

Current Procedure Bylaw	Proposed Procedure Bylaw
<u>PART 1 – GENERAL</u>	
<u>Definitions</u>	<u>Definitions</u>
“ADVISORY BODY”	
“AVICC”	“AVICC”
“BOARD OF VARIANCE”	“BOARD OF VARIANCE”
“CITY”	“CITY”
“CITY HALL”	“CITY HALL”
“CITY WEBSITE”	
“COMMISSION”	“COMMISSION”
“COMMITTEE OF THE WHOLE” (Bylaw No. 7060.02)	“COMMITTEE OF THE WHOLE”
“CORPORATE OFFICER”	“CORPORATE OFFICER”
“COUNCIL”	“COUNCIL”
“FCM”	“FCM”
“IN CAMERA MEETING”	“IN CAMERA MEETING”
“MAYOR”	“MAYOR”
“MEMBER”	“MEMBER”
“PARCEL TAX ROLL REVIEW PANEL”	“PARCEL TAX ROLL REVIEW PANEL”
“PUBLIC NOTICE POSTING PLACE”	“PUBLIC NOTICE POSTING PLACE”
“QUORUM”	“QUORUM”
“STANDING COMMITTEE”	“STANDING COMMITTEE”
“SELECT COMMITTEE”	“SELECT COMMITTEE”
“UBCM”	“UBCM”
	“ACTING MAYOR”
	“CHAIR”
	“CHIEF ADMINISTRATIVE OFFICER”
	“COMMITTEE”
	“COMMUNITY CHARTER”
	“COW”
	“DELEGATION”
	“ELECTRONIC MEANS”
	“LOCAL GOVERNMENT ACT”
	“PUBLIC HEARING”
	“RECORDING SECRETARY”

<u>3. Application of Rules of Procedure</u>	<u>Applications of Rules of Procedure</u>
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. (<i>Bylaw No. 7060.02</i>)	3.1 The provisions of this Bylaw will govern the proceedings of Council, COW and Committees for the City.
3.2 - In cases not provided for under this Bylaw, the 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: (<i>Bylaw No. 7060.02</i>). (a) applicable in the circumstances; (b) not inconsistent with provisions of this Bylaw, the <i>Community Charter</i> or the <i>Local Government Act</i> .	3.2 In cases not provided for under this Bylaw the latest edition of Robert's Rules of Order will apply to the proceedings of Council, COW and Committees to the extent that those rules are: (a) applicable in the circumstances; and, (b) not inconsistent with the provisions of this Bylaw, the <i>Community Charter</i> or the <i>Local Government Act</i> .
<u>PART II – COUNCIL MEETINGS</u>	<u>PART II – COUNCIL MEETING ADMINISTRATION</u>
<u>4. – Inaugural Meeting</u>	<u>Inaugural Meeting</u>
4.1 - Following a general local election, the first Council meeting will be held on the first Monday in November in the year of a general local election. (<i>Bylaw No. 7060.03</i>)	4.1 Council will hold the first meeting of Council within the first 10 days of November pursuant to section 124 of the <i>Community Charter</i> .
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. (<i>Bylaw No. 7060.02</i>)	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 in section 4.1, the first Council meeting will be called by the Corporate Officer and held as soon as reasonably possible after a quorum of Council Members has taken office.
<u>5. – Time and Locations of Meeting</u>	<u>Time and Location of Meetings</u>
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. (<i>Bylaw No. 7060.01</i>)	5.1 Regular Council meetings will take place at the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC.
5.2 – Regular Council meetings will: (a) be held on the first and third Monday of each month, with the exception of January in which no meeting will be held the first Monday, and July and August in which only one meeting will be held on the second Monday of the month; (<i>Bylaw No. 7060.03</i>)	5.2 Regular Council meetings will: (a) be held in accordance with the schedule adopted by Council on or before December 31 of the preceding year; (b) begin:

<ul style="list-style-type: none"> (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. (c) Repealed. (<i>Bylaw No. 7060.03</i>) (d) begin at 7:00 p.m.; and (e) be adjourned before 11:00 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with Section 36. 	<ul style="list-style-type: none"> (i) at 4:00 p.m. to proceed “In Camera”, if necessary, pursuant to section 90 of the <i>Community Charter</i>; and, (ii) commence the open session of the meeting at 7:00 p.m. (c) be adjourned at 11:00 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with section 25.2. <p>6.3 Regular Council meetings will:</p> <ul style="list-style-type: none"> (a) be held on the first and third Monday of each month, with the exception of January in which no meeting will be held the first Monday, and July and August in which only one meeting will be held; and, (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 will be held on the following Monday.
<p>5.3 - Regular Council meetings may:</p> <ul style="list-style-type: none"> (a) be cancelled by Council, provided that two consecutive meetings are not cancelled; (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. (<i>Bylaw No. 7060.02</i>) 	<p>5.3 Regular Council meetings may:</p> <ul style="list-style-type: none"> (a) be cancelled by motion passed by Council, provided that two consecutive meetings are not cancelled; (b) be postponed to a different date, time, or location by the Mayor, provided that the Council Members are given written notice at least 24 hours in advance; or, (c) be postponed by a motion of Council to the date, time and location set out in the motion.
	<p>5.4 Special Council meetings may be held at the date, time and location specified in the notice for the Special Council meeting.</p>
<p><u>6. – Notice of Council Meetings</u></p>	<p><u>Notice of Regular Council Meetings</u></p>
<p>6.1 - In accordance with Section 127 of the <i>Community Charter</i>, Council must prepare annually on or before December 1st, 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>6.1 The Corporate Officer will:</p> <ul style="list-style-type: none"> (a) have prepared annually on or before December 31 a schedule of dates, times and locations of Regular Council meetings for the following year to be approved by Council; (b) have the schedule available to the public by posting it at the Public Notice Posting Place; and,

6.2 - Council must give notice annually on or before December 1 st , 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.	(c) have notice given annually when and where the schedule of Regular Council meetings will be available in accordance with the section 94 of the <i>Community Charter</i> .
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. (<i>Bylaw No. 7060.02</i>)	6.2 If revisions are necessary to the schedule of the Regular Council meetings, the Corporate Officer, will, as soon as possible, post a notice on the Public Notice Posting Place which indicates any revisions to the schedule.
	6.3 Regular Council meetings will: (a) be held on the first and third Monday of each month, with the exception of January in which no meeting will be held the first Monday, and July in which only one meeting will be held; and, (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 will be held on the following Monday.
<u>7. – Notice of Special Meetings</u>	<u>Notice of Special Meetings</u>
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: (a) posting a copy of the notice on the Public Notice Posting Place and the City's Website; and (b) placed in Council's electronic schedule.	7.1 Except where notice of a Special Council meeting is waived by a motion passed by a unanimous vote of all Council Members, the Corporate Officer will give a notice of the date, time and location of a Special Council meeting at least 24 hours before the time of the meeting.
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. (<i>Bylaw No. 7060.02</i>)	7.2 The notice under section 7.1 will describe in general terms the purpose of the meeting and be signed by the Mayor or the Corporate Officer.
7.3 - Notice of a Special Council meeting may be waived by unanimous vote of all Council members.	
<u>8. – Annual Municipal Report</u>	<u>Annual Municipal Report</u>
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	13.1 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

<p>Section 94 of the <i>Community Charter</i>, of the date, time and place when Council will consider: (<i>Bylaw No. 7060.02</i>)</p> <p>(a) the annual report prepared under Section 98 of the <i>Community Charter</i>;</p> <p>(b) submissions and questions from the public.</p>	<p>Section 94 of the <i>Community Charter</i>, of the date, time and place when Council will consider:</p> <p>(a) the annual report prepared under Section 98 of the <i>Community Charter</i>;</p> <p>(b) submissions and questions from the public.</p>
	<u>PART III – CONSENT ITEMS</u>
	<u>Consent Items</u>
	<p>14.1 The Corporate Officer may prepare a list of consent items which will include various items, and recommendations on how to address those items.</p>
	<p>14.2 The following matters will not be included under consent items:</p> <p>(a) items pertaining any changes to the financial plan;</p> <p>(b) items pertaining the annual municipal report; or,</p> <p>(c) items pertaining any changes to any strategic plans.</p>
	<p>14.3 Council may vote on and adopt in one motion all recommendations appearing under the consent items.</p>
	<p>14.4 If a Council Member makes a request to remove an item from the consent items for the purposes of:</p> <p>(a) debate or discussion;</p> <p>(b) voting in opposition to a recommendation in the consent items; or,</p> <p>(c) declaring a conflict of interest,</p> <p>the Chair will remove applicable item and its recommendation from the consent items and have it considered separately by Council immediately after the consideration of the remaining consent item recommendations.</p>
<u>9. – Electronic Meetings</u>	<u>Meetings Conducted by Electronic Means</u>
<p>9.1 - Provided the conditions set out in Subsection 128(2) of the <i>Community Charter</i> are met:</p> <p>(a) a Special Council meeting may, upon authorization of the Mayor, be conducted by means of electronic or other communication facilities;</p> <p>(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.</p>	<p>26.1 The Mayor may authorize a Council meeting to be conducted by Electronic Means as set out below.</p> <p>26.2 The Electronic Means used will enable Council Members to hear and be heard simultaneously and permits the public to hear the participation of all Council Members during the meeting, except for any part of the meeting which is closed pursuant to section 90 of the <i>Community Charter</i>.</p>

	26.3 A Council Member, who is unable to attend a Council meeting in person due to circumstances beyond the Council Member's control, may participate in the meeting by Electronic Means.
9.2 - The member presiding at a Special Council or Council Committee meeting must not participate electronically.	26.5 The Chair at the Council meeting will not participate by Electronic Means.
9.3 - No more than two members of Council at one time may participate at a Special Council meeting under Section 9(1)(a).	26.4 No more than two Council members may participate at one time by Electronic Means at a Council meeting held pursuant to this section.
	26.6 The Chair will conduct any voting by roll call at a Council meeting conducted by Electronic Means.
	26.7 Participation by Council members by Electronic Means is not permitted at meetings closed to the public.
<u>PART III – DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR</u>	<u>PART IV – DESIGNATION OF COUNCILLOR TO ACT IN PLACE OF MAYOR</u>
<u>10 – Acting Mayor</u>	<u>Acting Mayor</u>
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.	15.1 On an annual basis, the Corporate Officer will prepare a schedule to designate the Council Members to serve as Acting Mayor on a rotating basis.
10.2 - Each Councillor designated under Section 10.1 is responsible for fulfilling the duties of the Mayor in his or her absence.	15.2 The Acting Mayor will fulfill the responsibilities of the Mayor in his or her absence.
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.	15.3 If both the Mayor and Acting Mayor are absent from the Council meeting, the Council Member who is next in rotation as Acting Mayor and is in attendance at the meeting will act as the Chair at the meeting.
10.4 - Other than at a Council meeting, if both the Mayor and the 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.	
10.5 - The member designated under Section 10.1, 10.3 or 10.4 has the same powers and duties as the Mayor.	
<u>PART IV – COUNCIL PROCEEDINGS</u>	<u>PART V – COUNCIL PROCEEDINGS</u>

<u>11 – Attendance of Public at Meetings</u>	<u>Attendance of Public at Meetings</u>
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.	16.1 Except where the provisions of section 90 of the <i>Community Charter</i> apply, all Council Meetings will be open to the public.
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> .	
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.	16.2 This section will apply to all meetings of the bodies referred to in section 93 of the <i>Community Charter</i> , including without limitation: (a) COW; (b) Committees; (c) Commissions; (d) Parcel tax review panel; (e) Board of variance; and, (f) Task Forces.
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> .	16.3 Despite subsection 16.1, the Chair may expel or exclude a person from a Council meeting in accordance with section 133 of the <i>Community Charter</i> .
<u>12. – Calling a Meeting to Order</u>	<u>Calling Meeting to Order</u>
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.	17.1 As soon as possible after the time specified for a Council meeting, the Mayor will assume the position of Chair and call the Council meeting to order. 17.2 If the Mayor is absent, then the Acting Mayor will assume the position of Chair and call the meeting to order.
	17.3 If a quorum of Council is present but the Mayor and the Acting Mayor do not attend within 15 minutes of the scheduled time for a Council meeting: (a) the Council Member who is next in the rotation for Acting Mayor and is in attendance at that meeting will call the meeting to order, and preside as Chair until the Mayor or Acting Mayor arrives at that meeting.
	17.4 If the Mayor or the Acting Mayor arrive at any time during a meeting that was called pursuant to section 17.3, the Mayor or the Acting Mayor will then assume the position of Chair.

<u>13. – Adjourning Meeting Where No Quorum</u>	<u>Adjourning Meeting where No Quorum</u>
<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: (Bylaw No. 7060.02)</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>	<p>18.1 If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Officer will:</p> <p>(a) record the names of the Council Members who are present and those who are absent; and,</p> <p>(b) adjourn the meeting until the next scheduled meeting.</p>
<u>14. – Order of Proceedings and Business</u>	<u>Order of Proceedings and Business</u>
<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"> • Introduction of Late Items • Adoption of Agenda • Adoption of Minutes • Presentations • Mayor's Report • Reports to Council (by Department / Topic) • Delegations • Correspondence (related to Report to Council) • Commission or Committee Report to Council • Staff Report to Council • Bylaws (that have an accompanying report) • Bylaws (with no accompanying report) • Correspondence (not related to a Report to Council) • Council Appointments • Notice of Motion • Other Business • Question Period • Adjournment 	<p>9.1 The agenda for all Regular Council meetings may contain the following matters in the order in which they are listed below:</p> <p>(a) Call to Order</p> <p>(b) Procedural Motion</p> <p>(c) Introduction of Late Items</p> <p>(d) Approval of the Agenda</p> <p>(e) Adoption of the Minutes</p> <p>(f) Mayor's Report</p> <p>(g) Presentations</p> <p>(h) Delegations</p> <p>(i) Consent Items</p> <p>(j) Reports</p> <p>(k) Bylaws</p> <p>(l) Correspondence</p> <p>(m) Notice of Motion</p> <p>(n) Other Business</p> <p>(o) Question Period</p> <p>(p) Adjournment</p>
	<p>9.2 The agenda for all Special Council meetings may contain only whatever items are listed for consideration at that meeting.</p>
<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>9.3 Council will take up business at a Council meeting in the order in which it is listed on the agenda, except that an item may be taken out of its order by a motion passed by a majority vote of all Council Members present.</p>
<u>15 – Agenda</u>	<u>Agenda</u>

15.1 - Prior to each Council meeting, the Corporate Officer shall prepare an Agenda setting out all items for consideration at that meeting. (Bylaw No. 7060.02)	8.1 Prior to a meeting, the Corporate Officer will have prepared an agenda setting out all the items for consideration at that meeting and deliver a copy of the agenda to each Council Member at least 24 hours before the meeting, where possible.
15.2 - The deadline to submit items to the Corporate Officer for inclusion on a Council meeting Agenda shall be 12:00 p.m. on the second Friday preceding the meeting. When Friday is a holiday, the deadline shall be Thursday. (Bylaw Nos. 7060.02, 7060.03)	8.2 The deadline for submissions to the Corporate Officer of items for inclusion on the agenda for the meeting by staff will be by 12:00 noon, the Monday one week prior to the meeting date.
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 at the following Council meeting, unless the item is introduced as a Late Item pursuant to Section 16.	8.3 Items received after the deadline set out in section 8.2 will not be placed on agenda for the upcoming meeting but will be placed on the agenda for the subsequent meeting unless the item is introduced as a late item pursuant to section 10.1.
15.4 - Council Agendas will be available to the members of Council and the public by 4:00 p.m. the Tuesday preceding the meeting. (Bylaw No. 7060.03)	8.4 The Corporate Officer will make the agenda for a meeting available to the public by posting the agenda on the Public Notice Posting Place: (a) on the Thursday afternoon prior to the Regular Council meeting; or, (b) as soon as practical for all other types of meetings.
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.	8.5 Council will not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as a late item pursuant to section 10.1.
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. (Bylaw No. 7060.02)	
<u>16. – Late Items</u>	<u>Late Items</u>
16.1 - For the purposes of this section, the following terms are defined as: (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.	10.1 Council will not consider an item of business not included on the agenda at a Council meeting unless a motion to introduce the item as a late item has been passed by a majority vote of all Council Members present.

<p>(b) Elective Items:</p> <p>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:</p> <p>The deadline for essential or elective items to be included as a Late Item for the agenda is 11:00 a.m. with an addendum agenda made available by 4:00 p.m. on the Friday preceding the meeting. (Bylaw No. 7060.03)</p>	
<p><u>17. – Voting at Meetings</u></p>	<p><u>Voting at Meetings</u></p>
<p>17.1 - The following procedures apply to voting at Council meetings:</p> <ul style="list-style-type: none"> (a) when debate on a matter is closed, the presiding member must put the matter to a vote. (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; (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; (d) the presiding member's decision about whether a question has been finally put is conclusive; (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; (f) no vote shall be taken in a Council meeting by ballot or by any other method of secret voting. 	<p>22.1 The following procedures apply to voting at meetings:</p> <ul style="list-style-type: none"> (a) when debate on a motion is closed, the Chair will put the motion to a vote of the Council Members; (b) when the Chair is putting the motion to a vote, a Council Member will not: <ul style="list-style-type: none"> (i) cross or leave the room; (ii) make a noise or other disturbance; or, (iii) interrupt the voting procedure unless the interrupting Council Member is raising a point of order; (c) after the Chair finally puts the motion to a vote, a Council Member will not speak to the motion or make another motion concerning it; (d) if a vote on a motion is taken, each Council Member present will signify his or her vote by: <ul style="list-style-type: none"> (i) raising his or her hand; (ii) pushing the appropriate button on any automated voting system being used at the meeting; (iii) indicating whether he or she votes in favour or against the motion when his or her name is called; or, (iv) by any other means specified by the Chair, except as prohibited by the <i>Community Charter</i> or this section; (e) the Chair will not take a vote by ballot or any other method of secret voting;

	<p>(f) the Chair will declare the result of the vote; and,</p> <p>(g) the Chair's decision about whether a motion has been finally put is conclusive.</p>
<u>18. – Delegations</u>	<u>Delegations</u>
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.	19.1 A Delegation requesting to appear before Council will submit a written request which includes an outline on the agenda matter of the request to the Corporate Officer by 11:00 a.m. the Monday of the meeting.
	19.2 All presentations from Delegations must be received by the Legislative Services Department by 11:00 a.m. the Monday of the meeting. No late presentations will be displayed at the meeting.
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.	
18.3 - Any request to appear before Council pertaining to an item already on the Agenda shall be received up to Friday 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 Friday 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. (Bylaw No. 7060.03)	19.7 If a Delegation request is received, but not within the timelines pursuant to section 19.1 the Corporate Officer will not place a Delegation on the agenda.
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. (Bylaw No. 7060.02)	19.3 Any delegation requests that do not pertain to an item on the Agenda shall be placed on the next Committee of the Whole agenda.
<p>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.</p> <p>Delegations received after Friday 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</p>	<p>19.9 A Delegation will be:</p> <p>(a) restricted to the subject matter contained in the written request; and,</p> <p>(b) limited to 5 minutes for the presentation unless a longer time period is permitted by a motion passed by a unanimous vote of all of the Council Members present.</p> <p>19.8 A Delegation which has made an appeal may address the Council at the meeting, if a motion is passed by a unanimous vote of all Council Members present at the start of the meeting.</p>

presentation prior to the receipt of the relevant Report(s) to Council. (Bylaw No. 7060.03)	
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.	19.10 Notwithstanding section 19.9, multiple persons from the same Delegation or multiple Delegations on the same, single issue or topic will be given 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. (Bylaw No. 7060.02)	<p>19.11 There shall be no limit to the number of delegations included on the Council Meeting Agenda for items that have been included on the Agenda.</p> <p>19.12 Delegations on a Committee of the Whole Agenda will be limited to 3 delegations on the same topic.</p> <p>19.13 Delegations on a Committee of the Whole Agenda will be limited to 5 minutes for their presentation unless a longer time period is permitted by a motion passed by a unanimous vote of all of the Council Members present.</p>
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. (Bylaw No. 7060.02)	<p>19.4 The Corporate Officer will screen Delegation requests and may do any of the following:</p> <ul style="list-style-type: none"> (a) schedule a Delegation to a later Council meeting, Committee or Commission meeting as deemed appropriate according to the subject matter of the written request; (b) refuse to place a Delegation on the agenda if: <ul style="list-style-type: none"> (i) the issue is not considered to fall within the mandate or jurisdiction of Council; or, (ii) the Delegation has already spoken to Council on the same matter and no new significant information is provided; or, (c) refer the matter to the appropriate department if the matter has already been referred to staff by Council.
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. (Bylaw No. 7060.02)	19.5 If the Corporate Officer refuses to place the Delegation on the agenda pursuant to subsection 19.4(b), the Corporate Officer will distribute the information received from the Delegation under a separate cover to Council.
	19.6 If the Delegation wishes to appeal the Corporate Officer's decision made pursuant to subsection 19.4(b), then:

	<ul style="list-style-type: none"> (i) the Corporate Officer will distribute the information received from the Delegation under a separate cover to the Council; and, (ii) the appeal will be considered when Council is adopting the agenda for the meeting at which the Delegation requested to appear.
	<p>19.14 Council may choose to hear a Delegation for a matter on the agenda either:</p> <ul style="list-style-type: none"> (a) at the time when Council is considering a specific item on the agenda; or, (b) during the Delegation portion of the meeting.

	<p>19.15 Council will not permit a Delegation to address Council regarding the following:</p> <ul style="list-style-type: none"> (a) a bylaw in respect of which a public or statutory hearing has already been held or where the public or statutory hearing is required under an enactment as a prerequisite to the adoption of the bylaw; (b) matters on which the City had commenced legal proceedings and on which judgment has not been rendered; (c) publicly tendered contracts or proposal calls for the provision of goods or services for the City between the time that such contract or proposal has been authorized and the time such contract or proposal call has been awarded either by Council or staff; (d) a hearing pertaining to an application, permit or license which has not yet been considered by Council; or, (e) other Delegation's requests.
	<p>19.16 A Council Member will:</p> <ul style="list-style-type: none"> (a) limit his questions to a Delegation to seek clarification or additional details; and, (b) not engage the Delegation in a debate or comment on the merits of the issue.
	<p>19.17 If a Delegation:</p> <ul style="list-style-type: none"> (a) speaks disrespectfully to or of any person; (b) refuses to abide by the rules for delegations; (c) fails to adhere to the time limits; or, (d) disregards the authority of the Chair to run the meeting,

	<p>the Chair may do any of the following:</p> <ul style="list-style-type: none"> (a) ask the Delegation to withdraw the offensive remarks or cease the offensive behavior; (b) stop the presentation; or, (c) take steps to have the Delegation abide by the Chair's instructions.
	<p>19.18 If the Delegation fails to comply with the Chair pursuant to section 19.17 the Chair may terminate the presentation and direct the Delegation to vacate the speaker's podium and return to the public seating area.</p>
	<p>19.19 If the Delegation still fails to comply with the Chair's direction pursuant to section 19.18, then section 16.3 applies.</p>
	<p><u>Recess</u></p>
	<p>21.1 At any time while the meeting is in progress, the Chair:</p> <ul style="list-style-type: none"> (a) may call for a recess for a short period of time; and, (b) will state the approximate duration for which the meeting will be recessed.
<p><u>19. – Notice Motion</u></p>	<p><u>Notice of Motion</u></p>
<p>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. (Bylaw No. 7060.02)</p>	<p>11.1 A Council Member may give a notice of motion respecting an item which he or she intends to present at a future meeting by reading it aloud and providing a copy of the notice of motion to the Chair and the Corporate Officer either before or during 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. (Bylaw No. 7060.02)</p>	<p>11.2 The Corporate Officer will include the notice of motion under the notice of motion section in the minutes and will place the notice of motion with any relevant background information under other business on the agenda for the next meeting or another future meeting as requested by the Council Member who presented the notice of motion.</p>
	<p>11.3 If the Council Member who presented the notice of motion is not in attendance at the meeting when the subject of that notice of motion is brought forward, the notice of motion will be postponed to the next meeting at which the Council Member who submitted the notice of motion is in attendance.</p>
<p><u>20. – Question Period</u></p>	<p><u>Question Period</u></p>

20.1 - At the Conclusion of the proceedings, the Council members 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.	<p>23.1 Questions will be addressed through the Mayor and Council members will respond with a 5 minute time limit.</p> <p>23.2 The public will limit its questions strictly to matters considered by Council at that particular Council meeting;</p>
	<p>23.3 (1) If a member of the public:</p> <ul style="list-style-type: none"> (a) speaks disrespectfully to or of any person; (b) refuses to abide by the rules; (c) fails to adhere to the time limits; (d) does not ask a question; or, (e) disregards the authority of the Chair to run meeting, <p>the Chair may ask the person to abide by the Chair's instructions.</p> <p>(2) If the person fails to comply with the Chair pursuant to section 23.3(1), the Chair may direct the person to vacate the speaker's podium and return to the public seating area.</p> <p>(3) If the person still fails to comply with the Chair's direction pursuant to section 23.3(1) or 23.3(2), then section 16.3 applies.</p>
	23.4 The Chair will determine, if necessary, if sufficient discussion has taken place and may close the question period based on that determination.
<u>PART V – PETITIONS AND COMMUNICATIONS</u>	<u>Petitions and Communications</u> (section)
<u>21. – Proper Form</u>	
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.	<p>12.1 A petition or a communication intended to be presented to Council will:</p> <ul style="list-style-type: none"> (a) be legibly written, typed or printed; (b) not be libelous, obscene, impertinent or improper; (c) be dated; (d) be signed by at least one person; and, (e) include the name and civic address for each person who has signed the petition or communication.
	12.2 The Corporate Officer may refer any communication addressed to Council which relates to a matter that falls within the scope of

	responsibility of a particular department 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.	12.3 If such a matter is referred pursuant to section 12.2 the Corporate Officer will give a copy of communication to each Council Member and the appropriate staff member and will send an acknowledgement to the writer of the communication advising to whom the matter has been referred.
22.3 - All requests for proclamations will be forwarded directly to the Mayor's office to be executed. (Bylaw No. 7060.02)	
	12.4 A person may appeal the referral of a communication pursuant to section 12.2 to the Chief Administrative Officer.
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.	12.5 The Chief Administrative Officer shall make the final determination of an appeal made pursuant to section 12.4.
22.5 - All petitions or other written communications which require a report may be referred to the City Manager by means of formal motion.	
<u>PART VI – BYLAWS</u>	<u>PART VII - BYLAWS</u>
<u>23. – Form of Bylaws</u>	<u>Form of Bylaws</u>
23.1 - A bylaw introduced at a Council meeting must: <ul style="list-style-type: none"> (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. 	29.1 A bylaw introduced at a Council meeting will: <ul style="list-style-type: none"> (a) be legibly typewritten; (b) have a distinguishing name; (c) have a distinguishing number; and, (d) be divided into sections.
<u>24. – Bylaws to be Considered Separately or Jointly</u>	<u>Bylaws to be Considered Separately or Jointly</u>
24.1 - Council must consider a proposed bylaw at a Council meeting either: <ul style="list-style-type: none"> (a) separately when directed by the presiding member or requested by another Council member; or, 	30.1 Council will consider a proposed bylaw at a Council meeting and review each reading of the proposed bylaw separately.

(b) jointly with other proposed bylaws in the sequence determined by the presiding member.	
<u>25 – Reading and Adopting Bylaws</u>	<u>Reading and Adopting Bylaws</u>
25.1 - Every proposed bylaw shall receive three separate readings prior to its final adoption.	31.1 The Chair may give the readings of a proposed bylaw by stating the bylaw's title and the applicable reading number.
	31.2 Council may debate or amend a proposed bylaw at any time during the first three readings unless prohibited by the <i>Community Charter</i> .
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.	31.4 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.
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.	31.5 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.
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.	31.3 If Council resolves to consider a bylaw section by section, Council will consider the bylaw in this manner at the second reading of the proposed bylaw.
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.	31.6 If Council wishes to amend a bylaw after third reading, the Council may do so as follows: (a) make a motion to rescind third reading; and if carried; (b) make a motion to amend the bylaw; and if carried; (c) make a 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.	
25.7 - The Acting Mayor shall be the Councillor designated to introduce and move each bylaw to be considered by Council.	
<u>26. – Bylaws Must be Signed</u>	<u>Bylaws Will Be Signed</u>

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: (Bylaw No. 7060.02) (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.	32.1 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
	<u>Consolidation of Bylaws</u>
	33.1 The Corporate Officer may consolidate one or more of the City's bylaws for official use.
<u>PART VII – RESOLUTIONS</u>	
<u>27. – Copies of Resolutions to Council Members</u>	
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.	
<u>PART VIII – MOTIONS</u>	
<u>28. – Introduction of Motion</u>	
28.1 - Every motion must be moved and seconded before it is deemed to be in the possession of the Council.	
<u>Recording of Motions in Minutes</u>	<u>Recording of Motions in Minutes</u>
29.1 - Every motion that has been seconded shall be recorded in the Minutes.	52.1 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.	52.2 Notwithstanding Section 52.1, motions that have been withdrawn by Council as per Section 54.1, shall not be recorded in the Minutes.
29.3 - The names of the members who moved and seconded a motion presented to Council shall not be recorded in the Minutes.	52.3 The names of the members who moved and seconded a motion presented to Council shall not be recorded in the Minutes.
29.4 - All votes on motions will be recorded as either: (a) carried unanimously;	52.4 All votes on motions will be recorded as either: (a) carried unanimously;

<p>(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.</p>	<p>(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.</p>
<u>30. – Consideration of Motions</u>	<u>Consideration of Motions</u>
30.1 - When any motion is under consideration, no other motion shall be received, except a motion to amend, refer, table or postpone.	53.1 When any motion is under consideration, no other motion shall be received, except a motion to amend, refer, table or postpone.
<u>31. – Withdrawal of Motions</u>	<u>Withdrawal of Motions</u>
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.	54.1 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.
<u>32. – Appeal Ruling of the Chair</u>	<u>Appeal Ruling of the Chair</u>
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.	28.1 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 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.
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.	28.2 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 <u>pro tem</u> . He shall proceed in accordance with Section 32.2. A resolution or motion carried under this Section is binding.	28.3 If the Chair refuses to put the question "Shall the Chair be sustained?", the Council shall immediately appoint a Chair <u>pro tem</u> . He shall proceed in accordance with Section 28.2. A resolution or motion carried under this Section is binding.
<u>33. – Reconsideration</u>	<u>Reconsideration</u>
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	24.1 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

<p>Section or Section 131 of the <i>Community Charter</i>, and has not been acted upon by an officer, servant or agent of the Municipality.</p> <p>A reconsideration motion:</p> <ul style="list-style-type: none"> (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. 	<p>Section or Section 131 of the <i>Community Charter</i>, and has not been acted upon by an officer, servant or agent of the Municipality.</p> <p>A reconsideration motion:</p> <ul style="list-style-type: none"> (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.	24.2 Each resolution or reading of a bylaw may be reconsidered under the provisions of Section 24.1.
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 <i>Community Charter</i> .	24.3 Notwithstanding section 24.2, once a bylaw is finally adopted, it may not be reconsidered except in accordance with Section 131 of the <i>Community Charter</i> .
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.	24.4 Notwithstanding section 24.2, resolutions for third reading or final adoption of an Official Community Plan Bylaw or Zoning Bylaw shall not be reconsidered.
<u>PART IX – RULES OF CONDUCT AND DEBATE</u>	<u>PART VI – CONDUCT AND DEBATE DURING MEETINGS</u>
<u>34. – Decorum in Debate</u>	<u>Decorum in Debate</u>
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.	27.1 A Council Member may speak to a motion at a Council meeting only if: <ul style="list-style-type: none"> (a) that Council Member first addresses the Chair; and, (b) the Chair recognizes that Council Member as having the floor.
34.2 - Members of Council shall address the Chair as "Mr. Mayor, "Madam Mayor", or "Your Worship" or "Mr. or Madam Acting Mayor", or "Mr. or Madam Chair" as the case may be, and shall	27.3 A Council Member will address:

refer to each other as "the Mayor" or "Councillor _____", as the case may be.	(a) the Chair by that person's title of Mayor or Acting Mayor or "Your Worship", "Mr./Madam Mayor", "Mr./Madam Acting Mayor" or "Mr./Madam Chair";
34.3 - Members of Staff shall be addressed as Mr., Mrs., or Ms. or else shall be referred to by their official title.	(b) another Council Member by the title of Councillor and his last name; and,
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.	(c) a staff member by his/her official title or Mr./Ms. and his/her last name.
34.5 - When the Chair is of the opinion that there has been sufficient debate he may put the question.	27.2 If more than one Council Member speaks, the Chair will call on the Council Member who, in the Chair's opinion, first spoke.
	27.11 The Chair may put the motion to a vote in the following circumstances:
	(a) if the first two speakers have all spoken in support or in opposition to a motion, Chair has called for a speaker for the contrary position and no such speaker is forthcoming;
	or,
	(b) if the Chair is of the opinion that there has been sufficient debate on the motion and the debate has been more than 20 minutes in duration.
	27.12 A Council Member may make motion to continue debate, if either situation in section 27.11(a) or (b) occurs.
	27.13 A Council Member will keep in confidence any information considered in any part of a closed meeting until the Council agrees to discuss the information at a meeting that is open to the public or releases the information to the public.
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.	
	27.6 A Council Member:
	(a) will use respectful language;
	(b) will not speak offensive words or use offensive gestures or signs;
	(c) will speak only in connection with the matter being debated;
	(d) will announce whether he is speaking support or against the motion, when called upon by the Chair;
	(e) will speak through the Chair;
	(f) will not introduce irrelevant matters or indulge in tedious repetition;

	<ul style="list-style-type: none"> (g) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded or reconsidered; and, (h) will adhere to the rules of procedure established under this Bylaw and to the decision of Chair and Council in connection with the rules and points of order.
	<p>27.7 If a Council Member does not adhere to section 27.6, the Chair may order the Council Member to leave the Council Member's seat and:</p> <ul style="list-style-type: none"> (a) if the Council Member refuses to leave, the Chair may cause the Council Member to be removed by a peace officer from the Council Member's seat; or (b) if the Council Member apologizes to the Council, Council may allow the Council Member to retake the Council Member's seat.
	<p>27.9 The following rules apply to limit speech on matters being considered at a Council meeting:</p> <ul style="list-style-type: none"> (a) a Council Member may speak: <ul style="list-style-type: none"> (i) up to 5 minutes for the first time on a matter; (ii) up to 2 minutes for the second time on the matter; (ii) up to 2 minutes on any amendment on the motion, unless Council has permitted an extension of the time limit for that Council Member by a motion passed by two-thirds of all Council Members present; and, (b) a Council Member may speak a second time in connection with the same motion but only after all other Council Members have had an opportunity to speak; and, (c) a Council Member may not speak any additional times unless Council has permitted an extension for the frequency for that Council Member by a motion passed by two-thirds of all Council Members present.
	<p>27.10 The Chair may make a motion, second a motion or debate a motion while presiding during the meeting.</p>
	<p>27.14 Members of the public who constitute the audience at a meeting shall not disrupt the meeting and refrain from any activity or behaviour that would affect the Council or Committee deliberations.</p>

<u>35. – Chair – Questions of Order</u>	<u>Point of Order</u>
35.1 - The Chair may call any Council member to order while that member is speaking.	
	<p>20.1 Without limiting the Chair's duty under the section 132(1) of the <i>Community Charter</i>, the Chair will apply the correct procedure to a motion:</p> <ul style="list-style-type: none"> (a) if the motion is contrary to the rules of procedure in this Bylaw; and, (b) whether or not a Council Member has raised a point of order in connection with the motion.
	<p>20.2 If the Chair is required to decide a point of order:</p> <ul style="list-style-type: none"> (a) the Chair will cite the applicable rule or authority, if requested by a Council Member; (b) a Council Member will not question or comment on the rule or authority cited by the Chair under subsection 20.2(a); and, (c) the Chair may reserve the decision until the next Council meeting.
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>27.5 A Council Member who is called to order by the Chair:</p> <ul style="list-style-type: none"> (a) will immediately stop speaking; (b) may explain his or her position on the point of order, if requested by the Chair; and, (c) may appeal to Council for its decision on the point of order in accordance with section 132 of the <i>Community Charter</i>.
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.	
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.	
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.	

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.	
35.7 - When a Council member is speaking, no other member shall hold discourse which may interrupt the speaker except to raise a point of order, nor shall a member pass between the speaker and the Chair.	27.4 A Council Member will not interrupt another Council Member who is speaking except to raise a point of order.
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.	27.8 A Council Member may require the motion being debated at a Council meeting to be read at any time during the debate, if that request does not interrupt another Council Member who is 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.	
35.10 - 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.	
<u>1:00 p.m. Curfew</u>	<u>Adjournment</u>
36.1 - 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.	25.1 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.
	25.2 A Council meeting may continue after 11:00 p.m. by a motion passed by a majority vote of all Council Members present.
	25.3 As an exception to section 25.2, Council may continue to deal with the item on the agenda under discussion before adjournment, if the 11:00 p.m. has arrived and Council has not passed a motion to extend the time of adjournment.

	25.4 A motion to adjourn either a Council meeting or a debate at a Council meeting is always in order.
	Section 25.4 does not apply to either of the following motions: (a) a motion to adjourn to a specific day; or, (b) a motion that adds a qualification to a preceding motion to adjourn.

<u>PART X – MINUTES</u>	<u>PART X – MINUTES OF MEETINGS</u>
<u>37. – Adoption and Distribution</u>	<u>Minutes of Meetings</u>
	51.1 This part applies to the minutes of the meetings of any group listed in Section 3 – Applications of Rules of Procedure of this bylaw.
	51.2 The following persons may take the minutes of a meeting: (a) the Corporate Officer; or, (b) the Recording Secretary.
37.1 - 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. (Bylaw No. 7060.02)	51.3 Minutes of the meetings will be: (a) legibly recorded; (b) certified as correct by the Corporate Officer; (c) signed by the Chair; and, (d) distributed to the group in advance of the meeting.
37.2 - Prior to adoption, the Corporate Officer shall distribute a copy of all Minutes of Council meetings to each member of Council. (Bylaw No. 7060.02)	51.6 Prior to adoption of the minutes, the Corporate Officer will distribute a copy of all minutes to each Council Member and the Recording Secretary will distribute a copy of all minutes to each member of the Committee.
37.3 - Whenever possible, Minutes of a given meeting shall be adopted at the next Council meeting or Committee/Commission meeting, as appropriate.	
37.4 - 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.	51.4 Subject to section 51.3, minutes of the open meetings will be available for public inspection at City Hall during regular office hours.
37.5 - Section 37.4 does not apply to Minutes of a Council meeting or that part of a Council meeting from which persons were excluded under Section 90 of the <i>Community Charter</i> .	

	<p>51.5 The Corporate Officer may make minor corrections to approved minutes including but not limited to:</p> <ul style="list-style-type: none"> (a) typographical errors; (b) sequential numbering; (c) grammatical errors; or, (d) completing missing information.
<u>PART XI – CONDUCT OF COMMITTEE BUSINESS</u>	<u>PART VIII – COMMITTEE OF THE WHOLE</u>
<u>38. – Committee of the Whole (Bylaw No. 7060.02)</u>	<u>Date, Time and Location of a COW</u>
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	34.5 A COW meeting will begin at 4:30 p.m. and shall observe a 9:00 p.m. curfew whereby the item on the Agenda under discussion at 9:00 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.
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.	
	<u>Chair of the COW Meeting</u>
38.3 - The Acting Mayor shall act as Chairperson of the Committee of the Whole, unless otherwise determined by the Mayor.	37.1 The Acting Mayor will act as the Chair at the COW meeting.
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. (Bylaw No. 7060.02)	
	34.1 COW meetings will be held at the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, unless otherwise noted.

	34.2 On an annual basis, the Corporate Officer will prepare a schedule that Council may adopt by resolution for regular COW meetings on or before December 31 of the preceding year.
	34.3 Special COW meetings may be held at the date, time and location specified in the notice for the Special COW meeting.
	34.4 A COW meeting is a meeting to which all Council Members are invited to consider and make recommendations to Council, but not to decide on matters of the City's business.
	34.6 A COW meeting may continue after 9:00 p.m. by a motion passed by unanimous vote of all Council Members present.
	34.7 A COW meeting may: <ul style="list-style-type: none"> (a) be cancelled by motion passed by COW provided that two consecutive meetings are not cancelled; (b) be postponed to a different date, time or location by the Mayor, provided that the Members are given written notice at least 24 hours in advance; or, (c) be postponed by a motion of COW to the date, time or location set out in the motion.
	<u>Notice of a Special COW Meeting</u>
	35.1. A notice of the date, time and location of a Special COW meeting will be given at least 24 hours before the time of the meeting by: <ul style="list-style-type: none"> (a) posting a copy of the notice at the Public Notice Posting Place; and, (b) placing the notice in Council's electronic schedule.
	35.2 Section 35.1 does not apply to a COW meeting that is called, during a Council meeting for which public notice has been given pursuant to this Bylaw.
	<u>Agenda for COW Meeting</u>
	36.1 The Corporate Officer will prepare the agenda for a COW meeting setting out all the items for consideration at that meeting.
	36.2 The agenda for the COW meeting will be prepared as per section 8 – Agenda of this bylaw.
	36.3 The agenda for the COW meeting will be available to the Council Members and the public at least 24 hours prior to the meeting.

	<u>Quorum</u>
	38.1 The quorum of COW is the majority of the Council Members. If no quorum is present then section 18.1 of this bylaw applies to a COW meeting.
	<u>Points of Order at COW Meetings</u>
	39.1 The Chair will preserve order at a COW meeting and decide points of order that may arise, subject to an appeal by Council Members present.
	<u>Voting at Meetings</u>
	41.1 A vote at a COW meeting may be taken by any of the methods set out in Section 22.1.
	<u>Conduct and Debate</u>
	40.1 In addition to Part VI – Conduct and Debate During Meetings the following rules apply to COW meetings: (a) Section 27.9 does not apply and a Member may speak any number of times on the same question; and, (b) a Member will not speak longer than a total of 10 minutes on any one question.

	<u>PART IX – STANDING AND SELECT COMMITTEES</u>
<u>39. – Duties of Commissions/Committees and Advisory Bodies</u>	<u>Duties of Standing Committees</u> <u>Duties of Select Committees</u>
	42.1 This part applies, where applicable, to all Committees of the City, except for COW.
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.	42.2 A Standing Committee will consider, inquire into, report and make recommendations to Council about all of the following matters: (a) matters that are related to the general subject indicated by the name of the committee; (b) matters that are assigned by Council; or, (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;	43.1 A Select Committee will consider, inquire into, report and make recommendations to Council about all matters referred to the Select Committee by the Council.

<p>(b) on matters that are assigned by Council or the Mayor,</p> <p>(i) as required by Council or the Mayor, or</p> <p>(ii) at the next Council meeting if the Council or Mayor does not specify a time.</p>	<p>42.3 A Standing Committee will report and make recommendations to Council at all of the following times;</p> <p>(a) in accordance with the schedule of the Standing Committee's meetings; and,</p> <p>(b) on matters that are assigned by Council or the Mayor,</p> <p>(i) as required by Council or the Mayor; or,</p> <p>(ii) as soon as possible if the Council or Mayor does not specify a time.</p> <p>43.2 The Select Committee will report and make recommendations to Council.</p>
	<p><u>Authority</u></p>
	<p>45.1 A Committee of Council will not bind the City to any course of action, except if Council has expressly delegated such power to act on the Committee or has approved such action by a motion passed by majority of all Council.</p>
	<p>45.2 A Committee will not conduct its meetings by Electronic Means.</p>

<p><u>40. – Schedule of Meetings</u></p>	
<p>40.1 - At its first meeting after its establishment a Commission, Committee or Advisory Body must establish a regular schedule of meetings.</p>	
<p>40.2 - The Chair of a Commission, Committee or Advisory Body may call a meeting in addition to the scheduled meetings or may cancel a meeting.</p>	
<p><u>41 – Notice of Meetings</u></p>	<p><u>Notice of Meetings</u></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>46.1 The Corporate Officer will establish a regular schedule of meetings of the Committee, including the dates, times and locations of the Committee meetings, and notice of the schedule will be given by:</p> <p>(a) posting a copy of the schedule at the Public Notice Posting Place; and,</p> <p>(b) providing a copy of the schedule to each member of the Committee.</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>46.2 If revisions are necessary to the regular schedule of meetings for a Committee, the Corporate Officer will post a notice and a revised schedule as soon as possible at the Public Notice Posting Place which indicates any revisions to the date, time and location, or cancellation of a Committee meeting.</p>

	46.3 The Corporate Officer will ensure a notice of the date, time and location of a meeting called under Section 46.2 to be given to all members of the Committee at least 24 hours before the time of the meeting.
	<u>Agendas for Committee Meetings</u>
	47.1 For items on the Committee agenda a person will submit items for inclusion on the agenda to the Staff liaison by 12:00 noon, 3 days prior to printing of the Committee Agenda.
	47.2 If there are no items submitted for discussion by the deadline set out in section 47.1 the Corporate Officer may cancel the Committee meeting.
	47.3 Committee agendas will be published 1 week prior to the meeting date.
	<u>Attendance at Meetings</u>
	48.1 Section 16.1 applies to Committees and Commissions.
	<u>Quorum</u>
	49.1 The quorum for a Committee is a majority of the members of the Committee.
	<u>Conduct and debate</u>
	50.1 The rules of the Council procedure will be observed during Committee meetings, so far as is possible and unless as otherwise provided in this bylaw.
	50.2 Council may adopt additional procedural rules for Committees and Commissions by a motion.
<u>42. – Minutes of Meetings</u>	
42.1 - Minutes of Committee of the Whole, Commissions, Standing, or Select Committees must be maintained and available to public and:	
<ul style="list-style-type: none"> (a) legibly recorded, (b) certified by the Corporate Officer, (c) signed by the Chair or member presiding at the meeting, and (d) open for public inspection in accordance with Section 97(1)(c) of the <i>Community Charter</i>. 	

<u>43. – Quorum</u>	
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.	<i>See Council Proceedings, Committee of the Whole and/or Standing and Select Committees</i>
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.	<i>Same as above</i>

<u>44. – Conduct and Debate</u>	
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.	
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.	50.3 A Council Member: (a) may attend meeting of a Committee of which he or she is not a member; (b) may participate in the discussion; and (c) will not: (i) be counted as part of the quorum; (ii) make motions; or, (iii) vote on any motion considered by the Committee.
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.	
<u>45. – Delegations</u>	
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.	
<u>46. – Sub-Committees</u>	<u>Subcommittees</u>

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.	44.1 Committees may not create sub-committees without prior approval of Council.
<u>47. – Recommendations</u>	
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.	

	<u>PART XI – PUBLIC HEARINGS</u>
	<u>Public Hearings</u>
	55.1 Public Hearing meetings will be scheduled on the first Thursday of each month, excluding the month of August, and will take place at the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, and will commence at 7:00 p.m.
	55.2 On an annual basis, the Corporate Officer will prepare a schedule that Council may adopt by resolution for Public Hearing meetings on or before December 31 of the preceding year.
	55.3 The Chair of the public hearing will ask if there is any person who wishes to speak at the public hearing, whether or not there is a speakers' list.
	55.4 A Council Member will: <ul style="list-style-type: none"> (a) limit his or her questions to the speaker to seek clarification or additional details; (b) not engage the speaker in a debate; and, (c) not comment on the merits of the issue.
	<u>PART XII – ADMINISTRATION OF THE BYLAW</u>
	<u>Irregularity</u>
	57.1 The failure of Council to observe the provisions of this bylaw and any associated policies will not affect the validity of motions passed or bylaws enacted by Council.

	<u>Supporting Policies</u>
	58.1 Council may adopt policies which provide additional administrative or procedural rules to support this bylaw.

<u>PART XII – GENERAL</u>	
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 of the remaining portions of this bylaw.	
	<u>Suspension of the Rules</u>
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.	56.1 Any provision of this bylaw, except those required by the <i>Community Charter</i> or the <i>Local Government Act</i> , may be temporarily suspended for a single meeting by a motion passed by a two-thirds vote of all Council Members present.
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> .	
	<u>Repeal</u>
51. - "COUNCIL PROCEDURE BYLAW 2005 NO. 7007" and amendments thereto, are hereby repealed.	59.1 The following bylaw and amendments are repealed effective November 15, 2018: (a) "Council Procedure Bylaw, 2007, No. 7060"; and, (b) "Delegation of Council Powers Bylaw 2012 No. 7148".