

THE CORPORATION OF THE CITY OF COURTENAY

NOTICE OF COMMITTEE OF THE WHOLE MEETING

DATE: Monday, November 25, 2013
PLACE: City Hall Council Chambers
TIME: 4:00 p.m.

AGENDA

1.00 STAFF REPORTS

Pg#

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|----|--|
| 1 | 1. Braidwood Road Housing Project: Selection of Social Planning Consultant |
| 15 | 2. Draft Council Procedure Bylaw |

2.00 RESOLUTIONS OF COUNCIL

1. In Camera Meeting

That notice is hereby given that a Special In-Camera meeting closed to the public will be held November 25, 2013 at the conclusion of the Committee of the Whole Meeting pursuant to the following sub-sections of the *Community Charter*:

- 90 (1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

3.00 ADJOURNMENT



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT TO COMMITTEE OF THE WHOLE

To: Mayor and Council

File No.: 2380-20

From: Chief Administrative Officer

Date: November 25, 2013

Subject: Braidwood Road Housing Project: Selection of Social Planning Consultant

PURPOSE:

The selection of a supportive housing model for the Braidwood Housing Project has been identified as the number one Corporate Priority in the City of Courtenay 2013 Strategic Priorities Report.

The purpose of this report is to seek direction and/or obtain approval for the selection of a Social Planning Consultant to prepare a Request for Proposals (RFP) to construct and operate a supportive housing project on City-owned property located at 810 Braidwood Road.

RECOMMENDATION

That based on the November 25th 2013 staff report, "Braidwood Housing Project: Selection of a Social Housing Consultant", Committee of the Whole approve OPTION 1 and direct staff to enter into an agreement with John Jessup & Associates, a Social Planning Consultant based in Nanaimo, BC, to assist in the development of a supportive housing project on City-owned property located at 810 Braidwood Road.

Respectfully submitted,

David Allen
Chief Administrative Officer

BACKGROUND:

There is a considerable amount of background information that relates to the efforts by the City to develop a supportive housing project at 810 Braidwood. Envisioned as a Public-Private Partnership (P3), the City will provide the land, BC Housing will provide project funding for capital and operating costs (funding not yet confirmed), and the selected non-profit organization will oversee the construction and ongoing operation of the facility.

In the interest of limiting the length of this report, a brief summary of the Braidwood Housing Project is provided below, and additional information is contained in relevant documents that are appended to this report.

In July 2013, BC Housing confirmed that they have made \$50,000 available to the City in a proposal development loan, to assist in the planning and development of a supportive housing proposal for a property located 810 Braidwood Road in Courtenay.

A portion of the funds committed by BC Housing may be used towards the development of the RFP and the process of selection of the non-profit operator. BC Housing has indicated that it requires an open and transparent process in the development and selection of a project/not-for-profit organization.

On August 19, 2013, the City of Courtenay announced it had purchased the property at 810 Braidwood Road as the eventual location for a supportive housing project. A copy of the August 19th Media Release is appended to this report.

The purchase was funded with proceeds from the sale of property at 865, 877, and 899 Cliffe Avenue, which had been previously owned by the Comox Valley Regional District (CVRD), and sold to the City of Courtenay for \$1, along with \$100,000 from a Vancouver Island Health Authority (VIHA) grant.

Under the agreement with the CVRD, the Cliffe Avenue property and VIHA funding was transferred to the City with the stipulation that these funds be used "for the development of an emergency shelter and/or supportive housing elsewhere". Detailed background information is outlined in a June 21st 2012 staff report appended to this report.

The most recent Council update was provided in a September 23rd 2013 Briefing Note from the CAO outlining progress on selecting a housing project for the Braidwood property. The BN identified the next steps, which included the preparation of a Request for Proposals (RFP). A copy of this BN is appended to this report.

As social planning is not a service that the City has previously been involved with (and City staff have no expertise in), the best approach in moving forward with the project is to contract with an experienced Social Planning Consultant.

DISCUSSION

Over the last several weeks staff has been working with BC Housing and the BC Non-Profit Housing Association to identify a short list of suitable social planning consultants. This list has been narrowed to one candidate, and staff has been working with this candidate over the last three weeks and are now ready to present Council (through Committee of the Whole) with a proposal.

John Jessup, Principal of John Jessup & Associates, has been identified by staff as the preferred consultant to undertake the Braidwood Housing Project. Currently based in Nanaimo, BC, Mr. Jessup worked with the City of Vancouver as a Social Housing Planner and Senior Housing Planner from 1980 to 2000. As a private social housing development consultant on Vancouver Island from 1999 to the present, Mr. Jessop has completed 10 projects on time and on budget, comprising 239 beds/units, ranging from seniors assisted living, to emergency shelters to supportive housing, located throughout the Island in both rural and urban settings.

A complete copy of the proposed contract is available, but has not been included in order to limit the length of this report. The table below outlines the proposed Milestones, Tasks, and timelines as proposed by Mr. Jessup.

<u>Milestones and Tasks</u>	<u>Weeks - Contract Approval</u>	
1.1 Prepare executive brief on Recent studies		
1.2 Inventory existing supportive housing projects		
1.3 Map sensitive facilities and agencies		
1.4 Plot existing land uses within a 2-block radius of site		
1.5 List key players in housing issues discussion over last 3 years		
1.6 Review official community plan and zoning & development bylaw		
2. Engage Braidwood Road Neighborhood	4	weeks
2.1 Identify the range of housing options for the Braidwood site		
2.2 Contact a sample of existing residents in the Braidwood neighborhood		
2.3 Host open house on housing options for Braidwood site		
2.4 Establish Braidwood neighborhood advisory committee		
2.5 Draft a good neighbor agreement with advisory committee		
3. Prepare and Administer EOI/RFP	10	weeks
3.1 Establish EOI/RFP Ad Hoc Committee		
3.2 Review previous BC Housing/Municipal EOI/RFP processes & templates		
3.3 Decide on administrative framework for EOI/RFP		
3.4 Draft questions, scoring system and response timelines for EOI/RFP		
3.5 Determine notification and advertising venues		
3.6 Evaluate EOI/RFP returns		
4. Prepare Council Report	18	weeks

Given the complexity and challenges associated with the Braidwood Housing Project, Mr. Jessup has agreed to attend the November 25th Committee of the Whole meeting to answer questions from Council.

FINANCIAL IMPLICATIONS

There are no direct financial implications for the City. The Braidwood Road Housing Project proposal budget is \$10,500, all of which will be covered through the \$50,000 BC Housing funds. These funds are in the form of a forgivable loan (if the project does not proceed), but are rolled into the overall project budget should the project move forward to completion.

ADMINISTRATIVE IMPLICATIONS

While the impact on staff time is not known at this time, it is anticipated that there will be approximately 30 to 60 hours of time spent by the CAO in working with the social planning consultant, and the public in finalizing the selection of a non-profit organization to construct and operate the Braidwood Road Housing Project.

STRATEGIC PLAN REFERENCE

The selection of a supportive housing model for the Braidwood Housing Project has been identified as the number one Corporate Priority in the City of Courtenay 2013 Strategic Priorities Report, and this phase of the project is tentatively scheduled for completion in February 2014. An accurate timeline will be established in the 2014 Corporate Work Plan.

OFFICIAL COMMUNITY PLAN REFERENCE

- ✓ An inclusive, open and caring community
- ✓ Work with social planning agencies and organizations and environmental groups.
- ✓ Ensure the provision and integration of special needs and affordable housing.
- ✓ Encourage housing opportunities and convenient community services for individuals having special housing requirements.
- ✓ The provision of non-profit housing as a means of increasing the supply of rental housing is strongly encouraged. Preference is for affordable and social housing to be dispersed throughout the City and not concentrated in one area.
- ✓ The City will review the DCC Bylaw as a potential means to provide additional affordable housing by examining the application based on floor area rather than one fee for all multi-residential units.
- ✓ Housing agreements, phased development agreements and/or covenants may be used to ensure the housing unit(s) remains affordable for a set amount of time.

References in the Affordable Housing Policy:

- ✓ Engage in housing agreements entered into by the City and a corporation, either non-profit or profit to ensure a housing project is built and will remain affordable.
- ✓ Explore the opportunities to use municipal, provincial and School District properties for affordable housing projects.
- ✓ providing staff expertise to facilitate the development of affordable housing to agencies, social groups and private individuals needing assistance through the preparation and project development approval process.

REGIONAL GROWTH STRATEGY REFERENCE

- ✓ Explore a delivery mechanism for a provincial non-profit program and assist local governments in the provision of non-profit housing, in their jurisdiction.
- ✓ Ensure a diversity of affordable housing options to meet evolving regional demographics and needs.

CITIZEN/PUBLIC ENGAGEMENT

Early and ongoing public engagement will be essential to the success of the Braidwood Housing Project, and as such is given strong consideration in the proposal from John Jessup & Associates. Key aspects of the public engagement process include, contacting neighbouring residents, establish a Braidwood

neighbourhood advisory committee, conduct an open house, establish an Ad-Hoc Advisory Committee, and determine other supportive communications procedures.

OPTIONS

OPTION 1:

Committee of the Whole direct staff to enter into an agreement with John Jessup & Associates to assist in the development of a supportive housing project on City-owned property located at 810 Braidwood Road.

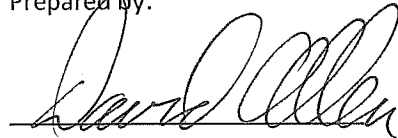
OPTION 2:

Committee of the Whole direct staff to further research and report back on other options for the selection of a Social Planning Consultant for the Braidwood Housing Project.

OPTION 3:

Committee of the Whole direct staff not to proceed with the Braidwood Housing Project at this time.

Prepared by:



David Allen

Chief Administrative Officer

Attachments:

1. August 19th Media Release: Courtenay Purchases Property for Supportive Housing
2. June 21st 2012 Staff Report: Offer to Transfer CVRD Property at 865, 877, 889 Cliffe Avenue
3. September 23rd 2013 Briefing Note: Braidwood Supportive Housing Project Update

THE CORPORATION OF THE CITY OF COURTENAY

830 Cliffe Avenue
Courtenay, B.C.
V9N 2J7



Phone 334-4441
Fax 334-4241
email: info@courtenay.ca

MEDIA RELEASE

August 19, 2013

Courtenay Purchases Property for Supportive Housing

An affordable and supportive housing facility in the Comox Valley is a step closer to reality, with the City of Courtenay announcing it has purchased property at 810 Braidwood Road. The purchase was funded with proceeds from the sale of property at 865, 877, and 899 Cliffe Avenue.

The Cliffe Avenue properties had been purchased in 2010 by the Comox Valley Regional District (CVRD) for a homeless shelter/supportive housing. The CVRD transferred ownership of the properties to the City in 2012, along with \$100,000 from the Vancouver Island Health Authority (VIHA), with an agreement that the funds, along with proceeds from the property sale, would be used “for the development of an emergency shelter and/or supportive housing elsewhere.”

Mayor Larry Jangula said the Braidwood Road site recently became available and was purchased by the City as an eventual location for a supportive housing project. “We knew the property would need to be close to services, amenities, and public transit,” said Jangula. “We believe this new site meets the needs identified by the community during discussions over the previous site.”

While the land purchase has been finalized, obtaining financing for the construction of any supportive housing still needs to be addressed. The City will be investigating funding opportunities from all levels of government and looking for partnership opportunities with local community organizations.

The Cliffe Avenue properties were sold for the appraised value \$355,000 plus tax. The Braidwood property was purchased for \$264,500 plus tax.

Mayor Jangula emphasized that any development on the site would need to first go through a comprehensive consultation process. “We want any housing constructed to be an asset to the neighbourhood and to the Comox Valley, a good fit,” advised Jangula. “We’ll be reaching out to the community and to a variety of service providers for their input on how to move forward. This will be an open, public and inclusive process.”

The City of Courtenay and other Comox Valley local governments will be participating in an upcoming public forum, hosted by the Comox Valley Housing Task force. October 16 at the Florence Filberg Centre on issues related to homelessness, access to affordable housing and healthy communities. Feedback received at this event will be used as a starting point for project planning. Additional project-specific consultation events will be planned in the future.

“We know there is a shortage of affordable and supportive housing in the Comox Valley,” said Mayor Jangula. “This site isn’t going to solve the problem, but it’s a good place to start.”

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THE CORPORATION OF THE CITY OF COURTENAY

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REPORT TO COUNCIL

FROM: Development Services Department

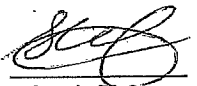
FILE #: 0940-20

DATE: June 21, 2012

SUBJECT: Offer to Transfer:
CVRD Property at 865, 877, 889 Cliffe Avenue
Lots 5-7, Section 61, Comox District, Plan 5859

C.A.O. COMMENTS/RECOMMENDATIONS:

That the recommendation of the Director of Development Services be accepted.



Sandy T. Gray

RECOMMENDATION:

That Council accept the offer from the Comox Valley Regional District to transfer the ownership of the properties at 865, 877 and 889 Cliffe Avenue and the provision of a minimum of \$100,000.00 from the Vancouver Island Health Authority 2012 grant to assist with the development of an emergency shelter and supportive housing project;

That the property is accepted by the City with the understanding that the Environmental Certificate of Compliance, issued for the property in 2003 pursuant to the Contaminated Site Regulations on the subject properties, is inherently restrictive in that it meets only the standard required for commercial uses on the ground floor and residential uses above; and

That this offer from the Comox Valley Regional District be subject to dissolving the Regional District Emergency Shelter and Supportive Housing function of which the City is a participant in.

PURPOSE:

To review the offer from the Comox Valley Regional District (CVRD) to firstly, transfer the ownership of the properties at 865, 877 and 889 Cliffe Avenue to the City for one dollar on the condition that the properties or proceeds from the properties be used for emergency shelter and supportive housing purposes, and secondly, to transfer to the City a minimum of \$100,000.00 from the Vancouver Island Health Authority 2012 grant to assist with the development of an emergency shelter and supportive housing.

BACKGROUND:

On October 26, 2010, the CVRD approved the purchase of the properties at 865, 877 and 889 Cliffe Avenue for the purpose of an emergency shelter and supportive housing in the Comox Valley.

Following the purchase, there were discussions between Regional District staff and BC Housing staff on possible future uses and partnerships, however no further movement on a project occurred.

The purchase of the properties has been the only RD Board approved initiative related to the issue of homelessness.

Site:

The site is flat containing 1,393.5m² and located in the City's downtown district. It is very visible and in an accessible location.

The site received a Certificate of Compliance in 2003 from the Ministry of Environment pursuant to the Contaminated Site Regulations. The approval was for commercial uses on the ground floor and residential uses above. The commercial land use standard would be appropriate for a homeless shelter provided that no living spaces are located on the ground floor. Facilities such as an office, laundry, kitchen and dining facilities on the ground level would be consistent with the approved Certificate of Compliance.

Land Use:

In a report dated June 7, 2012, Council received information providing clarity and guidance on the permitted uses and definitions within the Commercial Use (C-1) Zone as they relate to an emergency shelter. The conclusion was that an emergency shelter or any residential units above counselling or other social services would not be permitted in the C-1 Zone.

In summary, an emergency shelter or any residential units above counselling or other social services would not be permitted in the C-1 Zone.

Therefore, should Council wish to locate an emergency shelter or a facility with residential units above a social services facility on the subject properties, a rezoning would be required. The current zoning would allow transitional or supportive housing on a floor above the ground floor provided the ground floor is used for strictly commercial purposes as listed in the zone. Should a residential only building be considered, a rezoning and a new contaminated site compliance certificate would be required.

Affordable Housing Policy:

Housing remains a cornerstone of a strong community providing stability and well-being for the individual which ultimately affects the social, economic and environmental sustainability of the City. Providing a range of housing opportunities and support services will contribute to the overall social well-being of a community.

The adopted strategies of Council recognize that the majority of the responsibility for providing direct financial support for adequate housing and programs rests with the federal and provincial governments and that the local government which relies on a very limited financial framework has a lesser but still important role. This strategy is based on the City's role as addressing regulatory mechanics and as advocating for more program delivery from other sources in the provision of affordable housing.

The level of financial and social support (programs) required will increase in scope as we move away from private sector market housing. Within the range of supportive housing solutions there are three main factors:

1. Direct Government assistance is required to assist homeless with low income and possibly special needs. These individuals cannot obtain housing without financial assistance and social support programs.
2. Housing funding assistance and possibly regulations or agreements to ensure housing costs reflect those with modest incomes. Housing units are achieved through government assistance or subsidies.
3. Local government policy and regulation needs to provide for an adequate range and mix of housing opportunities.

Accepting ownership of the subject properties and the suggested funding is consistent with the adopted strategy of the City. The City would become the owner of the land only and would rely on Not for Profit, Federal and Provincial resources to provide funding to construct and run the facility.

DISCUSSION:

In the offer to transfer the subject properties to the City, the CVRD recognized that the City is the local government which will continue the development approval processes related to the Cliffe Avenue properties, and that the City is best able to make decisions on emergency shelters and supportive housing inside the City which will most directly impact neighbouring properties and its own citizens.

Through the creation of the function at the Regional District, the City became the most significant participant financially, (38% contribution of the land purchase) and functionally this project, as with any project whether it be through zoning, development or servicing, required the City's approval. Therefore, the City is already invested in the challenge of working towards a solution regarding housing in the City and the Comox Valley.

Accepting ownership of the subject properties will place the City in control and management of what happens on all or part of the subject properties, or alternatively on other properties in the control of the City with respect to the provision of emergency and supportive housing.

FINANCIAL IMPLICATIONS:

The properties are being offered to the City for \$1.00, plus a minimum of \$100,000.00 is being offered to assist both the development of emergency and supportive housing. There will be a requirement for assigning ongoing staff resources to the development of a housing project for this site.

It is anticipated that such a project will expect the city to waive fees, DCCs as well as provide for exemptions from property taxation.

STRATEGIC PLAN REFERENCE:

The vision statement is to have "a progressive, diverse and sustainable City" with the goal to "provide proactive leadership for growth management" through the review of the "City's Affordable Housing Policy".

Accepting the ownership of the subject properties is consistent with the Strategic Plan statements.

OCP SUSTAINABILITY REFERENCE:

Adopted policies include:

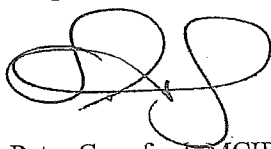
Ensure the provision and integration of special needs and affordable housing:

Encourage housing opportunities and convenient community services for individuals having special housing requirements.

REGIONAL GROWTH STRATEGY REFERENCE:

n/a

Respectfully submitted,



For Peter Crawford, MCIP
Director of Development Services

Plan 5859

PART OF
SUBDIVISION PLAN OF LOTS 5 & 12, PLAN 3030, LOT 3, PLAN 3891,
AND LOTS 7 & 8, PLAN 2056, OF SECTION 61,
BLOCK 4,

COMOX DISTRICT, B. C.

SCALE: 100 Feet = 1 Inch

Bearings from Plan 3031

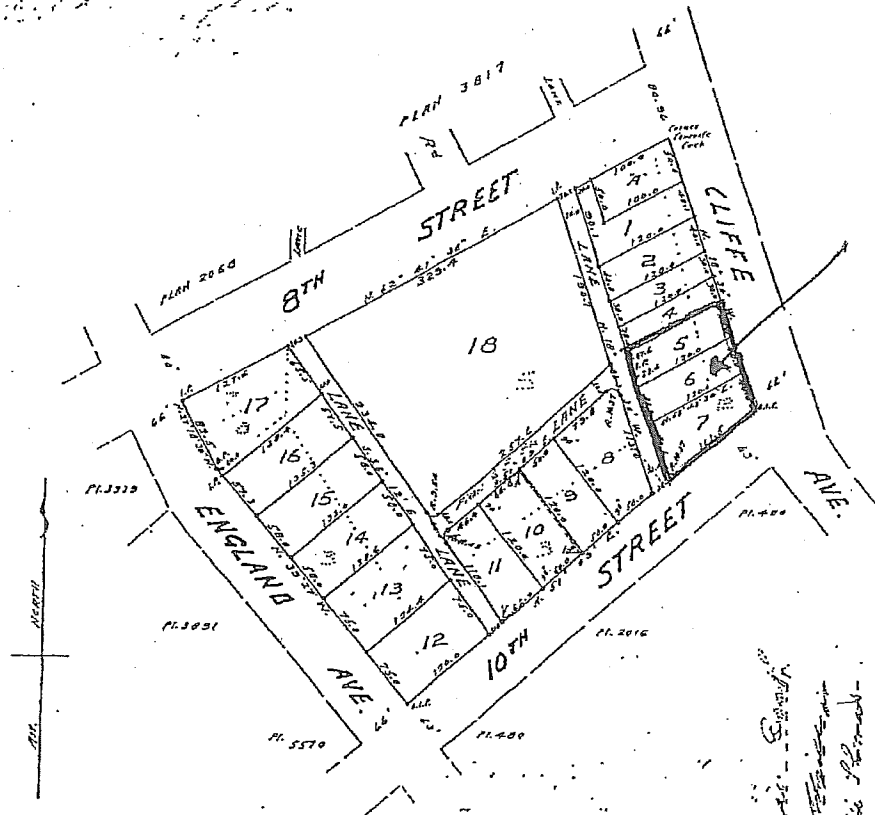
• Indicate 8" x 8" grids painted white

• h.b. Indicate 12" x 12" from 8" x 8"

• h.l.b. Indicate from Plan 3031

Deposited under Section 70 of the
"LAND REGISTRY ACT", No. 2574
24th of March 1946

Deputy Registrar



EXISTING
PROPERTY
3 LOTS

I, V. Schepherd of Comox, B.C., British Columbia Land Surveyor, make oath and say that I was present at and did personally supervise the survey represented by this plan and that the survey and plan are correct. The said survey was completed on the 18th day of December 1945.

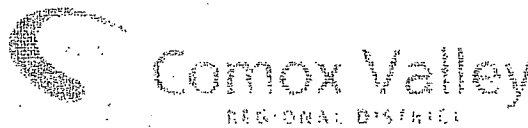
V. Schepherd, S.L.S.
Sworn before me at Comox, B.C. this 21st day of
December 1945.
John Macdonald
Notary Public

Approved under the
"LAND REGISTRY ACT"
Deputy Registrar
Deputy Registrar
City of Comox, B.C., Dec. 22nd 1945

owner of section 61
Witness: *[Signature]*
owner of 1, 2, 3, 4, 5, 6, 7
Witness: *[Signature]*

Office of the Chair

600 Comox Road, Courtenay, BC V9N 3P6
Tel: 250-334-6000 Fax: 250-334-4358
Toll free: 1-800-331-6007
www.comoxvalleyrd.ca



File: 5040-01

May 31, 2012

Sent via email only: ljangula@courtenay.ca
sgray@courtenay.ca

Mayor Larry Jangula
City of Courtenay
830 Cliffe Avenue
Courtenay, BC V9N 2J7

Dear Mayor Jangula:

Larry

Re: Offer to transfer CVRD Cliffe Avenue properties

At its May 29, 2012 meeting, the Comox Valley Regional District adopted the following resolution:

WHEREAS housing affordability and homelessness in the Comox Valley continue to be challenging issues where all partners have worked hard in whatever ways they can towards finding solutions;

AND WHEREAS the Comox Valley Regional District purchased properties at 865, 877 and 889 Cliffe Avenue to provide land for an emergency shelter and supportive housing;

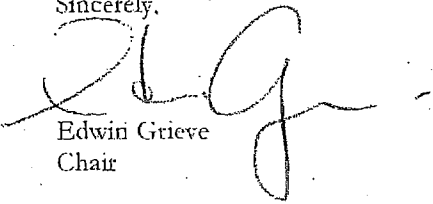
AND WHEREAS the City of Courtenay is the local government that will manage development processes related to the Cliffe Avenue properties and the City of Courtenay is best able to make decisions regarding emergency shelters and supportive housing inside the City of Courtenay that will most directly impact neighbouring properties and its own citizens;

NOW THEREFORE BE IT RESOLVED THAT the Comox Valley Regional District transfer the properties at 865, 877 and 889 Cliffe Avenue to the City of Courtenay for one dollar on the condition that the properties, or proceeds from the properties should the City of Courtenay dispose of the properties, be used for emergency shelter and supportive housing purposes as originally intended when the CVRD purchased the properties under Bylaw No. 52 being "Emergency Shelter and Supportive Housing Land Acquisition Service Establishment Bylaw No. 52, 2009";

AND FINALLY THAT a minimum of \$100,000 from the Vancouver Island Health Authority 2012 grant be transferred to the City of Courtenay to assist with the development of an emergency shelter and supportive housing.

We look forward to hearing whether the City of Courtenay wishes to pursue developing an agreement with the Comox Valley Regional District for this property transfer.

Sincerely,

A handwritten signature in black ink, appearing to read 'E. Grieve', written over the printed name and title.

Edwin Grieve
Chair

cc: Mayor Leslie Baird, Village of Cumberland
Mayor Paul Ives, Town of Comox

Comox Valley Regional District



THE CORPORATION OF THE CITY OF COURTENAY
BRIEFING NOTE

To: Mayor and Council

File No.: 5040-20

From: David Allen, Chief Administrative Officer

Date: September 23, 2013

Subject: Status Update: Planning/Development of Supportive Housing Project, Braidwood Rd Site

ISSUE:

The City of Courtenay purchased property at 810 Braidwood Road in June 2013, to be used as the site for the eventual construction and operation of supportive housing. This briefing note provides Council with a status update on the project.

BACKGROUND:

The Braidwood property was acquired by the City in June 2013 for the purpose of construction of a supportive housing project. The City is now preparing for the next steps in determining and planning a housing project for this site.

KEY CONSIDERATIONS:

In July 2013, BC Housing confirmed that they have made \$50,000 available to the City, in a proposal development loan, to assist in the planning and development of a supportive housing proposal for this site. A copy of their letter is attached for Council's information.

A portion of the funds committed by BC Housing can be used towards the development of the RFP and the process of selection of the non-profit operator. It should be noted that a BC Housing requirement is for an open and transparent process in the development and selection of a project/not-for-profit organization.

Next steps involve the preparation of a Request for Proposal (RFP) for a non profit operator to lead the development of a supportive housing proposal. The RFP will be a key directional document for the project in that it can be used to define the Council supported parameters of a housing project specific to the Braidwood Road property.

To assist the City with the independent development of content in the RFP such as project parameters, scoring criteria, and selection criteria, staff have sourced a resource list of development consultants from BC Housing. In addition, staff have contacted the BC Non-Profit Housing Association (BCNPHA) for information on the resources they might provide.

Based on the initial information received from the BCNPHA, it would appear that the services offered by this organization should be further researched and ultimately may provide the lowest cost method of moving ahead with the development of the RFP. Typically this organization provides this type of service at a moderate cost, depending on how much work is involved.

A teleconference with the BCNPHA will be arranged in the near future to discuss the City's needs in more detail and to obtain a quote for services.



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT TO COMMITTEE OF THE WHOLE

To: Mayor and Council
From: Chief Administrative Officer
Subject: Draft Council Procedure Bylaw

File No.: 3900-20
Date: November 25, 2013

PURPOSE

To provide Council with a draft Council Procedure Bylaw for review, discussion, and direction to staff.

CAO RECOMMENDATIONS

That based on the November 25, 2013 Staff report to Committee of the Whole "Draft Council Procedure Bylaw", Council provide direction to staff regarding the draft Council Procedure Bylaw No. 2730, 2013.

Respectfully submitted,

David Allen
Chief Administrative Officer

BACKGROUND:

Pursuant to section 124 of the *Community Charter*, Council is required to establish general procedures in conducting its business.

The current procedure bylaw was adopted by Council in 2007, and is need of updating.

DISCUSSION:

The draft procedure bylaw includes "housekeeping" amendments including organizational changes, as well as amendments requested by Council including:

- Enhanced procedures regarding delegations;
- Revised meeting frequency for regular Council meetings from 3 meetings to 2 meetings per month;
- Provisions for electronic meetings;
- Consolidation of "Council Member Round Table" and "Reports from Council Representatives"; and
- Providing the Council meeting agenda to Council and the public one day earlier than current practice.

FINANCIAL IMPLICATIONS:

Advertising cost – estimated at \$200.

ADMINISTRATIVE IMPLICATIONS:

Staff time is included in Legislative Services work plan.

STRATEGIC PLAN REFERENCE:

Statutory in nature.

OFFICIAL COMMUNITY PLAN REFERENCE:

N/A

REGIONAL GROWTH STRATEGY REFERENCE:

N/A

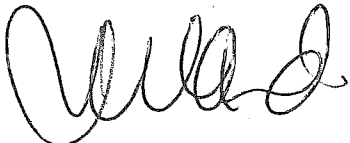
CITIZEN/PUBLIC ENGAGEMENT:

Public notice required pursuant to sections 124 and 94 of the *Community Charter*. Notice to be published after third reading of the bylaw, and prior to final adoption.

OPTIONS:

- OPTION 1: That Committee of the Whole review and provide direction on any changes to draft Council Procedure Bylaw No. 2730, 2013.
- OPTION 2: That Committee of the Whole approve the draft Council Procedure Bylaw No 2730, 2013 as presented.
- OPTION 3: That Committee of the Whole, direct staff not to proceed with a revised Council Procedure Bylaw, and maintain the current Council Procedure Bylaw.

Prepared by:



John Ward, CMC
Director of Legislative Services
Corporate Officer

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2730

A bylaw establishing rules of procedures for the Council and Committees of the City of Courtenay

WHEREAS the *Community Charter* requires that a council must, by bylaw, establish the general procedures to be followed by council and committees in conducting their business.

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

PART 1 – INTRODUCTION

Title

1. This bylaw shall be cited for all purposes as "Council Procedure Bylaw No. 2730, 2013".

Definitions

2. In this bylaw:

~~"Manager of Corporate Administration~~ Corporate Officer" means the Corporate Officer appointed pursuant to Section 148 of the *Community Charter* and includes his or her Deputy or Delegate;

"Commission" means a municipal commission established under Section 143 of the *Community Charter*;

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

"Inaugural Meeting" means the first Council meeting following a General Local Election;

"Member" means any member of Council and includes the Mayor;

"Notice Board" means the notice board located at City Hall, 830 Cliffe Avenue, Courtenay, B.C.

Application of Rules of Procedure

3. (1) The provisions of this Bylaw govern the proceedings of Council, Committee of the Whole, Commissions, and all standing and select committees of Council, as applicable.
- (2) In cases not provided for under this Bylaw, the current edition of *Robert's Rules of Order* apply to the proceedings of Council, Committee of the Whole, 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 - DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR

- 4. (1) At the Inaugural Meeting, 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 (Acting Mayor) when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.
- (2) Each Acting Mayor designated under section 4 (1) must fulfil the responsibilities of the Mayor in his or her absence.

PART 3 - COUNCIL PROCEEDINGS

Inaugural Meeting

- 5. Following a general local election, the first council meeting must be held on the first Monday after December 1 in the year of the election.

Annual Meeting Schedule

- 6. (1) Council 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 to the public by posting the schedule on the notice board.
- (2) Council must give notice annually on or before January 15 of the availability of the annual meeting schedule.
- (3) Where revisions are necessary to the annual meeting schedule, the ~~Manager of Corporate Administration~~ Corporate Officer must, as soon as possible, post a notice on the notice board indicating any revisions to the date, time and place or cancellation of a regular Council meeting.

Regular Council Meetings

- 7. (1) Regular meetings of Council must take place within City Hall, 830 Cliffe Avenue, Courtenay, B.C. or in a location established by Council resolution.
- (2) Regular meetings of Council must take place on the first and third Monday of each month commencing at 4:00 p.m. except when
 - (a) the said Monday is a holiday, in which case Council must meet at the regularly scheduled time on the next day following the holiday;
 - (b) Council resolves to meet on subsequent days; or

- (c) a quorum is not present within 15 minutes after the time appointed for commencement of the meeting.

Notice of Regular Meeting (Not required by Charter – see annual schedule)

- ~~8. (1) At least 72 hours before a regular meeting of Council, the Director of Legislative Services must give public notice of the time, place and date of the meeting by way of a notice posted on the notice board.~~
- ~~(2) At least 24 hours before a regular meeting of Council, the Manager of Corporate Administration must give further public notice of the meeting by~~
- ~~(a) posting a copy of the agenda on the notice board; and~~
- ~~(b) leaving copies of the agenda at the reception counter at City Hall for the purpose of making them available to members of the public.~~
- ~~(3) At least 24 hours before a regular meeting of Council, the Manager of Corporate Administration must deliver a copy of the agenda to each member of Council at the place to which the Council member has directed notices to be sent.~~

Notice of Special Council Meetings

8. (1) Except where notice of a special meeting is waived by a unanimous vote of all council members at least 24 hours before a special meeting of Council, the ~~Manager of Corporate Administration~~ Corporate Officer must
- (a) give advance public notice of the time, place and date of the meeting by way of a notice posted on the notice board at City Hall;
- (b) posting a copy of the notice in the Council Chambers;
- (c) leaving one copy for each council member at the place to which the member has directed notices be sent.
- (2) The notice under section 8 (a) must include the date, time and place of the meeting, describe in general terms the purpose of meeting and be signed by the Mayor or the ~~Manager of Corporate Administration~~ Corporate Officer.
- (3) Where a special meeting is called and where notice may be waived by a unanimous vote of all Council members, the ~~Manager of Corporate Administration~~ Corporate Officer must use reasonable efforts to give advance public notice of the proposed special meeting by posting a notice of the proposed meeting on the notice board at City Hall.

Electronic Meetings

9. (1) Provided the conditions set out in subsection 128 (2) of the Community Charter are met:
- (a) A special meeting may be conducted by means of electronic or other communication facilities;
 - (b) A member of Council or a Committee member who is unable to attend at a Regular or Special Council or Committee of the Whole meeting due to unavoidable circumstances, may participate in the meeting by means of electronic or other communication facilities.
- (2) The member presiding at a Regular Council, Special Council, or Council Committee meeting must not participate electronically.
- (3) No more than two members of Council at one time may participate electronically in any Council meeting.

Order of Business at Regular Meetings

10. (1) Except as Council otherwise resolves, and in any event only to the extent that business exists at a particular meeting under each of these subject headings, the usual order of business at a regular meeting is as follows:
- (a) Call to order;
 - (b) Adoption of minutes as read or circulated, only if each member has received the minutes at least 24 hours before the meeting at which they are to be considered, and, if necessary, amendment of minutes;
 - (c) Introduction of late items;
 - (d) Reception of delegations, including presentation of petitions;
 - (e) ~~committee reports and consideration of s~~Staff reports in the following order where applicable:
 - (i) Community Services
 - (ii) ~~Corporate CAO and Legislative~~ Services
 - (iii) ~~Planning Development~~ Services
 - (iv) Financial Services
 - (v) Operational Services;
 - (f) External reports and correspondence presented for information;

- (g) Internal reports and correspondence presented for information;
- (h) Reports/updates from Council representatives members including reports from committees;
- (i) Resolutions of Council;
- (j) Unfinished business;
- (k) Notice of motion;
- (l) New business;
- (m) Bylaws;
- ~~(n) Council member round table;~~
- ~~(n)~~ Adjournment.

Council Meeting Agendas

11. — (1) Prior to each Council meeting, the Manager of Corporate Administration 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 agenda of Council meetings and Committee of the Whole meetings must be available to Council and the public as follows:
- (a) Regular Council and Committee of the Whole Meetings – 3:00 p.m. on the ~~Friday~~ Thursday of the week preceding each meeting;
 - (b) Special Council Meetings – at the discretion of the ~~Manager of Corporate Administration Corporate Officer.~~
- (23) All reports, including those items or resolutions submitted by a member, for the agenda of
- (a) a regular Council meeting;
 - (b) a Committee of the Whole meeting;
 - (c) a Public Hearing

Must be submitted to the Manager of Corporate Administration Corporate Officer by noon on the Tuesday preceding such meetings, except that when a holiday falls

on the intervening Friday, such reports must be submitted by noon on the Monday preceding such meeting.

- ~~(34)~~ Notwithstanding the requirements of section 11 (2), the ~~Manager of Corporate Administration~~ Corporate Officer has the discretion where practical to include on an agenda a report that is not provided by the date and time specified.

Additional Agenda Items

12. (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 a majority vote of Council at the time allocated on the agenda for such matters.

~~(2) — Prior to or during any meeting other than a special meeting, the Mayor may add correspondence, reports or other items to the agenda.~~

Delegations to Council Meetings

13. (1) A delegation may address Council at a regular Council meeting or Committee of the Whole meeting providing

(a) a request has been submitted to the ~~Manager of Corporate Administration~~ Corporate Officer in writing at least ~~(3)(4)~~ three working days prior to the day of the meeting including the name and address of the spokesperson and ~~the subject matter~~ the specific written details of each ~~petition or~~ delegation;

(b) in the case of a petition, the petition ~~is~~ must be an original copy and include the printed name and address of each petitioner; and the petition must deal with an issue or matter that falls within Council's jurisdiction; and

(c) all materials to be presented relevant to the petition or delegation are received by the ~~Manager of Corporate Administration~~ Corporate Officer at least ~~(4)~~ three working days prior to the day of the meeting.

- (2) The presiding member may waive compliance with section 13 (1) on the unanimously approved motion of the members in attendance.

- (3) Under extraordinary occasions so declared by the Mayor, the Mayor may waive compliance with section 13 (1).

- (4) The Corporate Officer may refuse to place a delegation or petition on the Council meeting agenda if the subject matter is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the decision of the Corporate Officer, the appeal must be presented to Council for consideration at the next available Council meeting.

- (5) A delegation is allowed a maximum of 10 minutes to make its' presentation to Council, unless Council unanimously consents to extend the time limit.
- (6) The number of delegations at any Council meeting will be limited to three (3) except under extraordinary circumstances approved by the Mayor prior to the Council meeting.
- (7) Council will not act on a request from a delegation at a Council meeting until the next regular Council meeting. Under extraordinary circumstances, Council may resolve, by a two-thirds affirmative vote of Council members present at the meeting, to consider the request immediately.
- (8) Council must not permit a delegation to address Council at a meeting regarding a bylaw in respect of which a public hearing has been held.

Public Attendance at Meetings

- 14. (1) Except where the provisions of section 90 of the *Community Charter* apply, Aall meetings of Council must be open to the public.
- (2) Where Council wishes to close a meeting or a portion of a meeting to the public, it may do so by adopting a resolution in a public meeting in accordance with Section 92 of the *Community Charter*, stating
 - (a) the fact that the meeting or part is to be closed; and
 - (b) the basis under the applicable subsection of section 90 of the *Community Charter* on which the meeting or part is to be closed.
- (3) This section applies to all meetings of the bodies referred to in Section 93 of the *Community Charter* including Council committees, commissions, a parcel tax review panel, a board of variance, or advisory bodies.

Minutes of Meetings

- 15. (1) Minutes of Council meetings must be
 - (a) legibly recorded;
 - (b) certified as correct by the ~~Manager of Corporate Administration~~ Corporate Officer;
 - (c) signed by the Mayor or other presiding member at or after the meeting at which they are adopted; and
 - (d) open for public inspection at City Hall during regular office hours.

Adjournment

16. (1) Council may by resolution adjourn any meeting to a specified time and place.
- (2) Every regular meeting of Council is adjourned at 12:00 midnight unless a two-thirds majority of Council members present resolves to continue the meeting.

Cancellation of Meetings

17. Council may by resolution cancel any meeting and the ~~Manager of Corporate Administration~~ Corporate Officer must provide members 24 hours notice of cancellation.

Calling Meeting to Order

18. (1) In the event the Mayor does not attend within 15 minutes after the time appointed for a meeting, the Acting Mayor must take the chair.
- (2) In the absence of the Acting Mayor the ~~Manager of Corporate Administration~~ Corporate Officer must call the members to order and if a quorum is present, the members must appoint a member to preside during the meeting or until the arrival of the Mayor or Acting Mayor.
- (3) In the event the Mayor is required to leave a meeting, the Acting Mayor must take the chair; or in the absence of the Acting Mayor the members must appoint a member to preside during the meeting until the return of the Mayor.
- (4) The member appointed under section 18 (2) and 18 (3) has the same powers and duties as the Mayor in relation to the particular matter.

Quorum

19. Should there be no quorum present within 15 minutes after the time appointed for the meeting, the ~~Manager of Corporate Administration~~ Corporate Officer must record the names of the members present at the expiration of the 15 minutes and the meeting of Council is deemed to have been cancelled.

Proposed Bylaws

20. (1) Before Council considers any proposed bylaw, the ~~Manager of Corporate Administration~~ Corporate Officer must provide each member with a copy of the proposed bylaw.
- (2) Council is deemed to have passed a proposed bylaw when all approvals and procedures required by statute prior to adoption have been followed and Council has given the following readings to the bylaw:
 - (a) first reading, which is by title only;
 - (b) second reading, which is by title only unless Council resolved to read the

- proposed bylaw;
- (c) third reading, which is by title only; and
 - (d) final adoption.
- (3) A bylaw may be read one, two, or three times at a meeting of Council unless otherwise required by an enactment.
 - (4) A zoning or official community plan bylaw or amendment bylaw may be adopted at the same meeting at which third reading was given.
 - (5) Council may reconsider any clause of a proposed bylaw before the bylaw is adopted, subject to section 894 of the *Local Government Act* regarding Public Hearings.
 - (6) After either second or third reading, Council may amend, strike out or add clauses.
 - (7) Every bylaw adopted by Council must be signed by the Mayor or other member of Council presiding at the meeting at which the bylaw has been adopted, and must be signed by the ~~Manager of Corporate Administration~~ Corporate Officer.
 - (8) The ~~Manager of Corporate Administration~~ Corporate Officer must affix to every bylaw adopted by Council the Corporate Seal of the Corporation of the City of Courtenay.

PART 4 - RESOLUTIONS

Copies of Resolutions to Council Members

- 21. A resolution not included on a Council meeting agenda may be introduced at a Council meeting only if a copy of it has been delivered to each Council member at least 24 hours before the Council meeting, or if all Council members unanimously agree to waive this requirement at a Council meeting.

Form of Resolution

- 22. (1) A resolution introduced at a Council meeting must be in printed form.
- (2) The presiding member may
 - (a) have the ~~Manager of Corporate Administration~~ Corporate Officer read the resolution; and
 - (b) request a motion that the resolution be introduced.

PART 5 - MEETING RULES OF CONDUCT AND DEBATE

Recognition

23. (1) A member may speak in a meeting after
- (a) the member has raised his or her hand; and
 - (b) the member has been recognized by the presiding member.

Presiding Member Powers

24. (1) The presiding member must preserve order and decide all points of order which may arise, subject to an appeal by other members of Council present.
- (2) If an appeal is taken by a member from the decision of the presiding member, the question "*Shall the Chair be sustained?*" must be immediately put and decided without debate and the presiding member will be governed by the majority of the votes of the members then present (exclusive of the presiding member), and in the event of the votes being equal the question will pass in the affirmative.
- (3) If the presiding member refuses to put the question "*Shall the Chair be sustained?*" Council must appoint the Acting Mayor, or if absent, one of the members to preside temporarily in lieu of the presiding member, and the Acting Mayor or member so temporarily appointed must proceed in accordance with the previous section.

Title of Members

25. Members must address the Mayor as "Mr. Mayor" or "Madam Mayor", whichever is appropriate, or as "Your Worship", and must refer to another member as "Councillor".

Conduct of Speaker

26. (1) A member may not speak
- (a) unless in relation to the matter in debate;
 - (b) to a matter already decided upon at the meeting;
 - (a) for more than five (5) minutes at a time.
- (2) A member may not speak twice more than once to the same matter, except with the permission of the majority of Council; or to
- (a) explain a material part of the member's speech which may have been misconceived, but then only to correct the matter; or

- (b) ask a question for purposes of clarification; or
- (c) when called to order except as Council otherwise resolves.

General Conduct

27. (1) A member must not interrupt a member who is speaking except to raise a point of order and must not make any disturbance during the meeting.
- (2) When two or more members desire to speak, the presiding member must name the member who is to have the floor.
- (3) A member may require the question or motion under discussion to be read at any time during debate, but not so as to interrupt a member when speaking.
- (4) After a question is finally put by the presiding member, no member may speak to the question, nor may any other motion be made until after the result of the vote has been declared; and the decision of the presiding member as to whether the question has been finally put will be conclusive and not open to challenge.
- (5) Council must vote separately on each distinct part of a question that is under consideration if requested by a member.

Improper Conduct

28. (1) If the presiding member considers that another person at a meeting is acting improperly, the presiding member may order that the person be expelled from the meeting.
- (2) If the person who is expelled does not leave the meeting, a peace officer may enforce the order under as if it were a court order.

Matter Open to Debate

29. Members may debate any motion except the following:
- (a) to lay on the table;
 - (b) to give first reading to a bylaw;
 - (d) to postpone indefinitely;
 - (e) to postpone to a certain time;
 - (f) to move that the motion be put to a vote; and
 - (g) to adjourn.

Verbal Enquiries by the Public

30. A verbal enquiry by a member of the public may only relate to an item on the agenda and may only be heard when Council so resolves.

Privilege

31. (1) Every member may
- (a) at any time during the debate require that the matter under discussion be read for the member's information, but must not exercise this right in order to interrupt a member speaking without the acquiescence of that member;
 - (b) require the presiding member to state the rule applicable to a point of practice or order and the presiding member must then state the rule without argument or comment but subject to appeal to a vote of the members present; or
 - (c) by means of a question to the presiding member, seek information relating to any matter connected with the business of Council or the affairs of the municipality and the question must be in writing if so required by the presiding member.

PART 6 - MOTIONS AND AMENDMENTS

Motions Generally

32. (1) All resolutions and bylaw readings must be by motion duly moved and seconded by members.
- (2) A motion other than a motion to adopt minutes, to receive reports, to refer to a committee or staff, to introduce or pass a bylaw or to adjourn must, if required by the presiding member, be put in writing before being debated or put from the Chair.
- (3) When a main motion is under consideration no other motion may be received except to
- (a) refer to a Committee of Council;
 - (b) amend;
 - (c) lay on the table;
 - (d) postpone indefinitely;
 - (e) postpone to a certain time;

- (f) move that the motion be put to a vote; and
 - (g) adjourn.
- (4) The seven motions referred to in Section 32 (3) have precedence in the order in which they are named, and the last five are not subject to amendment or debate.
 - (5) A motion to refer the subject matter to a committee, until it is decided, precludes all amendments to the main question.
 - (6) The ~~Manager of Corporate Administration~~ Corporate Officer must record any motion other than a procedural motion in writing and, after a member has seconded a motion, the ~~Manager of Corporate Administration~~ Corporate Officer may read it aloud prior to the members debating it or the presiding member putting it.
 - (7) Once the ~~Manager of Corporate Administration~~ Corporate Officer has read aloud a motion, no member may withdraw it without permission of the members and no member may withdraw a motion once passed.

Motion to Adjourn

33. A member at any time may make a motion to adjourn and if seconded, the members must promptly decide the motion without debate and no member may make a second adjournment motion if the first is defeated unless other proceedings intervene.

Motion to Lay on the Table

34. Except when a motion to adjourn has been made, a member may make a motion to lay a pending question(s) on the table, and this motion is not debatable or amendable.

Motion to Put Question

35. (1) If a member 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.
- (2) If the motion for the main question, or for the main question as amended is decided in the negative, Council may again debate the question or proceed to other business.

Inadmissible Motion

36. When the presiding member is of the opinion that a motion offered is contrary to this bylaw or relates to matters beyond the powers of the members, the presiding member may inform the members immediately, giving reasons for his or her opinion, and may refuse to put the question.

Amendment of a Motion

37. (1) No member may move any motion to amend that negates the purpose of the main motion.
- (2) Members must withdraw or decide any amendment to a motion before the main question is put to a vote.
- (3) If an amendment to a motion is:
- (a) carried, the previous motion is then voted on as amended; or
 - (b) defeated, the previous motion is again before the members.

Defeated Resolution

38. Unless specifically provided by statute or bylaw, a defeated resolution or a substantially similar resolution must not be considered within ~~twelve (12)~~ months of the date of the defeat of the resolution. This time limit may be waived by an affirmative vote of at least two thirds of the Council members eligible to vote on the resolution.

Reconsideration of Matter by Mayor

39. (1) The Mayor may require Council to reconsider and vote again in a matter that was the subject of a vote at the same council meeting as the vote took place, or within the 30 days following that meeting.
- (2) A matter may not be reconsidered under section 39 (1) if
- (a) it has had the approval of the electors or the assent of the electors and was subsequently adopted by the council; or
 - (b) there has already been a reconsideration in relation to the matter.

Reconsideration of Matter by Council Member

40. (1) Subject to subsection (5) a member may, at the next Council meeting

- (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken; and
 - (b) move to reconsider an adopted bylaw (with the exception of a land use bylaw) after an interval of at least 24 hours following its adoption.
- (2) A member who voted in the affirmative for a resolution adopted by Council may at any time move to rescind that resolution. In order to be passed, a motion to rescind requires
- (a) a two-thirds affirmative vote; or
 - (b) a majority affirmative vote when notice of motion has been given at the previous meeting or the call to order of the present meeting.
- (3) Council must not discuss the main matter referred to in subsection (1) unless a motion to reconsider that matter has been adopted.
- (4) A vote to reconsider must not be reconsidered.
- (5) Council may only reconsider a matter that has not
- (a) received the approval or assent of the electors and been adopted;
 - (b) been reconsidered under subsection (1) or section 39;
 - (c) been acted on by an officer, employee or agent of the City.
- (6) The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its rejection under this section.
- (7) A bylaw, resolution, or proceeding that is reaffirmed under subsection (1) or section 39 is as valid and has the same effect as it had before reconsideration.

PART 7 - VOTING

Putting of the Question

41. (1) When debate on a question is closed the presiding member must immediately put the question to a vote.
- (2) Members must signify their votes on every question openly and individually by the raising of hands and members must not vote by ballot or any method of secret voting.

Recording of Votes

42. (1) Any member may call for his or her vote on any issue to be recorded and each time this request is made, the ~~Manager of Corporate Administration~~ Corporate Officer must record in the minutes the name of the members and the way in which the member voted.
- (2) Immediately upon the announcement of the result of a vote by the presiding member, any member may call for a division whereupon each member present must orally announce his or her vote.
- (3) Should any member not indicate his or her vote when any question is put, the member will be regarded as having voted in the affirmative and his or her vote must be counted accordingly.
- (4) The ~~Manager of Corporate Administration~~ Corporate Officer must record in the minutes of a meeting the name of any member who voted in the negative on any question.

PART 8 - COMMITTEES OF COUNCIL

Committee of the Whole

43. Meetings of the Committee of the Whole must be held in City Hall Council Chambers on the last Monday of each month at 4:00 p.m. unless the meeting day falls on a holiday, in which case the meeting would be held the following day.

Presiding Members at Committee of the Whole

44. (1) The Mayor must preside at Committee of the Whole meetings if he or she is in attendance.
- (2) The presiding member of the Committee of the Whole must maintain order in the committee and subject to appeal from the members present, decide points of order that may arise and must attest to the correctness of the proceedings thereof.

Notice of Committee of the Whole Meetings

45. ~~(1) At least 72 hours before a meeting of the Committee of the Whole, the Manager of Corporate Administration must give notice of the time and place and date of the meeting by way of a notice posted on the notice board.~~
- (2) At least 72 24 hours before a meeting of the Committee of the Whole, the ~~Manager of Corporate Administration~~ Corporate Officer must give ~~further~~ public notice of the time, place and date of the meeting by

- (a) posting a copy of the agenda on the notice board;
- (b) leaving copies of the agenda at the reception counter at City Hall for the purpose of making them available to members of the public; and;
- ~~(3) (c) At least 24 hours before a meeting of the Committee of the Whole, the Manager of Corporate Administration must~~ delivering a copy of the agenda to each member of Council at the place to which the Council member has directed notices to be sent.
- (4) At any time during a Council meeting, Council may by resolution go into Committee of the Whole.

Minutes of Meetings

46. (1) Minutes of Committee of the Whole meetings must be
- (a) legibly recorded;
 - (b) signed by the chair or member presiding at the meeting or at the next meeting at which the minutes are adopted; and
 - (c) open for public inspection at City Hall during regular office hours.

Rules of Procedure

47. (1) The Committee of the Whole members must observe the rules of procedure of Council in any meeting, except:
- (a) the number of times members are permitted to speak is at the discretion of the presiding Member;
 - (b) Members may hear a verbal enquiry from a member of the public on any matter taken up at the meeting whenever a majority of the members present so wish.

Select Committees

48. (1) Council may from time to time appoint a Select Committee to enquire into any matter and to report its findings and opinions to Council.
- (2) A Select Committee may report to Council at any regular meeting or must report if directed by Council.
- (3) The Chairman and the Deputy Chairman of a Select Committee must be appointed from the members of the Select Committee by resolution of Council.

- (4) A meeting of a Select Committee must be called by a resolution of the Select Committee which specifies the day, hour and place of the meeting, except for the first meeting which must be called by resolution of Council which specifies the day, hour and place of the meeting.
- (5) A Select Committee must, on completion of its assignment or on submitting its report to Council, dissolve.

Procedure for Committees

49. Members of Council may attend the meetings and participate in the discussion of committees of which they are not members but only those members of Council who are members of the committee may vote on deliberations of that committee.
50. (1) The committee members must observe the rules of procedure of Council in any meeting, except that in a Select Committee
 - (a) the number of times members are permitted to speak is at the discretion of the presiding Member;
 - (b) members may hear a verbal enquiry from a member of the public on any matter taken up at the meeting whenever a majority of the members present so wish;
 - (c) a request to present a petition or to appear before the committee as a delegation is handled in the same manner as delegations or petitions to Council;
 - (d) a delegation is allowed one speaker and a maximum of ten minutes to make its presentation to the committee;
 - (e) the Mayor is a member of all committees and is entitled to vote at all committee meetings;
 - (f) each committee may meet at the discretion of its presiding member and must also meet when directed to do so by council, the Mayor, or a majority of the members of that committee;
 - (g) the ~~Manager of Corporate Administration~~ Corporate Officer must convene a meeting of a committee when requested in writing to do so by the Mayor, the presiding member of the committee or majority of the members of that committee;
 - (h) when a committee desires to submit a written report to Council, the presiding member of the committee must deliver the report to the ~~Manager of Corporate Administration~~ Corporate Officer not later than ~~4~~ three working days prior to the date of the next regular meeting of Council and

the ~~Manager of Corporate Administration~~ Corporate Officer must have the report delivered to each member of Council not less than 72 ~~twenty-four~~ hours prior to the convening of the regular meeting of Council which next follows the committee meeting from which the written report arose.

Standing Committees

51. (1) In his/her address at the Inaugural Meeting, the Mayor must appoint the Chairman and members of Standing Committees of Council.
- (2) Standing Committees must consider, inquire into, report, and make recommendations to Council about all of the following matters:
- (a) matters that are related to the general subject indicated by the name of the committee;
 - (b) matters that are assigned by Council;
 - (c) matters that are assigned by the Mayor
- (3) Standing committees must report and make recommendations to Council at all of the following times:
- (a) in accordance with the schedule of the committee's meetings;
 - (b) on matters that are assigned by Council or the Mayor
 - (i) as required by Council or the Mayor, or
 - (ii) at the next Council meeting if the Council or Mayor does not specify a time.

Minutes of Committee Meetings

52. (1) Minutes of Committee meetings must be
- (a) legibly recorded;
 - (b) signed by the chair or member presiding at the meeting; and
 - (c) open for public inspection at City Hall during regular office hours.

Quorum

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

Schedule of Committee Meetings

54. (1) At its first meeting after its establishment, a standing or select committee must establish a regular schedule of meetings.
- (2) The Chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

Notice of Committee Meetings

55. (1) Subject to section 54 (2), after the committee has established the regular schedule of committee meetings, including the times, dates and places of the committee meetings, notice of the schedule must be given by
- (a) posting a copy of the schedule on the notice board; and
 - (b) providing a copy of the schedule to each member of the committee.
- (2) Where revisions are necessary to the annual schedule of committee meetings, the ~~Manager of Corporate Administration~~ **Corporate Officer** must as soon as possible post a notice on the notice board which indicates any revisions to the date, time, and place or cancellation of a committee meeting.
- (3) The Chair of a committee must cause a notice of the day, time and place of a meeting called under section 54 (2) to be given to all members of the committee at least 24 hours before the time of the meeting.

PART 9 - COMMISSIONS

Schedule of Commission Meetings

56. (1) At its first meeting after its establishment, a commission must establish a regular schedule of meetings.
- (2) The Chair of a commission may call a meeting of the commission in addition to the scheduled meetings or may cancel a meeting.

Notice of Commission Meetings

57. (1) Subject to subsection (2), after the commission has established the regular schedule of commission meetings, including the times, dates and places of the commission meetings, notice of the schedule must be given by
- (a) posting a copy of the schedule on the notice board at City Hall; and
 - (b) providing a copy of the schedule to each member of the commission.
- (2) Where revisions are necessary to the annual schedule of the commission meetings, the ~~Manager of Corporate Administration~~ **Corporate Officer** must, as

soon as possible, post a notice on the notice board at City Hall which indicates any revisions to the date, time and place or cancellation of a commission meeting.

- (3) The Chair of a commission must cause a notice of the day, time and place of a meeting called under section 56 (2) to be given to all members of the commission at least 24 hours before the time of the meeting.

Minutes of Commission Meetings

58. (1) Minutes of the proceedings of a commission must be
 - (a) legibly recorded;
 - (b) certified by the ~~Manager of Corporate Administration~~ Corporate Officer; and
 - (c) open for public inspection at City Hall during regular office hours.

Quorum

59. The quorum for a commission is a majority of all its members.

PART 10 - GENERAL

60. If any section or subsection 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.
61. This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the *Community Charter*.
62. "Procedure Bylaw No. 2492, 2007" and amendments thereto is hereby repealed.

Read a first time this day of , 2013

Read a second time this day of , 2013

Read a third time this day of , 2013

Notice published pursuant to section 94 of the *Community Charter* on the of November, 2012

Finally passed and adopted this day of , 2013