

District of West Vancouver



Council Procedure Bylaw No. 4483, 2006

Effective Date – November 26, 2007

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District of West Vancouver

Council Procedure Bylaw No. 4483, 2006

A Bylaw to govern meetings of the Council of The Corporation of the District of West Vancouver and Committees of Council.

WHEREAS the Council of The Corporation of the District of West Vancouver deems it expedient to provide for Council meeting and committee meeting procedures pursuant to the *Community Charter*;

NOW THEREFORE, the Council of the District of West Vancouver enacts as follows:

Part 1 Introduction

Citation

- 1.1 This Bylaw may be cited as Council Procedure Bylaw No. 4483, 2006.

Severability

- 1.2 If a portion of this Bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this Bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

Previous Bylaw Repeal

- 1.3 Council Procedure Bylaw No. 4365, 2004 (adopted on April 26, 2004) is hereby repealed.

Definitions

- 1.4 In this Bylaw:

“**Chair**” means the Mayor, Acting Mayor, or presiding officer appointed under the *Community Charter* or this Bylaw, who is chairing a meeting;

“**Clerk**” means the municipal employee appointed as Clerk to the Council and who is also the corporate officer for the purposes of the *Community Charter* and this Bylaw;

“**committee**” means a standing, select or other committee of Council;

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

“**District**” means the District of West Vancouver;

“**inaugural meeting**” means the meeting at which members elected at the most recent general election are sworn in;

“**meeting**” means an inaugural, regular or special meeting, as the context requires;

“**Member**” means the Mayor or a Councillor;

“**member’s address**” means the member’s mailbox situated at the Municipal Hall;

“**motion**” means a formal proposal made by a member at a meeting of the Council or a committee that the Council or committee approve or order a specified course of action;

“**Municipal Hall**” means The Corporation of the District of West Vancouver Municipal Hall located at 750 17th Street, West Vancouver, BC, V7V 3T3;

“**point of information**” means the procedure pursuant to which a member may raise his or her hand and ask the Chair to require further information on the subject being debated

“**point of order**” means a procedure by which a member interrupts another speaker to ask the Chair to rule on a procedural matter immediately

“**procedural motion**” means any motion so described in Part 2;

“**public notice posting places**” means the external bulletin boards at the north and south main floor entrances to the Municipal Hall;

“**question**” means the subject matter of a motion;

“quorum” means:

- in the case of Council, a majority of the number of members of which the Council consists under the *Community Charter*.
- in the case of a committee or other body, a majority of the voting members appointed;

“regular meeting” means a meeting of the Council, other than a special or inaugural meeting, held under Part 2;

“special meeting” means a meeting of the Council other than a regular or inaugural meeting, held under Part 2.

Interpretation

1.5 Reference in this Bylaw to:

- (a) a numbered section or Part is a reference to the correspondingly numbered section or Part of this Bylaw.
- (b) the plural is to be considered to be a reference also to the singular, unless the context otherwise requires.
- (c) a resolution or vote of the Council is a reference to a resolution or vote passed by the affirmative vote of a majority of the members present and entitled to vote on the matter except as otherwise provided by the *Community Charter* or this or any other Bylaw of the District.
- (d) Where specified under the *Community Charter*, a requirement for a 2/3 vote is a requirement for the affirmative vote of at least 2/3 of the number of members of which Council consists under the *Community Charter*, unless otherwise specified in this bylaw.

Application of Rules of Procedure

1.6 The provisions of this Bylaw govern the proceedings of Council, standing committees, and select or other committees established by Council, as applicable.

Part 2 Council Meetings

Inaugural Meeting

- 2.1 Following a general local election, the first Council meeting must be held on the first Monday in December.
- 2.2 If a quorum of Council members elected at the general local election has not taken office by the date of the meeting referred to in section 2.1, the first Council meeting must be called by the Clerk and held as soon as reasonably possible after a quorum has taken office.

Time and Location of Regular Council Meetings

- 2.3 All Council meetings must take place in the Council Chamber within Municipal Hall except when Council resolves to hold meetings elsewhere.
- 2.4 Council shall establish annually by resolution a schedule of meetings:
 - (a) beginning at 7:00 pm and immediately following a scheduled public hearing;
 - (b) concluding at 10:00 pm on the day scheduled for the meeting unless Council, by a unanimous affirmative vote, resolves to proceed beyond that time.
- 2.5 If during a meeting of Council, members of Council wish to take a short recess, a motion to adjourn the meeting to a specific time, date and location is required. When the Council returns from the recess a motion to reconvene the meeting is required.

Notice of Regular Council Meeting Schedule

- 2.6 The Clerk must at public notice posting places, annually post and publish in accordance with applicable enactments, a schedule of the dates, times and places of regular Council meetings.

Cancelled or Rescheduled Meetings

- 2.7 The Council may cancel or reschedule a meeting under section 2.19. The Clerk must, as soon as possible, post a notice at the public notice posting places which indicates any revisions to the date, time and place of a regular Council meeting or cancellation of a regular Council meeting, in accordance with applicable enactments.
- 2.8 The Clerk must give public notice of a regular Council meeting by posting notice at the public notice posting places at least four days before the date of the regular Council meeting.
- 2.9 If the agenda for the meeting contains a proposed resolution to close all or part of the meeting to the public, the notice must state the basis under the *Community Charter* on which all or part of the meeting is to be closed, but the notice must not otherwise describe the matter in respect of which all or part of the meeting is to be closed.

Notice of Special Meetings

- 2.10 A special meeting may be called:
- (a) in compliance with applicable enactments, or
 - (b) by a resolution of Council fixing the date, time, place and agenda.
- 2.11 Except where notice of a special meeting is waived by unanimous vote of all Council members, a notice of the date, hour and place of a special Council meeting must be given at least 24 hours before the time of the meeting by:
- (a) posting a copy of the notice in the Council Chamber at Municipal Hall
 - (b) posting a copy of the notice at the public notice posting places, and
 - (c) placing one copy of the notice for each Council member in the Council member's mailbox at Municipal Hall.
- 2.12 The notice under section 2.11 must describe in general terms the purpose of the meeting and be signed by the Mayor or the Clerk.
- 2.13 The Clerk must prepare the public notice and an agenda for each special meeting which must state the nature of each item of business to be dealt with at the special meeting.

- 2.14 If the agenda contains a proposed resolution to close all or part of the meeting to the public, the notice must state the basis under the *Community Charter* on which all or part of the meeting is to be closed, but the notice must not otherwise describe the matter in respect of which all or part of the meeting is to be closed.
- 2.15 When a special meeting is scheduled for other than at 7:00 pm, the meeting will conclude 3 hours after its commencement on the day scheduled for the meeting, unless Council, by a unanimous affirmative vote, resolves to proceed beyond that time.

Electronic Meetings

- 2.16 Subject to the *Community Charter*:
- (a) a special Council meeting may be conducted by means of electronic or other communication facilities if the Mayor or the Council requires;
 - (b) a member of Council who is unable to attend at a special Council meeting, as applicable, may participate in the meeting by means of electronic or other communication facilities.
- 2.17 The member presiding at a special Council meeting must not participate electronically.
- 2.18 No more than two members of Council at one time may participate at a Council meeting under section 2.16(b).

Cancelled, Rescheduled or Called Regular Meetings

- 2.19 The Council may by resolution:
- (a) cancel or reschedule any regular meeting
 - (b) change the time or location for holding the meeting, or
 - (c) call an additional regular meeting at the time and place stipulated in the resolution.
- 2.20 The resolution to cancel or reschedule a regular meeting postpones the business on the agenda for the meeting to the next or the rescheduled regular meeting.

Quorum and Application of Other Sections

- 2.21 Section 1.4 regarding quorum and sections 2.10 – 2.18 and 4.9 apply to special meetings with the necessary changes, except that the Clerk need not give public notice of a cancelled or rescheduled meeting in respect of which Council has resolved to exclude the public.

Annual Meeting

- 2.22 The Clerk must give notice of the Council meeting or other public meeting in respect of which Council has resolved to consider:
- (a) the annual report prepared under section 98 of the *Community Charter*, and
 - (b) submissions and questions from the public
- by giving public notice by:
- (c) posting notice of the date, time and place of the annual meeting in the public notice posting places, and
 - (d) publishing notice of the date, time and place of the annual meeting in accordance with section 94 of the *Community Charter*.

Part 3 Designation of Member to Act in Place of Mayor

- 3.1 Annually, by December 31, Council must from among its members designate Councillors to serve on a rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of Mayor is vacant.
- 3.2 Each Councillor designated under section 3.1 must fulfill the responsibilities of the Mayor in his or her absence.
- 3.3 If both the Mayor and the member designated under section 3.1 are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.

Part 4 Council Proceedings

Minutes of Meetings to be Maintained and Available to the Public

- 4.1 Minutes of the proceedings of Council must be:
- (a) legibly recorded with decisions and action items
 - (b) certified as correct by the Clerk, and
 - (c) signed by the Mayor or other member presiding at the meeting.

Delivery of Minutes

- 4.2 The Clerk must prepare and deliver to each member's mailbox at Municipal Hall, the minutes of special and regular meetings by 4:30 pm on the Friday prior to the meeting at which they are scheduled for adoption.

Adoption of Minutes

- 4.3 The minutes of every meeting must be adopted by resolution of the Council.
- 4.4 The minutes may be adopted by resolution of the Council without their being read to the meeting.
- 4.5 Any error or omission in the minutes may be identified by a member orally and rectified by a resolution, failing which the adoption of the minutes shall be postponed to the next meeting.
- 4.6 The minutes of a special meeting from which the public is excluded must be adopted at a subsequent special meeting from which the public is excluded.

Calling Meeting to Order

- 4.7 As soon as possible after the time specified for a Council meeting if there is a quorum present, the Mayor, if present, must take the Chair and call the Council meeting to order. However, when the Mayor is absent, the Councillor designated as the member responsible for acting in the place of the Mayor in accordance with Part 3 must take the Chair and call the meeting to order.
- 4.8 If a quorum is present but neither the Mayor nor the Acting Mayor are present at the time at which the meeting is scheduled to begin:
- (a) the Clerk must call the meeting to order, and
 - (b) by resolution the Council must appoint a Councillor as Chair for that meeting until the Mayor or Acting Mayor arrives.

The acting Chair of a meeting has the powers and duties of the Mayor in respect of that meeting.

Adjourning Meeting where no Quorum

- 4.9 If there is no quorum of Council present within 30 minutes of the scheduled time for a regular Council meeting the Clerk must:
- (a) record the names of the members present and those absent and adjourn the meeting until the next scheduled meeting
 - (b) place all business on the agenda that is not dealt with at that regular meeting on the agenda for the next regular meeting held on the date referred to in section 4.9(a).
- 4.10 If a quorum of Council is lost during a meeting the Clerk must record the names of the members present and those absent, and temporarily adjourn the meeting until a quorum is present.

Mayor or Acting Mayor Arrives after Commencement

- 4.11 If the Mayor arrives after commencement of a meeting, he or she will preside upon arrival.
- 4.12 Subject to section 4.11, if the Acting Mayor arrives after commencement of a meeting referred to in section 4.8 he or she will preside upon arrival.

Business at Regular Meetings

4.13 Unless the Council otherwise resolves, the agenda for all regular Council meetings contains the following matters:

- (a) Call to order
- (b) Approval of agenda
- (c) Adoption of minutes
- (d) Delegations and petitions
- (e) Reports from Staff and committees
- (f) Reading of bylaws
- (g) Adoption of bylaws
- (h) Appointments
- (i) New business
- (j) Consent agenda items
- (k) Other items
- (l) Reports from Mayor and Councillors
- (m) Public questions and comments
- (n) Adjournment.

4.14 When preparing the agenda prior to the meeting, the Mayor and Clerk may in their discretion:

- (a) vary the order set out in section 4.13;
- (b) delete agenda headings if there is no business under those items.

Agenda

4.15 Prior to each Council meeting the Clerk must prepare an agenda setting out all the items for consideration at that meeting, noting the recommendation, if there is one, for each item on the agenda.

4.16 The Clerk must make the agenda available to the members of Council and the public at least two days prior to the next meeting, or as otherwise determined by Council.

4.17 The agenda must set out each item of business to be dealt with as specified in section 4.13.

4.18 The agenda:

- (a) must be posted at the public notice posting locations at least two days before the time of the regular meeting;
- (b) package must contain all documents in possession of the Clerk to be referred to in the consideration of items on the agenda.

Addition of Agenda Items

- 4.19 Any member may in a meeting, without notice, request the addition of an item of business not on the agenda which the member deems to be urgent.
- 4.20 The Mayor will, at the time the Council considers approval of the posted agenda, query whether any member of Council wishes to add an item of business. The member must make the request at the time the Council considers approval of the posted agenda.
- 4.21 The member must, when making the request, inform the Council of the general nature of the business and the reason for urgent consideration.
- 4.22 The Mayor must immediately call a vote on the request, which must be granted if 2/3 of the Council members present vote in the affirmative.
- 4.23 If the request is approved the item of business must be placed on the agenda as New Business, at which time the member must present any supporting information on which the member intends to rely.

Consent Agenda Items

- 4.24 Items listed in the consent agenda are considered for approval in one motion, unless a member of Council wishes to debate an item and requests that it be excluded. If an item is excluded from the Consent Agenda it will be considered as an agenda item. The rule of order establishing a consent agenda provides that consent agenda items may be considered in total and without debate or amendment.
- 4.25 Items will be listed in the consent agenda section that, in the opinion of the Chief Administrative Officer and/or Clerk, and in consultation with the Mayor, require little or no discussion.

Petitions and Delegations

- 4.26 Any person, persons, or organization wishing to present a petition to Council, shall submit to the Clerk a written request addressed to Mayor and Council at least 11 days prior to the regular meeting at which Council will consider the petition.
- 4.27 Any person, persons, or organization wishing to appear as a delegation before Council, shall submit a written delegation request to the Mayor for consideration. The Mayor may refuse to schedule a delegation on an agenda if the issue is not considered to fall within the jurisdiction of Council. If there is a question with respect to the appropriateness of a delegation, the Mayor may refer the request to Council for consideration.
- 4.28 Only one petition presentation or delegation is permitted at each meeting of Council.
- 4.29 Petition requests must include:
- (a) the name and address of the petition presenter;
 - (b) the complete petition;
 - (c) name and address of each person who has signed the petition.
- 4.30 Delegation requests must include:
- (a) the full particulars of the subject matter;
 - (b) the proposed action which is within the jurisdiction of the District, which the delegation wishes the District to take in response to the submission;
 - (c) the names and addresses of the person(s) or the organization comprising the delegation;
 - (d) the name, address and telephone number of the designated speaker(s).
- 4.31 The Clerk will notify the person who wishes to present the petition when the Council will consider their written request.
- 4.32 Following Council's consideration, the Clerk shall notify the person who wishes to present the petition of the scheduled date for the presentation.

- 4.33 If a delegation request is approved, the Clerk will notify the person who wishes to appear as a delegation of the scheduled date for the delegation.
- 4.34 The Clerk must inform the person who wishes to present the petition to Council or appear before the Council on behalf of a delegation that:
- (a) the maximum time for presentation of a petition or appearance of a delegation before the Council is ten minutes.
- 4.35 The Council may waive strict compliance with section 4.34(a) by resolution passed:
- (a) if five or more members are present, by a 2/3 vote;
 - (b) if four members are present, by a unanimous vote.
- 4.36 Council may, by resolution, allow an individual or a delegation to address Council at meetings. Each address must be limited to ten minutes unless a longer period is agreed to by unanimous vote of those members present.
- 4.37 Council must not permit a delegation to address a Council meeting:
- (a) regarding a bylaw in respect of which a public hearing has been held where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw;
 - (b) if the purpose is to address an issue which is before the courts or on which Council has authorized legal action;
 - (c) if the purpose is to request funding;
 - (d) if the purpose or subject of the delegation has no relation to an agenda item or is beyond the jurisdiction of Council;
- except as otherwise permitted by Council.

Voting

Distinct Part of a Motion

- 4.38 If requested by a member, Council must vote separately on each distinct part of a motion that is under consideration.

Recording of Votes

- 4.39 The following applies to the recording of votes:
- (a) The Clerk must, if requested, record in the minutes for the meeting the name of each member of Council present and the way in which each member voted on the question.
 - (b) A member may require his or her vote on any question to be recorded by the Clerk.
 - (c) The Clerk must record in the minutes of a meeting the name of any member who voted in the negative on any question.
 - (d) Unless excused as a result of not being entitled to vote under the *Community Charter*, no member may leave a meeting once a vote on a matter has been called.

Effect of Abstention from Voting

- 4.40 Any member present who does not indicate their objection shall be deemed to have voted in the affirmative on the question.

Reconsideration

- 4.41 The following applies to reconsideration of a resolution, motion, or proceeding:
- (a) A member who voted with the majority either for or against a motion, may, at any time within one month of the vote, introduce a motion to reconsider the resolution, motion or proceeding, including the defeat of a motion, if the resolution, motion or proceeding has not been acted upon irreversibly by an officer, employee or agent of the District.
 - (b) A motion under section 4.41(a) must be introduced as a scheduled agenda item under New Business or in compliance with sections 4.19 – 4.23.

- (c) If a motion to reconsider is defeated, the subject matter of the resolution or proceeding may not be open for consideration by the Council within six months except by way of a new and substantially different motion.

Points of Order

- 4.42 Without limiting the presiding member's duty under the *Community Charter*, a member may raise a Point of Order at any time.
- 4.43 When a Point of Order is raised, the Chair must:
 - (a) interrupt a matter of consideration on the agenda;
 - (b) interrupt a member who had been speaking, until the Point of Order is ruled upon;
 - (c) ask the member raising the Point of Order to state the substance of and the basis for the Point of Order;
 - (d) state the provision of the bylaw or other Rule of Order applicable to the Point of Order, which the Chair must do at once without debate.
- 4.44 If the ruling of the Chair is challenged, the Chair must put the challenge to a vote.
- 4.45 If a member puts a question to the Chair regarding any matter connected to the affairs of the Council or the District, the Chair may respond, or may:
 - (a) require the member to put the question in writing, and
 - (b) may take the question on notice and respond during the next regular meeting.

Conduct and Debate

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

- (b) No member may speak in a meeting until the member has raised his or her hand and the Chair has recognized the member.
- (c) If two or more members raise their hands at the same time the Chair may designate the order in which each is to speak.
- (d) The Mayor may speak at a meeting at any time without leave, but may not interrupt a member except to restore order.
- (e) If a Councillor has raised his or her hand at the same time the Mayor begins to speak, the Mayor may speak first.
- (f) Members must address the presiding member by that person's title of Mayor, Acting Mayor or Councillor.
- (g) Members must address other non-presiding members by the title Councillor.
- (h) No member may interrupt a member who is speaking except to raise a Point of Order.
- (i) If more than one member speaks the presiding member must call on the member who, in the presiding member's opinion, first spoke.
- (j) Members who are called to order by the presiding member:
 - (i) must immediately stop speaking;
 - (ii) may explain their position on the Point of Order; and
 - (iii) may appeal to Council for its decision on the Point of Order in accordance with the *Community Charter*.

Suspension of the Rules

4.47 At any time during a meeting Council may resolve in respect of a matter or matters on the agenda that "The Rules are Suspended" with respect to procedure, in which case the following shall apply:

- (a) the number of times a member may speak on any matter is not limited;
- (b) a member of the public may be invited by the presiding member to speak on a matter before Council.

Public Speakers and Delegates

- 4.48 A person must address the Mayor as “Mr. or Madam Mayor” or “Your Worship” as the case may be.
- 4.49 A person must address a Councillor by that Councillor’s surname preceded by “Councillor”.

Members Speaking at a Council Meeting

- 4.50 Except as otherwise unanimously resolved by the Council members present and voting, a member may:
- (a) speak only to an item of business on the agenda called for consideration by the Chair;
 - (b) not speak to an item on the agenda until a motion dealing with the substance of the item has been moved and seconded;
 - (c) may speak only twice to a matter, except that a member may speak more than twice to a matter:
 - (i) with the approval of the Chair;
 - (ii) to explain a material part of his or her speech which may have been misunderstood; or
 - (iii) to ask a question pertinent to the matter under debate;
 - (d) speak for a maximum of five minutes each time except that Council may resolve to permit a member to speak longer;
 - (e) not speak to a matter already disposed of by the Council except on a motion for reconsideration in accordance with section 4.41;
 - (f) not speak when called to order by the Chair until the Point of Order has been resolved.

Improper Conduct

- 4.51 No member or person attending the meeting may interrupt a member who is speaking, except that a Councillor may raise a Point of Order.
- 4.52 No member or person attending the meeting may cause a disturbance, disrupt or in any manner delay the conduct of business at a meeting.

- 4.53 No member or person permitted or invited to speak on any matter coming before the Council or a Committee may use rude or offensive language or, by the tone of manner of speaking, express any point of view or opinion or make any allegation which, directly or indirectly, reflects negatively upon the public conduct or private character of any person.

Removal of Those Behaving Improperly

- 4.54 If a person, other than a member, resists or disobeys an order of the Mayor or other person presiding to leave a meeting of Council, that person may be removed by the Clerk, or if necessary, by a peace officer at the direction of the Mayor or other person presiding.

Inquiries or Submissions by those Attending a Council Meeting

- 4.55 Subject to section 4.54 and the *Community Charter*, a person attending a meeting, other than an inaugural meeting, may address the Council on an agenda item with the permission of Council.
- 4.56 A person other than a member, a district officer, employee, solicitor or consultant, may address the Council on an agenda item for a maximum time of three minutes, unless the Council permits an extension.
- 4.57 Section 4.55 and 4.56 do not apply to an agenda item;
- (a) relating to a reading or adoption of a Zoning Bylaw or an Official Community Plan Bylaw, after the close of a statutory public hearing on the bylaw;
 - (b) relating to an issue which is before the courts or on which Council has authorized legal action;

except as otherwise permitted by Council.

- 4.58 During Public Questions and Comments, a person may address the Council for a maximum time of three minutes. A question may be referred by Council to staff for subsequent response. In special circumstances Council may permit, by resolution, a person to address Council with a public question or comment, earlier in the meeting.

Motions

Motions Generally

- 4.59 Council may debate and vote on a motion only if it is first moved by one Council member and seconded by another.

Procedural Motions

- 4.60 Any motion to:
- (a) adjourn a meeting;
 - (b) defer a matter;
 - (c) vote on a previous question;
 - (d) refer a matter;
 - (e) adopt minutes; or
 - (f) amend an agenda;

is a procedural motion and is not subject to the procedure in section 4.83. The list of procedural motions in this section is not exhaustive, but only a motion which the Council resolves is to be considered a procedural motion is deemed a procedural motion.

- 4.61 Procedural motions are subject to the rules of order and debate as described in Schedule A and in the event of a conflict, Schedule A applies. For voting proceedings that are not described in the Bylaw, appropriate sections of *Robert's Rules of Order* shall apply.

Inadmissible Motion

- 4.62 If the Chair considers that a motion is contrary to a bylaw, the *Community Charter* or the *Local Government Act*, or is inadmissible, the Chair must immediately inform the Council and may refuse to permit debate on the motion and to put the question to a vote. The Chair must immediately give reasons for any such refusal.

Recording of Motions

- 4.63 The Clerk must record in the minutes the text of every motion.

Reading of Motions

- 4.64 After a motion has been moved and seconded, the Clerk, if so requested by a member, must read the motion aloud to the meeting before the motion is debated or put to the vote by the Mayor.

Referral of Motions

- 4.65 The question of referral, until it is decided, shall preclude all amendments to the main question.

Withdrawal of Motions

- 4.66 A motion may not be withdrawn after:

- (a) it has been moved and seconded;
- (b) it has been voted on by the Council; or
- (c) it has been read to the meeting;

unless the mover and seconder both agree to withdraw the motion or the Council otherwise resolves.

Amendment of Motions

- 4.67 A motion to amend a main motion must be relevant to that motion and must be moved and seconded. An amendment may propose removing, substituting, or adding words to an original motion.
- 4.68 A member may move to amend a motion being considered by the Council, but that member may not move any further amendments to that motion.
- 4.69 A member may move to amend an amendment already moved and seconded.
- 4.70 An amendment may be amended once only.
- 4.71 No motion to amend a motion may be made if the amendment negates the motion which would be amended.
- 4.72 If any member states that a proposed amendment to a motion would negate that motion, the Chair must immediately rule whether that would be the case.

- 4.73 That ruling may be appealed to the Council as if the ruling were on a Point of Order.
- 4.74 Amendments shall be voted on in the reverse order to that in which they are moved.
- 4.75 A sub-amendment may be proposed to an amendment under the same conditions as an amendment that is moved and seconded to a main motion. At no time may there be more than one main motion, one amendment, and one sub-amendment on the floor. When all three exist the Chair submits them in reverse order to which they were moved and seconded.
- 4.76 An amendment or sub-amendment takes precedence over the main motion and becomes the subject of debate. The amendment or sub-amendment must be accepted or rejected before debate reverts to the main motion. If the sub-amendment is accepted, the amendment motion as amended is debated. If the amendment is accepted, the main motion as amended is debated. If it fails, the main motion is unchanged.

Effect of Motion to Amend

- 4.77 If a motion to amend is:
 - (a) carried, the motion which has been amended is to be voted on as amended, or
 - (b) defeated, the motion in respect of which the amendment was moved is to be voted on unamended.
- 4.78 A motion to amend must either be withdrawn or voted on before the motion which would be amended may be voted on.
- 4.79 A motion, once defeated, cannot be introduced as an amendment to some other motion.
- 4.80 The mover, with the consent of the seconder, may incorporate a friendly amendment into the main motion if the mover and seconder of the amendment are agreeable.

Question to be put after Debate

- 4.81 The Chair must put every question to a vote immediately after debate on that question is closed.

Poll

4.82 Any Councillor may request a poll on a question.

Procedure if Proponent Absent

4.83 The Council may not proceed with any item of business on the agenda in the absence of the member at whose request the item was placed on the agenda, unless the:

- (a) written consent of the absent member is presented to the Chair of the meeting;
- (b) Council resolves to proceed with that item of business despite the absence of that member.

Resolutions and Bylaws

4.84 Resolutions, the reading of bylaws and the adoption of bylaws must be dealt with on a motion put by a member and seconded by another member.

Motion for the Main Question

4.85 In this section, “main question” in relation to a matter, means the motion that first brings the matter before the Council.

4.86 At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended:

- (a) if a member of Council moves to put the main question, or the main question as amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question; and
- (b) if the motion for the main question or for the main question as amended, is defeated, the Council may again debate the question or proceed to other business.

Part 5 Bylaws

Copies of Proposed Bylaws to Council Members

- 5.1 Unless the Council otherwise resolves, the Council may not consider a proposed bylaw unless the Clerk has given a copy of it to each member, and it is on the agenda for the meeting.

Form of Bylaws

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

Bylaws to be Considered Separately or Jointly

- 5.3 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;
 - (b) jointly with other proposed bylaws in the sequence determined by the presiding member.

Introducing, Reading and Adopting Bylaws

- 5.4 The readings of a bylaw may be given by stating its title and object.
- 5.5 Subject to this Bylaw and any enactments, the Council may give a bylaw first, second and third reading at the same meeting, by one motion for all three readings, unless otherwise determined by Council.
- 5.6 Subject to this Bylaw and any enactments, the Council may give three readings to more than one bylaw in a single motion.
- 5.7 Unless expressly authorized to do so by statute, Council may not adopt a bylaw at the same meeting at which it gives third reading.

- 5.8 Subject to this Bylaw and any enactments, the Council may adopt more than one bylaw in a single motion.
- 5.9 The Council may postpone consideration of a bylaw to a later time or date following a vote on any reading.

Bylaw Amendments

- 5.10 A member may only propose an amendment to a bylaw when such bylaw is on the floor for either first, second or third reading, but may not do so, subject to section 5.11, when such bylaw is on the floor for adoption.
- 5.11 In order to proceed with an amendment to a bylaw which has received first, second and third readings, but which has not yet been adopted, the rescission of the third reading of such bylaw is required.

Reconsideration of Part or All of a Bylaw

- 5.12 Subject to applicable enactments, the Council may by resolution, rescind the most recent reading of a proposed bylaw, other than first reading, and then give the proposed bylaw that reading with or without amendment.

Description of Steps in Every Bylaw

- 5.13 On the last page of every bylaw that is enacted by the Council, the Clerk must set out the dates on which the readings and the adoption of the bylaw occurred.
- 5.14 The last page of every bylaw that is enacted by the Council must also include the dates on which all approvals, procedures and other requirements imposed by statute were obtained, followed or fulfilled, including:
- (a) a provincial entity or official
 - (b) the assent of the electors
 - (c) alternative approval process
 - (d) a 2/3 majority vote or unanimous vote of the Council, as the case may be

- (e) a public hearing
- (f) a publication of the proposed bylaw
- (g) registration of the bylaw in the Land Title Office, as applicable
- (h) receipt by the Council of a petition for the bylaw
- (i) proceeding by way of initiative, or
- (j) publication of any legally required notice of intention to seek assent to the bylaw.

Bylaws Must be Signed

- 5.15 After a bylaw is adopted, and signed by the Clerk and the presiding member of the Council meeting at which it was adopted, the Clerk must have it placed in the District's records for safekeeping.

Part 6 Council Workshops

- 6.1 From time to time Council may hold a public workshop in accordance with the *Community Charter* and Council Policy.
- 6.2 A Council Workshop is not a Council meeting and members of Council must not debate or vote on any matter in a Council Workshop.
- 6.3 No section of the Council Procedure Bylaw shall apply to Council Workshops except as follows:
- (a) agenda will be posted;
 - (b) minutes in the form of general notes will be recorded;
 - (c) Guidelines of the *Community Charter* will be followed as applicable.

Part 7 Committees

Committee Meeting Procedures

- 7.1 At all standing committees established by the Mayor and select or other committees established by the Council, the applicable rules of procedure as set out in the General Council Committee Policy, and as amended, shall apply.

Mayor a Member of All Committees

- 7.2 The Mayor is an ex-officio member of all committees and is a voting member to the committees of which the Mayor is appointed.

Part 8 General

Irregularity

- 8.1 The failure of Council to observe the provisions of this Bylaw does not affect the validity of resolutions passed or bylaws enacted by Council.

Waiver

- 8.2 Where all members are present at a meeting, the absence of a call for such a meeting or failure to give notice to all or any member will not render the meeting invalid if the unanimous consent of those members present is obtained prior to transacting any business.

Schedules

Schedule A – Table of Frequently Used Motions

NOTICE given in accordance with sections 94 and 124(3) of the *Community Charter* by way of posting notices in the public notice posting places on July 14, 2006 and by publication in the *North Shore News* newspaper on July 16 and 23, 2006.

READ A FIRST TIME on July 24, 2006

NOTICE given in accordance with sections 94 and 124(3) of the *Community Charter* by way of posting notices in the public notice posting places on November 05, 2007 and by publication in the *North Shore News* newspaper on November 07 and 14, 2007.

AMENDED on November 19, 2007

READ A SECOND TIME, as amended, on November 19, 2007

READ A THIRD TIME on November 19, 2007

ADOPTED by the Council on November 26, 2007

Mayor

Municipal Clerk

Schedule A – Table of Frequently Used Motions

	MOTION	Is it in order to make the Motion when another has the floor?	Is the Motion Debatable?	Can the Motion be amended?	Can the Motion be reconsidered?
1	Approve minutes	No	Yes	Yes	Yes
2	Correct minutes prior to adoption	No	No	No	No
3	Receive a report	No	Yes	Yes	Yes
4	Amend a main motion	No	Yes	Yes	Yes
5	Amend an amendment of a main motion	No	Yes	No	Yes
6	Separate consideration of each clause of a motion	No	No	Yes	No
7	Change the order of the adopted agenda to consider a matter out of its scheduled order	No	No	No	No
8	Call on a Point of Order	Yes	No	No	No
9	Postpone a matter indefinitely	No	Yes; debate can go into main question	No	Affirmative vote only
10	Postpone a matter to a certain time	No	Yes	Yes	Yes

Schedule A – Table of Frequently Used Motions

	MOTION	Is it in order to make the Motion when another has the floor?	Is the Motion Debatable?	Can the Motion be amended?	Can the Motion be reconsidered?
11	Suspend the rules	No	No	No	No
12	Withdraw or modify a motion by the Mover, after the motion has been stated by the Chair	If the motion is not granted by general consent, the motion can be moved by the member requesting permission or by another member while the requesting member has the floor.	No	No	Negative vote only
13	Make a point of information	Yes	No	No	No