

**AGENDA**  
GOVERNANCE STEERING COMMITTEE MEETING  
BOARD ROOM, 411 DUNSMUIR STREET, NANAIMO, BC  
THURSDAY, 2014-MAY-15, AT 9:00 A.M.

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1. **CALL THE GOVERNANCE STEERING COMMITTEE MEETING TO ORDER:**

2. **ADOPTION OF AGENDA:**

3. **ADOPTION OF MINUTES:**

- (a) Minutes of the Governance Steering Committee Meeting held in the Board Room, 411 Dunsmuir Street, Nanaimo, BC, Wednesday, 2014-APR-16 at 9:00 a.m. *Pg. 2-3*

4. **PUBLIC COMMENT:**

5. **REPORTS:**

(a) **Council Procedure Bylaw Review**

Staff Recommendation: That the Governance Steering Committee continue to work on developing a new Council Procedure Bylaw that meets the principle of informed decision making through effective public participation and efficiently conducting the business transactions of Council. *Pg. 4-44*

6. **OTHER BUSINESS:**

7. **ADJOURNMENT:**

**MINUTES**  
**SPECIAL OPEN GOVERNANCE STEERING COMMITTEE MEETING**  
**BOARD ROOM, 411 DUNSMUIR STREET, NANAIMO, BC**  
**WEDNESDAY, 2014-APR-16, AT 9:00 A.M.**

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**PRESENT:** Councillor G. E. Greves, Chair

**Members:** Mayor J. R. Ruttan  
Councillor M. D. Brennan  
Councillor D. K. Johnstone  
Councillor W. B. McKay  
Councillor J. F. K. Pattje

**Others:** Councillor G. Anderson  
Councillor W. L. Bestwick  
Councillor J. A. Kipp

**Staff:** E. C. Swabey, City Manager  
I. Howat, General Manager of Corporate Services  
T. L. Hartley, Director of Human Resources & Organizational Planning  
(entered at 9:22 a.m.)  
D. Smith, Recording Secretary

**1. CALL THE OPEN GOVERNANCE STEERING COMMITTEE MEETING TO ORDER:**

The Governance Steering Committee Meeting was called to order at 9:05 a.m.

**2. ADOPTION OF AGENDA:**

It was moved and seconded that the Agenda be adopted. The motion carried unanimously.

**3. ADOPTION OF MINUTES:**

It was moved and seconded that the Minutes of the Governance Steering Committee held in the Board Room, 411 Dunsmuir Street, Nanaimo, BC, on Thursday, 2014-MAR-27 at 9:00 a.m. be adopted as circulated. The motion carried unanimously.

**4. PRESENTATION:**

(a) Ms. Allison Habkirk, Consultant, facilitated Committee discussion on Council roles, responsibilities and relationships as per WATSON Report Recommendation Nos. 1, 2, 3, 10 & 11, and provided the following draft documents for consideration:

- Council Charter (Recommendation No. 1)
- Role of Councillor (Recommendation No. 3)
- Role of Mayor (Recommendation No. 2)
- Council – Staff Protocol (Recommendation Nos. 10 & 11)

T. Hartley entered the Board Room at 9:22 a.m.

The Committee recessed the meeting at 10:00 a.m. with the intention to reconvene after a short refreshment break.

The meeting reconvened at 10:08 a.m.

Councillor Brennan vacated the Board Room at 10:56 a.m.  
Councillor Brennan returned to the Board Room at 10:58 a.m.

Councillor McKay vacated the Board Room at 11:26 a.m.  
Councillor McKay returned to the Board Room at 11:28 a.m.

5. ADJOURNMENT:

It was moved and seconded at 11:30 a.m. that the meeting terminate. The motion carried unanimously.

\_\_\_\_\_  
CHAIR

CERTIFIED CORRECT:

\_\_\_\_\_  
CORPORATE OFFICER

## City of Nanaimo

### REPORT TO GOVERNANCE STEERING COMMITTEE

DATE OF MEETING: 2014-MAY-15

AUTHORED BY: CHRIS JACKSON  
MANAGER OF LEGISLATIVE SERVICES

RE: COUNCIL PROCEDURE BYLAW REVIEW

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#### RECOMMENDATION:

That the Governance Steering Committee continue to work on developing a new Council Procedure Bylaw that meets the principle of informed decision making through effective public participation and efficiently conducting the business transactions of Council.

#### PURPOSE:

To provide the Governance Steering Committee with additional information and seek direction on next steps for the Procedure Bylaw review project.

#### BACKGROUND:

In January, 2012, the Strategic Planning Steering Committee set in motion the development of a Corporate Strategic Plan, approved by Council on July 9, 2012. Please refer to Attachment 1 for a chronology of events from 2012-13 relating to Council's Governance Review.

One of the identified Strategic Priorities is: Taking Responsibility, to be an excellent municipal government. Implementation of this priority was led by the Governance Steering Committee (GSC), established in January of 2013. The GSC retained a consultant to complete a Governance Policy, Structure and Processes Review and Audit. That report contained 59 recommendations adopted by Council, and includes references to a Procedure Bylaw review, including:

- #17 Enhance the Council Procedure Bylaw to outline more specifically the expected decorum of Councillors and the role of the Mayor in relation to presiding at meetings, including action to be taken when Councillors break the rules of decorum.
- #19 For the regular agenda, ensure that the order of business corresponds with the most important topics, placing those that are most significant at the beginning when Councillors are fresh and leaving routine reports to later.
- #20 Restrict the public question and answer period to interacting with media as contemplated by Section 20.1 of the Council Procedure Bylaw. In addition to the 10 minute limit for delegations to speak at Council meetings, develop guidelines for speakers at the public question and answer period.

At the December 9, 2013 Committee of the Whole meeting, it was resolved to retain Eli Mina, Board Effective Consultant & Registered Parliamentarian whom Council has used previously. Mr. Mina was contracted to review the Council Procedure Bylaw, identifying outdated and unenforceable provisions to be removed, exploring how the bylaw can be made easier to follow, highlighting fundamental principles, making the bylaw more usable, improving provisions relating to the meeting agenda and late agenda items, establishing procedures to suspend some procedural rules, proposing changes to the public participation options and creating a procedural summary document to be available to citizens. Mr. Mina was also asked to comment on a periodic review of procedures to help improve focus and efficiency at meetings.

On March 27, Mr. Mina facilitated an introductory discussion of his findings and recommendations to the GSC, including a draft document which could be used as part of a revised bylaw.

### DISCUSSION:

The first step of the Procedure Bylaw review project is now complete. While Mr. Mina's contract is now concluded, he has provided supplemental information (Attachment 2) in an email response to comments expressed by some citizens at recent Council meetings and in correspondence.

The current Procedure Bylaw and draft document provided by Mr. Mina have been arranged in a comparison table (Attachment 3). For reference, each section of the current bylaw is provided in the left column, with the corresponding topic/ section from the consultant provided in the right column. In some instances there is not a directly corresponding statement. The table is intended to provide context and facilitate deliberations.

The following topics were identified for GSC consideration moving forward.

#### **Public Input at Council Meetings**

There are number of ways that the public has to provide information and opinion to Council. A meeting of Council is one method, others include: public hearings, letters, emails, open houses, one-on-one conversations with individual Councillors, media, committees, commissions, non-profit and business organization meetings and so on.

Public input at a Council meeting could be accommodated in a number of ways. Staff suggest considering the question in terms of informed decision making, which places the public comments before Council considers a matter. While this appears self-evident, there are times when germane comments are received during the 'question period' portion at the end of a meeting, after a decision.

Council transacts community business at meetings through deliberations and resolutions. Balancing an efficiently run meeting that gets through all the agenda items, with the opportunity to hear public presentations requires a structured approach to agenda preparation with flexibility for adjustment as needs arise.

As provided in Attachment 3, the current bylaw contains a number of rules for public input depending on whether it is a Council or Committee of the Whole meeting, whether a delegation may speak to any item or only those on the agenda and how long a delegate may speak.

Moving forward, the layout of agendas could all start with a public comment section, immediately following the call to order. This first part of the meeting could be set aside to hear from the public or groups on any matter whether on the agenda or not. There would not be a need to pre-register to speak or seek approval of Council to appear as a late delegation. Depending on the number of speakers, a half hour should suffice, if each speaker is provided 5 minutes to speak. As the public comment period progresses, it should become clear if more than half an hour is required or if there is an emerging community issue. After the half hour period, Council could choose to defer some business items on the agenda for another time and extend the public comment period, or choose to hold a special meeting at another time to hear additional public comment. Additionally, those speaking to an agenda item could be asked to speak first, and after all have been heard, the floor could be opened for anyone wishing to speak on any other item. If a speaker exceeds 5 minutes, Council could grant additional time or advise that the speaker may return to the podium after others have had a similar opportunity to speak.

Similar to current practice, and in addition to the public comment portion of the agenda, there could be opportunities to hear from delegations on specific agenda items at the time that Council arrives at that particular item on the agenda. These delegations would pre-register and appear on the draft agenda (published Thursday afternoons) or the late agenda (published Monday mid-day). Delegations could have up to 5 minutes to speak, with the additional time granted by Council. For those that wish to speak to a particular agenda item, but have missed the delegation deadline, they have the opportunity to present to Council during the public comment portion.

Another option for public input is to dedicate meetings for the purpose of providing a venue for Council to hear from the public and groups. Whether this is conducted in an open house, town hall (and/or e-town hall), or other format, one day per month could be set aside and scheduled throughout the year.

After a meeting is adjourned, any media enquiries could be sought with individual Councillors or the Mayor. This appears to be the preferred practice, as observed at meetings where the media has often approached individuals after the meeting ends and not during 'question period'.

### **Council and Committee of the Whole**

Council has delegated executive and administrative powers to the Committee of the Whole, as per Bylaw 7148 (Note: section 154 of the *Community Charter* limits delegation authority in some areas, such as the powers to make a bylaw, which remains with Council). The current Procedure Bylaw separates Council and Committee of the Whole meetings as follows:

<b><i>Current Procedure Bylaw</i></b>	<b><i>Meeting Schedule</i></b>	<b><i>Meeting Time</i></b>	<b><i>Restriction on Delegation Topics</i></b>
<b><i>Council Meetings</i></b>	Every 2 <sup>nd</sup> and 4 <sup>th</sup> Monday of month (exceptions in July, August and December)	7:00 to 11:00 pm	Only related to items on the agenda.
<b><i>Committee of the Whole Meetings</i></b>	Every 1 <sup>st</sup> and 3 <sup>rd</sup> Monday of month (exceptions in July, August and December)	4:30 pm start time	Any topic.

As noted under the "Public Input at Council Meetings" heading above, a monthly meeting could be held where Mayor and Council set aside regular business items so that there is opportunity to maximize public discussion and input. Such a meeting could be a function of the Committee of the Whole, thereby limiting the Council business that could be added to the agenda.

Providing these opportunities for public input should be balanced with Council's need to transact community business through deliberations and resolutions. An approach to Council and Committee of the Whole meetings could be as follows:

- 1<sup>st</sup> Monday of month (OR 1<sup>st</sup> Saturday afternoon of month): Committee of the Whole meeting for the purpose of public input, with only urgent Council items included as appropriate; Note: first Monday in August is a Statutory holiday.
- 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Monday of month: Council meetings, with public comment section at start of every meeting; for July and August, 2<sup>nd</sup> and 4<sup>th</sup> Monday; December, 2<sup>nd</sup> and 3<sup>rd</sup> Monday.
- Meeting days that fall on a statutory holiday, the 5<sup>th</sup> Monday of a month, or during the Association of Vancouver Island Coastal Communities, Federation of Canadian Municipalities, and Union of BC Municipalities conferences will not be scheduled.

For perspective, in 2014 the above scheduling and the current bylaw scheduling compare as follows:

Current Procedure Bylaw: 37 Regular Meetings (22 Council and 15 Committee of the Whole);  
Schedule noted above: 39 Regular Meetings (28 Council and 11 Committee of the Whole);

### **Consent Agenda**

A consent agenda (referred to as 'consent calendar' in Robert's Rules of Order) is a section of an agenda where routine, informational and non-contentious items are grouped together and considered in a single motion.

Examples of items that would be included in the Consent Agenda portion of a meeting include:

- Approval of Council and Committee of the Whole minutes;
- Updates, background items and reports provided for informational purposes only including Committee minutes and quarterly reports;
- Confirmation of pro forma items or actions that need no discussion but are required;
- Proposals to change the agenda or add late items or motions.

Each of these items could be briefly discussed; however, if a lengthy discussion or debate is warranted, then an item on the list should be removed and placed elsewhere.

Recommendation #19 of the GSC report states *that the order of business [on regular agendas] corresponds with the most important topics, placing those that are most significant at the beginning when Councillors are fresh and leaving routine reports to later.*

Without a consent agenda format, this recommendation could be accommodated by rearranging the agenda template. However, if a consent agenda format is chosen, it should result in a number of routine items dealt with expediently and there would not be a need to relocate these items to the end of an agenda.

If the GSC wants to look into 'consent agenda' formatting further, staff will provide example meeting agendas to demonstrate their look and function.

### **Unanimous Consent**

This is not a new concept and is often practiced in meetings, although it may not be known by the term 'unanimous consent'. The term refers to an informal way of taking a vote, for only routine and non-controversial decisions. Through unanimous consent, the Presiding Officer can move a meeting along without the need to seek formal voting (i.e. move, second, discuss, possible amendments, show of hands). Below is an example provided by Mr. Mina:

The Presiding Officer asks: *"Is there any objection to extending the time for this speaker by 2 minutes?"* pauses, and if no Member objects, says: *"There being no objections, the time is so extended."* If a Member does object, the Presiding Officer takes show of hands: *"There are objections and we'll take a show of hands. Those in favour of granting an extra two minutes raise one hand. Thank you. Those opposed raise one hand. Thank you. The two minute extension has been granted".*

### **Legal and Legislative Consistency**

All local governments in BC must establish a Procedure Bylaw. These bylaws are fundamental to governance and a requirement of the *Community Charter*. Moving forward, legal and legislative requirements should be reviewed, including implementation of any recent court decisions.

### **Decorum and Debate**

Both the current Procedure Bylaw and the draft provided by Mr. Mina include a number of statements meant to keep deliberations focussed, procedural and civil. In addition to general direction on decorum and rules of conduct, staff are seeking direction on the inclusion of the following provisions from Mr. Mina's draft:

*Members shall turn off cell phones, pagers or other audible devices during meetings. Although Members may use electronic devices for referencing meeting materials, they shall refrain from initiating or responding to text messages, emails, or social networking messages at meetings.*

*Citizens in attendance shall be required to turn off any cell phones, pagers or other audible devices, or, as a minimum, turn such devices to silent prompting. If a citizen needs to initiate or respond to any calls, she or he shall leave the meeting.*

Another item in Mr. Mina's draft relates to Councillor debate on motions. The Presiding Officer (i.e. Mayor or Acting Mayor) facilitates deliberations as they deem appropriate. Including 'rules for participation in meetings' in the Procedure Bylaw provides proactive assistance and recourse to the Presiding Officer and Councillors during debate. Should the GSC find merit in such provisions, staff could return with different wording options for consideration.

### **Reference Tables**

Mr. Mina provided three appendices (at the end of Attachment 3) to his draft document. These appendices contain quick reference tables for those motions most commonly occurring in Council meetings. The language and examples can be tailored to procedurally assist Council, the public, committees and staff.


### **Next Steps**

A revised draft procedure bylaw could be brought back to the GSC, incorporating elements from this report and from the discussion at the meeting of May 15. Additional GSC meetings will likely be required to refine details. After the GSC has concluded the review, a formal bylaw will be prepared and presented to Council for consideration.

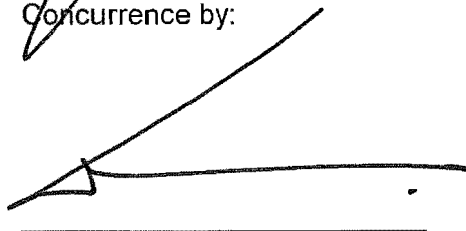


Any changes to the Procedure Bylaw requires public notice and advertising in local papers. Staff will provide advice to the GSC and Council of requirements as the process moves forward.

Respectfully submitted,

  
C. Jackson  
MANAGER OF LEGISLATIVE SERVICES

Concurrence by:



G. Ferrero  
DIRECTOR OF IT AND  
LEGISLATIVE SERVICES



I. Howat  
GENERAL MANAGER OF  
CORPORATE SERVICES

CITY MANAGER COMMENT:

I concur with the staff recommendation.

## **ATTACHMENT 1**

### **CHRONOLOGY OF EVENTS RELATING TO GOVERNANCE REVIEW**

#### **Jan. 23, 2012**

At an open meeting of City Council, Councillor Kipp, Chair of the Strategic Planning Steering Committee (SPSC) recommends that Council award the Request for Proposal (RFP) for the provision of strategic planning consultant services to RETHINK (West) Incorporated and to use the “enhanced” process of strategic planning (i.e. a significant community engagement process).

#### **February/March 2012**

Consultants collected information through interviews with community leaders, three public workshops, and four specialized workshops. Amongst other things, participants were asked about the key characteristics of an excellent municipal government and what performance improvements or organizational development priorities were needed. The community leaders were also asked to rate the City’s performance over the previous 3 years against the key characteristics of an excellent municipal government.

#### **Late March 2012**

Results of community leader interviews, public workshops and specialized workshops were distributed to Council members. According to the executive summary of the community leader interviews, the City’s performance in relation to the key characteristics of an excellent municipal government was rated as a 3 out of 5 (a “3” was labelled as “average/ok”). Suggestions for improvement were recorded as: (1) governance, leadership and foresight; (2) become a catalyst for development; (3) focus on implementing the strategic plan (4) performance management, measurement and accountability and (5) cultural shift at City Hall. The public workshop results identified good governance as one of the priority areas for focus.

#### **Mid April 2012**

Interviews were held with Council members, some members of senior management and the CUPE union President. According to the overview of results, of the 22 people interviewed, 14 listed governance and visionary leadership as a priority.

#### **April 27, 2012**

An In-Camera strategic planning workshop with Council was held, facilitated by the strategic planning consultants. The consultants presented the high-level results of the community leader interviews, public and specialized workshops and interviews with Council, senior management and CUPE. Preliminary discussion was held on vision, mission and values. The consultants recommended that a positioning statement be developed which would cover the characteristics of an excellent municipal government. The purpose was to address the public concerns that had been identified during the process and to act as a complement to City values and a guide to organizational development and communications.

#### **May 3, 2012**

The first draft of the strategic plan was prepared. It included a draft operating philosophy regarding Council and staff taking responsibility to be an excellent municipal government for Nanaimo, and it identified “Taking Responsibility” as one of the six strategic priorities.

#### **May 7, 2012**

Council attended a second In-Camera workshop during which the consultants facilitated discussions regarding the main components of the Strategic Plan. Council unanimously approved these components (in principle). This included the vision, mission, values, operating philosophy and draft strategic priorities.

**May 8-29, 2012**

A draft of the strategic plan was posted to the strategic planning blog. A community survey was launched to collect feedback on the plan. Advisory workshops with technical experts were held to develop strategies and outcomes for each of the strategic priorities. Rather than involving others in developing strategies and outcomes for the “Taking Responsibility” priority, this was for Council to determine (see below)

**May 30, 2012**

Council attended a strategic planning session during which the consultants presented results from the advisory workshops on each of the priorities; the main focus of the strategic planning session was on developing strategies and outcomes for the “Taking Responsibility” priority. The consultants identified the following as one of the suggested strategies to advance the “Taking Responsibility” priority: “commission a Governance Review/Audit with follow-up development program towards enhanced governance and leadership – collaborate, visionary/progressive, strategic, policy based and outcome driven.”

**June 6, 2012**

The wrap-up community forum on the strategic plan was held. In addition to providing general feedback on the plan, community members were given the opportunity to work in small groups to review/provide feedback on strategies and outcomes for each of the priorities. This resulted in, amongst other things, the addition of “town hall meeting” as a suggested strategy under “Taking Responsibility.”

**June 12-25, 2012**

There was one more on-line survey conducted to collect input into the strategic plan before the final draft was prepared.

**July 9, 2012**

The strategic plan was unanimously approved by Council at a public meeting.

**Sept. 10, 2012**

Council received a strategic plan implementation report. A sponsor was identified to oversee the implementation of initiatives relating to “Taking Responsibility.”

**Nov. 8, 2012**

An RFP was issued for the Governance Policy, Structure and Processes Review and Audit.

**Jan. 21, 2013**

A Governance Steering Committee was established by Council and Terms of Reference for the Governance Consultant were approved. The Terms of Reference are consistent with the deliverables set out in the RFP, and include the following:

“Audit Current Policy Setting Environment: measuring against the Operating Philosophy articulated in the Strategic Plan and assessing the City’s governance to date including, but not limited to:

- use of committees;
- role and authority of committees;
- timing and format of meetings; policies relating to in-camera meetings;
- practices for preparing Council for decision-making, including Council Briefings;
- delegated authority to staff (including delegation bylaw); and
- Council meetings (including procedure bylaw).”

### **Feb/March 2013**

The Governance Steering Committee interviewed two Consultants in relation to the RFP. A Report signed by Councillor Greves, Chair of the Steering Committee, recommended that the RFP be awarded to Watson. This was approved by Council on March 11, 2013.

### **April-June 2013**

Watson reviewed documents and interviewed Council members and the Senior Leadership Team. A report, called Governance Framework: Summary Report (the "Summary Report") was distributed to Council members in June. The report has 59 recommendations. Recommendation #17 is to enhance the Council Procedure Bylaw to outline more specifically the expected decorum of Councillors and the role of the Mayor in relation to presiding at meetings, including action to be taken when Councillors break the rules of decorum. There are a number of other recommendations in the Governance Report that are relevant to this chronology – particularly recommendation #20. Recommendation #20 is to "restrict the public question and answer period to interacting with media as contemplated by Section 20.1 of the Council Procedure Bylaw...In addition to the 10 minute limit for delegations to speak at Council meetings, develop guidelines for speakers at the public question and answer period."

### **July 4, 2013**

The governance consultant provided a presentation on the Summary Report and discussed the report with the Governance Steering Committee. All members of Council were in attendance other than one person, however, the meeting was recorded for the benefit of that council member.

### **Sept. 4, 2013**

The governance consultant attended the Governance Steering Committee meeting for a follow-up discussion on priority level and time-lines for each of the recommendations. All Council members were in attendance at this session, and priority levels and time-lines were adopted. Recommendation #17 (enhance the Council Procedure Bylaw) was identified by Council as "priority B – must do, medium" with a time-line of 0-12 months. Recommendation #20 (restrict public question and answer period) was assigned "priority A – must do, high" with a time-line of 0-6 months.

### **Nov. 19, 2013**

Staff prepared a report for the Governance Steering Committee after seeking proposals from consultants for the implementation of some of the governance consultant recommendations. The Steering Committee approved the staff recommendation regarding the assignment of implementation responsibilities.

### **December 9, 2013**

The Governance Steering Committee recommended that Council adopt the proposed priority level, time-lines and responsibility assignments for each of the governance consultant recommendations. The proposed method of implementing these recommendations was approved unanimously with the exception of recommendations #1, 2, 3, 10 and 11 (proposed to be awarded to Allison Habkirk) and recommendations #17, 25, 26, and 27 (proposed to be awarded to Eli Mina) which were approved by a majority of Council members.

**ATTACHMENT 2**  
**ELI MINA SUPPLEMENTAL COMMENTS, EMAIL DATED MAY 1, 2014**

Upon review of recent newspaper editorials and letters to the editor about the Procedure Bylaw, I am concerned that the focus of the discussion may have shifted to negative grounds. I'd like to offer a few observations that may help restore the positive focus. Feel free to share them with Council and the staff team, as you see fit.

As you know, I spent substantial amounts of time and efforts drafting the bylaw. Over my three decades of practice as a Registered Parliamentarian I have reviewed and commented on many Procedure Bylaws, and I brought the benefit of this experience to this assignment. I believe the Bylaw (possibly with some amendments), can form a strong foundation for Council's decision making processes and for its interactions with the public. It stands to be a useful document not only for the current Council, but also for future Councils. I believe Council should view this Bylaw with a long term outlook and not only with the current reality in mind.

The editorials and letters express several criticisms. These criticisms suggest to me that the principles that guided me in writing the bylaw were largely misunderstood, or that sections of the Bylaw may have been inadvertently taken out of context and interpreted to mean something that they do not. I'd like to comment on the two main issues that were raised: Public Input (timing and tone) and Staff Input.

1. Public Input: Timing

Some media coverage suggests that the proposed procedural changes are intended to stifle public input. This is not true. The procedural changes are only intended to achieve an appropriate balance between the need to hear from individuals and groups and the need for Council to focus on the business of the municipality as a whole. I believe that, with some amendments, the bylaw stands to provide such a balance. I also note that the bylaw provides enough flexibility to address occasions which call for more public input. In essence, I believe the bylaw provides an appropriate structure, one that many municipalities are struggling to establish in the face of increasingly challenging realities.

Please note that I drew the preliminary parameters for public input from several municipal and school board settings. I then modified the preliminary structure with input from the City's legislative staff. As I indicated, there may be a need for some amendments, but nothing I heard points to the need for a massive review.

The main purpose of placing limits on public participation has to do with "mathematics": In most municipalities and school boards that I've worked with, only a small portion of the population attends public meetings, and even fewer people are actually brave enough to speak in public to the governing body. Speaking in public is quite uncomfortable or even scary for most people. One wishes reality were different and that more citizens were fully engaged, but unfortunately this is just not the case.

One of the letters to the editor suggested that any member of the public should be able to speak on every agenda item, for two to three minutes each time. On the surface this doesn't sound like an unreasonable idea. But if a small group of super-engaged individuals were allowed air time on every issue, those few (I dare say a dozen or so?) could end up having much greater influence over the decision making process than the more than 99% of the population who are affected by Council's decisions and never attend meetings. Clearly, this math is problematic and does not exactly advance the principles of fairness, equality and common sense.

To illustrate my point, in the past I observed some municipal council or school board meetings turning into a “free for all.” For example, a school board of seven trustees allowing six citizens in the public gallery to speak whenever they wanted, thereby becoming, in effect, a school board of 13 “trustees”, with six unelected “trustees” having much more influence than the tens of thousands of citizens in the community. No one at that meeting was a “bad person,” but the process totally vanished.

Here is another note: Restrictions on public comment are not only about the math of representation, but also the math of intellectual capacity. Without limits on public comment, Council might spend more than 50% of its early meeting time (when Councillors’ minds are fresh and able to absorb and learn) hearing public input (mostly from individuals), thereby leaving very little intellectual capacity by the time presenters have finished speaking. I have observed situations where, by the time a Council was past the public input period, Councillors were so tired and saturated, that they rushed through the remainder of the business. Rushed decisions, caused by fatigue, present a substantial risk to a public body. Elected officials are dedicated and caring citizens, but they are also human beings, and their capacity to listen and learn has its limits.

To sum up my point, public input has its important place in the decision making process and, while presentations are made, it is everyone’s duty to listen with an open mind and learn from what is being presented. But Council is also duty bound to look after the full community, including the 99% who never attend its meetings, and hence restrictions on public input are absolutely essential. Restrictions on public comment can be flexible, depending on the circumstances, and they are,

On a small point of terminology, a recent editorial took exception to the word “enforcement” and invoked the image of a police controlled environment. I have found no other suitable word in the dictionary. In fact, the term enforcement is often used in connection with bylaws (as in “bylaw enforcement” and “bylaw enforcement officer”). with this in mind, I fail to see the writer’s point. The Procedure Bylaw is a bylaw, and Council must be prepared to enforce it. If Council does not enforce its own bylaw, citizens might rightfully question why they should pay attention to the other bylaws that Council enacts.

## 2. Public Input: Tone

Besides setting time limits on public input, I believe Council also needs to be concerned about the tone of the public comment periods. I was quite alarmed at our March 27th meeting to hear that citizens had complained that the meeting environment felt unsafe, so much so that they preferred to watch meetings online from their homes. An unsafe meeting environment is very problematic. This feedback from citizens should be taken seriously and acted upon. Based on this feedback, I believe the meeting process is severely compromised, and there is only one body that can resuscitate it: Council.

The sanctity of Council’s decision making process can never be understated, or democracy can, in effect, be hijacked by instances of heckling, aggressive applause, and other disruptive conduct. These can make the meeting environment unsafe, increase risk, and also present a substantial distraction to Council, as it seeks to concentrate and make informed and balanced decisions on complex and controversial issues. The rule should be clear: Council values public input and wants to learn it. But there must also be certain standards of civility and respect in place, and they must be followed by all those in attendance.

The following phrase from Robert’s Rules of Order puts it very well: “*Where there is no law, but every man does what is right in his own eyes, there is the least of real liberty.*” (unfortunately the book does not use gender-neutral language, but the phrase is quite profound).

### 3. Staff input

One of the editorials questioned the requirement in the Procedure Bylaw to take staff input into account when crafting motions. The intent here is to ensure that any legal, financial and operational issues are taken into account and are factored into the wording of motions. This is intended to ensure that motions are legally, financially and operationally sustainable. To illustrate this point: Far too often I have seen or heard about motions worded “on the fly” and coming back later to haunt an “eager-to-move-forward” and “we know better than staff” council. Staff input is intended to reduce risk, and hence the requirement in the bylaw. The newspaper editorial discussed an odd occasion when a motion might affect staff members. In fact, given the sensitivity and potential liability when staff-related decisions are made, it is even more important that professional expertise be factored into the wording of related motions.

I hope the above comments are helpful, but please feel free to contact me if you have any questions or requests.

Eli Mina, Board Effectiveness Consultant & Registered Parliamentarian  
Free articles at [www.elimina.com/insights](http://www.elimina.com/insights)

**ATTACHMENT 3**  
**COMPARISON TABLE: CURRENT PROCEDURE BYLAW AND CONSULTANT'S DRAFT**

<b>Current Procedure Bylaw</b>	<b>Consultant's DRAFT Document</b>
1. <u>Title</u> This Bylaw may be cited for all purposes as the "COUNCIL PROCEDURE BYLAW 2007 NO. 7060".	This Bylaw may be cited for all purposes as the "Council Procedure Bylaw 2014".
2. <u>Interpretation</u> In this Bylaw unless the context requires otherwise:	1.1 In this Bylaw, unless the context requires otherwise:
"ADVISORY BODY" means an advisory committee appointed by Council for the purpose of providing advice to Committees, Commissions and staff.	
"AVICC" means the Association of Vancouver Island Coastal Communities.	
"BOARD OF VARIANCE" means an independent Board, comprised of 5 members, appointed by Council for the purpose of hearing appeals outlined in Section 901 (2) of the Local Government Act.	a) "Board of Variance" means an independent Board, comprised of five (5) members, appointed by Council, for the purpose of hearing appeals outlined in Section 901(2) of <i>the Local Government Act</i> ;
	b) "Chair" means the person who is appointed to serve as Presiding Officer of a Commission, Committee, Board, Panel or Advisory Body, and "Vice-Chair" shall mean the person who is appointed to fulfill the duties of the Chair when the Chair is not able or available to do so;
"CITY" means the City of Nanaimo.	c) "City" means the City of Nanaimo, with its City Hall located at 455 Wallace Street, Nanaimo, British Columbia, Canada;
"CITY HALL" means Nanaimo City Hall located at 455 Wallace Street, Nanaimo, British Columbia.	
	d) "City Manager" means a person who may be appointed City Manager, as per Sections 145 and 147 of <i>the Community Charter</i> referring to a Chief Administrative Officer;
"CITY WEBSITE" means the information resource found at an internet address provided by the City.	
"COMMISSION" means a municipal commission appointed by Council under Section 143 of the <i>Community Charter</i> .	e) "Commission" means a municipal commission appointed by Council under Section 143 of <i>the Community Charter</i> ;
" COMMITTEE OF THE WHOLE" means a committee of Council comprised of all members of Council as established pursuant to "COUNCIL DELEGATION OF POWERS BYLAW 2006 NO. 7022".	f) "Committee of the Whole" means a Committee comprised of all the Members of Council, as established pursuant to "Council Delegation of Powers Bylaw 2006 No. 7022";
	g) "Community Charter" means <i>the Community Charter</i> of the Province of British Columbia;
"CORPORATE OFFICER" means the person responsible for corporate administration as set out under Section 147 of the <i>Community Charter</i> .	h) "Corporate Officer" means a person responsible for corporate administration, appointed under Sections 146 and 148 of <i>the Community Charter</i> ;



"COUNCIL" means the Council of the City.	i) "Council" means the Council of the City of the Nanaimo;
"FCM" means the Federation of Canadian Municipalities.	
"IN CAMERA MEETING" means a meeting that is closed to the public in accordance with Sections 90 and 92 of the <i>Community Charter</i> .	
	j) "Local Government Act" means the <i>Local Government Act</i> of the Province of British Columbia;
	k) "Majority Vote" means that more than half of the Members present, with a quorum present, vote in favor of a resolution, main motion, bylaw, amendment, or any other secondary motion;
"MAYOR" means the Mayor of the City.	
"MEMBER" means a member of the Council.	l) "Member" means a member of the Council or any Commission, Committee, Board, Panel, or Advisory Body;
"PARCEL TAX ROLL REVIEW PANEL" Means a panel consisting of at least 3 members appointed by Council under Section 204 of the <i>Community Charter</i> to consider complaints respecting the parcel tax roll and to authenticate the roll.	m) "Parcel Tax Roll Review Panel" means a Panel consisting of at least three (3) Members appointed by Council under Section 204 of the <i>Community Charter</i> to consider complaints respecting the parcel tax roll and to authenticate the roll;
	n) "Presiding Officer" means the Mayor, Acting Mayor, or another member who, under this Bylaw, presides over a meeting of the Council or a Voting Body appointed under this Bylaw;
"PUBLIC NOTICE POSTING PLACE" means the Notice Board at the front entry of Nanaimo City Hall, 455 Wallace Street, Nanaimo, BC, or the Bowen Park Complex lobby, 500 Bowen Road, Nanaimo, BC, or the Beban Park Pool notice board in the lobby at 2300 Bowen Rd. Nanaimo, BC.	o) "Public Notice Posting Place" means the public notice board at City Hall, or the public notice board at Bowen Park Complex Lobby, 500 Bowen Road, Nanaimo, or the public notice board at the Beban Park Pool at 2300 Bowen Road, Nanaimo;
"QUORUM" means the majority of Council.	p) "Quorum" means the number of Members who must be present to conduct business, being a majority of the respective Voting Body;
"STANDING COMMITTEE" means a committee appointed by the Mayor under Section 141 of the <i>Community Charter</i> for matters the Mayor considers would be better dealt with by a Committee and at least half of the members must be Council members.	r) "Standing Committee" means a Committee, at least half of whose Members must be Council Members, appointed by the Mayor under Section 141 of the <i>Community Charter</i> , for matters that the Mayor considers would be better dealt with by a Committee;
"SELECT COMMITTEE" means a committee appointed by Council under Section 142 of the <i>Community Charter</i> for a select purpose and to report its finding and opinion to the Council. At least one member of a select committee must be a Council member.	q) "Select Committee" means a Committee, at least one of whose Members shall be a Council Member, appointed by Council under Section 142 of the <i>Community Charter</i> for a select purpose and for reporting its findings and opinions to Council;
"UBCM" means the Union of British Columbia Municipalities.	
	s) "Unanimous consent" means an informal way of taking a vote, used only for routine and non-controversial decisions, usually of a procedural nature, e.g.: The Presiding Officer asks: " <i>Is there any objection to</i>

	<p><i>extending the time for this speaker by 2 minutes?," pauses, and if no Member objects, says: "There being no objections, the time is so extended." If a Member does object, the Presiding Officer takes show of hands: "There are objections and we'll take a show of hands. Those in favor of granting an extra two minutes raise one hand. Thank you. Those opposed raise one hand. Thank you. The two minute extension has been granted";</i></p>
	<p>t) "Voting Body" means the Council or a Commission, Committee, Board, Panel or Advisory Body of the City of Nanaimo;</p>
	<p>1.2 The definitions and provisions in the <i>Community Charter</i> and the <i>Local Government Act</i> shall apply to this Bylaw and shall supersede any provisions in this Bylaw that conflict with the <i>Community Charter</i> or the <i>Local Government Act</i>. If an amendment to the <i>Community Charter</i> or the <i>Local Government Act</i> creates a conflict with a provision in this Bylaw, such an amendment shall come into effect immediately, this Bylaw shall be deemed to have been altered accordingly, and Council shall be immediately notified of such an occurrence.</p>
<p>3.1 The provisions of this Bylaw govern the proceedings of Council, Commissions, Standing Committees, Select Committees, the Committee of the Whole and Advisory Bodies.</p>	<p>2.1 This Bylaw, to be cited as "Procedure Bylaw 2014," shall regulate the meetings of the Council, and, as much as practical, the meetings of its Committees, Commissions, Board of Variance, Panels, and other Voting Bodies;</p>
<p>3.2 In cases not provided for under this Bylaw, the current edition of 'Roberts Rules of Order Newly Revised', apply to the proceedings of Council and Council Committees to the extent that those <i>Rules</i> are:</p> <p>(a) applicable in the circumstances;</p> <p>(b) not inconsistent with provisions of this Bylaw, the <i>Community Charter</i> or the <i>Local Government Act</i>.</p>	<p>2.2 The provisions of this Bylaw shall be superseded by the statutory provisions of the <i>Community Charter</i> and the <i>Local Government Act</i>.</p> <p>3.1 Notwithstanding any provisions in the Parliamentary Authority specified in Section 3.2, all decisions and acts of the Council shall require a majority vote of the Council Members present at a duly convened Council Meeting with a quorum present, <u>except where the <i>Community Charter</i> or the <i>Local Government Act</i> explicitly require more than a majority vote.</u></p> <p>3.2 The City's Parliamentary Authority shall be the current edition of Robert's Rules of Order Newly Revised (RONR), and it shall only apply in cases where the <i>Community Charter</i>, the <i>Local Government Act</i> and this Bylaw are silent, and then only to the extent that RONR is applicable to the situation. The rules shall be used to facilitate progress and shall be applied in the spirit of fairness, equality and common sense. Where the relevance or applicability of RONR is disputed, the Presiding Officer shall determine the issue, subject to an appeal, in which case the Voting Body may uphold or override the Presiding Officer's ruling.</p>

	<p>3.3 With the exception of provisions that originate in <i>the Community Charter, the Local Government Act</i> and other applicable legislation, the rules contained in this Bylaw or RONR may be suspended on a case by case basis by a majority vote or by unanimous consent. In a case where a specific procedural provision which <u>does not originate in the Community Charter or the Local Government Act</u> is inadvertently not adhered to, and no one's rights are being infringed upon nor is any harm done to the proper transaction of business, the procedural provision shall be deemed to have been suspended for that specific case.</p> <p>3.4 A quorum for meetings shall be a majority (more than half) of the Members.</p>
<p>4.1 Following a general local election, the first Council meeting will be held on the first Monday in December in the year of a general local election.</p>	
<p>4.2 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 4.1, the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.</p>	
<p>5.1 All Council meetings must take place within the Shaw Auditorium or the Douglas Rispin Room, except when Council resolves to hold meetings elsewhere and dictates the Legislative Services Department to give notice of the different meeting place by posting a notice of the change on the Public Notice Posting Place at least 24 hours prior to the time of the Council meeting.</p>	
<p>5.2 Regular Council meetings will:</p> <p>(a) be held on the second and fourth Monday of each month, with the exception of July and August in which only one meeting will be held on the second Monday of the month;</p> <p>(b) where a Council meeting falls on a statutory holiday or occurs during a week in which the FCM, UBCM or AVICC annual conferences are held, the meeting should be held on the following Monday.</p> <p>(c) notwithstanding Section 5.2(a), the regular meetings in December will take place annually on the first and third Mondays in December.</p>	<p>4.2 a) <u>Regular Council Meetings</u> and <u>Committee of the Whole Meetings</u> shall be held as per the schedule adopted by the Council annually, except when such a meeting is subsequently canceled, postponed, or added, and the public is so notified.</p>
<p>(d) begin at 7:00 p.m.; and</p> <p>(e) be adjourned before 11:00 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time in</p>	<p>4.2 d) Ordinarily, Council meetings shall start at 7 p.m. and end no later than 11 p.m., and Committee of the Whole meetings shall start at 4:30 p.m. and end no later than 8 p.m.. Council may extend a meeting or</p>

accordance with Section 36.	schedule it at a different time.
<p>5.3 Regular Council meetings may:</p> <p>(a) be cancelled by Council, provided that two consecutive meetings are not cancelled;</p> <p>(b) be postponed to a different day, time and place by the Mayor, provided the Corporate Officer is given at least two days written notice of the change.</p>	<p>4.2 e) Through the year, as meetings are scheduled, re-scheduled, postponed, or canceled, the Corporate Officer shall notify Council and update the City's web site and the Public Notice Posting Places as soon as schedule changes are made, and no less than forty eight (48) hours prior to the date of new or re-scheduled meetings, except that only twenty four (24) hours notice shall be required for Special Meetings, and except that Council may, as per <i>the Community Charter</i> Section 127(4), waive the notice for a Special Meeting in urgent cases by a unanimous vote of all its Members. Waiving public notice shall be kept to a minimum, noting Council's preference to be as transparent and as accountable to the public as possible.</p>
<p>6.1 In accordance with Section 127 of the <i>Community Charter</i>, Council must prepare annually on or before December 1<sup>st</sup>, a schedule of the dates, times and places of Regular Council meetings and must make the schedule available to the public by posting it at the Public Notice Posting Place and on the City Website.</p>	
<p>6.2 Council must give notice annually on or before December 1<sup>st</sup>, in accordance with Section 94 of the <i>Community Charter</i>, of the time and duration that the schedule of Regular Council meetings is available to the public.</p>	
<p>6.3 Where revisions are necessary to the annual schedule of Regular Council meetings, the Corporate Officer must, as soon as possible, post a notice on the Public Notice Posting Place and the City Website which indicates any revisions to the date, time and place or cancellation of a Regular Council meeting.</p>	Referred to in 4.2 e)
<p>7.1 Except where notice of a Special meeting is waived by unanimous vote of all Council members under Section 127(4) of the <i>Community Charter</i>, 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:</p> <p>(a) posting a copy of the notice on the Public Notice Posting Place and the City's Website; and</p> <p>(b) placed in Council's electronic schedule</p> <p>7.2 The notice under Section 7.1 must describe in general terms the purpose of the meeting and be signed by the Mayor or the Corporate Officer. .</p> <p>7.3 Notice of a Special Council meeting may be waived by</p>	<p>4.2 e) Through the year, as meetings are scheduled, re-scheduled, postponed, or canceled, the Corporate Officer shall notify Council and update the City's web site and the Public Notice Posting Places as soon as schedule changes are made, and no less than forty eight (48) hours prior to the date of new or re-scheduled meetings, except that only twenty four (24) hours notice shall be required for Special Meetings, and except that Council may, as per <i>the Community Charter</i> Section 127(4), waive the notice for a Special Meeting in urgent cases by a unanimous vote of all its Members. Waiving public notice shall be kept to a minimum, noting Council's preference to be as transparent and as accountable to the public as possible.</p>

unanimous vote of all Council members.	
8.1 In accordance with Section 99 of the <i>Community Charter</i> , the Council must annually consider the Annual Municipal Report. The Corporate Officer must give notice, in accordance with Section 94 of the <i>Community Charter</i> , of the date, time and place when Council will consider: (a) the annual report prepared under Section 98 of the <i>Community Charter</i> ; (b) submissions and questions from the public.	
9.1 Provided the conditions set out in Subsection 128(2) of the <i>Community Charter</i> are met: (a) a Special Council meeting may, upon authorization of the Mayor, 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 Council or Committee of the Whole or Committee meeting, may, upon authorization of the Mayor or Chair, participate in the meeting by means of electronic or other communication facilities.	4.3 Pursuant to Subsection 128(2) in the <i>Community Charter</i> , electronic participation shall be permitted in Special (open) meetings, and shall be subject to the following conditions:
9.2 The member presiding at a Special Council or Council Committee meeting must not participate electronically.	4.3 a) Electronic participation by a Member shall require authorization by the Presiding Officer, and such Member shall vote and be counted in determining whether a quorum is present. If such Member is disconnected from the meeting, she or he shall be deemed to have left it.
9.3 No more than two members of Council at one time may participate at a Special Council meeting under Section 9(1)(a).	4.3 c) The Presiding Officer shall be physically present at the meeting location.
	4.3 b) A maximum of two Members may participate electronically at the same meeting.
	4.3 d) Electronic participation shall be such that Members and citizens present at the meeting or observing it will be able to <u>hear or see and hear</u> the Members who participate electronically.
10.1 Council must, on an annual basis, from amongst its members, designate Councillors to serve on a rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.	6.1 On or before the first Regular Meeting in December, Council shall appoint Council members to serve as Acting Mayors in the following year, according to a schedule which Council shall establish.
10.2 Each Councillor designated under Section 10.1 is responsible for fulfilling the duties of the Mayor in his or her absence.	6.3 In addition to presiding when the Mayor is absent or unable to fulfill his or her duties, the Acting Mayor shall assume the powers, duties and responsibilities of the Mayor between meetings.
10.3 If both the Mayor and Acting Mayor are absent from a Council meeting, the members present must choose the next member in succession from the rotating roster established under Section 10.1 to preside at the Council meeting.	6.2 The person who ordinarily presides over Council meetings shall be the Mayor. The person who ordinarily presides over Committee of the Whole meetings shall be the Acting Mayor, appointed as per Section 6.1. If the Mayor is absent from a Council meeting, the Acting Mayor shall preside. If both the Mayor and Acting Mayor are absent, the next
10.4 Other than at a Council meeting, if both the Mayor and the	

<p>Acting Mayor are absent or otherwise unable to act, the member next in succession on the rotating roster established under 10.1 shall be the Acting Mayor.</p>	<p>person on the rotation roster established under Section 6.1 shall be the Acting Mayor and shall preside over that meeting.</p>
<p>10.5 The member designated under Section 10.1, 10.3 or 10.4 has the same powers and duties as the Mayor.</p>	
<p>11.1 Except where the provisions of Section 90 of the <i>Community Charter</i> apply, all Council meetings must be open to the public.</p>	<p>4.1 With the exception of Closed Meetings (called under subsection 4.2.c), all meetings shall be open to the public to observe. In support of transparency, the following provisions shall apply: a) Members must not substantially advance the decision making process via private gatherings that are not advertised and are not open to the public to observe; b) Although agenda reviews and purely educational sessions that do not advance the decision making process are not deemed to be meetings and may be held privately, a clear statement shall be made at the start of such sessions and, if needed, as such sessions progress, that the decision making process must not be advanced during such sessions.</p>
<p>22 11.2 Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with Section 92 of the <i>Community Charter</i>.</p>	<p>4.2 c) <u>Special (Closed) Meetings</u> may be called in accordance with the following provisions: 1. Before a Special (Closed) Meeting is convened, Council must adopt a resolution in an open meeting, as per Section 92 in <i>the Community Charter</i>, specifying the clauses under Section 90 in <i>the Community Charter</i> under which such a meeting is to be called. 2. For each Special (Closed) Meeting, the resolution(s) under Section 92 of <i>the Community Charter</i> shall always include clause 90(1)(n) of <i>the Community Charter</i>, so as to allow Council to debate and determine the appropriateness of the closed meeting status of the remaining items included in the resolution. 3. No items may be added to a closed meeting agenda while such a meeting is in progress, unless Council, at an open meeting, adopts a separate resolution to authorize such an addition. 4. Upon Council deciding to declassify the proceedings of a closed meeting, the Corporate Officer shall make the relevant materials public, in accordance with Council Policy 0560, "<i>Routine Release of 'In Camera' Resolutions and Related Reports and Information</i>". 5. The minutes of a closed meeting shall include only the topics and the decisions made. No outsider, including an invited advisor, may attend a Special (Closed) Meeting unless he or she first signs an oath of confidentiality and is invited to attend by Council resolution. 5.7 During a Special (Open) Meeting, Council may resolve to change</p>

	<p>only the sequence of items on the agenda or to drop items from it, but no items may be added to the agenda of such a meeting, except with the unanimous vote of all Council Members.</p> <p>5.8 Consistent with subsection 4.2.c.3, during a Special (Closed) Meeting, Council may resolve to change only the sequence of items on the agenda or to drop items from it. No items may be added to the agenda of a Special (Closed) meeting unless Council, at an open meeting, adopts a separate resolution to authorize such an addition, as per Section 92 of the <i>Community Charter</i>.</p>
11.3 This Section applies to all meetings of the bodies referred to in Section 93 of the <i>Community Charter</i> including Council committees, commissions, a parcel tax roll review panel, a board of variance, or advisory bodies.	Included in 2.1
11.4 Despite Subsection 11.1, the Mayor or the Acting Mayor may expel or exclude from a Council meeting a person in accordance with Section 133 of the <i>Community Charter</i> .	14.4 Breaches of Sections 14.2 and 14.3 shall be addressed by the Presiding Officer who, after cautioning a person, may order the person to leave or to be removed from the meeting.
23 12.1 As soon after the time specified for a Council meeting as there is a quorum present, the Mayor, if present, must take the Chair and call the Council meeting to order; however, where the Mayor is absent, the Councillor designated as the member responsible for acting in the place of the Mayor in accordance with Section 10 must take the Chair and call such meeting or order.	<p>7.1 At the time set for opening the meeting, if a quorum is present, the Presiding Officer shall call the meeting to order.</p> <p>6.4 The person who presides over a body other than Council shall be the person appointed Chair. If the appointed Chair is absent, the Vice-Chair shall preside. If both the appointed Chair and Vice-Chair are absent, the body shall appoint another Member to chair the meeting.</p>
<p>13.1 If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Officer must:</p> <p>(a) record the names of the members present and those absent; and,</p> <p>(b) adjourn the meeting until the next scheduled meeting.</p>	7.2 If a quorum is not present within fifteen (15) minutes from the time set for opening the meeting and there is no clear indication that a quorum would soon be present, the Corporate Officer shall record the names of Members present and the meeting shall be adjourned.
<p>14.1 The Agenda for all Regular Council meetings contains the following matters in the order in which they are listed below:</p> <ul style="list-style-type: none"> <li>• Introduction of Late Items</li> <li>• Adoption of Agenda</li> <li>• Adoption of Minutes</li> <li>• Presentations</li> <li>• Mayor's Report</li> <li>• Reports to Council (by Department / Topic)</li> <li>○ Delegations</li> <li>○ Correspondence (related to Report to Council)</li> <li>○ Commission or Committee Report to Council</li> </ul>	<p>5.2 The order of business for Regular Council Meetings shall ordinarily be as follows, and this order may be modified at any Regular Council meeting by a majority vote or by unanimous consent:</p> <ul style="list-style-type: none"> <li>a) Call to order and opening remarks</li> <li>b) Invited Presentations</li> <li>c) Public comment on agenda items (up to two minutes per person; total up to ten minutes)</li> <li>d) Public Delegations (up to five minutes each; up to four delegations)</li> <li>e) Consent agenda (includes approval of previous minutes &amp; non-contentious items)</li> <li>f) Mayor's Report</li> </ul>

<ul style="list-style-type: none"> <li>○ Staff Report to Council</li> <li>○ Bylaws (that have an accompanying report)</li> <li>• Bylaws (with no accompanying report)</li> <li>• Correspondence (not related to a Report to Council)</li> <li>• Council Appointments</li> <li>• Notice of Motion</li> <li>• Other Business</li> <li>• Question Period</li> <li>• Adjournment</li> </ul>	<ul style="list-style-type: none"> <li>g) City Manager's Report</li> <li>h) Board/Commission/Committee Reports</li> <li>i) Bylaws</li> <li>j) Councillors' Reports (may include Notices of Motions for a future meeting, if any)</li> <li>k) Business Initiated by Councillors (originating from previous notices under item j)</li> <li>l) Media question period (up to two minutes per person; total up to ten minutes)</li> <li>m) Adjournment</li> </ul>
<p>14.2 Notwithstanding the provisions under Section 14.1, it shall always be in order for the Council to vary the order in which the business on the Agenda shall be dealt with by a majority vote of the members present.</p>	<p>Reference to 5.6 (below)</p>
<p>24</p>	<p>7.3 All items that are deemed to be non-controversial (such as the approval of previous minutes, motions to receive reports, proposals to change the agenda or add late items or motions to it, and other routine business) may be grouped together under "Consent Agenda."</p> <p>7.4 At the request of a Member, a motion that was included on the Consent Agenda shall be removed from the Consent Agenda for a separate vote. It shall not be necessary to remove <u>a motion to receive a document for information</u> from the Consent Agenda only for the sake of allowing informal discussion of such a document later at the meeting, as the motion to receive is a mere formality which acknowledges that a document was presented to Council for information.</p> <p>7.5 After giving Members an opportunity to remove items from the Consent Agenda under 7.4, the Presiding Officer shall take one vote on the items remaining on the Consent Agenda, and shall then proceed with the items (if any) that were removed from it for separate consideration.</p>
<p>15.1 Prior to each Council meeting, the Corporate Officer shall prepare an Agenda setting out all items for consideration at that meeting.</p> <p>15.2 The deadline for the public to submit items to the Corporate Officer for inclusion on the Council meeting Agenda shall be 1:00 p.m. on the Wednesday preceding the meeting.</p> <p>15.3 Items received in the Legislative Services Department after the appropriate deadline in Section 15.2 shall not be placed on the Agenda, but shall instead be placed on the Agenda for consideration</p>	<p>5.1 Agendas for Regular Meetings of Council and the Committee of the Whole shall be prepared by the Corporate Officer or designated staff person. The deadline for submission of materials for a meeting shall be 1 p.m. on the Wednesday preceding the meeting, and the agenda shall be finalized and announced to the Members and to the public by 4 p.m. on the Thursday preceding the meeting.</p>



<p>at the following Council meeting, unless the item is introduced as a Late Item pursuant to Section 16.</p> <p>15.4 Council Agendas will be available to the members of the Council and the public on the Thursday afternoon (by 4:00 p.m.) prior to the meeting.</p>	
<p>15.5 Only those matters included on the Agenda shall be considered or dealt with at the Council meeting unless a new matter for consideration is properly introduced as a Late Item pursuant to Section 16.</p>	<p>5.6 The draft agenda of a Regular Meeting and any changes thereto shall be approved at the meeting by a majority vote or by unanimous consent.</p>
<p>15.6 In cases where documents are too unwieldy to be readily reproduced, the Corporate Officer may omit these materials from the Agenda and may, instead, merely refer to these items in short form on the Agenda and keep the documents on file in the Legislative Services Department as per the City's Record Retention Policy.</p>	
<p>16.1 For the purposes of this section, the following terms are defined as:</p> <p>(a) Essential Items: These would include matters arising after the preparation of the Agenda and which, if not acted upon in a timely manner, would prejudice or compromise the City's position or the position of a constituent or group of constituents. These topics would be of a legal or legislative nature.</p> <p>(b) Elective Items: These would include matters which are purely administrative and require no background information to support them or provide additional information pertinent to items on the agenda.</p> <p>(c) Deadlines: The deadline for essential or elective items to be included as a Late item for the agenda is 11:00 a.m. on the Monday morning of the day of the Council meeting. Late Items shall be distributed to Council just prior to the commencement of the Council meeting.</p>	
	<p>10.5 All efforts shall be made to ensure that resolutions are concise, unambiguous and complete, and provided to all members of Council and staff in writing prior to a meeting. Staff input shall always be incorporated into resolutions, so as to ensure that any legal, financial and operational impacts are professionally addressed.</p> <p>10.7 The Presiding Officer shall repeat or clarify a resolution after it is presented and, if some debate has occurred, shall repeat or clarify the resolution again before putting it to a vote, to ensure that Members and</p>

	<p>the public fully understand what is being debated and voted on.</p> <p>11.1 At a meeting, Secondary Motions may be introduced, debated and voted on in a “last-in-first-out” sequence, e.g.: If an amendment is moved and seconded while a main motion is pending, the amendment is then debated and voted on, and then the debate on the main motion resumes.</p> <p>11.2 Secondary motions include subsidiary, privileged and incidental motions. Appendix A forms part of this Bylaw, provides the main rules for the Secondary Motions that are most likely to be used at meetings, and supersedes RONR where differences exist.</p>
<p>17.1 The following procedures apply to voting at Council meetings:</p> <p>(a) when debate on a matter is closed, the presiding member must put the matter to a vote.</p> <p>(b) Council members who are in the room shall take their places when a vote is called for, and shall not leave until the vote has been taken;</p> <p>(c) after the presiding member finally puts the question to a vote under paragraph (a), a member must not speak to the question or make a motion concerning it;</p> <p>(d) the presiding member's decision about whether a question has been finally put is conclusive;</p>	
<p>(e) whenever a vote of the Council is taken for any purpose, each member present and voting shall signify their vote upon the question, openly and individually by raising their hand, and the Chair shall declare the motion carried or defeated as the case may be;</p>	<p>9.1 Voting at meetings shall be by show of hands or, in the event of a Member's electronic participation, by voice. There shall be no secret voting.</p>
<p>(f) no vote shall be taken in a Council meeting by ballot or by any other method of secret voting.</p>	<p>9.2 As provided in <i>the Community Charter</i> Section 123, each Council member present must vote on any motion that comes before council. If a council member does not indicate how he or she votes, the member shall be deemed to have voted in the affirmative. If the votes of the members present at a council meeting are equal for and against a motion, the motion is defeated.</p>
<p>18.1 All delegations requesting permission to appear before Council shall submit a written request to address the members of Council, including a written brief outlining their intended presentation.</p> <p>18.2 Any request to appear before Council shall be received, in writing, prior to the appropriate deadline stated in Section 15.2 in order to be placed as a new matter on the Council Agenda.</p>	<p><u>Opportunities for Public Input</u></p> <p>14.1 Confirming its commitment to learning from public input, Council extends opportunities for public input, above and beyond the public hearings required by statute, and invites public comments under three categories during its Regular Meetings:</p> <p>a) <u>Public comment on agenda items</u>: Up to ten (10) minutes shall be provided at the start of a Regular Council meeting for citizens to</p>

18.3 Any request to appear before Council pertaining to an item already on the Agenda shall be received up to Monday at 11:00 a.m. prior to the meeting. Those delegations that have not been received in time to be placed on the Agenda but were received prior to Monday at 11:00 a.m. shall be distributed to Council as a Late Item and shall be given ten (10) minutes to make their presentation.

18.4 All delegation requests pertaining to items on the Agenda shall be heard prior to receipt of the relevant Report(s) to Council. Any delegation requests that do not pertain to an item on the Agenda shall be placed on the next Committee of the Whole agenda.

18.5 All delegations shall be afforded ten (10) minutes to make their presentation and shall be restricted to the topic as included on their written submission. Additional time may be available, at the discretion of the Chair, for answering questions from members of Council

Delegations received after Monday at 11:00 a.m. regarding matters already on the Agenda will be referred to a future meeting unless Council passes a resolution to hear the delegation. If approved, the delegation shall be afforded five (5) minutes to make their presentation at the beginning of the meeting.

18.6 Notwithstanding Section 18.5, multiple speakers (four or more) on a single issue or topic shall be given five (5) minutes each to make their presentations.

18.7 There shall be no limit to the number of delegations included on the Agenda for items that have been included on the agenda.

18.8 The Corporate Officer shall be granted the authority to screen delegation requests and, if deemed appropriate, refuse to place a delegation on the Agenda if the issue is not within the mandate or jurisdiction of a Municipal Council. In the event the delegation wishes to appeal the Corporate Officer's decision, the information shall not be placed on the Agenda but shall be distributed under separate cover to Council for their consideration.

18.9 Where a delegation has addressed Council on a particular issue, if a subsequent request is received from the same delegation to address Council on the same issue, and no new significant information is being provided, the Corporate Officer will be granted the authority to not place the item on the Agenda, but will circulate the request under separate cover as an item of general information.

comment on items on the current meeting agenda, except for procedural motions and the adoption of minutes. In order to accommodate as many citizens as possible, each speaker shall be given up to two (2) minutes to speak. If the speaker asks a question, the Mayor shall briefly respond to it.

b) Media question period: Up to ten minutes shall be provided at the end of a Regular Council meeting for media reporters to ask questions of Council. Each speaker will be given up to two (2) minutes, which shall include up to one follow-up question. The Presiding Officer may respond to questions or refer them to a Council Member or to City Staff.

c) Public delegations: Individuals or groups who wish to make a presentation to Council may apply to do so under the provisions below.

14.2 In recognition that Council is required to concentrate on its deliberations and govern with the entire community in mind, citizens who observe Council meetings and those who speak to Council shall be expected to display respect to Council, to the public office held by its Members, and to Council's decision making processes. Abusive language, vocal outbursts, and any other disruptive or disrespectful conduct shall be prohibited.

14.3 Citizens in attendance shall be required to turn off any cell phones, pagers or other audible devices, or, as a minimum, turn such devices to silent prompting. If a citizen needs to initiate or respond to any calls, she or he shall leave the meeting.

14.5 A citizen or group may submit an application to speak at a Council Meeting as a public delegation, and such person or group may request that a related document, petition or proposal be placed before Council, by submitting a completed application form to the Corporate Officer by 1 p.m. of the Wednesday preceding the meeting at which they wish to be heard.

14.6 In recognition of the scope of business that requires Council's attention, the number of public delegations shall be limited to four (4) at each meeting, unless Council, by a majority vote, agrees to hear additional delegations. Each public delegation may speak up to five (5) minutes and its presentation must be confined to the topic that was indicated in the application.

14.7 The Corporate Officer shall be granted the authority to screen delegation requests and, if deemed appropriate, refuse to place a delegation on the Agenda if the issue is not within the mandate or jurisdiction of a Municipal Council. In the event the delegation wishes to

	<p>appeal the Corporate Officer' decision, the information shall not be placed on the Agenda but shall be distributed under separate cover to Council for their consideration.</p> <p>14.8 Where a delegation has addressed Council on a particular issue, if a subsequent request is received from the same delegation to address Council on the same issue, and no new significant information is being provided, the Corporate Officer will be granted the authority to not place the item on the Agenda, but will circulate the request under separate cover as an item of general information.</p> <p>14.9 As per Bylaw Section 14.6, a presentation by a delegation shall not exceed five (5) minutes. It may then be followed by questions for a period of up to <u>five (5) minutes</u>. Each Member may ask one brief clarifying question and up to one brief follow up question. Members shall not enter debate with a presenter and shall refrain from giving lengthy preambles to their questions.</p> <p>14.10 As noted in Section 10.3, if a public delegation or a citizen requests a decision by Council, the request shall be referred to City Staff by resolution for review.</p>
<p>20 19.1 Any Council member may give a "Notice of Motion" respecting an item which he or she intends to present by giving a copy of such motion to the Corporate Officer during a meeting of the Council and upon the member being acknowledged by the Chair and the Notice of Motion being read to the meeting.</p> <p>19.2 A copy of the motion presented under Section 19.1 shall appear in the Minutes of that meeting as a "Notice of Motion". The Corporate Officer shall place the motion on the Agenda of the next Council meeting, or other future meeting designated by the member bringing forward the Notice of Motion, for consideration.</p>	<p>5.4 Members may add items or motions to a Regular Council Meeting agenda by:</p> <p>a) giving verbal notice at a Regular Meeting of their intention to introduce a proposal and/or document at the following Regular Meeting, and submitting the proposal and/or document to the Corporate Officer immediately thereafter or before 1 p.m. on the Wednesday immediately preceding the meeting at which such document and/or proposal is to be considered; OR</p> <p>b) submitting such document and/or proposal to the Corporate Officer no later than 1 p.m. on the Wednesday immediately preceding the meeting during which it is to be considered; OR</p> <p>c) requesting by 11 a.m. of the day of the meeting that an urgent item be added to the agenda, but adding such <u>late items</u> to the agenda shall require a majority vote or unanimous consent. Such late items shall be kept to a minimum, so as to advance transparency.</p> <p>5.5 Notwithstanding the restrictions in Section 5.4, during the discussion of an agenda item, it shall be in order to make a motion at a meeting, without prior notice, that City Staff be directed to prepare resolutions or decision making options related to the agenda item, for consideration at the following Regular Meeting.</p>
<p>20.1 At the Conclusion of the proceedings, the Council members</p>	

shall provide time to answer inquiries from the Media and any member of the public, but such inquiries shall be strictly limited to matters considered by the Council at that particular meeting. The Chair shall determine, if necessary, when sufficient discussion has taken place.	
21.1 All communications and petitions intended to be presented to Council shall be legibly written, typed or printed, signed by at least one person and shall be dated and include a contact phone number before being accepted.	15.1 Correspondence addressed to the Mayor and Council collectively shall be processed by the City Manager and Staff under Council's policies, except when input or directions from Council are required, in which case such communications shall be brought forward to a Council meeting. All such communications and Staff responses shall be available to Council Members for inspection.
22.1 Communications addressed to Council which relate to matters that fall within the scope of responsibility of a particular City department may be referred by the Corporate Officer directly to that department.	
22.2 If a matter is referred under Section 22.1, a copy of the communication shall be copied to each member of the Council and the General Managers, with a copy forwarded to the appropriate Staff member. An acknowledgement shall be provided to the writer on receipt of the communication, advising where the matter has been referred.	
22.3 All requests for proclamations will be forwarded directly to the Mayor's office to be executed.	15.2 Requests for proclamations shall be forwarded to the Mayor's Office for processing.
22.4 A right of appeal from any referral under Sections 22.1 and 22.3 may be made to the City Manager who shall determine the final disposition of the matter. As well, Council may refer any item of correspondence as it deems appropriate.	
22.5 All petitions or other written communications which require a report may be referred to the City Manager by means of formal motion.	Refer to 15.1
23.1 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; (e) be divided into sections.	
24.1 Council must consider a proposed bylaw at a Council meeting either: (a) separately when directed by the presiding member or	

<p>requested by another Council member; or, (b) jointly with other proposed bylaws in the sequence determined by the presiding member.</p>	
<p>25.1 Every proposed bylaw shall receive three separate readings prior to its final adoption.</p>	
<p>25.2 The first three readings of a bylaw may be given on the same day, except in the case of an Official Community Plan designation bylaw or a Zoning bylaw which is to be considered at a Public Hearing.</p>	
<p>25.3 An Official Community Plan designation bylaw or a Zoning bylaw which is to be considered at Public Hearing may receive only first and second reading at the time of introduction.</p>	
<p>25.4 Where the Council resolves to consider a bylaw clause by clause, such consideration shall be done at the second reading of the bylaw.</p>	
<p>25.5 Where Council desires to amend a bylaw after third reading with the exception of those specific provisions respecting an Official Community Plan designation bylaw or a Zoning bylaw, it may do so as follows: (a) by motion to reconsider third reading and, if carried; (b) by motion to amend the bylaw at third reading in accordance with the procedure set down in this bylaw; (c) by motion to pass third reading of the bylaw as amended. 25.6 Despite Section 135(3) of the <i>Community Charter</i>, and in accordance with Section 890(9) of the <i>Local Government Act</i>, an Official Community Plan designation bylaw or a Zoning bylaw may be adopted at the same meeting at which the bylaw passed third reading.</p>	
<p>25.7 The Acting Mayor shall be the Councillor designated to introduce and move each bylaw to be considered by Council.</p>	
<p>26.1 After a bylaw is adopted, and signed by the Corporate Officer and the presiding member of the Council meeting at which it was adopted, the Corporate Officer must have it placed in the City's records for safekeeping with the following affixed to the bylaw: (a) the City's corporate seal, (b) the dates of its readings and adoption, (c) the date of the Public Hearing if applicable; and, (d) the date of Ministerial approval or approval of the electorate if applicable.</p>	

27.1 A resolution may be introduced and considered at a meeting as long as it has been included as an item on the Council's printed Agenda or placed as a Late Item in accordance with Section 16 of this bylaw.	10.1 Resolutions that come before Council Meetings must have been included with the draft agenda, except as provided in Section 5.4.c on late agenda items, or when a resolution includes a direction to staff to craft a resolution for the next meeting, or when Council, usually by unanimous consent, deems a resolution that was not included with the draft agenda to be of minimal impact.
28.1 Every motion must be moved and seconded before it is deemed to be in the possession of the Council.	10.4 A resolution shall have no standing, and no debate on it shall commence until it is seconded and then stated by the Presiding Officer. After the Presiding Officer states the resolution, it shall belong to the assembly, and the mover shall not have the right to amend or withdraw it except with the agreement of the assembly.
29.1 Every motion that has been seconded shall be recorded in the Minutes.	
29.2 Notwithstanding Section 29.1, motions that have been withdrawn by Council as per Section 31, shall not be recorded in the Minutes.	Included in 10.4
29.3 The names of the members who moved and seconded a motion presented to Council shall not be recorded in the Minutes.	9.4 Names of movers and seconders shall not be recorded in the minutes
29.4 All votes on motions will be recorded as either: (a) carried unanimously; (b) defeated unanimously; or, (c) in cases where unanimity is not reached, the names of those who voted against the motion will be recorded in the Minutes.	9.3 If a vote on a main motion, resolution or bylaw is unanimous in the affirmative or in the negative, it shall be recorded in the minutes as "carried unanimously" or "defeated unanimously." If a vote on a main motion, resolution or bylaw is not unanimous, the names of those who voted against <u>the main motion</u> , <u>resolution</u> or <u>bylaw</u> shall be recorded in the minutes.
30.1 When any motion is under consideration, no other motion shall be received, except a motion to amend, refer, table or postpone.	
31.1 After a motion has been made and seconded, it shall be deemed to be in the possession of the Council, but the motion may be withdrawn by the mover of the motion at any time before a decision or amendment is made, provided that the mover has the consent of the seconder.	Included in 10.4
32.1 Whenever the Chair is of the opinion that a motion is contrary to the rules and privileges of the Council, the Chair shall apprise the members thereof without proposing the question and shall cite the rule or authority applicable to the case without argument or comment. The ruling of the Chair may be appealed to the other members of Council then present.	10.6 Upon consultation with the Corporate Officer or designate, the Presiding Officer may rule that a resolution is out of order if it violates <i>the Community Charter, the Local Government Act</i> , this Procedure Bylaw, and any other applicable bylaws, rules or policies. When ruling that a resolution is out of order, the Presiding Officer shall cite the provision that would be violated by the resolution in question.
32.2 On an appeal by a Council member from the decision of the	

Chair, the question shall be immediately put by him, and decided without debate "Shall the Chair be sustained?" and the Chair shall be governed by the vote of the majority of the Council members then present, excluding himself. In the event of the votes being equal, the question shall pass in the affirmative.

32.3 If the Chair refuses to put the question "Shall the Chair be sustained?", the Council shall immediately appoint a Chair pro tem. He shall proceed in accordance with Section 32.2. A resolution or motion carried under this Section is binding.

33.1 A motion/resolution which was adopted or defeated may be reconsidered by Council provided that the resolution has not had the assent of the electors, has not been reconsidered under this Section or Section 131 of the *Community Charter*, and has not been acted upon by an officer, servant or agent of the Municipality.

A reconsideration motion:

(a) must be brought forward by a member who voted on the prevailing side of the motion, or by any member who was absent during the original vote;

(b) may be seconded by any member;

(c) must be brought forward at the next meeting of Council after the original vote; or, in the case of when a member was absent at the time of the original vote, at the next meeting to which this member is able to attend;

(d) must receive a majority vote of Council for it to be adopted;

(e) if defeated, and the outcome being that the resolution is preserved unchanged, the same resolution may not be brought back before Council for six (6) months from the date of the latest vote, except with two-thirds consent of all the members of Council.

33.2 Each resolution or reading of a bylaw may be reconsidered under the provisions of Section 33.1.

33.3 Notwithstanding section 33.2, once a bylaw is finally adopted, it may not be reconsidered except in accordance with Section 131 of the *Community Charter*.

33.4 Notwithstanding section 33.2, resolutions for third reading or final adoption of an Official Community Plan Bylaw or Zoning Bylaw shall not be reconsidered.

12.1 Notwithstanding Part 13 of this Bylaw, the Mayor may, under Section 131 of the *Community Charter*, initiate the reconsideration of a matter that was put to a vote, and may do so at the same meeting or within the thirty (30) days following that meeting, except that, as provided in Section 131 of the *Community Charter*, this provision shall not apply to a matter that received the approval or assent of the electors and was subsequently adopted by the Council.

13.1 Councillors may bring a resolution or bylaw back before Council under the following rules

	Adopted Resolution or Bylaw	Defeated Resolution or Bylaw
Re-visiting a resolution or bylaw during the <b>same meeting</b> of the original vote	A motion to reconsider a resolution or bylaw that was adopted can be made at the same meeting by a member who voted <b>in favor</b> of the resolution or bylaw. A seconder is required, the motion to reconsider is debatable, and – if it is adopted (by a majority vote) – the original vote is canceled, and the resolution or bylaw is once again before Council for debate. <b>See Note 1 below.</b>	A motion to reconsider a resolution or bylaw that was defeated can be made at the same meeting by a member who voted <b>against</b> the resolution or bylaw. A seconder is required, the motion to reconsider is debatable, and – if it is adopted (by a majority vote) – the original vote is canceled and the resolution or bylaw is once again before Council for debate.
Re-visiting a resolution or bylaw <b>at a</b>	Any member, regardless of how he or she voted on an adopted resolution or	Any member, regardless of how he or she voted on a defeated resolution



	<b>subsequent meeting</b>	<p>bylaw, can move that the adopted resolution or bylaw be rescinded or amended. The motion to rescind or amend-something-previously-adopted requires a seconder, is debatable, and requires a majority vote to adopt. Unlike reconsideration, the re-visiting consists of only one step.</p> <p><b><u>See notes 1 and 2 below.</u></b></p>	<p>or bylaw, can bring back (or "renew") the resolution or bylaw under the procedures for introducing new business (see Bylaw Section 5.4).</p> <p><b><u>See note 3 below.</u></b></p>
<p>34.1 Every Council member who wishes to speak to any question or motion shall raise their hand, wait to be recognized by the Chair and shall address themselves to the Chair.</p> <p>34.2 Members of Council shall address the Chair as "Mr. Mayor, "Madam Mayor", or "Your Worship" or "Mr. or Madam Acting Mayor",</p>		<p><b><u>Note 1:</u></b> An adopted resolution or bylaw can only be re-visited if it has not had the approval or assent of the electors and has not been acted upon in a manner that is impossible to reverse or modify.</p> <p><b><u>Note 2:</u></b> If the same or substantially the same motion to rescind or amend-something-previously-adopted is defeated a second time in three (3) months, it may not be renewed for at least six (6) months, except if Council, by a majority vote, permits such renewal.</p>	<p><b><u>Note 3:</u></b> If the same or substantially the same resolution or bylaw is defeated a second time in three (3) months, it may not be renewed for at least six (6) months, except if Council, by a majority vote, permits such renewal.</p>
		<p>8.1 A Member who wishes to speak or make a motion at a meeting shall do so only after being recognized by the Presiding Officer. Recognition shall generally be on a first-come-first-served basis. The Presiding Officer (or designated person) shall keep a speaker's list, and such list may also be maintained electronically for the Presiding Officer.</p> <p>8.2 At a meeting of Council, a Council Member shall address the Mayor formally as "<i>Your Worship</i>" or "<i>Mr./Madam Mayor</i>", or</p>	

<p>or "Mr. or Madam Chair" as the case may be, and shall refer to each other as "the Mayor" or "Councillor _____", as the case may be.</p> <p>34.3 Members of Staff shall be addressed as Mr., Mrs., or Ms. or else shall be referred to by their official title.</p>	<p><i>"Mr./Madam Chairperson," shall address Councillors as "Councillor _____," and shall refer to Staff members as "Mr. ____" or "Ms. ____" or "The Director of ____."</i></p>
<p>34.4 When two or more Council members desire to speak at the same time, the Chair shall name the member who shall have the floor.</p>	
<p>34.5 When the Chair is of the opinion that there has been sufficient debate he may put the question.</p>	<p>10.8 When the Presiding Officer believes there has been sufficient debate, she or he may seek unanimous consent to end debate and proceed to the vote on a resolution, or she or he may take a formal vote on ending debate, requiring a majority vote to adopt.</p>
<p>34.6 Any questions addressed to Staff shall be put through the Chair to the City Manager who shall refer the matter to the appropriate Staff representative if necessary.</p>	<p>10.2 Directions to City Staff to research an item shall require a Council resolution, except when the City Manager or designate advises Council that the required research time is inconsequential.</p> <p>10.3 If a public delegation or a citizen speaking to Council under Bylaw Part 14 requests a decision by Council, the request shall be referred to City Staff by resolution for review.</p>
<p>35. <u>Chair – Questions of Order</u></p> <p>35.1 The Chair may call any Council member to order while that member is speaking.</p> <p>35.2 When such action is taken, the Chair shall immediately suspend the debate, and the Council member in question shall refrain from speaking until the point of order is determined by the Chair, whose ruling is subject to an appeal by the Council members.</p> <p>35.3 No Council member shall speak to any matter other than the question in debate or reflect upon any vote of the Council except for the purpose of moving that such vote be rescinded.</p> <p>35.4 No Council member shall resist the rules of the Council nor disobey the decision of the Chair on points of order or practice, or upon the interpretation of the rules of the Council</p> <p>35.5 Should any Council member resist or disobey the decision of the Chair, the members may order the member in question to leave his seat for that meeting, and in the event of his refusing to do so, the Chair may order that the member be removed from the meeting.</p> <p>35.6 In the event of satisfactory apology being made by the offending member, the Council may, by vote of the majority, permit the member to resume their seat forthwith.</p> <p>35.7 When a Council member is speaking, no other member shall hold discourse which may interrupt the speaker except to raise a</p>	<p><u>Rules for Participation in Meetings</u></p> <p>8.4 The Member who makes a motion shall be entitled to speak on it for the first time in preference to other members, but shall not have the right of speaking last to conclude the debate.</p> <p>8.5 A Member shall be entitled to speak up to two (2) times on each debatable motion, each time for no longer than three (3) minutes. When asking a question, a Member shall be allowed to ask one follow-up question within the allotted time. The Presiding Officer may permit a Member to exceed the limits in this section, and Council may resolve to override the Presiding Officer's decision.</p> <p>8.6 A Member who wishes to speak for the second time on the same motion or issue, or one who wishes to ask more than one follow-up question, shall wait until those Members who wish to speak on the issue for the first time have done so.</p> <p>8.7 The Presiding Officer may alternate between proponents and opponents of a proposal, regardless of the first-come-first-served rule stated in section 8.1.</p> <p>8.8 Debate on a motion may be closed informally, by unanimous consent, or - in the absence of unanimous consent - by voting on a motion to close debate.</p> <p>8.9 Members shall turn off cell phones, pagers or other audible devices during meetings. Although Members may use electronic devices</p>

point of order, nor shall a member pass between the speaker and the Chair.

35.8 Any Council member may, by right, require the question under discussion to be read for his information at any period of the debate, but shall not do so as to interrupt a member speaking.

35.9 The Chair may speak at any time to either explain or clarify the effect of the motion then before the Council, but should the Chair determine to take part in any debate, the Chair shall be vacated while addressing the Council, and a new Chair shall assume the Chair as provided under Section 10. The Chair shall not be resumed until after the vote has been taken on the question.

for referencing meeting materials, they shall refrain from initiating or responding to text messages, emails, or social networking messages at meetings.

#### Rules of Decorum

8.10 Members shall keep their comments germane to the issues at hand. The mover and the seconder of a motion shall not be restricted to speaking for the motion or voting for it.

8.11 Respecting the stature of the offices they hold and the need to maintain a safe meeting environment, Members shall be required to maintain civility, courtesy and respect. They shall avoid offensive language, personal attacks, or offensive gestures, whether directed at another Member, at a citizen, or at a staff member. Members shall abide by the Presiding Officer's directions and rulings, except when such rulings are appealed and reversed.

8.12 Questions by Council Members to other Council Members, Staff Members or Public Delegations, shall be directed through the Presiding Officer.

#### Enforcement of Meeting Rules by the Presiding Officer

8.13 The Presiding Officer shall enforce meeting rules. When the Presiding Officer interrupts a Member in order to enforce the rules, the Member must stop speaking and wait for the Presiding Officer to explain the reason for the interruption.

8.14 If - after one or more warnings - a member persists in breaching the rules, the Presiding Officer may call a recess, or, in extreme cases, the Presiding Officer may order that the member be removed from the meeting room for the remainder of the meeting or for a portion thereof, or the Presiding Officer may seek Council's advice on how to address the disruptive conduct.

8.15 If the Presiding Officer opts to seek Council's advice as per Section 8.14, Council may resolve that the Member in question be censured, or that the Presiding Officer be requested to use his or her authority under *the Community Charter* and order the Member to leave or else be removed from the meeting for the remainder of the meeting or for a portion thereof.

#### Enforcement of Meeting Rules by Members

8.16 If the Presiding Officer neglects to enforce Council's rules, thereby tolerating disorder, indecorum or other misconduct, a Member may raise a point of order, demanding that the rules be adhered to. A point of order may interrupt a Member who is speaking, but this must not

	<p>be done frivolously or when the breach of the rules is minor and causes no discernable harm.</p> <p>8.17 In response to a Member raising a point of order, the Presiding Officer shall declare whether the point is well taken or not well taken. If the point of order is well taken, the Presiding Officer shall direct that the breach be stopped, such as directing that a Member focus on the topic at hand, or stop disruptive conduct, or observe time limits. The Presiding Officer's ruling may be appealed, with a majority against the ruling without debate being required to reverse it, and the Presiding Officer shall not vote on the appeal.</p>
	<p>8.3 A Member shall not interrupt another person who was duly recognized to speak, except when a Member wishes to raise a point of order (pointing to a violation of a specific rule) or to raise a question of privilege (pointing to an issue that affects the comfort of Council, such as noises, uncomfortable room temperature, and other distractions).</p>
35.10	<p>When the question under consideration contains more than one recommendation, any member may request, by motion, that the vote upon each recommendation shall be taken separately and the Council members shall decide by majority vote of the members present how such vote shall be taken.</p>
36.1	<p>The Council shall observe an 11:00 p.m. curfew whereby the item on the Agenda under discussion at 11:00 p.m. will be the last item dealt with on that day unless, by majority vote, the Council members decide to extend the time of adjournment.</p>
37.1	<p>Minutes of the proceedings of Council, Committees, and Commissions must be legibly recorded, certified as correct by the Corporate Officer and signed by the Mayor or other member presiding at the meeting. Minutes of Advisory Bodies may be signed off by the Chair of that Advisory Body.</p>
37.2	<p>Prior to adoption, the Corporate Officer shall distribute a copy of all Minutes of Council meetings to each member of Council.</p>
37.3	<p>Whenever possible, Minutes of a given meeting shall be adopted at the next Council meeting or Committee/Commission meeting, as appropriate.</p>
37.4	<p>In accordance with Section 97 of the <i>Community Charter</i>, Minutes of the proceedings of Council/Committees and Commissions must be available for public inspection at City Hall during its regular office hours.</p>
37.5	<p>Section 37.4 does not apply to Minutes of a Council meeting</p>

or that part of a Council meeting from which persons were excluded under Section 90 of the <i>Community Charter</i> .	
38.1 The Committee of the Whole shall meet bi-weekly on the opposite Mondays of Council at 4:30 p.m. with the exception of July, August and December in which only one meeting will be held;	
38.2 Despite subsection 38.1, meetings will not be held where a Finance/Policy Committee meeting falls on a statutory holiday or occurs during a week in which the FCM, UBCM or AVICC annual conferences are held.	
38.3 The Acting Mayor shall act as Chairperson of the Committee of the Whole, unless otherwise determined by the Mayor. 38.4 The Council, pursuant to the Council Delegation of Powers Bylaw has delegated its authority to the Committee of the Whole to exercise any of the executive and administrative powers of Council.	
38.5 The Committee of the Whole may, by a majority vote of the Committee, refer any item appearing on the agenda to the regular Council for its consideration. If an item is referred in the manner noted above, the Corporate Officer shall place the item referred on the next regular Council agenda.	
39.1 Commissions/Committees and Advisory Bodies 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 Commission; (b) matters that are assigned by Council; (c) matters that are assigned by the Mayor. 39.2 Commissions/Committees or Advisory Bodies must report and make recommendations to Council on all of the following items: (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. 40.1 At its first meeting after its establishment a Commission, Committee or Advisory Body must establish a regular schedule of meetings. 40.2 The Chair of a Commission, Committee or Advisory Body may call a meeting in addition to the scheduled meetings or may	

<p>cancel a meeting.</p> <p>41.1 After the Commission or Advisory Body has established the regular schedule of meetings, including the times, dates and places of the meetings, notice of the schedule must be given by:</p> <p>(a) posting a copy of the schedule at the applicable Public Notice Posting Place; and</p> <p>(b) providing a copy of the schedule to each member of the Commission, Committee or Advisory Body.</p> <p>41.2 Where revisions are necessary to the annual schedule of Commission, Committee or Advisory meetings, as soon as possible a notice must be posted at the applicable Public Notice Posting Place which indicates any revisions to the date, time and place or cancellation of a meeting.</p> <p>42.1 Minutes of Committee of the Whole, Commissions, Standing, or Select Committees must be maintained and available to public and:</p> <p>(a) legibly recorded,</p> <p>(b) certified by the Corporate Officer,</p> <p>(c) signed by the Chair or member presiding at the meeting, and</p> <p>(d) open for public inspection in accordance with Section 97(1)(c) of the <i>Community Charter</i>.</p>	
	<p>16.1 The Mayor may establish Standing Committees and Council may establish Select Committees. The appointing body shall set Committee membership, designate committee chairs (unless this task is delegated to the Committee), and establish terms of reference to govern Committee work.</p>
<p>43.1 The quorum for a Committee of the Whole, Standing, Select or Advisory Committee or Commission is a majority of all of its members.</p>	
<p>43.2 If a Committee/Commission member misses more than 3 meetings in a row, Council may rescind their appointment at any time and appoint another person in place of the person whose appointment was rescinded.</p>	
<p>44.1 The rules of the Council procedure must be observed during Standing or Select Committees, Commission, or Advisory Body meetings, so far as is possible and unless as otherwise provided in this Bylaw.</p>	<p>16.2 The rules of procedure of Council shall apply to committee meetings.</p>

<p>44.2 Council members may attend any meetings of a Standing or Select Committee, Commission or Advisory Body and may participate in discussions; however, only members who have been appointed or an alternate member attending in the absence of an appointed committee member, may introduce or vote on the proceedings.</p> <p>44.3 The Mayor shall be an ex-officio, a voting member of all Committees and Commissions and when in attendance, shall possess all the rights, privileges, powers and duties of other members.</p>	<p>16.4 Except for the Mayor, who shall be an ex-officio voting member of all Committees, Council Members who are not Committee members may observe Committee meetings, and may speak when invited to do so by the Committee Chair or by the Committee membership. The Mayor shall not be counted when determining a Committee quorum or whether a quorum is present.</p>
<p>45.1 When a person or a group of persons wish to appear as a delegation before a Standing or Select Committee, Commission or Advisory Body on a matter within the jurisdiction of the Committee, they shall be subject to the requirements set out in this bylaw.</p>	
<p>46.1 Committee of the Whole, Standing, Select or Advisory Committees or Commissions shall not be permitted to create sub-committees without the prior approval of Council.</p>	<p>16.3 Council may establish sub-committees, shall establish the terms of reference of such sub-committees, and may appoint sub-committee members.</p>
<p>47.1 Standing or Select Committee, Commission, or Advisory Body recommendations shall be subject to the approval of the Council, except where the Standing, Select, Committee of the Whole or Advisory Committee has been delegated administrative power by the Council.</p>	
<p>48. If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity 49. Any one or more of the rules and orders contained in this bylaw may be temporarily suspended by an affirmative vote of the majority of all Council members.</p> <p>50. This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with Section 94 of the <i>Community Charter</i>.</p> <p>51. "COUNCIL PROCEDURE BYLAW 2005 NO. 7007" and amendments thereto, are hereby repealed.</p> <p>ADOPTED 2007-NOV-19.</p>	
	<p>4.2 The schedule of Council Meetings shall be as follows: b) <u>Special (Open) meetings</u> may be called by the Mayor or by two or more Council Members requesting such a meeting in writing. Such meetings shall be for considering business which is deemed urgent enough to require consideration prior to the next Regular Meeting.</p>

	<p>Notice of at least twenty four (24) hours of a Special (Open) Meeting shall be given to each Council Member and to the public, describing in general terms the business to be transacted. This notice may be waived in exceptional cases by a unanimous vote of all Council Members, as per Section 127(4) of the <i>Community Charter</i>.</p>
	<p>5.3 In cases where there is substantial community interest in providing input to Council on specific topics, the Presiding Officer and the Corporate Officer may schedule extra time or additional meetings to accommodate such public input.</p>
	<p>6.5 A Presiding Officer who is a voting member must vote like other Members, may make and second motions, and may participate in debate without vacating the chair, provided that the Presiding Officer shall participate under the same rules that apply to other Members.</p> <p>6.6 During a meeting, the Presiding Officer shall maintain order and decorum, keep a sequence of speakers and recognize Members, Staff, Advisors, or citizens to speak, make rulings on points of order, subject to appeals by Members, and perform such other leadership functions as may be required for the efficient and effective conduct of the meeting.</p>
40	<p><u>Confidentiality</u></p> <p>8.18 Members shall uphold the confidentiality of discussions and decisions made during Closed Meetings, regardless of how they voted on issues, and regardless of whether they were successful or unsuccessful in having a certain motion adopted or defeated. They shall keep confidentiality until Council explicitly declassifies the item, and even then they shall be limited to releasing only the information that Council agreed to make public. When closed meeting details are released, the Presiding Officer shall ordinarily be the spokesperson to the public.</p> <p><u>Conflict of Interest</u></p> <p>8.19 Council Members shall be expected to maintain the highest ethical standards appropriate to their public office and to avoid abusing their powers for personal gains. They shall be expected to promptly declare any conflict of interest relating to decisions pending before the Council, shall remove themselves from a portion of a meeting when such an issue is being debated and voted upon, and shall not attempt in any way to influence the decision on such an issue, both during or between meetings. The minutes of a meeting must note any Conflict of Interest declaration, when the affected Member left the meeting, and what time she or he returned to the meeting.</p>



Enforcement of Confidentiality and Conflict of Interest Rules

8.20 If a Member believes another Member has breached confidentiality or conflict of interest guidelines, he or she may bring the matter to the other Member's attention, or to the Mayor's attention, or to Council's attention. If, despite such effort, a Member is believed to continue to be breaching confidentiality or conflict of interest guidelines, a motion of censure or another punitive measure under *the Community Charter* may be initiated, but this may only be done if there is clear and convincing proof of the breach and if efforts to resolve the issue informally have failed.

**Consultant's Draft Document Continued:**

**A.1. SUBSIDIARY MOTIONS:** The seven subsidiary motions below (covered in detail in RONR Sections 11-17) can assist a meeting in treating or disposing of a resolution or bylaw. Notwithstanding RONR's provisions, all seven require a majority vote. They can be decided formally or, if there is no objection, they can be decided by unanimous consent, for example: *"If there is no objection, we will end debate and proceed to the vote."*

The motion	The usage	The Process
Postpone Indefinitely (RONR Section 11)	A motion to decline to take a position on a pending main motion. The effect is to "kill" the main motion for the current session.	A seconder is required. This motion is debatable, but not amendable. A majority vote is required to adopt.
Amend (RONR Section 12)	A motion to change the wording of another motion before voting on it, usually by adding or inserting text, deleting text, or replacing text: <i>"I move that the motion be amended by adding the words ____."</i>	A seconder is required. An amendment is debatable. A secondary amendment (amendment to an amendment) is allowed, but a third level amendment is not allowed. A majority vote is required to adopt.
Commit/Refer (RONR Section 13)	A motion to send a pending motion to a committee or staff. Instructions may be included: <i>"I move that the motion be referred to Staff, with instruction to study ____ and report back at the next regular meeting."</i>	A seconder is required. The motion is debatable (as to the merits of referral) and amendable. A majority vote is required to adopt.
Postpone to a certain time (RONR Section 14)	A motion to postpone consideration of a main motion to a certain time: <i>"I move that consideration of this motion be postponed until the next regular meeting."</i>	A seconder is required. The motion is debatable (as to the merits of postponement) and amendable. A majority vote is required to adopt.
Limit or Extend Debate (RONR Section 15)	A motion to limit or extend debate on a motion, e.g.: <i>"I move to extend debate on this motion by ten minutes."</i>	When handled formally, requires a seconder and a majority vote, without debate. Can be decided by unanimous consent: <i>"Is there any objection to extending debate on this motion by ten minutes?"</i>
Close Debate (or "Previous Question") (RONR Section 16)	A motion to close debate and vote immediately: <i>"I move the previous question"</i> or <i>"I move we close debate"</i> .	When handled formally, requires a seconder and a majority vote, without debate. Closing debate can be done informally, by unanimous consent: <i>"Is there any objection to ending debate?"</i> Pause, then say: <i>"There being no objection, debate is closed."</i>
Lay on the Table, or "Table" (RONR Section 17)	A motion to set a pending main motion aside to accommodate something else of immediate urgency: <i>"I see that our invited expert on ____ has arrived and will need to leave in thirty minutes. I move that we table the motion so we can hear from this expert now."</i>	When handled formally, requires a seconder and a majority vote, without debate. Typically the decision to table is made informally, by unanimous consent. When Council is ready to resume debate of the tabled motion, it may do so without a motion to "take from the table."

## A.2. PRIVILEGED MOTIONS

The five privileged motions (which are covered in detail in RONR Sections 18-22) can be addressed formally (by a motion) or informally (by unanimous consent).

The motion	The usage	The Process
Call for the Orders of the Day (RONR Section 18)	A demand by a member that the agreed upon schedule be adhered to, e.g.: proceed to a pre-scheduled item when the time for it arrived: <i>"I call for the orders of the day."</i>	The Chair responds to the call by enforcing the agreed upon schedule.  By a majority vote or by unanimous consent, the assembly can decide to deviate from the adopted schedule.
Question of Privilege (RONR Section 19)	A request or a motion, usually relating to the privileges of the assembly (e.g.: a complaint about noise or other distractions).	A question of privilege generally should not interrupt a speaker (unless the circumstances require it to interrupt).  If the person is making a request (e.g.: that noise issues be addressed), this is handled informally by the Chair.
43 Recess (RONR Section 20)	A motion to take a short intermission in the proceedings: <i>"I move we take a ten minute recess."</i>	If dealt with formally, requires a seconder and a majority vote, without debate.  The motion is typically treated by unanimous consent: <i>"Is there any objection to a ten minute recess?"</i> (Pause). <i>"There being no objection, we are in recess and will resume the meeting at ____."</i>
Adjourn (RONR Section 21)	A motion to close the meeting.	If dealt with formally, requires a seconder and a majority vote, without debate.  This motion can be handled by unanimous consent: <i>"Is there any further business?"</i> Pause. <i>"There being no further business, the meeting stands adjourned."</i>
Fix the Time to Which to Adjourn (RONR Section 22)	A motion to set an "adjourned meeting" (a continuation of the same meeting, to conclude the same order of business, e.g.: when a public hearing is not concluded).	If dealt with formally, requires a seconder and a majority vote, without debate.  The motion is often treated by unanimous consent: <i>"Is there any objection to scheduling a meeting on _____ to continue the public hearing?"</i> Pause. <i>"There being no objection, a continuation of this meeting has been scheduled for _____."</i>

### A.3. INCIDENTAL MOTIONS

Below are the most commonly used incidental motions (covered in detail in various sections in RONR).

The motion	The usage	The Process
Point of Order (RONR Section 23)	A point of order is raised by a member who believes a rule has been breached. The member says: <i>"Point of order."</i>	The Chair then interrupts the current speaker, and recognizes the member to state the point of order (i.e.: which rule is alleged to have been violated).  The Chair responds to the point of order by making a ruling whether the point of order is well taken or not well taken. The Chair can also opt to ask the assembly to make this decision.
Appeal (RONR Section 24)	A member who disagrees with the chair's ruling can appeal it.	No seconder is required. Under <i>the Community Charter</i> Section 132, the Chair puts the appeal to a vote immediately and without debate: <i>"Shall the Chair be sustained?"</i>  The Chair does not vote. A majority or a tie vote sustains the Chair's decision.
44 Suspend the rules (RONR Section 25)	A motion to allow the assembly to waive a rule of order for a specific purpose. <u>This motion cannot be used to suspend any provisions from <i>the Community Charter</i> or other applicable legislation.</u>  <u>Note:</u> If a rule in this Bylaw that does not originate in the applicable legislation is inadvertently not followed, it is deemed to have been suspended by unanimous consent.	This motion can be useful when the rules are proving to be too restrictive, and a more flexible approach is needed.  For example: <i>"I move to suspend the rules and allow this delegation three extra minutes."</i>  This motion may be handled by the Chair informally: <i>"Is there any objection to suspending the rules and allowing this delegation to speak an extra three minutes? (Pause) "There being no objections, the delegation may speak an extra three minutes."</i>
Dividing a Resolution (RONR Section 27)	A request by a Member that a multi-part motion be divided, so as to consider a contentious part separately from other parts.	Notwithstanding RONR, such requests are granted without a vote (assuming each of the parts of the resolution can stand on its own).
Withdraw (RONR Section 33)	Before debate begins, a resolution can be withdrawn by the mover.  After debate begins, the motion belongs to the assembly, which may withdraw it by a majority vote or by unanimous consent.	Mover ( <u>before debate starts</u> ): <i>"In light of this new information, I withdraw the motion."</i> OR  Mover ( <u>After debate started</u> ): <i>"I request permission to withdraw the motion."</i> The Presiding Officer then takes a vote or checks whether there is unanimous consent for the withdrawal.