

VILLAGE OF KASLO

BYLAW NO. 1279

A BYLAW TO REGULATE COUNCIL MEETINGS

The Council of the Village of Kaslo, in open meeting assembled, ENACTS AS FOLLOWS:

PART 1 - INTRODUCTION

1. Title

This Bylaw may be cited as "Council Procedures Bylaw No. 1279, 2022".

2. Definitions

In this Bylaw,

"Village" means the Village of Kaslo;

"City Hall" means the Village of Kaslo Office located at 413 Fourth Street, Kaslo, BC;

"Municipal Web Site" means the kaslo.ca website;

"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 Village of Kaslo;

"Mayor" means the mayor of the Village;

"Public Notice Posting Place" means the bulletin boards inside and outside of City Hall in, Kaslo, BC.

3. Application of rules of procedure

- 3.1. The provisions of this Bylaw govern the proceedings of Council, COTW and all standing and select Committees of Council, as applicable.
- 3.2. In cases not provided for under this Bylaw, the New Robert's Rules of Order, apply to the proceedings of Council, COTW and Council Committees to the extent that those rules are:
 - (a) Applicable in the circumstances, and
 - (b) Consistent with the provisions of this Bylaw or the *Community Charter*.

PART 2 – COUNCIL MEETINGS

4. Inaugural Meeting

- 4.1. Following a general local election, the first Council meeting must be held on the first Tuesday in November in the year of the election.
- 4.2. If quorum of Council members elected at the general local election has not taken office by the date of the meeting referred to in subsection 4.1, the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

5. Time and location of meetings

- 5.1. All Council meetings must take place at City Hall except when Council resolves to hold meetings elsewhere.
- 5.2. Regular Council meetings must
 - (a) Except for the Inaugural Meeting, be held on the second Tuesday of each month; and
 - (b) Begin at 6:00 p.m.; and
 - (c) Be adjourned at 10:00 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with section 29; and
 - (d) When such a meeting falls on a statutory holiday, be held on the first or third Tuesday of the month.
- 5.3. Regular Council meetings may:
 - (a) Be held on the fourth Tuesday of each month;
 - (b) Be cancelled by Council, provided that two consecutive meetings are not cancelled; and
 - (c) Be postponed to a different day, time and place by the Mayor, provided the Corporate Officer is given at least 2 days written notice.

6. Notice of Council meetings

- 6.1. Council must make available annually, before January 1st, a schedule of the dates, times and places of regular Council meetings.
- 6.2. Council must give public notice of the availability of the schedule in accordance with the requirements of the *Community Charter*.
- 6.3. 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 and on the Municipal Web Site which indicates any revisions to the date, time and place or cancellation of a regular Council meeting.

7. Notice of special meetings

- 7.1. Except where notice of a special meeting is waived by unanimous vote of all Council members, a notice of the date, hour and place of a special Council meeting must be given at least 24 hours before the time of meeting by:
 - (a) Posting a copy of the notice at the Public Notice Posting Place; and
 - (b) Posting a copy of the notice to the Municipal Web Site; and
 - (c) Sending a copy of the notice to each Council member's email address.
- 7.2. The notice under section 7.1 must describe in general terms the purpose of the meeting and be signed by the Mayor or the Corporate Officer.

8. Electronic meetings

- 8.1. A member of Council or a Council Committee member or a member of another Council body who is otherwise unable to attend a Council meeting, a Council Committee meeting, or the meeting of another Council body, as applicable, may participate in the meeting by means of electronic or other communication facilities.
- 8.2. A Council meeting, Committee meeting or meeting of another body of Council may be conducted by means of electronic or other communication facilities in accordance with s.128-128.3 of the *Community Charter* if:
 - (a) The Mayor requires; or
 - (b) The Council requires, or
 - (c) The chair of the Committee or other body of Council requires.
- 8.3. If a meeting referred to in section 8.2 will be conducted electronically, the Corporate Officer must provide notice indicating the way in which the meeting will be conducted at least 24 hours before the time of the meeting by:
 - (a) Posting a copy of the notice at the Public Notice Posting Place; and
 - (b) Posting a copy of the notice on the Municipal Web Site.
- 8.4. The notice referred to in section 8.3 must include the location where the public may attend to hear the proceedings that are open to the public.

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

9. Acting Mayor

- 9.1. Annually in December Council must from amongst its members designate Councillors to serve on a rotating basis as the member responsible for acting in place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of Mayor is vacant.
- 9.2. Each Councillor designated under section 9.1 must fulfill the responsibilities of the Mayor in their absence.

- 9.3. 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.
- 9.4. 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

10. Attendance of Public at Meetings

- 10.1. Except where the provisions of s.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.
- 10.2. 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 s.92 of the *Community Charter [Requirements before meeting is closed]*.
- 10.3. This section applies to all meetings of the bodies referred to in s.93 of the *Community Charter [Application of rules to other bodies]*, including without limitation:
 - (a) COTW,
 - (b) Standing and select Committees,
 - (c) Parcel tax review panel,
 - (d) Board of variance.
- 10.4. Despite section 10.1, 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.

11. Minutes of meetings to be maintained and available to public

- 11.1. 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.
- 11.2. Subject to section 11.3 and in accordance with the *Community Charter*, minutes of the proceedings of Council must be open for public inspection at City Hall during its regular office hours.
- 11.3. Section 11.2 does not apply to minutes of a Council meeting or that part of a Council meeting from which persons were excluded under s.90 of the *Community Charter [Meetings that may or must be closed to the public]*.

12. Calling meeting to order

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

13. Adjourning meeting where no quorum

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

14. Agenda

- 14.1. 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.
- 14.2. The deadline for submissions by the public to the Corporate Officer of items for inclusion on the Council meeting agenda must be 12:00 noon on the Tuesday prior to the meeting.
- 14.3. The Corporate Officer must make the agenda available to the members of Council and the public on the Friday afternoon prior to the meeting.
- 14.4. Council must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as a late item pursuant to section 16.

15. Order of proceedings and business

- 15.1. The agenda for all regular Council meetings contains the following matters in the order in which they are listed below:
 - (a) Adoption of the agenda
 - (b) Adoption of minutes
 - (c) Delegations
 - (d) Information Items

- (e) Question period
- (f) Business
- (g) Late Items
- (h) Adjournment

15.2. 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.

16. Late items

16.1. An item of business not included on the agenda must not be considered at a Council meeting unless introduction of the late item is approved by Council at the time allocated on the agenda for such matters.

16.2. An item of business not included on the agenda may be considered at the time allocated for such matters if it falls within the following guidelines:

- (a) Imposed deadlines – matters arising after the preparation of the agenda which, if not acted upon in a timely manner, would prejudice or compromise the Village's position or the position of a constituent or group of constituents,
- (b) Imminent danger or threat to public safety,
- (c) Legal issue of imminent importance,
- (d) Urgent matters which are purely administrative and require no background information to support them, or
- (e) Important additional information pertinent to items on the agenda.

16.3. If the Council makes a resolution under section 16.1, information pertaining to late items must be distributed to the members.

17. Question period

17.1. During question period, a maximum of 15 minutes is available for members of the public and media in attendance to ask questions of Council regarding matters on the agenda.

17.2. Despite section 17.1, the time for question period can be extended by unanimous vote of those members present.

18. Delegations

18.1. The Council may, by resolution, allow an individual or a delegation to address Council at the meeting on the subject of an agenda item provided written application on a prescribed form has been received by the Corporate Officer by 12:00 noon 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.

- 18.2. Where written application has not been received by the Corporate Officer as prescribed in section 18.1, an individual or delegation may address the meeting if approved by the unanimous vote of those members present.
- 18.3. Council must not permit a delegation to address a meeting of the Council regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.
- 18.4. The Corporate Officer may schedule delegations to another Council meeting or advisory body as deemed appropriate according to the subject matter of the delegation.
- 18.5. 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.

19. Voting at meetings

- 19.1. 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 question under consideration contains distinct propositions, upon request of any member, each proposition will be voted on separately;
 - (c) When the Council is ready to vote the presiding member must put the matter to a vote by calling for a show of hands in favour and opposed;
 - (d) When the presiding member is putting the matter to a vote a member must not:
 - i) Cross or leave the room,
 - ii) Make a noise or other disturbance, or
 - iii) Interrupt the voting procedure other than to raise a point of order
 - (e) After the presiding member puts the question to a vote a member must not speak to the question or make a motion concerning it;
 - (f) The presiding member's decision about whether a question has been finally put is conclusive; and
 - (g) Whenever a vote of Council on a matter is taken, each member present shall signify their vote by raising their hand; and
 - (h) The presiding member must declare the result of the vote by stating that the question has been decided either in the affirmative or the negative; and
 - (i) Where the number of votes for and against the motion are equal, the motion is defeated; and
 - (j) Following a vote, any member may request that their vote on any issue be recorded in the minutes.

20. Points of order

- 20.1. Without limiting the presiding member's duty under s.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.
- 20.2. 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 section 9, and
 - (c) The presiding member may reserve the decision until the next Council meeting.

21. 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.
- 21.2. Members must address the presiding member by that person's title of Mayor, Acting Mayor, or Councillor.
- 21.3. Members must address other non-presiding members by the title Councillor.
- 21.4. No member must interrupt a member who is speaking except to raise a point of order.
- 21.5. If more than one member speaks the presiding member must call on the member who, in the presiding member's opinion, first spoke.
- 21.6. 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 s.132 of the *Community Charter [Authority of presiding member]*.
- 21.7. 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.

- 21.8. If a member does not adhere to section 21.7, 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 Council, Council may, by resolution, allow the member to retake the member's seat.
- 21.9. 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.
- 21.10. 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.

22. 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.
- 22.2. 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 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.
- 22.3. 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.
- 22.4. A motion made under section 22.3.(c)-(g) is not amendable or debatable.

- 22.5. 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.

23. Motion to commit

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

24. 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.
- 24.2. 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.

25. Amendments generally

- 25.1. A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.
- 25.2. An amendment may propose removing, substituting for, or adding to the words of an original motion.
- 25.3. A proposed amendment must be reproduced in writing by the mover if requested by the presiding member.
- 25.4. 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.
- 25.5. An amendment may be amended only once.
- 25.6. An amendment that has been negated by a vote of Council cannot be proposed again.
- 25.7. A Council member may propose an amendment to an adopted amendment.
- 25.8. 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 paragraph (a) is positive;
- (c) The main question.

26. Reconsideration by Council member

- 26.1. Subject to section 26.5 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.
- 26.2. A Council member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.
- 26.3. Council must not discuss the main matter referred to in subsection 1. unless a motion to reconsider that matter is adopted in the affirmative.
- 26.4. A vote to reconsider must not be reconsidered.
- 26.5. 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 s. 131 of the *Community Charter* [*Mayor may require Council reconsideration of a matter*],
 - (c) Been acted on by an officer, employee, or agent of the Village.

27. 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.
- 27.2. A matter of privilege must be immediately considered when it arises at a Council meeting.
- 27.3. For the purposes of section 27.2 a matter of privilege listed in section 27.1 has precedence over those matters listed after it.

28. Report from Committees

- 28.1. 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.

29. Adjournment

- 29.1. A Council may continue a Council meeting after 10:00 p.m. only by an affirmative vote of 2/3 of the Council members present.
- 29.2. 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.
- 29.3. Section 29.2 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

30. Copies of proposed bylaws to Council members

- 30.1. 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.

31. Form of bylaws

- 31.1. 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.

32. Bylaws to be considered separately or jointly

- 32.1. 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.

33. 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
- (b) Request a motion that the proposed bylaw or group of bylaws be read.

33.2. The readings of a bylaw may be given by stating its title and object.

33.3. A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.

33.4. Subject to s.477 of the *Local Government Act [Adoption procedures for official community plan]*, each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.

33.5. In accordance with s.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.

33.6. Despite s.135(3) of the *Community Charter [requirements for passing bylaws]*, and in accordance with s.477(6) of the *Local Government Act [Adoption procedures for official community plan]*, Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.

34. Bylaws must be signed

34.1. 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.

PART 6 – RESOLUTIONS

35. Copies of resolutions to Council members

35.1. 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 the Council members unanimously agree to waive this requirement.

36. Form of resolution

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

37. 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

38. Going into Committee of the Whole

- 38.1. At any time during a Council meeting, Council may by resolution go into COTW.
- 38.2. In addition to section 38.1, 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.

39. Notice of COTW meetings

- 39.1. Subject to section 39.2 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) Posting a copy of the notice to the Municipal Web Site; and
 - (c) Sending a copy to each Council member's email address.
- 39.2. Section 39.1 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.

40. 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 Corporate Officer,
 - (c) Signed by the member presiding at the meeting, and
 - (d) Open for public inspection in accordance with s.97(1)(c) of the *Community Charter [Other records to which public access must be provided]*.

41. Presiding members

- 41.1. Any Council member may preside at COTW.
- 41.2. The members of Council attending a meeting of COTW must appoint a presiding member for the COTW meeting.

42. Quorum

- 42.1. The quorum of COTW is the majority of Council members.

43. Points of order

- 43.1. 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.

44. Conduct and debate

44.1. The following rules apply to COTW meetings:

- (a) A motion is not required to be seconded;
- (b) A member may speak any number of times on the same question;
- (c) A member must not speak longer than a total of 10 minutes on any one question;
- (d) A motion for adjournment is not allowed if the meeting has been called under section 38.1;
- (e) A motion for COTW to rise and report to Council must be decided without debate.

45. Voting at meetings

45.1. Votes at a COTW meeting must be taken by a show of hands if requested by a member.

45.2. The presiding member must declare the results of voting.

46. Reports

46.1. COTW may consider reports and bylaws only if:

- (a) They are printed and the members each have a copy; or
- (b) A majority of the Council members present decide without debate that the requirements of paragraph (a) do not apply.

46.2. The COTW reports to Council must be presented by the Corporate Officer.

47. Rising without reporting

47.1. A motion made at a COTW to rise without reporting:

- (a) Is always in order and takes precedence over all other motions; and
- (b) May be debated; and
- (c) May not be addressed more than once by any one member.

47.2. 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

48. Duties of standing Committees

48.1. Standing Committees must consider, inquire into, report, and make recommendations to Council about all of the following matters:

- (a) Matters that are related to the general subject indicated by the name of the Committee;
- (b) Matters that are assigned by Council;
- (c) Matters that are assigned by the Mayor.

48.2. 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, or
 - 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.

49. Duties of select Committees

49.1. Select Committees must consider, inquire into, report, and make recommendations to Council about matters referred to the Committee by the Council.

49.2. Select Committees must report and make recommendations to Council at the next Council meeting unless Council specifies a different date and time.

50. Schedule of Committee meetings

50.1. At its first meeting after its establishment a standing or select Committee must establish a regular schedule of meetings.

50.2. The chair of a Committee may call a meeting of the Committee in addition to the scheduled meetings or may cancel a meeting.

51. Notice of Committee meetings

51.1. After the Committee has established the regular schedule of Committee meetings, including the times, dates and places of the Committee meetings, notice of the schedule must be given by:

- (a) Posting a copy of the schedule at the Public Notice Posting Places; and
- (b) Posting a copy of the schedule on the Municipal Web Site; and
- (c) Providing a copy of the schedule to each member of the Committee.

51.2. 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 Places and on the Municipal Web Site which indicates any revisions to the date, time and place or cancellation of a Committee meeting.

51.3. The chair of a Committee must cause notice of the day, time and place of a meeting called under section 50.2 to be given to all members of the Committee at least 24 hours before the time of the meeting.

52. Attendance at Committee meetings

52.1. Council members who are not members of a Committee may attend the meetings of the Committee.

53. Minutes of Committee meetings to be maintained and available to the public

53.1. Minutes of the proceedings of a Committee must be:

- (a) Legibly recorded; and
- (b) Certified by the Corporate Officer; and
- (c) Signed by the chair or member presiding at the meeting; and
- (d) Open for public inspection in accordance with s. 97(1)(c) of the *Community Charter [Other records to which public access must be provided]*.

54. Quorum

54.1. The quorum for a Committee is a majority of all its members.

55. Conduct and debate

55.1. The rules of the Council procedure must be observed during Committee meetings, so far as is possible and unless otherwise provided in this bylaw.

55.2. 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.

56. Voting at meetings

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

PART 9 - GENERAL

57. Severability Clause

57.1. 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.

58. Repeal

Village of Kaslo Procedure Bylaw No. 1230, 2018 and all amendments thereto are hereby repealed.

59. Effective Date

This bylaw shall take effect upon adoption.

READ A FIRST TIME this 23rd day of August, 2022.

READ A SECOND TIME this 23rd day of August, 2022.

READ A THIRD TIME this 6th day of September, 2022.

RECONSIDERED AND ADOPTED this 27th day of September, 2022.

MAYOR

CORPORATE OFFICER

Certified to be a true copy of "Council Procedures Bylaw No. 1279, 2022"

CORPORATE OFFICER