



City of Vernon

***COUNCIL
PROCEDURE
BYLAW***

#4840

Consolidated for Convenience

THE CORPORATION OF THE CITY OF VERNON

BYLAW NUMBER

AMENDMENTS

BYLAW NO.	ADOPTION	AMENDMENT
4990	January 23, 2006	Delete – ‘No Regular Meetings of Council will be scheduled in the month of August, but a special meeting of Council may be scheduled.’
5005	April 10, 2006	<p>Part II – Meetings of Council, Section 3, Regular Meetings, be amended by adding “<i>Committee of the Whole and In-Camera</i>” to the heading, and by adding to the end of the first paragraph the following:</p> <p><i>“The Council meeting will commence with Committee of the Whole at 8:40 am and adjourn to reconvene at 1:30 pm for the Regular Open meeting.</i></p> <p><i>Committee of the Whole meetings are to be conducted in the same manner of rules and procedures as Regular meetings of Council.</i></p> <p><i>In-Camera (confidential) portions of the meetings are held, as required, under Section 90 of the Community Charter. (See Section 7) Such meetings will follow Committee of the Whole meetings and commence no later than 11:00 am.</i></p> <p>Part II – Meetings of Council, Section 4 – Committee of the Whole be amended by deleting this Section entirely and combining with Section 3.</p>
5028	June 26, 2006	<p>Part II – Meeting of Council Section 7, Confidential Matters, be amended by adding “(e) Confidential matters that have been declassified from confidential to non-confidential by Council resolution, will be brought forward to the Regular Open meeting of Council under Matters Referred from In-Camera</p> <p>Part III – Procedure at all Meetings of Council, Section 10 (f) be amended to include the words “.....and In-Camera”</p>

5109	Nov. 13, 2007	<p>(a) Part III – Procedure at all Meetings of Council, Section 12 – Delegations, subsection (a) delete <i>10 minutes</i> and replace with <i>5 minutes.</i>; AND delete 5 (c) and replace with 4 (c).</p> <p>(b) Part III – Procedure at all Meetings of Council, Section 12 – Delegations, subsection (b) amend wording as follows:.....<i>limited to four (4) at each meeting, however, additional delegations may be allowed if approved by the Mayor.</i></p>
5175	March 23, 2009	<p>PART II – Meetings of Council, Section 3, Regular Meetings be amended by ADDING: ‘No meeting will be scheduled during the fourth week of August’</p>
5226	January 25, 2010	<p>a) By deleting all references to “<i>City Clerk</i>” and replacing with “<i>Corporate Officer</i>”;</p> <p>b) Section 4(c), replace wording “Section 17” with “Section 16”;</p> <p>c) Section 6(a), delete (i) <i>Posting a copy of the notice in Council Chambers at City Hall</i>;</p> <p>d) Amending Part II – Procedure at All Meeting of Council, Subsection 10 – Order of Business at Regular Meetings, as shown on attached Schedule A in red;</p> <p>e) Amending Section 13 – Minutes of Meetings, Subsection (b) by deleting “<i>Subject to subsection 14(c) and</i>”, and amending Subsection (c) wording by deleting “<i>Subsection 14</i>” and replacing with “<i>Subsection 13</i>”;</p> <p>f) Amending Section 15 – Bylaws, by deleting the wording in Subsection (h) by replacing with “<i>Bylaw may only be considered at Regular Open meetings of Council</i>”;</p> <p>g) Part VIII – Select and Standing Committees of Council, Subsection 41, Confidential Matters, by deleting wording “<i>Section 8</i>” and replacing with “<i>Section 7</i>”;</p> <p>h) Amending Subsection 43 – Minutes of Proceedings, (b) and (c) by deleting wording “<i>Subsection 43</i>” and replacing with “<i>Subsection 44</i>”;</p>
5375	July 9, 2012	<p>PART III - Section 10. - Order of Business at Regular Meetings</p> <p>ADD (c) Adoption of Agenda</p> <p>DELETE (f) Receipt of Committee of the Whole</p>

		<p>Minutes and Public Hearing Record(s)</p> <p>ADD (g) Council Inquiries (In Camera and Regular Open)</p> <p>ADD (h) Administration Updates (In Camera and Regular Open)</p> <p>AMEND (n) Greater Vernon Services Commission / North Okanagan Regional District Regular Meeting Agendas (Committee of the Whole Agenda only)</p> <p>DELETE (o) Close of Meeting</p> <p>ADD (p) Close of Meeting</p>
5442	July 15, 2013	<p>PART II – Meetings of Council, Section 3, Regular Meetings be amended by ADDING:</p> <p>'Two regular meetings of Council shall be scheduled for the months of January, February, March, April, May, June, September, October, November and one regular meeting of Council shall be scheduled for July, August, and December.'</p>
5662	January 8, 2018	<p>PART II – Meetings of Council, Section 1 and Section 3, Inaugural and Regular Meetings, Committee of the Whole and In Camera Meetings be amended by ADDING:</p> <p>AMEND - TWO regular meetings of Council shall be scheduled for the months of January, February, March, April, May, June, July, September, October, November and one regular meeting of Council shall be scheduled for August and December.</p> <p>ADD – During a Local Government Election year, during the month of October there shall only be one meeting scheduled during the second week of the month.</p>
5792	January 27, 2020	<p>Part II – Meetings of Council, Section 3 Regular Meeting be amended by REMOVING July from TWO regular meetings per month of Council section and ADDING July to one regular meeting per month of Council.</p>

5815	April 11, 2022	<p>Part I – Introduction be amended to ADD definitions for “Electronic Meetings”, “Electronic Participation” and “Other Committees”;</p> <p>Part II – Meeting of Council to ADD Section 3.1 Special Meeting and 3.2 Electronic Meeting and Electronic Participation.</p> <p>Renumbering and various housekeeping amendments as required.</p>
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THE CORPORATION OF THE CITY OF VERNON

Council Procedure Bylaw Number 4840

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THE CORPORATION OF THE CITY OF VERNON

BYLAW NUMBER 4840

A bylaw to establish rules of procedure
for the Council pursuant to the
Community Charter

The Council of the Corporation of the City of Vernon enacts the following:

PART I – INTRODUCTION

A. Title

This bylaw may be cited for all purposes as “**Council** Procedure Bylaw Number 4840, 2004”

B. Repeal

Bylaw Number 4693, 2001, cited as “**Council** Procedure Bylaw Number 4693, 2001” and all amendments thereto are hereby repealed.

C. Severability

If any section, clause, sub-clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Bylaw.

D. Definitions

“**City**” means to The Corporation of the **City** of Vernon;

“**City Hall**” means The Corporation of the **City** of Vernon **City Hall** located at 3400 – 30th Street, Vernon, British Columbia;

“**Corporate Officer**” means the officer appointed as by **Council** or the Deputy **Corporate Officer** City;

“**Council**” means the elected **Council** of The Corporation of the **City** of Vernon;

“**Electronic Meeting**” means meetings where all members may participate electronically; (*Bylaw 5815*)

“**Electronic Participation**” means a hybrid meeting where some members attend in person and other members attend by electronic means; (*Bylaw 5815*)

“**Mayor**” means the elected **Mayor** of the **City** of Vernon and presiding officer at Council meetings;

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“Other Committees” means those Advisory Committees, Task Forces, or Commissions appointed by **Council**; *(Bylaw 5815)*

“Public Notice Posting Places” means the notice board at **City Hall** and the **City Website**.

E. Rules of Procedure

The following are the meeting rules of procedure for **City Council**:

PART II - MEETINGS OF COUNCIL

1. Inaugural Meeting

- (a) Following a general local election, the first **Council** meeting must be held within the first ten (10) days of November in the year of the election. *(Bylaw 5662)*
- (b) 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) (a), the first **Council** meeting must be called by the **Corporate Officer** and held as soon as reasonably possible after a quorum has taken office.

2. Designation of Member to Act in Place of Mayor

- (a) At the inaugural meeting, the **Mayor** must from amongst its members designate Councillors to serve on a rotating basis as the member responsible for acting in the place of the **Mayor** or when the **Mayor** is absent or otherwise unable to act or when the office of the **Mayor** is vacant.
- (b) Each Councillor designated under section 2 (a) must fulfill the responsibilities of the **Mayor** in his or her absence.
- (c) If both the **Mayor** and the member designated under section 2 (a) are absent from the **Council** meeting, the **Council** members present must by resolution appoint a **Councillor** to preside at the **Council** meeting.
- (d) The member designated under section 2 (a) or chosen under section 2 (c) has the same powers and duties as the **Mayor**.

3. Regular, Committee of the Whole and In Camera meetings

City Council meets for **Council** meetings in **City Hall**, or elsewhere as directed by a majority vote, at 8:40 a.m. on the second and fourth Monday in each month; when such meeting falls on a statutory holiday, it will be held on the next day

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City Hall is open following which is not a statutory holiday. The meeting will adjourn and reconvene at 1:30 p.m. The Council meeting will commence with Committee of the Whole at 8:40 am and adjourn to reconvene at 1:30 pm for the Regular Open meeting.

Committee of the Whole meetings are to be conducted in the same manner of rules and procedures as Regular meetings of Council.

In Camera (confidential) portions of the meetings are held, as required, under Section 90 of the Community Charter. (See Section 7) Such meetings will follow Committee of the Whole meetings.

Unless:

- (a) a quorum is not present within fifteen minutes after the time appointed for the meeting, in which case the names of the members then present shall be entered in the minute book; or
- (b) a resolution was passed at that meeting or previous meeting of the **Council** that the next meeting will be held at a place and at a time specified in the resolution; or
- (c) a notice is given pursuant to the *Community Charter* that the meeting is replaced by another meeting to be held at the place and at the time specified in the notice.

No meeting will be scheduled during the fourth week of December.

No meeting will be scheduled during the fourth week of August.

Two regular meetings of Council shall be scheduled for the months of **January, February, March, April, May, June, September, October, November** and **one** regular meeting of Council shall be scheduled for **July, August and December.**
(Bylaw 5792)

The Two regular Meetings during the month of September shall be adjusted annually so that no Council Meeting will be scheduled during the annual Union of BC Municipalities Conference.

On a Local Government Election year, there shall only be one regular meeting scheduled on the second Monday of October. (Bylaw 5662)

3.1 Special Meetings

- (a) A special meeting of **Council**, which is any meeting other than a regular meeting, may be called by the **Mayor** or by two members of **Council** in accordance with the *Community Charter*.

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- (b) Special meetings are to be conducted in the same manner of rules and procedures as Regular meetings of **Council**.

3.2 Electronic Meetings and Electronic Participation

Provided that the conditions set out in the *Community Charter* are met:

- (a) Members of **Council** who are not a presiding members and who are unable to attend a **Council** meeting in person may be invited by the **Mayor** to participate in the meeting by means of electronic or other communication facilities for the purpose of preserving quorum;
- (b) A member presiding at a **Council** meeting must not participate electronically unless the meeting is conducted as an electronic meeting;
- (c) A **Council** meeting may be conducted by means of electronic or other communication facilities provided that a local, provincial or national emergency and/or a medical health order has been declared and in person participation in a meeting:
 - (i) would be inconsistent with the declaration; or
 - (ii) is not possible due to the meeting location being inaccessible.
- (d) When a meeting is conducted electronically:
 - (i) Notice of the day, hour and location for public viewing of the electronic meeting must be posted on the City's website and **Public Notice Posting Place** (where possible) at least 24 hours before the time of the meeting;
 - (ii) Written material presented at the meeting that was not included in either the agenda package or late agenda items will be sent to the members electronically and must be audibly read into the record;
 - (iii) Votes must be verbal with each member stating their vote either in favour or in opposition;
 - (iv) If there is an interruption in the communications link of a member, the other members may:
 - a. Decide on a short recess until it is determined whether or not the link can be re-established, or

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- b. Continue the meeting and treat the interruption in the same manner as if a member who is physically present leaves the meeting room.
- (v) In the event of a conflict of interest, the affected member shall verbally disclose the reason for the conflict and disconnect themselves from the electronic meeting. At such time that the member may return, the member must be contacted to reconnect to the meeting.
- (e) Section 3.2 shall apply to **other committees** as may be necessary.
(Bylaw 5815)

4. Agenda

- (a) The **Mayor** shall set the agendas.
- (b) Subject to the provisions of this Bylaw, for regular meetings, the **Corporate Officer** shall deliver a copy of the agenda to each member of **Council** at least 72 hours before the day of the meeting.
- (c) To enable the **Corporate Officer** to prepare the Regular meeting agenda, all documents, matters and business to be submitted to **Council**, except those items introduced by members of **Council** as a “Notice of Motion” pursuant to Section 16 shall be delivered to the **Corporate Officer** not later than 4:00 p.m. on the Monday prior to the Regular meeting.
- (d) An item from a member of **Council** for an agenda shall be submitted in writing to the **Corporate Officer** in the form of a report containing relevant explanatory information and background and will be placed on an agenda for the **Mayor**’s consideration, in accordance with the agenda schedule deadlines established in subsection (c).
- (e) It shall always be in order for **Council**, by resolution, duly adopted at any meeting, to vary the order in which business on the agenda shall be dealt with.
- (f) Additions to the agenda may be made by the **Mayor** or by two-thirds vote of **Council** present.

5. Notice of Meeting

- (a) The **Corporate Officer** must prepare annually on or before December 31, a schedule of the dates, times and places of regular **Council** meetings and must make the schedule available by posting it at the **Public Notice Posting Places**.

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- (b) The **Corporate Officer** must give notice annually on or before January 31 that the schedule of regular **Council** meetings will be available beginning on January 1 in accordance with section 94 of the *Community Charter*.
 - (c) Where revisions are necessary to the annual schedule of regular **Council** meetings, the **Corporate Officer** must, as soon as possible, post a notice at the **Public Notice Posting Places** which indicates any revisions to the date, time and place or cancellation of a regular **Council** meeting.

Where a meeting is to be closed to the public, the notice shall state that and the basis for which the meeting is to be closed.

6. Notice of Special Meetings

- (a). Except where notice of a special meeting is waived by unanimous vote of all **Council** members under section 127 (4) of the *Community Charter*, a notice of the day, hour, and place of a special **Council** meeting must be given at least 24 hours before the time of meeting, by
 - (i) Posting a copy of the notice at the **Public Notice Posting Places**, and
 - (ii) Leaving one copy of the notice for each **Council** member in the **Council** member's mailbox at **City Hall**.
- (b) The notice under subsection (a) must describe in general terms the purpose of the meeting and be signed by the **Mayor** or the **Corporate Officer**

7. Confidential Matters

- (a) As stated in the *Community Charter*, matters deemed to be of a confidential nature may be considered in a meeting closed to the public (in camera) if the subject matter being considered relates to one or more of the following:
 - (i) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
 - (ii) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
 - (iii) labour relations or other employee relations;
 - (iv) the security of the property of the municipality;

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- (v) the acquisition, disposition or expropriation of land or improvements, if the **Council** considers that disclosure could reasonably be expected to harm the interests of the municipality;
 - (vi) law enforcement, if the **Council** considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
 - (vii) litigation or potential litigation affecting the municipality;
 - (viii) an administrative tribunal hearing or potential administrative tribunal hearing affecting the municipality, other than a hearing to be conducted by the **Council** or a delegate of **Council**;
 - (ix) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - (x) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*;
 - (xi) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the **Council**, could reasonably be expected to harm the interests of the municipality if they were held in public;
 - (xii) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report];
 - (xiii) a matter that, under another enactment, is such that the public may be excluded from the meeting;
 - (xiv) the consideration of whether a **Council** meeting should be closed under a provision of this subsection or subsection (b);
 - (xv) the consideration of whether the authority under section 91 [other persons attending closed meetings] should be exercised in relation to a **Council** meeting.
- (b) A part of a **Council** meeting must be closed to the public if the subject matter being considered relates to one or more of the following:
- (i) a request under the *Freedom of Information and Protection of Privacy Act* in relation to the matter;
 - (ii) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a

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- provincial government or the federal government or both and a third party;
- (iii) a matter that is being investigated under the *Ombudsman Act* of which the municipality has been notified under section 14 [ombudsman to notify authority] of that Act;
 - (iv) a matter that, under another enactment, is such that the public must be excluded from the meeting.
- (c) If the only subject matter being considered at a **Council** meeting is one or more matters referred to in subsection (a) or (b), the applicable subsection applies to the entire meeting.
 - (d) Before a meeting or part of a meeting is closed to the public, **Council** must state by resolution that the meeting is to be closed and the basis on which the meeting is closed.
 - (e) Confidential matters that have been declassified from confidential to non-confidential by Council resolution, will be brought forward to the Regular Open meeting of Council under Matters Referred from In-Camera.

8. In Camera Minutes

Where items dealt with In Camera may be released pursuant to the *Freedom of Information and Protection of Privacy Act* or as so resolved by **Council**, the minutes for those items shall be received without debate at a subsequent **Council** meeting.

9. Correspondence Addressed to Mayor and Council

Council members shall receive all correspondence addressed to “**Mayor and Council**” and the **Mayor** shall determine whether the correspondence shall be placed on the agenda.

PART III – PROCEDURE AT ALL MEETINGS OF COUNCIL

10. Order of Business at Regular Meetings

The usual order of business at a regular **Council** meeting is as set out in the agenda for that meeting under the following headings, as appropriate:

- (a) Call to Order
- (b) Land Acknowledgment (*Bylaw 5815*)
- (c) Resolution to close Meeting (as required)

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- (d) Adoption of Agenda
 - (e) Adoption of Minutes
 - (f) Business Arising from the Minutes
 - (g) General Matters: delegations and recognitions, Development Variance Permits together with the Public Input Opportunity
 - (h) Council Inquiries (In Camera and Regular Open)
 - (i) Administration Updates (In Camera and Regular Open)
 - (j) Unfinished Business
 - (k) Matters Referred: Committee of the Whole and In-Camera declassified resolutions brought forward for ratification and information
 - (l) New Business, correspondence, reports, memorandums, agreements, etc.
 - (m) Legislative Matters: including bylaws, development variance permits – in conjunction with a rezoning bylaw, scheduling public hearings dates
 - (n) **Council** Information Updates: Notice of Motions and Updates from individual Councillors on Council Committees and business
 - (o) Greater Vernon Services / North Okanagan Regional District Regular Meeting Agendas (Committee of the Whole Agenda only)
 - (p) Information items: Committee Minutes, Correspondence that is considered Information Only, Public Hearing Agendas, etc.
 - (q) Close of Meeting

11. Precedence

All items standing on the agenda are taken up in the order in which they appear on the agenda, except that, when necessary for the better conduct of business, an item may be withdrawn from the agenda at the beginning of the meeting, or taken out of its order, by **Council** resolution.

12. Delegations

- (a) Only those delegations scheduled on the **Council** agenda shall be heard. Unless otherwise previously arranged, delegations are requested to limit their comments to 5 minutes and must be supported by written submission which is to be submitted to the **Corporate Officer** in accordance with Section 4 (c). Presentations from the audience shall not be heard unless approved by a two-thirds vote of **Council** present.
- (b) The number of delegations at a **Council** meeting shall generally be limited to four (4) at each meeting; however additional delegations may be allowed if approved by the **Mayor**.

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- (c) **Council** shall not act on a request from a delegation until the next regular meeting, unless consent by a two-thirds vote of **Council** present is given to consider the matter following the delegation presentation.
 - (d) Notwithstanding the provisions of sections 13 (a), (b), and (c), delegations must not be heard at Regular **Council** Meetings, In Camera, or Special **Council** Meetings, on the following:
 - (i) Official Community Plan amendment bylaws, Zoning Amendment bylaws which have received first reading and which have not yet been adopted, defeated, or abandoned;
 - (ii) Matters on which the **City** has commenced legal action, and on which judgment has not been rendered.
 - (e) Individuals requesting to appear as a delegation will first be referred by the Corporate Officer to the appropriate staff person. The delegation request will be approved only when the Corporate Officer and Mayor have evidence that the staff referral has been unsuccessful.
 - (f) Nominated political candidates will not be received.
 - (g) A delegate may not speak on an issue that is the subject of a staff report not yet presented at a Council meeting.

13. Minutes of Meetings

- (a) Minutes of the proceedings of **Council** must be
 - (i) legibly recorded;
 - (ii) certified as correct by the **Corporate Officer**, and
 - (iii) signed by the **Mayor** or other member presiding at the meeting or at the next meeting following adoption.
- (b) I In accordance with section 97 (1) (b) of the *Community Charter* minutes of the proceedings of **Council** must be open for public inspection at **City Hall** during its regular office hours.
- (c) Subsection 13(b) 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*.

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14. Adoption of Minutes

The minutes of a previous meeting may be corrected. Minor changes to minutes may be made, however, material changes to the minutes will require a majority vote of **Council**.

15. Bylaws

The following rules apply to bylaws:

- (a) Before adoption, a bylaw requires the following readings:
 - (i) first reading, which is by title only;
 - (ii) second reading, which is by title only unless the **Council** resolves to read in whole;
 - (iii) third reading, which is by title only.
- (b) Three readings of a bylaw may be given at one meeting of the **Council** except as provided in (c).
- (c) A bylaw which requires a public hearing shall only be given two readings and then referred to public hearing. Following the public hearing, **Council** may give the bylaw third and final reading or just third reading.
- (d) No bylaw may be read either in a blank or in an imperfect form.
- (e) A bylaw may be amended at second or third reading, except that a zoning bylaw may be amended only to the extent permitted by the *Local Government Act*.
- (f) There must be **at least one day between the third reading and adoption of a bylaw**, except as provided for under Section 890 of the *Local Government Act*.
- (g) If a bylaw fails to receive a mover and seconder at any reading or at adoption, the bylaw is deemed to have been repealed.
- (h) Bylaws may only be considered at Regular Open meetings of Council. open to the public.

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16. Notice of Motion

Under “**Council** Information Updates”, a member may introduce an item as a “Notice of Motion” for the next agenda. A Notice of Motion must be in writing, may contain no more than two whereas clauses, is introduced by reading the motion and is not debatable. Subsequent to providing “Notice of Motion”, the **Council** member shall prepare a written report for the next **Council** meeting in accordance with Section 4 (a). **Council**, by two-thirds vote of **Council** present, may deal with the matter at the same meeting it is introduced.

17. End of Meeting

When the Agenda has been completed, the presiding member shall declare the meeting closed.

PART IV – RULES OF CONDUCT AND DEBATE

18. Conduct of Speaker

A member wishing to speak for the purpose of

- (a) making a motion or entering the debate may speak after being recognized by the presiding member but only:
 - (i) to make a motion; and
 - (ii) directly and concisely on the matter under debate;
- (b) requesting the presiding member to consider and decide on any of the following matters may do so without recognition and, if necessary, by interrupting a member who is speaking:
 - (i) a violation of a specific rule or a particular mistake, omission, or error in procedure (point of order) or;
 - (ii) a matter of comfort, convenience or privilege of the **Council** or of the member (question of privilege);

but a member must cease speaking when called to order and while the point of order is being stated.

19. Closing Debate

Debate is closed by the presiding member when in the presiding member’s opinion there has been adequate debate.

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20. Presiding Member Desiring to Speak

When the presiding member desires to speak any member of **Council** desiring to speak at the same time shall cede to the presiding member.

21. Title of Members and Other Participants

Members and other participants are addressed, in the following manner: the **Mayor** as “Your Worship”, or as “**Mayor**”; a presiding member who is not the **Mayor** as “**Mayor**”; and a Councillor as “Councillor” (here using the surname); other participants as “Mr.” or “Ms.” (here using the surname) or such other title as may be appropriate in the circumstances.

22. General Conduct

Members shall not interrupt a member who is speaking except to raise a point of order or point of privilege and shall not make any noise or disturbance during the meeting. The **Mayor** or other person presiding may expel and exclude from a meeting of **Council** a person considered guilty of improper conduct.

23. Use of Microphones

Any person who has the floor shall speak into a microphone when and where one is available.

PART V – MOTIONS AND AMENDMENTS

24. Division of Motion

When the motion under consideration contains distinct propositions, and a member of **Council** so requests, the vote shall be taken upon each proposition separately, if agreed to by majority vote of **Council**.

25. Reading of Motions

Every motion shall be stated clearly by the mover and shall be repeated if requested by the **Corporate Officer**. A member may require the motion under consideration to be read.

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26. Motions Permitted While Matter Under Debate

When a matter is under debate, no motion is in order unless:

- to withdraw if made by the original mover with the consent of the seconder
- to amend
- to refer to a committee or staff for report, or
- to defer to another meeting date;

and the several motions have precedence in the order named unless:

- it is a motion to defer or refer, in which case the other motions are lost and there shall be no debate on a deferral motion.

27. Inadmissible Motion

Whenever the presiding member is of the opinion that a motion offered to the **Council** is contrary to the rules of the **Council**, or relates to matters outside the competence of the **Council**, he or she informs the **Council** immediately, giving reasons for his or her opinion and the motion will not be dealt with or debated.

28. Amendment to an Amendment

Voting on a motion and amendments thereto shall be done in the inverse order to their occurrence, that is to say, the vote must occur firstly on an amendment to an amendment, next on the amendment, and lastly on the original motion. Only one amendment, at any one time, may be made to an amendment.

29. Amendments

When an amendment is offered, that is materially or substantially different than the original motion, the presiding officer will ask the mover and seconder if they wish to withdraw the original motion. If there is no consent to withdraw, the presiding officer will call the vote on the original motion; if the mover and seconder consent to withdraw, the amending motion will be voted on.

30. Abstention

All members shall vote on all matters, however, if a member does not vote on a motion, it shall be considered a vote in the affirmative.

31. Adjournment

A motion to adjourn is always in order, but no second motion to the same effect may be made without first dealing with the next matter of business.

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PART VI – VOTING

32. Voting on a Motion

When debate on a motion is complete, the presiding member shall immediately put the motion to a vote.

33. Reconsideration of Motion

After a decision has been made on a matter, two (2) members of **Council**, with the mover being a member who voted in the majority, may at any time within one month move for a reconsideration thereof, provided such question has not been acted upon by an officer, servant or agent of the Municipality.

Reconsideration of a defeated matter may not be taken at the same meeting at which the question was decided unless **Council** so resolves by unanimous consent.

Council shall not discuss the main question, until the motion for reconsideration is passed in the affirmative.

If a motion for reconsideration is lost, the question shall not be reintroduced to **Council** for 6 months, except with the unanimous consent of **Council**.

34. Recording of Votes

The **Corporate Officer** shall record negative votes in the minute book.

PART VII - PUBLIC HEARINGS

35. Procedure

The **Mayor** will call the Public Hearing to order and advise of the process and purpose of the Hearing. The applicant may make a presentation to **Council** regarding the application. Staff, on occasion, may be requested by the Mayor to provide a brief description on the application. The **Corporate Officer** will indicate any correspondence/petitions received for the record. The **Mayor** will call for representation from the public in attendance.

36. Reports

A motion to request a report from staff on a matter raised in a public hearing is in order at the public hearing.

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37. Referral

When the public has been heard, the bylaw shall be referred without debate from the public hearing to a **Council** meeting for consideration of third reading or third and final reading.

38. Closing Public Hearing

When the Mayor considers that a reasonable opportunity has been provided for all who wished to do so to make submissions and be heard, the Mayor closes the public hearing.

PART VIII – SELECT AND STANDING COMMITTEES OF COUNCIL

39. Creating Select, Standing, or Advisory Committees of Council

Council may create a Select or Advisory Committees and Task Force, and **Council** may give them specific objectives with a specific time frame to complete these objectives. The **Mayor** may appoint Standing Committees as set out in the *Community Charter*. Any member of **Council** may be appointed to a Select Committee, notwithstanding the absence of such member at the time of being named to such Committee.

40. Notice of Meetings

A notice indicating the date, time and place of any meeting of a select or standing committee of **Council** shall be posted 24 hours prior to the start of the meeting.

41. Confidential Matters

Section 8 applies to all Select, Standing, Advisory, and Task Forces.

42. Chair Shall Preside

The Chair shall preside at the meeting and ensure that the Rules of Conduct and Debate as set out in this bylaw and the **Council** Committee System policy, as amended from time to time, are followed.

43. Minutes of Proceedings

- (a) Minutes of the proceedings of **Council** must be
 - (i) legibly recorded;

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-
- (ii) certified as correct by the Recording Secretary, and
 - (iii) signed by the Chair or other member presiding at the meeting or at the next meeting at which the minutes are adopted.
- (b) Subject to subsection 44 (c), and in accordance with section 97 (1) (b) of the *Community Charter* minutes of the proceedings of a committee must be open for public inspection at **City Hall** during its regular office hours.
- (c) Subsection 44 (b) does not apply to minutes of a committee meeting or that part of a **Council** meeting from which persons were excluded under section 90 of the *Community Charter*.

44. Minutes of Meetings

The Minutes of a previous meeting may be corrected, but not debated or reflected upon, at the time they are considered for adoption. Adopted minutes shall be signed by the Chair after adoption.

45. Minutes Public

Minutes of the meetings of Select or Standing Committees of **Council** shall be public unless exempted from disclosure pursuant to the *Freedom of Information and Protection of Privacy Act*.

PART IX – QUESTIONS OF PROCEDURE

46. Rules of Order

In all unprovided cases for the proceedings of **Council** and its Committees, the laws and rules of “Robert’s Rules of Order” shall be followed, except that in such cases, there shall not be any inconsistency with this bylaw, nor with the *Community Charter* and *Local Government Act*.

READ A FIRST TIME the 13th day of April, 2004.

READ A SECOND TIME the 13th day of April, 2004.

READ A THIRD TIME the 13th day of April, 2004.

ADOPTED the 26th day of April, 2004

“Wayne Lippert”

“Patti Bridal”

Mayor:

City Clerk: