

VILLAGE OF GOLD RIVER

Bylaw No. 733, 2021

A bylaw to establish the rules of procedure for Council meetings.

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

NOW THEREFORE the Council of the Village of Gold River in open meeting assembled enacts as follows:

**PART 1 – INTRODUCTION**

**Title**

1. This bylaw may be cited as the “Council Procedure Bylaw No. 733, 2021”.

**Definitions**

2. In this Bylaw, unless the context otherwise requires:

“Committee”	means a standing, select or other committee of Council but does not include COTW;
“COTW”	means the Committee of the Whole Council;
“Corporate Officer”	means the Officer assigned the corporate administration responsibilities pursuant to section 148 of the <i>Community Charter</i> ;
“Council”	means the Council of the Village of Gold River;
“Mayor”	means the Mayor, including a Councillor appointed as Acting Mayor, presiding at a meeting of Council;
“Public Notice Posting Place”	means the notice board located at the Village Office;
“Village Office”	means the Village Office located at 499 Muchalat Drive, Gold River B.C.

## **Application of rules of procedure**

3. 1. The provisions of this Bylaw govern the proceedings of Council, COTW and all standing and select committees of Council, as applicable.
2. In cases not provided for under this Bylaw, the latest edition of Robert's Rules of Order will apply to the proceedings of Council, 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 or the *Community Charter*.

## **PART 2 – COUNCIL MEETINGS**

### **Inaugural Meeting**

4. 1. The first meeting of Council will be held on the first Monday in the month following the month in which a general local election was held.
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 place.

### **Time and location of meetings**

5. 1. All Council meetings must take place within the Village Office except when Council resolves to hold meetings elsewhere.
2. Regular Council meetings must
  - a) be held on the first and third Monday of January through June and September through November;
  - b) be held on first Monday of July, August and December.
  - c) begin at 7:00 p.m.;
  - d) be adjourned at 11:00 p.m. on the day scheduled of the meeting unless Council resolves to proceed beyond that time in accordance with section 30 of this Bylaw;
  - e) when such meeting falls on a statutory holiday, be held on the next day the Village Office is open following which is not a statutory holiday.

3. Regular Council meetings
  - a. may be cancelled by Council, provided that two consecutive meetings are not cancelled, and
  - b. may be postponed to a different day, time and place by the Mayor, provided the Corporate Officer is given at least 2 days written notice.

### **Notice of Council Meetings**

6. 1. In accordance with section 127 of the *Community Charter [notice of council meetings]* Council will:
  - a) have prepared annually on or before December 31 a schedule of dates, times and places of regular Council meetings for the following year and make the schedule available to the public by posting it at the Public Notice Posting Place; and
  - b) have notice given annually when and where the schedule of Regular Council meeting will be available in accordance with section 94 of the Community Charter.
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.

### **Notice of Special Meetings**

7. 1. Except where notice of a special meeting is waived by unanimous vote of all council members under section 127(4) of the *Community Charter [notice of council meeting]*, 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 regular meeting place,
  - b) posting a copy of the notice at the Public Notice Posting Place, and
  - c) leaving one copy of the notice for each Council member on the Council member's mailbox in at the Village Office, and
  - d) posting a copy of the notice on the Village of Gold River website.
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.

## Electronic Meetings

9.
  1. Provided the conditions set out in subsection 128(2) of the *Community Charter [electronic regular council meetings]* are met, a regular council meeting may be conducted by means of electronic or other communication facilities.
  2. Provided the conditions set out in subsection 128.1(2) of the Community Charter *[electronic special council meetings]* are met, a special council meeting may be conducted by means of electronic or other communication facilities.
  3. Provided the conditions set out in subsection 128.2(2) of the Community Charter *[electronic council committee meetings]* are met a council committee meeting may be conducted by means of electronic of other communication facilities.
  4. Provided the condition as set out in subsection 128.3(2) of the Community Charter *[electronic participation by members in council and council committee meetings]* are met, a member of council or a council committee who is unable to attend in person at a regular council meeting, a special council meeting or a council committee meeting may participate in the meeting by means of electronic or other communication facilities.

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

10.
  1. Annually, Council must from amongst its members designate Councillors to serve on a rotating basis or designate a Councillor to serve as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.
  2. Each Councillor designated under section 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 – COUNCIL PROCEEDINGS

### Community Charter Provisions

11. Matters pertaining to Council proceedings are governed by the *Community Charter*, including those provisions found in Division 3 of Part 4 [*Open Meetings*] and Division 2 of Part 5 [*Council Proceedings*].

### Attendance of Public at Meetings

12. 1. Except where the provisions of section 90 of the *Community Charter* [*meeting that may or must be closed to the public*] 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* [*requirements before Council meeting is closed*].
3. This section applies to all meetings of the bodies referred to in section 93 of the *Community Charter*, including without limitation:
- a) COTW,
  - b) Standing and Select committees,
  - c) Parcel Tax Review Panel,
  - d) Board of Variance.
4. Despite section 12(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 22(9) of this bylaw.

### Minutes of meetings to be maintained and available to public

13. 1. Minutes of the proceedings of Council.
- a) must be legibly recorded,
  - b) must be certified as correct by the Corporate Officer, and
  - c) must be 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 13(3), and in accordance with section 97(1)(b) of the *Community Charter [other records to which public access must be provided]* minutes of the proceedings of Council must be open for public inspection at the Village Officer during its regular office hours.
3. Subsection 13(2) does not apply to minutes of a Council meeting or that part of a Council meeting from which persons were excluded under section 90 of the *Community Charter [meetings that may be closed to the public]*.

### **Calling meeting to order**

14.
  1. A quorum for a meeting of Council shall be three (3) members of Council.
  2. 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.
  3. 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 ten (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 fifteen (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) the meeting shall stand adjourned until the next scheduled meeting.

### **Agenda**

16.
  1. Prior to a meeting, the Corporate Officer will have prepared an Agenda setting out all the items for consideration at that meeting.
  2. The deadline for submissions by the staff, by Council Members and by the public to the Corporate Officer of items for inclusion on the agenda for the meeting will be by noon on the Wednesday prior to the meeting.

3. The Corporate Officer must make the agenda for a regular council meeting available to the members of Council and the public by the Friday afternoon prior to the meeting.
4. Council must not consider any matters not listed on the Agenda unless a new matter for consideration is properly introduced as a late item pursuant to section 18 of this bylaw.

### **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:
  - a) Call to order
  - b) Introduction of late items
  - c) Approval of Agenda
  - d) Adoption of minutes
  - e) Public and statutory hearings, and third reading or adoption of bylaws where applicable after each hearing
  - f) Unfinished business
  - g) Delegations – requests to address Council
  - h) Administration reports
  - i) Reports from Council
  - j) Information items
  - k) Reports of Committees, COTW
  - l) Bylaws
  - m) Correspondence
  - n) Question Period
  - o) New Business
  - p) Notice of Motion
  - q) 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**

18. 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 18(1), information pertaining to late items must be distributed to the members and Corporate Officer.

## **Delegations, Petitions and Correspondence**

19.
  1. Any person(s) wishing to appear before Council as a delegation may do so by first notifying the Corporate Officer in writing, prior to noon on the Wednesday, preceding the regular meeting except when the Mayor declares an extraordinary occasion.
  2. 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.
  3. Where written application has not been received by the Corporate Officer as prescribed in section 19(1), an individual or delegation may address the meeting if approved by the unanimous vote of the members present.
  4. Delegations to Council shall be limited to three (3) for any one meeting, except when the Mayor declares an extraordinary occasion.
  5. Council shall not act on a request from a delegation until the next regular meeting, unless consent by unanimous resolution is given to consider the matter.
  6. Delegation(s) shall appoint a speaker (or at the discretion of the Mayor, more than one speaker), and shall be allowed five (5) minutes (or a longer time, at the discretion of a majority vote of Council), to make their presentation or by prior arrangement with the Corporate Officer.
  7. The Corporate Officer may schedule delegations to another Council meeting or advisory body as deemed appropriate according to the subject matter of the delegation.
  8. 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.
  9. A petition shall include the name, signature and civic address of each petitioner, and in the case of a corporation, the authority given by the corporation to sign the petition shall be produced with it. Petitions shall be considered public documents.
  10. Council members shall receive all correspondence addressed to "Mayor and Council" and the Mayor shall determine whether the correspondence shall be placed on the Agenda or circulated to Councillors.



## Voting at meetings

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

## Points of Order

21. 1. Without limiting the presiding member’s duty under section 132(1) of the *Community Charter [authority of presiding member]* 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**

22. 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 their title.
4. No member shall speak until recognized by the presiding member.
5. No member must interrupt a member who is speaking except to raise a point of order.
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 [authority of presiding member]*.
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. 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 presiding member shall at all times conduct the manner and order of speaking so that all sides of a question may be as fully presented as the circumstances warrant and shall ensure that each member is allowed equal opportunity to speak.
12. A member may speak to a question, or may speak in reply, for longer than a total time of ten (10) minutes only with the permission of Council.
13. The Chair shall have the discretion to call the question on completion of debate and the Chair shall advise that the debate is closed. Following closure of debate no member shall speak further on the question.

### **Motions generally**

23. 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. Unless an item is of a time sensitive nature or has the unanimous consent of Council, resolutions arising from correspondence or new business should be identified in the "Notice of Motion" period of the meeting and voted on at the next regular meeting.

3. When a matter is under debate, a Council member may make only the following motions, when the Council is considering a question:
  - a) to refer to committee;
  - b) to amend;
  - c) to withdraw or modify a motion;
  - d) to lay on the table;
  - e) to postpone indefinitely;
  - f) to postpone to a certain time;
  - g) to move the previous question;
  - h) to adjourn.
4. A motion made under subsections (3) (c) to (h) 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.
6. The minutes shall record that a motion was moved and seconded but will not name the mover and seconder.

### **Motion to commit**

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

### **Motion for the main question**

25.
  1. In this section, “main question” in relation to a matter, means the motion that first brings the matter before Council.
  2. At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended:
    - a) if a member of Council moves to put the main question, or the main question as amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question; and
    - b) if the motion for the main question, or for the main question as amended, is decided in the negative, the Council may again debate the question, or proceed to other business.

### **Amendments generally**

26.
  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 the 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 amended motion amending the main question if the vote under subparagraph (a) is positive;
  - c) the main question.

### **Reconsideration by Council Member**

27. 1. Subject to subsection (5) a Council member may, at the next Council meeting,
  - a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken, and
  - b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.
2. A Council member who voted affirmatively for a resolution adopted by Council may at any time vote to rescind that resolution.
3. Council must not discuss the main matter referred to in subsection (1) unless a motion to reconsider that matter is adopted in the affirmative.
4. A vote to reconsider must not be reconsidered.
5. Council may only reconsider a matter that has not

- a) had the approval or assent of the electors and had been adopted,
  - b) been reconsidered under subsection (1) or section 131 of the *Community Charter [Mayor may require Council reconsideration of a matter]*,
  - c) been acted on by an officer, employee or agent of the Village.
6. The conditions that applied to the adoption of the original bylaw, resolution or proceeding apply to its rejection under this section.
  7. A bylaw, resolution or proceeding that is reaffirmed under subsection (1) or section 131 of the *Community Charter [Mayor may require Council reconsideration of a matter]* is as valid and has the same effect as it had before reconsideration.

## **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 or privilege listed in subsection (1) has precedence over those matters listed after it.

## **Reports from committees**

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

## **Adjournment**

30.
  1. A Council may continue a Council meeting after 11:00 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. A proposed bylaw may be introduced at a Council meeting only if a copy of it has been delivered to each Council member at least 24 hours before the Council meeting, or all Council members unanimously agree to waive this requirement.

### **Form of bylaws**

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 may
  - a) have the Corporate Officer read a synopsis of each proposed bylaw or group of proposed bylaws, and then
  - b) request a motion that the proposed bylaw or group of bylaws be read.
- 2. The readings of the bylaw may be given by stating its title and object.
- 3. A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.
- 4. Subject to section 477 of the *Local Government Act [OCP adoption procedures]*, each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.
- 5. In accordance with section 135 of the *Community Charter [requirements for passing bylaws]*, 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 [requirements for passing bylaws]*, and in accordance with sections 477(6) [*adoptions procedures for official community plan*], 480 [*adoptions of municipal zoning bylaw*] or 548(5) [*process for early termination of land use contract*] 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.

### **Bylaws must be signed**

- 35. After a bylaw is adopted and signed by the Corporate Officer and the presiding member of the Council meeting at which it was adopted, the Corporate Officer must have it placed in the Village's records for safekeeping and endorse upon it
  - a) the Village'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.



## **PART 6 – RESOLUTIONS**

### **Copies of resolutions to Council members**

36. A resolution may be introduced at a Council meeting only if a copy of it has been delivered to each Council member at least 24 hours before the Council meeting or all Council members unanimously agree to waive this requirement or if the chair determines the matter to be of a time sensitive nature.

### **Form of resolution**

37. A resolution introduced at a Council meeting must be in writing.

### **Introducing resolutions**

38. 1. The presiding member of a Council meeting may
- a) have the Corporate Officer read the resolution; and
  - b) request a motion that the resolution be introduced.

## **PART 7 – COMMITTEE OF THE WHOLE**

### **Going into Committee of the Whole**

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

### **Notice of COTW meetings**

40. 1. Subject to subsection (2) a notice of the day, hour and place of COTW meeting must be given at least 24 hours before the time of the meeting by:
- a) posting a copy of the notice at the Public Notice Posting Place and
  - b) leaving a copy of the notice for each Council member on the Council member's mailbox in at the Village Office.
2. Subsection (1) does not apply to a COTW meeting that is called in accordance with section 39, during a Council meeting for which public notice has been given under section 6 or 7.

### **Minutes of COTW meetings to be maintained and available to public**

41. 1. Minutes of the proceedings of COTW 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 [other records to which public access must be provided]*.

### **Presiding members at COTW meetings and Quorum**

42. 1. Any Council member may preside in COTW.
2. The members of Council attending a meeting of COTW must appoint a presiding member for the COTW meeting.
3. The quorum of COTW is the majority of Council members.

### **Points of order at meetings**

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

### **Conduct and debate**

44. The following rules apply to COTW meetings:
- a) a motion is not required to be seconded;
  - b) a motion for adjournment is not allowed;
  - c) a member may speak any number of times on the same question;
  - d) a member must not speak longer than a total of ten (10) minutes on any one question.

### **Voting at meetings**

45. 1. Votes at a COTW meeting must be taken by a show of hands if requested by a member.
2. The presiding member must declare the results of voting.

## **Reports**

46. 1. COTW 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 COTW to rise and report to Council must be decided without debate.
3. The COTW's reports to Council must be presented by the Corporate Officer.

## **Rise without reporting**

47. 1. A motion made at a COTW meeting to rise without reporting
  - a) is always in order and takes precedence over all other motions,
  - b) may be debated, and
  - c) may not be addressed more than once by any one member.
2. If a motion to rise without reporting is adopted by COTW at a meeting constituted under section 39(1) the Council meeting must resume and proceed to the next order of business.

## **PART 8 – COMMITTEES**

### **Duties of standing committees**

48. 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**

- 49. 1. Select committees must consider, inquire into, report and make recommendations to Council about the matters referred to the committee by 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**

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

### **Notice of committee meetings**

- 51. 1. Subject to subsection (2), after the committee has established the regular schedule of committee meetings, including the times, dates and places of 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 and the Corporate Officer at least 24 hours before the meeting.
- 2. Where revisions are necessary to the annual schedule of committee meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Place which indicates any revisions to the date, time and place or cancellation of a committee meeting.
- 3. The chair of a committee must cause a notice of the day, time and place of a meeting called under section 50(2) to be given to all members of the committee at least 24 hours before the time of the meeting.

### **Attendance at committee meetings**

52. 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**

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 by the Corporate Officer, and
  - d) open for public inspection in accordance with section 97(1) (c) of the *Community Charter [other records to which public access must be provided]*.
2. If a staff person has not been assigned by Council to take minutes, then the committee from amongst its members shall select a member to be responsible to take minutes of the committee meetings.

### **Quorum**

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

### **Conduct and debate**

55. 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**

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

## PART 9 – PUBLIC HEARINGS

### Public hearings

57. 1. Where a public hearing is required in the course of consideration of a bylaw, the Corporate Officer will schedule the Public Hearing with all due notices to the public as required by legislation.
2. The Public Hearing will be conducted with the following order of business:
- a) Call to Order
  - b) Introduction of the Bylaw
  - c) Written comments received
  - d) Presentation by the applicant
  - e) Questions of the Council to the applicant
  - f) Speakers for and against the bylaw
  - g) Questions of Council to the speakers (as required after each speaker).
  - h) Close of Public Hearing.
3. Each speaker will be allowed up to 5 minutes to address Council regarding the bylaw under consideration.
4. A speaker may be permitted an additional 5 minutes if:
- a) All other speakers have had an opportunity to express their points; and
  - b) The speaker is addressing point raised by other speakers, after the speaker has finished his turn.
5. A Council member will limit their questions to a speaker to seek clarification or additional details and will not engage the speaker in a debate or comment on the merits of the bylaw.

## PART 10 – GENERAL

58. 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.
59. This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the *Community Charter [public notice]*.
60. Village of Gold River Council Procedure Bylaw No. 639, 2004 and its associated amendments is hereby repealed.

READ the first time this 1<sup>st</sup> day of November, 2021  
READ the second time this 1<sup>st</sup> day of November, 2021  
READ the third time this 1<sup>st</sup> day of November, 2021  
ADOPTED this 15<sup>th</sup> day of November, 2021

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B. Unger Mayor

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M. Roy Corporate Officer