



Council Procedures Bylaw

Bylaw 1462

Effective 2026 October

CASTLEGAR

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A Bylaw to establish the general procedures to be followed by Council and Council committees in conducting their business

WHEREAS section 124 of the *Community Charter* requires Council to establish, by bylaw, the general procedures to be followed by Council and Council committees in conducting their business;

NOW THEREFORE, the Council of the City of Castlegar, in open meeting assembled, enacts as follows:

1. DEFINITIONS

This Bylaw may be cited as the "Council Procedures Bylaw 1462, 2026".

In this Bylaw:

"Act" means the *Local Government Act*.

"Charter" means the *Community Charter*.

"Chief Administrative Officer" or "CAO" means the individual appointed by Council as the Chief Administrative Officer for the City of Castlegar, or their designate.

"City" means the City of Castlegar.

"City website" means the information resource found at an internet address provided by the City.

"Committee" means a Committee of Council but does not include the Committee of the Whole.

"Committee of the Whole" means all of the members of Council present at a meeting sitting in Committee.

"Corporate Officer" means the Corporate Officer for the City.

"Council" means the elected Council of the City of Castlegar.

"Council member" means a duly elected member of the Council.

"Delegation" means an individual or group of persons who has applied to address Council or a Committee at a meeting in accordance with this Bylaw.

"Inaugural Meeting" means the meeting at which Members elected at the most recent general local election are sworn in.

"Mayor" means the Mayor of the City.

"Main motion" means the motion that first brings a matter before Council.

"Motion" means a formal proposal made by a member to consider a specified course of action.

"Notice of Motion" means a written notice given by a Council member in accordance with this Bylaw advising of the member's intention to bring forward a motion for consideration at a subsequent Council meeting.

"Presiding member" means the individual responsible for chairing, managing, and maintaining order during meetings.

"Point of Order" means an objection raised by a Council member during a meeting to call attention to an alleged breach of this Bylaw, the governing legislation, or the adopted rules of procedure, and to request a ruling from the Chair on the procedural matter.

"Public Notice posting places" means the notice board at City Hall and the City of Castlegar Website.

"Public participation" means the opportunity for members of the public to observe open meetings of Council by attending in person or through any electronic means authorized. Public Participation shall be conducted in accordance with this Bylaw and any applicable enactment.

"Question period" means the portion of a Council meeting designated by this Bylaw during which members of the public may ask questions respecting matters within the jurisdiction of the Municipality.

"Roberts Rules of Order" is the standard guide for parliamentary procedures, designed to conduct efficient, democratic meetings in organizations.

2. APPLICATION OF RULES OF PROCEDURE

1. The provisions of this Bylaw govern the proceeding of Council, Committee of the Whole, Standing and Select Committees of Council, as applicable.
2. In cases not provided for under this Bylaw, Robert's Rules of Order, apply to the proceedings of Council, Committee of the Whole, and Council Committees to the extent that those Rules are:
 - a) Applicable in the circumstances.
 - b) Not inconsistent with provisions of this Bylaw or the *Community Charter*.

3. COUNCIL MEETINGS

Inaugural Meeting

1. Following the general local election, the first Council meeting must be held on the first Monday in November in accordance with *Community Charter* section 124.
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 section 3.1, the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.
3. The order of business for the Inaugural Meeting shall be as follows:
 - a) Call to Order by the Corporate Officer.
 - b) Oath of Office of Council members.

- c) Invocation.
- d) Mayor's Address.
- e) Appointments.
- f) Other Business.
- g) Adjourn.

Time and Location of Meetings

4. All Council meetings will take place at the Community Forum, located at 445 – 13th Avenue, Castlegar, B.C. except when Council resolves to hold meetings elsewhere, or by means of electronic or other communication facilities, or a hybrid of both.
5. Regular Council meetings must:
 - a) Be held on the first and third Monday of each month, with the exception of the months of July and August during which only one meeting is held
 - b) Begin at 7:00 p.m.
 - c) Unless Council otherwise determines in advance, when the Monday falls on a statutory holiday, that regular meeting shall be held on the next day following which is not a statutory holiday, a Saturday or a Sunday.
6. Regular Council meetings may be postponed to a different day, time and place by resolution of Council, provided the Corporate Officer is given at least two days' written notice.

Notice of Council Meetings

7. In accordance with section 127 of the *Community Charter*, Council must prepare annually, on or before December 31st of the previous year, a schedule of the dates, times and places of regular Council meetings and must make the schedule available to the public by posting it at the Public Notice Posting Place.
8. 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

9. Except where notice of a special meeting is waived by unanimous vote of all Council members under sections 126 and 127 of the *Community Charter*, a notice of the date, hour and place of a special Council meeting must be given at least 24 hours before the time of meeting, by:
 - a) Posting a copy of the notice in the Council Chambers.
 - b) Posting a copy of the notice at the Public Notice Posting Place.
 - c) Provided to each Council member.
10. The meeting notice must describe in general terms the purpose of the meeting and be signed by the Mayor or the Corporate Officer.
11. Special meetings of Council shall be limited to the business specified in the notice calling the meeting, and to matters permitted under the *Community Charter*.

12. Special In-Camera meetings of Council shall be limited to subject matter as outlined in section 90 of the *Community Charter*.

Electronic Meetings and Electronic Participation

14. Provided the conditions set out in subsection 128 of the *Community Charter* are met:
- a) Any Council Meeting may be conducted by means of visual and/or audio electronic or other communication facilities.
 - b) A member of Council or a Council Committee member who is unable to attend a Council meeting or Council Committee meeting, as applicable may participate in the meeting by means of visual and/or audio electronic or other communications facilities.
15. The Presiding member at a Council or Council committee meeting may participate electronically.
16. Members of Council who participate in the meeting by means of visual and/or audio electronic or other communications facilities are deemed to be present at the meeting.
17. Advance public notice for the way in which meetings are to be conducted by means of electronic or other communication facilities, and the place where the public may attend to hear or watch and hear, will be provided in the meeting agenda and posting in the Public Notice Posting Places.

Designation of a Member to Act in Place of the Mayor

18. At the inaugural meeting the Mayor will recommend to Council:
- a) The appointment of one or more Councillor(s) to serve as the member responsible for acting as Deputy Mayor when the Mayor is absent or otherwise unable to act, or when the office of the Mayor is vacant.
 - b) The term for which the Deputy Mayor(s) be appointed (example: per Council term, per one or more years).
19. The Mayors recommendations are to be appointed by Council resolution.
20. Each Councillor designated under this subsection must fulfill the responsibilities of the Mayor in their absence.
21. If both the Mayor and the member(s) designated under this subsection are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.
22. The member designated or chosen under this subsection has the same powers and duties as the Mayor in relation to the applicable matter.

4. COUNCIL PROCEEDINGS

Community Charter Provisions

1. Matters pertaining to Council proceedings are governed by the *Community Charter* and the provisions found in this Bylaw.

Attendance of Public at Meetings

2. Except where the provisions of section 90 of the *Community Charter* apply, all Council meetings must be open to the public.
3. 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*.
4. This section applies to all meetings of the bodies referred to in the *Community Charter*, including without limitation:
 - a) Committee of the Whole.
 - b) Standing and select committees.
 - c) Parcel tax review panel.
 - d) Board of variance.
5. The Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor may expel a person from a Council meeting in accordance with *Community Charter* section 133, if they are acting improperly.

Minutes of Meetings to be Maintained and Available to the Public

6. Minutes of the proceedings of Council must be:
 - a) Legibly recorded.
 - b) Certified as correct by the Corporate Officer.
 - c) Signed by the Mayor or other Presiding member at the meeting.
7. Subject to this subsection, and in accordance with section 97 of the *Community Charter*, minutes of the proceedings of Council must be open for public inspection at City Hall during its regular office hours.
8. This subsection does not apply to minutes of a Council meeting or that part of a Council meeting from which people were excluded under section 90 of the *Community Charter*.

Calling Meeting to Order

9. 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 this Bylaw must take the Chair and call such meeting to order.
10. 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 do not attend within 15 minutes of the scheduled time for a Council meeting:
 - a) The Chief Administrative Officer or Corporate Officer must call to order the members present.
 - b) The members present must choose a member to preside at the meeting.

Adjourning Meeting Where No Quorum

11. If there is no quorum of Council present within 30 minutes of the scheduled time for a Council meeting:

- a) The Corporate Officer must record the names of the members present, and those absent.
- i. The Chief Administrative Officer or Corporate Officer must consider waiting for up to another 30 minutes, or adjourn the meeting until the next scheduled meeting.

Agenda

- 12. Prior to each Council meeting, the Corporate Officer must undertake the preparation of an agenda setting out all items for consideration at that meeting.
- 13. The deadline for finalized submissions to the Corporate Officer of items for inclusion on the Council meeting agenda must be 8:30 a.m. on Thursday prior to the meeting.
- 14. The Corporate Officer must make the agenda available to the members of Council and the public on Friday afternoon prior to the meeting.
- 15. 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 this Bylaw.

Order of Proceedings and Business

- 16. The agenda for all regular Council meetings contains the following matters in the order in which they are listed below:
 - a) Call to order
 - b) Approval of the agenda
 - c) Introduction of late items
 - d) Hearing of delegations/presentations
 - e) Adoption of minutes
 - f) Reports of Council Committees
 - g) Regional District of Central Kootenay report
 - h) Correspondence
 - i) Reports other
 - j) Mayor's report
 - k) New and unfinished business
 - l) Consideration of bylaws
 - m) Notice of next regular Council meeting and other meetings
 - n) Receipt of notice of motion
 - o) Question period
 - p) Adjournment
- 17. Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.

Late Items

- 18. Council may, by resolution passed by a majority of members present, permit an item of business not listed on the agenda to be introduced for consideration at a Council meeting.
 - a) A late item may only be introduced if the Council is satisfied that the matter is time-sensitive and requires a decision prior to the next scheduled Council meeting.

- b) Where a late item is added to the agenda, any relevant supporting information shall be circulated to Council members and made available to the extent practicable prior to consideration of the item.
- c) Council shall not consider a late item unless it has first approved its inclusion on the agenda in accordance with this section.

Voting at Meetings

19. Voting on all questions, resolutions, and bylaws must be conducted in accordance with section 123 of the *Community Charter*.
20. The following procedures apply to voting at Council meetings:
 - a) When debate on a matter has concluded, the Presiding member must put the question to a vote of Council.
 - b) While the Presiding member is putting a question to a vote, a Council member must not:
 - i. Leave or cross the meeting room.
 - ii. Create a disturbance or engage in disruptive conduct.
 - iii. Interrupt the voting process, except to raise a point of order.
 - c) After the question has been finally put to a vote by the Presiding member, a Council member must not speak to the question or move any motion in relation to it.
 - d) The Presiding member's determination as to whether the question has been finally put is final and not subject to debate.
 - e) When a vote is taken, each Council member present must indicate their vote by raising a hand, unless another method of voting is authorized by Council.
 - f) The Presiding member must declare the result of the vote by stating whether the question is resolved in the affirmative or the negative.
 - g) A Council member present at the time of the vote who does not indicate a vote is deemed to have voted in the affirmative.

Recording of Votes

21. A member may request his or her vote on any question to be recorded by the Corporate Officer. The Corporate Officer shall record in the minutes of the meeting the name of the member and the way in which the member voted on the question.

Recess

22. When a meeting of Council has been in progress for one hour or more, the Mayor may declare an up to 15-minute recess, or sooner if confirmed by an affirmative resolution of Council.

Public Participation

23. In accordance with the *Community Charter*, Council meetings are open to the public for observation. The opportunity for an individual or delegation to address Council may be granted in accordance with this Bylaw and is subject to the rules set out in this section.

Delegations

24. Council may, permit an individual or delegation to address Council at a meeting, provided that a written application, in the form prescribed by the Corporate Officer, has been submitted to the Corporate Officer in advance of the meeting.

25. Each delegation is limited to 15 minutes, unless Council unanimously consents to a longer period.
26. The Corporate Officer or delegate will administer the delegation process in a manner that is fair, consistent, and impartial, and may establish administrative procedures respecting:
 - a) Deadlines for submission.
 - b) Scheduling and order of delegations.
 - c) Distribution of materials to Council.
27. The Corporate Officer may decline to place on the agenda, a delegation where:
 - a) The subject matter is outside the jurisdiction of Council.
 - b) The request is vexatious, or repetitive of a matter.
 - c) The subject matter has been previously considered by Council.
 - d) The request does not comply with the requirements of this Bylaw.
28. The Corporate Officer may refer a delegation, after reviewing the subject matter, to a:
 - a) Future Council meeting.
 - b) City department or staff person.
 - c) Committee or advisory body.
 provided that the delegation is advised of the referral and the reasons for the referral.
29. A person or delegation that is declined to be placed on an agenda may request that Council reconsider the decision, in which case the Corporate Officer must provide the request and relevant information to Council for determination.
30. Council must not permit a delegation to address a meeting regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required by an enactment as a prerequisite to adoption of the bylaw.

Question Period

31. During Question period, the public will be granted an opportunity to address Council after the Presiding member has read a prepared statement regarding the conduct of the Question Period.
32. Questions must relate to matters within the jurisdiction of Council and may pertain to items on the meeting agenda or other matters of municipal interest.
33. During Question period, each person may ask one question until all persons wishing to speak have had an opportunity to do so. Subject to the remaining time available, the Presiding member may permit additional questions. Each question shall be limited to two minutes.
34. Question period shall be limited to fifteen minutes, unless Council, in its discretion, determines that an extension is appropriate
35. Council may respond to a question immediately, refer the question to staff, or defer a response to a future meeting in order to obtain additional information.

36. Questions will not be answered where they:
- a) Relate to matters that are the subject of active or potential litigation.
 - b) Involve confidential information or matters properly considered in a closed meeting under the *Community Charter*.
 - c) Relate to a bylaw for which a public hearing has been held, where the public hearing is required by an enactment as a prerequisite to adoption.
37. All persons addressing Council during Question Period must conduct themselves in a respectful manner and must not use offensive language, gestures, or signs. The Presiding member may rule a question out of order or require a person to cease speaking if this subsection is not complied with.
38. Nothing in this section limits the authority of the Presiding member to maintain order and decorum or to expel a person from the meeting in accordance with this Bylaw.

Manner of Address

39. Members must address the Presiding member by that person's title of Mayor, Acting Mayor or Councillor.
40. Members must address other non-Presiding members by the title of Councillor.

Points of Order

41. Without limiting the Presiding member's authority as defined in section 132 of the *Community Charter*, the Presiding member is responsible for ruling on points of order and ensuring that the rules of procedure established by this Bylaw are observed.
42. The Presiding member must rule a motion out of order if the motion is contrary to this Bylaw or otherwise inconsistent with applicable legislation, whether or not a point of order has been raised by a Council member.
43. A Council member may raise a point of order at any time if the member believes that the rules of procedure are not being followed.
44. When ruling on a point of order:
- a) A point of order shall take precedence over, and interrupts pending business before Council.
 - b) Upon a point of order being raised, the Presiding member shall immediately suspend debate and recognize the member raising the point.
 - c) The Council member shall briefly identify the alleged breach of this Bylaw or other applicable procedural authority.
 - d) The Presiding member may request clarification or consult the Corporate Officer before ruling.
 - e) The Presiding member shall rule whether the point of order is valid or overruled and shall briefly state the reasons for the ruling.
 - f) Following the ruling, the meeting shall resume in accordance with the Presiding members direction unless the ruling is appealed under section 132 of the *Community Charter*.

- g) Members shall not debate or challenge the Chair's ruling except by an appeal in accordance with the *Community Charter*.
- h) An appeal shall be decided immediately and without debate in accordance with the *Community Charter*, by calling a vote of Council on the ruling of valid or overruled:
 - i. The chair cannot vote on this appeal challenge.
 - ii. A tie vote automatically sustains the chair's ruling.
 - iii. The final vote binds the meeting, and the chair must comply with the outcome.

Conduct and Debate

- 45. A Council member may speak to a question or motion at a Council meeting only if that member first addresses the Presiding member.
- 46. No member may interrupt a member who is speaking except to raise a point of order.
- 47. If more than one member speaks, the Presiding member must call on the member who, in the Presiding member's opinion, first spoke.
- 48. 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.
 - c) May appeal to Council for its decision on the point of order in accordance with section 132 of the *Community Charter* and this Bylaw.
- 49. 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.
 - 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.
- 50. In accordance with *Community Charter* section 133 Expulsion from meetings if the Presiding member at a Council meeting considers that another person at the meeting is acting improperly, the Presiding member may order that the person is expelled from the meeting.
- 51. A member may request 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.
- 52. The following rules apply to members speaking on a matter before Council:
 - a) A member shall not speak a second time on the same question while another member who wishes to speak has not yet spoken.
 - b) The member who moved the main motion may reply to the debate before the vote is taken.
 - c) A member may not speak for more than 15 minutes on the same question, including any reply to the debate, unless Council grants permission.

5. MOTIONS

Motions Generally

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. If a motion does not receive a seconder, the motion will not be debated and will not be recorded in the minutes of that meeting.
3. When a motion is under consideration by Council, no other motion shall be received except to:
 - a) Refer the motion to a committee or staff for further consideration.
 - b) Amend the motion.
 - c) Defer or postpone consideration of the motion to a certain time.
 - d) Postpone consideration of the motion indefinitely.
 - e) Call the question (close debate and proceed to vote).
 - f) Adjourn the meeting.
4. The motions listed in subsection 3 above, (c to f) are not debatable or amendable.
5. A Council member may request that a motion under consideration be divided, in which case Council shall vote separately on each distinct part of the motion.
6. Where this Bylaw does not provide for a matter of procedure, the rules of procedure established by Council or, in their absence the current edition of Robert's Rules of Order, shall apply.

Motion for the Main Question

7. In this section, "main question", in relation to a matter, means the motion that first brings the matter before the Council.
8. At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended if:
 - a) 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.
 - b) 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.
9. The decision of the Presiding member as to whether the main question has been finally put shall be conclusive.

Amendments Generally

10. A Council may, without notice, move to amend a motion that is being considered at a Council meeting.
11. An amendment may propose removing, substituting for, or adding to the words of an original motion.

12. A proposed amendment must be reproduced in writing by the mover if requested by the Presiding member.
13. 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.
14. An amendment may be amended only once.
15. An amendment that has been voted on and defeated by Council may not be reintroduced at the same meeting,
16. A Council member may move a sub-amendment to an amendment.
17. 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 the main question.
 - b) A motion with the amendments to the main motion.
 - c) The main motion as amended, if any amendments have been adopted.

Reconsideration by Council Member

18. A Council member may, at the next Council meeting, move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken.
 - a) Council shall not debate the main matter referred to unless a motion to reconsider that matter is adopted in the affirmative.
 - b) A vote to reconsider must not be reconsidered.
19. 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*.
 - c) Been acted on by an officer, employee, or agent of the City.
20. In accordance with section 131 of the *Community Charter*, a mayor may require the Council to reconsider and vote again on a matter that was the subject of a vote.
 - a) At the same Council meeting as the vote took place.
 - b) Within the 30 days following that meeting.

Notice of Motion

21. A Notice of Motion resulting from an item of business that is not listed as being for Council action on the Council Meeting agenda must be provided to the Corporate Officer by 12:00 pm on the Wednesday, prior to the next Regular Council Meeting. The notice of motion must:
 - a) Set out all the details of the motion.
 - b) Stipulate the date of the meeting at which the council member intends to move the motion.
22. The Corporate Officer will add the notice of motion to the agenda for the meeting at which the Council member intends to move the motion.

23. Council may not proceed with any Notice of Motion on the agenda in the absence of the Council member at whose request the item was placed on the agenda unless:
- The written consent of the absent Council member is presented to the Chair.
 - Council resolves to proceed with the Notice of Motion despite the absence of the Council member.

Withdrawal of Motion

24. A motion may be withdrawn by the mover of a Motion, with the consent of all Council members present.

25. A motion may not be withdrawn after it has been voted on by Council.

Privilege

26. In this Bylaw a matter of privilege refers to a motion concerning:

- Adjournment.
- Recess.
- Fixing the time to adjourn.
- A question of privilege affecting Council or a member of Council.

27. A matter of privilege must be immediately considered when it arises at a Council meeting.

28. A matter of privilege takes precedence over all other business of Council.

Reports from Council Committees

29. Council may take any of the following actions in connection with a resolution it received from the Committee of the Whole:
- Agree or disagree with the resolution.
 - Amend the resolution.
 - Refer the resolution back to the Committee of the Whole.
 - Postpone consideration of the resolution.

Adjournment

30. Council may continue a Council meeting after 10:00 p.m. only by an affirmative vote of majority of the Council members present and in no case shall go beyond 11:30 p.m.

6. BYLAWS**Copies of Proposed Bylaws to Council Members**

- A proposed bylaw may be introduced at a Council meeting only:
 - If copy of it has been delivered to each Council member in advance of the meeting.
 - It is on the agenda for the meeting.
 - If all Council members unanimously agree to waive these requirements.

Form of Bylaws

- A bylaw introduced at a Council meeting must:

- a) Have a distinguishing name.
- b) Have a distinguishing number.
- c) Contain an introductory statement of purpose.
- d) Be divided into sections.

Reading and Adopting Bylaws

3. The Presiding member of the Council meeting may:
 - a) Have the Corporate Officer, or designate, read a synopsis of each proposed bylaw or group of proposed bylaws.
 - b) Request a motion that the proposed bylaw or group of bylaws be read.
4. The readings of the bylaw may be given by stating its title and object.
5. A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.
6. Each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.
7. In accordance with section 135 of the *Community Charter*:
 - a) Council may give one, two or three readings to a proposed bylaw at the same Council meeting.
 - b) Council must give at least one day between the third reading and the adoption of a bylaw.
8. If any legislation requires that a bylaw receive approval of the Lieutenant Governor in Council, a minister or the inspector, or approval of the electors or assent of the electors, the approval or assent must be obtained after the bylaw has been given third reading and before it is adopted.
9. Despite section 135 of the *Community Charter*, and in accordance with section 890 of the *Local Government Act*, Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.

Bylaws Must be Signed

10. 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 City's records for safekeeping and endorse upon it:
 - a) The City's corporate seal.
 - b) The dates of its readings and adoption.
 - c) The date of Ministerial approval or approval of the electorate if applicable.

7. COMMITTEE OF THE WHOLE

Going into Committee of the Whole

1. At any time during a Council meeting, Council may by resolution go into Committee of the Whole.

2. In addition to subsection (8.1), 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 City's business, is a meeting of Committee of the Whole.
3. Committee of the Whole meetings will include a Question Period at the end of each Committee meeting to allow questions from the public in attendance.

Notice for Committee of the Whole Meetings

4. A notice of the day, hour and place of a Committee of the Whole meeting must be given at least 24 hours before the time of the meeting by:
 - a) Posting a copy of the notice at the Public Notice Posting Place.
 - b) Providing Council members with a copy of the notice.
5. Subsection (4) does not apply to a Committee of the Whole meeting that is called, in accordance with Part 8 – Committee of the Whole, during a Regular Council meeting for which public notice has been given in accordance with the *Community Charter*.

Minutes of Committee of the Whole Meetings

6. Minutes of the proceedings of Committee of the Whole must be:
 - a) Legibly recorded.
 - b) Certified by the Corporate Officer.
 - c) Signed by the Presiding member at the meeting.
 - d) Open for public inspection in accordance with section 97 of the *Community Charter*.

Presiding Members at Committee of the Whole Meetings and Quorum

7. Council members appointed by the Mayor to Council Committees may preside over those agenda sections during the Committee of the Whole Meeting.
8. Quorum of Committee of the Whole is the majority of Council members and shall follow Part 4 of this Bylaw.

Conduct and Debate

11. The following rules apply to Committee of the Whole 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 10 minutes on any one question.

Voting at Meetings

12. Votes at a Committee of the Whole meeting must be taken by a show of hands.
13. The Presiding member must declare the result of the vote by stating whether the question is resolved in the affirmative or the negative

Reports

14. Committee of the Whole may consider reports and bylaws only if:
 - a) they are included in the agenda or printed and the members each have a copy, or

- b) a majority of the Council members present decide without debate that the requirements of subsection 14(a) do not apply.

8. STANDING, SELECT AND ADVISORY COMMITTEES

Establishment

Standing Committees

1. In accordance with *Community Charter* section 141 the Mayor may establish standing committees for matters the Mayor considers would be better dealt with by committee and must appoint persons to those committees.
 - a) At least half the members of a standing committee must be Council members.
 - b) The Mayor shall be a member of each standing committee.
 - c) Persons who are not Council members may be appointed by Council to a standing committee.

Select Committees

2. In accordance with *Community Charter* section 142 the Council may establish select committees to consider or inquire into any matter and to report their findings and opinions to the Council.
 - a) At least one member of the select committee must be a Council member.
 - b) The Mayor shall be a member of any select committees.
 - c) Persons who are not Council members may be appointed by Council to a select committee.

Advisory Committees

3. The Council may establish and appoint advisory committees to consider and provide recommendations to Council on matters set out in an individual advisory committees' terms of reference or on matters referred by Council.

Appointment of Members when Absent

4. A Council member may be appointed to a Standing or Select Committee, even in their absence.

General duties

5. The general duties of Standing, Select or Advisory committees of the Council, in accordance with the *Community Charter*, shall be as follows:
 - a) To consider and report to Council from time to time, or whenever desired by Council and as often as the interests of the Municipality may require, on all matters referred to it by the Mayor or Council or coming within its purview, and to recommend such action by Council in relation to those matters as the Committee deems necessary or expedient.
 - b) To carry out the instructions of Council expressed by resolution in regard to any matter referred by Council to a Committee for immediate action upon it, and the instructions of Council shall be specific, and to report its action in detail at the next regular or other meetings of Council thereafter, as specified in the instructions of Council.
 - c) To carry out the duties and follow the procedure established by bylaw or terms of reference.

Notice of Meetings

6. After a committee has established a schedule of committee meetings in accordance with any applicable terms of reference, 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 Place;
 - b) Providing a copy of the schedule to each member of the committee.
7. If the annual schedule of committee meetings is amended, the Corporate Officer must, as soon as practicable, post a notice of the amendment at the Public Notice Posting Place.

Attendance at Meetings

8. Council members who are not members of a committee may attend committee meetings but are not permitted to vote.
9. With the permission of a majority of the committee members present, a Council member who is not a committee member may participate in discussion or debate.

Minutes of Meetings

10. Minutes of the proceedings of a committee must be:
 - a) Legibly recorded.
 - b) Certified by the Corporate Officer or designate.
 - c) Signed by the chair or Presiding member at the meeting.
 - d) Open for public inspection in accordance with the *Community Charter*.

Quorum

11. The quorum for a Select, Standing or Advisory committee is a majority of all its members.

Conduct and Debate

12. The rules of the Council procedures must be observed during committee meetings, so far as is possible and unless as otherwise provided in this Bylaw.

Dissolving a committee

13. In accordance with *Community Charter* section 144 Council has the authority to rescind an appointment or committee at any time.
14. A committee shall, upon completion of its assignment, or upon submitting its report to the Council, be automatically dissolved.

9. GENERAL

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.
2. This Bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with sections 124 and 94 of the *Community Charter*.

10. Severability

1. If any part, section, sub-section, clause or sub-clause of this Bylaw is, for any reason, held to be invalid by the decision of a court of competent jurisdiction, it must be severed and the validity of the remaining provisions of this Bylaw must not be affected.
2. To the extent of any inconsistency between the provisions of this Bylaw and the provisions of an *Act* or the *Community Charter*, the provisions of the *Act* and the *Community Charter* prevail.

11. Repeal

Council Procedures Bylaw No. 986, 2004 and all amendments there to is hereby repealed.

READ A FIRST TIME this 8th day of September, 2026

READ A SECOND TIME this 8th day of September, 2026

READ A THIRD TIME this 8th day of September, 2026

ADOPTED this 5th day of October, 2026



Mayor



Director of Corporate Services