

**THE CORPORATION OF THE
CITY OF WHITE ROCK
BYLAW NO. 2393**



A Bylaw to establish the rules of procedure for
Council and Committee Meetings.

DISCLAIMER: THIS BYLAW IS CONSOLIDATED FOR CONVENIENCE ONLY. THE CITY DOES NOT WARRANT THAT THE INFORMATION CONTAINED IN THIS CONSOLIDATION IS CURRENT. IT IS THE RESPONSIBILITY OF THE PERSON USING THIS CONSOLIDATION TO ENSURE THAT IT ACCURATELY REFLECTS CURRENT BYLAW PROVISIONS.

Consolidated as of April 2023

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The Council of the City of White Rock, in an open meeting, enacts as follows:

PART 1 – INTRODUCTION

Title

1. This Bylaw may be cited as the “*Council and Committee Procedure Bylaw, 2021, Amendment No. 1 2023, No. 2459*”.

Definitions

2. In this bylaw:
 - (a) ‘Advisory Body’ means any committee, sub-committee, task force, board, panel etc. that has been established by Council.
 - (b) ‘City’ means the City of White Rock.
 - (c) ‘Chief Administrative Officer’ is the staff person whose responsibilities are outlined under Chief Administrative Officer in the *Community Charter*, and as set out in the City’s Officer and Indemnification Bylaw.
 - (d) ‘Chairperson’ means the presiding member of a meeting.
 - (e) ‘Closed Meeting’ means a meeting that the public are not permitted to attend in accordance with the *Community Charter*.
 - (f) ‘Committee’ means a standing, select, task force, panel or advisory committee, but does not include Committee of the Whole.
 - (g) ‘Committee Clerk’ is the person who is responsible for establishing an agenda, with other City staff and the Chairperson, taking the minutes at a meeting of a Committee and advising in regard to meeting procedure.
 - (h) ‘Committee Member’ is a person who is appointed by the Mayor or City Council to a standing, select, advisory, task force, panel or other Committee.
 - (i) ‘Committee of the Whole’ (COTW) refers collectively to those members of Council present when Council moves to sit as a Committee.
 - (j) ‘Council’ is the Mayor and Councillors duly elected in the City of White Rock and who continue to hold office.
 - (k) ‘Councillor’ is a Councillor duly elected in the City of White Rock and who continues to hold office.
 - (l) ‘Council Liaison’ is a Councillor appointed to represent the City/Council on any Advisory Body or external group or organization (eg: select committee, regional committee, local organization, etc.)
 - (m) ‘Delegation’ refers to an individual or group bringing information to Council at a meeting on a topic specified on a “Request to Appear as a Delegation” form.

- (n) ‘Deputy Mayor’ is the Councillor who, in accordance with Part 3 of this Bylaw, is 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.
- (o) ‘Director of Corporate Administration’ is the staff person with the responsibilities of the Corporate Officer as outlined in the *Community Charter* and as set out in the City’s Officer and Indemnification Bylaw.
- (p) ‘Electronic or other communication facilities’ means a way for meeting participants to hear or watch and hear the meeting (electronically or via telephone) being conducted when not able to physically do so or for a scheduled meeting to be held by electronic means.
- (q) ‘Mayor’ is the Mayor duly elected in the City of White Rock and who continues to hold office.
- (r) ‘Member’ is a Member of Council including the Mayor or a person appointed to an Advisory Body or to a Committee, as defined in this bylaw, by Council and/or by the Mayor.
- (s) ‘Presentation’ refers to an individual or group that has been requested by the Mayor, Council or staff in order to inform or update Council on a subject relevant to City business, when possible the topic is already scheduled to be discussed on the agenda. The presenter’s name and, if applicable, title to the organization, and topic will be placed on the meeting agenda.
- (t) ‘Presiding Member’ is the person who is responsible for chairing the meeting.
- (u) ‘Public Hearing’ means a hearing that is required according to the *Local Government Act*, for the purposes of this bylaw where public hearing is noted will also include public meetings.
- (v) ‘Public Notice Posting Place’ is the notice board placed outside the main front door at the City Hall.
- (w) ‘Quorum’ means a majority of all of its Council or Committee voting members that must be present in order to conduct official business (any matters requiring a vote, including adoption of the agenda, minutes, etc.).
- (x) “Standing Committee” means an Advisory Body established by the Mayor for matters the Mayor considers would be better dealt with by committee. The Mayor makes the appointments to these committees where in accordance with the *Community Charter* at least half of their membership are members of Council.
- (y) “Select Committee” means an Advisory Body established and appointed by Council to consider or inquire into any matter and to report its findings and/or opinions through recommendations to the Council. At least one (1) member of a select committee must be a Member of Council.
- (z) “Task Force” means an Advisory Body established and appointed by Council to consider or inquire into a specific subject matter or action and to report its findings and/or opinions to the Council. At least one (1) member of a Task Force must be a Member of Council.

- (aa) ‘Working Group’ means a group formed by an Advisory Body for the limited purpose of:
 - a) Gathering, summarizing, or preparing a presentation of information including research and analysis to deliver to the originating Advisory Body.
 - b) Carrying out a specific prescribed activity (eg. setting up a parade float).

Application of Rules of Procedure

- 3. (1) The provisions of this Bylaw apply to all meetings of Council, COTW and all Advisory Bodies / Committees.
- (2) In cases not provided for under this Bylaw, the latest edition of Robert’s Rules of Order will apply to the proceedings of Council, COTW, and Advisory Bodies / Committees to the extent that those rules are:
 - (a) applicable in the circumstances, and
 - (b) not inconsistent with the provision of this Bylaw the *Community Charter* or *Local Government Act*.

PART 2 – COUNCIL MEETINGS

Inaugural Meeting

- 4. (1) Following a general local government election, the inaugural meeting (the first meeting of the newly elected Council) must be held on the first Monday in November in the year of the scheduled Local Government election.
- (2) If a quorum of members elected at the general local election has not taken office by the date of the meeting referred in subsection (1), the first Council meeting will be called by the Director of Corporate Administration and held as soon as reasonably possible after a quorum of members has taken office.

Time and Location of Meetings

- 5. (1) Council meetings will take place within City Hall, unless another location is deemed necessary by the Mayor or staff in the circumstance when it is anticipated more public to attend than City Hall can accommodate. The meeting location will be stated on the meeting agenda and the meeting notice (when applicable).
- (2) Regular Council meetings will:
 - (a) be held on Mondays, in accordance with the schedule adopted by resolution by Council on or before December 31 of the preceding year;

- (b) commence in accordance with the approved regular Council meeting schedule posted at the Public Notice Posting Place; generally, but not exclusively, at 4:00 p.m.; if there is a public hearing scheduled on the same evening as the regular meeting, the regular meeting will begin at the scheduled start time and then be reconvened following conclusion or adjournment of the public hearing;
 - (c) Earlier or later start times for a regular meeting or public hearing may be scheduled when circumstances warrant, as approved by the Mayor (including but not limited to: high volume of business, special presentation(s) or a large public hearing is anticipated); and
 - (d) be concluded or adjourned at 9:30 p.m. unless Council resolves to proceed beyond that time in accordance with Section 37 of this bylaw.
- (3) Council Meetings may:
- (a) be cancelled by resolution by Council, provided that two (2) consecutive meetings are not cancelled.
- (4) Special Council meetings may be called:
- (a) by the Mayor at their discretion; or
 - (b) by two (2) or more Council Members, in writing, requesting the Mayor to call a Special Council meeting;
 - (c) by two (2) or more Council Members if:
 - Within 24 hours after receiving a request under paragraph (b), and no arrangements are made under paragraph (a) for a special Council meeting to be held within the next seven (7) days, or
 - both the Mayor and the Acting Mayor are absent or otherwise unable to act.
- (5)(a) Closed Meetings of Council may be called so that Council may consider a subject matter that is identified in section 90 of the *Community Charter*.
- (b) Any items which, in the opinion of Council, do not comply with the Closed Meeting criteria specified in the *Community Charter* must be deleted from the agenda of the Closed Meeting and be referred to:
 - i. a future Regular Council Meeting as an additional item; or
 - ii. a committee; or to
 - iii. staff.
 - (c) Information considered in any part of a Closed Meeting of Council must be kept in confidence until Council releases the information to the

public or are disclosed in accordance with law. The consequences of a Member breaching the duty of confidentiality may include, but are not limited to: motions by Council to censure the Member, removal of the Member from the Deputy Mayor rotation, removal of the Member from committees, court proceedings to recover damages from the Member, and court proceedings to obtain a statutory injunction (including contempt of court proceedings in the event of a continuing contravention).

Notice of Council Meetings

6. (1) In accordance with the *Community Charter*, Council will annually:
 - (a) adopt on or before December 31 a schedule of dates, times and places of Regular Council meetings for the following year and make the schedule available to the public by posting it at the Public Notice Posting Place; and
 - (b) give notice when the schedule of Regular Council meetings will be available at least once a year in accordance with sections 94 and 127 of the *Community Charter*.

7. (1) Except where notice of a special meeting is waived by unanimous vote of all ~~M~~members, a notice of the date, time and place of a special Council meeting will be given at least 24 hours before the time of a meeting by:
 - (a) posting a copy of the notice on the Public Notice Posting Place;
 - (b) leaving a copy of the notice for each Member in the ~~ir~~member's mailbox at City Hall; and
 - (c) e-mailing Council.

- (2) The notice under subsection (1) will describe in general terms the purpose of the meeting and be signed by the Mayor, by Members who called a special meeting pursuant to section 5 (4) (c), or by the Director of Corporate Administration.

PART 3 – DESIGNATION OF COUNCILLOR TO ACT IN PLACE OF THE MAYOR

Deputy (Acting) Mayor

8. (1) Annually Council will designate the order in which each Member will serve as Deputy Mayor on a rotating basis. During an election year this will be

conducted at the inaugural Council meeting. Amendments to the schedule must be made by Council resolution.

- (2) If both the Mayor and the Councillor appointed under section (1) are absent from a Council meeting, the Councillor that appears next on the rotation that is present at the Council meeting will act as Deputy Mayor and Chairperson for that Council meeting.
- (3) When the Mayor is absent or otherwise unable to act, or when the office of the Mayor is vacant, the Deputy Mayor:
 - (a) has the same powers and duties as the Mayor in relation to the applicable matter;
 - (b) must fulfill the responsibilities of the Mayor at the Council Meeting; and
 - (c) may sit in the Mayor's chair for the duration of the Council meeting.

PART 4 – COUNCIL PROCEEDINGS

Attendance of Public at Meetings

9. (1) Except where any provisions of section 90 of the *Community Charter* are under consideration, all Council meetings are open to the public.
- (2) Before closing a Council meeting or part of a Council meeting to the public, Council must adopt a resolution in a public meeting in accordance with the *Community Charter* that states:
 - The fact that the meeting or part of the meeting is to be closed;
 - The basis under the applicable subsection of section 90 of the *Community Charter* on which the meeting or part is to be closed; and
 - The general meeting purpose.
- (3) This section applies to all meetings of the bodies referred to in the *Community Charter* including without limitation :
 - (a) Committee of the Whole (COTW);
 - (b) Standing, Select, Sub Committees;
 - (c) Parcel Tax Review Panel;
 - (d) Board of Variance, etc.;
 - (e) Advisory Committees; and
 - (f) Task Forces

- (4) Despite subsection (1), the Presiding Member may expel or exclude a person from a Council meeting for conduct that, in the opinion of the Presiding Member, is disrespectful to others, contravenes this Bylaw or rules established under this Bylaw or other enactment, or that interferes with, disrupts, or impedes the Presiding Member in preserving order during the meeting.

Minutes of the Meetings

10. (1) Minutes of the proceedings of Council must be legibly recorded and certified as correct by the Director of Corporate Administration or designate and signed by the Mayor or Chairperson of the meeting, or at the next meeting at which the minutes are adopted.
- (2) The Director of Corporate Administration or designate is responsible for taking the meeting minutes and shall record that a Member has moved the motion and a Member has seconded the motion but need not record the names of the Members that move and second the motion.
- (3) Subject to subsection (4), minutes of the proceedings of Council must be open for public inspection at City Hall during its regular office hours and as technology permits available on the City website.
- (4) Subsection (3) does not apply to minutes of a Council meeting or that part of a Council meeting that is closed to the public.
- (5) Following Regular or Special Council meeting minutes adoption of approval by Council, staff will update the Council Voting Dashboard on the City's website on a monthly basis as the next day staff resources permit to do so.
- (6) The Director of Corporate Administration or designate is responsible for taking the meeting minutes and may make minor amendments to approved minutes including but not limited to typographical errors, sequential number errors, grammatical errors or completing missing information.

Council Seating Arrangements

11. (1) The Mayor shall designate each Councillor to a seat at the Council table at the beginning of the term.
- (2) As an exception to subsection (1), in the absence of the Mayor, the Member who is the Presiding Member of the meeting may sit in the Mayor's Chair.

Calling Meeting to Order

12. (1) As soon after the time specified to start a Council meeting, if there is quorum present, the Mayor must take the Chair as Chairperson and call the Council meeting to order.
- (2) If the Mayor is absent, then the Deputy Mayor must take the Chair as Chairperson and call the meeting to order.
- (4) If both the Mayor and Deputy Mayor are absent, the next on the rotation for Deputy Mayor that is in attendance must take the Chair as Chairperson and call the meeting to order.

Adjourning Meeting Where No Quorum

13. (1) If there is no quorum of Council present within 15 minutes of the scheduled start time for a Council meeting, the Director of Corporate Administration will:
 - (a) record the names of the Members present, and those absent; and
 - (b) adjourn the meeting until the next scheduled meeting stating date, time and location of the meeting.

Agenda

14. (1) Prior to each Council meeting, the Director of Corporate Administration will:
 - (a) in consultation with the Chief Administrative Officer and the Mayor, prepare an Agenda setting out all items for consideration at the meeting; and
 - (b) provide a copy of the Agenda by end of the day on the Wednesday prior to the meeting to each member of Council, through electronic means or in their mailbox at City Hall, or both, unless otherwise directed by the member of Council.
- (2) The deadline for items or submissions to the Corporate Administration Department for inclusion on the agenda for Council, staff and the public is 8:30 a.m. on the Monday prior to the Council meeting. If a time-sensitive matter arises, the Director of Corporate Administration or the Chief Administrative Officer may, at their discretion, add agenda items following this deadline.
- (3) The Director of Corporate Administration will make the agenda available to the public after it has been sent to Council as follows:
 - a) A reading / reference copy will be available in the Administration office;
 - b) Photocopies of the agenda will be available upon request in accordance with the City's Fees and Charges Bylaw; and

- c) On the City website, the Thursday prior to the Monday meeting subject to technical difficulties.

Order of Proceedings and Business

15. (1) The agenda order of proceedings and business for all regular Council meetings will be set in accordance with a separate council policy.

Late Items (On Table or Supplemental Agenda)

16. (1) An item of business not included on the Agenda must not be considered at a Council meeting unless Council resolves to permit the late item to be added to the agenda by vote of the majority of members present.
- (2) If the Council makes a resolution under subsection 16(1), information pertaining to the late item(s) must, when possible, be distributed to the Members by written copy or verbally.

If Council votes to permit the amendment to the agenda, the Chairperson or Director of Corporate Administration will advise if there is a written copy of the information to be supplied on table.

Electronic Participation of Meetings by Council Members and Committee Members

17. (1) Subject to this Section and Section 18, a Council or Committee Member who is unable to physically attend a meeting in person may participate by means of electronic or other communication facilities if:
 - a) the facilities where the meeting is to be held enables the meeting participants to hear or watch and hear the meeting participants; and
 - b) except for any part of the meeting that is closed to the public, the facilities enable the public to hear, or watch and hear, the meeting being conducted.
- (2) This section also permits for circumstance where a meeting is to be conducted only by means of electronic or other communication facilities.
- (3) Council, through Terms of Reference, may assign an Advisory Body / Committee to meet exclusively through electronic or other communication facilities.
- (4) A Council or Committee Member who intends to participate in a meeting by means of electronic or other communications facilities shall give the Director of Corporate Administration, or staff within the Corporate Administration ~~clerk's~~ Office notice of this intention at least 24 hours prior to the meeting, or in the case of a special meeting for which notice has been waived, immediately following the vote to waive notice. Staff will, as soon as reasonably possible thereafter, provide

the Council or Committee Member instructions on how to connect to and participate in the meeting by means of electronic or other communication facilities.

- (5) A Committee Member who participates in a meeting by means of electronic or other communication facilities must have their own equipment to participate where they can hear and or watch and hear the meeting being conducted.
- (6) A Council or Committee Member who participates in a meeting by means of electronic or other communication facilities shall be deemed to be present at the meeting and counted towards being in attendance (being part of the meeting quorum).
- (7) The Council or Committee Member who participates in a meeting under this ~~Section~~ or Section 18 will endeavor to:
 - a) verbally advise Council when they join the meeting and when they leave the meeting;
 - b) vote audibly so that their vote can be recorded in the minutes;
 - c) ensure they have a quiet area where there will be limited interruption and there is a strong WIFI connection;
 - d) ensure clear sound through the feed and reduction of background noise by wearing earphones or ear buds that include a microphone;
 - e) ensure their camera remains on during the meeting in order to confirm there is meeting quorum, or if that is not possible, ensure they are voting verbally so the Chairperson is able to recognize the vote;
 - f) ensure their microphone is on mute when not speaking; and
 - g) subject to subsection (6), if intending to make or speak to a motion, declare a personal interest or conflict, or to other wise to speak at the meeting, raise their hand or use electronic program features to show their intention to speak, and to wait to be acknowledged by the Chairperson prior to speaking.
- (8) A Council or Committee Member participating in a meeting under this Section or Section 18 who want to raise a Point of Order may do so by speaking and then being acknowledged by the Chairperson in accordance with Section 25.
- (9) Should quorum be lost when there is electronic participation at a meeting the meeting will be concluded and remaining outstanding agenda items will be placed on the next scheduled Council or Committee agenda.

- (10) The Chairperson or other presiding Member may direct or cause a Member participating electronically to be muted if the Chairperson considers that is necessary to prevent disruption or ensure each person having a right to speak has a full opportunity to do so.

Full Electronic Participation of Meetings by Council Members in Extenuating Circumstance(s)

18. (1) Under extenuating circumstances (such as a state of emergency declared by the Federal or Provincial government or the City, or pursuant to a Provincial Health Order) full electronic meetings of Council and Committees may be held under the following conditions:
- (a) the Mayor, or if not available, the Deputy Mayor, has expressly approved the meeting to be held electronically;
 - (b) staff are able to secure the electronic equipment to facilitate the meeting; and
 - (c) at least one (1) of either the Chief Administrative Officer or Corporate Officer or their Deputy will attend in person at the specified place;
 - (d) a Quorum required under section 129 of the *Community Charter* is able to attend in person or electronically; and
 - (e) the meeting is held in accordance with this Bylaw and any Federal or Provincial enactment or order pertaining to the meeting.
- (2) Public notice of a meeting held pursuant to this Section will be posted on the City’s website and at the Public Notice Posting Place as soon as possible after the decision is made to hold the meeting electronically. The notice will describe the way in which the meeting is to be conducted and identify the place where the public may attend to hear, or watch and hear, the meeting. If practicable, in advance of a regular or special meeting of Council, the notice will be published in a newspaper that is distributed at least weekly in the City.
- (3) Subsections 17 (3) – (8) apply to meetings held under this Section.

Voting at Meetings

19. (1) The following procedures apply to voting at Council meetings:
- (a) when debate on a matter is closed, the Chairperson must put the matter to a vote of Members;
 - (b) after the Chairperson finally puts the question to a vote, a member must not speak to the question or make a motion concerning the question;
 - (c) the Chairperson’s decision about whether a question has been finally put is conclusive;
 - (d) whenever a vote of Council on a matter is taken, each member present will signify their vote by raising their hand; and
 - (e) the Chairperson must declare the result of the voting.

- (2) Every Council member present when a question is put forward will be expected to vote unless they make a declaration under the provisions of the *Community Charter*, regarding conflict of interest, in which case the provisions of that section apply and in such cases, they will not participate in the discussion or vote but must leave the Chambers until the vote is taken at which time they may resume their seat.
- (3) Should any Member in attendance refrain from voting when any question is put, for any reason other than described in section 100 or 101 of the *Community Charter*, [*conflict of interest*] the Member will be deemed as having voted in the affirmative and the vote will be counted accordingly.
- (4) A speaker may not speak against the motion they have ~~made, but~~ made but may choose to vote against it.
- (5) All acts whatsoever authorized or required by the *Community Charter*, to be done by the Council, and all other questions, including questions of adjournment, that may come before the Council will, save where otherwise so expressed, be done and decided by the majority of the members of Council present at the meeting.
- (6) In all other cases where the votes of the members then present, including the vote of the Chairperson, are equal for and against a question, the question will be defeated, and it will be the duty of the Chairperson to so declare.
- (7) The name of any member who voted in the negative on a question will be recorded in the minutes of such meeting.
- (8) When the question under consideration contains distinct propositions, upon the request of any member, the vote upon each proposition will be taken separately.
- (9) When a regular meeting is to be adjourned to go into a Public Hearing or Public Meeting (Development Variance Permit) it will be noted in the agenda and noted verbally by the Chairperson as follows:

Meeting Postponement (Adjournment) to Conduct Public Hearing or Public Meeting During Regular Council Meeting

20. (1) The Regular Council meeting will be called to order and following consideration of the agenda, minutes and any special presentations the meeting will be postponed (adjourned) by vote of Council at this point in the agenda of the Regular Council meeting in order to continue or begin the public hearing or public meeting.

The regular meeting will be reconvened by the Chairperson directly following the adjournment or conclusion of the noted Public Hearing here at (location: City Hall Council Chambers) later this same evening.

Note: a motion to reconvene the meeting is not necessary

Presentations on a Regular Agenda

21. (1) A presentation by the Mayor or a Councillor at a Council meeting shall only pertain to:
 - (a) events attended as a representative of the City; or
 - (b) information on community events and activities.
- (2) Presentations by a Member to Council will be limited to a maximum of five (5) minutes.
- (3) Presentations by invited guests at a Council meeting will be limited to a maximum of ten (10) minutes.

Consent Agenda

22. (1) A Consent Agenda can be utilized to help streamline meetings with a large volume of items. Items listed under the Consent Agenda section are considered for approval in one (1) motion, unless a member wishes to debate an item and requests that it be excluded. If an item is excluded from the Consent Agenda, it will be considered as an agenda item. The rule of order establishing a Consent Agenda provides that Consent Agenda items may be considered in total without debate or amendment. Items will be listed in the Consent Agenda section and will include items received “for information” (no action), or in the opinion of the Mayor, Chief Administrative Officer and/or Director of Corporate Administration, require little or no discussion.
- (2) Items can be removed from the consent agenda at the request of a member of Council.

Question and Answer Period

23. (1) Question and Answer Period will be conducted in person and be the last item on ~~included near the start of~~ the regular Council meeting ~~(following meeting minutes approval or any special presentations to be made by Council).~~ This will be an opportunity for the public to ask questions and make comments regarding items that are on the current agenda only.
- (2) Questions will be addressed to the Chairperson. If there are questions for an individual member of Council, they will be addressed through the Chairperson for direction.
- (3) Question and Answer Period will be timed, not to exceed 15 minutes, ~~unless Council wishes to extend Question and Answer Period just prior to the conclusion~~

~~of the regular Council meeting. Extension for a further 15 minutes at that time may be permitted by majority vote of Council. No further extensions will be permitted for that evening for Question and Answer Period.~~

- (4) Each speaker will be given two (2) minutes, the speaker will be given one (1) opportunity to ask a question or make comment(s), regarding an item that has been included on the current Council agenda, during this time. In the circumstance there is still time from the original 15 minutes remaining and there are no further speakers a second opportunity may be provided.
- (5) The speaker will begin by stating their name and city of residence to be recorded in the minutes along with a summary of the question / comment(s). When the Chairperson or staff do not have a response the answer to the question, if available, will be provided as an On Table document after the meeting. the question it will be noted and placed on the city's website along with a staff response under this topic as soon as the information is available.
- (6) An area on the website will be designated for a summary list of the questions, comment topics and answers provided during Question and Answer Period so this item can be easily searched by the public.
- (7) No questions or comments on the subject of a public hearing may be raised or considered after the public hearing has been concluded and prior to there being consideration of final reading.
- (8) ~~Question and Answer Period will not be conducted during the months of September and October of a Local Government election year nor two (2) months prior to a City of White Rock By Election.~~

Delegations / Petitions

24. (1) The Council may allow a Delegation to address the Council at a meeting on a topic provided a Delegation request form has been received by the Director of Corporate Administration by 8:30 a.m. on the Monday prior to the meeting. If the Monday prior falls on a holiday, the form must be received by 8:30 a.m. the Tuesday prior.
- (2) A maximum of up to (4) four delegations will be permitted at any Council meeting.
- (3) Each Delegation must be limited to a maximum of five (5) minutes; this time may only be extended by unanimous vote of all Members present.

- (4) The Mayor and Chief Administrative Officer or the Director of Corporate Administration must not permit a Delegation to address a meeting of the Council regarding:
 - i. Any matter that has been the subject of a public hearing that is required under an enactment as a prerequisite to the adoption of a bylaw;
 - ii. Any matter that is undergoing a local area service process or counter petition process;
 - iii. Any matter which the City has commenced prosecution and on which judgment has not been rendered;
 - iv. The promotion of commercial products or services which have no connection to the business of the City;
 - v. Publicly tendered contracts or proposal calls for the provision of goods and services for the City, between the time that such contract or proposal call has been authorized and the time such contract or proposal call has been awarded by Council or City staff; and further
 - vi. A subject that is beyond the jurisdiction of Council.

- (5) A delegate may only appear once per year in relation to a specific topic, such appearance is to be measured from the time of the last appearance on the matter. This includes the topic, any process, resolution or concerns regarding the topic or any review or assessment of the topic.

- (6) The Director of Corporate Administration determines the delegations scheduled for each agenda, and may schedule delegations to a later Council meeting than requested. The Director of Corporate Administration finalizes the scheduled delegations based on subject matter. Applications beyond the limit of four (4) may also be scheduled to an alternate date.

- (7) A Delegation intending to give a Power Point presentation must supply the Director of Corporate Administration with a copy of the presentation by 8:30 a.m. on the Monday (or Tuesday if the Monday is a statutory holiday) prior to the meeting. The presentation will be reviewed by staff, to ensure that it is professional and relevant to the Council proceedings. If the Director of Corporate Administration is of the opinion that the Presentation is unprofessional or irrelevant the noted slides/pages will be removed or the entire presentation will be rejected. Staff will contact the delegation to inform if this is to occur.

- (8) In accordance with the *Community Charter* every petition presented to Council by a Delegation, or otherwise, must include:
 - (a) The full name and residential address of each petitioner.
 - (b) A petition to a Council is deemed to be presented to Council when it is filed with the Corporate Officer.

Due to privacy concerns the petition will be placed on the Council Bulletin along with any staff action.

Council may ask for the topic of the ~~petiton~~petition to be raised at an upcoming meeting for discussion.

Point of Order (Question to the Chair: Are the rules of the meeting being followed?)

25. (1) The Chairperson will preserve order and decide all points of order which may arise, but subject to an appeal to the other members of the Council present.
- (2) Without limiting the Chairperson’s duty under the *Community Charter*, the Presiding Member must apply the correct procedure to a motion:
- (a) if the motion is contrary to the rule of procedure in this Bylaw; and
 - (b) whether or not another Member has raised a point of order in connection with the motion.
- (3) When the Chairperson is required to decide a point of order:
- i) first immediately suspend the debate;
 - ii) ask “What is your Point of Order?”;
 - iii) rule as to whether or not the point of order is valid; citing the applicable rule or authority, if required by another Member;
 - iv) another Member must not question or comment on the rule or authority cited by the Chairperson under subsection (2)(a);
 - v) the Chairperson may reserve the decision until the next Council meeting; and
 - vi) the Chairperson may direct the members to stand at ease (brief pause where members remain in their places until the Chairperson calls the meeting to order) while considering their decision.
- (4) If an appeal (disagreement with the ruling by the Chairperson) be taken by a member of the Council from the decision of the Presiding Member, the question will be immediately put, and decided without debate. "Will the Chair be sustained?" and the Chairperson will be governed by the vote of the majority of the other members of the Council then present, and the names of the members of the Council voting against the question "Will the Chairperson be sustained?" will be recorded on the minutes, and in the event of the votes being equal, the question will pass in the affirmative. The Chairperson will not be permitted to vote on an appeal of their decision hereunder.
- (5) If the Chairperson refuses to call the question "Will the Chairperson be sustained?" the Council will immediately appoint one of its members to preside temporarily, and the Chairperson temporarily appointed will proceed in

accordance with (4) and in the event of the votes being equal, the question will pass in the affirmative.

Conduct and Debate

26. (1) A Member may speak to a question or motion at a Council meeting only if that member first addresses the Chairperson.
- (2) A Member must address the Chairperson by that person's title followed by their surname: Mayor, Councillor, Deputy Mayor or Chairperson.
- (3) A Member must address other non-Chairperson [Members](#) by the title of Councillor, Mayor or Committee Member followed by their surname.
- (4) No Member may interrupt a Member who is speaking except to raise a point of order.
- (5) If more than one Member speaks, the Chairperson must call the Member who, in the Chairperson's opinion, first spoke.
- (6) A Member who is called to order by the Chairperson:
- (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 the *Community Charter*.
- (7) Members at a Council Meeting:
- (a) Must use respectful language and avoid comments aimed disparagingly or hostilely at another Member;
 - (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 reconsidered / rescinded; and
 - (e) must adhere to the rules of procedure established under this bylaw and to the decision of the Chairperson and Council in connection with the rules and points of order.
- (8) If a Member does not adhere to subsection (7), the Chairperson may order the Member to leave the Member's seat and:

- (a) if the Member refuses to leave, the Chairperson may cause the Member to be removed by a peace officer or by the R.C.M.P.; 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 motion 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 the Council meeting:
- (a) a member may speak no more than twice for a maximum of five (5) minutes per time in connection with the same question unless:
 - i. with the permission of Council by majority vote, or
 - ii. if the member is explaining a material part of a previous speech while introducing a new matter;
 - (b) the mover of the motion, after obtaining the floor from the Chairperson, will have the first opportunity to speak to the motion; and be permitted the opportunity of summation before the question is called.

- (11) The following rules apply to all persons attending a City meeting. This includes participants, staff, and Members of the public.

Members of the public may attend to observe open council meetings. A Member of the public at a meeting must maintain decorum at all times. Interruptions of any kind are not permitted while the meeting is in progress.

In accordance with Human Resources Policy No. 405 (Respectful Workplace Policy), *“Every employee has the right to work in a respectful atmosphere that promotes equal opportunities and is free from harassment, bullying and discrimination.”*

City meetings are working meetings for Council and staff; as such, outbursts, shouting (questions or comments), clapping, and booing/heckling are considered improper conduct and are not permitted. Members of the public must view the meeting from the designated gallery/seating area established for the public (area away from the Council / Committee Member table or staff table) in most circumstances there will be chairs provided in the designated area.

Council meetings, unless Closed as per the provisions of the *Community Charter*, are open to all members of the public. If the public have signs or placards, they must not contain profanity or disrespectful language. Those with signs and placards may display their signs from the back of the room in order to ensure the sightline of others observing the meeting are not blocked.

Members of the public who do not adhere to the meeting conduct, as outlined in this bylaw, may be given a compliance warning.

- (a) If, in the opinion of the Chairperson, a Member of the public has contravened subsection 11:
 - i. the Chairperson may issue a warning to the offending individual or group that their behavior is disrespectful, disruptive to proceedings or not in accordance with this bylaw. The offending individual(s) may be requested to provide their name and it will be noted in the meeting minutes (if name is not provided a description may be noted).
 - ii. The Chairperson may order that the offending individual or group is expelled from the meeting
 - iii. Should the Chairperson determine expulsion from the meeting is required they will state the following:

“As authorized by the *Community Charter* Section 133, I hereby order that (person’s name or description) be expelled from the meeting at this time due to the person acting improperly as follows: (state the offending behavior).

If you do not leave the meeting at this time, the RCMP will be contacted and you will be escorted from these Council Chambers / City Hall.”

Motions

27. (1) A motion will be phrased in a clear and concise manner so as to express an opinion or achieve a result. When a motion has been moved by a member and seconded by another member, it is then a motion on the floor, and is deemed to be in the possession of Council, and such motion:
 - (a) must be recorded in the minutes;
 - (b) the mover of the motion, after obtaining the floor from the Chairperson, will have the first opportunity to speak to the motion;
 - (c) the mover of the main motion will be permitted the opportunity of summation before the question is called; and
 - (d) may only be withdrawn by the mover and seconder of the motion, with the consent of the majority of the members of Council present. Any Member not in agreement with the withdrawal of the motion must make this known by raising their hand to notify the Chairperson.
- (2) A Council member may make only the following motions, when the Council is debating a question. These motions are numbered; the higher number determines the type of motion that must be considered prior to the lower number motion. Each of the following motions are required to be seconded:

| | Motion/Purpose | Amendable | Debatable | Required Vote |
|---|---|----------------------|------------------|----------------------|
| 1 | Postpone Indefinitely | Amendable | Yes | Majority |
| 2 | Amend | Amendable if primary | Yes | Majority |
| 3 | Refer (to someone or somewhere) | Amendable | Yes | Majority |
| 4 | Postpone Definitely/Defers (until a certain time) | Amendable | Yes | Majority |
| 5 | Limit or Extend Debate | Amendable | No | 2/3 |
| 6 | End Debate and Amendments | | No | 2/3 |
| 7 | Table (temporarily suspend consideration of an issue to address another topic). The Presiding Member would ask “For what reason?” and rule on it. | | No | Majority |

Voting Table for Reference Purposes:

| Number of Votes Cast | Majority Vote | Two-Thirds Vote |
|-----------------------------|----------------------|------------------------|
| 1 | 1 | 1 |
| 2 | 2 | 2 |
| 3 | 2 | 2 |
| 4 | 3 | 3 |
| 5 | 3 | 4 |
| 6 | 4 | 4 |
| 7 | 4 | 5 |
| 8 | 5 | 6 |

- (3) A member may request that a motion that is on the floor, be read for information, at any time during the debate.
- (4) Amendments will be put to the question in the reverse order to that in which they have been moved. An amendment will be only to the main motion and will be decided or withdrawn before the question is put to the vote on the main motion. Only one amendment will be considered by Council at a time. Council may amend an amendment by way of a sub-amending motion. No amendment will alter in a material way the principle embodied in the main motion but should merely vary its terms in one or more particulars.
- (5) A motion to refer the subject matter to a Committee, until it is decided, will preclude all amendment(s) of the main motion.
- (6) At any time after a question has been proposed, any member may "call for the question" and unless the Chairperson considers such request is an abuse of the

Rules of Procedure or an infringement of the rights of minority the original question will immediately thereafter be put and decided without further debate.

- (7) Motions that are not seconded will not be included in the meeting minutes.
- (8) Motions that are withdrawn will not be included in the meeting minutes.
- (9) A motion to conclude a meeting is not necessary. Following the completion of all agenda items, the Presiding Member may state: “This meeting is now concluded.”

Amending Motions

28. (1) A Member, other than the mover of a motion, may propose an amendment to a motion, and subject to the provisions regarding sub-amendments, that amendment must be disposed of before any subsequent amendments are proposed.
- (2) When an amendment to a motion has been moved and seconded, the Chairperson must, if requested by a Member, state the original motion and the amendment, and must permit debate only on the amendment.
- (3) If the amendment is defeated, debate may continue on the original motion, and if no further amendments are proposed, the Chairperson must call the question on the original motion.
- (4) If an amendment is adopted and no further amendments are proposed, the Chairperson must then call the question on the original motion, as amended.
- (5) If the original decision was the adoption of a bylaw or resolution and that decision is rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.

Sub-Amendments of Motions

29. (1) A member may propose a sub-amendment to an amendment, and the provisions of Amending Motions apply, so far as applicable to sub-amendments.
- (2) A member may not propose a sub-amendment to a sub-amendment.
- (3) The Chairperson must call the question on a motion which has been amended, in the following order:
 - (a) a sub-amendment, if any;
 - (b) an amendment to the original motion; and
 - (c) the original motion.

Scope of Amendments and Sub-Amendments

30. The amendments may take the form of the deletion, addition, or substitution of words or figures, provided such deletions, additions, or substitution do not, in the opinion of the Chairperson, affect the original motion, the amendment, or the sub-amendment, whichever is applicable to the extent that it is either:
- (a) negated, or
 - (b) changed in such a way that either an alternative motion is proposed, or all reference to the original motion, the amendment, or the sub-amendment, whichever is applicable, is eliminated.

Bringing Back Adopted Motions

31. (1) Subject to this section, a Member who voted with the majority to adopt a resolution by Council may move to rescind that resolution at the same meeting at which the adopted resolution was carried. Or if the adopted motion is to be considered at a subsequent meeting, by Notice of Motion to reconsider the item.
- (2) A resolution or bylaw which has been adopted may be brought back before Council by a motion to reconsider a resolution or rescind the ~~a~~-bylaw, provided:
- (a) the resolution or bylaw has not been acted upon by an officer, employee, or agent of the City; and
 - (b) the resolution or bylaw has not had the approval of the electors or the assent of the electors.
- (3) A motion to rescind an adopted resolution or bylaw:
- (a) may only be made at the same meeting; and
 - (b) may only be made by a Member who voted in favour of it.
- (4) A motion to reconsider an adopted resolution or bylaw may be made at a future meeting, within 30 days of the meeting where the vote to adopt was made:
- a) by a Member giving notice under Notice of Motion at a regular Council meeting; and
 - b) must be made by a Member who voted with the majority to adopt the resolution or bylaw.
- (5) A motion to reconsider:
- (a) is debatable;
 - (b) if adopted, the resolution or bylaw shall be reopened for debate; and
 - (c) if reopened for debate, may be referred, amended, postponed to the next regular Council meeting if held withing 30 days or voted on for a second

time.

- (6) A motion to rescind:
 - (a) is debateable; and
 - (b) If adopted, the motion is no longer applicable, and it would be in order to move a subsequent motion.

- (7) If a motion to reconsider something previously adopted is defeated, the same or substantially the same motion to reconsider or amend may not be renewed for at least six (6) months, except if Council, by a two-thirds majority vote (more than 5 of the 7 members of Council), permits such renewal.

Bringing Back **Defeated** Motions

32. (1) A motion to reconsider a defeated motion of Council will only be applicable to the votes taken on main motions, resolutions or bylaws, and will not apply to votes on secondary motions (e.g. to postpone, to refer, to table and to amend).

- (2) Subject to subsection (3) a member who voted with the majority to defeat a resolution or bylaw may propose reconsideration of the defeated resolution or bylaw by making a motion at the meeting at which it was defeated or at a subsequent meeting by providing a Notice of Motion for reconsideration.

- (3) A resolution or bylaw which was defeated may be reconsidered provided no irreversible actions has been taken by an officer, employee, or agent of the City pursuant to the defeat of the resolution or bylaw.

- (4) A motion to reconsider a defeated resolution or bylaw may only be made:
 - (a) at the same meeting during which the resolution or bylaw was defeated, or
 - (b) at the next regular Council meeting if held within 30 days of the original vote to defeat the resolution or bylaw; and
 - (c) if made pursuant to paragraph (b), must be notified in advance by way of Notice of Motion or by placing it on the agenda for the next meeting.

- (5) A motion to reconsider:
 - (a) is debatable
 - (b) if adopted, the resolution or bylaw shall be re-opened for debate; and
 - (c) if re-opened for debate, may be referred, amended, or voted on for a second time.

- (6) If a motion to reconsider something previously defeated is defeated, the same or substantially the same motion may not be renewed for at least six (6) month, unless Council by a two-thirds majority vote (5 or more for Council of 7), permits such renewal.

Reconsideration Requested by the Mayor

33. (1) Without limiting the authority of council to reconsider a matter, the Mayor may require the council to reconsider and vote again on a matter that was the subject of the vote.
- (2) As restrictions on the authority under subsection (1):
- (a) the Mayor may only initiate a reconsideration under this section:
 - i) at the same council meeting as the vote took place; or
 - ii) within the 30 days following that meeting, and
 - (b) a matter may not be reconsidered under this section if:
 - i) it has had the approval of the electors or the assent of the electors and was subsequently adopted by the council, or
 - ii) there has already been a reconsideration under this section in relation to the matter.
- (3) On a reconsideration under this section, the council
- (a) must deal with the matter as soon as convenient, and
 - (b) on that reconsideration, has the same authority it had in its original consideration of the matter, subject to the same conditions that applied to the original consideration.

Notice of Motion

34. (1) A Notice of Motion, if forwarded to the Director of Corporate Administration's office prior to the Council agenda deadline, will be placed on the upcoming regular meeting agenda under Motion and Notices of Motion with the requesting Member of Council's name so they may introduce the motion for consideration at that time or at a future meeting; or
- (2) During the Motion and Notices of Motion portion of a regular or special meeting of the Council, any Council Member may give a "Notice of Motion" respecting an item which they intend to present at a future meeting, upon the Member being acknowledged by the Chairperson and the Notice of Motion being read to the meeting.

The Member of Council may provide a written copy of the motion presented under this section the Director of Corporate Administration for inclusion in the Minutes of that meeting as a "Notice of Motion". The Director Corporation Administration shall place the motion on the Agenda of the next regular or special council meeting, or other future meeting designated by the Member of Council by bringing forward the Notice of Motion, for consideration.

- (3) Council may vote to consider a Notice of Motion presented at the same meeting, provided there is a two-thirds majority vote (5 or more for Council of 7) supporting consideration at that time. (eg. first a motion would be to consider the Notice of Motion given at the meeting where a 2/3 vote must be adopted and if successful then the motion itself can be considered at the same meeting).

Reports from Committees

35. Council may take any of the following actions in connection with a recommendation(s) it receives from COTW or any of its Committees / Advisory Body:
- (a) agree or disagree with the recommendation(s);
 - (b) amend the recommendation(s);
 - (c) refer the recommendation(s) to staff;
 - (d) refer the recommendation(s) back to the originating committee or to another committee;
 - (e) postpone consideration of the recommendation(s); or
 - (f) receive for information.

Communications to Council

36. (1) Communications intended to be presented to Council will:
- (a) be legibly written, typed or printed; and
 - (b) include the name and city of residence of the author.
- (2) All communications which require a report may be referred by Council to any Committee, the CAO or to staff by formal resolution by Council for such referral.

Meeting Conclusion

37. (1) A Council may continue a Council meeting after 9:30 p.m. only by an affirmative majority vote of Members present.
- (2) At the close of a meeting of Council or Committee, the Chairperson will state “This meeting is now concluded” (motion to conclude is not necessary).

PART 5 – PUBLIC HEARINGS

Rules of Public Hearing/Meetings

38. (1) Public Hearings must be held in accordance with the *Local Government Act*. A statement outlining the meeting conduct will be read at the start of the public hearing for the evening by either the Presiding Member or the Director of Corporate Administration or designate. A copy of the statement will be included within the agenda package. The statement must include the following points:
- (a) each person wishing to address Council will be given a maximum of five (5) minutes to speak;
 - (b) in order to speak, one must be acknowledged first by the Chairperson;
 - (c) speakers will be asked to share their name and city of residence;
 - (d) once all in attendance have had the opportunity to speak, the Chairperson will ask again for anyone wishing to speak to come forward. Those speakers who have already addressed Council may speak again; however, speakers should refrain from repeating information that they have already presented to Council; and
 - (e) At the end of the public hearing the Chairperson will conclude the Public Hearing (motion to conclude is not necessary).

PART 6 – BYLAWS

Copies of Proposed Bylaws to Council

39. A proposed bylaw may be introduced at a Council meeting only if a copy of it has been delivered to each member with the agenda or where circumstances prevented a copy of the bylaw from being delivered to each Member with the agenda, with an affirmative majority vote of Members present.

Form of Bylaws

40. A bylaw introduced at a Council meeting must:
- (a) be available in hard copy for review by Council;
 - (b) have a distinguishing name;
 - (c) have a distinguishing number and
 - (d) be divided into sections.

Bylaws to be Considered Separately or Jointly

41. Council must consider a proposed bylaw at a Council meeting either:
- (a) separately when directed by the Chairperson or required by a Member; or

- (b) jointly with other proposed bylaws in the sequence determined by the Chairperson.

Reading and Adopting Bylaws

- 42.
- (1) The reading of a proposed bylaw may be given by stating its short title or by reference to the bylaw number provided a copy of the proposed bylaw has been included in the agenda or hard copy has been placed On-Table for consideration.
 - (2) First, second and third reading of the Bylaw may consist of debate upon the general principles of the Bylaw.
 - (3) The bylaw may be given first and second reading or first, second and third readings in one (1) motion at the same Council meeting provided a copy of the proposed bylaw has been included in the agenda or hard copy has been placed On-Table for consideration.
 - (4) The only motion required for the final adoption of a bylaw after consideration shall be “That Council give “bylaw title or number” final reading”, may be noted in this short form if included in the agenda or a hard copy has been placed On-Table.
 - (5) A proposed bylaw may be amended at any time during the first three (3) readings unless prohibited by the *Community Charter*.
 - (6) Unless otherwise provided, each reading, individually or taken at one time, of a proposed bylaw must receive the affirmative vote of a majority of Members present.
 - (7) Notwithstanding the *Community Charter* and in accordance with 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 was given third reading.
 - (8) The Director of Corporate Administration may consolidate one or more of the City’s bylaws for convenience purposes.

Bylaws Must be Signed

43. After a bylaw is adopted and signed by the Director of Corporate Administration or designate and the Chairperson of Council at which it was adopted, the Director of Corporate Administration must have the bylaw placed in the City’s records for safekeeping.

PART 7 – COMMITTEE OF THE WHOLE (COTW)

44. (1) A Committee of the Whole (COTW) meeting can be called:
- (a) at any time by the Mayor; and
 - (b) at any time during a council meeting, Council may, by resolution, go into COTW.

Notice of Committee of the Whole Meetings

45. (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 on the Public Notice Posting Place;
 - (b) leaving a copy of the notice for each Member in their ~~ir~~-Member's mailbox at City Hall; and
 - (c) e-mailing the Member.
- (2) Subsection (1) does not apply to a COTW meeting that is called, in accordance with section 44 (b) during a Council meeting for which public notice has been given pursuant to this Bylaw.

During a Council meeting, Council may resolve to go into a COTW by a resolution

"...THAT the Council do now resolve itself into a Committee of the Whole."

The Chairperson of the Council Meeting will release the Chair. The Chairperson of the COTW (the Deputy Mayor) will then assume control of the COTW meeting. When all matters referred to a COTW have been considered, a question will be called on a motion to revert back to the regular meeting.

Chairperson at Committee of the Whole (COTW) Meetings

46. (1) The current Deputy Mayor will act as the Chairperson of COTW.
- (2) In the current Deputy Mayor's absence, the next scheduled Deputy Mayor in the rotation that is present will take the role as Chairperson of COTW.

Conduct and Debate

47. The rules of the Council will be observed in Committee of the Whole, so far as may be applicable, except debate may occur prior to a motion being made.

PART 8 – COMMITTEES (INCLUDING COMMITTEE OF THE WHOLE WHERE NOT SPECIFICALLY ADDRESSED UNDER PART 7)

Duties of Standing Committees

48. (1) Standing Committee members may consider, inquire into, report and make recommendations to Council on 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; and
 - (c) matters that are assigned by the Mayor.
- (2) Notwithstanding section 48 (1) Standing Committees consisting of all members of Council may deliberate on all matters in 48 (1) but will forward only matters onto Council that pertain to Council policy, bylaws and legislated items for a decision of Council; all other matters will be handled at the Committee level.

Duties of Select Advisory Body / Committee (Committee)

49. (1) Select committees may consider, inquire into, report and make recommendations to Council about matters referred to committee by Council, the Chief Administrative Officer, staff liaison or items brought forward by Committee members that are described in the Committee's Mandate / Terms of Reference.
- a) **Sub-committees:** A committee may appoint members to a sub-committee to inquire into matters and to report and make recommendations to the committee for a specific purpose. A sub-committee may be formed in the circumstance there is a heavy workload and there are items that can be broken down and worked on with the sub-committee's advice and recommendations coming back to the originating committee. Meetings of the sub-committee are open to the public (subject to statutory closed meeting matters under s. 90 *Community Charter*), must include agenda, meeting minutes and be posted just as a committee meeting held by the City of White Rock.
 - b) **Working Groups:** A committee, sub-committee, or task force may form a working group for the limited purpose of:
 - (a) gathering, summarizing or preparing a presentation of information, including research and analysis, to deliver to the originating Committee,
or

- (b) carrying out a specific prescribed activity (ex. parade float production) taking available information and placing it into a specified format for the originating Committee.

Due to the limited nature of the working group, they would perform their work on their own. If a working group provides advice and recommendations or an opinion on matters of policy to Council, a committee or a subcommittee, then it may be characterized as a sub-committee and not a mere working group - this type of work is to be done in the committee or subcommittee meeting format so the public have the opportunity to see and hear how recommendations to Council are formed. A working group does not meet in a formal circumstance (no agenda, meeting minutes, meeting notice is required).

- (2) All Committees must report and make recommendations to Council when directed by Council resolution.
- (3) Members of Council will be appointed to Committees of Council to serve as Chairperson and Vice-Chairperson. They are to attend and chair meetings, participate/contribute to discussions, and offer information from a City / Council perspective. They will provide context to matters referred to the Committee, and report updates and introduce recommendations at the Regular Council meetings when brought forward for consideration. A Chairperson / Vice-Chairperson monitors discussions to ensure they coincide with the Committee Mandate and Council's Corporate Priorities.

Schedule of Advisory Body / Committee (Committee) Meetings

- 50. (1) At the first meeting after its establishment, a Committee will review and adopt the established regular schedule of meetings distributed by the Corporate Administration Office.
- (2) Once the schedule is adopted by Committee only the Chairperson or Vice Chairperson, in the absence of the Chairperson, can amend the meeting schedule.
- (3) Standing Committees meet on an as needed basis; items are brought forward by Council or staff in accordance with the Committee mandate and agendas will be provided at the same time and means as the regular Council meeting agendas or at a minimum 24 hours prior to the meeting date.

Agendas for Advisory Body / Committee (Committee) Meetings

- 51. (1) The deadline for submissions of items for inclusion on the agenda for the Committee meeting by Council, and staff to the Committee Clerk or the Director of Corporate Services is seven (7) business days prior to the Committee meeting.

- (2) If there are no agenda items for meeting received by noon on the day in accordance with 51 (1) the Committee Clerk will inform the Chairperson, and staff liaisons and it will be determined if the meeting will be cancelled.

Council Liaisons to Advisory Body / Outside Organizations

52. The Council Liaison to an Advisory Body / Outside Organization function includes:

- Attending meetings, when unable to attend the Council Liaison must contact the Alternate Council Liaison to arrange for their attendance;
- Participate and contribute in discussions and offer information from a City Councillor perspective; and
- Be a spokesperson / answer questions to help inform on behalf of the Advisory Body / Outside Organization when recommendations are brought forward for consideration.

Notice of Advisory Body / Committee (Committee) Meetings

53. (1) Subject to subsection (2), after the Committee has reviewed the established 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 Place;
 - (b) posting on the City website; and
 - (c) 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 Committee Clerk or the Director of Corporate Administration must post a revised schedule as soon as possible at the Public Notice Posting Place and a copy will be placed on the City Website. The updated schedule will be included on the Committee agenda for information purposes.
- (3) The Committee Clerk or the Director of Corporate Administration must ensure a notice of the day, time and place of a meeting called given or sent to all Members of the Committee at least 24 hours before the time of the meeting. The agenda for the meeting may be considered notice.

Attendance at Advisory Body / Committee (Committee) Meetings

53. (1) Members of the public may attend committee meetings, to observe, that are not closed in accordance with the *Community Charter*.

Presentations at Advisory Body / Committee (Committee) Meetings

54. (1) When deemed relevant to the discussion of a particular item of business under consideration by the Committee, the Chairperson may, with majority consent of those Committee members in attendance, give permission to a member of the public in attendance to speak to the item in question.
- (2) At Standing Committees meetings, where the members are comprised of all of Council, a presentation will be permitted regarding an item on the agenda where the presenter could outline the intent of an application or give professional insight to a subject matter. A presentation of this nature must not exceed 10 minutes unless agreed to by a majority of members present.

Minutes of the Advisory Body / Committee (Committee) Meetings

55. (a) Minutes of the proceedings of a Committee must be action based and will only include the following:
- Attendance
 - Items discussed
 - Resolutions that were adopted
 - Action items that were directed
 - Recommendations that were directed or adopted by the Committee
- (b) Minutes will further be:
- a) certified by the Committee Clerk;
 - b) open for public inspection in accordance with the *Community Charter*; and
 - c) motions **of action** are to be recorded as recommendations that would be forwarded to Council for ratification, unless they are by a Standing Committee of Council that is comprised of all Members of Council and the Terms of Reference states contrary, the Terms of Reference in this circumstance will be followed.

Conduct and Debate

56. (1) The rules of the Council procedure must be observed during Advisory Body / Committee (Committee) meetings, so far as possible and unless as otherwise provided in this bylaw.
- (2) Persons attending a meeting of a Committee, of which they are not a member, may participate in the discussion only with the permission of a **Chairperson and majority consent** of the Committee Members present.
- (3) The Committee Clerk is there to help ensure the City's process and legislation are known and adhered to. It is the City's expectation that when the Committee

Clerk states an item of concern or when they give direction in regard to meeting process that it would be adhered to.

Terms of Reference

57. Council must approve all of the City’s Advisory Body/ Committee Terms of Reference.

PART 9 – GENERAL

58. If any provision of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this bylaw.
59. A motion to censure may be used to express Council’s indignation with a Council member’s conduct regarding Council business. A motion of this nature would be used only in extraordinary circumstances, where the principles of the City’s Respectful Workplace Policy has not been adhered to, and will be:
- (a) seconded;
 - (b) debatable;
 - (c) amendable;
 - (d) requires a majority vote;
 - (e) and will be recorded in the Council meeting minutes.
60. “*The White Rock Council Procedure Bylaw, 2015, No. 2232*” and all amendment are hereby repealed.

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|---|---------------------------------------|---------|-----------------|
| RECEIVED FIRST READING on the | 20 th | day of | September, 2021 |
| RECEIVED SECOND READING on the | 20 th | day of | September, 2021 |
| RECEIVED THIRD READING on the | 20 th | day of | September, 2021 |
| PUBLISHED in the Peace Arch News on the | 23 rd and 30 th | days of | September, 2021 |
| ADOPTED on the | 04 th | day of | October, 2021 |

MAYOR

DIRECTOR OF CORPORATE ADMINISTRATION

**THE CORPORATION OF THE
 CITY OF WHITE ROCK
 BYLAW 2232
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