

## DISTRICT OF LAKE COUNTRY

### BYLAW 1282, 2025

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#### A BYLAW TO ESTABLISH PROCEDURES FOR THE CONDUCT OF COUNCIL AND ITS COMMITTEES

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NOW THEREFORE the **Council** of the **District of Lake Country**, in open meeting assembled, enacts as follows:

#### 1. INTERPRETATION

- 1.1. In cases not provided for under this bylaw, the current edition of Robert's Rules of Order apply to the proceedings of **Council**, its **Committees** and Commissions to the extent that those rules are applicable and not inconsistent with the provisions of the *Community Charter*.
- 1.2. Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto.

#### 2. DEFINITIONS

**Chair** means the person presiding at a meeting of **Council** or a **Committee**, or the person authorized to act in their absence.

**Chief Administrative Officer (CAO)** means the person appointed as the **CAO** for the **District** of Lake Country and includes their deputy.

**Closed Meeting** means a meeting that is closed to the public in accordance with the *Community Charter*.

**Corporate Officer** means the person appointed as the **Corporate Officer** for the **District** of Lake Country and includes their deputy.

**Committee** means a standing, select, advisory or other **Committee** of **Council** and includes a Commission but does not include a **COW (COW)**.

**Committee of the Whole (COW)** means a meeting to which all **Members** of **Council** are invited to consider but not decide on matters of **District** business.

**Council** means the elected municipal **Council** of the **District** of Lake Country and includes the **Mayor**.

**Council Representative** means the **Member** of **Council** appointed to a **Committee** to act as direct communication link with **Council** and ensure **Committee** objectives, as set by **Council**, are met.

**District** means the municipal organization of the **District** of Lake Country.

**Electronic Meetings** means participation in a meeting by use of electronic, telephone, or other communication facilities that enable participants to hear and speak with each other and enable the public to hear the participation of **Members** during that part of the meeting that is open to the public.

**Mayor** means the person elected to the office of **Mayor** for the **District** of Lake Country and includes the Acting **Mayor**.

**Member** means a **Member of Council**, including the **Mayor**, or a **Member of a Committee**.

**Municipal Hall** means the offices of the **District** located at 10150 Bottom Wood Lake Road, Lake Country, BC V4V 2M1.

**Posting Places** means the notice boards located in the main floor foyer at the **Municipal Hall** and the **District Web Site**.

**Quorum** means a majority of the total membership of a **Council**, Commission or **Committee** except where otherwise set out.

**Regular Council Meeting** means a meeting of **Council** held on a regular basis as established by this bylaw and in accordance with section 125 of the *Community Charter*.

**Special Council Meeting** means a meeting of **Council** other than a **Regular Council Meeting**, **COW Meeting**, or an adjourned meeting.

**Staff Liaison** means the **District** staff person(s) assigned by the **CAO** to a **Committee** to provide information and support.

### 3. APPLICATION

- 3.1. The provisions of this bylaw govern meeting proceedings of **Regular Council Meetings**, **Special Council Meeting**, **COW**, standing **Committees**, select **Committees**, advisory bodies, parcel tax roll review panel and the board of variance.

### 4. INAUGURAL MEETING

- 4.1. The first **Regular Council Meeting** following a general election (“Inaugural **Council Meeting**”) will be held on the first Tuesday in November in the year of the election.
- 4.2. If a **Quorum** of **Council** has not taken office by the first Tuesday in November in the year of the election, the **Corporate Officer** will call an Inaugural **Council Meeting** as soon as reasonably possible after a **Quorum** of **Council** has taken office.

### 5. NOTICE

- 5.1. Notice of **Regular Council Meetings** and **Special Council Meeting** shall be given in accordance with section 127 of the *Community Charter*.
- 5.2. Notice of a **COW** meeting including the date, time and location shall be posted in the **Posting Places** and delivered to each **Member** no later than 3 days prior to the meeting.
- 5.3. Notice of a **Committee** meetings including the date, time and location, shall be posted in the **Posting Places** and delivered to each **Member** no later than 3 days prior to the meeting.
- 5.4. Notice of a Public Hearing shall be given in accordance with Division 3 – Public Hearings on Planning and Land Use Bylaws, of the *Local Government Act*.

- 5.5. Notice of the annual schedule of **Regular Council Meetings** including the date, time and location as well as notice that **Regular Council Meetings** may begin immediately following a Public Hearing where a Public Hearing is scheduled, shall be published in accordance with section 94 *Community Charter* and posted in the **Posting Places** at least once per year.
- 5.6. Where necessary, revisions to the Annual Schedule of **Regular Council Meetings** shall be posted in the **Posting Places** as soon as possible.
- 5.7. At any time during a **Regular Council Meeting** or **Special Council Meeting** for which proper notice has been given, **Council** may pass a resolution to go into a **Closed Meeting** without further notice.

## 6. COUNCIL MEETING DATES AND TIMES

- 6.1. **Regular Council Meetings, Special Council Meeting, Closed Meetings, COW** and Public Hearings will generally be held at the following times, and as set out in this bylaw.

First and third Tuesday of each month	
4:30 p.m.	Closed (as required)
5:30 p.m.	<b>COW (COW)</b> (as required)
5:30 p.m.	Public Hearing (PH) (as required, no <b>COW</b> if PH scheduled)
7:00 p.m.	<b>Regular Council Meeting</b> (where PH scheduled, immediately following PH)

- 6.2. **Regular Council Meetings** will be held at 7:00 p.m. on the first and third Tuesdays of each month of the year.
- 6.3. Notwithstanding item 6.2, where a Public Hearing is scheduled on the same day as a **Regular Council Meeting**, the **Regular Council Meeting** shall begin immediately following the Public Hearing.
- 6.4. **Regular Council Meetings, Special Council Meeting, COW** and Public Hearings will be held at the **Municipal Hall** except where **Council** passes a resolution to change the location and notice of the location is posted at the **Posting Places** at least one day prior to the meeting.
- 6.5. The **CAO** and **Mayor** may cancel **Regular Council Meetings, Special Council Meeting COW** or Public Hearings provided notice of cancellation is posted at the **Posting Places** at least one day prior to the meeting.
- 6.6. **Regular Council Meetings, Special Council Meeting** and **COW** shall not continue more than four (4) hours past the start time unless **Council** passes a resolution to continue the meeting.
- 6.7. **Special Council Meeting** may be held on any date and time, so long as the required notice is provided.
- 6.8. Calling of a **Special Council Meeting** shall be done in accordance with section 126 of the *Community Charter*.

## **7. COMMITTEE OF THE WHOLE (COW)**

- 7.1. **COW**, where required, will be begin at 5:30 p.m. on the first and third Tuesdays of each month but may be held on any date and time so long as the required notice is provided.
- 7.2. **COW** will be convened to:
  - (a) Receive information from staff on various matters; and
  - (b) hear from delegations or receive petitions.
- 7.3. Notwithstanding 7.2, the **Corporate Officer** may determine items to be included on the **COW** Agenda and the appropriate order of business.
- 7.4. **COW** is delegated the authority to make motions that provide:
  - (a) recommendations to **Council**;
  - (b) the ability to continue meetings for more than 4 hours;
  - (c) the ability to hear from members of the public so long as it is not prohibited by legislation;
  - (d) direction to staff to begin work on projects that do not otherwise require a **Council** resolution up to the point where further action would require such a resolution to proceed;
  - (e) direction or referral of matters to **Council Committees** or advisory bodies.
- 7.5. Recommendations to **Council** from **COW** will be placed on a future **Regular Council Meeting** for consideration and ratification. Other information from **COW** may be placed on a **Regular Council Meeting** agenda at the direction of the **CAO** or **Mayor**.
- 7.6. The **Mayor**, if present, shall preside over **COW** meetings and may appoint other **Members** to act as **Chair**. Where the **Mayor** is not present, the regulations for **Acting Mayor** shall apply.
- 7.7. **Members** of the public who have an interest in the matters being considered at a **COW** may be afforded an opportunity to be heard at the invitation of the **Chair**, except that no person shall address **COW** on one matter for longer than (5) five minutes unless invited to continue by the **Chair**.

## **8. PUBLIC HEARINGS**

- 8.1. **Public Hearings**, where required, will be begin at 5:30 p.m. on the first or third Tuesdays of each month but may be held on any date and time so long as the required notice is provided.
- 8.2. A Public Hearing may continue more than 4 hours past the start time and may be adjourned to a future date, time and location if such information is announced prior to closing the Public Hearing.
- 8.3. A **COW** will only be held on the same date as Public Hearing is scheduled if necessary.
- 8.4. Written submissions in response to a scheduled Public Hearing will be received up until 4:30 p.m. on the day of the meeting or at the meeting, once it has been convened.

- 8.5. **Council** is prohibited from receiving any oral or written submissions where a Public Hearing has been adjourned, from the date of the first notice where a Public Hearing has been prohibited or waived, until the adoption of the bylaw or conclusion of the application.
- 8.6. Written submissions received in response to a scheduled Public Hearing:
- (a) will be included in the agenda package.
  - (b) are considered part of the public record.
  - (c) will not be accepted if marked confidential.
- 8.7. Written submissions received in response to a Public Hearing that has been prohibited or waived:
- (a) from the date of the first notice, will be retained by the **Corporate Officer**;
  - (b) will not be included as part of the agenda package;
  - (c) will be circulated to **Council** as general correspondence in electronic format following adoption of the bylaw or conclusion of the application.
- 8.8. The order of business at a Public Hearing shall be as follows:
- (a) **Chair** reads a statement of procedures.
  - (b) Staff present details of the application.
  - (c) Staff announce the number of written submissions received.
  - (d) The owner or applicant is provided five (5) minutes to present.
  - (e) **Members** of the public are provided five (5) minutes each to make comments the first time and may speak a second and third time after all others have been given a first opportunity.
  - (f) The owner or applicant is provided five (5) minutes to respond to comments or questions.
  - (g) The **Chair** will call three times for persons wishing to speak before adjourning the hearing.
- 8.9. During a Public Hearing, **Council**:
- (a) may ask clarifying questions of the applicant, presenters or staff.
  - (b) will not engage a speaker in debate.
  - (c) will not comment on the merits of the application.
- 8.10. **Council** will debate merits of the application at a future **Council** Meeting, where the proposed bylaw is presented for readings.

## 9. ELECTRONIC MEETINGS

- 9.1. **Regular Council Meeting, Special Council Meeting, COW**, standing or select advisory **Committees**, **Closed Meetings** and Public Hearings may be conducted electronically.
- 9.2. A municipal officer must be in attendance for **Electronic Meetings**.
- 9.3. Where a meeting, or portion thereof is Closed in accordance with the *Community Charter*, **Members** shall ensure no person other than themselves, or person authorized to attend is able to hear or watch and hear the meeting.
- 9.4. Notice of an **Electronic Meeting** shall include the way the meeting is to be conducted and the place where the public may watch or hear the electronic proceedings.
- 9.5. **Members** participating electronically must vote by audibly stating “aye” or “nay”. If a **Member** does not indicate how they vote, they are deemed to have voted in the affirmative.

- 9.6. A **Member** will be considered absent if they have not joined the meeting electronically within 15 minutes of the start time.
- 9.7. If there is an interruption in the connection of a **Member** participating electronically, the other **Members** may decide on a short recess until a connection can be re-established or continue the meeting and treat the interruption in the same manner as if the **Member** was physically present and leaves the meeting room. If the connection is not re-established within 25 minutes, the **Member** will have been considered to have left the meeting.

## 10. CONFLICT OF INTEREST

- 10.1. Conflict of Interest provisions shall be adhered to in accordance with Division 6 of the *Community Charter*.

## 11. AGENDAS

- 11.1. The **Corporate Officer** shall prepare **Regular Council Meeting, Special Council Meeting, COW and Public Hearing** agendas that include all items to be considered by **Council** at the meeting. The **CAO** will have final approval of all agendas.
- 11.2. Items to be included on a **Regular Council Meeting** Agenda must be submitted to the **Corporate Officer** for approval within timelines established by the **Corporate Officer** and **CAO**.
- 11.3. **Regular Council Meeting, COW and Public Hearing** agendas will be posted in the **Posting Places**, circulated to **Members** and made available to the public, generally by Wednesday prior to the meeting and no later than the Friday prior to the meeting.
- 11.4. Late items will be added to **Regular Council Meeting and COW** agendas after posting, as follows:
- (a) Where a new item is to be added after the agenda has been posted and before 430 p.m. Friday before the meeting, the late item may be added by approval of the **CAO** or **Mayor**. The agenda will be updated, recirculated to **Council** and reposted in the **Posting Places**.
  - (b) Where a new item is received after 430 p.m. Friday before the meeting, the late item may be added by a resolution of **Council** as an addition to the agenda at the time of the meeting.
  - (c) All relevant information for late agenda items, including reasons for the late inclusion, must be distributed to **Council** as soon as possible.
- 11.5. **Regular Council Meeting** Agendas will contain the following headings in the order listed, unless otherwise amended or deleted for specific meetings, by the **Corporate Officer** or **CAO** with approval from the **Mayor**.

Call to Order and Territorial Acknowledgement
Adoption of Agenda
Adoption of Minutes
<b>Mayor's Report</b>
Announcements
Delegations
Planning and Development Applications
Departmental Reports
Bylaws for Adoption and Readings Following a Public Hearing
Rise and Report from In Camera
<b>Council Committees</b>
External <b>Committees</b> and Boards
Strategic Priorities

Report from <b>Councillors</b>
Adjournment

- 11.6. Items will be ordered to ensure public or applicant participation are considered prior to internal or organizational reports.

## 12. QUORUM

- 12.1. Once **Quorum** is established after the scheduled start time for the meeting, the **Chair** must call the meeting to order as soon as possible.
- 12.2. If **Quorum** is established and both the **Chair** and **Acting Mayor** are absent for 15 minutes after the scheduled start time, the next **Member** on the rotation for **Acting Mayor** shall call the meeting to order as soon as possible.
- 12.3. If no **Quorum** is established within 30 minutes after the scheduled start time, the minutes will record names of the **Members** present and absent and the **Chair** shall adjourn the meeting.
- 12.4. **Quorum** shall be at least  $\frac{1}{2}$  of the appointed **Members** as long as the number of **Members** is within the minimum or maximum number authorized.
- 12.5. A vacancy in the **Membership** does not invalidate the establishment or impair the right of the **Members** in office, if the number of **Members** in office is not less than a **Quorum**.

## 13. ACTING MAYOR

- 13.1. At least once during each term of **Council**, **Council** must designate a **Member** to serve, on a rotating basis, as the **Member** responsible for acting in place of the **Mayor** when the **Mayor** is absent or otherwise unable to act or when the office of the **Mayor** is vacant.
- 13.2. While acting in the role of **Acting Mayor**, the designated **Member** must fulfil the responsibilities of the **Mayor** and shall have the same powers and duties as the **Mayor**.
- 13.3. If both the **Mayor** and the **Acting Member** are absent or otherwise unable to act, the **Member** who is next on the rotation shall be the **Acting Mayor**.

## 14. DELEGATIONS AND PETITIONS

- 14.1. Requests to present as a delegation must be submitted to the **Corporate Officer** and include the subject, the name of persons presenting, and any requests or recommendations to be made of **Council**.
- 14.2. Delegation requests must be approved by the **Mayor**, and will be scheduled on the appropriate meeting by the **Corporate Officer**.
- 14.3. Delegations shall be limited to ten (10) minutes unless invited to respond to questions or speak further, by the **Chair**.
- 14.4. Where a request to present as a delegation is denied, the decision may be appealed by submitting an appeal including reasons why the request should be approved, to the **Corporate Officer**. The **CAO** will make a final determination on the request and the decision will be circulated to all **Members** of **Council**.

- 14.5. A petition to **Council** is deemed presented when filed with the **Corporate Officer**. Petitions must include the full name, residential address and signature of each petitioner.

## 15. PUBLIC COMMENT

- 15.1. **Members** of the public may address **Council**:

- (a) during a Public Hearing as permitted in accordance with the *Local Government Act*;
- (b) during a **Regular Council Meeting** or **Special Council Meeting** where legislation identifies the public may make representation or have the right to be heard;
- (c) as otherwise required under legislation or bylaw;
- (d) as a delegation as contained herein;
- (e) by **Council** resolution so long as such a resolution is not contrary to applicable legislation.

- 15.2. **Members** of the public may not address **Council**:

- (a) where a Public Hearing has been held, waived, or prohibited, in accordance with the *Local Government Act*;
- (b) if the presentation has the sole purpose of promoting a business;
- (c) if the matter is to do with litigation or potential litigation;
- (d) if the matter is to do with employee relations.

- 15.3. Where authorized to address **Council**, **Members** of the public shall:

- (a) state their name;
- (b) state the general area where they reside if speaking to a land use application;
- (c) if an applicant, indicate the person or file they represent;
- (d) speak only once for a maximum of five (5) minutes unless otherwise invited by the **Chair**;
- (e) direct questions to **Mayor** and **Council** only.

## 16. BYLAWS

- 16.1. A bylaw may be introduced at a **Council** meeting only if a copy of it has been circulated to each **Member** before or at the **Council** meeting.

- 16.2. A bylaw must have a distinguishing name and number and have a place for the **Mayor** and **Corporate Officer** to sign.

- 16.3. **Council** may consider bylaws separately or jointly with other bylaws.

- 16.4. **Council** may give up to three readings to a bylaw at the same **Council** meeting.

- 16.5. A bylaw may be debated and amended any time after first reading and before third reading. Bylaws that have received third reading may only be amended by:

- (a) passing a resolution to rescind third reading;
- (b) passing a resolution to amend the bylaw; and
- (c) passing a resolution to read the bylaw a third time as amended which may be considered jointly or separately.

- 16.6. Readings of a bylaw must receive an affirmative vote of a majority of **Council Members** present, except for an official community plan bylaw which must receive an affirmative vote of a majority of all **Council Members**.

- 16.7. There must be at least one (1) day between third reading and adoption of a bylaw.

- 16.8. Notwithstanding item 16.7, Official Community Plan or Zoning bylaws, or amendments thereto, may receive third reading and adoption at the same meeting.
- 16.9. Where a bylaw requires approval from another level of government as per legislation, such approval must be obtained prior to a bylaw being submitted for assent or approval of the electors.
- 16.10. After a bylaw is adopted, it must be:
- (a) endorsed with date of readings, adoption and any approvals obtained;
  - (b) signed by the **Corporate Officer** and **Mayor**;
  - (c) placed in the **District's** records for safekeeping.
- 16.11. Bylaws, with the exception of Official Community Plan and Zoning Bylaws, that have not been adopted after a 2-year period will be deemed stale dated and closed.

## **17. CONDUCT AND DEBATE**

- 17.1. The **Chair** must preserve order and decide points of order that may arise. Only the **Chair** may invite the public, **Council** or staff to speak.
- 17.2. **Members** shall:
- (a) address the **Mayor** as Mr. **Mayor** or Madam **Mayor**, Your Worship or **Mayor** and surname;
  - (b) address **Members** of **Council** by their title of **Councillor** and surname;
  - (c) speak only after being recognized by the **Chair**, except to raise a Point of Order;
  - (d) address themselves to the **Chair** before speaking by saying "through the **Chair**";
  - (e) use respectful language;
  - (f) stay on topic;
  - (g) not unnecessarily delay the conduct of business;
  - (h) not use offensive language, gestures or signs;
  - (i) not disregard the **Chair** with respect to preserving order at meetings;
  - (j) not interrupt another **Member** who is speaking, except to raise a Point of Order;
  - (k) adhere to the rules of procedure established under this bylaw and to the decisions of the **Chair** in connection with the rules and points of order.
- 17.3. If more than one **Member** speaks, the **Chair** must call on the **Member** who, in the **Chair's** opinion, spoke first.
- 17.4. The **Chair** may expel and exclude any person they consider to be acting improperly or **Members** who are not adhering to the rules of procedure established under this bylaw. If the person refuses to leave, a peace officer may enforce the order.
- 17.5. The **Chair** may limit **Members** to speaking once only in connection with a single question, except to reply to debate on a motion which the **Member** has made.
- 17.6. Before a motion is moved and seconded, **Members** may ask clarifying questions limited to the topic, application or agenda item being considered, of staff or presenters.
- 17.7. A **Member** that moves or seconds a motion may speak to the motion at the time of moving or seconding.
- 17.8. Debate or positional statements on a topic, application or agenda item will take place after the motion has been moved and seconded and is on the floor for consideration, other than to speak to move or second a motion.

- 17.9. Debate on a motion will be limited to limited to the topic, application or agenda item being considered.
- 17.10. After a motion has been moved and seconded and is open to the floor for debate:
- (a) each **Member** will be provided an opportunity to speak a first time before a **Member** speaks a second or third time;
  - (b) the **Mayor** will ask the **Member** who moved the motion if they wish to speak first, then
  - (c) the **Mayor** will ask the **Member** who seconded the motion if they wish to speak next, then
  - (d) the **Mayor** will ask **Members** to raise their hand or indicate they wish to speak. The **Mayor** will call on, in the **Mayor's** opinion, the **Member** who requested to speak next or, in the **Mayor's** opinion, the **Member** who has spoken fewer times than others.
- 17.11. Where a **Member** believes the **Chair** is failing to enforce the procedures of the meeting, they may state "Point of Order" wherein the **Chair** will:
- (a) ask the **Member** to identify the procedural breach;
  - (b) make a ruling and enforcement on the proposed breach; or
  - (c) reserve decision on a Point of Order until the next **Regular Council Meeting**, and
  - (d) cite the rule or authority for the breach, if requested to do so by another **Member**.
- 17.12. **Members** who are called to order by the **Chair**:
- (a) must immediately stop speaking;
  - (b) may explain their position on the point of order; and
  - (c) may appeal the **Chair's** decision in accordance with the *Community Charter*.

## 18. MINUTES

- 18.1. Minutes of **Regular Council Meetings, Special Council Meeting, COW** and **Committee** meetings shall:
- (a) record business decisions only;
  - (b) record names of all **Members** and staff in attendance;
  - (c) record names of **Members** who voted in opposition to a motion;
  - (d) be legibly recorded;
  - (e) be adopted by resolution of **Council** or **Committee** at the next available meeting;
  - (f) be certified correct by the **Corporate Officer** or **Recording Secretary**; and
  - (g) be signed by the **Chair**.
- 18.2. Minutes of **Council** meetings must be open for public inspection at the **Municipal Hall** during regular office hours, other than minutes or portions thereof, closed to the public pursuant to the *Community Charter*.
- 18.3. Minutes of a **Committee** or **COW** meeting shall be placed on the next available **Council** meeting for information.
- 18.4. When a declaration of conflict of interest is made, the declaration of conflict, the reasons for the conflict, the time of the **Member's** departure and, if applicable, the time of the **Member's** return, shall be recorded in the minutes.
- 18.5. Minutes of a Public Hearing will include the speaker's name, general area of speaker's residence and a summary of the comments made at the Public Hearing.
- 18.6. **COW** minutes will record a general summary of the discussion that occurred and recommendations to **Council**.

- 18.7. **Committee** Minutes will record a general summary of discussion that occurred and any motions made by the **Committee**.

## 19. MOTIONS

- 19.1. A motion that has been moved and seconded becomes the property of the assembly and cannot be modified, amended or withdrawn without a motion.
- 19.2. A motion that has been moved but not seconded, can be modified or withdraw by the **Member** who made the motion.
- 19.3. **Council** shall only vote on a motion that has been moved by one **Member** and seconded by another.
- 19.4. The **Mayor** may make a motion or invite a motion from a **Councillor**.
- 19.5. **Council** shall not make motions to receive.
- 19.6. A motion to not approve an item, application or bylaw reading is not required.
- 19.7. When a motion is on the floor for debate, a **Member** may only make the following motions:
- (a) to amend;
  - (b) to refer to a **Committee**;
  - (c) to move the previous question (call the question);
  - (d) to postpone to a certain time;
  - (e) to lay on the table;
  - (f) to adjourn.
- 19.8. A motion to call the question can be made as an informal statement in order to have the assembly vote on the pending motion. A motion to call the question:
- (a) is out of order when another **Member** has the floor;
  - (b) must be seconded;
  - (c) is not debatable;
  - (d) is not amendable;
  - (e) requires a 2/3 vote of those **Members** present, to be carried.
- 19.9. A **Member** may require a motion being debated to be read at any time during the debate so long as this does not interrupt another **Member**.
- 19.10. A motion to Postpone to a Certain time in order to consider the motion at a more convenient time, can be made as a main motion or as an amendment to a main motion, must be moved and seconded and is debatable.
- 19.11. A motion to Lay on the Table in order to temporarily delay a motion due to an urgency or immediate need to address another matter before considering the original motion, is out of order if the intent is to kill or avoid a matter, must be moved and seconded and is debatable.

- 19.12. A Motion to Amend a Main Motion:
- (a) can be made as a main motion or as a secondary motion to a main motion;
  - (b) must be moved and seconded, and is debatable;
  - (c) if presented as a secondary motion to a main motion, must be moved, seconded and voted on before the main question is considered;
  - (d) cannot be proposed as the same amendment a second time where the motion to amend fails;
  - (e) may only be amended one time.
- 19.13. Reconsideration of a Motion may be:
- (a) initiated by the **Mayor** in accordance with section 131 of the *Community Charter*;
  - (b) initiated by a **Member** who was on the prevailing side of the original motion making a motion to have a matter reconsidered, as per Robert's Rules of Order and any **Member** may second a motion to reconsider.
- 19.14. Where a **Member** makes a motion to reconsider and the motion:
- (a) is carried, **Council** must vote on the original motion as if no vote took place;
  - (b) is defeated, the original motion continues as it was originally adopted.
- 19.15. Where a motion is to be reconsidered, **Council** may choose to table the motion to be reconsidered to a subsequent meeting but must deal with reconsideration as soon as convenient.
- 19.16. The **Mayor** or **Member** who initiated the reconsideration opens debate by stating their reasons for reconsideration.
- 19.17. A motion to rescind or amend:
- (a) may only be considered if the main motion has not been implemented or it is impossible to undo;
  - (b) may be made by any member regardless of how they voted on the original motion;
  - (c) requires:
    - (i) a majority vote of **Members** present if prior notice of the motion is given
    - (ii) **Two-thirds (2/3)** if prior notice of the motion is not given.
- 19.18. If a motion to rescind or amend is carried, the original main motion no longer exists and the situation remains in the state it was in prior to the original main motion being made. If the motion to amend is adopted, the original motion is changed in accordance with the terms of the amendment.
- 19.19. Advance notice of a motion must be provided where a **Member** wishes to have a motion considered that is not included on a **Regular Council Meeting** Agenda. A **Member** may provide advance notice by:
- (a) reading their proposed motion out loud at a **Regular Council Meeting** wherein the motion will be recorded in the minutes under **Councillor** Items as a Notice of Motion, and placed on the next available **Council** Meeting Agenda for consideration, debate and voting, or
  - (b) providing the **Corporate Officer** with a written version of the motion prior to the deadline for publishing a **Regular Council Meeting** Agenda wherein the motion will be included on the next available **Council** Meeting Agenda for consideration, debate and voting.
- 19.20. Where a motion has been given advance notice as per item 19.19 (a) and (b) and is placed on an Agenda for consideration, debate and voting, the motion will first be moved and seconded prior to being debated.

## 20. VOTING

- 20.1. If requested by a **Member**, **Council** must vote separately on each distinct part of a question under consideration.

- 20.2. When debate on a matter is closed the **Chair** must put the matter to a vote by asking who is in favour of the question and then who is opposed.
- 20.3. Voting shall be by a show of hands. If a **Member** does not indicate how they vote the **Member** is deemed to have voted in the affirmative.
- 20.4. Unless otherwise provided, a motion is decided by a majority of the **Members** present.
- 20.5. Where votes on a question are equal for and against, the motion is defeated.
- 20.6. After the **Chair** has put the question to a vote a **Member** shall not speak to the question or make a motion concerning it. The **Chair's** decision as to whether a question has been finally put is conclusive.
- 20.7. The **Chair** must declare the result of the voting by stating whether the motion is carried or defeated and the names of those opposed to the motion.
- 20.8. No vote shall be taken by ballot or any other method of secret voting.

## **21. ADJOURN**

- 21.1. The **Chair** may declare a meeting adjourned with no motion if:
  - (a) the agenda is complete,
  - (b) the hour adopted for adjournment has arrived,
  - (c) in the case of an emergency or immediate danger.
- 21.2. A motion to adjourn to a specific time and place has the effect of continuing the meeting and no further notice is required.

## **22. COMMITTEES**

- 22.1. **Committee** meetings shall be held at the **Municipal Hall** whenever possible.
- 22.2. All **Committee** meetings shall be open to the public unless a meeting or part of a meeting is authorized to be closed to the public under the *Community Charter*.
- 22.3. Recommendations to **Council** by the **Committee** shall be made by resolution.
- 22.4. By resolution, **Committee Members** shall appoint a **Chair** at the beginning of each calendar year and may appoint an Acting **Chair** as required. The Acting **Chair** shall have the same powers as the **Chair** while in that role. A **Member** of **Council** shall not be appointed as **Chair** or Acting **Chair**.
- 22.5. Where both the **Chair** and the Acting **Chair** are absent, the **Members**, by resolution, shall choose a **Member** from those present, to preside at the meeting.
- 22.6. The **CAO** may delegate a **Staff Liaison** to a **Committee**.
- 22.7. **Committee** requests for funding, resources or expenses must be pre-approved by the **CAO** or **Council**.
- 22.8. Where a **Committee** is considering an application or permit, applicants shall be advised of the meeting location, date and time so they may attend if desired.
- 22.9. The **Chair** and **Council Representative** shall determine items to be included on the agenda.

- 22.10. The Recording Secretary is responsible for:
- (a) preparing an agenda;
  - (b) distributing and posting the agenda;
  - (c) recording and signing **Committee** minutes;
  - (d) ensuring minutes are provided to the **Corporate Officer** no more than 5 days after the meeting.
- 22.11. The **Committee Chair** is responsible for:
- (a) determining items to be included on the agenda;
  - (b) scheduling, organizing and arranging **Committee** meetings or cancelling a meeting;
  - (c) presenting to **Council** when required;
  - (d) acting as the liaison with the **Council Representative** and **Staff Liaison**.
- 22.12. Late items may be added to a **Committee** agenda by resolution.
- 22.13. The rules of Conduct and Debate within this bylaw apply to **Committee** Meetings so far as is possible.
- 22.14. **Council Members** appointed:
- (a) to select **Committees** are non-voting **Members**;
  - (b) to standing **Committees** are voting **Members**;
  - (c) to Commissions are voting **Members**;

## **23. SEVERANCE**

- 23.1. If any section, subsection or clause of this bylaw is for any reason held to be invalid by any court of competent jurisdiction, the invalid portion shall be severed and the severance shall not affect the validity of the remainder of this bylaw.

## **24. REPEALS**

- 24.1. **District Council** Procedures Bylaw 1229, 2024 and all amendments thereto are hereby repealed.

**25. CITATION**

25.1. This Bylaw may be cited for all purposes as “Council Procedures Bylaw 1282, 2025.”

READ A FIRST TIME this 3<sup>rd</sup> day of June, 2025.

READ A SECOND TIME this 3<sup>rd</sup> day of June, 2025.

READ A THIRD TIME this 3<sup>rd</sup> day of June, 2025.

ADVERTISED on the 3<sup>rd</sup> and 10<sup>th</sup> days of July , 2025 pursuant to the provisions of Section 94 of the *Community Charter*.

ADOPTED this xx day of xx , 2025.

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**Mayor**

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**Corporate Officer**