

VILLAGE OF MCBRIDE

COUNCIL PROCEDURE BYLAW NO. 771.2017

Contents

| | <u>Page</u> |
|---|-------------|
| PART 1 – INTRODUCTION | 4 |
| Title..... | 4 |
| Definitions..... | 4 |
| Application of rules of procedure | 5 |
| PART 2 – COUNCIL MEETINGS | 5 |
| Inaugural Meeting..... | 5 |
| Time and location of meetings..... | 5 |
| Notice of Council Meetings | 6 |
| Notice of Special meetings | 6 |
| Electronic Meetings | 7 |
| PART 3 - DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR..... | 8 |
| PART 4 – COUNCIL PROCEEDINGS | 8 |
| <i>Community Charter</i> Provisions | 8 |
| Attendance of Public at Meetings | 8 |
| Minutes of meetings to be maintained and available to public..... | 9 |
| Calling meeting to order | 9 |
| Adjourning meeting where no quorum | 10 |
| Agenda | 10 |
| Order of proceedings and business..... | 11 |
| Late Items..... | 11 |
| Voting at meetings..... | 12 |
| Delegations..... | 12 |
| Points of order | 13 |
| Conduct and debate | 14 |
| Motions generally | 15 |
| Motion to commit | 16 |
| Motion for the main question | 17 |
| Amendments generally..... | 17 |
| Reconsideration by Council Member..... | 18 |
| Privilege..... | 19 |
| Reports from committees | 19 |
| Adjournment | 19 |
| PART 5 – BYLAWS..... | 20 |
| Copies of proposed bylaws to Council members..... | 20 |

| | |
|--|-----------|
| Form of bylaws | 20 |
| Bylaws to be considered separately or jointly | 20 |
| Reading and adopting bylaws..... | 20 |
| Bylaws must be signed..... | 21 |
| PART 6 - RESOLUTIONS | 21 |
| Copies of resolutions to Council members | 21 |
| Form of resolution..... | 21 |
| Introducing resolutions | 21 |
| PART 7 - COMMITTEE OF THE WHOLE | 22 |
| Going into Committee of the Whole | 22 |
| Notice for COTW meetings..... | 22 |
| Minutes of COTW meetings to be maintained and available to public..... | 22 |
| Presiding members at COTW meetings and Quorum | 22 |
| Points of order at meetings..... | 23 |
| Conduct and debate | 23 |
| Voting at meetings..... | 23 |
| Reports..... | 23 |
| Rising without reporting | 23 |
| PART 8 – COMMITTEES..... | 24 |
| Duties of standing committees..... | 24 |
| Duties of select committees..... | 24 |
| Schedule of committee meetings..... | 25 |
| Notice of committee meetings | 25 |
| Attendance at Committee meetings..... | 25 |
| Minutes of committee meetings to be maintained and available to public | 25 |
| Quorum | 26 |
| Conduct and debate | 26 |
| Voting at meetings..... | 26 |
| PART 9 - COMMISSIONS..... | 26 |
| Schedule of Commission meetings | 26 |
| Notice of Commission meetings | 26 |
| Minutes of Commission meetings to be maintained and available to the public .. | 27 |
| Quorum | 27 |
| Conduct and Debate..... | 27 |
| PART 10 – GENERAL..... | 27 |
| SCHEDULE “A” | 28 |

The Village of McBride does not represent that this consolidation is accurate or complete and anyone using this material should confirm its content by reference to the original Bylaws.

THIS DOCUMENT HAS BEEN REPRODUCED FOR CONVENIENCE ONLY and is a consolidation of “Village of McBride Council Procedure Bylaw 771.2017” with the following amending bylaws:

LIST OF AMENDMENTS

| BYLAW NO. | ADOPTION DATE | CONTENT |
|------------------|----------------------|---|
| 790 | July 7, 2020 | <p>1. That Bylaw No. 771, 2017 of the Corporation of the Village of McBride, being the “Council Procedure Bylaw ” be, and is, hereby amended by adding the following:</p> <p style="padding-left: 40px;">Part 2.0 – COUNCIL MEETINGS</p> <p style="padding-left: 40px;">Section 2 - TIME AND LOCATION OF MEETINGS</p> <p style="padding-left: 40px;">adding “with exception of July and August, when meetings will only be held on the fourth Tuesday of each month.”</p> |
| 804 | Dec. 14, 2021 | <p style="padding-left: 40px;">Part 2.0 – COUNCIL MEETINGS</p> <p style="padding-left: 40px;">Section 2 - TIME AND LOCATION OF MEETINGS</p> <p style="padding-left: 80px;">a) Changing to read “to be held second and fourth Tuesday of every month with exceptions of September when the meeting will be held on the fourth Tuesday, and December when the meeting will be held on the second Tuesday”.</p> |
| 823, 2023 | Dec. 12, 2023 | <p style="padding-left: 40px;">Part 2.0 – COUNCIL MEETINGS</p> <ul style="list-style-type: none"> • Section 5 - Time and Location of Meetings: <ul style="list-style-type: none"> ➤ Section 5(2)(b) “begin at 18:00”; and Section 5(2)(c) “be adjourned at 20:30 on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with s. 29” |

BYLAW NO. 771.2017
COUNCIL PROCEDURE BYLAW

The Municipal Council of the Corporation of the Village of McBride enacts as follows:

PART 1 – INTRODUCTION

Title

1. This Bylaw may be cited as the “COUNCIL PROCEDURE BYLAW NO. 771, 2017”.

Definitions

2. In this Bylaw,

“Commission” means a municipal commission established under s.143 of the *Community Charter*;

“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 Corporate Officer for the Village”;

“Council” means the Council of the Corporation of the Village of McBride;

“Mayor” means the mayor of the Village;

“Public Notice Posting Places” means the notice board at the Village Office and the Village website;

“Village” means the Corporation of the Village of McBride;

"Village Office" means the Corporation of the Village of McBride Office, located at 100 Robson Centre, McBride, British Columbia;

Application of rules of procedure

3. (1) The provisions of this Bylaw govern the proceedings of Council, COTW Commissions and all standing and select committees of Council, as applicable.
- (2) In cases not provided for under this Bylaw, The Robert's Rules of Order, current edition, apply to the proceedings of Council, COTW, and Council committees to the extent that those Rules are
 - (a) applicable in the circumstances, and
 - (b) not inconsistent with provisions of this Bylaw or the *Community Charter*.

PART 2 – COUNCIL MEETINGS

Inaugural Meeting

4. (1) Following a general local election, the first Council meeting must be held on the first Monday of the month following the election.
- (2) If a quorum of council members elected at the general local election has not taken office by the date of the meeting referred to in subsection (1), the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

Time and location of meetings

5. (1) All Council meetings must take place within Village Office Council Chambers except when Council resolves to hold meetings elsewhere.
- (2) Regular Council meetings must
 - (a) be held on the second and fourth Tuesday of each month, with exceptions of September when the meeting will be held on the

fourth Tuesday of the month, and December when the meeting will be held on the second Tuesday of the month.

- (b) begin at 18:00;
 - (c) be adjourned at 20:30 on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with s. 29;
 - (d) 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 may:
- (a) be cancelled by Council, provided that two consecutive meetings are not cancelled; and
 - (b) 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 must prepare annually on or before January 2nd, a schedule of the dates, times and Place of regular Council meetings and must make the schedule available to the public by posting it at the Public Notice Posting Place.
- (2) In accordance with section 127 of the *Community Charter [notice of council meetings]*, Council must give notice annually on or before January 2nd, of the time and duration that the schedule of regular Council meetings will be available beginning on January 2nd in accordance with section 94 of the *Community Charter [requirements for public notice]*.
- (3) 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 in the Council chambers at the Village Office,
 - (b) posting a copy of the notice at the Public Notice Posting Places, and
 - (c) leaving one copy of the notice for each Council member in the Council member's mailbox at the Village Office, and emailing a copy to each Council member.
- (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

8. (1) Provided the conditions set out in subsection 128(2) of the *Community Charter [electronic meetings and participation by members]* are met,
- (a) a Council meeting may be conducted by means of visual, audio, electronic or other communication facilities if:
 - (i) the Mayor requires;
 - (ii) the Council requires;
 - (b) a member of Council or a Council Committee member who is unable to attend at a Council meeting or Council Committee meeting, as applicable, may participate in the meeting by means of visual, audio, electronic or other communication facilities, if:
 - (i) the meeting is regular, special and/or committee meeting;
- (2) The member presiding at a special council or council committee meeting must not participate electronically.
- (3) No more than two (2) members of council at one time may participate at a council meeting under section 8(1)(b).

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

9. (1) Annually, at the Inaugural meeting of Council, Council must from amongst its members designate Councillors to serve on a rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.
- (2) Each Councillor designated under section 9(1) must fulfill the responsibilities of the Mayor in his or her absence.
- (3) If both the Mayor and the member designated under section 9(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 9(1) or chosen under section 9(3) has the same powers and duties as the Mayor in relation to the applicable matter.

PART 4 – COUNCIL PROCEEDINGS

Community Charter Provisions

10. 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*]. The relevant extracts from the *Community Charter* are appended to this bylaw for convenient reference.

Attendance of Public at Meetings

11. (1) Except where the provisions of section 90 of the *Community Charter* [*meetings 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*. This resolution must clearly define the items as per Section 90 of the *Community Charter*.
- (3) This section applies to all meetings of the bodies referred to in section 93 of the *Community Charter*, including without limitation:

- (a) COTW,
 - (b) standing and select committees,
 - (c) parcel tax review panel,
 - (d) board of variance,
 - (e) planning commission,
 - (f) Commissions
- (4) Despite section 11(1), the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 9 may expel or exclude from a Council meeting a person in accordance with section 21(8).

Minutes of meetings to be maintained and available to public

12. (1) Minutes of the proceedings of Council must be
- (a) legibly recorded,
 - (b) certified as correct by the Corporate Officer, and
 - (c) signed by the Mayor or other member presiding at the meeting or at the next meeting at which the minutes are adopted.
- (2) Subject to subsection 12(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 Office during its regular office hours.
- (3) Subsection 12(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

13. (1) As soon after the time specified for a Council meeting as there is a quorum present, the Mayor, if present, must take the Chair and call the Council meeting to order, however, where the Mayor is absent, the Councillor designated as the member responsible for acting in the place of the Mayor in accordance with section 9 must take the Chair and call such meeting to order.

- (2) If a quorum of Council is present but the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 9 do not attend within 15 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

- 14. If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Officer must
 - (a) record the names of the members present, and those absent, and
 - (b) adjourn the meeting until the next scheduled meeting.

Agenda

- 15.
 - (1) Prior to each Council meeting, the Corporate Officer must prepare an Agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.
 - (2) The deadline for submissions by the public to the Corporate Officer of items for inclusion on the Council meeting Agenda must be 4:30 pm on the Tuesday prior to the meeting.
 - (3) The Corporate Officer must make the agenda available to the members of Council and the public by 4:00 pm on the Friday prior to a regular Council meeting, and at least 24 hours prior to any other special meeting scheduled by the Corporation.
 - (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 17.

Order of proceedings and business

- 16.
 - (1) The agenda for all regular Council meetings contains the following matters in the order in which they are listed below: (see sample agenda format attached as Schedule “A” to Bylaw 759.1)

- (a) Introduction of late items
 - (b) Approval of agenda
 - (c) Adoption of minutes
 - (d) Delegations
 - (e) Public Questions– pertaining to items on the agenda only.
Members of the public may speak one time only for a maximum of 3 minutes
 - (f) Unfinished business
 - (g) Reports
 - (h) Correspondence
 - (i) Bylaws; Permits, and Policies
 - (j) New business
 - (k) Notice of In-Camera Meeting (if necessary)
 - (l) Recess Open Meeting – in order to conduct the closed meeting
 - (m) Reconvene the Regular Meeting
 - (n) Items brought forward from in-camera
 - (o) 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

17. (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 17(1), information pertaining to late items must be distributed to the members.
- (3) Minutes must reflect Late Item business with a brief/point form summary.

Voting at meetings

18. (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." or; "Vote either in favour or opposed using the automated voting system."

- (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;
- (h) the presiding member must declare they wish to have their negative vote recorded.

Delegations

- 19. (1) The Council may, by resolution, allow an individual or a delegation to address Council at the meeting, provided written application on a prescribed form has been received by the Corporate Officer by 4:30 on the Tuesday prior to the meeting. Each address must be limited to 10 minutes unless a longer period is agreed to by unanimous vote of those members present.
- (2) 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.
- (3) Council must not permit a delegation to address a meeting of the Council regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.

- (4) The Corporate Officer may schedule delegations to another Council meeting or advisory body as deemed appropriate according to the subject matter of the delegation.
- (5) The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.

Points of order

- 20. (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

- 21. (1) A Council member may speak to a question or motion at a Council meeting only if that member first addresses the presiding member.
- (2) Members must address the presiding member by that person's title of Mayor, Acting Mayor, or Councillor.
- (3) Members must address other non-presiding members by the title Councillor.
- (4) No member must interrupt a member who is speaking except to raise a point of order.

- (5) If more than one member speaks the presiding member must call on the member who, in the presiding member's opinion, first spoke.
- (6) Members who are called to order by the presiding member
 - (a) must immediately stop speaking,
 - (b) may explain their position on the point of order, and
 - (c) may appeal to Council for its decision on the point of order in accordance with section 132 of the *Community Charter [authority of presiding member]*.
- (7) Members speaking at a Council meeting
 - (a) must use respectful language,
 - (b) must not use offensive gestures or signs,
 - (c) must speak only in 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.
- (8) If a member does not adhere to subsection (7), the presiding member may order the member to leave the member's seat, and
 - (a) if the member refuses to leave, the presiding member may cause the member to be removed by a peace officer from the member's seat , and
 - (b) if the member apologizes to the Council, Council may, by resolution, allow the member to retake the member's seat.
- (9) 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.
- (10) The following rules apply to limit speech on matters being considered at a Council meeting:
 - (a) a member may speak more than once in connection with the same question only
 - (i) with the permission of Council, or

- (ii) if the member is explaining a material part of a previous speech without introducing a new matter;
- (b) a member who has made a substantive motion to the Council may reply to the debate;
- (c) a member who has moved an amendment, the previous question, or an instruction to a committee may not reply to the debate;
- (d) a member may speak to a question, or may speak in reply, for longer than a total time of 15 minutes only with the permission of Council.

Motions generally

- 22. (1) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.
- (2) A motion that deals with a matter that is not on the agenda of the Council meeting at which the motion is introduced may be introduced with Council's permission.
- (3) A Council member may make only the following motions, when the Council is considering a question:
 - (a) to refer to committee;
 - (b) to amend;
 - (c) to lay on the table;
 - (d) to postpone indefinitely;
 - (e) to postpone to a certain time;
 - (f) to move the previous question;
 - (g) to adjourn.
- (4) A motion made under subsections (3)(c) to (g) is not amendable or debatable.
- (5) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member.

Motion to commit

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

Motion for the main question

24. (1) In this section, "main question", in relation to a matter, means the motion that first brings the matter before the Council.
- (2) At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended:
- (a) if a member of Council moves to put the main question, or the main question as amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question; 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

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

Mayor's right of reconsideration found at [s.131](#) of the Community Charter

26. (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 move 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 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 City.
- (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

27. (1) In this section, a matter of privilege refers to any of the following motions:

- (a) fix the time to adjourn;
 - (b) adjourn;
 - (c) recess;
 - (d) raise a question of privilege of the Council;
 - (e) raise a question of privilege of a member of Council.
- (2) A matter of privilege must be immediately considered when it arises at a Council meeting.
- (3) For the purposes of subsection (2), a matter of privilege listed in subsection (1) has precedence over those matters listed after it.

Reports from committees

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

Adjournment

29. (1) A Council may continue a Council meeting after 21:30 only by an affirmative vote of 2/3 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

30. 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

31. 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

32. 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

33. (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 882 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.
- (4) 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.
- (5) Despite section 135(3) of the *Community Charter [requirements for passing bylaws]*, and in accordance with section 890(9) of the *Local Government Act [public hearings]*, 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

- 34. 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
 - (a) affix the Corporation of the Village of McBride's corporate seal,
 - (b) indicate the dates of its readings and adoption; and
 - (c) indicate the date of Ministerial approval or approval of the electorate if applicable.

PART 6 - RESOLUTIONS

Copies of resolutions to Council members

- 35. 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.

Form of resolution

- 36. A resolution introduced at a Council meeting must be printed and have a distinguishing number.

Introducing resolutions

- 37. (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

38. (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 for COTW meetings

39. (1) Subject to subsection (2) a notice of the day, hour and place of a 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 Places; and
- (b) leaving a copy of the notice for each Council member in the Council member's mailbox at the Village Office, and sending an email notice to each Council member.
- (2) Subsection (1) does not apply to a COTW meeting that is called, in accordance with section 38, 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

40. (1) Minutes of the proceedings of COTW must be
- (a) legibly recorded,
- (b) certified by the Minute Taker,
- (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

41. (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

- 42. 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

- 43. 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 5 minutes on any one question.

Voting at meetings

- 44. (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

- 45. (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.

Rising without reporting

- 46. (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 38(1), the Council meeting must resume and proceed to the next order of business.

PART 8 – COMMITTEES

Committees are a person or group of persons elected or appointed to perform some service or function, as to investigate, report on, or act upon a particular matter.

Duties of standing committees

- 47. (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

- 48. (1) Select committees must consider, inquire into, report, and make recommendations to Council about the matters referred to the committee by the Council.
- (2) Select committees must report and make recommendations to Council at the next Council meeting unless Council specifies a different date and time.

Schedule of committee meetings

49. (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

50. (1) Subject to subsection (2), after the committee has established the regular schedule of committee meetings, including the times, dates and Place of the committee meetings, notice of the schedule must be given by:
- (a) posting a copy of the schedule at the Public Notice Posting Places; and
- (b) providing a copy of the schedule to each member of the committee.
- (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 49(2) to be given to all members of the committee at least 12 hours before the time of the meeting.

Attendance at Committee meetings

51. 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

52. Minutes of the proceedings of a committee must be
- (a) legibly recorded,
- (b) certified by the Minute Taker,
- (c) signed by the chair or member presiding at the meeting, and
- (d) open for public inspection in accordance with section 97(1)(c) of the *Community Charter* [other records to which public access must be provided].

Quorum

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

Conduct and debate

54. (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

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

PART 9 - COMMISSIONS

A Commission is a group of people officially charged with a particular function.

Schedule of Commission meetings

56. (1) At its first meeting after its establishment, a commission must establish a regular schedule of meetings.
- (2) The Chair of a Commission may call a meeting of the Commission in addition to the scheduled meetings or may cancel a meeting.

Notice of Commission meetings

57. (1) Subject to subsection (2), after the Commission has established the regular schedule of Commission meetings, including the times, dates and Place of the Commission 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 Commission.
- (2) Where revisions are necessary to the annual schedule of the Commission meetings, the Corporate Officer must, as soon as possible, post notice at the Public Notice Posting Place which indicates any revisions to the date, time and place for cancellation of a Commission meeting.
- (3) The Chair of a Commission must cause a notice of the day, time and place of a meeting called under section 56(2) to be given to all members of the Commission at least 12 hours before the time of the meeting.

Minutes of Commission meetings to be maintained and available to the public

58. Minutes of the proceedings of a Commission must be:

- (a) legibly recorded;
- (b) certified by the Minute Taker,
- (c) signed by the Chair or a member presiding at the meeting, and open for public inspection in accordance with section 97(1)(c) of the *Community Charter* [other records to which public access must be provided].

Quorum

59. The quorum of a Commission is a majority of all of its members.

Conduct and Debate

- 60. (1) The rules of the Council procedure must be observed during Commission meetings, so far as is possible and unless as otherwise provided in this bylaw.

PART 10 – GENERAL

- 61. 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.
- 62. 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].

63. "Village of McBride Council Procedures Bylaw No. 759.2 is hereby repealed with replaced with "Village of McBride Council Procedures Bylaw 771.2017.

READ A FIRST TIME THIS 11th day of April 2017

READ A SECOND TIME THIS 11th day of April 2017

READ A THIRD TIME THIS 9th day of May 2017

ADOPTED THIS 12th day of May 2017

CORPORATE OFFICER

MAYOR

*Certified a true copy of
Bylaw No. 771, 2017*

ADMINISTRATOR

THE CORPORATION OF THE VILLAGE OF MCBRIDE
SCHEDULE "A" TO BYLAW 759, 2015

MEETING AGENDA
ORDER OF BUSINESS

MEETING CALLED TO ORDER by the Mayor at ____P.M.

ORDER OF BUSINESS:

1. INTRODUCTION OF LATE ITEMS

1.1

2. APPROVAL OF AGENDA:

Motion that the Agenda be approved as presented (or as amended).

3. APPROVAL OF THE MINUTES:

3.1 Regular Meeting of _____

Motion that the Minutes of ____ be adopted as presented/ or as amended.

4. PETITIONS AND DELEGATIONS

5. QUESTIONS FROM PUBLIC AND PRESS: (One comment limited to Agenda items and no more than 3 minutes)

6. UNFINISHED BUSINESS

7. REPORTS:

- 5.1 Mayor
- 5.2 Councillors
- 5.3 Administration
- 5.4 Financial
- 5.5 Public Works
- 5.6 Other

8. CORRESPONDENCE:

- a) Requiring Action
- b) For Information Only
- c) Outgoing

9. BYLAWS / PERMITS / POLICIES:

10. NEW BUSINESS:

11. NOTICE OF IN- CAMERA MEETING: (When Required)

Motion that in the opinion of Council, and in accordance with Sec. 92 of the Community Charter, the following part of this meeting is to be closed and so requires that persons other than Councillors and staff be excluded from the meeting;

AND FURTHER that the meeting be Closed on the basis identified in Sec. 90(1) _____ of the Community Charter. (brief description of Charter Section)

12. RECESS OPEN MEETING:

Moved, seconded that the Open Meeting be recessed at _____P.M. in order to conduct the Closed, In Camera Meeting.

13. RECONVENED:

Motion that Council move back into the Regular Meeting at _____P.M.

14. ITEMS BROUGHT FORWARD FROM the IN-CAMERA MEETING:

Motion that the following items be brought forward from In-Camera, and that they form part of the Minutes for this Meeting;

(a)

15. ADJOURNMENT:

Moved by Councillor _____ that the Meeting Adjourn at _____P.M.