Clerk shall, at least 24 hours prior to the scheduled time of a Committee Meeting:
- (1) post notice of the Committee Meeting in the Public Notice Places; and
 - (2) deliver notice of the Committee to each Member's Address.

Agenda

- 16.5 Prior to each Committee Meeting, the City Clerk shall prepare an agenda for the Committee Meeting which lists and briefly summarizes the matters to be considered at the Committee Meeting.
- 16.6 Subject to section 16.7, items for inclusion on a Committee Meeting agenda must be submitted to the City Clerk at least 72 hours prior to the scheduled time of the Committee Meeting.
- 16.7 The City Clerk may include items submitted after the deadline described in section 16.6 on a Committee Meeting agenda if, in the opinion of the City Clerk, there are compelling reasons to do so.
- 16.8 The City Clerk may include items submitted after the deadline described in section 16.6 on a Committee Meeting agenda if, in the opinion of the City Clerk, there are compelling reasons to do so.
- (1) deliver the Committee Meeting agenda to each Member's Address; and
 - (2) post the Committee Meeting agenda at the Public Notice Places.

Participation by Non-Council Members

- 16.9 A member of the public, or a Councillor who is not a Member of a Committee, may be invited by the Chair to speak to the Committee on a matter under consideration by the Committee.

PART 17: COMMISSIONS**Establishment**

- 17.1 Council may, by resolution:
- (1) establish and name a Commission to:
 - (a) operate services;

- (a) undertake operation and enforcement in relation to Council's exercise of its authority to regulate, prohibit and impose requirements; and
 - (a) manage property and licences held by the City;
- (2) appoint persons to a Commission;
- (3) rescind the appointment of a Member of a Commission and appoint another person in their place;
- (4) appoint one Member of a Commission as the Chair of that Commission; and
- (5) establish the terms of reference and budget for a Commission;
- (6) rescind the appointment of a Member of a Commission as the Chair of that Commission and appoint another Member as the Chair in their place.

PART 18: PUBLIC HEARINGS

- 18.1 Council must not adopt a community plan bylaw or zoning bylaw without holding a Public Hearing on the bylaw for the purpose of allowing the public to make representation to the Council respecting the proposed bylaw.
- 18.2 Council may waive the holding of a Public Hearing on a proposed zoning bylaw if an official community plan is in effect for the area that is subject to the bylaw and the proposed bylaw is consistent with the plan.
- 18.3 A Public Hearing will be held monthly in accordance with the schedule for the date and time of meetings adopted by Council prior to January 1st in each year.
- 18.4 A Public Hearing may be cancelled by the City Clerk, in consultation with the Mayor, where no reports have been submitted for that meeting.
- 18.5 A Public Hearing may be held at other locations when the scope warrants holding it in a larger location.
- 18.6 A Public Hearing may be adjourned and no further notice of the hearing is necessary if a time and place for the resumption of the hearing is stated to those present at the time that the hearing is adjourned.
- 18.7 When the presiding member considers that a reasonable opportunity has been provided for all who wished to make submissions and be heard, the presiding member may close the public hearing.

PART 19: TRANSPARENCY & ACCOUNTABILITY

Open Meetings

- 19.1 Every Meeting must be open to the public except that:

- (1) part of a Meeting may be closed to the public if the subject matter being considered relates to or is one of the matters described in section 90(1) of the Charter; and
 - (2) part of a Meeting must be closed to the public if the subject matter being considered relates to one or more of the matters described in section 90(2) of the Charter.
- 19.2 Before holding a Meeting or part of a Meeting that is closed to the public, the Council Members must state, by resolution passed in a Meeting that is open to the public:
 - (1) the fact that the Meeting is to be closed to the public; and
 - (2) the Charter provision pursuant to which the Meeting will be closed to the public.
- 19.3 Council shall not vote on the reading or adoption of a bylaw in a Council Meeting closed to the public.

Closed Meetings

- 19.4 Meetings which may or must be closed (In Camera Meetings)
 - (1) A part of a Council meeting or a Council Committee meeting may be closed to the public in accordance with section 90 (1) of the Charter.
 - (2) A part of a Council meeting or a Council Committee meeting to which section 90 (2) of the Charter applies must be closed to the public.
 - (3) Before a meeting or part of a meeting is closed to the public, the Council or Council Committee must state, by resolution:
 - (a) the fact that the meeting is to be closed; and
 - (b) the basis under the applicable subsection of section 90 of the Charter on which the meeting or part of the meeting is to be closed.
- 19.5 Council shall not vote on the reading or adoption of a bylaw in a Council Meeting closed to the public.

Electronic Transmission of Meetings

- 19.6 Meetings open to the public will, where practical:
 - (1) be live broadcast on the City Website; and
 - (2) be archived on the City Website for later viewing.

Use of Audio and Video Recording Devices

- 19.7 Any person may use or operate devices to record audio and/or video at an open Council or committee meeting, provided that:

- (1) No recording device may emit an audible sound, so as to disturb or distract any person in the meeting room;
- (2) No photography or video recording device may emit a flash or other artificial light, except when meeting business has been temporarily stopped for official presentations or recognition ceremonies;
- (3) No person may use a recording device in such a way that blocks or interferes with the ability of another person to view the meeting proceedings
- (4) All members of the public or media who desire to use shoulder-mounted or tripod-mounted recording devices must do so in an area designated by the City Clerk.

Minutes

19.8 The minutes of every Meeting must:

- (1) be legibly recorded;
- (3) be signed and certified as accurate and complete by the City Clerk; and
Be signed by the Mayor or other member presiding at the meeting or at the meeting at which the minutes were adopted
- (4) be made available for public inspection at City Hall during its regular office hours.

19.9 Subsection 19.8(4) does not apply to minutes of a Council meeting or that part of a meeting, which was closed to the public in accordance with the Charter.

PART 20: CORRESPONDENCE, QUESTIONS AND PETITIONS FOR COUNCIL

Correspondence

20.1 Correspondence intended for Council must be:

- (1) legible and coherent;
- (2) signed by, or identified as being from, at least one person who provides a name and mailing address;
- (3) not libelous, impertinent or improper; and
- (4) sent to the e-mail, fax number or postal address specified for the City Clerk on the City Website.

If correspondence intended for Council meets the requirements of section 20.1, the City Clerk shall circulate the correspondence to Council Members for information and may do one or any combination of the following:

- (1) provide correspondence addressed for Mayor and Councillors directly to the Mayor and Councillors electronically, and if requested, in hard copy; or

- (2) Refer the correspondence to the appropriate Committee for consideration; or
 - (3) refer the correspondence to the appropriate City department for action and reply.
 - (4) place the correspondence on an agenda for an appropriate Council Meeting or Committee Meeting when directed by the City Manager,
- 20.2 If correspondence intended for Council does not meet the requirements of section 18.1, the City Clerk shall advise the sender of the correspondence that:
 - (1) the correspondence does not comply with section 20.1;
 - (2) no action will be taken with respect to the correspondence; and
 - (3) the sender may submit revised correspondence that complies with section 20.1.

Petitions

- 20.3 A petition for Council must on every page:
 - (1) clearly identify the name, and residential address of each petitioner;
 - (2) the action requested by the petitioners,
 - (3) Include accurate information and evidence to support the request,
 - (4) Provide the name contact information of the petition organizer, and
 - (5) be provided in a format that can be easily printed and reproduced, for example, Microsoft Word, Email or PDF.

PART 21: GENERAL

- 21.1 This Bylaw must not be amended, repealed or substituted unless Council first gives Public Notice describing the proposed changes in general terms.
- 21.2 If any portion of this Bylaw is found by a court of competent jurisdiction to be invalid, the invalid portion is to be severed and the remainder is to remain valid and enforceable.
- 21.3 This Bylaw is to come into force and take effect on January 1, 2024.

PART 22 REPEAL

- 22.1 Council Procedure Bylaw No. 5000, 2000 in its entirety is hereby repealed.
- 22.2 Protocols part of the Council Procedure Bylaw No. 5000, 2000 and were adopted by Council Resolution on September 23, 2013 are hereby repealed.

READ A FIRST time the **20th** day of **November,** **2023.**

READ A SECOND time the **20th** day of **November,** **2023.**

READ A THIRD time the **20th** day of **November,** **2023.**

FINALLY CONSIDERED AND ADOPTED
the **4th** day of **December,** **2023.**

“George V. Harvie”

George V. Harvie

Mayor

“Michelle Jansson”

Michelle Jansson, CMC

City Clerk