



DISTRICT OF HOPE

COUNCIL PROCEDURES BYLAW NO. 1144

(CONSOLIDATED TO NOVEMBER 2007)

All persons making use of this consolidation are advised that it has no legislative sanction; that the amendments have been embodied for convenience of reference only, and that the original bylaw and all amending bylaws must be consulted for all purposes of interpreting and applying the law.

Any parts of the original bylaw or original bylaw as amended and schedules which have been repealed have not been included in this consolidation.

SCHEDULE OF AMENDMENTS

TEXT

Amending Bylaws are identified by a Bylaw Number in the left hand margin and text style. For the exact amendment wording, refer to the amending bylaw.

Bylaw 1144 (Mother Bylaw)	Adopted May 10, 2007
Bylaw 1178	Adopted June 27, 2005
Electronic Participation	
Bylaw 1210	Adopted date August 28, 2006
Electronic Participation - Repealed Bylaw No. 1178	
Bylaw 1211	Adopted date August 28, 2006
Electronic Participation for Emergency Special Council Meetings.	

COUNCIL PROCEDURE BYLAW

NO. 1144

Table of Contents

	<u>Page</u>
PART 1 – INTRODUCTION.....	1
Title	1
Definitions:	1
Application of Rules of Procedure	2
PART 2 – COUNCIL MEETINGS	2
Inaugural Meeting	2
Time and Location of Meetings.....	2
Notice of Council Meetings	3
Notice of Special Meetings	3
PART 3 – DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR.....	3
PART 4 – COUNCIL PROCEEDINGS	4
<i>Community Charter Provisions</i>	4
Attendance of Public at Meetings	4
Minutes of Meetings to be Maintained and Available to Public	4
Calling Meeting to Order.....	5
Adjourning Meeting Where No Quorum	5
Agenda	5
Order of Proceedings and Business	5
Late Items.....	6
Voting at Meetings.....	6
Delegations	6
Points of Order	7
Conduct and Debate	7
Motions Generally	8
Motion to Commit	9

Motion for the Main Question.....	9
Amendments Generally.....	9
Reconsideration by Council Member	10
Privilege	10
Reports from Committees.....	11
Adjournment.....	11
PART 5 – BYLAWS	11
Copies of Proposed Bylaws to Council Members	11
Form of Bylaws	11
Bylaws to be Considered Separately or Jointly	12
Reading and Adopting Bylaws	12
Bylaw Must be Signed	12
PART 6 – RESOLUTIONS.....	12
Copies of Resolutions to Council Members.....	12
Form of Resolution	13
Introducing Resolutions.....	13
PART 7 – COMMITTEE OF THE WHOLE	13
Notice for COW Meetings.....	13
Minutes of COW Meetings to be Maintained and Available to Public	13
Presiding Members at COW Meetings and Quorum.....	13
Reports.....	13
Conduct and Debate	14
PART 8 – COMMITTEES.....	14
Duties of Standing Committees	14
Duties of Select Committees	14
Schedule of Committee Meetings	14
Notice of Committee Meetings	14
Attendance at Committee Meetings.....	15
Minutes of Committee Meetings to be Maintained and Available to the Public.....	15
Quorum	15
Conduct and Debate	15
Voting at Meetings.....	16
PART 9 – GENERAL.....	16



THE DISTRICT OF HOPE

BYLAW NO. 1144

*A Bylaw to Govern the Meetings of Council and Committees of Council
of the District of Hope.*

WHEREAS the Council for the District of Hope deems it necessary and desirable to regulate the meetings of the Council and Committees of Council and the conduct thereof;

AND WHEREAS the Community Charter requires that Council, by bylaw, establish procedures that are to be followed by the Council for the conduct of business including the manner by which resolutions may be passed and bylaws adopted;

NOW THEREFORE, Municipal Council of the District of Hope, in open meeting assembled, enacts as follows:

PART 1 – INTRODUCTION

Title

1. This Bylaw may be cited for all purposes as the “District of Hope Council Procedure Bylaw, 2004, No. 1144.”

Definitions:

2. In this Bylaw:

“**District**” means the District of Hope;

“**District Hall**” means District Municipal Hall located at 325 Wallace Street, Hope, British Columbia;

“**Committee**” means a standing, select, or other committee of Council, but does not include the Committee of the Whole (COW);

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

“**Corporate Officer**” means the municipal officer appointed by Council as the Director of Corporate Services for the District;

“**Council**” means the Council of the District of Hope;

“**Mayor**” means the mayor of the District;

“**Public Notice posting place**” means the notice board at the front of the District Hall;

Application of Rules of Procedure

3. (1) The provisions of this Bylaw govern the proceedings of Council, COW, and all standing and select committees of Council, as applicable.
- (2) In cases not provided for under this Bylaw, the new Robert’s Rules of Order, 2nd edition, 1998, apply to the proceedings of Council, COW, and Council committees to the extent that those Rules are
 - (a) applicable in the circumstances, and
 - (b) not inconsistent with provisions of this Bylaw or the *Community Charter*.

PART 2 – COUNCIL MEETINGS

Inaugural Meeting

4. (1) Following a general local election, the first Council meeting must be held on the first Monday in December in the year of the election.
- (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 subsection (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.

Time and Location of Meetings

5. (1) All Council meetings must take place within District Hall except when Council resolves to hold meetings elsewhere.
- (2) Regular Council meetings must
 - (a) be held on the second and fourth Monday of each month;
 - (b) begin at 7:00 p.m.;
 - (c) be adjourned at 10:30 pm on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with Section 29;
 - (d) when such meeting falls on a statutory holiday, be held on the next day District Hall is open following which is not a statutory holiday;
- (3) Regular Council meetings may:
 - (a) be cancelled by Council, provided the two consecutive meetings are not cancelled; and
 - (b) be postponed to a different day, time and place by the Mayor, provided the Corporate Officer is given at least 2 days written notice.

Notice of Council Meetings

6. (1) In accordance with Section 127 of the *Community Charter*, Council must prepare annually on or before December 31, a schedule of the dates, times and places of regular Council meetings and must make the schedule available to the public by posting it at the Public Notice posting places.
- (2) In accordance with Section 127 of the *Community Charter*, Council must give notice annually on or before December 31 of the time and duration that the schedule of regular Council meetings will be available beginning on *[date]* in accordance with section 94 of the *Community Charter [requirements for public notice]*.
- (3) Where revisions are necessary to the annual schedule of regular Council meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice posting place which indicates any revisions to the date, time and place or cancellation of a regular council meeting.

Notice of Special Meetings

7. (1) Except where notice of a special meeting is waived by unanimous vote of all council members under Section 127 (4) of the *Community Charter*, a notice of the date, hour, and place of a special Council meeting must be given at least 24 hours before the time of meeting, by
 - (a) posting a copy of the notice in the Council Chambers at the District Hall,
 - (b) posting a copy of the notice at the Public Notice posting places, and
 - (c) leaving one copy of the notice for each Council member in the Council member's mailbox at the District Hall.

Bylaw No. 1211 (i) *That Council members be able to participate in Emergency Special Council meetings by electronic means, provided that the method of participation meets the standard as legislated under Section 128 of the Community Charter, Chapter 26, RSBC, as amended.*

- (2) The notice under subsection (1) must describe in general terms the purpose of the meeting and be signed by the Mayor or the Corporate Officer.

PART 3 – DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR

8. (1) Annually, in December, Council must designate a Councillor to serve 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.
- (2) Each Councillor designated under Section 8 (1) must fulfill the responsibilities of the Mayor in his or her absence.
- (3) If both the Mayor and the member designated under Section 8 (1) are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.

- (4) The member designated under Section 8(1) or chosen under section 8(3) has the same powers and duties as the Mayor in relation to the applicable matter.

PART 4 – COUNCIL PROCEEDINGS

Community Charter Provisions

9. Matters pertaining to Council proceedings are governed by the *Community Charter* including those provisions found in Division 3 of Part 4 and Division 2 of Part 5. The relevant extracts from the *Community Charter* are appended to this bylaw for convenient reference.

Attendance of Public at Meetings

10. (1) Except where the provisions of Section 90 of the *Community Charter* apply, all Council meetings must be open to the public.
- (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 *Community Charter*.
- (3) This section applies to all meetings of the bodies referred to in Section 93 of the *Community Charter*, including without limitation:
- (a) Committee of the Whole (COW),
 - (b) standing and select committees,
 - (c) parcel tax review panel,
 - (d) Board of Variance,
- (4) Despite Section 10 (1), the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under Section 9 may expel or exclude from a Council meeting a person in accordance with Section 20 (8).

Minutes of Meetings to be Maintained and Available to Public

11. (1) Minutes of the Proceedings of Council must be
- (a) legibly recorded,
 - (b) certified as correct by the Corporate Officer, and
 - (c) signed by the Mayor or other member presiding at the meeting or at the next meeting at which the minutes are adopted.
- (2) Subject to subsection 11 (3), and in accordance with Section 97 (1) (b) of the *Community Charter* minutes of the proceedings of Council must be open for public inspection at the District Hall during its regular office hours.
- (3) Subsection 11 (2) 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 *Community Charter*.

Calling Meeting to Order

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 9 must take the chair and call such meeting to order.
- (2) If a quorum of Council is present but the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under Section 9 do not attend within 15 minutes of the scheduled time for a Council meeting:
 - (a) the Corporate Officer must call to order the members present, and
 - (b) the members present must choose a member to preside at the meeting.

Adjourning Meeting Where No Quorum

13. If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Officer must
 - (a) record the names of the members present, and those absent, and
 - (b) adjourn the meeting until the next scheduled meeting.

Agenda

14. (1) Prior to each Council meeting, the Corporate Officer must prepare an Agenda setting out all the items for consideration at the meeting, noting in short form a summary for each item on the agenda.
- (2) The deadline for submissions by the public to the Corporate Officer of items for inclusion on the Council meeting Agenda must be 4:00 pm on the Wednesday prior to the meeting.
- (3) The Corporate Officer must make the agenda available to the members of Council and the public on the Friday afternoon prior to the meeting.
- (4) Council must 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 16.

Order of Proceedings and Business

15. (1) The agenda for all regular Council meetings contains the following matters in the order in which they are listed below:
 - (a) Call to Order;
 - (b) Approval of Agenda including introduction of any late items;
 - (c) Adoption of Minutes;
 - (d) Delegations;
 - (e) Staff Reports;
 - (f) Committee Reports;

- (g) Mayor's Report;
- (h) Councillor's Reports;
- (i) Permits and Bylaws;
- (j) Correspondence;
- (k) Other Pertinent Business;
- (l) Question Period;
- (m) Notice of Next Regular Meeting
- (n) Adjournment.

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

Late Items

16. (1) An item of business not included on the Agenda must not be considered at a Council meeting unless introduction of the late item is approved by Council at the time allocated on the Agenda for such matters.

(2) If the Council makes a resolution under Section 16 (1), information pertaining to late items must be distributed to the members.

Voting at Meetings

17. (1) The following procedures apply to voting at Council meetings:

- (a) when debate on a matter is closed, the presiding member must put the matter to a vote of Council members;
- (b) when the Council is ready to vote, the presiding member must put the matter to a vote by stating:
"Those in favour raise your hands." And then "Those opposed raise your hands."
- (c) when the presiding member is putting the matter to a vote under paragraphs (a) and (b) a member must not:
 - (i) cross or leave the room,
 - (ii) make a noise or other disturbance, or
 - (iii) interrupt the voting procedure under paragraph (b) unless the interrupting member is raising a point of order.
- (d) After the presiding member finally puts the question to a vote under paragraph (b), a member must not speak to the question or make a motion concerning it;
- (e) the presiding member's decision about whether a question has been finally put is conclusive; and
- (f) whenever a vote of Council on a matter is taken, each member present shall signify their vote by raising their hand; and
- (g) the presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative.

Delegations

18. (1) The Council may, by resolution, allow an individual or a delegation to address Council at the meeting on the subject of an Agenda item provided written application on a prescribed

form has been received by the Corporate Officer by 4:00 pm on the Wednesday prior to the meeting. Each address must be limited to 15 minutes unless a longer period is agreed to by unanimous vote of those members present.

- (2) Where written application has not been received by the Corporate Officer as prescribed in section 18 (1), an individual or delegation may address the meeting if approved by the unanimous vote of the members present.
- (3) Council must not permit a delegation to address a meeting of the Council regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.
- (4) The Corporate Officer may schedule delegations to another Council meeting or advisory body as deemed appropriate according to the subject matter of the delegation.
- (5) The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.

Points of Order

19. (1) Without limiting the presiding member's duty under Section 132 (1) of the *Community Charter*, the presiding member must apply the correct procedure to a motion:
 - (a) if the motion is contrary to the rules of procedure in this bylaw, and
 - (b) whether or not another Council member has raised a point of order in connection with the motion.
- (2) When the presiding member is required to decide a point of order
 - (a) the presiding member must cite the applicable rule or authority if requested by another Council member,
 - (b) another member must not question or comment on the rule or authority cited by the presiding member under subsection (2)(a), and
 - (c) the presiding member may reserve the decision until the next Council meeting.

Conduct and Debate

20. (1) A Council member may speak to a question or motion at a Council meeting only if that member first addresses the presiding member.
- (2) Members must address the presiding member by that person's title of Mayor, Acting Mayor, or Councillor.
- (3) Members must address other non-presiding members by the title Councillor.
- (4) No member must interrupt a member who is speaking except to raise a point of order.

- (5) If more than one member speaks the presiding member must call on the member who in the presiding member's opinion, first spoke.
- (6) Members who are called to order by the presiding member:
 - (a) must immediately stop speaking,
 - (b) may explain their position on the point of order, and
 - (c) may appeal to Council for its decision the point of order in accordance with Section 132 of the *Community Charter*.
- (7) Members speaking at a Council meeting:
 - (a) must use respectful language,
 - (b) must not use offensive gestures or signs,
 - (c) must speak only in connection with the matter being debated,
 - (d) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded, and
 - (e) must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.
- (8) If a member does not adhere to subsection (7), the presiding member may order the member to leave the member's seat, and
 - (a) if the member refuses to leave, the presiding member may cause the member to be removed by a peace officer from the member's seat, and
 - (b) if the member apologizes to the Council, Council may, by resolution, allow the member to retake the member's seat.
- (9) A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.
- (10) The following rules apply to limit speech on matters being considered at a Council meeting:
 - (a) a member may speak more than once in connection with the same question only
 - (i) with the permission of Council, or
 - (ii) if the member is explaining a material part of a previous speech without introducing a new matter;
 - (b) a member who has made a substantive motion to the council may reply to the debate;
 - (c) a member who has moved an amendment, the previous question, or an instruction to a committee may not reply to the debate;
 - (d) a member may speak to a question, or may speak in reply, for longer than a total time of 15 minutes only with the permission of Council.

Motions Generally

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

- (2) A motion that deals with a matter that is not on the Agenda of the Council meeting at which the motion is introduced may be introduced with Council's permission.
- (3) A Council member may make only the following motions, when the Council is considering a question:
 - (a) to refer to committee;
 - (b) to amend;
 - (c) to lay on the table;
 - (d) to postpone indefinitely;
 - (e) to postpone to a certain time;
 - (f) to move the previous question;
 - (g) to adjourn.
- (4) A motion made under subsections (3) (c) to (g) is not amenable or debatable.
- (5) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member.

Motion to Commit

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

Motion for the Main Question

23. (1) In this section, "main question", in relation to a matter, means the motion that first brings the matter before the Council.
- (2) At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended:
 - (a) if a member of Council moves to put the main question, or the main question as amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question, and
 - (b) if the motion for the main question, or for the main question as amended, is decided in the negative, the Council may again debate the question, or proceed to other business.

Amendments Generally

24. (1) A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.
- (2) An amendment may propose removing, substituting, for, or adding to the words of an original presiding member.
- (3) A proposed amendment must be reproduced in writing by the mover if requested by the presiding member.

- (4) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
- (5) An amendment may be amended once only.
- (6) An amendment that has been defeated by a vote of Council cannot be proposed again.
- (7) A Council member may propose an amendment to an adopted amendment.
- (8) The presiding member must put the main question and its amendments in the following order for the vote of Council:
 - (a) a motion to amend a motion amending the main question;
 - (b) a motion to amend the main question, or an amended motion amending the main question if the vote under subparagraph (a) is positive;
 - (c) the main question.

Reconsideration by Council Member

25. (1) Subject to subsection (5), a Council member may, at the next Council meeting,
 - (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken, and
 - (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.
- (2) A Council member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.
- (3) Council must not discuss the main matter referred to in subsection (1) unless a motion to reconsider that matter is adopted in the affirmative.
- (4) A vote to reconsider must not be reconsidered.
- (5) Council may only reconsider a matter that has not:
 - (a) had the approval or assent of the electors and been adopted,
 - (b) been reconsidered under subsection (1) or Section 131 of the *Community Charter*,
 - (c) been acted on by an officer, employee, or agent of the District.
- (6) The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its rejection under this section.
- (7) A bylaw, resolution, or proceeding that is reaffirmed under subsection (1) or Section 131 of the *Community Charter* is as valid and has the same effect as it had before reconsideration.

Privilege

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

- (a) list the time to adjourn;
- (b) adjourn;
- (c) recess;
- (d) raise a question of privilege of the Council;
- (e) raise a question of privilege of a member of Council.

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

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

Reports from Committees

27. Council may take any of the following actions in connection with a resolution it receives from COW:

- (a) agree or disagree with the resolution;
- (b) amend the resolution;
- (c) refer the resolution back to the COW;
- (d) postpone its consideration of the resolution.

Adjournment

28. (1) A Council may continue a Council meeting after 10:30 pm only by an affirmative vote of 2/3 of the Council members present.

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

(3) Subsection (2) does not apply to either of the following motions:

- (a) A motion to adjourn to a specific day;
- (b) A motion that adds an opinion or qualification to a preceding motion to adjourn.

PART 5 – BYLAWS

Copies of Proposed Bylaws to Council Members

29. A proposed bylaw may be introduced at a Council meeting only if a copy of it has been delivered to each Council member at least 24 hours before the Council meeting, or all Council members unanimously agree to waive this requirement.

Form of Bylaws

30. 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;

Bylaws to be Considered Separately or Jointly

31. Council must consider a proposed bylaw at a Council meeting either:

- (a) separately when directed by the presiding member or requested by another Council member, or
- (b) jointly with other proposed bylaws in the sequence determined by the presiding member.

Reading and Adopting Bylaws

32. (1) The presiding member of a Council meeting may

- (a) have the Corporate Officer read a synopsis of each proposed bylaw or group of proposed bylaws, and then
- (b) request a motion that the proposed bylaw or group of bylaws be read;

(2) The readings of the bylaw may be given by stating its title and object.

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

(4) Subject to Section 882 of the *Local Government Act (OCP adoption procedures)*, each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.

(5) In accordance with Section 135 of the *Community Charter*, Council may give two or three readings to a proposed bylaw at the same Council meeting.

(6) Despite Section 135 (3) of the *Community Charter*, and in accordance with section 890 (9) of the *Local Government Act (public hearings)*, Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.

Bylaw Must be Signed

33. 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 District's records for safekeeping and endorse upon it:

- (a) the dates of its readings and adoption; and
- (b) the dates of Ministerial approval or approval of the electorate if applicable.

PART 6 – RESOLUTIONS

Copies of Resolutions to Council Members

34. A resolution may be introduced at a Council meeting only if a copy of it has been delivered to each Council at least 24 hours before the Council meeting, or all Council members unanimously agree to waive this requirement.

Form of Resolution

35. A resolution introduced at a Council meeting must be printed and have a distinguished number.

Introducing Resolutions

36. (1) The presiding member of a Council meeting may:

- (a) have the corporate officer read the resolution; and
- (b) request a motion that the resolution be introduced.

PART 7 – COMMITTEE OF THE WHOLE

Notice for COW Meetings

37. (1) A notice of the day, hour and place of a COW meeting must be given at least 24 hours before the time of the meeting by:

- (a) posting a copy of the notice at the Public Notice posting place; and
- (b) leaving a copy of the notice for each Council member in the Council member's mailbox at the District Hall.

Minutes of COW Meetings to be Maintained and Available to Public

38. (1) Minutes of the proceedings of COW must be

- (a) legibly recorded,
- (b) certified by the Corporate Officer,
- (c) signed by the member presiding at the meeting, and
- (d) open for public inspection in accordance with Section 97 (1) (c) of the *Community Charter*.

Presiding Members at COW Meetings and Quorum

39. (1) The Mayor will preside at a COW meeting. When the Mayor is absent, the Acting Mayor will preside at the COW meeting.

(2) If both the Mayor and Acting Mayor are absent from the COW meeting, the members of Council attending a meeting of COW must appoint a presiding member for the COW meeting.

(3) The quorum of COW is the majority of Council members.

Reports

40. (1) The COW may consider reports and bylaws only if

- (a) They are printed and the members each have a copy, or
- (b) A majority of the Council members present decided without debate that the requirement of paragraph (a) does not apply.

Conduct and Debate

41. (1) The rules of the Council procedure must be observed during COW meetings, so far as is possible and unless as otherwise provided in this bylaw.

PART 8 – COMMITTEES

Duties of Standing Committees

42. (1) Standing committees must consider, inquire into, report, and make recommendations to Council about all of the following matters:
- (a) matters that are related to the general subject indicated by the name of the committee;
 - (b) matters that are assigned by Council;
 - (c) matters that are assigned by the Mayor.
- (2) Standing committees must report and make recommendations to Council at all of the following times:
- (a) in accordance with the schedule of the committee's meetings;
 - (b) on matters that are assigned by Council or the Mayor,
 - (i) as required by Council or the Mayor, or
 - (ii) as the next Council meeting if the Council or Mayor does not specify a time.

Duties of Select Committees

43. (1) Select committees must consider, inquire into, report, and make recommendations to Council about the matters referred to the committee by the Council.
- (2) Select committees must report and make recommendations to Council at the next Council meeting unless Council specifies a different date and time.

Schedule of Committee Meetings

44. (1) At its first meeting after its establishment a standing or select committee must establish a regular schedule of meetings.
- (2) The chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

Notice of Committee Meetings

45. (1) Subject to subsection (2), after the committee has established the regular schedule of committee meetings, including the times, dates and places of the committee meetings, notice of the schedule must be given by:
- (a) posting a copy of the schedule at the Public Notice posting place; and
 - (b) providing a copy of the schedule to each member of the committee.

- (2) Where revisions are necessary to the annual schedule of committee meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice posting place which indicates any revisions to the date, time and place or cancellation of a committee meeting.
- (3) The chair of a committee must cause a notice of the day, time and place of a meeting called under Section 43 (2) to be given to all members of the committee at least 12 hours before the time of the meeting.

Attendance at Committee Meetings

46. Council members who are not members of a committee may attend the meetings of the committee.

Minutes of Committee Meetings to be Maintained and Available to the Public

47. Minutes of the proceedings of a committee must be
 - (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 *Community Charter*

Quorum

48. The quorum for a committee is a majority of all of its members.

Conduct and Debate

49. (1) The rules of the Council procedure must be observed during committee meetings, so far as is possible and unless as otherwise provided in this Bylaw.
 - (2) Council members attending a meeting of a committee, of which they are not a member, may participate in the discussion only with the permission of a majority of the committee members present.
 - (3) A motion made at a meeting of a committee is not required to be seconded.

Voting at Meetings

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

PART 9 – GENERAL

51. 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.

52. This bylaw may not be amended or repealed and substituted unless Council first give notice in accordance with Section 94 of the *Community Charter*.

53. The District of Hope “Council Procedures Bylaw” No.10/93 and all amendments thereto are hereby repealed.

Read a first time by the Municipal Council of the District of Hope the 13th day of April, 2004.

Read a second time by the Municipal Council of the District of Hope the 13th day of April, 2004.

Read a third time by the Municipal Council of the District of Hope the 26th day of April, 2004.

Adopted by the Municipal Council of the District of Hope the 10th day of May, 2004.

“Gordon Poole”

Mayor

“Leo Ludwig” for

Director of Corporate Services

Certified a true copy of “District of Hope Council Procedure Bylaw, 2003, No. 1144 as adopted.

Director of Corporate Services