COUNCIL PROCEDURE BYLAW

No. 3945

CONSOLIDATION

Current to August 27, 2026

Last amended on August 19, 2026

This Bylaw has been consolidated and printed under and by authority of the Corporate Officer for the Corporation of the District of North Cowichan.

LIST OF AMENDMENTS

Bylaw Number	Description of Amendment	Effective Date (YYYY-MMM-DD)
4065	Various housekeeping amendments to improve clarity and correct minor issues	2026-08-19

The Corporation of the District of North Cowichan

Council Procedure Bylaw

BYLAW NO. 3945

A bylaw to establish the rules of procedure for meetings of Council, Committee of the Whole, Committees and Other Advisory Bodies.

PART 1: GENERAL PROVISIONS **4**
Citation *4*
Interpretation *4*
Definitions *4*
Application of Rules of Procedure *8*
Meetings Open to the Public *8*
Severability *8*

PART 2: APPOINTMENTS **8**
Annual Designation of Acting Mayor *8*
Designation of Presiding Member at a Meeting *9*

PART 3: MEETINGS, DATES, TIME & LOCATION **9**
Meeting Location *9*
Inaugural Meeting of Council *9*
Council Meetings *9*
Committee of the Whole Meetings *10*
Committee Meetings *10*
In-Camera Meetings *10*
Calling a Special Meeting *11*
Meetings that fall on a Statutory Holiday *11*
Cancelled or Postponed Meetings *11*
Electronic and Hybrid Meetings *12*
Electronic Participation by Members *13*

PART 4: PUBLIC HEARINGS, MATTERS REQUIRING A RIGHT TO BE HEARD, DEVELOPMENT APPLICATIONS AND REQUESTS FOR RECONSIDERATION (BY APPLICANT) **13**
Public Hearing Rules *13*
Public Hearings *14*
Matters Requiring a Right to be Heard *15*
Development Applications *16*
Requests for Reconsideration (by Applicant) *16*

PART 5: NOTICE REQUIREMENTS **16**
Notice of Regular Meeting Schedule *16*
Notice of a Special Meeting *17*
Deleted [BL4065] ***Error! Bookmark not defined.***

PART 6: AGENDAS & MINUTES **18**
Deadline for Submission of Agenda Items *18*
Publishing Agendas *18*
Order of Business in Agendas *18*
Inaugural Agenda *19*
Council Agenda *19*
Public Hearing Agenda *20*
Committee of the Whole Agenda *20*
Committee Agenda *21*
Consent Agenda *21*
Late Items *21*
Meeting Minutes *21*

PART 7: PRESENTATIONS & PUBLIC PARTICIPATION **22**
General Rules for Presentations & Public Participation *22*
Delegations *23*
Presenters *23*
Petitions *23*
Public Input *24*
Question Period *25*

PART 8: CONDUCT AT MEETINGS **25**
Code of Conduct for all Attendees *25*
Attendance at Meetings *25*
Calling Meeting to Order *25*
Closing the Meeting to the Public *26*
Voting at Meetings *26*
Discussion and Debate *26*
Adjourning a Meeting when No Quorum *27*
Meeting Adjournment *28*

PART 9: BYLAWS **28**
Proposed Bylaws *28*
Form of Bylaw *28*
Bylaws to be considered separately or jointly *28*
Reading and adopting bylaws *28*
Bylaws must be signed *29*

PART 10: RESOLUTIONS & OTHER MOTIONS **29**
Resolutions *29*
Reconsideration *29*
Notices of Motion *30*
Recommendations to Council *30*
Points of Order *31*
Motions Generally *31*
Main Motion *31*
Secondary Motions *32*
Motion to Amend *33*
Motion to Rise with or without Report *33*
Unanimous Consent *33*

PART 11: REPEAL **34**

The Council of The Corporation of the District of North Cowichan, in open meeting assembled, enacts as follows:

PART 1: GENERAL PROVISIONS

Citation

1.1. This Bylaw may be cited as "Council Procedure Bylaw No. 3945, 2024". [BL4065]

Interpretation

1.2. The words and terms in **semibold** font used herein shall have the respective meanings specified in section 1.4 [*definitions*] of this Bylaw.

1.3. A reference in this Bylaw to an enactment of British Columbia includes its regulations and any amendments, revisions, consolidations, or replacements. A reference to a municipal bylaw or policy includes that bylaw or policy as amended, revised, or replaced by Council from time to time. [BL4065]

Definitions

1.4. In this Bylaw: [BL 4065]

"**Acting Mayor**" means the Councillor designated in accordance with section 130 [*designation of member to act in place of mayor*] of the *Community Charter* and pursuant to section 2.1 [*annual designation of Acting Mayor*] of this Bylaw as the Council 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 **Mayor** is vacant;

"**Adjourned Meeting**" means a **Meeting** where the **Council Body** has adopted a motion to adjourn to meet at a subsequent date, time and location, which is before the next **Regular Meeting**;

"**Agenda**" means the list of items to be considered at a meeting;

"**Agenda Package**" means the agenda for a particular meeting along with all of the relevant supporting documents for the agenda;

"**Building Inspector**" shall have the same meaning as under the Building Bylaw No. 3172, 2003;

"**Business Licence Inspector**" shall have the same meaning as under the Business Licence Bylaw No. 3153, 2002;

"**Chief Administrative Officer**" means the person appointed by Council, who is assigned the responsibility for the overall management of the operations of the Municipality of North Cowichan under section 147 [*chief administrative officer*] of the *Community Charter*;

"**Committee**" means a standing committee established by the **Mayor** pursuant to section 141 [*standing committees of Council]* of the *Community Charter,* a select committee established by **Council Resolution** pursuant to section 142 [*select committees of council*] of the *Community Charter,* and any other body as referred to in section 93 [*application of rules to other bodies*] of the *Community Charter* [*application of open meeting rules to other bodies*] or as enabled by other legislation, in accordance with the Council Advisory Body Policy, but does not include **Committee of the Whole**;

"**Committee Member**" means the persons appointed by the **Mayor** to a standing committee or by **Council** to a select committee or other body as referred to in section 93 [*application of open meeting rules to other bodies*] of the *Community Charter*;

"**Committee of the Whole**" means a meeting to which all members of **Council** are invited to consider and provide recommendations to **Council** in a less formal, deliberative rather than legislative capacity for informal debate and preliminary consideration of matters awaiting formal action, except where the authority to take action is delegated to the Committee of the Whole under Delegation of Authority Bylaw No. 3814, 2021;

"**Consent Agenda**" shall have the same meaning as under the Consent Agenda Policy;

"**Corporate Officer**" means the person appointed under Delegation of Authority Bylaw No. 3814, 2021, who is assigned the responsibility for corporate administration under section 148 [*corporate officer*] of the *Community Charter*;

"**Council**" means the Council for the Corporation of the District of North Cowichan;

"**Council Body**" means the **Council**, **Committee of the Whole** or a **Committee**, as applicable;

"**Council Member**" means any member of Council, including the **Mayor**;

"**CVRD**" means the Cowichan Valley Regional District;

"**Delegation**" means an individual or person(s) on behalf of an organization who wish to appear at a **Meeting** to present information or make a request of the **Council Body** on any matter, unless restricted by this Bylaw;

"**Director of Planning, Building and Environmental Services**" means the person appointed under Delegation of Authority Bylaw No. 3814, 2021; [BL4065]

"**Electronic Means**" includes but is not limited to videoconference, audioconference, or telephone that allows participants to hear or see and hear each other;

"**Electronic Meeting**" means meetings where all **Members** participate by **Electronic Means**;

"**Electronic Participation**" means an in-person **Meeting** where one or more **Members**, **Delegations** or **Presenters** attend the **Meeting** by **Electronic Means**;

"**FCM**" means the Federation of Canadian Municipalities;

"**Hybrid Meeting**" means a meeting where **Members, Delegations, Presenters** and guests, and members of the public may attend the **Public Meeting** in person from Council Chambers or by electronic means and which will be streamed live from the Municipality's website;

"**Inaugural Meeting**" means the first Council meeting, pursuant to section 3.2 [*inaugural meeting of Council*] of this Bylaw, held after a general local election where newly elected **Council Members** are sworn in;

"**In-Camera Meeting**" means a meeting or part thereof closed to the public in accordance with Sections 90 [*meetings that may or must be closed to the public*], 91 [*other persons attending closed meetings*] and 92 [*requirements before meeting is closed*] of the *Community Charter*;

"**Incidental Motions**" include questions arising incidentally in the consideration of other questions and decided before disposition of the one to which they are incident;

"**Late Item**" means an item submitted, pursuant to section 6.17 [*late items*] of this Bylaw, that is time sensitive and requires a decision before the next scheduled **Regular Meeting**;

"**Main Motion**" means the motion that first brings a matter before the **Council Body**;

"**Manager of Bylaw and Business Licensing Services**" means the person appointed under Delegation of Authority Bylaw No. 3814, 2021;

"**Mayor**" means the Mayor of the Corporation of the District of North Cowichan;

"**Meeting**" means a **Regular Meeting** or **Special Meeting** of the **Council Body**, and a **Public Hearing Meeting**, as applicable; [BL4065]

"**Member**" means a **Council Member** or a **Committee Member**, as applicable;

"**Minutes**" are a historical record of a **Meeting**'s deliberations and decision-making processes, focusing on what was decided by the **Council Body** and not on what each **Member** said or did;

"**Motion**" means a formal proposal made by a **Member** for discussion and a decision by vote in a **Meeting**; also referred to as the "question" when the **Presiding Member** calls for a vote;

"**Municipal Hall**" means the North Cowichan Municipal Hall located at 7030 Trans-Canada Highway, North Cowichan, BC, V9L 6A1; [BL4065]

"**Municipality**" means the Corporation of the District of North Cowichan; [BL4065]

"**Notice of Motion**" shall have the same meaning as defined under the Notice of Motion Policy;

"**Officer**" means a person appointed under Officers Bylaw No. 3538, 2014;

"**Peace Officer**" shall have the same meaning as defined under Bylaw Enforcement Officer Bylaw No. 3948, 2024;

"**Point of Order**" means the procedure by which a **Member** interrupts another speaker to ask the **Presiding Member** to rule on a procedural matter;

"**Presenter**" means a person(s) or organization(s) invited by the **Municipality** to make a presentation to a **Council Body**; [BL4065]

"**Presiding Member**" means the **Mayor** or Chair of a committee, or the person authorized to act in the **Mayor** or Chair's absence or inability to act;

"**Previous Question**" means to immediately stop debate on the primary motion and any amendments and to move immediately to a vote on the motion;

"**Privileged Motions**" are motions that are unrelated to the current motion, but are of such urgency or importance that they are considered immediately;

"**Public Hearing Meeting**" means a meeting of Council established under section 4.1 [public hearing rules] of this Bylaw; [BL4065]

"**Public Hearing**" means a formal meeting of **Council** and citizens required to be held under the *Local Government Act*, where persons are permitted to make representations to **Council** before adoption or amendment of the Official Community Plan, and a Zoning Bylaw, or a bylaw under section 548 [*process for early termination of land use contract*] of the Act;

"**Public Hearing Information Package**" means the records related to the proposed bylaw, which is the subject of the public hearing, including but not limited to the proposed bylaw, all staff reports, including supplemental documents that were previously presented to Council, the public hearing notice, excerpts of the **Minutes** from previous Council meetings, and submissions from the public and/or the applicant;

"**Public Input**" means an opportunity for members of the public to address **Council** at a **Council** or **Committee of the Whole** meeting, in accordance with this bylaw;

"**Public Meeting**" means a **Meeting** that is open and accessible to the public to attend to observe the proceedings;

"**Public Notice Posting Places**" means the notice board located inside at the main entrance of the **Municipal Hall** and the municipal website;

"**Question of Privilege**" relates to the rights of the **Council Body** or one or more **Members** in attendance and takes precedence over all other motions, with the exception of motions related to adjournment and recess, a **Member** may rise to a question of privilege to address:
(a) the comfort of its **Members**, such as the heating, lighting, ventilation, etc.,
(b) the freedom from noise and other disturbance in the **Meeting**; or
(c) the conduct of its **Members**;

"**Question Period**" means an opportunity for members of the public to ask questions of **Council** at a **Council** or **Committee of the Whole** meeting, in accordance with this bylaw;

"**Regular Meeting**" means a **Council Body** meeting that is published on the (annual) regular meeting schedule pursuant section 5.1 [*notice of regular meeting schedule*] of this Bylaw;

"**Resolution**" means a formal decision passed by an affirmative vote of the majority of the **Members** present at a **Meeting** and who are entitled to vote on the matter;

"**Secondary Motions**" help the assembly decide what to do with the main motion or how to get things done in the meeting. Secondary motions enable more than one motion to be pending at a time but still follow the principle of taking up business one item at a time;

"**Special Meeting**" means a **Meeting** other than a **Regular Meeting**, the **Inaugural Meeting**, or an **Adjourned Meeting**;

"**Staff Liaison**" shall have the same meaning as defined under the Council Advisory Body Policy;

"**Statutory Hearing**" Deleted [BL4065]

"**Subsidiary Motions**" are motions that may be applied to another motion for the purpose of modifying it, delaying action on it, or disposing of it;

"**Substantive Motion**" is a self-contained proposal from a Member that is complete and is neither incidental to nor dependent upon any proceeding motion;

"**UBCM**" means the Union of British Columbia Municipalities;

"**Unanimous Consent**" is the silent consent of the **Council Body** proposed by the **Presiding Member** for non-controversial matters to make the **Meeting** more efficient by eliminating the discussion and formal voting process of a **Motion**.

Application of Rules of Procedure

1.5. The provisions of this Bylaw govern the proceedings of all **Council Body** meetings, unless otherwise specified in this Bylaw.

1.6. In cases not provided for under this Bylaw, the most recent edition of Robert's Rules of Order Newly Revised, applies to the proceedings of **Council Body** to the extent that those rules are applicable in the circumstances, and not inconsistent with provisions of this Bylaw or the *Community Charter*.

1.7. The rules of procedure contained in this Bylaw, except those that are governed by statutory provisions, may be temporarily suspended for the current meeting by a vote passed by two-thirds of the **Council Members** present at a **Committee of the Whole** or a **Council** meeting, excluding a **Public Hearing Meeting**. [BL4065]

Meetings Open to the Public

1.8. Every **Meeting** must be open to the public unless the **Meeting** is permitted to be closed in accordance with section 90 [*meetings that may or must be closed to the public*] of the *Community Charter*.

1.9. Before closing a **Meeting** or part of a **Meeting** to the public, the **Council Body** must pass a **Resolution** in a **Public Meeting** in accordance with section 92 [*requirements before meeting is closed*] of the *Community Charter* which includes the reason for the **In-Camera Meeting** as described in section 90 [*meetings that may or must be closed to the public*] of the *Community Charter*.

1.10. Despite section 1.8 [*meeting open to the public*] of this Bylaw, the **Presiding Member** may expel or exclude a person from a **Meeting** for disrespectful or disruptive behaviour, in accordance with sections 93 [*application of rules to other bodies*] and 133 [*expulsion from meetings*] of the *Community Charter*.

Severability

1.11. If any section, subsection, sentence, clause or phrase of this Bylaw is, for any reason, held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed, and the remainder of this Bylaw remains valid.

PART 2: APPOINTMENTS

Annual Designation of Acting Mayor

2.1. At the **Inaugural Meeting** held pursuant to section 3.2 [*inaugural meeting*] of this Bylaw, and thereafter at the first regular **Council** meeting held in December, the **Council** must by resolution, designate a Councillor to serve as the **Acting Mayor** for the ensuing calendar year.

2.2. The **Council** member designated under section 2.1 [*annual designation of Acting Mayor*] or chosen under section 2.3 [*designation of Presiding Member at meeting*] of this Bylaw:

(a) must fulfill the responsibilities of the **Mayor** in their absence; and

(b) has the same powers and duties as the **Mayor**.

Designation of Presiding Member at a Meeting

2.3. If both the **Mayor** and the **Acting Mayor** designated under section 2.1 [*annual designation of Acting Mayor*] of this Bylaw are absent from the **Council** or **Committee of the Whole** meeting, the **Council Members** present must choose a **Council Member** to preside at the **Council** or **Committee of the Whole** meeting.

PART 3: MEETINGS, DATES, TIME & LOCATION

Meeting Location

3.1. All **Meetings** must take place within the **Municipal Hall** except when resolved to hold a **Meeting** elsewhere and notice is given pursuant to sections 5.1 [*notice of regular meeting schedule*] or 5.4 [*notice of a special meeting*] of this Bylaw, in accordance with section 134.1 [*meetings and hearings outside municipality*] of the *Community Charter*.

Inaugural Meeting of Council

3.2. Despite sections 3.5 [*meeting date and time*] and 6.11 [*Council agenda*] of this Bylaw, following a general local election, in accordance with section 124(2)(g) [*procedure bylaws*] of the *Community Charter*, the first **Council** meeting must be held on the first Wednesday in November in the year of the election.

3.3. 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 section 3.2 [*inaugural meeting*] of this Bylaw, the first **Council** meeting must be called by the **Corporate Officer** and held as soon as reasonably possible after a quorum has taken office in accordance with section 120(1) [*oath or affirmation of office*] of the *Community Charter*.

Council Meetings

3.4. The **Mayor** must preside at a **Council** meeting when in attendance, including when participating by **Electronic Means**, in accordance with section 116(2)(c) [*Mayor must preside when in attendance*] of the *Community Charter*.

3.5. Subject to section 3.22 [*statutory holiday*] through to section 3.27 [*cancel or postpone meeting*] of this Bylaw, regular **Council** meetings must be held on the first and third Wednesday of each month at 5:00 p.m., unless resolved by **Council** to be held on a different date or time.

3.6. A **Council Member** may speak more than once in connection with the same question only

(a) with the permission of **Council**, or

(b) if the **Council Member** is explaining a material part of a previous speech without introducing a new matter.

3.7. Subject to section 3.6 [*speaking limitations*] of this Bylaw, a **Council Member** must not speak to a question or speak in reply for longer than a total time of 10 minutes without the approval of **Council**.

Committee of the Whole Meetings

3.8. The **Mayor** must preside at a **Committee of the Whole** meeting, unless the **Mayor** appoints another **Council Member** to do so.

3.9. Subject to section 3.22 [*statutory holiday*] through to section 3.27 [*cancel or postpone meeting*] of this Bylaw, regular **Committee of the Whole** meetings must be held on the second Tuesday of each month at 5:00 p.m., unless resolved by **Council** or the **Committee of the Whole** to be held on a different date or time.

3.10. Despite subsection 3.6 [*speaking limitations*] of this Bylaw, a **Council Member** may speak more than once in connection with the same question at a **Committee of the Whole** meeting.

Committee Meetings

3.11. At its first meeting after its establishment, a **Committee** must establish a regular schedule of meetings in accordance with the Council Advisory Body Policy.

3.12. Despite sections 3.6 [*speaking limitations*] and 3.7 [*10-minute speaking limit]* of this Bylaw, **Committee Members** are not limited to how many times or how long they may speak on any one question in a **Committee** meeting.

3.13. **Council Members** who are not members of the **Committee** may attend the **Committee** meeting to observe its deliberations.

3.14. The **Mayor** is an ex-officio member of all **Committees** and as such has the same rights as other **Committee Members**. While not obligated to attend meetings, the **Mayor** must, when attending, be counted in determining whether a quorum is present.

3.15. A **Committee** may only revisit its recommendations to **Council** with permission of **Council** or if directed to do so by **Council**.

In-Camera Meetings

3.16. Notwithstanding sections 3.5 [*Council meeting date and time*] and 3.9 [*Committee of the Whole meeting date and time*] of this Bylaw, regular **Council** and **Committee of the Whole** meetings may begin at 3:00 p.m. if any part of the meeting is closed to the public in accordance with section 90 [*meetings that may or must be closed to the public*] of the *Community Charter and* provided that the portion of the:

(a) regular **Council** meeting that is open to the public begins at the time specified under section 3.5 [*meeting date and time*] of this Bylaw; or,

(b) regular **Committee of the Whole** meeting that is open to the public begins at the time specified under section 3.9 [*meeting date and time*] of this Bylaw.

3.17. The **Council Body** may, by **Resolution** passed by a majority vote of the **Members** of the **Council Body** present:

(a) refer a matter that arises during the **In-Camera Meeting**, which in the opinion of **Council**, does not meet the criteria to be held in an **In-Camera Meeting**, to a **Public Meeting** for discussion; or

(b) release to a **Public Meeting**, any or all of the written material provided to an **In-Camera Meeting** or any or all of the **Resolutions** passed at such **In-Camera Meeting**, subject to

section 12 [*cabinet and local public body confidences*] of the *Freedom of Information and Protection of Privacy Act*.

Calling a Special Meeting

3.18. The **Mayor**, at the **Mayor**'s discretion, or two or more **Council Members** may call a **Special Meeting** of **Council** in accordance with section 126 [*calling of special Council meetings*] of the *Community Charter*.

3.19. The **Mayor**, in consultation with the **Chief Administrative Officer** or the **Corporate Officer**, may call a **Special Meeting** of **Committee of the Whole**.

3.20. The **Committee** Chair may call a **Special Meeting** of the **Committee**, in consultation with the **Staff Liaison** or the **Corporate Officer**, subject to staff resources being available to support the **Special Meeting**.

3.21. The **Presiding Member** shall determine whether the **Special Meeting** shall be conducted in person, by **Electronic Means**, or as a **Hybrid Meeting**, subject to staff resources being available to support the **Special Meeting**.

Meetings that fall on a Statutory Holiday

3.22. When a **Regular Meeting** falls on a statutory holiday, the **Meeting** must be held on the next day the **Municipal Hall** is open following the statutory holiday.

Cancelled or Postponed Meetings

3.23. Despite sections 3.5 [*Council meeting date and time*] and 3.9 [*Committee of the Whole meeting date and time*] of this Bylaw, the regular **Council**, **Committee of the Whole**, or **Public Hearing Meetings** scheduled: [BL4065]

(a) for the first Wednesday in January, July and August

(b) during the same week as the **FCM** Annual Conference or the **UBCM** Convention

(c) one month prior to a general local election, a by-election, or an assent voting opportunity [BL4065]

(d) between general voting day and the **Inaugural Meeting** referred to in section 3.2 [*inaugural meeting*] of this Bylaw

are cancelled.

3.24. A **Regular Meeting** may be cancelled, by an affirmative vote of a majority of the **Members** present or rescheduled to another date and time that is not a holiday.

3.25. The **Presiding Member** may cancel a **Regular Meeting** where:

(a) it is known in advance that quorum cannot be achieved,

(b) there are no items of business, in consultation with the **Chief Administrative Officer** or **Corporate Officer**, or

(c) unforeseen circumstances, including emergencies, severe weather, or significant technical issues, prevent the meeting from being held safely or effectively. [BL4065]

3.26. The Presiding Member may postpone or cancel a Regular Meeting:

(a) by giving notice through the Corporate Officer's office at least 2 days before the date on which the Regular Meeting is scheduled;
(b) despite paragraph (a), where postponement or cancellation is required due to unforeseen circumstances as contemplated in section 3.25(c), by giving notice through the Corporate Officer's office as soon as reasonably possible; and
(c) in all cases, the Corporate Officer must post notice of a postponed or cancelled Regular Meeting at the Public Notice Posting Places and on social media." [BL4065]

3.27. The **Presiding Member** may cancel or postpone a **Special Meeting** by giving notice through the **Corporate Officer**'s office at least 2 hours before the time for which the **Special Meeting** is scheduled. The Corporate Officer shall post notice of a postponed or cancelled **Special Meeting** at the **Public Notice Posting Places** and social media.

Electronic and Hybrid Meetings

3.28. The following meetings are hereby authorized to be conducted by **Electronic Means**:

(a) Regular **Council** meetings in accordance with section 128 [*electronic regular Council meetings*] of the *Community Charter;*

(b) Special **Council** meetings in accordance with section 128.1 [*electronic special Council meetings*] of the *Community Charter*;

(c) Regular and special **Committee of the Whole** meetings in accordance with section 128.2 [*electronic Council committee meetings*] of the *Community Charter;*

(d) Regular and special **Committee** meetings in accordance with section 128.2 [*electronic Council committee meetings*] of the *Community Charter; and,*

(e) **Public Hearing Meeting**s in accordance with section 465(1.1) [*public hearing may be conducted electronically*] of the *Local Government Act.* [BL4065]

3.29. A regular **Council**, **Committee of the Whole** and **Public Hearing Meeting** (**Public Meeting**) shall be conducted as a **Hybrid Meeting** with in person participation from Council Chambers, subject to section 5.2 [*technical difficulties*] of this Bylaw. The way in which members of the public may join electronically, in accordance with the Municipality's procedures governing electronic meeting participation, will be published to the **Agenda**. [BL4065]

3.30. Where notice has been given that a **Special Meeting** shall be conducted as a **Hybrid Meeting** or by **Electronic Means**, the **Special Meeting** must be conducted as a **Hybrid Meeting** or by **Electronic Means**.

3.31. Where a **Council** meeting is conducted solely by **Electronic Means**, the public may attend the **Municipal Hall** to watch and hear or hear any part of the **Public Meeting** with an **Officer** in attendance.

3.32. **Committee** meetings may be conducted as a **Hybrid Meeting** if scheduled during regular office hours and staff resources are available. The **Hybrid Meeting** would be conducted in person from Council Chambers where members of the public may observe, or they may join the meeting electronically. Instructions on how to join the meeting electronically will be published to the **Agenda**.

Electronic Participation by Members

3.33. **Council Member**s may not participate electronically in an **Inaugural Meeting**.

3.34. A **Member** who is unable to attend a **Meeting** in person, may participate in the **Meeting** by **Electronic Means** pursuant to section 128.3 [*electronic participation by members in Council and Council committee meetings*] of the *Community Charter*, and subject to section 3.36 [*3 consecutive meetings]* of this Bylaw. A **Member** must:

(a) notify the **Presiding Member** and the **Corporate Officer** prior to the **Meeting** if they will be participating electronically;

(b) turn their camera on while participating by **Electronic Means** in the **Meeting**;

(c) advise the **Presiding Member** and the **Corporate Officer**, if they are participating by telephone or their video is not turned on, before leaving a **Meeting** [*e.g., to answer the door, take a bio break, etc.*] and when the **Member** returns to the **Meeting** so that the **Member**'s absence can be recorded in the **Minutes**.

3.35. The **Corporate Officer** shall provide **Members** with instructions on how to connect to and participate in the **Meeting** by **Electronic Means**.

3.36. A **Member** may participate electronically in more than 3 consecutive **Meetings** with the approval of the **Presiding Member**.

PART 4: PUBLIC HEARINGS, MATTERS REQUIRING A RIGHT TO BE HEARD, DEVELOPMENT APPLICATIONS, AND REQUESTS FOR RECONSIDERATION (BY APPLICANT) [BL4065]

Public Hearing Rules

4.1. Meetings for conducting a **Public Hearing Meeting** shall be held on the third Wednesday of each month at 7:00 p.m., unless otherwise resolved by Council.

4.2. A Council Member will:

(a) limit their questions to the speaker to seek clarification or additional details;

(b) not engage the speaker in a debate; and

(c) not comment on the merits of the bylaw,

during a **Public Hearing Meeting.**

4.3. Only a **Council Member** may put a question to a person who speaks at a **Public Hearing Meeting**.

4.4. No person may make a reply, rebuttal, or further submission at a **Public Hearing Meeting** unless permitted in this Bylaw, the Public Input and Meeting Conduct Policy, or without the **Mayor**'s permission subject to section 4.20 [*report from staff*].

4.5. Despite section 4.1 [hearing date and time] of this Bylaw, a **Public Hearing Meeting** shall only be scheduled where:

(a) **Council** has directed staff to give notice, and

(b) the **Director of Planning, Building and Environmental Services** has given notice in accordance with section 66 [*public hearing procedures*] of the *Local Government Act*.

4.6. All comments made during a **Public Hearing Meeting** are to be directed to **Council** and must relate to the matter that is the subject of the hearing as per the Municipality's procedures governing public hearings.

4.7. All comments must be respectful of **Council**, the applicant, staff and other members of the public. The **Mayor** may expel a person from the **Public Hearing Meeting** who is acting improperly or disrupting the proceedings, or the **Council** may adjourn the **Public Hearing Meeting** to reconvene on a future date where order cannot be restored.

Public Hearings

4.8. The **Public Hearing Information Package** shall be published to the public hearing webpage at least four (4) calendar days prior to the **Public Hearing Meeting**.

4.9. All persons who believe they are affected by the proposed bylaw will be given a reasonable opportunity to be heard or to present a written submission. Submissions may be provided in writing in advance, in accordance with the deadline set out in the **Public Hearing** notice under section 5.9 [*public hearing notice*], or presented orally during the **Public Hearing**, including by PowerPoint presentation, provided that arrangements are made with the **Corporate Officer** and the PowerPoint presentation is submitted no later than the day prior to the **Public Hearing**. Multimedia formats, including videos, are prohibited.

4.10. All written submissions received pursuant to section 4.9 [*people affected by proposed bylaw*] of this Bylaw, shall be made available to the public for review by placing them in the **Public Hearing** binder and by appending them to the **Public Hearing Information Package** located on the public hearings webpage.

4.11. The **Mayor** will provide an explanation of the **Public Hearing** process and may establish a time limit for speakers, if necessary, to ensure that all members of the public present who wish to share their comments with **Council** are able to make their submissions.

4.12. Where more than one bylaw is to be considered at the same Public Hearing, the explanation provided by the Mayor under section 4.11 [*explanation of public hearing process*] of this Bylaw, shall apply as the **Public Hearing** process for all **Public Hearing** matters, unless otherwise established by the **Mayor**.

4.13. Staff may make a presentation to **Council** during the **Public Hearing**.

4.14. The applicant, if applicable, shall be provided up to ten (10) minutes to make a presentation to **Council** during the **Public Hearing** regarding their application, to be delivered orally, or by PowerPoint presentation, provided that arrangements are made with the **Corporate Officer** and the PowerPoint presentation is submitted no later than the day prior to the **Public Hearing**. Multimedia formats, including videos, are prohibited.

4.15. The **Corporate Officer** shall provide a summary of all correspondence, including petitions, received by 3:00 p.m. on the day of the **Public Hearing** and/or added to the **Public Hearing Information Package** that was published in accordance with section 4.10 [*public hearing information package*] of this Bylaw.

4.16. Written submissions that have not been published in accordance with section 4.15 [*received by 3:00 p.m. on day of hearing*] of this Bylaw, shall be read out by the **Corporate Officer** during the **Public Hearing**.

4.17. The **Mayor** will ask if there is any person who wishes to speak at the **Public Hearing**, whether or not there is a speakers' list. All persons with an interest in the proposed bylaw that is the subject of the **Public Hearing** will be afforded a reasonable opportunity to be heard or to present written submissions on matters contained in the proposed bylaw, in accordance with section 4.9.

4.18. Those wishing to speak at the **Public Hearing** must state their name and address for identification, or the name and address of the person or body they represent (if applicable) and whether they are in support of or opposed to the proposed bylaw prior to sharing their comments. If a person wishes to speak a second time, they will be given further opportunity to address **Council** after all interested members of the public have been heard a first time.

4.19. A **Motion** to request a report from staff on a matter raised in a **Public Hearing** is in order at the **Public Hearing**.

4.20. Staff and the applicant shall be given an opportunity to respond to comments or questions raised during the **Public Hearing** before the hearing is closed on the application.

4.21. When the **Mayor** considers that a reasonable opportunity has been provided for all who wished to make submissions and be heard, the **Mayor** shall close the **Public Hearing** after calling three times for further submissions. **Council** may debate further consideration of the bylaw immediately following the close of the **Public Hearing**.

4.22. Once a **Public Hearing** is closed, **Council** may not receive additional information from the applicant or public. **Council** may request clarification of an issue raised at the **Public Hearing**, but not any new information.

Matters Requiring a Right to be Heard

4.23. Where a person has a right to be heard under the provincial legislation, that person shall be provided such an opportunity, and the **Corporate Officer** shall place their request on the **Regular Meeting Agenda**, subject to all conditions under the provincial legislation being met.

4.24. Where **Council** is considering adoption of a bylaw to establish, amend or replace:

(a) Business Licence Bylaw No. 3153, 2002 in accordance with section 59(2) [*notice required before adopting bylaw*] of the *Community Charter,*

(b) A bylaw that removes a reservation or dedication of property as a park or public square in accordance with section 30 [*reservation and dedication of municipal property*] of the *Community Charter,*

(c) A bylaw that removes a reservation or dedication of property for heritage or heritage conservation in accordance with section 30 [*reservation and dedication of municipal property*] of the *Community Charter, or*

(d) A bylaw that closes a road permanently in accordance with section 40 [*permanent closure and removal of highway dedication*] of the *Community Charter,*

Council must provide an opportunity for any person who considers they are affected by the bylaw to be heard.

Development Applications

4.25. Where **Council** is considering a resolution to issue a Temporary Use Permit under Development Procedures Bylaw No. 3924, 2024, and section 493 of the *Local Government Act*.

4.26. Where **Council** is considering a resolution to issue a Development Variance Permit under Development Procedures Bylaw No. 3924, 2024, and section 498 of the *Local Government Act*.

Requests for Reconsideration (by Applicant)

4.27. Where a decision was delegated, a person may request **Council** reconsider that delegated decision. The reconsideration by Council is final and cannot be reconsidered further by **Council** [*may only be reconsidered once*].

4.28. The procedures for requesting **Council**'s reconsideration of the **Business Licence Inspector**'s decision to refuse to grant, transfer, or renew a business licence are established under Delegation of Authority Bylaw No. 3814, 2021.

4.29. The procedures for requesting **Council**'s reconsideration of the **Director of Planning, Building and Environmental Services'** decision to issue a development permit, a development variance permit, or a temporary use permit, or require security are established under Delegation of Authority Bylaw No. 3814, 2021 and Development Procedures Bylaw No. 3924, 2024. [BL4065]

4.30. The procedures for requesting **Council**'s reconsideration of the **Director of Planning, Building and Environmental Services'** decision to require a development approval information report are established under Development Approval Information Bylaw No. 3942, 2024. [BL4065]

4.31. The procedures for requesting **Council**'s reconsideration of the **Manager of Bylaw and Business Licensing Services**' decision ordering a person to clean up their property are established under Nuisance Abatement and Cost Recovery Bylaw No. 3804, 2020.

PART 5: NOTICE REQUIREMENTS

Notice of Regular Meeting Schedule

5.1. The **Corporate Officer** shall, by December 31 of each year:

(a) Post a schedule of the date, time, and place of **Regular Meetings** for that calendar year in the **Public Notice Posting Places**;

(b) Include in the notice whether the **Regular Meetings** are to be held in person, by **Electronic Means**, or as a **Hybrid Meeting**;

(c) Include instructions in the notice for connecting virtually to a **Hybrid Meeting** or where the **Meeting** is held by **Electronic Means**, in accordance with sections 128(2)(b)(i) [*notice and procedure requirements for how the electronic Council meeting is conducted and the place where the public may observe*] and 128.2(2)(b) [*notice and procedure requirements for how the electronic committee meeting is conducted*] of the *Community Charter* and the Municipality's procedures governing electronic meeting participation; and [BL4065]

(d) Give notice of the availability of the schedule in accordance with section 127(1) [*notice of Council meetings*] of the *Community Charter* and Public Notice Bylaw No. 3906, 2023.

5.2. Where, due to technical difficulties and in accordance with the Municipality's procedures governing electronic meeting participation, a regular **Council** or **Committee of the Whole** meeting cannot be held as a **Hybrid Meeting**, pursuant to section 3.29 [*hybrid meetings conducted in person and electronically*] of this Bylaw, the **Corporate Officer** shall, as soon as reasonably possible, post notice to the **Public Notice Posting Places** how the meeting shall be conducted. [BL4065]

5.3. Where revisions are necessary to the annual schedule under section 5.1 [*notice of regular meeting schedule*] of this Bylaw, the **Corporate Officer** shall, as soon as reasonably possible, post any revisions or cancellations made to the **Regular Meeting** schedule under section 5.1(a) [*notice of regular meeting schedule*] of this Bylaw, to the **Public Notice Posting Places**.

Notice of a Special Meeting

5.4. At least 24 hours before a **Special Meeting**, in accordance with section 127(3) [*notice must be signed*] of the *Community Charter*, the **Corporate Officer** must give notice of the meeting, including:

(a) the date, time, location, and a general description of the items to be discussed at the meeting; and,

(b) whether the **Special Meeting** is to be held in person, by **Electronic Means**, or as a **Hybrid Meeting**; and

(c) if the meeting is a **Council** meeting which is to be conducted by **Electronic Means** or as a **Hybrid Meeting**, the notice shall include that the public may attend the **Municipal Hall** to observe the meeting that is open to the public with an **Officer** in attendance, in accordance with section 128(2)(b)(i) [*notice and procedure requirements for how the electronic Council meeting is conducted and the place where the public may observe*] of the *Community Charter*.

5.5. If the **Special Meeting** is to be conducted by **Electronic Means**, or as a **Hybrid Meeting**, the notice must include the way in which electronic participation shall be conducted, in accordance with sections 128.1 [*electronic special Council meetings*] and 128.2 [*electronic Council committee meetings*] of the *Community Charter*.

5.6. If the **Agenda** for the **Meeting** contains a proposed **Resolution** to close all or part of the **Meeting** to the public, the notice, in accordance with section 92 [*requirements before meeting is closed*] of the *Community Charter*, must state:

(a) that the meeting is to be closed; and

(b) the basis under the *Community Charter* on which all or part of the meeting is to be closed

and may include a general description of the item to be discussed without compromising the reason for closing the meeting.

5.7. The notice under section 5.4 [*notice of a special meeting*] of this Bylaw must be signed by the **Corporate Officer** or the **Mayor**. Where two or more **Council Members** have themselves called the **Special Meeting** pursuant to section 3.18 [*calling a special meeting*] of this Bylaw, the **Corporate Officer** or the **Council Members** calling the meeting must sign the notice, in

accordance with sections 126(4) [*sign special meeting notice*] and 127(3) [*content for special meeting notice*] of the *Community Charter*.

5.8. The notice under section 5.4 [*notice of a special meeting*] of this Bylaw must be posted in the **Public Notice Posting Places**, at the entrance to the **Regular Meeting** place and be emailed to each **Member**, in accordance with section 127(2) [*24-hours' notice*] of the *Community Charter*.

5.9. Deleted [BL4065]

5.10. Deleted [BL4065]

5.11. Deleted [BL4065]

PART 6: AGENDAS & MINUTES

Deadline for Submission of Agenda Items

6.1. The deadline for submission to the **Corporate Officer** of items for inclusion on the **Agenda** is one (1) week prior to the **Regular Meeting**.

6.2. Despite section 6.1 [*agenda item deadline*] of this Bylaw, supplemental materials from an applicant to be included in the **Agenda** must be received by the **Corporate Officer** at least four (4) working days prior to the **Meeting**.

Publishing Agendas

6.3. At least 48 hours before a **Regular Meeting** or a **Public Hearing Meeting**, and in accordance with section 6.4 [*corporate officer to prepare agenda*] of this Bylaw, the **Corporate Officer** must, in accordance with the Agenda and Minutes Policy: [BL4065]

(a) Post the **Agenda** at the **Public Notice Posting Places**;

(b) Leave a copy of the **Agenda Package** at a public counter at the **Municipal Hall** for the public to review;

(c) Email a link to, or copy of, the **Agenda Package** to each **Member**;

(d) Upon request, leave a printed copy of the **Agenda Package** in the **Council Member**'s mailbox at the **Municipal Hall** or at the front counter at the **Municipal Hall** for a **Committee Member**; and

(e) If the meeting is a **Special Meeting**, post the **Agenda** at the Public Notice Posting Places as soon as reasonably possible (if applicable).

Order of Business in Agendas

6.4. Subject to section 6.7 [*vary order of agenda*] of this Bylaw, the **Corporate Officer** shall prepare an **Agenda**, in accordance with the Agenda and Minutes Policy, setting out the items for consideration at that **Meeting** pursuant to the order established under section 6.11 [*Council agenda*] through to section 6.14 [*committee agenda*] of this Bylaw. If a matter is to be considered at an **In-Camera Meeting**, the item description must include the applicable section of the *Community Charter* under which the meeting or part of the meeting is to be closed to the public, and may include a general description of the item to be discussed without compromising the reason for closing the meeting.

6.5. Particular business at a **Meeting** must be taken up in the order in which it is listed on the **Agenda** unless otherwise resolved, subject to sections 1.7 [*temporarily suspend the rules*], 6.6 [*only items on agenda considered*] and 6.7 [*vary order of agenda*] of this Bylaw.

6.6. Only matters listed on the **Agenda** may be considered at the **Council** meeting unless the **Council** has added the matter to the **Agenda** as a **Late Item** under section 6.17 [*distribution of late item*] of this Bylaw.

6.7. The **Presiding Member** and **Corporate Officer** may vary the order of the **Council Body** meeting **Agenda** set out under sections 6.11 [*Council agenda*] through to section 6.14 [*committee agenda*] of this Bylaw, and delete headings that have no business under the item(s) prior to publishing the **Agenda Package** under section 6.3 [*publishing agendas*] of this Bylaw, with the exception of New Business which must not be deleted in case of a **Late Item** being added under section 6.17 [*distribution of late item*] of this Bylaw.

6.8. The **Mayor** may provide an update to **Council** on the **Mayor**'s recent activities and important announcements during the **Mayor**'s Report portion of the regular **Council** meeting **Agenda**.

6.9. The introduction of a **Resolution** is not permitted under section 6.8 [*Mayor's update*] of this Bylaw.

Inaugural Agenda

6.10. The **Agenda** for the **Inaugural Meeting** established under section 3.2 [*inaugural meeting*] of this Bylaw may be primarily ceremonial.

Council Agenda

6.11. Subject to sections 6.7 [*vary order of agenda*] and 6.17 [*distribution of late item*] of this Bylaw, the **Agenda** for each **Council** meeting must include, as applicable and in the order in which they are listed below, the following matters:

(a) Call to Order
(b) Resolution to close the meeting to the public
    (i) Approval of in-camera meeting **Agenda**
    (ii) Adoption of in-camera meeting **Minutes**
    (iii) In-camera meeting items
    (iv) Rise and report
(c) Recess until 5:00 p.m.
(d) Awards and Recognition by **Council**
(e) Approval of **Consent Agenda**
    (i) Items for Decision
    (ii) Items for Information
(f) Approval of Meeting **Agenda**
    (i) Introduction of **Late Items**
    (ii) Changes to Order of Business
(g) Mayor's Report
(h) **Public Input** on Agenda Items
(i) Presentations and Petitions
    (i) **Presenters**

(ii) **Delegations**
(iii) Petitions

(j) Unfinished and Postponed Business
(k) Matters Requiring a Right to be Heard [BL 4065]
(l) Development Applications [BL 4065]
(m) Requests for Reconsideration (by Applicant) [BL 4065]
(n) Bylaws
(o) Reports
(p) New Business
(q) **Notice of Motions**
(r) **Question Period**
(s) Adjournment

Public Hearing Agenda

6.12. Subject to section 6.7 [*vary order of agenda*] of this Bylaw, the **Agenda** for a **Public Hearing** must include, as applicable and in the order in which they are listed below, the following matters:

(a) Call to Order
(b) Approval of **Agenda**
(c) **Public Hearing** Matters
    (i) Explanation of the public hearing process
    (ii) [*bylaw name and number*]
        (a) Call public hearing to order
        (b) Public hearing for bylaw
            1. Introductory presentation provided by staff
            2. Applicant provides details of their application
            3. Summary by the Corporate Officer of correspondence received
            4. Comments from the public
            5. Response by staff and the applicant to new information or factual matters raised
            6. Close of public hearing for [bylaw name and number]
        (c) Consideration of further readings of the bylaw
(d) Deleted [BL 4065]
(e) Adjournment.

Committee of the Whole Agenda

6.13. Subject to section 6.7 [*vary order of agenda*] of this Bylaw, the **Agenda** for each **Committee of the Whole** meeting must include, as applicable and in the order in which they are listed below, the following matters:

(a) Call to Order
(b) Resolution to close the meeting to the public
    (i) Approval of in-camera **Agenda**
    (ii) Adoption of in-camera **Minutes**
    (iii) In-camera meeting items
    (iv) Rise and report

(c) Recess until 5:00 p.m.
(d) Approval of **Agenda**
(e) Adoption of **Minutes**
(f) **Public Input** on Agenda Items
(g) Delegations and Presentations
    (i) **Presenters**
    (ii) **Delegations**
(h) Unfinished and Postponed Business
(i) Staff Reports
(j) Items for Discussion
(k) **Question Period**
(l) Adjournment

Committee Agenda

6.14. Subject to section 6.7 [vary order of agenda] of this Bylaw, the **Agenda** for each **Committee** meeting must include, as applicable and in the order in which they are listed below, the following matters:
(a) Call to Order
(b) Approval of the **Agenda**
(c) Adoption of **Minutes**
(d) Unfinished and Postponed Business
(e) Business
(f) Adjournment

Consent Agenda

6.15. **Consent Agenda** items shall be added to the regular **Council Agenda** in accordance with the **Municipality**'s Consent Agenda Policy.

Late Items

6.16. An item of business not included on the **Agenda** may only be considered at a **Council** meeting if **Council** adds the item to the agenda at the time **Council** approves the agenda.

6.17. If **Council** adds a **Late Item** to the **Agenda** under section 6.16 [*approved when agenda adopted*] of this Bylaw:

(a) written information pertaining to the **Late Item**, if any, must be immediately distributed to **Council Members**, and,

(b) the **Late Item** must be added under the New Business heading of the agenda.

Meeting Minutes

6.18. The **Minutes** of every **Meeting** must be recorded in accordance with the Municipality's procedures governing the distribution of agendas and minutes, be certified as correct by the **Corporate Officer**, and signed by the **Presiding Member** at the meeting or at the next **Meeting** at which the **Minutes** are adopted. [BL4065]

6.19. A negative vote must be recorded in the **Minutes**.

6.20. The **Minutes** from a **Public Meeting** shall be made available for public inspection at the **Municipal Hall** during regular office hours and will be published on the **Municipality**'s website in accordance with the Agenda and Minutes Policy.

6.21. Despite section 6.20 [*minutes made available to public*] of this Bylaw, **Minutes** from an **In-Camera Meeting** shall not be published to the website unless released by the **Council Body** in accordance with section 6.22 [*release of in-camera resolutions*] of this Bylaw.

6.22. **Resolution**s from an **In-Camera Meeting** shall be released to the public in accordance with the Municipality's procedures governing routine release of in-camera resolutions. [BL4065]

6.23. The **Minutes** from a **Public Hearing** must reflect the name and address of each speaker or written submission, whether in favour or opposed to the subject of the **Public Hearing**, and a summary of the speaker's comments.

6.24. Despite subsection 6.18 [*certified by corporate officer*] of this Bylaw, where the **Corporate Officer** or the **Chief Administrative Officer** are not present at an **In-Camera Meeting**, the **Minutes** must be signed by the **Presiding Member** and certified as correct by the **Council Member** appointed to take the **Minutes** at the **In-Camera Meeting**.

PART 7: PRESENTATIONS & PUBLIC PARTICIPATION

General Rules for Presentations & Public Participation

7.1. The **Corporate Officer** shall refuse to place a Delegation or a petition on an Agenda where the subject matter:

(a) is under a statutory input or hearing process, including a Public Hearing, notice-based input process, or Council-directed public engagement,

(b) relates to an OCP or Zoning bylaw for which a Public Hearing is not permitted or not required under section 467 of the *Local Government Act*,

(c) relates to an Early Consideration application,

(d) relates to personnel or labour relations,

(e) is before the courts or where legal action has been authorized,

(f) promotes a business or solicits goods/services for financial gain, except for independent nonprofit organizations,

(g) relates to a staff report that has not yet been presented to Council,

(h) contains confidential information or records not lawfully released,

(i) relates to information considered at an In Camera meeting unless released by Council, or

(j) relates to a proposed bylaw for which a required Public Hearing has already been held. [BL4065]

7.2. **Council** will not act on a request from a **Delegation** or a petitioner until the next regular **Council** meeting.

7.3. Despite section 7.2 [*not act on request till next regular meeting*] of this Bylaw, the **Mayor**, or **Council** by **Resolution**, may refer a request from a **Delegation** or a petitioner to:

(a) the department where the matter relates to their scope of responsibility for response,

(b) staff for a report to be included on a future **Council** meeting **Agenda**, or

(c) a **Committee** for feedback and recommendation prior to **Council** considering the request at a future meeting.

7.4. All speakers addressing a **Council Body** must comply with this Bylaw and, as appropriate, with:

(a) Respectful Spaces Bylaw No. 3796, 2020;

(b) Delegations and Presenters Policy;

(c) Public Input and Meeting Conduct Policy; and

(d) Municipalities procedures governing petitions [BL4065]

7.5. Where a person is being disrespectful to members of the **Council Body**, staff, **Delegations**, **Presenter**s, or to members of the public in attendance at the **Meeting**, the **Presiding Member** will take action to cease the behaviour, which may include expulsion from the **Meeting** as per section 1.10 [*presiding member may expel person*] of this Bylaw.

Delegations

7.6. Subject to section 6.1 [*agenda item deadline*] of this Bylaw, a request to be a **Delegation** must be submitted in writing to the **Corporate Officer** in accordance with the Delegations and Presenters Policy.

7.7. The **Corporate Officer** may place up to two (2) **Delegations** to present at the same **Council** or **Committee of the Whole** meeting. **Delegation**s may participate in person at the **Municipal Hall** or by **Electronic Means**.

7.8. A **Delegation** may address a **Council Body** at a meeting where the **Corporate Officer** has included the **Delegation** on the **Agenda**, pursuant to sections 7.1 [*reject delegation or petition*] and 7.9 [*multiple delegations from same organization*] of this Bylaw.

7.9. Multiple **Delegations** from the same organization who wish to address the same matter will be combined and treated as a single **Delegation**.

7.10. Each address from a **Delegation** shall be limited to 10 minutes.

Presenters

7.11. The **Municipality** may invite a person(s) or organization(s) to make a presentation to a **Council Body**.

7.12. Despite section 7.6 [*request must be in writing*] of this Bylaw, a **Presenter** does not have to request to be a **Delegation** and is not subject to the speaking limitation under section 7.10 [*10-minute speaking limit*] of this Bylaw.

Petitions

7.13. A petition must be submitted in accordance with section 6.1 [*agenda item deadline*] of this Bylaw, to be included in a Council **Agenda Package**.

7.14. A petition must be in writing, signed by each person named in the petition, and comply with

this Bylaw and the Municipalities procedures governing petitions. [BL4065]

7.15. Petitions will form part of the public record and be published to website in accordance with the Municipalities procedures governing petitions. [BL4065]

7.16. A petition being presented to **Council** shall include:

(a) the spokesperson's contact information,

(b) the requested action and/or pertinent information on the top of each page of the petition, and

(c) the names and addresses of the petitioners all legibly printed and then a signature.

7.17. A petitioner shall be limited to 5 minutes to address **Council** at the meeting where the **Corporate Officer** has included the petition on an agenda.

7.18. The **Corporate Officer** must notify a petitioner if their petition has been referred to staff or a **Committee** under section 7.3 [*refer request*] or rejected under section 7.1 [*reject delegation or petition*] of this Bylaw.

Public Input

7.19. Members of the public shall be provided an opportunity to address **Council** at a **Council** or **Committee of the Whole** meeting regarding matters to be considered at the meeting during **Public Input**, subject to sections 7.20 [*maximum 5 speakers at 3 minutes each*], and 7.21 [*Presiding Member may terminate address*] of this Bylaw. All comments shall be addressed to **Council** and must be in accordance with the Public Input and Meeting Conduct Policy. For certainty, members of the public are not permitted to direct their comments to staff or person(s) attending as a **Presenter** or **Delegation**.

7.19.1 Despite section 7.19, Public Input shall not be permitted in relation to the following matters:

(a) matters that are subject to a statutory public input or hearing process, including a Public Hearing or other notice-based public input opportunity required by legislation;

(b) Official Community Plan or Zoning Bylaws in respect of which a Public Hearing is not permitted or required under section 464 of the *Local Government Act*;

(c) Early Consideration applications, as defined in the Development Procedures Bylaw No. 3924, 2024; and

(d) Land Use applications such as Temporary Use Permits and Development Variance Permits. [BL4065]

7.19.2 Where there is uncertainty as to whether Public Input is permitted on a matter, the Presiding Member shall determine whether Public Input will be accepted, in accordance with this Bylaw, having regard to applicable legislation and principles of procedural fairness. [BL4065]

7.19.3 Despite section 7.19, Public Input shall not be permitted where, in the opinion of the Presiding Member, it may prejudice the fairness or integrity of a statutory, quasi-judicial, or administrative process. [BL4065]

7.20. A maximum of five (5) speakers, allotted up to three (3) minutes each, will be permitted to address **Council** once during **Public Input** at a **Council** or **Committee of the Whole** meeting. All speakers must adhere to the Public Input and Meeting Conduct Policy.

7.21. The **Presiding Member** is authorized to terminate an address being delivered pursuant to section 7.5 [*disrespectful behaviour*] of this Bylaw, where a person fails to comply with the Public Input and Meeting Conduct Policy. If the person fails to comply with the action ordered by the **Presiding Member**, the **Presiding Member** may expel the person from the meeting in accordance with section 1.10 [*presiding member may expel person*] of this Bylaw.

Question Period

7.22. Members of the public shall be provided an opportunity to ask questions of **Council** at a **Council** or **Committee of the Whole** meeting regarding matters discussed at the meeting during **Question Period** and shall be allotted up to 1-minute each to ask their question, subject to section 7.5 [*disrespectful behaviour*] of this Bylaw. All questions shall be addressed through the **Mayor** and must be in accordance with the Public Input and Meeting Conduct Policy. For certainty, members of the public are not permitted to direct their questions to staff or person(s) attending as a **Presenter** or **Delegation**. [BL4065]

7.23. **Question Period** is limited to 15 minutes.

PART 8: CONDUCT AT MEETINGS

Code of Conduct for all Attendees

8.1. **Members** shall conduct themselves at all times in a manner that is compliant with the code of conduct set out in the Code of Conduct Bylaw No. 4053, 2025. [BL4065]

8.2. No **Member** shall disobey the decision of the **Presiding Member** on points of order or fail to adhere to section 8.1 [*code of conduct*] of this Bylaw. If the **Member** resists the **Presiding Member**'s ruling, the **Presiding Member** may order the **Member** to leave the meeting.

(a) If the **Member** does not leave the meeting, the **Presiding Member** may cause the **Member** to be removed by a **Peace Officer**.

(b) If the **Member** apologizes to the **Council Body**, the **Council Body** may by **Resolution**, allow the **Member** to retake their seat.

8.3. The public shall not applaud or otherwise interrupt any speech or action of the **Members** or any other person addressing the **Council Body**.

Attendance at Meetings

8.4. The **Presiding Member** will make reasonable efforts to notify the **Corporate Officer** in advance if the **Presiding Member** will be absent from a **Meeting**.

8.5. **Members** must make all reasonable efforts to attend **Meetings** in person. A **Member** who will be participating by **Electronic Means** must notify the **Presiding Member** and the **Corporate Officer** in advance of the **Meeting** in accordance with section 3.34 [*unable to attend in person*] of this Bylaw.

Calling Meeting to Order

8.6. As soon after the time specified for a **Meeting** as there is a quorum present, the **Presiding Member** must take the chair and call the **Meeting** to order.

8.7. If quorum is present, but the **Presiding Member** does not attend within 15 minutes of the scheduled time for a **Meeting**,

(a) the **Corporate Officer**, or their delegate, must call to order the **Members** present, and

(b) the **Members** present must choose a **Member** to preside at the **Meeting**.

Closing the Meeting to the Public

8.8. Before closing a **Meeting** or part of a **Meeting** to the public, the **Council Body**, must pass a **Resolution** in a **Public Meeting** in accordance with section 1.9 [*resolution to close meeting*] of this Bylaw.

Voting at Meetings

8.9. **Members** must remain in the **Meeting** when the **Presiding Member** is putting the **Motion** to a vote, unless the **Member** has declared they have a conflict of interest in accordance with section 100 of the *Community Charter,* except if the **Member** has withdrawn their conflict of interest as per the Reimbursement of Legal Fees in relation to Conflict of Interest Policy.

8.10. When debate on a **Motion** is closed, the **Presiding Member** must put the **Motion** to a vote of **Members** by stating, "those in favour raise your hands" and then "those opposed raise your hands".

8.11. When the **Presiding Member** puts a **Motion** to a vote under section 8.10 [*call the question*] of this Bylaw, a **Member** must not

(a) cross or leave the room,

(b) make a noise or other disturbance,

(c) interrupt the voting procedure under section 8.10 [*call the question*] of this Bylaw, unless the interrupting **Member** is raising a **Point of Order**.

8.12. After the **Presiding Member** finally puts the **Motion** to a vote under section 8.10 [*call the question*] of this Bylaw, a **Member** must not speak to the **Motion** or make a **Motion** concerning it.

8.13. Whenever a vote on a **Motion** is taken, each **Member** present must signify their vote by raising their hand, or, if participating by **Electronic Means**, in the manner directed by the **Presiding Member**.

8.14. The **Presiding Member** must declare the result of the vote by stating whether the **Motion** is carried or defeated.

8.15. The **Presiding Member** must state the name of each **Member** who voted in opposition.

8.16. The **Presiding Member**'s decision about whether a **Motion** has been finally put is conclusive.

Discussion and Debate

8.17. When a **Member** wishes to speak at a **Meeting**, the **Member** shall obtain approval of the **Presiding Member** before doing so.

8.18. A **Member** will address:

(a) the **Presiding Member** by that person's title of **Mayor**, **Acting Mayor**, or Chair and their last name;

(b) another **Council Member** by the title of Councillor and their last name;

(c) a staff member by their official title or their preferred pronoun (e.g., Dr., Mr., Ms. or Mx.) and last name, in accordance with the Use of Gender-Neutral Language and Pronouns Policy; and,

(d) a **Committee Member**, excluding the Committee Chair, by their preferred pronoun (e.g., Dr., Mr., Ms. or Mx.) and last name, in accordance with the Use of Gender-Neutral Language and Pronouns Policy.

8.19. A **Member** who has made a substantive **Motion** to the **Council Body** may reply to the debate.

8.20. No **Member** may interrupt a **Member** who is speaking except to raise a **Point of Order**.

8.21. If more than one **Member** speaks, the **Presiding Member** must call on the **Member** who, in the **Presiding Member**'s opinion, first spoke.

8.22. **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 when asked by the **Presiding Member**, and

(c) may appeal to the **Council Body** for its decision on the **Point of Order**.

8.23. **Members** speaking at a **Meeting**

(a) must speak only in connection with the matter being discussed or the **Motion** being debated [*germane*], statements must have a bearing on whether the motion should be adopted,

(b) never attack or make any allusion to the motives of another **Member**,

(c) shall avoid injecting a personal note into the debate,

(d) may speak about a previous vote only for the purpose of making a **Motion** that the **Resolution** be reconsidered or rescinded, and

(e) must adhere to the rules of procedure established under this Bylaw and to the decisions of the **Presiding Member** and the **Council Body**, in connection with the rules and **Point of Order**.

8.24. A **Member** may require the **Motion** under discussion to be read out for their information at any point during the debate but may not interrupt another **Member** who is speaking to make the request.

8.25. A **Member** who has moved an amendment, the **Previous Question**, or an instruction to a **Committee** may not reply to the debate, subject to the Council Advisory Body Policy.

Adjourning a Meeting when No Quorum

8.26. If there is no quorum present within 15 minutes of the scheduled time for a **Meeting**, the **Corporate Officer**, or their delegate, must

(a) record in the **Minutes** the names of the **Members** present, and those absent, and

(b) adjourn the **Meeting** until the next scheduled meeting.

Meeting Adjournment

8.27. **Meetings** must be adjourned no later than three (3) hours after the **Meeting** begins, unless resolved by a majority vote of **Members** present to proceed beyond that time.

PART 9: BYLAWS

Proposed Bylaws

9.1. A proposed bylaw may be considered 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.

9.2. A proposed bylaw may be considered at a **Committee of the Whole** meeting to:

(a) provide direction to staff prior to the bylaw being considered at a **Council** meeting; or,

(b) make recommendation to **Council** to consider the bylaw as proposed.

Form of Bylaw

9.3. A bylaw introduced at a **Council** meeting must

(a) be printed or in an electronic format,

(b) have a distinguishing name,

(c) have a distinguishing number, and

(d) be divided into sections.

Bylaws to be considered separately or jointly

9.4. **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

9.5. The **Presiding Member** of a **Council** meeting may

(a) have the **Corporate Officer** present 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.

9.6. The readings of a bylaw must be given by stating its title.

9.7. Each reading of a proposed bylaw must receive an affirmative vote of a majority of the **Council Members** present, except for an official community plan bylaw or official community plan bylaw amendment, where the vote required for each reading to pass is a majority of all **Council Members**.

9.8. A proposed bylaw may be debated and amended at any time during the first three readings, unless prohibited by the *Community Charter*. If amended at any time before third reading, a motion to read the bylaw shall be to give the bylaw [*second or third*] reading as amended.

9.9. In accordance with section 135 [*requirements for passing bylaws*] of the *Community Charter*, **Council** may give up to three readings to a proposed bylaw at the same **Council** meeting.

9.10. **Council** may read a bylaw up to three times in one resolution, except where a **Council Member** objects that the bylaw be read more than once on the same day.

9.11. In accordance with section 477 [*adoption procedures* for *official community plan*] of the *Local Government Act,* **Council** may adopt a proposed official community plan bylaw, at the same meeting at which the plan or bylaw passed third reading.

9.12. In accordance with section 480 [*adoption of municipal zoning bylaw*] of the *Local Government Act*, **Council** may adopt a proposed zoning bylaw at the same meeting at which the plan or bylaw passed third reading.

Bylaws must be signed

9.13. 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 **Municipality**'s records for safekeeping.

PART 10: RESOLUTIONS & OTHER MOTIONS

Resolutions

10.1. A **Resolution** may be introduced at a **Meeting** only if a copy of it has been delivered to each **Member** before the meeting begins, unless the **Council Body** has waived this requirement under section 1.7 [*temporarily suspend the rules*] of this Bylaw or through **Unanimous Consent**.

10.2. Unless otherwise stated in this Bylaw, a **Resolution** requires a majority vote of the **Members** present to pass.

10.3. The **Presiding Member** of a meeting may

(a) have the **Corporate Officer**, or their delegate, read the **Motion**, and

(b) request a **Motion** that a **Resolution** be introduced.

Reconsideration

10.4. In addition to the **Mayor**'s power to direct reconsideration under section 131 [*mayor may require reconsideration*] of the *Community Charter*, a **Council Member** who voted with the prevailing side may, at the same or next regular meeting,

(a) move to reconsider a **Resolution** adopted or defeated by **Council**, or

(b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.

10.5. Despite section 10.4 [*reconsideration by Mayor or Councillor*] of this Bylaw, a **Resolution** must not be reconsidered under this section if

(a) it had the approval or assent of the electors and been adopted,

(b) it has been reconsidered under section 10.4 of this Bylaw or section 131 [*mayor may require reconsideration*] of the *Community Charter*, [BL4065]

(c) it was a delegated decision reconsidered by **Council** under section 4.23 of this Bylaw, or

(d) it has been acted on by an officer, employee, or agent of the **Municipality**.

10.6. For certainty, each **Resolution** or reading of a bylaw may be reconsidered under section 10.4 [*reconsideration by Mayor or Councillor*] of this Bylaw.

10.7. Despite section 10.4 [*reconsideration by Mayor or Councillor*] of this Bylaw, resolutions for final adoption of an official community plan bylaw or zoning bylaw must not be reconsidered.

10.8. **Council** must not discuss the main matter referred to in section 10.4 [*reconsideration by Mayor or Councillor*] of this Bylaw unless a motion to reconsider that matter is adopted in the affirmative.

10.9. A vote to reconsider must not be reconsidered.

10.10. A voting requirement that applied to the adoption of the original **Resolution** or bylaw applies to its reconsideration under this section, subject to section 10.7 [*may not reconsider adoption of a zoning or OCP bylaw*] of this Bylaw.

10.11. An adopted bylaw or **Resolution** that is reaffirmed under section 10.4 [*reconsideration by Mayor or Councillor*] of this Bylaw or section 131 [*mayor may require reconsideration*] of the *Community Charter* is as valid and has the same effect as it had before reconsideration.

10.12. An adopted bylaw or **Resolution** that is not reaffirmed under subsection 10.4 [*reconsideration by Mayor or Councillor*] of this Bylaw or section 131 [*mayor may require reconsideration*] of the *Community Charter* is of no effect and is deemed to be repealed.

Notices of Motion

10.13. A **Council Member** may bring forward an item of business to be added to an **Agenda** by giving notice in accordance with the Notice of Motion Policy. The **Motion** must not be discussed until the next regular **Council** meeting, unless authorized by a unanimous vote of all **Council Members**.

Recommendations to Council

10.14. **Council** may take any of the following actions in connection with a recommendation it receives from the **Committee of the Whole** or a **Committee**:

(a) agree or disagree with the recommendation;

(b) amend the recommended motion;

(c) suggest an alternative course of action pursuant to section 10.1 [*introduce a resolution*] of this Bylaw;

(d) refer the recommendation back to the **Committee of the Whole** or **Committee**;

(e) postpone its consideration of the recommendation.

Points of Order

10.15. The **Presiding Member** must preserve order at a **Meeting** and, subject to an appeal of the **Presiding Member**'s decision to other **Members** present, decide on any **Point of Order** that may arise.

10.16. Without limiting the **Presiding Member**'s duty under section 132 (1) [*authority of presiding member*] of the *Community Charter*, the **Presiding Member** must apply the correct procedure to a **Motion**

(a) if the **Motion** is contrary to the rules of procedure in this Bylaw, and

(b) whether or not another **Member** has raised a **Point of Order** in connection with the **Motion**.

10.17. 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 **Member**,

(b) another **Member** must not question or comment on the rule or authority cited by the **Presiding Member** under paragraph (a), and

(c) the **Presiding Member** may reserve the decision until the next **Meeting**.

Motions Generally

10.18. **Member**s may debate and vote on a **Motion** only if it is first made by one **Member** and then seconded by another.

10.19. **Members** must vote separately on each distinct part of a **Motion** that is under consideration at a **Meeting** if a **Member** moves an **Incidental Motions** to divide the question.

Main Motion

10.20. At a **Meeting**, the following rules apply to a main **Motion**, or for the main **Motion** as amended:

(a) if a **Member** moves to put the main **Motion**, or the main **Motion** as amended, to a vote [*i.e., move previous question*], that **Motion** must be dealt with before any other amendments are made to the main **Motion** or the main **Motion** as amended; and

(b) if the main **Motion**, or the main **Motion** as amended, is decided in the negative, the **Council Body** may:

(i) introduce a new **Motion** that is substantially different from the main **Motion** that was defeated;

(ii) introduce a **Motion** to reconsider the main **Motion** or the main **Motion** as amended, subject to section 10.4 [*reconsideration by Mayor or Councillor*] through to section 10.12 [*resolution is not reaffirmed*] of this Bylaw; or

(iii) proceed to the next order of business.

Secondary Motions

10.21. During debate on a main **Motion**, a **Member** may make only the following **Secondary Motions**:

(a) **Subsidiary Motions**
  (i) to lay on the table [*motion to temporarily set the main motion aside is not debatable or amendable*]
  (ii) to move the previous question [*motion to close debate requires a 2/3 vote and is not debatable or amendable*]
  (iii) to limit or extend limits of debate [*motion requires a 2/3 vote and is not debatable*]
  (iv) to postpone definitely
  (v) to refer to committee
  (vi) to amend
  (vii) to postpone indefinitely [*motion is not amendable*]

(b) **Privileged Motions**
  (i) to fix the time to adjourn [*motion is not debatable*]
  (ii) to adjourn [*motion is not debatable or amendable*]
  (iii) to recess [*motion is not debatable*]
  (iv) to raise a question of privilege [*motion is not debatable or amendable and is ruled by the Chair*]

(c) **Incidental Motions**
  (i) to withdraw a motion [*motion is not debatable or amendable*]
  (ii) to divide the question [*motion is not debatable*]
  (iii) to take from the table [*motion must be made before the end of the next regular meeting and is not debatable or amendable*]
  (iv) to raise a point of order [*motion is not debatable or amendable and is ruled by the Chair*]
  (v) to appeal the decision of the chair [*motion is not debatable or amendable*]
  (vi) to reconsider [*motion is not amendable*]
  (vii) to rescind [*motion requires a 2/3 vote*]
  (viii) to suspend the rules [*motion requires a 2/3 vote and is not debatable or amendable*]

10.22. The following **Secondary Motions** are

(a) NOT debatable or amendable under:
  (i) subsection 10.21 (a) [*subsidiary motions*] (i) and (ii)
  (ii) subsection 10.21 (b) [*privileged motions*] (ii) and (iv)
  (iii) subsection 10.21 (c) [*incidental motions*] (i), (iii), (v) and (viii)

(b) NOT debatable under:
  (i) subsection 10.21 (a) [*subsidiary motions*] (iii)
  (ii) subsection 10.21 (b) [*privileged motions*] (i) and (iii)
  (iii) subsection 10.21 (c) [*incidental motions*] (ii) and (iv) [BL4065]

(c) NOT amendable under:
  (i) subsection 10.21 (a) [*subsidiary motions*] (vii)
  (ii) subsection 10.21 (c) [*incidental motions*] (vi)

(d) require a 2/3 vote for the motion to pass under:
  (i) subsection 10.21 (a) [*subsidiary motions*] (ii) and (iii)

(ii) subsection 10.21 (c) [*incidental motions*] (vii) and (viii)

10.23. Until it is decided, a **Motion** made at a **Council** or **Committee of the Whole** meeting to refer to **Committee** [*this includes Council referring the motion to the Committee of the Whole]* precludes an amendment of the main **Motion** unless the motion to amend was adopted prior to the motion to refer [*i.e., the motion as amended is referred to committee*].

10.24. A matter of privilege must be immediately considered when it arises at a **Meeting**.

Motion to Amend

10.25. A **Member** may, without notice, move to amend a **Motion** that is being considered at a **Meeting**.

10.26. An amendment may propose removing, substituting for, or adding to the words of an original **Motion**.

10.27. A proposed amendment must be reproduced in writing by the mover if requested by the **Presiding Member**.

10.28. A proposed amendment must be decided or withdrawn before the **Main Motion** being considered is put to a vote.

10.29. An amendment may be amended once only.

10.30. An amendment that has been defeated by a vote cannot be proposed again.

10.31. A **Member** may propose an amendment to an adopted amendment.

10.32. The **Presiding Member** must put the **Main Motion** and its amendment for the vote in the following order:

(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 the vote under paragraph (a) is positive; and

(c) the **Main Motion**.

Motion to Rise with or without Report

10.33. If a **Motion** to rise with or without report is adopted during an **In-Camera Meeting**, pursuant to sections 1.9 [*resolution to close meeting*] and 3.16 [*meeting is open to the public at 5:00 p.m.*] of this Bylaw, the **Meeting** shall resume in open and proceed to the next order of business that is open to the public.

Unanimous Consent

10.34. When the **Presiding Member** introduces a proposal for **Unanimous Consent** for a non-controversial matter, such as taking a recess, the **Presiding Member** shall preface their proposal with "if there is no objection" to make it clear to the **Council Body** that a **Member** can object and require a formal **Motion** and debate.

10.35. The use of **Unanimous Consent** is not permitted where a vote on a **Motion** is required to be passed unanimously by all of the **Members.**

PART 11: REPEAL

11.1. Council Procedure Bylaw No. 3602, 2015, and all amendments thereto, is hereby repealed.

_____

READ a first and second time on April 17, 2024, read a third time on June 19, 2024
ADOPTED on July 17, 2024