

DISTRICT OF 100 MILE HOUSE
Bylaw No. 1336-2018

A bylaw to provide for the procedures of Council and Council Meetings.

WHEREAS pursuant to Section 124 of the *Community Charter*, Council must, by bylaw, establish general procedures to be followed by Council and committees in conducting their business.

NOW THEREFORE, the Council of the District of 10 Mile House in open meeting assembled enacts as follows:

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PART 10 – GENERAL

PART 1 – INTRODUCTION

Title

- 1, This Bylaw may be cited as Council Procedure Bylaw No. 1336-2018.

Table of Contents

2. The table of contents is for convenience of reference only and is not for use in interpreting or enforcing this Bylaw.

Definitions

3. In this Bylaw:

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

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

“Committee of the Whole” means a committee comprised of all Council Members of the District of 100 Mile House to consider and recommend on matters of the Districts’ business. The Committee sits in a deliberative rather than a legislative capacity, for informal debate and preliminary consideration of matters awaiting action.

“Corporate Officer” means the Corporate Officer for the District as defined in Section 148 of the *Community Charter* and the Deputy;

“Council” means the Council of the District of 100 Mile House;

“Councillor” means a member of Council other than the mayor;

“Inaugural Meeting” means the first meeting of the newly elected Council at which the members elected at the most recent general local election are sworn in or are meeting for the first time after the swearing in ceremony;

“Mayor” means the mayor or acting mayor of the District;

“Public Notice Posting Place” means the Notice Board at the District Office;

“Quorum” means:

- (a) In the case of Council, a majority of the number of members of which the Council consists under the *Community Charter*; and

(b) In the case of a committee or other body, a majority of the voting members appointed;

“Select Committee” means a committee established by 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

4. (1) The provisions of this bylaw govern the proceedings of Council, COW and all committees established by Council, as applicable, and
- (2) In cases not provided for under this Bylaw, Robert’s Rules of Order 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*.
- (3) The rules of procedure contained in this bylaw except those that are governed by statutory provisions, may be temporarily suspended, by unanimous vote of members.

PART 2 – COUNCIL MEETINGS

Inaugural Meeting

5. (1) Following a general local election, the first Council meeting must be held on the first Tuesday in November 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

6. (1) All Council meetings must take place within the District Council Chambers except when Council resolves to hold meetings elsewhere.
- (2) Regular Council meetings must:
 - (a) be held on Tuesdays the dates and times shall be established by Council resolution on or before December 15th of each year for the subsequent year;
 - (b) be adjourned not later than three (3) hours after being called to order unless Council resolves to proceed beyond that time in accordance with section 27;
 - (c) if the day in 2(a) falls on a statutory holiday, the regular meeting will be held on the next business day.

Notice of Regular Council Meeting

7. (1) A schedule of the date, time and place of Regular Council meetings shall be prepared annually on or before December 20th and must be made available to the public by posting it at the Public Notice Posting Place.
- (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 which indicates any revisions to the date, time and place or cancellation of a regular Council meeting.
- (3) The Corporate Officer need not give public notice of a cancelled or rescheduled meeting in respect of which Council has resolved to exclude the public.

Notice of Special Meetings

8. (1) Special Council meetings may be subject to the provisions of s.126 of the *Community Charter*.
- (2) 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 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
 - (b) e-mailing members at the usual address with a follow up phone call or message to the member's home or cellular telephone number.
- (3) 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.

Electronic Meetings

9. (1) Provided the conditions set out in subsection 128(2) of the *Community Charter* are met,
 - (a) a special Council meeting may be conducted by means of audio electronic or other communication facilities if:
 - i) the Mayor requires
 - ii) the Council requires
 - (b) a member of Council or a Council Committee member who is unable to attend at a council meeting or Council Committee meeting, as applicable, may participate in the meeting by means of audio electronic or other communication facilities, if:
 - i) the meeting is a regular, special and/or committee meeting;
 - ii) the member is unable to attend because of extraordinary circumstances.
- (2) The member presiding at a special council or council committee meeting must not participate electronically.
- (3) No more than two members of council at one time may participate at a council meeting under section 9(1)(b)
- (4) No more than two members of a Council Committee at one time may participate at a Council Committee meeting under section 9(1)(b).
- (5) If communication is lost to one or more electronic participants during a meeting:
 - (a) On the first occasion a ten-minute recess will be called to try and reestablish the link(s).
 - (b) If, after the recess a link cannot be reestablished the member(s) affected will be deemed to have left the meeting;
 - (c) If, after a link is reestablished there is a subsequent loss of communication, no further attempts shall be made to reestablish a link and the member affected will be deemed to have left the meeting;
 - (d) If, after the recess a link cannot be established and there is not a quorum of members, the meeting shall be deemed to be adjourned.

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

10. (1) At the beginning of each term of office; Council must 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.
- (2) Each Councilor designated under section 10(1) must fulfill the responsibilities of the Mayor in his or her absence.
- (3) If both the Mayor and the member designated under section 10(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 10(1) or chosen under section 10(3) has the same powers and duties as the Mayor in relation to the applicable matter.

PART 4 – ATTENDANCE OF PUBLIC MEETINGS

11. (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) COW,
 - (b) standing and select committees,
 - (c) parcel tax review panel,
 - (d) board of variance,
 - (e) advisory bodies,
 - (f) commissions
- (4) Despite section 11(1), the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 10 may expel or exclude from a Council meeting a person in accordance with section 20(9).

PART 5 COUNCIL PROCEEDINGS

Calling a 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 10 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 10 do not attend within 5 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.

No. Quorum

13. If there is no quorum of Council present within 30 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 Regular Council meeting, the Corporate Officer must prepare an Agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.
- (2) The deadline for submissions of general correspondence by the public to the Corporate Officer of items for inclusion on the Regular Council meeting Agenda must be 12 noon on the Thursday prior to the meeting.
- (3) The Corporate Officer must make the agenda available to the members of Council by 4:00 p.m. on the Friday before the meeting, and to the public on the Tuesday morning of 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

15. (1) The agenda for all regular Council meetings contains the following matters in the order in which they are listed below:
 - (a) Approval of agenda;
 - (b) Introduction of late items and from Committee of the Whole;
 - (c) Delegation(s);
 - (d) Adoption of minutes;
 - (e) Unfinished business;
 - (f) Mayor's report;
 - (g) Correspondence;
 - (h) Staff and committee reports;
 - (i) Bylaws;
 - (j) General vouchers;
 - (k) Other business;
 - (l) Question period;
 - (m) 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.”

- (a) 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;
- (b) 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;
- (c) the presiding member's decision about whether a question has been finally put is conclusive; and
- (d) whenever a vote of Council on a matter is taken, each member present shall signify their vote by raising their hand, and
- (e) 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) Delegations or persons wishing to appear before Council to present briefs or submissions may be received by Council at the meeting provided that written notice of the subject matter is delivered to the Corporate Officer by 12:00 p.m. on the Thursday 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. Delegations shall be limited to two per meeting.
- (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 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) It shall be for officers and employees of the District, upon receiving permission from the presiding member to do so, to comment on matters before Council, and in so doing they shall direct their comments to the presiding member and shall confine themselves to the question before Council.
- (6) If more than one member speaks the presiding member must call on the member who, in the presiding member's opinion, first spoke.
- (7) 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*.

- (8) 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.

- (9) If a member does not adhere to subsection (8), 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.

- (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
 - (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 10 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 or staff for further information)
 - (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 amendable 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.

Motions for the Main Question

22. (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 defeated, the Council may again debate the question, or proceed to other business.
- (3) Until it is decided, a motion made at a Council meeting to refer to committee precludes an amendment of the main question.

Amendments Generally

23. (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 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.

Reconsideration by Member

24. (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 section 131 of the Community Charter.
- (2) Subject to subsection (6), 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,

- (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.

Privilege

- 25. (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

- 26. 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 COW;
 - (d) postpone its consideration of the resolution.

Adjournment

- 27. (1) A Council may continue a Council meeting after 10 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.

Minutes of Meetings to be Maintained and Available to Public

- 28. (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) District staff are authorized to amend the working of Council's motions provided intent of the motion is not altered.
- (3) The minutes of the previous meeting and reports of committees may, by Resolution of Council, be received.
- (4) 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 City Hall during regular office hours.
- (5) District staff is authorized, once the item has been dealt with in a public forum, to release any In-Camera meeting Resolution with respect thereto.
- (6) Subsection 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 *Community Charter*.

PART 6 – BYLAWS

Copies of Proposed Bylaws to Council Members

- 29. (1) Bylaws to be considered by Council must be included in 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

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* and if amended motion at third reading shall be “to give the bylaw third reading as amended.”
- (4) Unless otherwise specified by statute, each reading of a proposed bylaw must receive the affirmative vote of a majority of the 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) All bylaws which have not completed the requirements to be adopted after a 2-year period will be deemed stale dated and closed.
- (8) The Corporate Officer is hereby authorized to consolidate one or more of the bylaws of the municipality pursuant to Section 139 of the *Community Charter*.

Bylaws 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 place in the District's records for safekeeping and endorse upon it:
 - (a) the District's corporate seal;
 - (b) the dates of its readings and adoption; and
 - (c) the date of Ministerial approval or approval of the electorate if applicable.

Bylaws Requiring Provincial or Electoral Approvals

34. Where a bylaw requires approval of the Lieutenant Governor in Council, a Minister, Inspector of Municipalities, or the approval or assent of the electors, approval or assent must be obtained after the bylaw has received third reading and before it is adopted.

PART 7 – RESOLUTIONS

Copies of Resolutions to Council Members

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

Form of Resolution

36. A Council Resolution is effective from the date and time passed, must be printed and have a distinguishing number.

PART 8 – COMMITTEE OF THE WHOLE

Going into Committee of the Whole

37. (1) At any time during a Council meeting, Council may by Resolution go into a COW.
- (2) In addition to subsection (1), a meeting, other than a standing or select committee meeting, to which all Council members are invited to consider but not to decide on matters on the District's business, is a meeting of COW.

Notice of COW Meetings

38. 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) providing the notice and agenda electronically by email as well as providing a copy of the notice in the member's mailbox at the District's office as requested.

Minutes of COW Meetings to be Maintained and Available to Public

39. (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

40. The Mayor shall preside the COW if present, however, where the Mayor is absent the member responsible for acting in the place of the Mayor must take the Chair and call the meeting to order. The quorum of COW is the majority of Council members.

Points of Order at Meetings

41. The presiding member must preserve order at a COW meeting and, subject to an appeal to other members present, decide points of order that may arise.

Conduct and Debate

42. The following rules apply to COW meetings:

- (a) a member may speak any number of times on the same question;
- (b) a member must not speak longer than a total of 10 minutes on any one question.

Voting at Meetings

43. (1) Votes at a COW meeting must be taken by a show of hands if requested by a member.

Reports

44. (1) 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 decide without debate that the requirements of paragraph (a) do not apply.
- (2) A motion for COW to rise and report to Council must be decided without debate.
- (3) The COW's reports and recommendations to Council must be presented by the Corporate Officer.

PART 9 - COMMITTEES

Duties of Standing Committees

45. (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) at the next Council meeting if the Council or Mayor does not specify a time.

Duties of Select Committees

46. (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

47. (1) At its first meeting after its establishment of standing or select committee must establish a regular schedule of meetings.
- (2) 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

48. (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 the committee must cause a notice of the day, time and place of a meeting called under section 48(2) to be given to all members of the committee at least 12 hours before the time of the meeting.

Attendance at Committee Meetings

49. 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 Public

50. 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

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

Conduct and Debate

52. (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

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

PART 10 – GENERAL

- 54. 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.
- 55. This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the *Community Charter*.
- 56. This District of 100 Mile House Council Procedure Bylaw No. 939, 2004, is repealed in its entirety.

READ A FIRST, SECOND AND THIRD TIME THIS 13th day of November, 2018.

ADOPTED THIS 11th day of December, 2018.

Mayor

Corporate Officer