

**DISTRICT OF FORT ST. JAMES
COUNCIL PROCEDURES
BYLAW NO. 1103, 2026**

A Bylaw to establish procedures to be followed by Council and Council Committees.

The Council of the District of Fort St. James in open meeting assembled, enacts as follows:

PART 1 – INTRODUCTION

Title

- 1 This Bylaw may be cited for all purposes as “Council Procedures Bylaw No. 1103, 2026”.

Definitions

2 In this Bylaw:

- (1) “Advisory Committee” means a committee that is established by Council to provide advice and recommendations on issues within that committee’s terms of reference, and that is composed of members of the public appointed by Council.
- (2) “District” means the District of Fort St. James.
- (3) “District Office” means District of Fort St. James’ Office located at 477 Stuart Drive West, Fort St. James, British Columbia, V0J 1P0.
- (4) “District Website” means the information resource found on the internet at www.fortstjames.ca.
- (5) “Chief Administrative Officer” means the Chief Administrative Officer for the District, or their designate.
- (6) “Committee” means a committee of Council including standing, select, or advisory committees, commissions, and boards but does not include COTW.
- (7) “Corporate Officer” means the Corporate Officer for the District, or their designate.
- (8) “COTW” means Committee of the Whole.
- (9) “Council” consists of the Mayor and the Councillors elected for the District.
- (10) “Council Chambers” means the Council Chambers located within the District Office.

- (11) "Mayor" means the mayor of the District.
- (12) "Members of the public" does not include a member of Council, an officer, or an employee of the District.
- (13) "Public Notice Posting Place" means the public notice board at the District Office.

Application of rules of procedure

- 3 (1) The provisions of this Bylaw govern the proceedings of Council, COTW and Council committees.
- (2) In cases not provided for under this Bylaw, *Robert's Rules of Order Newly Revised*, 12th Edition, apply to the proceedings of Council, COTW, and Council committees to the extent that those Rules are:
 - (a) applicable in the circumstances; and
 - (b) not inconsistent with provisions of this Bylaw, the *Community Charter*, or the *Local Government Act*.

PART 2 – MAYOR AND COUNCIL

Powers and duties of Mayor

- 4 (1) In addition to the Mayor's powers and duties as a Council member, the Mayor has the following responsibilities in accordance with section 116 of the *Community Charter*:
 - (a) to provide leadership to Council, including by recommending bylaws, resolutions and other measures that, in the mayor's opinion, may assist the peace, order and good government of the District;
 - (b) to communicate information to the Council;
 - (c) to preside at Council meetings when in attendance;
 - (d) to provide, on behalf of Council, general direction to municipal officers respecting the implementation of municipal policies, programs and other directions of Council;
 - (e) to establish standing committees in accordance with section 141 of the *Community Charter*;
 - (f) to suspend municipal officers and employees in accordance with section 151 of the *Community Charter*;

- (g) to reflect the will of Council and to carry out other duties on behalf of the Council; and
- (h) to carry out other duties assigned by or under the *Community Charter* or any other Act.

Designation of Deputy Mayor

- 5 (1) In accordance with section 130 of the *Community Charter*, annually, in December, Council must from amongst its members designate a Deputy Mayor responsible for acting in 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 5(1) must fulfill the responsibilities of the Mayor in their absence, including without limitation to preside at a Council meeting, or a part of a Council meeting, when the Mayor is not present and to participate in any committee on which the Mayor is appointed.
- (3) If both the Mayor and the Deputy Mayor designated under section 5(1) are absent from a Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.
- (4) The Councillor designated under subsection 5(1) or 5(3) has the same powers and duties as the Mayor in relation to the applicable matter.

Responsibilities of Council members

- 6 (1) In accordance with section 115 of the *Community Charter*, every Council member has the following responsibilities:
- (a) to consider the well-being and interests of the District and its community;
 - (b) to contribute to the development and evaluation of the policies and programs of the District respecting its services and other activities;
 - (c) to participate in Council meetings, committee meetings and meetings of other bodies to which the member is appointed;
 - (d) to carry out other duties assigned by the Council; and
 - (e) to carry out other duties assigned by the *Community Charter* or any other Act.

PART 3 – COUNCIL MEETINGS

Time and location of meetings

- 7 (1) All Council meetings shall take place within Council Chambers except when Council resolves to hold a meeting elsewhere.

Regular meetings

- (2) Regular Council meetings shall:
- (a) be held on Tuesdays or Thursdays in accordance with the schedule of meetings approved by Council under section 7(4);
 - (b) begin at 5:00 p.m.; and
 - (c) be adjourned no later than 10:00 p.m. on the day scheduled for the meeting, unless Council resolves by an affirmative vote of 2/3 of Council members present to continue the meeting under section 30.
- (3) The Chief Administrative Officer is authorized to cancel any Regular Council meeting scheduled in June, July, or August due to lack of Council business. The Corporate Officer shall post notice of cancellation of any such regular meeting at the Public Notice Posting Place and on the District Website, and shall email a copy of the notice to each Council member.

Schedule of meetings

- (4) No later than the first Regular Council meeting in December of each year, the Corporate Officer shall submit to Council for approval, a schedule of the date, time and place of Regular Council meetings for the following year.
- (5) Council may by resolution:
- (a) cancel or reschedule any regular meeting;
 - (b) change the time or location of any regular meeting; or
 - (c) call an additional regular meeting at the time and place stipulated within the resolution.
- (6) The Corporate Officer must give public notice of the availability of the approved Regular Council meeting schedule, at least once a year in accordance with sections 94 and 127 of the *Community Charter*.

Inaugural meeting

- (7) Following a general local election, the inaugural Council meeting must be held on the first Tuesday in November in the year of the election, in accordance with section 124(2)(g) of the *Community Charter*.
- (8) If a quorum of Council members elected at the local general election has not taken office by the date of the meeting referred to in section 7(7), the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

Notice of special meetings

- 8 (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 at the Public Notice Posting Place; and
 - (b) sending a copy of the notice to each Council member via email.
- (2) The notice under section 9(1) shall describe in general terms the purpose of the meeting and be signed by the Mayor or the Corporate Officer.

Calling special meetings

- 9 Special meetings may be called in accordance with section 126 of the *Community Charter*.

Attendance of public at meetings

- 10 (1) Subject to section 90 of the *Community Charter*, all Council meetings must be open to the public.
- (2) During a Council meeting, only those members of the public permitted by the presiding member or the Corporate Officer may enter the Council Chambers floor from the public seating area.
- (3) Notwithstanding section 10(1) the presiding member may order that person(s), that the presiding member considers to be acting improperly, be expelled from a meeting.
- (4) Notwithstanding section 10(1), in accordance with section 90 of the *Community Charter*, a part of a Council meeting may or must be closed to the public.

Closed meeting procedures

- (5) Before a meeting or part of a meeting is closed to the public, Council must resolve in a public meeting:
 - (a) the fact that the meeting or part of the meeting is to be closed; and
 - (b) the basis under section 90 of the *Community Charter* on which the meeting or part of the meeting is to be closed.
- (6) Council shall not vote on the reading or adoption of a bylaw when a meeting is closed to the public.
- (7) In accordance with section 93 of the *Community Charter*, section 10 of this bylaw applies to meetings of the following:
 - (a) COTW, select committees, and standing committees;
 - (b) a municipal commission established under section 143 of the *Community Charter*;
 - (c) a parcel tax roll review panel established under section 204 of the *Community Charter*;
 - (d) a board of variance;
 - (e) an advisory body established by Council including an advisory committee;
 - (f) a body that under the *Community Charter* or another Act may exercise the powers of the District or Council; and
 - (g) a body prescribed by regulation.

Release of closed meeting resolutions

- (8) The Corporate Officer, at any time, may determine whether a resolution made in a closed meeting may be appropriate for public release and recommend to Council for the release of the resolution.
- (9) The Corporate Officer shall, at least once annually, review resolutions made in closed meetings for the preceding year and may recommend to Council the release of any such resolutions.
- (10) If Council resolves to disclose a resolution made in a closed meeting, the Corporate Officer shall include the resolution in the agenda of a subsequent regular Council meeting.

Presiding at meetings

- 11 (1) The Mayor, if present, shall preside at Council meetings.
- (2) In the absence of the Mayor, the Deputy Mayor referred to in section 5 shall preside.

Quorum of Council

- 12 The quorum for Council is three Council members unless, pursuant to section 129 of the *Community Charter*, an order is made by the minister or the Supreme Court of British Columbia, to reduce that number.

Electronic participation by members

- 13 (1) Pursuant to section 128 of the *Community Charter*, for the purposes of this section, electronic participation in a meeting means participation by means of electronic or other communication facilities that:
 - (a) enable the meeting's participants to hear, or watch and hear, the participation of the members; and
 - (b) enable the public to hear, or watch and hear, the participation of Council members during that part of the meeting that is open to the public.
- (2) A member of Council must not participate electronically in more than three regular or special Council meetings in a calendar year.
- (3) Subsection 13(2) does not apply where a member of Council participates electronically due to illness or injury, or where the Mayor has approved the electronic participation.
- (4) A quorum must not participate electronically.
- (5) The presiding member of a regular or special Council meeting must not participate electronically.
- (6) Notwithstanding subsections 13(3) and 13(4), in the event of an emergency, all members of Council may participate electronically in the same regular or special Council meeting.
- (7) In addition to regular and special Council meetings, section 13 of this bylaw also applies to meetings of COTW, Council committees, and municipal commissions.

PART 4 – COUNCIL PROCEEDINGS

14 Council is a continuing body and may complete any proceedings started but not completed before a change in its membership.

Minutes of meeting to be maintained and available to public

- 15 (1) Minutes of the proceedings of Council shall be:
- (a) legibly recorded;
 - (b) certified as correct by the Corporate Officer; and
 - (c) signed by the Mayor or other member presiding at that meeting or at the meeting at which the minutes are adopted.
- (2) Minutes of the proceedings of Council shall be open for public inspection at the District Office during its regular office hours.
- (3) Section 15(2) does not apply to minutes of that part of a Council meeting from which persons were excluded under section 10.
- (4) The minutes of a meeting or part of a meeting that is closed to the public must record the names of all persons in attendance.

Majority of members present decides matters

16 Council's actions and decisions must be carried out by a majority of its members present at a Council meeting unless otherwise provided by statute or bylaw.

Calling meeting to order

- 17 (1) The presiding member shall, once a quorum of Council is present, promptly call the meeting to order following the scheduled start time.
- (2) If a quorum of Council is present but the Mayor or Deputy Mayor do not attend within 15 minutes of the scheduled time for a Council meeting:
- (a) the Corporate Officer shall call the meeting to order; and
 - (b) the members present shall choose a member to preside at the meeting.

Adjourning meeting due to lack of quorum

- 18 (1) 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.

Voting at meetings

- 19 (1) In accordance with section 123 of the *Community Charter*, a Council member present at a Council meeting at the time of a vote who abstains from voting is considered to have voted affirmatively.
- (2) In accordance with section 123 of the *Community Charter*, if the votes of the Council members present at a Council meeting at the time of a vote are equal for and against a motion, the motion is defeated and the presiding member should declare this result.
- (3) The following procedures apply to voting at Council meetings:
 - (a) when debate on a matter is closed the presiding member must put the motion to a vote of Council members;
 - (b) when the presiding member puts the motion to a vote, each member present shall indicate how they are voting at the appropriate time;
 - (c) when the presiding member is putting the motion to a vote a member must not:
 - (i) cross or leave the room;
 - (ii) make a noise or other disturbance; or
 - (iii) interrupt the voting procedure unless the interrupting member is raising a point of order.
 - (d) after the presiding member puts the motion to a vote, a member must not speak to the motion or make a secondary motion concerning it;
 - (e) the presiding member shall declare the result of the vote by stating whether the motion is carried or is defeated, but a failure to do so does not affect the validity of the vote.
- (4) The participation and voting rights of members of Council, COTW, and any other committees, commissions, or boards of Council are governed by Part 4, Division 6 of the *Community Charter*.

Order of proceedings and business

- 20 (1) The agenda for Regular Council meetings scheduled to begin at 5:00 p.m. shall contain the following matters where there are items pertaining to them, and in the order in which they are listed below:
1. Adoption of Agenda
 2. Minutes
 3. Delegations
 4. Notices of Motions
 5. Reports
 6. Correspondence
 7. Hearings – Commencing at 5:30 p.m.
 8. In-Camera
 9. Release of In-Camera Resolutions
 10. Adjournment
- (2) Particular business at a Regular Council meeting shall be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council or varied by the presiding member.
- (3) Prior to each Council meeting the Corporate Officer shall, in consultation with and subject to the direction of the Chief Administrative Officer, prepare an agenda setting out all the items for consideration at that meeting.
- (4) The deadline for submission to the Corporate Officer of:
- (a) a notice of motion from a Councillor;
 - (b) a report from a Council committee; or
 - (c) correspondence to Council;
- for the inclusion on the Council meeting agenda is 12:00 p.m. on the Wednesday immediately preceding the Tuesday on which the next regular meeting is scheduled.
- (5) Whenever practicable, the Corporate Officer shall:
- (a) make a Council meeting agenda available to the members of Council and the public on the Friday evening immediately preceding the next Tuesday Regular Council meeting and on the Tuesday immediately preceding the next Thursday Council meeting; and
 - (b) make a Committee meeting agenda available five (5) calendar days preceding the next scheduled Committee meeting.

- (6) Council must not consider any matters not listed on the agenda unless the introduction of the late item is approved by Council at the time of adoption of the agenda by a way of resolution.
- (7) Information pertaining to late items for consideration by Council under subsection 20(6) shall be distributed to the members of Council, the Chief Administrative Officer, Corporate Officer, and other members of District Staff present at the start of the meeting.
- (8) At the commencement of each Regular Council meeting, prior to the adoption of the agenda, the presiding member shall read the Land Acknowledgement approved by resolution of Council.

Delegations to Council

- 21 (1) Any person, group, or organization may request permission to speak at a Council meeting as a delegation, by submitting a written request to the Corporate Officer, in the form prescribed by the Corporate Officer, no later than 12:00 p.m. on the Wednesday preceding the Regular Council meeting.
- (2) In the absence of a completed written request, the Corporate Officer shall not place a delegation on a Council meeting agenda unless the Chief Administrative Officer authorizes the delegation to be placed on the agenda.
- (3) The written request from the delegation must include a summary of the delegation and the specific actions which are being sought from Council by the delegation.
- (4) Delegations shall be limited to not more than two per Council meeting, and the Corporate Officer shall schedule the delegations in the order in which the written requests are received.
- (5) The Corporate Officer may schedule a delegation to another Council meeting or may instead refer a delegation to a district manager, as deemed appropriate by the Chief Administrative Officer according to the subject matter of the delegation.
- (6) Each delegation presentation shall be limited to 15 minutes, unless a longer period is agreed to by a unanimous vote of those members of Council present.
- (7) The Corporate Officer shall not permit a delegation to address a meeting of Council regarding:
 - (a) a Bylaw or other matter in respect of which a public hearing will be held or has been held;

- (b) a development permit, development variance permit, or temporary commercial or industrial use permit application, other than at a public hearing to which such permit application has been referred to by Council;
 - (c) matters related to a legal action involving the District;
 - (d) matters on which the District has commenced prosecution and on which judgement has not been rendered;
 - (e) matters relating to a claim or potential claim against the District, against a member of Council, or against an officer or employee of the District;
 - (f) business licence hearings conducted in accordance with Section 60 of the *Community Charter*;
 - (g) a dispute between third parties not falling within the jurisdiction of Council;
 - (h) the promotion of commercial products or services which in the opinion of the Chief Administrative Officer have no connection to the business of the District; or
 - (i) public requests for proposals or quotes for goods or services for the District.
- (8) A member must not enter into debate with the delegate, but may ask questions to obtain clarification or additional information.
- (9) A delegation to Council must not be disrespectful toward any person where, in the opinion of the presiding member, a delegation has been disrespectful the presiding member may:
- (a) ask the delegation to withdraw their offensive remarks;
 - (b) terminate the presentation and direct the delegation to return to the public seating area; or
 - (c) order expulsion as described in subsection 10(3).

Correspondence to Council

- 22 (1) Correspondence from members of the public intended to be presented to Council shall:
- (a) be addressed directly to Council, the Mayor, or the District of Fort St. James;
 - (b) be legible and coherent;

- (c) not be libelous; and
 - (d) not contain offensive language.
- (2) Subject to the direction of the Chief Administrative Officer, the Corporate Officer may refer correspondence addressed to Council, that relates to matters that fall within the scope of responsibility of a particular District department, to the manager of that department.
- (3) Notwithstanding subsection 22(1), a Councillor may request a piece of correspondence they received to be placed on a Council meeting.

Points of order

- 23 (1) Without limiting the presiding member's duty under section 132 of the *Community Charter*, the presiding member should apply the correct procedure to a motion:
- (a) if the motion is contrary to the rules of procedure within 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; and
 - (c) the presiding member may reserve the decision until the next Council meeting.
- (3) If a Council member appeals a decision of the presiding member under subsection 23(2), Council must immediately vote, without debate, on whether the presiding member's decision is upheld.
- (4) In relation to a vote under subsection 23(3):
- (a) the presiding member must not vote;
 - (b) the vote passes in the affirmative if the votes are equal; and
 - (c) the presiding member shall be governed by the result.
- (5) If the presiding member refuses to call for the vote required under subsection 23(3):

- (a) Council must immediately appoint another member to preside temporarily;
- (b) the temporary presiding member must proceed in accordance with subsection 23(3); and
- (c) the result of the vote conducted is binding on Council and the presiding member.

Conduct and debate

- 24 (1) A member may speak at a Council meeting only after being recognized by the presiding member and must address all remarks through the presiding member.
- (2) A member shall address the presiding member by that person's title of Your Worship, Mayor, Deputy Mayor, or Councillor.
- (3) A member shall address other non-presiding members by the title of Councillor.
- (4) The presiding member shall give the member who moved the motion the first opportunity to speak to the motion and may provide the member who seconded the motion an opportunity to speak before recognizing other members.
- (5) If more than one member speaks, the presiding member must call on the member who, in the opinion of the presiding member, spoke first.
- (6) A member speaking at a Council meeting shall:
- (a) use respectful language;
 - (b) speak only to the matter being debated; and
 - (c) adhere to the rules of procedure established by this Bylaw and to the decisions of the presiding member and Council in connection with rules and points of order.
- (7) If a member does not adhere to subsection 24(6)(c) Council, by resolution, 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 police 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.

- (8) A member may require the motion 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.
- (9) The following rules apply to debate on matters being considered at a Council meeting:
 - (a) the presiding member may remind members to avoid repetition and to allow all members an opportunity to speak; and
 - (b) if debate becomes repetitive or unreasonably prolonged, Council may, by a vote of members present without debate, close debate and proceed to a vote.

Notice of Motion

- 25 If a member of Council wishes to move a motion at a Regular Council meeting in regard to an item of business that has not been placed on a Council meeting, then:
- (a) the member of Council must deliver a "Notice of Motion" in written form to the Corporate Officer no later than 12:00 p.m. on the Wednesday immediately preceding the Tuesday on which the next Regular Council meeting is scheduled;
 - (b) the Notice of Motion must set out the member's motion, and must stipulate the date of the future regular meeting at which the member of Council intends to move the motion.
 - (c) the Corporate Officer shall place the Notice of Motion on the agenda of the appropriate open or closed Regular Council meeting.
 - (d) the Corporate Officer shall place the Notice of Motion on a subsequent open or closed Regular Council meeting agenda, as appropriate, for consideration by Council.
 - (e) the Chief Administrative Officer may provide a Staff Report that accompanies the Notice of Motion.

Motions generally

- 26 (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 Council member may make only the following secondary motions when the Council is considering a main motion:
- (a) to table the motion to a later time during the same meeting, and in such motion the member must specify when in the order of business, or after which circumstances, the tabled motion will be dealt with;

- (b) to put the main motion to a vote;
 - (c) to postpone the motion to another meeting, and in such motion the member must specify the date of the meeting at which the postponed motion is to be considered;
 - (d) to refer the motion to a committee or staff for additional information or advice to Council, and until the referral motion is decided, no amendments to the main motion may be made.
 - (e) to amend the motion;
 - (f) to postpone the motion indefinitely, which shall have the effect of dropping the motion without a vote.
- (3) Council shall vote separately on each distinct part of a motion that is under consideration at a Council meeting if requested by a Council member.

Motion to close debate

- 27 (1) A member may move that debate on a matter be closed and that Council proceed to a vote on the matter.
- (2) A motion under subsection 27(1):
- (a) must be voted upon without debate; and
 - (b) if carried, requires Council to vote on the matter without further debate.
- (3) If the motion is defeated, debate on the matter may continue.

Amendments generally

- 28 (1) A Council member may, without notice, move to amend a motion that is being considered.
- (2) An amendment may propose removing, substituting for, or adding to the words of the original motion, provided such proposed amendment does not, in the opinion of the presiding member, affect the intent of the original motion.
- (3) A proposed amendment shall 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 motion to close debate.
- (5) An amendment may be amended only once.
- (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 motion and its amendments in the following order for the vote of Council:
 - (a) a motion to amend a motion amending the main motion;
 - (b) a motion to amend the main motion, or an amended motion amending the main motion if a vote under subsection 28(8)(a) is positive; and
 - (c) the main motion.

Rescinding a resolution and reconsidering a defeated motion

- 29 (1) Notwithstanding section 25, a Council member who voted on the prevailing side may, at the next regular meeting deliver a notice of motion indicating an intention to move to reconsider a defeated motion or rescind a resolution.
- (2) Notwithstanding subsection 29(1), a Council member may not move to reconsider or rescind:
 - (a) a motion or resolution for final reading and adoption of a bylaw;
 - (b) a matter that has already been reconsidered;
 - (c) a motion that has been acted upon by a District employee; or
 - (d) a motion to postpone indefinitely.
- (3) This section does not limit the authority of the Mayor to require Council to reconsider a matter under section 131 of the *Community Charter*.
- (4) Notwithstanding subsection 29(2) Council may, by resolution at a subsequent meeting, correct a clerical, technical, or administrative error in a previous resolution or decision of Council, provided that the correction does not alter the intent of Council's original decision.

Privilege

- 30 (1) In this section, a matter of privilege refers to any of the following motions:
 - (a) fix the time to adjourn;
 - (b) adjourn; or
 - (c) recess.
- (2) A matter of privilege must be immediately considered when it arises at a Council meeting.

Recess and Adjournment

- 31 (1) At any time while a Council meeting is in progress, the presiding member may call for Council to recess for a specified period of time.
- (2) A Council meeting may continue after 10:00 p.m. only by an affirmative vote of 2/3 of the Council members present to continue the meeting up to 11:00 p.m.
- (3) A Council meeting may continue after 11:00 p.m. only by a unanimous vote of the Council members present to continue the meeting up to a certain time.
- (4) A member may only move one motion to adjourn the meeting before the agenda is completed, and a motion to adjourn after all business is finished is always in order.
- (5) Subsection 31(4) does not apply to a motion to adjourn to a specific date.

Appointment to committees, boards and other offices

- 32 (1) Council may appoint a person to a committee, board or other organization only after receiving nominations for that appointment.
- (2) Nominations do not require a seconder and may be made by any Council member during the meeting, including self-nomination, and nominations remain open until the presiding member declares nominations closed.
- (3) Council may appoint a person to a committee, board or other organization by ordinary resolution unless the number of persons nominated is greater than the number of vacancies, in which case Council shall vote by ballot.
- (4) The following procedures apply to a vote by ballot:
- (a) the Corporate Officer must act as the scrutineer;
 - (b) the Corporate Officer must provide each Council member with one ballot containing the names of all nominees;
 - (c) Council members may vote by marking the ballot in a manner that clearly indicates their choice of nominee or nominees;
 - (d) the nominee or nominees receiving the highest number of votes from the Council members present are appointed by Council resolution to the available position or positions;
 - (e) if a tie prevents the filling of a position, Council must conduct additional ballots among the tied nominees until the position is filled;

- (f) upon the conclusion of a vote by ballot, the Corporate Officer must destroy the ballots.

Reports from committees

- 33 Council may, without limitation, take any of the following actions in connection with a recommendation it receives from a committee or COTW:
 - (a) agree or disagree with the recommendation;
 - (b) amend the recommendation; or
 - (c) postpone its consideration of the recommendation.

PART 5 – BYLAWS

No bylaw votes in a closed meeting

- 34 In accordance with section 89(2) of the *Community Charter*, the Council must not vote on the reading or adoption of a bylaw when its meeting is closed to the public.

Copies of proposed bylaws to Council members

- 35 A proposed bylaw may be introduced at a Council meeting only if:
 - (a) a copy of it has been provided to each Council member at least 24 hours before the Council meeting; or
 - (b) all Council members unanimously agree to waive subsection 35(a).

Form of bylaws

- 36 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; and
 - (e) be divided into sections.

Reading and adopting bylaws

- 37 (1) Unless a member of Council requests that the readings of a proposed bylaw be considered separately, a proposed bylaw may be introduced and given first, second, and third readings in one motion, except in the case of a proposed bylaw which will be the subject of a public hearing, in which case such bylaw may only receive first and second reading in one motion.

- (2) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the Community Charter.
- (3) Each reading of a proposed bylaw must receive the affirmative vote of the majority of Council members present at the meeting.
- (4) The readings of a bylaw may be given by the presiding member stating the title of the bylaw and requesting a motion.
- (5) In accordance with section 135 of the *Community Charter*, Council:
 - (a) may give one, two, or three readings to a proposed bylaw at the same Council meeting;
 - (b) must give three readings to a proposed bylaw before adopting it; and
 - (c) may adopt a proposed bylaw only after an interval of at least one day between third reading and the adoption of the bylaw.
- (6) Notwithstanding subsection 37(5)(c), Council may, in accordance with sections 477(6), 480, and 548(5) of the *Local Government Act*, adopt an official community plan, zoning bylaw, or an early termination of a land use contract at the same meeting at which the plan or bylaw passed third reading.

Bylaw must be signed

38 After a bylaw is adopted:

- (a) the presiding member of the Council meeting at which it was adopted must sign it; and
- (b) the Corporate Officer must:
 - (i) sign it,
 - (ii) place the District’s corporate seal on it, and
 - (iii) have the dates of its readings and adoption placed on it.

PART 6 – COMMITTEE OF THE WHOLE

Committee of the Whole

- 39 (1) A meeting, other than a statutory, standing or select committee meeting, to which all members of Council are invited to consider and make recommendations to Council, but not to decide matters of the District’s business, is a meeting of COTW.
- (2) Council may by resolution schedule a meeting of COTW, or the Mayor, at their discretion, may call a meeting of COTW at any time.

Notice and attendance for meetings of Committee of the Whole

40 Sections 8, 9, and 10 apply to COTW meetings.

Minutes of Committee of the Whole meetings

41 Minutes of the proceedings of a COTW meeting must be:

- (a) legibly recorded;
- (b) signed by the member presiding at the meeting;
- (c) certified as correct by the Corporate Officer; and
- (d) open for public inspection as provided for Council minutes under section 15.

Presiding at Committee of the Whole meetings

42 (1) The Mayor, if present, shall preside at COTW meetings.

- (2) In the absence of the Mayor, the Deputy Mayor referred to in section 5 shall preside at COTW meetings.

Conduct and debate at Committee of the Whole meetings

43 The following rules apply to COTW meetings:

- (a) a motion is required to be seconded;
- (b) a motion for adjournment is not allowed during debate of a motion; and
- (c) a member may speak any number of times on the same motion.

Voting at Committee of the Whole meetings

44 (1) Votes at COTW meetings should be taken by a show of hands.

- (2) The presiding member should declare the results of voting.
- (3) Subsections 19(1) and 19(2) apply to COTW meetings.

Reports for Committee of the Whole meetings

45 (1) A COTW may consider reports and draft bylaws only if:

- (a) they are printed and the members each have a copy; or
- (b) a majority of the members present decide that the requirements of 45(1)(a) do not apply.

PART 7 – OTHER COMMITTEES

Establishing standing committees

46 (1) In accordance with section 141(2) of the *Community Charter*, at least half of the members of a standing committee must be Council members.

- (2) The Mayor shall consider and approve a terms of reference for each standing committee established.
- (3) No more than two Council members may be appointed to a standing committee.
- (4) Subject to section 46(1), a person who is not a Council member may be appointed to a standing committee.
- (5) All members of Council not appointed to a standing committee are ex-officio members of that standing committee.
- (6) Members of Council attending a standing committee meeting as an ex-officio member may not make motions and do not have voting rights, but may participate in debates of that committee.

Duties of standing committees

47 Standing committees must consider, inquire into, report, and make recommendations to Council about matters in accordance with the terms of reference of the committee.

Establishing select committees

- 48 (1) Council, by resolution, may appoint a select committee to inquire into any matter and report to Council.
- (2) In accordance with section 142(2) of the *Community Charter*, at least one member of a select committee must be a member of Council.
- (3) Council shall consider and approve a terms of reference for each select committee established.
- (4) No more than two Council members may be appointed to a select committee.
- (5) Subject to section 50(2), persons who are not Council members may be appointed to a select committee.
- (6) All members of Council not appointed to a select committee are ex-officio members of that select committee.
- (7) Members of Council attending a select committee meeting as an ex-officio member may not make motions and do not have voting rights, but may participate in debates of that committee.

Duties of select committees

49 Select committees must consider, inquire into, report, and make recommendations to Council about matters in accordance with the terms of reference of the committee.

Establishing advisory committees

- 50 (1) Council, by resolution, may appoint an advisory committee:
- (a) to provide advice and recommendations to Council regarding any matter within the committee's terms of reference, and
 - (b) to report to Council or to another committee designated by Council for that purpose.
- (2) All members of an advisory committee must be members of the public.
- (3) Council shall consider and approve terms of reference for each advisory committee established.

Notice of committee meetings

- 51 (1) Subject to Section 51(2), after the committee has established the regular schedule of committee meetings, including times, dates, and places of committee meetings, notice of the schedule must be given by posting a copy of the schedule at the Public Notice Posting Place and on the District website.
- (2) If the committee revises the regular schedule of committee meetings, or cancels a committee meeting, a notice of such revision or cancellation must be posted at the Public Notice Posting Place and on the District website.
- (3) A notice under Section 51(2), must be given, by the chair of the committee, to all members of the committee at least 12 hours before the time of the meeting.

Attendance at committee meetings

- 52 (1) Council members who are not members of a committee may attend the meetings of the committee as either ex-officio members of the committee, or as members of the public.
- (2) Section 10 applies to meetings of committees.

Minutes of committee meetings

- 53 (1) Minutes of the proceedings of a committee must be:
- (a) legibly recorded;
 - (b) signed by the chair or member presiding at the meeting;
 - (c) certified as correct by the Corporate Officer; and
 - (d) open for public inspection as provided for Council meetings under section 15.
- (2) The minutes of a committee meeting or part of a committee meeting that is closed to the public must record the names of all persons in attendance.

Voting at committee meetings

- 54 (1) Council members attending a meeting of a committee as ex-officio members must not vote on a motion.
- (2) A committee member present at a committee meeting at the time of a vote who abstains from voting is considered to have voted affirmatively.
- (3) If the votes of the committee members present at a committee meeting at the time of a vote are equal for and against a question, the question is defeated and the chair should declare this result.

Reports to be approved by chair of committee

- 55 The chair of a committee must approve all reports that are given by the committee to Council.

PART 8 – GENERAL

Notice for amendments to this Bylaw

- 56 In accordance with Section 124(3) of the *Community Charter*, this bylaw must not be amended, or repealed and substituted, unless Council first gives notice in accordance with Section 94 of the *Community Charter*.

Severability

- 57 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.

Repeal

- 58 “Council Procedure Bylaw No. 1015, 2019”, as amended, is hereby repealed.

READ FOR A FIRST TIME THIS	14TH	DAY OF	APRIL	, 2026.
READ FOR A SECOND TIME THIS	28TH	DAY OF	APRIL	, 2026.
READ FOR A THIRD TIME THIS	28TH	DAY OF	APRIL	, 2026.
ADOPTED THIS		DAY OF		, 2026.

Mayor

Corporate Officer