

*DISTRICT OF
SECHELT
COUNCIL
PROCEDURE
BYLAW
No. 490, 2010*



DISTRICT OF SECHELT

Council Procedure Bylaw No. 490, 2010

A bylaw to provide for the procedures of Council meetings and Committees of Council

CONTENTS

PART 1 – INTRODUCTION	3
Title	3
Definitions.....	3
Application of Rules of Procedure.....	4
PART 2 – COUNCIL MEETINGS	4
Inaugural Meeting.....	4
Time and location of meetings.....	4
Annual Meeting	5
Notice of Council Meetings	5
Notice of Special Meetings.....	5
Calling of Special Council Meetings	6
Electronic meetings.....	6
PART 3 - DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR	6
PART 4 – COUNCIL PROCEEDINGS.....	7
Attendance of public at meetings.....	7
Minutes of meetings to be maintained and available to the public.....	7
Calling a meeting to order.....	8
Adjourning meeting where no quorum	8
Agenda	8
Order of proceedings and business	8
Voting at meetings	9
Delegations	10
Points of order.....	10
Conduct and debate.....	11
Motions generally	12
Referral of a motion to a Committee	12
Motion for the main question.....	12
Amendments generally	13
Reconsideration.....	13
Notice of Motion.....	14
Privilege	14
Reports from Committees.....	15
Adjournment	15

PART 5 – BYLAWS	15
Copies of proposed bylaws to Council members.....	15
Form of bylaws	15
Bylaws to be considered separately or jointly	15
Reading and adopting bylaws	15
Bylaws must be signed.....	16
PART 6 – RESOLUTIONS	16
Introducing Resolutions	16
Form of Resolutions.....	16
PART 7 – COMMITTEES	16
Standing Committees/Committee of the Whole	17
Duties of Select Committees.....	17
Schedule of Committee meetings	17
Notice of Committee meetings	17
Attendance at Committee meetings	17
Minutes of Committee meetings.....	18
PART 8 - GENERAL	18

DISTRICT OF SEHELTT

Council Procedure Bylaw No. 490, 2010

A bylaw to provide for the procedures of Council meetings and Committees of Council

WHEREAS the *Community Charter* provides that a council must, by bylaw, establish the general procedures to be followed by council and council committees in conducting their business;

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

PART 1 – INTRODUCTION

Title

1. This Bylaw may be cited for all purposes as the “District of Sechelt Council Procedure Bylaw No. 490, 2010”.

Definitions

2. In this Bylaw:

“**Commission**” means a municipal commission established by bylaw under local government legislation, which bylaw may outline various procedures, and membership provisions specific to that commission;

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

“**Committee of the Whole**” means a committee of the whole Council;

“**Corporate Officer**” means the municipal officer assigned the responsibility of corporate administration;

“**Council**” means the Municipal Council of the District of Sechelt;

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

“**District Web Site**” means the information resource found at an internet address provided by the District;

“**In-Camera Meeting**” means a meeting that is closed to the public, for reasons provided for in the *Community Charter*;

“**Municipal Offices**” means the Municipal Offices located at 5797 Cowrie Street, Sechelt, British Columbia;

“**Presiding Member**” means Mayor, Mayor’s designate or Chair of a meeting;

“**Public Notice Posting Place**” means the municipal notice board outside the Municipal Office building;

“**Quorum**” means a majority of the members:

- (a) In the case of Council, a majority of the number of members of which the Council consists under the Community Charter.
- (b) In the case of any committee, a majority of the voting members appointed.
- (c) In the case of a commission, as provided in the establishing bylaw or, if not provided in the establishing bylaw, a majority of the voting members appointed.

“**Regular Meeting**” means a meeting of Council or its Committees that is scheduled to take place, and notification of that meeting has been provided to the public;

“**Select Committee**” means a committee established by the Mayor or Council to consider or inquire into any matter, which acts in an advisory capacity to Council;

“**Special Meeting**” means a meeting of Council or its Committees that was not scheduled, and has been called in accordance with the provisions of this bylaw or another applicable bylaw;

“**Standing Committee**” means a committee established by the Mayor, for matters that the Mayor considers would be better dealt with by committee, which acts in an advisory capacity to Council.

Application of Rules of Procedure

3. (1) The provisions of this Bylaw govern the proceedings of Council, committees and commissions where the establishing bylaw for the commission does not provide procedures for that commission.
- (2) In cases not provided for under this Bylaw, the *New Robert’s Rules of Order Newly Revised 10th Edition* apply to the proceedings of Council, its committees and commissions to the extent that those Rules are:
 - (a) applicable in the circumstances, and
 - (b) not inconsistent with provisions of the *Community Charter*.

PART 2 – COUNCIL MEETINGS

Inaugural Meeting

4. (1) Following a general local election, the first Council meeting will be held on the first Wednesday 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 the municipal offices except when Council resolves to hold meetings elsewhere.
- (2) Regular Council meetings will:

- (a) be held on the first and third Wednesdays of each month,
 - (b) begin at 7:00 p.m, and
 - (c) be adjourned no later than 10:00 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with section 30 (1).
- (3) When a meeting falls on a statutory holiday, the meeting shall automatically be cancelled unless the Council resolves, at an open meeting preceding the statutory holiday, to reschedule the meeting.
- (4) A meeting of the Council may be cancelled or rescheduled by resolution.
- (5) In-Camera Council meetings will:
 - (a) be held on the second and fourth Wednesdays of each month if there are items suitable for in-camera consideration; and
 - (b) begin directly following the Committee of the Whole meeting unless otherwise rescheduled by Council.
- (6) Committee of the Whole meetings will:
 - (a) be held on the second and fourth Wednesdays of each month,
 - (b) begin at 1:00 pm, and
 - (c) be adjourned no later than 4:30 pm on the day of the meeting unless Committee resolves by an affirmative vote of the members present to proceed beyond that time.

Annual Meeting

6. An annual meeting must be held in accordance with provisions of section 99 of the *Community Charter*. At the annual meeting, the Council must consider the annual report and submissions and questions from the public.

Notice of Council Meetings

7.
 - (1) Council must make available to the public by December 31 in each year, a schedule of the dates, times and places of regular Council meetings by posting it at the Public Notice Posting Place and the District's Web Site.
 - (2) 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 and on the District's Web Site, which indicates any revisions to the date, time and place or cancellation of a regular Council meeting.

Notice of Special Meetings

8.
 - (1) Except where notice of a special meeting is waived by unanimous vote of all council members pursuant to provisions 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 at the Public Notice Posting Place and on the District's Web Site;

- (b) leaving one copy of the notice for each Council member in the Council member's mailbox in the municipal offices; and
 - (c) e-mailing members at the usual address with a follow up phone call or message to the members' home telephone number.
- (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;
 - (3) A special meeting may be called only for a specific purpose or purposes and no business may be acted upon except that for which the meeting was called.

Calling of Special Council Meetings

- 9. Special council meetings may be called subject to the provisions of the *Community Charter*.

Electronic meetings

- 10. (1) A Council meeting may be conducted by means of electronic and communications media at the discretion of the presiding member and provided that the conditions set out in the *Community Charter* are met. Council members who participate in a meeting in this manner are deemed to be present at the meeting.
- (2) Except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the meeting at the specified place, and a designated municipal officer must be in attendance at the specified place. Further, except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the participation of the member.

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

- 11. (1) Annually in December, the Council must from amongst its members designate a Councillor to act 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 subsection (1) must fulfill the responsibilities of the Mayor in his or her absence.
- (3) If both the Mayor and the member designated under subsection (1) are absent from the Council meeting or vacate the Chair, the Council members present must choose a Councillor to preside at the Council meeting.
- (4) The member designated under subsection (1) or chosen under subsection (3) has the same powers and duties as the Mayor in relation to the applicable matter.

PART 4 – COUNCIL PROCEEDINGS

Attendance of public at meetings

12. (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
 - (b) Standing and Select Committees
 - (c) Parcel Tax Review Panel
 - (d) Board of Variance
 - (e) Commissions
- (4) Despite subsection (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 21.

Minutes of meetings to be maintained and available to the public

13. (1) Minutes of the proceedings of Council must be:
 - (a) legibly recorded and reflect resolutions passed by Council with minimum commentary,
 - (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 (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 municipal offices during its regular office hours.
- (3) Subsection (2) does not apply to minutes of a Council meetings or that part of a Council meeting from which persons were excluded under section 90 of the *Community Charter*.
 - (a) Minutes of Council Meetings held under section 90 shall be released only after a majority of Council agrees to do so, and only the approved motion shall be released.
- (4) Audio recordings shall be made of Council and Committee of the Whole meetings, shall be retained for six years and made available to the public by the most efficient means.
- (5) Audio recordings as referred to in subsection (4) shall be posted on the District's website and retained for a minimum of six months after the meeting date.

Calling a meeting to order

14. (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 11 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 11 do not attend within 10 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

15. 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

16. (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) Submissions by the public for inclusion on the Council agenda must be provided to the Corporate Officer by 4:30 p.m. on the Wednesday prior to the meeting.
- (3) The Corporate Officer must make the agenda available to the members of Council and the public by 2:00 p.m. on the Friday prior to the meeting. Council and Committee of the Whole agendas shall also be published on the District's Web Site.
- (4) An item of business not listed on the Agenda may be considered at a Council or Committee of the Whole meeting with the agreement of a two-thirds majority of members present.
- (5) If the Council makes a resolution under subsection (4), information pertaining to late items must be distributed to the members prior to the item being considered.

Order of proceedings and business

17. (1) The agenda for all regular Council meetings shall contain the following matters in the order in which they are listed below:
 1. 'Call to Order'
 2. 'Adoption of Agenda'
 3. 'Appointments and Delegations'
 4. 'Proclamations'
 5. 'Adoption of Previous Minutes of Council'
 6. 'Business Arising from the Minutes'
 7. 'Committee/Commission Minutes and Reports'

8. 'Reports from Non-Standing Committees and Liaison Appointments and General Reports from Council'
 9. 'Bylaws'
 10. 'New Business'
 11. 'Business Items'
 12. 'Items for Information/Release of In-Camera Items'
 13. 'Mayor, Council and Staff Emergency Items'
 14. 'Adjournment'
- (2) Question and Answer Periods will be provided before and after the Council and Committee meetings. Prior to the meetings, an individual in the chamber gallery who wishes to ask a question regarding an item on the agenda, may do so at that time. After the meeting, individuals in the chamber gallery who wish to speak to any municipal issue may do so at that time.
- (3) 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.

Voting at meetings

18. The following procedures apply to voting at Council meetings:

- (1) when debate on a matter is ended, or when a Council member calls the question (calls for a vote), the presiding member must ask Council for a vote on the matter;
- (2) members will clearly indicate their vote by a show of hands. Votes against the matter will be recorded upon request of the member(s) voting against the matter;
- (3) considerate conduct will be observed by the members when the presiding member is putting the matter to a vote. No member is permitted to cross or leave the room, or make noise or other disturbance;
- (4) voting procedures may be interrupted if a member is raising a point of order;
- (5) after the vote is taken, a member must not speak to the question or make a motion concerning it;
- (6) a tie vote (equal number of votes in favour and votes opposed) constitutes defeat of the matter;
- (7) no member present at the time of discussing the matter and voting on the matter may absent him or herself from the vote – abstaining from the vote is considered a vote in the affirmative;
- (8) should a member wish not to discuss or vote on a matter for reasons of perceived conflict of interest, the member must declare prior to discussion of the matter the reason they will not be participating in the discussion, and will leave the meeting room until after the matter is discussed and voted upon. The reason the member is not participating in the discussion of the matter, and the time at which they left the room and returned to the room, will be recorded in the minutes of the meeting.

Delegations

19. (1) Individuals or groups wishing to appear as a delegation before Council, on a matter within the jurisdiction of Council, may do so only if they have submitted a written request in the prescribed form and received written confirmation of their scheduled presentation. Confirmed delegations shall be placed on the agenda in the order received. Any materials to be distributed to Council or Committee of the Whole as part of the delegation's presentation must be received by the Corporate Officer seven (7) calendar days before the meeting to which the delegation is scheduled. The Corporate Officer shall circulate such items under the Delegations section of the agenda distributed to Council.
- (2) Unless otherwise permitted by the presiding member, each delegation shall be allowed ten (10) minutes to present its submission. Delegations shall be limited to two (2) per meeting.
- (3) Where written application has not been received by the Corporate Officer as prescribed in subsection (1), an individual or delegation may address the meeting if approved by the unanimous vote of the members present.
- (4) 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 prerequisite to the adoption of the bylaw.
- (5) The Corporate Officer may schedule delegations to another meeting of Council, Committee or advisory body as deemed appropriate according to the subject matter of the delegation.
- (6) 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, they may do so to the Mayor or in the absence of the Mayor the member designated to act in place of the Mayor.

Points of order

20. (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

21. (1) A Council member may speak to a question or motion at a Council meeting by addressing 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 may 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, spoke first.
- (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 on 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 connections 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) The presiding member may order another person at the meeting expelled from the meeting or removed by a peace officer if the presiding member considers the person to be acting improperly.
- (10) 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.
- (11) 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) after all other eligible members have been afforded the opportunity to speak;
 - (ii) with the permission of Council; or
 - (iii) if the member is explaining a material part of a previous speech without introducing a new matter or responding to an issue raised by another member.
- (b) A member who has made a substantive motion to the Council may reply to the debate.

Motions generally

22. (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 by way of Notice of Motion in accordance with section 28 with Council's permission, and will be included as New Business.
- (3) A Council member may make only the following motions, when the Council is considering a question:
- (a) to refer to the Committee of the Whole or another Committee,
 - (b) to amend,
 - (c) to lay on the table (table or defer),
 - (d) to postpone indefinitely,
 - (e) to postpone to a certain time,
 - (f) to move the previous question, or
 - (g) to adjourn.
- (4) Motions made under subsections (3)(c) to (g) cannot be amended or debated.
- (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.

Referral of a motion to a Committee

23. A matter referred to committee for further review cannot be amended until the main matter is decided.

Motion for the main question

24. (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.

- (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.
- (c) A member of Council may not reintroduce a motion previously defeated at the same meeting unless the motion is materially altered so as to make it a new matter.

Amendments generally

25. (1) A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.
- (2) An amendment may propose removing, substituting for, or adding to the words of an original motion.
 - (3) A proposed amendment must be reproduced in writing by the mover if requested by the presiding member.
 - (4) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
 - (5) An amendment may be amended only once.
 - (6) An amendment that has been negated 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 amendment motion amending the main question if the vote under subparagraph (a) is positive;
 - (c) the main question.

Reconsideration

26. (1) Without limiting the authority of Council to reconsider a matter, the Mayor may require Council to reconsider and vote again on a matter that was the subject of a vote subject to the provisions of the *Community Charter*.
- (2) 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.
 - (3) A Council member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.
 - (4) Council must not discuss the main matter referred to in subsection (2) unless a motion to reconsider that matter is adopted by 2/3 of the votes cast. If the motion to

reconsider is successful, the matter shall be put before Council for reconsideration and may be dealt with by Council by a majority vote.

- (5) A vote to reconsider must not be reconsidered.
- (6) 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*, or
 - (c) been acted on by an officer, employee, or agent of the District.
- (7) The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its rejection under this section.
- (8) 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.

Notice of Motion

27. (1) Any Councillor desiring to bring forward to Council any new matter, other than a point of order or privilege, shall do so by way of a “Notice of Motion” and the matter shall be dealt with as provided by section 27 (2).
- (2) A Councillor may give notice of motion:
 - (a) to the Council or Committee of the Whole during a meeting, at the discretion of the presiding member (Mayor, Mayor’s designate, or Committee Chair). Once acknowledged by the presiding member, a Councillor shall read the resolution into the meeting and provide the Corporate Officer with a copy of such motion at the meeting. The Corporate Officer shall record the motion in the Minutes of the meeting as a notice of motion and shall add the motion to the agenda of the next appropriate meeting along with any background information identified; or
 - (b) provide the corporate officer with a written copy of such motion, no later than 6 calendar days prior to the scheduled meeting and the Corporate Officer shall add the motion to the agenda for said meeting.

Privilege

28. (1) In this section, a matter of privilege refers to any of the following motions:
 - (a) fix the time to adjourn;
 - (b) adjourn;
 - (c) recess;
 - (d) raise a question of privilege of 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

29. (1) Council may take any of the following actions in connection with a recommendation it receives from a Committee or the Committee of the Whole:
- (a) agree or disagree with the recommendation;
 - (b) amend the recommendation;
 - (c) refer the recommendation back to the committee;
 - (d) postpone consideration of the recommendation.

Adjournment

30. (1) A Council may continue a Council meeting after 10:00 p.m. only by an affirmative vote 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

31. (1) Bylaws to be considered by Council must be included on the prepared agenda.
- (2) A bylaw that is not on the published agenda may be introduced at a Council meeting with unanimous consent of Council.

Form of bylaws

32. 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

33. 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

34. (1) The presiding member of a Council meeting:
- (a) will have the Corporate Officer read a synopsis of each proposed bylaw or group of proposed bylaws,

- (b) may call upon another member of staff to provide a more in-depth description of the bylaw and then,
 - (c) will 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* 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*, Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.
 - (7) Bylaws requiring other approval, must receive those approvals prior to being adopted.

Bylaws must be signed

- 35. After a bylaw is adopted, it must include the dates of its readings and adoptions, dates of other approvals required, and be signed by the Corporate Officer and the presiding member of the Council meeting at which it was adopted and then placed by the Corporate Officer in the District's records for safekeeping.

PART 6 – RESOLUTIONS

Introducing Resolutions

- 36. A resolution may be introduced at a Council meeting in accordance with sections 17, 20, 23 and 28 of this Bylaw.

Form of Resolutions

- 37. The presiding member may require a Council member introducing a lengthy resolution to provide the resolution in writing to the Corporate Officer.

PART 7 – COMMITTEES

Committee procedures

- 38. Procedures of Council apply to Committees and Commissions unless otherwise provided for by any of the sections in Part 7 or by the establishing bylaw of the commission.

Standing Committees/Committee of the Whole

39. (1) Standing Committees are established by the Mayor. Acting as either individual Standing Committees, or as Committee of the Whole, the Committee (s) 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, and
 - (c) matters that are assigned by the Mayor.

Duties of Select Committees

40. (1) The Mayor or Council may establish Select Committees to 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 the appropriate Standing Committee of Council or to Committee of the Whole at the next meeting of that Committee, unless a different date and time is specified by Standing Committee or Committee of the Whole.

Schedule of Committee meetings

41. (1) The schedule of Standing Committees/Committee of the Whole will be decided at the first meeting of Council after the local general election, where the Committees are established, and chairpersons and members appointed.
- (2) At its first meeting after its establishment a Select Committee must establish a regular schedule of meetings.
- (3) The chair of the Committee may call a meeting of the Committee in addition to the scheduled meetings or may cancel a meeting.

Notice of Committee meetings

42. (1) 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 Places; and
 - (b) providing a copy of the schedule to each member of the Committee.

Attendance at Committee meetings

43. (1) Council members who are not members of a committee may attend the meetings of the committee and may:
- (a) participate in the discussion of matters with the permission of a majority of committee members present, but
 - (b) not vote on any matters.
- (2) The Mayor is appointed as a voting member to all Committees.

Minutes of Committee meetings

44. (1) Minutes of Committee meetings must be produced and kept in the same manner as Council minutes except that:
- (a) minutes shall summarize discussion that takes place and record recommendations passed;
 - (b) minutes of Committees must be signed by the Chair of the Committee and the Corporate Officer or the municipal officer acting as staff liaison to the Committee.

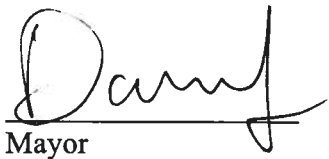
PART 8 - GENERAL

45. 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.
46. This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the *Community Charter*.

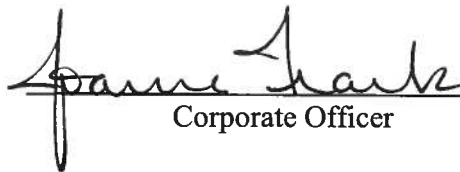
Repeal

47. The District of Sechelt Council Procedure Bylaw No. 422, 2004 and all amendments thereto are hereby repealed.

READ A FIRST TIME THIS	5 th	DAY OF	May, 2010
READ A SECOND TIME THIS	5 th	DAY OF	May, 2010
READ A THIRD TIME THIS	5 th	DAY OF	May, 2010
ADOPTED THIS	19 th	DAY OF	May, 2010



Mayor



Corporate Officer

I hereby certify this to be a true and accurate copy of "District of Sechelt Council Procedure Bylaw No. 490, 2010".

Corporate Officer