



The Corporation of the City of Courtenay

UNOFFICIAL CONSOLIDATED VERSION

Bylaw No. 2730

A bylaw establishing rules of procedures for the Council and Committees of the City of Courtenay

(Consolidated for convenience with Bylaw Nos. 2846, 2918, 3102, and 3132).

WHEREAS the *Community Charter* requires that a council must, by bylaw, establish the general procedures to be followed by council and committees in conducting their business.

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

1. This Bylaw shall be cited for all purposes as "**Council Procedure Bylaw No. 2730, 2013**".

2. In this Bylaw:

"Acting Mayor" means the person designated to act in place of the Mayor pursuant to section 4(1) of this bylaw;

"Closed Meeting" means a regular or special Council meeting, Committee of the Whole meeting, or Committee meeting, or portion thereof, closed to the public pursuant to section 90 of the *Community Charter*;

"Corporate Officer" means the Corporate Officer appointed pursuant to Section 148 of the *Community Charter* and includes their Deputy or Delegate;

"Commission" means a municipal commission established under Section 143 of the *Community Charter*;

"Committee" means a standing, select, or other Committee of Council, but does not include Committee of the Whole;

"Delegation" means an address to Council or Committee at the request of the person wishing to speak and which is generally related, but not limited to, an item of business on the agenda of the Meeting at which the person wishes to appear;

"Inaugural Meeting" means the first Council meeting following a General Local Election;



The Corporation of the City of Courtenay

UNOFFICIAL CONSOLIDATED VERSION

Bylaw No. 2730

“Member” means any member of Council and includes the Mayor;

“Notice Board” means the notice board located at City Hall, 830 Cliffe Avenue, Courtenay, B.C.

“Public Notice Posting Place” means the notice board located at City Hall and the City of Courtenay Website;

“Robert’s Rules of Order” means the text, Robert’s Rules of Order, Newly Revised, 12th Edition by Henry M. Robert (Public Affairs, 2020), or the most recent subsequent edition.

Application of Rules of Procedure (BYLAW 3102)

3. (1) The provisions of this Bylaw govern the proceedings of Council and all Committees of Council, as applicable.
- (2) In cases not provided for under this Bylaw, *Robert's Rules of Order* apply to the proceedings of regular Council, standing Committees, select Committees, and Committee of the Whole to the extent those rules are:
 - a) applicable to the circumstances;
 - b) not inconsistent with provisions of this Bylaw; and
 - c) not inconsistent with the *Community Charter* or other applicable enactments.

PART 2 - DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR

4. (1) At the Inaugural Meeting, Council must from amongst its members designate Councillors to serve on a rotating basis as the member responsible for acting in the place of the Mayor (Acting Mayor) when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.
- (2) Deleted (BYLAW 3102)

PART 3 - COUNCIL PROCEEDINGS



The Corporation of the City of Courtenay

UNOFFICIAL CONSOLIDATED VERSION

Bylaw No. 2730

Inaugural Meeting (BYLAW 3102)

5. Following a general local election, the first regular Council meeting will be held on the first Monday in November.

Notice Requirements for Regular Council Meeting Schedule (BYLAW 3102)

6.
 - (1) Prior to December 31st each year, the Corporate Officer must provide to Council, for approval, an annual schedule of all regular meetings including dates, times and places and give notice of the availability of the schedule in accordance with the *Community Charter*.
 - (2) At least 48 hours before a regular meeting of Council, the Corporate Officer will give public notice of the time, place, and date of the meeting by posting a notice and a copy of the agenda, except for those meetings closed to the public, at the Public Notice Posting Place.
 - (3) Where revisions to the annual schedule of regular Council meetings are made as a result of a cancellation or change to the date, time, and/or place of a regular Council meeting, the Corporate Officer will post a notice at the Public Notice Posting Place.

Regular and Special Council Meetings (BYLAW 3102)

7.
 - (1) Unless Council otherwise resolves, regular and special Council meetings will take place in the Civic Room located at 770 Harmston Avenue, Courtenay or at Courtenay City Hall located at 830 Cliffe Avenue, Courtenay.
 - (2) Notwithstanding Subsection (1), and subject to Subsections (3) and (4), Council may meet at a place other than City Hall, or outside the boundaries of the City.
 - (3) Where a Council meeting is to be held at a place other than the Civic Room or at Courtenay City Hall, the Corporate Officer will post a notice as to the alternate location at the Public Notice Posting Place.
 - (4) Regular Council meetings will:
 - (a) be held in accordance with the schedule of Council meetings, as approved by Council; and
 - (b) begin at 4:00 p.m., unless preceded by a Closed Meeting, or a public



The Corporation of the City of Courtenay

UNOFFICIAL CONSOLIDATED VERSION

Bylaw No. 2730

hearing.

- (5) Notwithstanding Subsection (4), the Corporate Officer may, in consultation with the Mayor and City Manager, cancel, postpone or reschedule a regular Council meeting, and establish a different day, time or place for that meeting.

Notice of Special Council Meetings (BYLAW 3102)

8. (1) Except where notice of a special meeting is waived by a unanimous vote of all Council members, at least 24 hours before a special meeting of Council, the Corporate Officer will give notice of the time, place and date of the special meeting by posting a notice, and a copy of the agenda, except for those meetings closed to the public, in the Public Notice Posting Place.

Electronic Meetings (BYLAW 3102)

9. (1) Subject to Section 128 of the *Community Charter*, regular Council meetings may be conducted by means of electronic or other communication facilities.
- (2) Subject to Section 128.1(1) of the *Community Charter*, special meetings of Council may be conducted by means of electronic or other communication facilities.
- (3) Subject to Section 128.2(1) of the *Community Charter*, Committee meetings may be conducted by means of electronic or other communication facilities.
- (4) At least 48 hours before an electronic regular Council meeting, special meeting of Council, or Committee meeting, the Corporate Officer will give advanced public notice in the same manner as provided in Section 6(2) of the way in which the meeting is to be conducted by means of electronic or other communication facilities.
- (5) A member of Council or a Committee who is unable to attend in person at a regular Council meeting, a special meeting of Council or a Committee meeting may participate in the meeting by means of electronic or other communication facilities if the requirements of Subsection (5) are met.
- (6) The following rules apply in relation to a meeting referred to in Subsection (5):
 - a) the meeting must be conducted in accordance with this bylaw;



The Corporation of the City of Courtenay

UNOFFICIAL CONSOLIDATED VERSION

Bylaw No. 2730

- b) the facilities must enable the meeting's participants to hear, or watch and hear, the participation of the member of Council or a Committee; and
 - c) Except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the participation of the member of Council or a Committee.
 - d) When participating electronically, members must make best efforts to participate using facilities that enable participants and the public to clearly watch and hear the member's participation. Added (BYLAW 3132)
- (7) Members of Council or a Committee who are participating under this Section in a meeting conducted in accordance with this Section are deemed to be present at the meeting.

Order of Business at Regular Meetings (BYLAW 3102)

10. (1) Prior to each:

- a) Regular Council meeting;
- b) Regular Council public hearing; and
- c) Special Council meeting;

the Corporate Officer, in consultation with the Mayor and City Manager, must prepare an agenda of all items to be considered by Council at such meeting, and Council must proceed in the order set out, unless that order is varied by Council.

- (2) The agenda for a regular Council meeting may consist of any items of interest to Council or requiring Council action or direction.
- (3) Late items not included on the agenda may be considered at a regular Council meeting if the introduction of the late item is approved by a majority vote of Council.
- (4) The agenda for a regular Council public hearing may consist of any items referred to a public hearing by Council motion or for which a public hearing is required by legislation, or other Council policy.
- (5) The agenda for a special Council meeting shall include only those items which are identified in the notice of such meeting.



The Corporation of the City of Courtenay

UNOFFICIAL CONSOLIDATED VERSION

Bylaw No. 2730

- (6) Council may add a late item of an urgent nature to a special Council meeting that was not stated on the notice with a 2/3 majority vote of those present.

Council Meeting Agendas

11. Deleted (BYLAW 3102)

Additional Agenda Items

12. Deleted (BYLAW 3102)

Delegations to Council Meetings (BYLAW 3102)

13. (1) The Mayor and or the Corporate Officer is responsible for considering Delegation requests, having the authority to approve or deny based on the criteria contained in Section 13(3) and 13(4).
- (2) The Corporate Officer is responsible for determining:
- a) the meeting type the Delegation will be presenting to including regular or special Council meeting, Closed Meeting, standing or select Committee; and the meeting date of the Delegation's presentation.
- (3) Delegation requests must include:
- a) the full particulars of the subject matter;
 - b) the proposed action which is within the jurisdiction of Council;
 - c) the name and department or division of the city staff that the Delegation has consulted with;
 - d) the names and addresses of the person(s) or the organization comprising the Delegation; and
 - e) the name, address, email address and telephone number of the designated speaker(s).
- (4) Except otherwise permitted by Council, Delegations must not be heard to address the following:



The Corporation of the City of Courtenay

UNOFFICIAL CONSOLIDATED VERSION

Bylaw No. 2730

- a) a bylaw in respect of which a public hearing has been or will be held where the public hearing is required under an enactment as a pre-requisite to the adoption of a bylaw;
 - b) an issue which is before the courts or on which Council has authorized legal action;
 - c) a matter in respect of which a city-led public consultation process is planned or in progress;
 - d) the promotion of commercial projects and services;
 - e) the promotion of a political party or of a candidate for elected office;
 - f) publicly tendered contracts or proposal calls for the provision of goods or services for the city, between the time that such contract or proposal call has been authorized and the time that such a contract or proposal call has been awarded, either by Council or city staff;
 - g) a Delegation having appeared before Council within the previous twelve (12) months on the same topic or request; or
 - h) a purpose or subject that is beyond the jurisdiction of Council.
- (5) Only two (2) Delegations are permitted at each meeting of Council unless by resolution Council permits additional Delegations at a meeting.
- (6) The maximum time for appearance of a Delegation before Council is ten (10) minutes, with an additional allowance to respond to Council's questions, if any.
- (7) A presentation by a Delegation at a Council or Committee meeting shall be confined to the subject which was indicated in the application.
- (8) Questions of members of Council shall be limited to seeking clarification or additional details and not engage in a debate on the merits of the issue.
- (9) Council may waive strict compliance with Section 13(6) by resolution passed by a majority of Members present.
- (10) Deleted (BYLAW 3132)



The Corporation of the City of Courtenay

UNOFFICIAL CONSOLIDATED VERSION

Bylaw No. 2730

Public Attendance at Meetings (BYLAW 3102)

14. (1) Unless a meeting or part of a meeting is authorized to be closed to the public in accordance with Section 90 of the *Community Charter*, all meetings shall be open to the public.
- (2) Before closing a meeting or part of a meeting to the public, Council must pass a resolution in accordance with Section 92 of the *Community Charter*.

Minutes of Council Meetings (BYLAW 3102)

15. (1) Minutes of the proceedings of Council meetings must be:
 - a) legibly recorded with decisions and action items;
 - b) adopted by resolution of Council;
 - c) certified as correct by the Corporate Officer; and
 - d) signed by the Chair of the meeting.
- (2) The Corporate Officer must record in the minutes:
 - e) the text of every motion;
 - f) the names of any Members who voted in the negative regarding a motion;
 - g) the name of any Member absent from the meeting at a vote.
- (3) Discussion may be recorded in the minutes at the discretion of the Corporate Officer.

Minutes of Committee, Commission and Board Meetings (BYLAW 3102)

16. (1) Minutes of the proceedings of Committee, Commission and board Meetings must be:
 - a) legibly recorded with decisions and action items;
 - b) adopted by the Committee, Commission or board by resolution;



The Corporation of the City of Courtenay

UNOFFICIAL CONSOLIDATED VERSION

Bylaw No. 2730

- c) certified as correct by the Committee Secretary; and
 - d) signed by the chair of the meeting; and
 - e) meet the minute standards established by the Corporate Officer.
- (2) Draft or amended minutes must be provided to Council for information.
- (3) The Committee Secretary must record in the minutes:
- a) The text of every motion;
 - b) The names of any Members who voted in the negative regarding a motion;
 - c) The name of any Member absent from the meeting at a vote.
- (4) Discussion may be recorded in the minutes at the discretion of the Committee Secretary.

Adjournment (BYLAW 3102)

- 17.** (1) If there is no quorum of Council present within fifteen (15) minutes of the scheduled time for a Council Meeting, the Corporate Officer must:
- a) record the names of the Members present;
 - b) record the names of the Members absent; and
 - c) adjourn the meeting until the next scheduled Council meeting.
- (2) A Council meeting may continue after 9 p.m. only by an affirmative vote of two-thirds (2/3) of the Council members present.
- (3) A motion for continuation under Section 17(2) must establish a specific time for the adjournment of the Council meeting.

Calling Meeting to Order

- 18.** (1) In the event the Mayor does not attend within 15 minutes after the time



The Corporation of the City of Courtenay

UNOFFICIAL CONSOLIDATED VERSION

Bylaw No. 2730

appointed for a meeting, the Acting Mayor must take the chair.

- (2) In the absence of the Acting Mayor the Corporate Officer must call the members to order and if a quorum is present, the members must appoint a member to preside during the meeting or until the arrival of the Mayor or Acting Mayor.
- (3) In the event the Mayor is required to leave a meeting, the Acting Mayor must take the chair; or in the absence of the Acting Mayor the members must appoint a member to preside during the meeting until the return of the Mayor.
- (4) The member appointed under section 18 (2) and 18 (3) has the same powers and duties as the Mayor in relation to the particular matter.

Quorum

19. Should there be no quorum present within 15 minutes after the time appointed for the meeting, the Corporate Officer must record the names of the members present at the expiration of the 15 minutes and the meeting of Council is deemed to have been cancelled.

Proposed Bylaws

20.
 - (1) Before Council considers any proposed bylaw, the Corporate Officer must provide each member with a copy of the proposed bylaw.
 - (2) Council is deemed to have passed a proposed bylaw when all approvals and procedures required by statute prior to adoption have been followed and Council has given the following readings to the bylaw:
 - (a) first reading, which is by title only;
 - (b) second reading, which is by title only unless Council resolved to read the proposed bylaw;
 - (c) third reading, which is by title only; and
 - (d) final adoption.
 - (3) A bylaw may be read one, two, or three times at a meeting of Council unless otherwise required by an enactment.



The Corporation of the City of Courtenay

UNOFFICIAL CONSOLIDATED VERSION

Bylaw No. 2730

- (4) A zoning or official community plan bylaw or amendment bylaw may be adopted at the same meeting at which third reading was given.
- (5) Council may reconsider any clause of a proposed bylaw before the bylaw is adopted, subject to section 894 of the *Local Government Act* regarding Public Hearings.
- (6) Deleted (BYLAW 3132)
- (7) Every bylaw adopted by Council must be signed by the Mayor or other member of Council presiding at the meeting at which the bylaw has been adopted, and must be signed by the Corporate Officer.
- (8) The Corporate Officer must affix to every bylaw adopted by Council the Corporate Seal of the Corporation of the City of Courtenay.

PART 4 - RESOLUTIONS

Copies of Resolutions to Council Members

21. A resolution not included on a Council meeting agenda may be introduced at a Council meeting only if a copy of it has been delivered to each Council member at least 24 hours before the Council meeting, or if all Council members unanimously agree to waive this requirement at a Council meeting.

Form of Resolution

22. (1) A resolution introduced at a Council meeting must be in printed form.
- (2) The presiding member may
 - (a) have the Corporate Officer read the resolution; and
 - (b) request a motion that the resolution be introduced.



The Corporation of the City of Courtenay

UNOFFICIAL CONSOLIDATED VERSION

Bylaw No. 2730

PART 5 - MEETING RULES OF CONDUCT AND DEBATE

Recognition

23. (1) A member may speak in a meeting after
- (a) the member has raised his or her hand; and
 - (b) the member has been recognized by the presiding member.

Presiding Member Powers

24. (1) The presiding member must preserve order and decide all points of order which may arise, subject to an appeal by other members of Council present.
- (2) If an appeal is taken by a member from the decision of the presiding member, the question "*Shall the Chair be sustained?*" must be immediately put and decided without debate and the presiding member will be governed by the majority of the votes of the members then present (exclusive of the presiding member), and in the event of the votes being equal the question will pass in the affirmative.
- (3) If the presiding member refuses to put the question "*Shall the Chair be sustained?*" Council must appoint the Acting Mayor, or if absent, one of the members to preside temporarily in lieu of the presiding member, and the Acting Mayor or member so temporarily appointed must proceed in accordance with the previous section.

Title of Members

25. Members must address the Mayor as "Mr. Mayor" or "Madam Mayor", whichever is appropriate, or as "Your Worship", and must refer to another member as "Councillor".

Conduct of Speaker

26. (1) A member may not speak
- (a) unless in relation to the matter in debate;



The Corporation of the City of Courtenay

UNOFFICIAL CONSOLIDATED VERSION

Bylaw No. 2730

- (b) to a matter already decided upon at the meeting;
- (a) for more than five (5) minutes at a time.
- (2) A member may not speak more than once to the same matter, except with the permission of the majority of Council; or to
 - (a) explain a material part of the member's speech which may have been misconceived, but then only to correct the matter; or
 - (b) ask a question for purposes of clarification.

General Conduct

- 27.**
- (1) A member must not interrupt a member who is speaking except to raise a point of order and must not make any disturbance during the meeting.
 - (2) When two or more members desire to speak, the presiding member must name the member who is to have the floor.
 - (3) A member may require the question or motion under discussion to be read at any time during debate, but not so as to interrupt a member when speaking.
 - (4) After a question is finally put by the presiding member, no member may speak to the question, nor may any other motion be made until after the result of the vote has been declared; and the decision of the presiding member as to whether the question has been finally put will be conclusive and not open to challenge.
 - (5) Council must vote separately on each distinct part of a question that is under consideration if requested by a member.

Improper Conduct

- 28.**
- (1) If the presiding member considers that another person at a meeting is acting improperly, the presiding member may order that the person be expelled from the meeting.
 - (2) If the person who is expelled does not leave the meeting, a peace officer may enforce the order under as if it were a court order.



The Corporation of the City of Courtenay

UNOFFICIAL CONSOLIDATED VERSION

Bylaw No. 2730

Matter Open to Debate

29. Deleted (BYLAW 3132)

Verbal Enquiries by the Public

30. A verbal enquiry by a member of the public may only relate to an item on the agenda and may only be heard when Council so resolves.

Privilege

31. (1) Every member may:
- (a) at any time during the debate require that the matter under discussion be read for the member's information, but must not exercise this right in order to interrupt a member speaking without the acquiescence of that member;
 - (b) require the presiding member to state the rule applicable to a point of practice or order and the presiding member must then state the rule without argument or comment but subject to appeal to a vote of the members present; or
 - (a) by means of a question to the presiding member, seek information relating to any matter connected with the business of Council or the affairs of the municipality and the question must be in writing if so required by the presiding member.

PART 6 - MOTIONS AND AMENDMENTS

Motions Generally

32. (1) All resolutions and bylaw readings must be by motion duly moved and seconded by members.
- (2) A motion other than a motion to adopt minutes, to receive reports, to refer to a committee or staff, to introduce or pass a bylaw or to adjourn must, if required by the presiding member, be put in writing before being debated or put from the Chair.



The Corporation of the City of Courtenay

UNOFFICIAL CONSOLIDATED VERSION

Bylaw No. 2730

- (3) Deleted (BYLAW 3132)
- (4) Deleted (BYLAW 3132)
- (5) Deleted (BYLAW 3132)
- (6) The Corporate Officer must record any motion other than a procedural motion in writing and, after a member has seconded a motion, the Corporate Officer may read it aloud prior to the members debating it or the presiding member putting it.
- (7) Once the Corporate Officer has read aloud a motion, no member may withdraw it without permission of the members and no member may withdraw a motion once passed.

Motion to Adjourn

33. A member at any time may make a motion to adjourn and if seconded, the members must promptly decide the motion without debate and no member may make a second adjournment motion if the first is defeated unless other proceedings intervene.

Motion to Lay on the Table

34. Except when a motion to adjourn has been made, a member may make a motion to lay a pending question(s) on the table, and this motion is not debatable or amendable.

Motion to Put Question

35. (1) If a member 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.
- (2) If the motion for the main question, or for the main question as amended is decided in the negative, Council may again debate the question or proceed to other business.

Notice of Motion (BYLAW 3102)

- 35.1. (1) A Council member who wishes to bring before Council a motion resulting from a ~~Delegation~~ Deleted (BYLAW 3132), presentation, agenda item or other



The Corporation of the City of Courtenay

UNOFFICIAL CONSOLIDATED VERSION

Bylaw No. 2730

business that is not listed as Council action on the meeting agenda may do so by way of notice of motion.

- (2) A Council member making a notice of motion must provide written notice and the motion as it is to appear on the agenda to the Mayor, City Manager and Corporate Officer on or before 4:30 p.m. on the Monday of the week preceding the week of the meeting at which the motion is to be considered.
- (3) Upon receipt of the written notice and motion, the Corporate officer will circulate a copy of the motion to Council as soon as practicable.
- (4) The notice of motion must be read aloud at the meeting preceding the meeting at which the motion is to be considered.
- (5) Council may waive strict compliance with this Section 35.1 and present such a motion for immediate consideration by a 2/3 majority vote of all the members present.

Inadmissible Motion

- 36.** When the presiding member is of the opinion that a motion offered is contrary to this bylaw or relates to matters beyond the powers of the members, the presiding member may inform the members immediately, giving reasons for his or her opinion, and may refuse to put the question.

Amendment of a Motion

- 37.**
- (1) No member may move any motion to amend that negates the purpose of the main motion.
 - (2) Members must withdraw or decide any amendment to a motion before the main question is put to a vote.
 - (3) If an amendment to a motion is:
 - (a) carried, the previous motion is then voted on as amended; or
 - (b) defeated, the previous motion is again before the members.



Bylaw No. 2730

Defeated Resolution

- 38.** Unless specifically provided by statute or bylaw, a defeated resolution or a substantially similar resolution must not be considered within 12 months of the date of the defeat of the resolution. This time limit may be waived by an affirmative vote of at least two thirds of the Council members eligible to vote on the resolution.

Reconsideration of Matter by Mayor

- 39.** (1) The Mayor may require Council to reconsider and vote again on a matter that was the subject of a vote at the same council meeting as the vote took place, or within the 30 days following that meeting.
- (2) A matter may not be reconsidered under section 39 (1) if
- (a) it has had the approval of the electors or the assent of the electors and was subsequently adopted by the council; or
 - (b) there has already been a reconsideration in relation to the matter.

Reconsideration of Matter by Council Member

- 40.** (1) Subject to subsection (5) a member may, at the next Council meeting
- (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken; and
 - (b) move to reconsider an adopted bylaw (with the exception of a land use bylaw) after an interval of at least 24 hours following its adoption.
- (2) A member who voted in the affirmative for a resolution adopted by Council may at any time move to rescind that resolution. In order to be passed, a motion to rescind requires
- (a) a two-thirds affirmative vote; or
 - (b) a majority affirmative vote when notice of motion has been given at the previous meeting or the call to order of the present meeting.
- (3) Council must not discuss the main matter referred to in subsection (1) unless a motion to reconsider that matter has been adopted.



The Corporation of the City of Courtenay

UNOFFICIAL CONSOLIDATED VERSION

Bylaw No. 2730

- (4) A vote to reconsider must not be reconsidered.
- (5) Council may only reconsider a matter that has not:
 - (a) received the approval or assent of the electors and been adopted;
 - (b) been reconsidered under subsection (1) or section 39;
 - (c) been acted on by an officer, employee or agent of the City.
- (6) The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its rejection under this section.
- (7) A bylaw, resolution, or proceeding that is reaffirmed under subsection (1) or section 39 is as valid and has the same effect as it had before reconsideration.

PART 7 - VOTING

Putting of the Question

- 41.** (1) When debate on a question is closed the presiding member must immediately put the question to a vote.
- (2) Members must signify their votes on every question openly and individually by the raising of hands and members must not vote by ballot or any method of secret voting.

Recording of Votes

- 42.** (1) Any member may call for his or her vote on any issue to be recorded and each time this request is made, the Corporate Officer must record in the minutes the name of the members and the way in which the member voted.
- (2) Immediately upon the announcement of the result of a vote by the presiding member, any member may call for a division whereupon each member present must orally announce his or her vote.
- (3) Should any member not indicate his or her vote when any question is put, the member will be regarded as having voted in the affirmative and his or her vote must be counted accordingly.



The Corporation of the City of Courtenay

UNOFFICIAL CONSOLIDATED VERSION

Bylaw No. 2730

- (4) The Corporate Officer must record in the minutes of a meeting the name of any member who voted in the negative on any question.

PART 8 - COMMITTEES OF COUNCIL

Committee of the Whole

43. Meetings of the Committee of the Whole must be held in City Hall Council Chambers on the last Monday of each month, with the exception of December, at 4:00 p.m. unless the meeting day falls on a holiday, in which case the meeting would be held the following day.

Presiding Members at Committee of the Whole

44. (1) The Mayor must preside at Committee of the Whole meetings if he or she is in attendance.
- (2) The presiding member of the Committee of the Whole must maintain order in the committee and subject to appeal from the members present, decide points of order that may arise and must attest to the correctness of the proceedings thereof.

Notice of Committee of the Whole Meetings

45. (1) At least 72 hours before a meeting of the Committee of the Whole, the Corporate Officer must give public notice of the time, place and date of the meeting by
 - (a) posting a copy of the agenda on the notice board;
 - (c) leaving copies of the agenda at the reception counter at City Hall for the purpose of making them available to members of the public; and
 - (c) delivering a copy of the agenda to each member of Council at the place to which the Council member has directed notices to be sent.
- (2) At any time during a Council meeting, Council may by resolution go into Committee of the Whole.

Minutes of Meetings



The Corporation of the City of Courtenay

UNOFFICIAL CONSOLIDATED VERSION

Bylaw No. 2730

- 46.** (1) Minutes of Committee of the Whole meetings must be
- (a) legibly recorded;
 - (b) signed by the chair or member presiding at the meeting or at the next meeting at which the minutes are adopted; and
 - (c) open for public inspection at City Hall during regular office hours.

Rules of Procedure

- 47.** (1) The Committee of the Whole members must observe the rules of procedure of Council in any meeting, except:
- (a) the number of times members are permitted to speak is at the discretion of the presiding Member;
 - (b) Members may hear a verbal enquiry from a member of the public on any matter taken up at the meeting whenever a majority of the members present so wish.

Select Committees

- 48.** (1) Council may from time to time appoint a Select Committee to enquire into any matter and to report its findings and opinions to Council.
- (2) A Select Committee may report to Council at any regular meeting or must report if directed by Council.
- (3) The Chairman and the Deputy Chairman of a Select Committee must be appointed from the members of the Select Committee by resolution of Council.
- (4) A meeting of a Select Committee must be called by a resolution of the Select Committee which specifies the day, hour and place of the meeting, except for the first meeting which must be called by resolution of Council which specifies the day, hour and place of the meeting.
- (5) A Select Committee must, on completion of its assignment or on submitting its report to Council, dissolve.



The Corporation of the City of Courtenay

UNOFFICIAL CONSOLIDATED VERSION

Bylaw No. 2730

Procedure for Committees

49. Members of Council may attend the meetings and participate in the discussion of committees of which they are not members but only those members of Council who are members of the committee may vote on deliberations of that committee.
50. (1) The committee members must observe the rules of procedure of Council in any meeting, except that in a Select Committee
- (a) the number of times members are permitted to speak is at the discretion of the presiding Member;
 - (b) members may hear a verbal enquiry from a member of the public on any matter taken up at the meeting whenever a majority of the members present so wish;
 - (c) a request to present a petition or to appear before the committee as a delegation is handled in the same manner as delegations or petitions to Council;
 - (d) a delegation is allowed one speaker and a maximum of ten minutes to make its presentation to the committee;
 - (e) the Mayor is a member of all committees and is entitled to vote at all committee meetings;
 - (f) each committee may meet at the discretion of its presiding member and must also meet when directed to do so by council, the Mayor, or a majority of the members of that committee;
 - (g) the Corporate Officer must convene a meeting of a committee when requested in writing to do so by the Mayor, the presiding member of the committee or majority of the members of that committee;
 - (h) when a committee desires to submit a written report to Council, the presiding member of the committee must deliver the report to the Corporate Officer not later than 4 working days prior to the date of the next regular meeting of Council and the Corporate Officer must have the report delivered to each member of Council not less than 72 hours prior to the convening of the regular meeting of Council which next follows the committee meeting from which the written report arose.



The Corporation of the City of Courtenay

UNOFFICIAL CONSOLIDATED VERSION

Bylaw No. 2730

Standing Committees

51. (1) In his/her address at the Inaugural Meeting, the Mayor must appoint the Chairman and members of Standing Committees of Council.
- (2) Standing Committees must consider, inquire into, report, and make recommendations to Council about all of the following matters:
- (a) matters that are related to the general subject indicated by the name of the committee;
 - (b) matters that are assigned by Council;
 - (c) matters that are assigned by the Mayor
- (3) Standing committees must report and make recommendations to Council at all of the following times:
- (a) in accordance with the schedule of the committee's meetings;
 - (b) on matters that are assigned by Council or the Mayor
 - (i) as required by Council or the Mayor, or
 - (ii) at the next Council meeting if the Council or Mayor does not specify a time.

Minutes of Committee Meetings

52. (1) Minutes of Committee meetings must be
- (a) legibly recorded;
 - (b) signed by the chair or member presiding at the meeting; and
 - (c) open for public inspection at City Hall during regular office hours.

Quorum

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



Bylaw No. 2730

Schedule of Committee Meetings

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

Notice of Committee Meetings

55. (1) Subject to section 54 (2), after the committee has established the regular schedule of committee meetings, including the times, dates and places of the committee meetings, notice of the schedule must be given by
- (a) posting a copy of the schedule on the notice board; and
 - (b) providing a copy of the schedule to each member of the committee.
- (2) Where revisions are necessary to the annual schedule of committee meetings, the Corporate Officer must as soon as possible post a notice on the notice board which indicates any revisions to the date, time, and place or cancellation of a committee meeting.
- (3) The Chair of a committee must cause a notice of the day, time and place of a meeting called under section 54 (2) to be given to all members of the committee at least 24 hours before the time of the meeting.

PART 9 - COMMISSIONS

Schedule of Commission Meetings

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

Notice of Commission Meetings



The Corporation of the City of Courtenay

UNOFFICIAL CONSOLIDATED VERSION

Bylaw No. 2730

57. (1) Subject to subsection (2), after the commission has established the regular schedule of commission meetings, including the times, dates and places of the commission meetings, notice of the schedule must be given by
- (a) posting a copy of the schedule on the notice board at City Hall; and
 - (b) providing a copy of the schedule to each member of the commission.
- (2) Where revisions are necessary to the annual schedule of the commission meetings, the Corporate Officer must, as soon as possible, post a notice on the notice board at City Hall which indicates any revisions to the date, time and place or cancellation of a commission meeting.
- (3) The Chair of a commission must cause a notice of the day, time and place of a meeting called under section 56 (2) to be given to all members of the commission at least 24 hours before the time of the meeting.

Minutes of Commission Meetings

58. (1) Minutes of the proceedings of a commission must be
- (a) legibly recorded;
 - (b) certified by the Corporate Officer; and
 - (c) open for public inspection at City Hall during regular office hours.

Quorum

59. The quorum for a commission is a majority of all its members.

PART 10 - GENERAL

60. If any section or subsection 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.
61. This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the *Community Charter*.
62. "Procedure Bylaw No. 2492, 2007" and amendments thereto is hereby repealed.



The Corporation of the City of Courtenay

UNOFFICIAL CONSOLIDATED VERSION

Bylaw No. 2730

Read a first time this 2nd day of December, 2013

Read a second time this 2nd day of December, 2013

Read a third time this 2nd day of December, 2013

Notice published pursuant to section 94 of the *Community Charter* on the 6th and 10th of December, 2013

Finally passed and adopted this 16th day of December, 2013

Mayor

Director of Legislative Services