

DISTRICT OF LOGAN LAKE

BYLAW 831, 2018

A bylaw to establish general procedures to be followed by Council in conducting business.

WHEREAS the *Community Charter* advises that Council must, by bylaw, establish the general procedures to be followed by Council and Council Committees, in conducting business:

NOW THEREFORE the Council of the District of Logan Lake, in open meeting assembled enacts as follows:

PART I - INTRODUCTIONS

1.1 This bylaw may be cited as “District of Logan Lake Council Procedure Bylaw 831, 2018”.

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1.3 Definitions in this bylaw:

“Chair” or “Chairperson” means the person presiding at a meeting of Council, at a Committee of Council, or the person appointed as Chairperson of a Standing or Select Committee of Council, as the context requires;

“Committee” means a Committee of Council but does not include the Committee of the Whole;

“Committee of the Whole (COTW)” means all of the members of Council present at a meeting sitting in Committee;

“Council” means the elected Council of the District of Logan Lake;

“Corporate Officer” means the person appointed by Council as the Corporate Officer for the District;

“District” means the District of Logan Lake;

“Mayor” means the mayor of the District of Logan Lake;

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“Municipal Hall” means the District of Logan Lake Municipal Office located at #1 Opal Drive;

“Presiding Member” means the Mayor, or the Councillor appointed as Chair in the Mayor’s absence;

“Public Notice Posting Places” means the notice board at Municipal Hall;

“Website” means the District website.

1.4 Application of Rules of Procedure

- (a) The provisions of this bylaw govern the proceedings of Council, COTW and all Standing and Select Committees of Council, as applicable.
- (b) In cases not provided for under this Bylaw, New Robert's Rules of Order, 2nd Edition, 1998, apply to the proceedings of Council, COTW, and Council Committees to the extent that those Rules are:
 - (i) applicable in the circumstances, and
 - (ii) not inconsistent with provisions of this bylaw or the *Community Charter*.

PART 2 – COUNCIL MEETINGS

2.1 Inaugural Meeting

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

2.2 The order of Inaugural Meeting Agenda business shall be as follows:

- Call to Order by the Corporate Officer;
- Oath of Office of Council Members;
- Invocation;
- Mayor’s Address;
- Appointments;
- Other Business; and
- Adjournment.

2.3 The order of Special Regular and/or InCamera Meeting Agenda business shall be as follows:

- Call to Order;
- Notice to Proceed to InCamera pursuant to the *Community Charter*, pertaining to (define issues), if applicable;
- Adoption of Agenda and Late Items, if applicable;
- Adoption of Minutes;
- Unfinished Business;
- New Business;
- Correspondence for Action;
- Consideration of Late Items;
- Rise and Report to Regular Meeting, if applicable;
- Question Period, if applicable;
- Adjournment.

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2.4 Time and Location of Meetings

- (a) All Council meetings must take place within Municipal Hall except when Council resolves to hold meetings elsewhere and directs the Corporate Officer to give notice of the different meeting place by posting a notice of the change on the Public Notice Posting Places at least 24 hours prior to the time of the meeting.
- (b) Regular Council meetings must:
 - (i) be held on the days outlined in the Annual Council Meeting Schedule adopted by Council prior to December 20th of each year for the following year;
 - (ii) begin at 7:00 p.m.;
 - (iii) be adjourned no later than 11:00 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with Section 6.4;
 - (iv) when such meeting falls on a statutory holiday, be held on the next day Municipal Hall is open following which is not a statutory holiday;
 - (v) be cancelled by Council, provided that two consecutive meetings are not cancelled.

2.5 Notice of Council Meetings

- (a) In accordance with section 127 of the *Community Charter*, Council must prepare annually on or before December 20th, a schedule of the dates, times and places of regular Council meetings and must make the schedule available to the public by posting it on the Public Notice Posting Places.
- (b) Council must give notice annually, in accordance with Section 94 of the *Community Charter*, that the schedule of regular Council meetings is available to the public, and where a copy of the schedule can be obtained.
- (c) Where revisions are necessary to the annual schedule of Regular Council meetings, the Corporate Officer must, as soon as possible, post a notice on the Public Notice Posting Places and Website indicating any revisions to the date, time and place or cancellation of a regular Council meeting.
- (d) The meeting schedule shall also be posted on the Website.

2.6 Notice of Special Meetings

- (a) Except where notice of a Special meeting is waived by unanimous vote of all Council members in accordance with the requirements of the *Community Charter*, a notice of the date, hour, and place of a Special meeting must be given at least 24 hours before the time of meeting by:
 - (i) posting a copy of the notice at the Public Notice Posting Places and on the Website;
 - (ii) emailing or faxing a copy of the notice to the local media; and
 - (iii) emailing and leaving one copy of the notice for each Council member in the Council member's mailbox at Municipal Hall.
- (b) The notice under subsection 2.6(a) must describe in general terms the purpose of the meeting and be signed by the Mayor or the Corporate Officer.

2.7 Electronic Meetings

- (a) Provided the conditions set out in subsection 2.6(b) are met:
 - (i) a Special Council or Committee meeting may be conducted by means of electronic or other communication facilities; and
 - (ii) a member of Council or a Council Committee who is unable to attend a Council or Committee meeting, may participate in the meeting by means of electronic or other communication facilities.

- (b) The following rules apply in relation to a meeting referred to in subsection 2.6(a)(i):
 - (i) the meeting must be conducted in accordance with the guidelines outlined in this bylaw;
 - (ii) the facilities must enable the meeting's participants to hear, or watch and hear, each other;
 - (iii) the notice of Special meeting must include notice of the way in which the meeting is to be conducted and the place where the public may attend to hear the proceedings that are open to the public;
 - (iv) 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 meeting at the specified place; and
 - (v) a designated municipal officer must be in attendance at the specified place.
- (c) Members of Council or a member of a Council Committee, who are participating in a meeting conducted in accordance with this section, are deemed to be present at the meeting.
- (d) The member presiding at a Council or Committee meeting must not participate electronically.
- (e) No more than four (4) members of Council or a quorum (2/3 members) of a Council Committee, at one time may participate electronically at a Council or Committee meeting respectively, under subsection 2.7(a)(i).

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

3.1 Acting Mayor

- (a) Annually in December, Council must from amongst its members designate a Councillor to serve as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.
- (b) Each Councillor designated under section 3.1(a) must fulfill the responsibilities of the Mayor in his or her absence.
- (c) If both the Mayor and the member designated under section 3.1(a) are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.
- (d) The member designated under section 3.1(a) or chosen under section 3.1(c) has the same powers and duties as the Mayor in relation to the applicable matter.

PART 4 – COUNCIL PROCEEDINGS

4.1 Attendance of Public at Meetings

- (a) Except where provisions of the *Community Charter* apply, all Council meetings must be open to the public.
- (b) Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with the requirements of the *Community Charter*.
- (c) This section applies to all meetings of the bodies referred to in the *Community Charter* under *Application of rules to other bodies*.
- (d) Despite section 4.1, the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 3.1 may expel or exclude from a Council meeting a person in accordance with section 6.2(e).

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4.2 Minutes of Meetings to be Maintained and Available to Public

- (a) Minutes of the proceedings of Council must be
 - (i) legibly recorded,
 - (ii) certified as correct by the Corporate Officer, and
 - (iii) signed by the Mayor or other member presiding at the meeting or at the next meeting at which the minutes are adopted.
- (b) Minutes of the proceedings of Council must be open for public inspection at Municipal Hall during its regular office hours.
- (c) Subsection 4.2(b) does not apply to minutes of a Council meeting or that part of a Council meeting from which persons were excluded under section 90 of the *Community Charter*.

4.3 Calling Meeting to Order

- (a) As soon after the time specified for a Council meeting as there is a quorum present, the Mayor, if present, must take the Chair and call the Council meeting to order, however, where the Mayor is absent, the Councillor designated as the member responsible for acting in the place of the Mayor in accordance with section 3.1(a) must take the Chair and call such meeting to order.
- (b) If a quorum of Council is present but the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 3.1(a) do not attend within 15 minutes of the scheduled time for a Council meeting:
 - (i) the Corporate Officer must call to order the members present, and
 - (ii) the members present must choose a member to preside at the meeting pursuant to section 3.1(c).

4.4 Adjourning Meeting where no Quorum

- (a) If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Officer must record the names of the members present, and those absent, and adjourn the meeting until the next scheduled meeting.
- (b) If a quorum is lost during the course of a meeting, the Corporate Officer shall record the names of the members present; the meeting shall adjourn and the remaining items on the agenda shall be placed on the next scheduled meeting agenda.

4.5 Agenda Distribution

- (a) Prior to each Council meeting, the Corporate Officer must prepare an agenda setting out all the items for consideration at that meeting.
- (b) The deadline for submissions by the public to the Corporate Officer of items for inclusion on the Council meeting agenda shall be 1:00 p.m. on the Thursday prior to the meeting.
- (c) The Corporate Officer shall make the agenda available to the members of Council and the public on the Friday afternoon prior to the meeting.
- (d) Council must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as a late item pursuant to section 4.7.
- (e) Whenever practical, the agenda for a Council meeting shall have attached to it copies of all communications, reports, resolutions, and bylaws to be considered at that meeting.

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- (f) In cases where documents are too unwieldy to be readily reproduced, the Corporate Officer may omit these materials from the agenda and may, instead, refer to these items in short form on the agenda and keep the documents on file for reference purposes.

4.6 Order of Regular Meeting Agenda Business

- (a) The order of Regular meeting agenda business shall be as follows:

- Call to Order;
- Adoption of Agenda and Late Items, if applicable;
- Adoption of Minutes;
- Public and statutory hearings, and third reading or adoption of bylaws where applicable after each hearing;
- Delegations/Presentations;
- Unfinished Business;
- New Business;
- Correspondence for Action;
- Correspondence for Information Only;
- Reports of Mayor, Councillors, Committees, Administration;
- Resolutions Pertaining to Delegations;
- Bylaws;
- Consideration of Late Items;
- Notice of Motion
- Question Period;
- Reports from InCamera, if applicable;
- Adjournment.

- (b) Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.

4.7 Late Items

- (a) An item of business not included on the agenda must not be considered at a Council meeting unless introduction of the late item is approved by Council at the time allocated on the agenda for such matters.
- (b) If the Council makes a resolution under section 4.7(a), information pertaining to late items must be distributed to the members.

4.8 Notice of Motion

- (a) Any Council member may give "Notice of Motion" respecting an item which he/she intends to present by giving a copy of such motion to the Corporate Officer during a meeting of the Council and upon the member being acknowledged by the Chair and the Notice of Motion being read to the meeting.
- (b) A copy of the motion presented under Section 4.8(a) shall be distributed to each member of Council and shall appear in the Minutes of that meeting as a "Notice of Motion". The Corporate Officer shall place the motion on the agenda of the next Council meeting, or other future meeting designated by the member bringing forward the Notice of Motion, for consideration under New Business.

4.9 Voting at meetings

- (a) The following procedures apply to voting at Council meetings:
- (i) when debate on a matter is closed the presiding member must put the matter to a vote by stating:

"Those in favour raise your hands." and then "Those opposed raise your hands."

- (ii) when the presiding member is putting the matter to a vote a member must not:
 - 1. cross or leave the room,
 - 2. make a noise or other disturbance, or
 - 3. interrupt the voting procedure under paragraph (b) unless the interrupting member is raising a point of order;
- (iii) after the presiding member finally puts the question to a vote under subsection 4.9(a)(ii), a member must not speak to the question or make a motion concerning it;
- (iv) the presiding member's decision about whether a question has been finally put is conclusive; and
- (v) whenever a vote of Council on a matter is taken, each member present shall signify their vote by raising their hand, and
- (vi) the presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative;
- (vii) no vote shall be taken in a Council meeting by ballot or by any other method of secret voting;
- (viii) should a Council member call for a recorded vote prior to the vote on a question being taken, then the names of those who vote for and those who vote against the question shall be entered in the Minutes and the Mayor shall read aloud the names and the outcome of the vote.

4.10 Delegations, Petitions, Communications

- (a) Any person(s) wishing to appear before Council as a delegation may do so by first notifying the Corporate Officer in writing prior to 1:00 p.m. on the Thursday preceding the regular meeting, except when the Mayor declares an extraordinary occasion.
- (b) Council must not permit a delegation to address a meeting of the Council regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.
- (c) The Corporate Officer may schedule delegations to another Council meeting or advisory body as deemed appropriate according to the subject matter of the delegation.
- (d) All delegations shall be afforded fifteen (15) minutes to make their presentation and shall be restricted to the reading or the summarizing of their brief as included on the agenda. Additional time may be available, at the discretion of the Chair, for answering questions from members of Council
- (e) The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.
- (f) A petition shall include the name, signature and civic address of each petitioner, and in the case of a corporation, the authority given by the corporation to sign the petition shall be provided with the petition. Petitions shall be considered public documents.
- (g) All communications and petitions intended to be presented to Council shall be legibly written, typed or printed, signed by at least one person and shall be dated and include a contact phone number before being accepted.
- (h) Communications addressed to Council which relate to matters that fall within the scope of responsibility of a particular District department may be referred by the Corporate Officer directly to that department.

4.11 Recess

When a meeting of Council has been in progress for one hour, the Mayor may declare a fifteen (15) minute recess at that time or any time later, if confirmed by an affirmative resolution of Council.

PART 5 – MOTIONS

5.1 Recording of Motions in Minutes

- (a) Every motion that has been seconded shall be recorded in the Minutes.
- (b) Notwithstanding subsection 5.6(a), motions that have been withdrawn by Council shall not be recorded in the Minutes.
- (c) The names of the members who moved and seconded a motion presented to Council must be recorded in the minutes.

5.2 Motions Generally

- (a) Council may debate and vote on a motion only if it is first moved by one Council member and then seconded by another.
- (b) After a motion has been made and seconded, it shall be deemed to be in the possession of the Council, but the motion may be withdrawn by the mover of the motion at any time before a decision or amendment is made, provided that the mover has the consent of the seconder.
- (c) A Council member may make only the following motions, when the Council is considering a question:
 - (i) to refer to committee;
 - (ii) to amend;
 - (iii) to lay on the table;
 - (iv) to postpone indefinitely;
 - (v) to postpone to a certain time;
 - (vi) to move the previous question;
 - (vii) to adjourn.
- (d) A motion made under subsections 5.2(c)(iii) to (vii) is not amendable or debatable.
- (e) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member.

5.3 Amendments Generally

- (a) A Council may, without notice, move to amend a motion that is being considered at a Council meeting.
- (b) An amendment may propose removing, substituting for, or adding to the words of an original motion.
- (c) A proposed amendment must be reproduced in writing by the mover if requested by the presiding member.
- (d) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
- (e) An amendment may be amended only once.
- (f) An amendment that has been defeated by a vote of Council cannot be proposed again.

- (g) A Council member may propose an amendment to an adopted amendment.

- (h) The presiding member must put the main question and its amendments in the following order for the vote of Council:
 - (i) a motion to amend a motion amending the main question;
 - (ii) a motion to amend the main question, or an amended motion amending the main question if the vote under subsection (h)(i) is positive;
 - (iii) the main question.

5.4 Motion for the Main Question

- (a) In this section, "main question", in relation to a matter, means the motion that first brings the matter before the Council

- (b) At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended:
 - (i) if a member of Council moves to put the main question, or the main question as amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question, and
 - (ii) if the motion for the main question, or for the main question as amended, is decided in the negative, the Council may again debate the question, or proceed to other business.

- (c) The decision of the presiding member as to whether the main question has been finally put shall be conclusive.

5.5 Appeal Ruling of the Chair

- (a) Whenever the Chair is of the opinion that a motion is contrary to the rules and privileges of the Council, the Chair shall apprise the members thereof without proposing the question and shall cite the rule or authority applicable to the case without argument or comment. The ruling of the Chair may be appealed to the other members of Council then present.

- (b) On an appeal by a Council member from the decision of the Chair, the question shall immediately be put by him/her, and decided without debate "Shall the Chair be sustained?" and the Chair shall be governed by the vote of the majority of the Council members then present, excluding him/herself. In the event of the votes being equal, the question shall pass in the affirmative.

- (c) If the Chair refuses to put the question "Shall the Chair be sustained?", the Council shall immediately appoint an Acting Chairperson who shall proceed in accordance with Section 5.6.

5.6 Reconsideration

- (a) A motion/resolution which was adopted or defeated may be reconsidered by Council provided that the resolution has not had the assent of the electors and has not been acted on by an officer, servant or agent of the Municipality.

A reconsideration motion:

- (i) must be brought forward by a member who voted on the prevailing side of the motion, or by any member who was absent during the original vote;
- (ii) may be seconded by any member;
- (iii) must be brought forward at the next meeting of Council after the original vote; or, in the case of when a member was absent at the time of the original vote, at the next meeting to which this member is able to attend;

- (iv) must receive a majority vote of Council, for it to be adopted;
 - (v) if defeated, and the outcome being that the resolution is preserved unchanged, the same resolution may not be brought back before Council for six (6) months from the date of the latest vote, except with two-thirds consent of all the members of Council.
- (b) Each resolution or reading of a bylaw may be reconsidered under the provisions of subsection 5.6(a).
 - (c) Notwithstanding subsection 5.6(b), once a bylaw is finally adopted, it may not be reconsidered except under the provisions as permitted under the *Community Charter*.
 - (d) Notwithstanding subsection 5.6(b), resolutions for third reading or final adoption of an Official Community Plan or Zoning Bylaw shall not be reconsidered.

PART 6 - RULES OF CONDUCT AND DEBATE

6.1 Decorum in Debate

- (a) Every Council member who wishes to speak to any question or motion shall raise their hand, wait to be recognized by the Chair and shall address themselves to the Chair.
- (b) Members of Council shall address the Chair as "Mr. Mayor, Madam Mayor, or "Your Worship" or "Mr. or Madam Acting Mayor", or "Mr. or Madam Chair" as the case may be, and shall refer to each other as "the Mayor" or "Councillor (by last name), as the case may be.
- (c) Members of staff shall be addressed as Mr., or Ms. or else shall be referred to by their official title.
- (d) When two or more Council members desire to speak at the same time, the Chair shall name the member who shall have the floor.
- (e) When the Chair is of the opinion that there has been sufficient debate he may put the question.
- (f) Any questions addressed to staff shall be put through the Chair to the Corporate Officer who shall refer the matter to the appropriate staff representative if necessary.

6.2 Chair - Questions of Order

- (a) The Chair may call any Council member to order while that member is speaking.
- (b) When such action is taken, the Chair shall immediately suspend the debate, and the Council member in question shall refrain from speaking until the point of order is determined by the Chair, whose ruling is subject to an appeal by the Council members.
- (c) No Council member shall speak to any matter other than the question in debate or reflect upon any vote of the Council except for the purpose of moving that such vote be rescinded.
- (d) No Council member shall resist the rules of the Council nor disobey the decision of the Chair on points of order or practice, or upon the interpretation of the rules of the Council.
- (e) Should any Council member resist or disobey the decision of the Chair, the members may order the member in question to leave his seat for that meeting, and in the event of his refusing to do so, the Chair may order that the member be removed from the meeting.
- (f) In the event of satisfactory apology being made by the offending member, the Council may, by vote of the majority, permit the member to resume their seat forthwith.
- (g) When a Council member is speaking, no other member shall hold discourse which may interrupt the speaker except to raise a point of order, nor shall a member pass between the speaker and the Chair.

- (h) Any Council member may, by right, require the question under discussion to be read for his/her information at any period of the debate, but shall not do so as to interrupt a member speaking.
- (i) The Chair may speak at any time to either explain or clarify the effect of the motion then before the Council, but should the Chair determine to take part in any debate, the Chair shall be vacated while addressing the Council, and a new Chair shall assume the Chair as provided under subsection 6.2(j). The Chair shall not be resumed until after the vote has been taken on the question.
- (j) When the question under consideration contains more than one recommendation, any member may request, by motion, that the vote upon each recommendation shall be taken separately and the Council members shall decide by majority vote of the members present how such vote shall be taken.

6.3 Reports from Committees

- (a) Council may take any of the following actions in connection with a resolution it receives from Committee of the Whole, Standing or Select Committees:
 - (i) agree or disagree with the resolution;
 - (ii) amend the resolution;
 - (iii) refer the resolution back to the said Committee; or
 - (iv) postpone its consideration of the resolution.

6.4 Adjournment

A Council may continue a Council meeting after 11:00 p.m. only by an affirmative 2/3 vote of the Council members present.

PART 7- BYLAWS

7.1 Copies of proposed bylaws to Council members

A proposed bylaw may be introduced at a Council meeting only if a copy of it has been delivered to each Council member before the Council meeting, or all Council members unanimously agree to waive this requirement.

7.2 Form of bylaws

- (a) A bylaw introduced at a Council meeting must:
 - (i) be printed;
 - (ii) have a distinguishing name;
 - (iii) have a distinguishing number;

7.3 Bylaws to be considered separately or jointly

- (a) Council must consider a proposed bylaw at a Council meeting either:
 - (i) separately when directed by the presiding member or requested by another Council member; or
 - (ii) jointly with other proposed bylaws in the sequence determined by the presiding member.

7.4 Reading and adopting bylaws

- (a) The presiding member of a Council meeting may

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- (i) have the Corporate Officer read a synopsis of each proposed bylaw or group of proposed bylaws, and then
 - (ii) request a motion that the proposed bylaw or group of bylaws be read;
- (b) The readings of the bylaw may be given by stating its title and object.
- (c) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.
- (d) Unless otherwise specified under the *Local Government Act*, each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.
- (e) In accordance with the requirements of the *Community Charter*, Council may give two or three readings to a proposed bylaw at the same Council meeting.
- (f) Despite the requirements of 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 passed third reading.

7.5 Bylaws must be signed

- (a) After a bylaw is adopted, and signed by the Corporate Officer and the presiding member of the Council meeting at which it was adopted, the Corporate Officer must have it placed in the Municipal's records for safekeeping and endorse upon it:
- (i) the Municipal's corporate seal,
 - (ii) the dates of its readings and adoption; and,
 - (iii) the date of Ministerial approval or approval of the electorate if applicable.

PART 8 – RESOLUTIONS

8.1 Copies of resolutions to Council members

A resolution may be introduced at a Council meeting only if a copy of it has been delivered to each Council at least twenty-four (24) hours before the Council meeting, or all Council members unanimously agree to waive this requirement.

8.2 Form of resolution

A resolution introduced at a Council meeting must be printed.

8.3 Introducing resolutions

- (a) The presiding member of a Council meeting may:
- (i) have the Corporate Officer read the resolution; and
 - (ii) request a motion that the resolution be introduced.

PART 9 - COMMITTEE OF THE WHOLE (COTW)

9.1 Going into Committee of the Whole

- (a) At any time during a Council meeting, Council may by resolution go into COTW.
- (b) In addition to subsection 9.1(a), a meeting, other than a standing or select committee meeting, to which all members of Council are invited to consider but not to decide on matters of the District's business, is a meeting of COTW.

Council Procedures

9.2 Notice for COTW meetings

- (a) A schedule of the dates, times and places of COTW meetings must be available to the public by posting it at the Public Notice Posting Places and leaving a copy of the notice for each Council member.
- (b) Subsection 9.2(a) does not apply to a COTW meeting that is called, in accordance with section 9.1, during a Council meeting for which public notice has been given under section 2.5 or 2.6.

9.3 Minutes of COTW meetings to be maintained and available to public

- (a) Minutes of the proceedings of COTW must be
 - (i) legibly recorded;
 - (ii) certified by the Corporate Officer;
 - (iii) signed by the member presiding at the meeting; and
 - (iv) open for public inspection in accordance with the requirements of the *Community Charter*.

9.4 Presiding members at COTW meetings and Quorum

- (a) The Mayor, if present, must preside in COTW.
- (b) If the Mayor is absent, the Councillor designated as the member responsible for acting in the place of the Mayor must take the Chair and call the meeting to order.
- (c) If a quorum of Council is present but the Mayor or the Councillor designated as the member responsible for acting the place of the Mayor do not attend within 15 minutes of the scheduled time for a Council meeting, the members present must choose a member to preside at the meeting.
- (d) The quorum of COTW is the majority of Council members.

9.5 The Order of Committee of the Whole Agenda Business shall be as follows

- Call to Order;
- Adoption of Agenda and Late Items, if applicable;
- Adoption of Minutes;
- Unfinished Business;
- New Business;
- Correspondence for Action;
- Consideration of Late Items;
- Notice to Proceed to InCamera pursuant to the requirements of the *Community Charter*, pertaining to (define issues);
- Rise and Report to Regular Meeting (if applicable);
- Question Period;
- Adjournment.

9.6 Conduct and debate

- (a) The following rules apply to COTW meetings:
 - (i) a member may speak any number of times on the same question; and
 - (ii) a member must not speak longer than a total of 10 minutes on any one question.

9.7 Voting at meetings

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

Council Procedures

- (b) The presiding member must declare the results of voting.

9.8 Reports

- (a) COTW may consider reports and bylaws only if
 - (i) they are printed and the members each have a copy, or
 - (ii) a majority of the Council members present decide without debate that the requirements of paragraph (a) do not apply.
- (b) A motion for COTW to rise and report to Council must be decided without debate.
- (c) The COTW's reports to Council must be presented by the Corporate Officer.

9.9 Rising without reporting

- (a) A motion made at a COTW meeting to rise without reporting
 - (i) is always in order and takes precedence over all other motions;
 - (ii) may be debated; and
 - (iii) may not be addressed more than once by any one member.
- (b) If a motion to rise without reporting is adopted the Council meeting must resume and proceed to the next order of business.

PART 10 – COMMITTEES

10.1 Duties of Standing Committees

- (a) Standing Committees must consider, inquire into, report, and make recommendations to Council about all of the following matters:
 - (i) matters that are related to the general subject indicated by the name of the committee;
 - (ii) matters that are assigned by Council; and
 - (iii) matters that are assigned by the Mayor.

10.2 Duties of Select Committees

- (a) Select Committees must consider, inquire into, report, and make recommendations to Council about the matters referred to the Committee by the Council.
- (b) Select Committees must report and make recommendations to Council at a Council meeting.

10.3 Schedule of Committee meetings

- (a) At its first meeting after its establishment a Standing or Select Committee must establish a regular schedule of meetings.
- (b) The Chair of a Committee may call a meeting of the Committee in addition to the scheduled meetings or may cancel a meeting.

10.4 Notice of Committee Meetings

- (a) Subject to subsection 10.4(b), 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:
 - (i) posting a copy of the schedule at the Public Notice Posting Places; and
 - (ii) providing a copy of the schedule to each member of the Committee.

- (b) Where revisions are necessary to the annual schedule of Committee meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a Committee meeting.
- (c) The Chair of a Committee must cause a notice of the day, time and place of a meeting called under subsection 10.3(b) to be given to all members of the Committee at least twenty-four (24) hours before the time of the meeting.

10.5 The Order of Standing and Select Committee Meeting Agenda Business shall be as follows:

- Call to Order;
- Adoption of Agenda and Late Items, if applicable;
- Adoption of Minutes;
- Unfinished Business;
- New Business
- Correspondence for Action;
- Consideration of Late Items;
- Notice to Proceed to InCamera pursuant to the requirements of the *Community Charter*, pertaining to (define issues);
- Rise and Report to Regular Meeting, if applicable;
- Question Period;
- Adjournment.

10.6 Attendance at Committee meetings

- (a) Council members who are not members of a Committee may attend the meetings of the committee.
- (b) Unless a meeting or part of a meeting of a Committee is authorized to be closed to the public by the *Community Charter*, all meetings of Committees shall be open to the public.
- (c) A person, other than a Committee member or an officer or employee of the District, shall only address the Committee during a meeting if that person is providing a report or presentation that has been scheduled to the agenda for the meeting, or if the Committee has passed a motion to hear from that person at that time.

10.7 Minutes of Committee Meetings to be Maintained and Available to Public

- (a) Minutes of the proceedings of a committee must be:
 - (i) legibly recorded;
 - (ii) certified by the Corporate Officer;
 - (iii) signed by the Chair or member presiding at the meeting; and
 - (iv) open for public inspection in accordance with the requirements of the *Community Charter*.

10.8 Conduct and Debate

- (a) The rules of the Council procedure must be observed during committee meetings, so far as is possible and unless as otherwise provided in this Bylaw.
- (b) Council members attending a meeting of a Committee, of which they are not a member, may participate in the discussion only with the permission of a majority of the Committee members present.

Council Procedures

10.9 Voting at Meetings

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

10.10 Quorum

The quorum of a Committee is 2/3 of all its members.

10.11 Dissolving a Select Committee

- (a) A Select Committee shall be dissolved:
- (i) upon completion of its assignment; or
 - (ii) by resolution of Council.

PART 11 – GENERAL

11.1 (a) If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.

(b) This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with the requirements of the *Community Charter*.

11.2 Repeal

District of Logan Lake Council Procedures Bylaw No. 632, 2008 and all amendments thereto, are hereby repealed.

11.3 This bylaw shall come into full force and effect upon adoption.

READ A FIRST & SECOND TIME this 27th day of February, 2018

READ A THIRD TIME this 27th day of February, 2018

RECONSIDERED AND ADOPTED this 13th day of March, 2018

Mayor (R. Smith)

Corporate Officer (M. Miles)

INDEX OF AMENDING BYLAWS

Note to Users

"WHEREAS each bylaw consolidation shall be proof, in the absence of evidence to the contrary, of the original bylaw, of all bylaws amending it and of the fact of adoption of the original and all amending bylaws", pursuant to 'Authority to Consolidate Municipal Bylaws No. 655, 2009', which was adopted on the 3rd day of November, 2009.

Certified a true copy this _____ day of _____, 20.

Corporate Officer
District of Logan Lake