

## THE CORPORATION OF THE CITY OF ENDERBY

### BYLAW NO. 1506

#### A BYLAW TO ESTABLISH COUNCIL PROCEDURES

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The Council of the City of Enderby, in open meeting assembled, enacts as follows:

#### PART 1 – INTRODUCTION

##### Title

1. This Bylaw may be cited as the “Council Procedure Bylaw No. 1506, 2012”.

##### Definitions

2. In this Bylaw,

“**City**” means the Corporation of the City of Enderby;

“**City Hall**” means Enderby City Hall located at 614 Cliff Avenue, Enderby, British Columbia;

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

“**COTW**” means the Committee of the Whole of Council;

“**Commission**” means a municipal commission established by Council under Section 143 of the Community Charter;

“**Corporate Officer**” means the Administrator for the City;

“**Council**” means the Council of the City of Enderby;

“**Mayor**” means the mayor of the City;

“**Public Notice Posting Place**” means the public notice board at the City Hall.

##### Application of rules of procedure

3. (1) The provisions of this Bylaw govern the proceedings of Council, COTW, Commission, and all standing and select committees of Council, as applicable.
- (2) In cases not provided for under this Bylaw, The New Robert's Rules of Order, 2nd edition, 1998, apply to the proceedings of Council, COTW, and Council committees to the extent that those Rules are:
  - (a) applicable in the circumstances; and
  - (b) not inconsistent with provisions of this Bylaw or the *Community Charter*.

#### PART 2 – COUNCIL MEETINGS

##### Inaugural Meeting

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

### **Time and location of meetings**

5. (1) All Council meetings must take place within City Hall except when Council resolves to hold meetings elsewhere.
- (2) Regular Council meetings must:
  - (a) be held on the first and third Monday of each month during January, February, March, April, May, June, September, October, November and December;
  - (b) be held on the third Monday of July and August;
  - (c) begin at 4:30 p.m.;
  - (d) be adjourned at 7:00 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with s. 27; and
  - (e) when such meeting falls on a statutory holiday, be held on the next day Municipal Hall is open which is not a statutory holiday.
- (3) Regular Council meetings may be cancelled by Council, provided that two consecutive meetings are not cancelled.

### **Notice of Council Meetings**

6. (1) In accordance with section 127 of the *Community Charter*, Council must prepare annually on or before January 1 of each year, a schedule of the dates, times and places of regular Council meetings and must make the schedule available to the public by posting it at the Public Notice Posting Place.
- (2) In accordance with section 127 of the *Community Charter*, Council must give notice annually on or before January 1 of the time and duration that the schedule of regular Council meetings will be available.
- (3) 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 Place indicating the date, time and place or cancellation of a regular Council meeting.

### **Notice of special meetings**

7. (1) Except where notice of a special meeting is waived by unanimous vote of all council members under section 127(4) of the *Community Charter*, a notice of the date, hour, and place of a special Council meeting must be given at least 24 hours before the time of meeting, by:
  - (a) posting a copy of the notice at the Public Notice Posting Place; and
  - (b) leaving one copy of the notice for each Council member in the Council member's mailbox at City Hall.
- (2) The notice under subsection (1) must describe in general terms the purpose of the meeting and be signed by the Mayor or the Corporate Officer.

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

8. (1) Annually, Council 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 when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.
- (2) Each Councillor designated under section 8(1) must fulfill the responsibilities of the Mayor in his or her absence.

- (3) If both the Mayor and the member designated under section 8(1) are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.
- (4) The member designated under section 8(1) or chosen under section 8(3) has the same powers and duties as the Mayor in relation to the applicable matter.

## **PART 4 – COUNCIL PROCEEDINGS**

### **Attendance of Public at Meetings**

9. (1) Except where the provisions of section 90 of the *Community Charter* apply, all Council meetings must be open to the public.
- (2) Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with section 92 of the *Community Charter*.
- (3) This section applies to all meetings of the bodies referred to in section 93 of the *Community Charter*, including without limitation:
  - (a) COTW,
  - (b) standing and select committees,
  - (c) parcel tax roll review panel,
  - (d) board of variance
  - (e) Commissions
- (4) Despite section 9(1), the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 8 may expel or exclude from a Council meeting a person in accordance with section 19(8).

### **Minutes of meetings to be maintained and available to public**

10. (1) Minutes of the proceedings of Council must be:
  - (a) legibly recorded;
  - (b) certified as correct by the Corporate Officer; and
  - (c) signed by the Mayor or other member presiding at the meeting or at the next meeting at which the minutes are adopted.
- (2) Subject to subsection 10(3), and in accordance with section 97(1)(b) of the *Community Charter* minutes of the proceedings of Council must be open for public inspection at City Hall during its regular office hours.
- (3) Subsection 10(2) does not apply to minutes of a Council meeting or that part of a Council meeting from which persons were excluded under section 90 of the *Community Charter*.

### **Calling meeting to order**

11. (1) As soon after the time specified for a Council meeting as there is a quorum present, the Mayor, if present, must take the Chair and call the Council meeting to order, however, where the Mayor is absent, the Councillor designated as the member responsible for acting in the place of the Mayor in accordance with section 8 must take the Chair and call such meeting to order.
- (2) If a quorum of Council is present but the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 8 do not attend within 15 minutes of the scheduled time for a Council meeting:
  - (a) the Corporate Officer must call to order the members present; and

- (b) the members present must choose a member to preside at the meeting.

#### **Adjourning meeting where no quorum**

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

#### **Agenda**

- 13. (1) Prior to each Council meeting, the Corporate Officer must prepare an Agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.
- (2) The deadline for submissions by the public to the Corporate Officer of items for inclusion on the Council meeting Agenda will be 10:00 a.m. on the Thursday prior to the meeting.
- (3) The Corporate Officer must make the agenda available to the members of Council and the public on the Friday afternoon prior to the meeting.
- (4) Council must not consider any matters not listed on the Agenda unless a new matter for consideration is properly introduced as a late item pursuant to section 15.

#### **Order of proceedings and business**

- 14. (1) The agenda for all regular Council meetings contains the following matters in the order in which they are listed below:
  - (a) Approval of agenda;
  - (b) Adoption of the minutes;
  - (c) Public and statutory hearings;
  - (d) Petitions and Delegations;
  - (e) Business arising from the minutes and/or unfinished business;
  - (f) Bylaws;
  - (g) Reports of Committees, Staff, Council, and Mayor;
  - (h) New Business;
  - (i) Public Question Period;
  - (j) Adjournment.
- (2) Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.

#### **Late Items**

- 15. (1) An item of business not included on the Agenda must not be considered at a Council meeting unless introduction of the late item is approved by Council at the time allocated on the Agenda for such matters.
- (2) Late items shall be restricted to essential items, which would include matters arising after the presentation of the Agenda and which, if acted upon in a timely manner, would adversely affect the City's position or the position of a constituent or group of constituents. A late item introduced at the appropriate time which Council deems non-essential may, by majority vote, be postponed to a subsequent meeting.

#### **Voting at meetings**

- 16. (1) The following procedures apply to voting at Council meetings:

- (a) when debate on a matter is closed, the presiding member must put the matter to a vote of Council members;
  - (b) when the Council is ready to vote, the presiding member must put the matter to a vote by stating:  

"Those in favour raise your hands." and then "Those opposed raise your hands."
  - (c) when the presiding member is putting the matter to a vote under paragraphs (a) and (b) a member must not:
    - (i) leave the room;
    - (ii) make a noise or other disturbance; or
    - (iii) interrupt the voting procedure under paragraph (b) unless the interrupting member is raising a point of order.
  - (d) after the presiding member finally puts the question to a vote under paragraph (b), a member must not speak to the question or make a motion concerning it;
  - (e) the presiding member's decision about whether a question has been finally put is conclusive;
  - (f) whenever a vote of Council on a matter is taken, each member present shall signify their vote by raising their hand; and
  - (g) the presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative.
- (2) At the request of any member of Council, the way in which the member votes on any particular motion shall be recorded in the minutes.

### **Delegations**

17. (1) The Council may, by resolution, allow an individual or a delegation to address Council at the meeting provided written application on a prescribed form has been received by the Corporate Officer by 10:00 a.m. on the Thursday prior to the meeting.
- (2) Where written application has not been received by the Corporate Officer as prescribed in section 17(1), an individual or delegation may address the meeting if approved by a majority vote of the members present.
- (3) No one delegation to Council on any one or more matters shall exceed a total speaking time of ten (10) minutes. The maximum time allotted for delegations per meeting shall be twenty (20) minutes, unless a resolution is passed to authorize additional time for delegations and/or speaking time. The provisions of this sub-section do not apply to delegations at Public Hearings.
- (4) Council must not permit a delegation to address a meeting of the Council regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.
- (5) The Corporate Officer may schedule delegations to another Council meeting or advisory body as deemed appropriate according to the subject matter of the delegation.
- (6) The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.
- (7) Where a delegation has addressed Council on a particular issue, if a subsequent request is received from the same delegation to address Council on the same issue, and no significant new information is provided, the

Corporate Officer will be granted the authority not to place the item on the Agenda but will circulate the request under separate cover as an item of general information.

### Points of order

18. (1) Without limiting the presiding member's duty under section 132(1) of the *Community Charter*, the presiding member must apply the correct procedure to a motion if the motion is contrary to the rules of procedure in this bylaw, whether or not another Council member has raised a point of order in connection with the motion.
- (2) When the presiding member is required to decide a point of order:
  - (a) the presiding member must cite the applicable rule or authority if requested by another Council member;
  - (b) another member must not question or comment on the rule or authority cited by the presiding member under subsection (2)(a); and
  - (c) the presiding member may reserve the decision until the next Council meeting.

### Conduct and debate

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

- (b) if the member apologizes to the Council, Council may, by resolution, allow the member to retake the member's seat.
- (9) A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.
- (10) The following rules apply to limit speech on matters being considered at a Council meeting:
  - (a) a member may speak more than three times in connection with the same question only;
    - (i) with the permission of Council, or
    - (ii) if the member is explaining a material part of a previous speech without introducing a new matter.
  - (b) a member who has made a substantive motion to the Council may reply to the debate;
  - (c) a member who has moved an amendment, the previous question, or an instruction to a committee may not reply to the debate;
  - (d) a member may speak to a question, or may speak in reply, for longer than a total time of 15 minutes only with the permission of Council.

#### **Motions generally**

- 20. (1) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.
- (2) A motion that deals with a matter that is not on the agenda of the Council meeting at which the motion is introduced may be introduced with Council's permission.
- (3) A Council member may make only the following motions, when the Council is considering a question:
  - (a) to refer to committee or staff;
  - (b) to amend;
  - (c) to lay on the table;
  - (d) to postpone indefinitely;
  - (e) to postpone to a certain time;
  - (f) to adjourn.
- (4) A motion made under subsections (3)(c) to (f) is not amendable or debatable.
- (5) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member.

#### **Motion to commit**

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

#### **Motion for the main question**

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

- (b) if the motion for the main question, or for the main question as amended, is decided in the negative, the Council may again debate the question or proceed to other business.

### **Amendments generally**

- 23. (1) A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.
- (2) An amendment may propose removing, substituting for, or adding to the words of an original motion.
- (3) A proposed amendment must be reproduced in writing by the mover if requested by the presiding member.
- (4) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
- (5) An amendment may be amended once only.
- (6) An amendment that has been decided in the negative by a vote of Council cannot be proposed again.
- (7) A Council member may propose an amendment to an adopted amendment.
- (8) The presiding member must put the main question and its amendments in the following order for the vote of Council:
  - (a) a motion to amend a motion amending the main question;
  - (b) a motion to amend the main question, or an amended motion amending the main question if the vote under subparagraph (a) is positive;
  - (c) the main question.

### **Reconsideration by Council Member**

- 24. (1) Subject to subsection (5), and notwithstanding the power of reconsideration by the Mayor under section 131 of the *Community Charter*, a Council member may, at the next meeting:
  - (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken; and
  - (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.
- (2) A Council member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.
- (3) Council must not discuss the main matter referred to in subsection (1) unless a motion to reconsider that matter is adopted in the affirmative.
- (4) A vote to reconsider must not be reconsidered.
- (5) Council may only reconsider a matter that has not:
  - (a) had the approval or assent of the electors and been adopted;
  - (b) been reconsidered under subsection (1) or section 131 of the *Community Charter*;
  - (c) been acted on by an officer, employee, or agent of the Municipality.
- (6) The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its rejection under this section.



- (7) A bylaw, resolution, or proceeding that is reaffirmed under subsection (1) or section 131 of the *Community Charter* is as valid and has the same effect as it had before reconsideration.

### **Privilege**

25. (1) In this section, a matter of privilege refers to any of the following motions:
- (a) fix the time to adjourn;
  - (b) adjourn;
  - (c) recess;
  - (d) raise a question of privilege of the Council;
  - (e) raise a question of privilege of a member of Council.
- (2) A matter of privilege must be immediately considered when it arises at a Council meeting.

### **Reports from committees**

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

### **Adjournment**

27. (1) Council may continue a meeting after 7:00 p.m. only by an affirmative vote of *a majority* of the Council members present.
- (2) A motion to adjourn either a Council meeting or the debate at a Council meeting is always in order if that motion has not been preceded at that meeting by the same motion.
- (3) Subsection (2) does not apply to a motion to adjourn to a specific day.

## **PART 5 – BYLAWS**

### **Copies of proposed bylaws to Council members**

28. A proposed bylaw may be introduced at a Council meeting only if a copy of it has been delivered to each Council member at least 48 hours before the Council meeting, or all Council members unanimously agree to waive this requirement.

### **Form of bylaws**

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

### **Bylaws to be considered separately or jointly**

30. Council must consider a proposed bylaw at a Council meeting either:

- (a) separately when directed by the presiding member or requested by another Council member, or
- (b) jointly with other proposed bylaws in the sequence determined by the presiding member.

### **Reading and adopting bylaws**

31. (1) The presiding member of a Council meeting may read, or:
- (a) have the Corporate Officer read a synopsis of each proposed bylaw or group of proposed bylaws; and then
  - (b) request a motion that the proposed bylaw or group of bylaws be read.
- (2) The readings of the bylaw may be given by stating its title and object.
- (3) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.
- (4) Subject to section 882 of the *Local Government Act*, each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.
- (5) In accordance with section 135 of the *Community Charter*, Council may give two or three readings to a proposed bylaw at the same Council meeting.
- (6) Despite section 135(3) of the *Community Charter*, and in accordance with section 890(9) of the *Local Government Act*, Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.

### **Bylaws must be signed**

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

## **PART 6 - RESOLUTIONS**

### **Copies of resolutions to Council members**

33. A resolution may be introduced at a Council meeting only if a copy of it has been delivered to each member of Council at least 48 hours before the Council meeting, or all Council members unanimously agree to waive this requirement.

### **Form of resolution**

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

### **Introducing resolutions**

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

## **PART 7 - COMMITTEE OF THE WHOLE**

### **Committee of the Whole Procedures**

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

### **Notice for COTW meetings**

37. (1) Subject to subsection (2) a notice of the day, hour and place of a COTW meeting must be given at least 24 hours before the time of the meeting by:
- (a) posting a copy of the notice at the Public Notice Posting Places; and
  - (b) leaving a copy of the notice for each Council member in the Council member's mailbox at City Hall.
- (2) Subsection (1) does not apply to a COTW meeting that is called, in accordance with section 36, during a Council meeting for which public notice has been given under section 6 or 7.

### **Minutes of COTW meetings to be maintained and available to public**

38. (1) Minutes of the proceedings of COTW must be:
- (a) legibly recorded;
  - (b) certified by the Corporate Officer;
  - (c) signed by the member presiding at the meeting; and
  - (d) open for public inspection in accordance with section 97(1)(c) of the *Community Charter*.

### **Presiding members at COTW meetings and Quorum**

39. (1) Any Council member may preside in COTW.
- (2) The members of Council attending a meeting of COTW must appoint a presiding member for the COTW meeting.
- (3) The quorum of COTW is the majority of Council members.

### **Points of order at meetings**

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

### **Conduct and debate**

41. The following rules apply to COTW meetings:
- (a) a motion for adjournment is not allowed;
  - (b) a member may speak any number of times on the same question;
  - (c) a member must not speak longer than a total of 10 minutes on any one question.

### **Voting at meetings**

42. (1) Votes at a COTW meeting must be taken by a show of hands if requested by a member.
- (2) The presiding member must declare the results of voting.

## **Reports**

43. (1) COTW may consider reports and bylaws only if:
  - (a) they are printed and the members each have a copy; or
  - (b) a majority of the Council members present decide without debate that the requirements of paragraph (a) do not apply.
- (2) A motion for COTW to rise and report to Council must be decided without debate.
- (3) The COTW's report to Council may be presented by the Corporate Officer, or the Committee Chair.

## **Rising without reporting**

44. (1) A motion made at a COTW meeting to rise without reporting:
  - (a) is always in order and takes precedence over all other motions;
  - (b) may be debated; and
  - (c) may not be addressed more than once by any one member.
- (2) If a motion to rise without reporting is adopted by COTW at a meeting constituted under section 36(2), the Council meeting must resume and proceed to the next order of business.

## **PART 8 – COMMITTEES**

### **Duties of standing committees**

45. (1) Standing committees may consider, inquire into, report, and make recommendations to Council about all of the following matters:
  - (a) matters that are related to the general subject indicated by the name of the committee;
  - (b) matters that are assigned by Council;
  - (c) matters that are assigned by the Mayor.
- (2) Standing committees may report and make recommendations to Council as required by Mayor and Council or the Chair of the committee.

### **Duties of select committees**

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

### **Schedule of committee meetings**

47. Committee meetings shall be held at the call of the Chair.

### **Notice of committee meetings**

48. Notice of meetings called under section 47 must be given at least 48 hours before the time of the meeting by:
  - (a) Posting a copy of the agenda at the Public Notice Posting Places;
  - (b) Providing a copy of the agenda to each member of the committee in the committee member's mailbox at City Hall.

### **Attendance at Committee meetings**

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

### **Minutes of committee meetings to be maintained and available to public**

50. Minutes of the proceedings of a committee must be:
- (a) legibly recorded;
  - (b) certified by the Corporate Officer;
  - (c) signed by the chair or member presiding at the meeting after they are adopted; and
  - (d) open for public inspection in accordance with section 97(1)(c) of the *Community Charter*.

### **Quorum**

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

### **Conduct and debate**

52. (1) The rules of Council procedure must be observed during committee meetings, so far as is possible and unless as otherwise provided in this Bylaw.
- (2) Council members attending a meeting of a committee, of which they are not a member, may participate in the discussion with the permission of the Chair.

### **Voting at meetings**

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

## **PART 9 – COMMISSIONS**

### **Schedule of Commission meetings**

54. (1) Commission meetings will be established by the Commission and at the call of the Chair.

### **Notice of Commission Meetings**

55. (1) Notice of the day, hour and place of a Commission meeting must be given at least 24 hours before the time of the meeting by:
- (a) posting a copy of the notice at the Public Notice Posting Places; and
  - (b) leaving a copy of the notice for each Commission member in the Commission member's mailbox at City Hall.

### **Agenda**

56. (1) Prior to each Commission meeting, the Corporate Officer must prepare an Agenda setting out all items for consideration at the meeting.
- (2) An item of business not included on the Agenda must not be considered at the Commission meeting unless introduction of the late item is approved by the Commission at the time allocated on the Agenda for such items.

### **Minutes**

57. (1) Minutes of the proceeding of the Commission must be:
- (a) legibly recorded;

- (b) certified by the Corporate Officer;
- (c) signed by the member presiding at the meeting; and
- (d) open for public inspection in accordance with Section 97(1)(c) of the Community Charter.

**Presiding Member at Commission Meetings and Quorum**

- 58. (1) At the first Commission meeting each year, the Commission from amongst its members must vote a member to serve as Chair.
- (2) The Chair will preside at Commission meetings.
- (3) In the absence of the Chair, the Commission members present will appoint a Commission member to preside at the meeting.
- (4) The quorum of the Commission will be the majority of the Commission members.

**Points of Order at Meetings**

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

**Voting at Meeting**

- 60. (1) Votes at a Commission meeting must be taken by a show of hands.
- (2) The presiding member must declare the results of voting.

**PART 10 – GENERAL**

- 61. If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.
- 62. This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the *Community Charter*.
- 63. Council Procedure Bylaw No. 1450, 2009 is hereby repealed in its entirety.

READ a FIRST time this 4<sup>th</sup> day of September, 2012.

READ a SECOND time this 4<sup>th</sup> day of September, 2012.

READ a THIRD time this 4<sup>th</sup> day of September, 2012.

RECONSIDERED and ADOPTED this 17<sup>th</sup> day of September, 2012.

\_\_\_\_\_  
MAYOR

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CHIEF ADMINISTRATIVE OFFICER