NO. 16-011

COUNCIL PROCEDURES BYLAW

A BYLAW OF THE CITY OF VICTORIA

The purpose of this Bylaw is to establish the general procedures to be followed by Council and Council committees in conducting their business.

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Under its statutory powers, including sections 95 and 122 to 145 of the *Community Charter*, the Council of the Corporation of the City of Victoria, in an open meeting assembled, enacts the following provisions:

PART 1 – INTRODUCTION

Title

1 This Bylaw may be cited as the “Council Procedures Bylaw.”

Definitions

2 In this Bylaw:

“City”

means the City of Victoria;

“City Hall”

means Victoria City Hall located at #1 Centennial Square, Victoria, British Columbia;

“COTW”

means Committee of the Whole Council;

"Corporate Administrator"

means the corporate officer whose powers, duties, and functions are set out under section 148 of the *Community Charter*;

"Council"

means the Council of the Corporation of the City of Victoria

"mayor"

means the mayor of the City;

"members of the public"

does not include a member of Council or an officer or employee of the City;

"motion"

includes a resolution;

"Public Notice Posting Places" means

(a) the public notice board at City Hall, and

(b) the Council Chamber at City Hall;

"special Council meeting"

means a Council meeting other than a regular Council meeting or an adjourned Council meeting

PART 2 – MAYOR AND MEMBERS OF COUNCIL

Mayor is member of Council

3 The mayor is a member of Council for the purposes of this Bylaw.

Acting mayor

4 (1) In accordance with section 130 of the *Community Charter*, Council must appoint a member responsible for acting in the place of the mayor when the mayor is

(a) absent or otherwise unable to act, or

(b) when the office of mayor is vacant.

(2) During the absence of the mayor, the member appointed under subsection (1) has the same powers and duties as the mayor in relation to the applicable matter.

(3) Council must establish a schedule for the appointment of members to fill the office of acting mayor on a rotating basis.

(4) If the office of the mayor becomes vacant, the members next in succession on the schedule will serve as acting mayor to the Acting Mayor appointed under subsection (1).

Appointments to the Capital Regional District Board of Directors

5 (1) Council must appoint the following by resolution as the City's municipal directors on the Board of the Capital Regional District:

(a) the mayor;

(b) the three persons, elected as councillors at the general local election, who receive the most votes for the position of municipal director.

(2) Council must appoint the following by resolution as the City's alternate municipal directors on the Board of the Capital Regional District:

(a) as first alternate, the person elected as councillor at the general local election who received the fourth most votes for the position of municipal director;

(b) as second alternate, the person elected as councillor at the general local election who received the fifth most votes for the position of municipal director;

(c) as third alternate, the person elected as councillor at the general local election who received the sixth most votes for the position of municipal director;

(d) as fourth alternate, the person elected as councillor at the general local election who received the seventh most votes for the position of municipal director.

(3) In the event that it is not possible to appoint a sufficient number of alternate municipal directors pursuant to subsection (2), Council may appoint any of the elected councillors as alternate municipal directors, with preference given to councillors who receive the highest numbers of votes in the general local election.

PART 3 – COUNCIL MEETINGS

Location of meetings

6 All Council meetings must take place within City Hall except when Council resolves to hold a meeting elsewhere.

Schedule and public notice of meetings

7 (1) Regular Council meetings must begin at 6:30 p.m.

(2) At least 48 hours before a regular Council meeting, the Corporate Administrator must give advance public notice of the date, time, and place of that meeting by

(a) posting the agenda at the public notice board at City Hall,

(b) delivering copies of the agenda to each of the members of Council, and

(c) leaving copies of the agenda at a public counter at City Hall for the purpose of making the agenda available to members of the public.

(3) Council must establish and the Corporate Administrator must make available to the public a schedule of the date, time and place of regular Council meetings.

(4) The Corporate Administrator must give notice of the availability of the schedule, referred to under subsection (3), at least once a year in accordance with sections 94 and 127 of the *Community Charter*.

Inaugural meeting

8 Following a general local election, the Inaugural Council Meeting must be held on the first Thursday in November.

Electronic participation by members

9 (1) For the purposes of this section, electronic participation in a meeting means participation by use of telephone communications or by Voice Over Internet Protocol (VOIP) that

(a) enable the meeting's participants to hear and speak with each other, and

(b) enable the public to hear the participation of Council members during that part of the meeting that is open to the public.

(2) ~~Up to 2 members of~~ Council may participate electronically in a Council meeting if

(a) at least 24~~72~~ hours before the meeting those members notified the City Clerk~~orporate Administrator~~ of their intended absence, and

(b) ~~a majority of the members of Council are physically present at the meeting.~~ If circumstances warrant the convening a meeting where electronic participation is necessary due to other circumstances.

~~(3) If more than 2 members wish to participate electronically in a meeting, the 2 that may do so must be chosen by lot conducted by the Corporate Administrator.~~

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~~(4) There is no limit to the number of times a member may participate electronically.~~

~~(5) As soon as possible before a meeting at which a member has requested to participate electronically, the Corporate Administrator must send to that member the meeting's agenda package and late agenda items, by way of courier or electronic or facsimile transmission.~~

~~(6) Only a member who is physically present may preside at a meeting at which there is electronic participation.~~

~~(7) A member is not permitted to participate electronically in a meeting if that member does not join the meeting within 15 minutes of its scheduled starting time.~~

~~(8) The telecommunications and shipping costs arising from a member who is participating electronically are borne by the City.~~

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~~(9)~~(3) A meeting at which there is electronic participation must not include any of the following public hearings:

(a) hearings to which section 890 of the *Local Government Act* applies;

(b) hearings for heritage conservation matters under Part 27 of the *Local Government Act*.

~~(10)~~(4) Written material at a meeting at which there is electronic participation, if that material is presented to the meeting without being included in either the agenda package or late agenda items sent to the members participating electronically, must be audibly read into the record.

~~(11)~~(5) A member, who is participating electronically in the voting on a matter, must vote by audibly stating ~~"aye" or "nay"~~ that they vote in favour or oppose.

~~(12)~~(6) If there is an interruption in the communications' link to a member who is participating electronically, the other Council members may

(a) decide on a short recess until it is determined whether or not the link can be re-established, or

(b) continue the meeting and treat the interruption in the same manner as if a member who is physically present leaves the meeting room.

Application of rules of procedure

10 (1)In cases not provided for under this Bylaw, Robert's Rules of Order Newly Revised, 11th edition, 2011, apply to the proceedings of Council 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*.

~~(b)~~ (2) The rules of procedurecontained in this Bylaw, except those that are governed by ststutory provisions, may be temporarily suspended by a majority vote of Council members presenet.

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Minutes of meetings

11 Minutes of the proceedings of Council must be

(a) legibly recorded,

(b) certified as correct by the Corporate Administrator, and

(c) signed by the mayor or other member presiding at the meeting or at the next meeting at which the minutes are adopted.

Calling meeting to order

12 (1) The mayor must call the members of Council to order for a Council meeting as soon after the scheduled time for the meeting as a quorum of Council is present.

(2) If a quorum of Council is present but the mayor and acting mayor do not attend within 15 minutes of the scheduled time for a Council meeting

(a) the Corporate Administrator must call to order the members present, and

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

Adjourning meeting where no quorum

13 If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Administrator must

(a) record the names of the members present,

(b) record the names of the members absent, and

(c) adjourn the meeting until the next scheduled Council meeting.

Voting at meetings

14 The following procedures apply to voting at Council meetings:

(a) when debate on a matter is closed the presiding member must put the matter to a vote of Council members;

(b) when the Council is ready to vote, the presiding member must put the matter to a vote by stating

(i) "those in favour raise your hands", and then

(ii) "those opposed raise your hands";

(c) when the presiding member is putting the matter to a vote under paragraphs (a) and (b) a member must not

(i) cross or leave the room,

(ii) make a noise or other disturbance, or

(iii) interrupt the voting procedure under paragraph (b) unless the interrupting member is raising a point of order;

(d) after the presiding member finally puts the question to a vote under paragraph (b), a member must not speak to the question or make a motion concerning it;

(e) the presiding member's decision about whether a question has been finally put is conclusive;

(f) the presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative.

Order of proceedings and business

15 (1) The agenda for all regular Council meetings contains the following matters in the order in which they are listed below:

(a) Approval of agenda;

(b) Reading of minutes;

(c) Requests to address Council (maximum 6 requests);

(d) Proclamations;

(e) Public and statutory hearings (including third reading or adoption of bylaws and approval of permits where applicable after each hearing);

(f) Requests to address Council;

(g) Unfinished business;

(h) Reports of committees;

(i) Notice of Motions;

(j) Bylaws;

(k) Correspondence;

(l) New Business;

(m) Question Period;

(n) Closed meeting, if required;

(o) Adjournment.

(2) Particular business at a regular Council meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.

(3) Council may proceed with a particular item of business at a regular Council meeting in the absence of the Council member in whose name the item is listed on the agenda only if that member has given written permission for another Council member to proceed with that business.

(4) Prior to each Council meeting the Corporate Administrator 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.

(5) The deadline for submissions by the public to the Corporate Administrator of items for inclusion on a Council meeting agenda is 11:00AM on the day before the meeting.

(6) Council must not consider any matters not listed on the agenda unless introduction of the late item is approved by Council at the time allocated on the agenda for such matters.

(7) If the Council makes a resolution under subsection (6), information pertaining to late items must be distributed to the members.

Visitors and delegations

16 (1) Council may, by resolution, allow an individual or a delegation to address Council on a matter provided a written application on the prescribed form has been received by the Corporate Administrator by 11:00AM on the day before the meeting.

(2) Each address under subsection (1) must be limited to 5 minutes unless a longer period is agreed to by unanimous vote of those members present.

(3) Where written application has not been received by the Corporate Administrator as prescribed in subsection (1), an individual or delegation may address the meeting if approved by the unanimous vote of the members present.

(4) Each address under subsection (3) must be limited to 2 minutes unless a longer period is agreed to by unanimous vote of those members present.

(5) Council must not take any action on an address under subsection (1) or subsection (3) at the meeting at which the address is made unless the proposed action is approved by unanimous vote of those members present.

(6) Council must not permit a delegation to address a meeting of the Council regarding

(a) a bylaw or a permit in respect of which a public hearing has been held, where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw or the passing of a resolution authorizing the permit, or

(b) the promotion of commercial goods or services.

(7) A person other than Council members and officers and employees of the City is allowed to approach the podium and address the Council during a meeting of the Council only if that person has the presiding member's permission.

Points of order

17 (1) In accordance with section 132 of the *Community Charter*, the presiding member at a Council meeting must preserve order and, subject to an appeal to other Council members present, decide points of order that may arise.

(2) Without limiting the presiding member's duty under subsection (1), the presiding member must apply the correct procedure to a motion

(a) if the motion is contrary to the rules of procedure in this Bylaw, and

(b) whether or not another Council member has raised a point of order in connection with the motion.

(3) When the presiding member is required to decide a point of order

(a) the presiding member must cite the applicable rule or authority if requested by another Council member,

(b) another member must not question or comment on the rule or authority cited by the presiding member under paragraph (a), and

(c) the presiding member may reserve the decision until the next Council meeting.

(4) If a Council member appeals a decision of the presiding member under subsection (3), the question as to whether the chair is to be sustained must be immediately put by the presiding member and decided without debate.

(5) In relation to a vote on a motion under subsection (4),

(a) the mayor or other presiding member must not vote,

(b) the motion passes in the affirmative if the votes are equal, and

(c) the mayor or other presiding member must be governed by the result.

(6) If the mayor or presiding member refuses to put the question under subsection (4),

(a) the Council must immediately appoint another member to preside temporarily,

(b) that other member must proceed in accordance with subsection (4), and

(c) a motion passed under this subsection is as binding as if passed under subsection (4).

Conduct and debate

18 (1) A Council member may speak to a question or motion at a Council meeting only if that member first addresses the presiding member.

(2) Members must address the presiding member by that person's title of mayor, acting mayor, or councillor.

(3) Members must address other non-presiding members by the title councillor.

(4) If more than one member speaks, the presiding member must call on the member who, in the presiding member's opinion, first spoke.

(5) Members who are called to order by the presiding member

(a) must immediately stop speaking,

(b) may explain their position on the point of order, and

(c) may appeal to Council for its decision on the point of order in accordance with section 17.

(6) Members speaking at a Council meeting

(a) must use respectful language,

(b) must speak only in connection with the matter being debated,

(c) may speak about a vote of Council only for the purpose of making a resolution or motion that the vote be rescinded, and

(d) must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.

(7) If a member does not adhere to subsection (6)(d), Council, by resolution, may order the member to leave the member's seat, and

(a) if the member refuses to leave, the presiding member may cause the member to be removed by police from the member's seat, and

(b) if the member apologizes to the Council, Council may, by resolution, allow the member to retake the member's seat.

(8) A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.

(9) The following rules apply to limit speech on matters being considered at a Council meeting:

(a) a member may speak more than once in connection with the same question only

(i) with the permission of Council, or

(ii) if the member is explaining a material part of a previous speech without introducing a new matter;

(b) a member who has made a substantive motion to the Council may reply to the debate;

(c) a member who has moved an amendment, the previous question, or an instruction to a committee may not reply to the debate;

(d) a member may speak to a question, or may speak in reply, for longer than a total time of 15 minutes only with the permission of Council.

Motions generally

19 (1) A member of Council must give notice of a motion that is to be introduced at a Council meeting, by depositing a written copy of the motion with the Corporate Administrator at least 24 hours before that meeting.

(2) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.

(3) A motion that deals with a matter that is not on the agenda of the Council meeting at which the motion is introduced may be introduced only by leave of Council.

(4) A Council member may make only the following subsidiary motions when the Council is considering a main question:

(a) to lay on the table;

(b) to move the previous question;

(c) to postpone to a certain time;

(d) to refer to committee;

(e) to amend;

(f) to postpone indefinitely.

(5) A motion made under subsection (4)(a), (b), (c), or (f) is not amendable or debatable.

(6) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member.

Motion to commit

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

Motion for the main question

21 (1) In this section, "main question", in relation to a matter, means the motion that first brings the matter before Council.

(2) The following rules apply to a motion for the main question, or for the main question as amended, at a Council meeting:

(a) if a member of Council moves to put the main question, or the main question as amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question;

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

Amendments generally

22 (1) A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.

(2) An amendment may propose removing, substituting for, or adding to the words of an original motion.

(3) A proposed amendment must be reproduced in writing by the mover if requested by the presiding member.

(4) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.

(5) An amendment may be amended once only.

(6) An amendment that has been negatived by a vote of Council cannot be proposed again.

(7) A Council member may propose an amendment to an adopted amendment.

(8) The presiding member must put the main question and its amendments in the following order for the vote of Council:

(a) a motion to amend a motion amending the main question;

(b) a motion to amend the main question, or an amended motion amending the main question if the vote under paragraph (a) is positive;

(c) the main question.

Reconsideration

23 (1) A Council 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 after an interval of at least 24 hours following its adoption.

(2) A Council member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.

(3) Council must not discuss the main matter referred to in subsection (1) unless a motion to reconsider that matter is adopted in the affirmative.

(4) A vote to reconsider must not be reconsidered.

(5) Council may not reconsider a matter that has

(a) had the assent of the electors,

(b) already been reconsidered under this section, or

(c) been acted on by an officer, employee, or agent of the City.

(6) On a reconsideration under this section, Council

(a) must deal with the matter as soon as convenient, and

(b) on that reconsideration, has the same authority it had in its original consideration of the matter, subject to the same conditions that applied to the original consideration.

(7) If the original decision was the adoption of a bylaw or resolution and that decision is rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.

(8) A bylaw, resolution, or proceeding that is reaffirmed after reconsideration is valid and has the same effect as it had before reconsideration.

Privilege

24 (1) In this section, a matter of privilege refers to any of the following motions:

(a) fix the time to adjourn;

(b) adjourn;

(c) recess;

(d) raise a question of privilege of Council;

(e) raise a question of privilege of a member of Council.

(2) A matter of privilege must be immediately considered when it arises at a Council meeting.

(3) For the purposes of subsection (2), a matter of privilege listed in subsection (1) has precedence over those matters listed after it.

Appointments to boards and other offices

25 (1) Council may appoint a person to an advisory committee, board or other office only after receiving all nominations for that appointment.

(2) Council may appoint a person to an office by resolution unless a Council member calls for a vote by ballot.

(3) The following procedures apply to a vote by ballot:

(a) the presiding member and the Corporate Administrator must act as scrutineers;

(b) the Corporate Administrator must give to each Council member one ballot that contains the Corporate Administrator's written initials and the names of all of the persons nominated;

(c) Council members may vote for a person by marking an "x" opposite that person's name on the ballot;

(d) those who receive the highest majority of votes from the Council members then present are appointed to the offices for which the vote is taken;

(e) if the number of those receiving a majority of votes by ballot is less than the number of offices to be filled,

(i) the person receiving the lowest number of votes is removed from succeeding ballots, and

(ii) balloting must continue until the number of persons receiving a majority of votes equals the number of offices to be filled.

Council member's requests for information

26 (1) A Council member at any time may request information concerning the City's public business by making the request in writing to the City Manager.

(2) The following procedures apply to the obtaining and presenting of information requested under this section:

(a) the City Manager must make the best effort possible to obtain the information;

(b) after obtaining the information, the City Manager must give the request and the information to the mayor;

(c) the mayor or the presiding member must read the request and the information at the next Council meeting, subject to section 90 of the *Community Charter*;

(d) during a Council meeting, a Council member must not present an argument, debate, opinion, or fact in connection with the request and information that is read at a Council meeting.

Reports from committees

27 (1) Council may take any of the following actions in connection with a recommendation it receives from COTW or a committee:

(a) agree or disagree with the recommendation;

(b) amend the recommendation;

(c) refer the recommendation back to COTW or the committee;

(d) postpone its consideration of the recommendation.

(2) Council may discuss the proceedings of a standing committee only after the committee has presented to the Council the committee's report relating to those proceedings.

Adjournment

28 (1) A Council meeting may continue after 11:00 p.m. only by an affirmative vote of 2/3 of the Council members present.

(2) A motion for continuation under subsection (1) must establish a specific time for the adjournment of the Council meeting.

(3) A motion to adjourn either a Council meeting or the debate at a Council meeting is always in order if that motion has not been preceded at that meeting by the same motion.

(4) Subsection (3) does not apply to either of the following motions:

(a) a motion to adjourn to a specific day;

(b) a motion that adds an opinion or qualification to a preceding motion to adjourn.

(5) When adjourning, Council members must not leave their seats until the presiding member leaves.

PART 4 – BYLAWS

Public notice of proposed bylaws

29 The Corporate Administrator must ensure that written notice of the name and purpose of a proposed bylaw is publicly posted at the Public Notice Posting Places at least 24 hours before the Council meeting at which the bylaw is intended to be introduced.

Copies of proposed bylaws to Council members

30 A proposed bylaw may be introduced at a Council meeting only if section 29 has been satisfied and

(a) a true copy of it has been delivered to each Council member and the City Manager at least 24 hours before the Council meeting, or

(b) all Council members unanimously agree to waive paragraph (a).

Form of bylaws

31 A bylaw introduced at a Council meeting must

(a) be printed,

(b) have a distinguishing name,

(c) have a distinguishing number,

(d) contain an introductory statement of purpose, and

(e) be divided into sections.

Bylaws to be considered separately or jointly

32 Council must consider a proposed bylaw at a Council meeting either

(a) separately when directed by the presiding member or requested by another Council member, or

(b) jointly with other proposed bylaws in the sequence determined by the presiding member.

Reading and adopting bylaws

33 (1) The presiding member of a Council meeting may

(a) have the Corporate Administrator read a synopsis of each proposed bylaw or group of proposed bylaws, and then

(b) request a motion that the proposed bylaw or group of bylaws be read.

(2) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.

(3) Subject to subsection (4), each reading of a proposed bylaw must receive the affirmative vote of a majority of members present.

(4) In accordance with section 882(2) of the *Local Government Act*, each reading of a proposed bylaw that adopts, amends, or repeals an official community plan must receive an affirmative vote of a majority of all Council members.

Bylaws must be signed

34 After a bylaw is adopted,

(a) the presiding member of the Council meeting at which it was adopted must sign it, and

(b) the Corporate Administrator must

(i) sign it,

(ii) place the City's corporate seal on it,

(iii) have the dates of its readings and adoption placed on it, and

(iv) have it immediately placed in the City's vault.

Bylaw register

35 The Corporate Administrator must have copies of all adopted bylaws alphabetically and numerically indexed and available for public inspection during regular business hours in City Hall.

PART 5 - COMMITTEE OF THE WHOLE

Going into Committee of the Whole

36 (1) At any time during a Council meeting, Council may by resolution go into COTW.

(2) In addition to subsection (1), a meeting, other than a statutory, standing or select committee meeting, to which all members of Council are invited to consider but not to decide on matters of the City's business, is a meeting of COTW.

Rising without reporting

37 (1) A motion made at COTW to rise without reporting

(a) is always in order and takes precedence over all other motions,

(b) may be debated, and

(c) may not be addressed more than once by any one member.

(2) If a motion to rise without reporting is adopted by COTW, the Council meeting must resume and proceed to the next order of business.

Reports

38 (1) COTW may consider reports and bylaws only if

(a) they are printed and the members each have a copy, or

(b) 2/3 of the members present decide without debate that the requirements of paragraph (a) do not apply.

(2) A motion for COTW to rise and report to Council must be decided without debate.

(3) The COTW's reports to Council must be presented by the Corporate Administrator for approval by Council prior to giving action to any recommendations from COTW.

Presiding at Committee of the Whole meetings

39 (1) The mayor, if present, must preside at COTW meetings.

(2) In the absence of the mayor, the acting mayor chosen under section 6(4) must preside.

(3) The presiding member has the same powers and duties as the mayor in relation to the applicable matter.

Schedule for Committee of the Whole meetings

40 (1) Regular meetings of COTW must

(a) begin at 9:00 a.m, and

(b) adjourn at 2:00 p.m., unless a motion for continuation is approved by 2/3 of the members present.

(2) A motion for continuation under subsection (1)(b) must establish a specific time for the adjournment of the COTW meeting.

Order of proceedings and business at Committee of the Whole meetings

41 The order of business at a regular COTW meeting is as follows:

(a) Approval of agenda;

(b) Consent agenda;

(c) Reading of minutes;

(d) Unfinished business;

(e) Land use matters;

(f) Staff reports;

(g) Notice of Motions;

(h) New Business;

(i) Closed meeting, if required;

(j) Adjournment.

Rules of procedure for Committee of the Whole meetings

42 (1) The following rules apply to COTW meetings:

(a) a motion for adjournment is not allowed during debate of a motion;

(b) a member may speak any number of times on the same question;

(c) a member must not speak longer than a total of 10 minutes on any one question;

(d) votes must be taken by a show of hands if requested by a member;

(e) the presiding member must declare the results of voting.

(2) The rules governing the proceedings of Council established under the following provisions of this Bylaw also apply to the proceedings of COTW:

(a) section 6 *[Location of meetings]*;

(b) sections 7(2) to (4) *[Schedule and public notice of meetings]*;

(c) section 10 *[Application of rules of procedure]*;

(d) section 11 *[Minutes of meetings]*;

(e) section 12 *[Calling meeting to order]*;

(f) section 13 *[Adjourning meeting where no quorum]*;

(g) section 14 *[Voting at meetings]*;

(h) section 17 *[Points of order]*;

(i) section 18(1) to (8) *[Conduct and debate]*;

(j) section 19 *[Motions generally]*;

(k) section 21 *[Motion for the main question]*;

(l) section 22 *[Amendments generally]*;

(m) section 24 *[Privilege].*

PART 6 – OTHER COMMITTEES

Standing committees

43 (1) The mayor or Council may establish a standing committee and appoint members to the standing committee to deal with matters the mayor or Council considers would be better dealt with by a standing committee.

(2) All meetings of a standing committee must be at City Hall.

(3) At its first meeting after its appointment a standing committee must establish a regular schedule of meetings.

(4) The chair of a standing committee may call a meeting of the committee in addition to the schedule of meetings.

(5) The chair of a standing committee must cause a notice of the day and time of a meeting called under subsection (4) to be given to all members of the committee at least 12 hours before the time of the meeting.

(6) Standing committees must consider, inquire into, report, and make recommendations to Council about all of the following matters:

(a) matters that are contained in the terms of reference of the committee;

(b) matters that are assigned by Council;

(c) matters that are assigned by the mayor.

(7) 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 Council or the mayor does not specify a time.

(8) A majority of all the members of a standing committee must sign all reports that are given by the committee to Council.

Select committees

44 (1) Council must appoint a presiding member or chair of the select committee.

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

(3) Select committees must report and make recommendations to Council as soon as possible, unless a date and time is established by Council.

Advisory committees

45 (1) Council by resolution may appoint an advisory committee

(a) to provide advice and recommendations to Council regarding any matter within the committee's terms of reference, and

(b) to report to Council or to another committee designated by Council for that purpose.

(2) All members of an advisory committee must be members of the public.

(3) A chairperson must be appointed by the members of an advisory committee.

Quorum

46 The quorum for a standing, select or advisory committee is a majority of its members.

Rules of procedure for other committee meetings

47 (1) The following rules apply to standing, select and advisory committee meetings:

(a) a motion for adjournment is not allowed during debate of a motion;

(b) a member may speak any number of times on the same question;

(c) a member must not speak longer than a total of 10 minutes on any one question;

(d) votes must be taken by a show of hands if requested by a member;

(e) the presiding member must declare the results of voting.

(2) The rules governing the proceedings of Council established under the following provisions of this Bylaw also apply to the proceedings of a standing, select or advisory committee:

(a) sections 7(2) to (4) *[Schedule and public notice of meetings*];

(b) section 10 *[Application of rules of procedure]*;

(c) section 11 *[Minutes of meetings]*;

(d) section 17 *[Points of order]*;

(e) section 18(1), (4) to (8) *[Conduct and debate]*;

(f) section 19(2) to (6) *[Motions generally]*;

(g) section 21 *[Motion for the main question]*;

(h) section 22 *[Amendments generally]*;

(i) section 24 *[Privilege].*

Attendance of non-members

48 (1) Council members who are not members of a standing, select or advisory committee may attend meetings of the committee.

(2) Council members attending a meeting of a committee, of which they are not a member, may participate in the discussion only with the permission of a majority of the committee members present.

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

PART 7 - GENERAL

Repeal

49 Bylaw No. 09-046, the Council Bylaw, is repealed.

READ A FIRST TIME the	**14th**	day of	**January**	2016
READ A SECOND TIME the	**14th**	day of	**January**	2016
READ A THIRD TIME the	**14th**	day of	**January**	2016
ADOPTED on the	**28th**	day of	**January**	2016

“CHRIS COATES”
CORPORATE ADMINISTRATOR

“LISA HELPS”
MAYOR