

# 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:

“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 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, second 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 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 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 Corporate Officer.
- (3) Where a special meeting is called and where notice may be waived by a unanimous vote of all Council members, the 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.

## **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) Staff reports in the following order where applicable:
  - (i) Community Services
  - (ii) CAO and Legislative Services
  - (iii) Development Services
  - (iv) Financial Services
  - (v) Engineering and Operations;
- (f) External reports and correspondence presented for information;
- (g) Internal reports and correspondence presented for information;
- (h) Reports/updates from Council members including reports from committees;
- (i) Resolutions of Council;
- (j) Unfinished business;
- (k) Notice of motion;
- (l) New business;
- (m) Bylaws;
- (n) Adjournment.

### **Council Meeting Agendas**

- 11.** (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 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 Thursday of the week preceding each meeting;

- (b) Special Council Meetings – at the discretion of the Corporate Officer.
- (3) 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 Hearingmust be submitted to the 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.
- (4) Notwithstanding the requirements of section 11 (2), the 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.

### **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 Corporate Officer in writing at least (4) working days prior to the day of the meeting including the name and address of the spokesperson and the specific written details of each delegation;
  - (b) in the case of a petition, the petition 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 Corporate Officer at least (4) 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, all 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*.
- (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 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 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 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 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 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 Corporate Officer.
  - (8) The 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 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 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.

## **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 Corporate Officer must record any motion other than a procedural motion in writing and, after a member has seconded a motion, the Corporate Officer may read it aloud prior to the members debating it or the presiding member putting it.
- (7) Once the 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 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 on 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 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 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, with the exception of December, 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. (2) At least 72 hours before a meeting of the Committee of the Whole, the Corporate Officer must give 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
  - (c) 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 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 Corporate Officer not later than 4 working days prior to the date of the next regular meeting of Council and the Corporate Officer must have the report delivered to each member of Council not less than 72 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 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 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 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 2<sup>nd</sup> day of December, 2013

Read a second time this 2<sup>nd</sup> day of December, 2013

Read a third time this 2<sup>nd</sup> day of December, 2013

Notice published pursuant to section 94 of the *Community Charter* on the 6<sup>th</sup> and 10<sup>th</sup> of December, 2013

Finally passed and adopted this 16<sup>th</sup> day of December, 2013

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Mayor

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Director of Legislative Services