

THE CORPORATION OF THE CITY OF DAWSON CREEK

BYLAW NO. 4374

A bylaw of the Corporation of the City of Dawson Creek (hereinafter called "the City") to establish rules of procedure for Council.

WHEREAS, the *Community Charter* requires that Council enact a bylaw to establish the general procedures to be followed by Council and Council Committees in conducting their business;

AND WHEREAS, the Procedure Bylaw must establish the manner by which resolutions may be passed and bylaws adopted, provide for the taking of minutes and Council meeting notice and establish the procedure for designating a member to act in the place of the Mayor;

NOW THEREFORE, the Council of the City of Dawson Creek enacts as follows:

SECTION 1 – SHORT TITLE

1.1 This Bylaw may be cited as "**COUNCIL PROCEDURE BYLAW NO. 4374, 2018**".

SECTION 2 – DEFINITIONS

2.1 In this Bylaw,

"City" means the Corporation of the City of Dawson Creek;

"City Hall" means the building located at 10105 – 12A Street, Dawson Creek, BC;

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

"Committee of the Whole" means the Committee of the entire Council held only as an information session provided by City staff with no motions considered;

"Corporate Officer" means the Corporate Officer for the City, or their designate;

"Council" means the Council of the City;

"Mayor" means the Mayor of the City;

"Project Steering Committee" means a committee established by Council resolution to oversee major capital projects;

"Public Notice Posting Place" means:

- (a) The notice board located on the main floor at City Hall; and
- (b) The City's website.

"Select Committee" means a committee established by Council resolution in accordance with the *Community Charter*;

"Standing Committee" means a committee established by the Mayor in accordance with the *Community Charter*.

SECTION 3 – COUNCIL MEETINGS

Application of Rules of Procedure

- 3.1 The provisions of this Bylaw govern the proceedings of Council and all Committees of Council, as applicable;
- 3.2 In cases not provided for under this Bylaw, *Robert's Rules of Order Newly Revised* shall apply to the proceedings of Council and Council Committees to the extent that those Rules are:
 - a. applicable in the circumstances, and
 - b. not inconsistent with provisions of this Bylaw or the *Community Charter*.

Inaugural Meeting

- 3.3 Following a general local election, the first Council meeting must be held on the first Monday of the month immediately following the election.
- 3.4 If a quorum of Council Members elected at the general local election has not taken office by the date of the meeting referred to in Section 3.3, the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

Time and Location of Meetings

- 3.5 All Council meetings must take place within City Hall, except when Council resolves to hold meetings elsewhere.
- 3.6 Regular Council meetings must:
 - a. be held Mondays, every second week except when:
 - (i) the Monday is a holiday; in which case, Council will meet on the following Monday;
 - (ii) Council resolves that a Regular Meeting be held on an alternate date specified by resolution;
 - b. begin at 9:00 a.m., except when Council resolves that a Regular Meeting be held at an alternate time specified by resolution.
- 3.7 Regular Council meetings may:
 - a. be cancelled by Council, provided that two consecutive meetings are not cancelled; or
 - b. be postponed to a different day, time and place by the Mayor, provided the Corporate Officer is given at least 2 days written notice.

Notice of Council Meetings

- 3.8 The Corporate Officer must prepare and give notice annually on or before December 31st, of a schedule of the dates, times, and places of Regular Council meetings for the next calendar year and must make the schedule available to the public by posting it at the Public Notice Posting Place and publishing in accordance with the *Community Charter*.

- 3.9 Where revisions are necessary to the annual schedule of Regular Council meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Place which indicates any revisions to the date, time and place or cancellation of a Regular Council meeting.

Notice of Special Meetings

- 3.10 Except where notice of a Special Meeting is waived by unanimous vote of all Council members under the *Community Charter*, a notice of the day, hour and place of a Special Council meeting must be given at least 24 hours before the time of meeting, by:

- a. posting a copy of the notice in the Council Chambers at City Hall;
- b. posting a copy of the notice at the Public Notice Posting Place; and
- c. providing notice to each Council member by email or by telephone.

- 3.11 The notice under Section 3.10 must describe in general terms the purpose of the meeting and be signed by the Mayor or the Corporate Officer.

Electronic Meetings

- 3.12 Provided the conditions set out in the *Community Charter* are met,

- a. a Special Council meeting may be conducted by means of visual and audio, audio, electronic or other communication facilities if:
 - (i) the Mayor requires; or
 - (ii) the Council requires.
- b. a member of Council, or a Council Committee, unable to attend a Regular, Special or Committee meeting, may participate in the meeting by means of visual and audio, audio, electronic or other communication facilities.

3.13 Regular Meetings

- a. Council is hereby authorized to conduct its regular council meetings by means of electronic or other communication facilities.
- b. A regular council meeting may only be conducted by means of electronic or other communication facilities where Council has, at least 72 hours in advance of the regular council meeting, passed a resolution directing that the regular council meeting be conducted by means of electronic or other communication facilities.
- c. Where Council has directed that a regular council meeting be conducted by means of electronic or other communication facilities, notice must be given to the public that the regular council meeting is to be held by means of electronic or other communication facilities by posting the notice on the public notice posting places at least 48 hours in advance of the meeting, and the notice must satisfy the requirements of section 128(2)(b)(i) of the *Community Charter*.

3.14 Special Meetings

- a. Council is hereby authorized to conduct its special council meetings by means of electronic or other communication facilities.

- b. A special council meeting may only be conducted by means of electronic or other communication facilities where either the Mayor has directed that the special council meeting be conducted by means of electronic or other communication facilities or Council has directed that the next regular council meeting be conducted by means of electronic or other communication facilities.
- c. Where the Mayor has directed that a special council meeting be conducted by means of electronic or other communication facilities, or Council has directed that the next regular council meeting be conducted by means of electronic or other communication facilities, the special council meeting must be conducted by means of electronic or other communication facilities, and notice must be given in accordance with sections 127 and 128.1(2)(b) of the *Community Charter*.

3.15 Committee Meetings:

- a. A committee is hereby authorized to conduct its meetings by means of electronic or other communication facilities.
- b. A committee meeting may only be conducted by means of electronic or other communication facilities where Council or the committee has, at least 72 hours in advance of the committee meeting, passed a resolution directing that the committee meeting be conducted by means of electronic or other communication facilities.
- c. Where the Council or a committee has directed that a committee meeting be conducted by means of electronic or other communication facilities, notice must be given to the public that the committee meeting is to be held by means of electronic or other communication facilities by posting the notice on the public notice posting places at least 48 hours in advance of the meeting, and the notice must set out the way in which the committee meeting is to be conducted by means of electronic or other communication facilities.”

SECTION 4 – DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR

Annual Appointments

- 4.1 Annually, in December, Council must, from amongst its members, designate Councillors to serve on a rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.
- 4.2 Each Councillor designated under Section 4.1 must fulfill the responsibilities of the Mayor in his or her absence.
- 4.3 If both the Mayor and the Member designated under Section 4.1 are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.
- 4.4 The member designated under Section 4.1 or chosen under Section 4.3 has the same powers and duties as the Mayor in relation to the applicable matter.

SECTION 5 – COUNCIL PROCEEDINGS

Attendance of Public at Meetings

- 5.1 Except where the provisions of the *Community Charter* apply, all Council meetings must be open to the public.
- 5.2 Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with the *Community Charter*.
- 5.3 This section applies to all meetings of the bodies referred to in the *Community Charter*, including:
 - a. Council Committees;
 - b. Municipal Commissions;
 - c. Parcel Tax Roll Review Panel;
 - d. Board of Variance; or
 - e. An advisory body established by Council.
- 5.4 If the presiding member feels a member of the public is acting improperly at the meeting, the presiding member may expel that person from the meeting or have the person removed by a peace officer.

Minutes of Meetings to be Maintained and Available to the Public

- 5.5 Minutes of the proceedings of Council must be:
 - a. legibly recorded;
 - b. certified as correct and signed by the Corporate Officer, unless the Corporate Officer was excluded from a Closed meeting in accordance with the *Community Charter*, then the minutes must be signed by a Councillor in attendance at the meeting; and
 - c. signed by the Mayor or member presiding at the meeting or at the next meeting at which the Minutes are adopted.
- 5.6 Subject to Section 5.7, and in accordance with the *Community Charter*, Minutes of the proceedings of Council must be open for public inspection at City Hall during its regular office hours.
- 5.7 Section 5.6 does not apply to Minutes of a Council meeting or that part of a Council meeting from which persons were excluded under the *Community Charter*.

Calling Meeting to Order

- 5.8 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 4 of this Bylaw, must take the Chair and call such meeting to order.
- 5.9 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 4 of this Bylaw does not attend within 15 minutes of the scheduled time for a Council meeting:
 - a. the Corporate Officer must call to order the members present; and
 - b. the members present must choose a member to preside at the meeting.

Adjourning Meeting Where no Quorum

- 5.10 If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Officer must:
- a. record the names of the members present, and those absent; and
 - b. adjourn the meeting until the next scheduled meeting.

Agenda

- 5.11 Prior to each Council meeting, the Corporate Officer must prepare an Agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.
- 5.12 The deadline for items for inclusion on the Council meeting Agenda is 12:00 p.m. on the Monday prior to the meeting unless the Monday is a holiday then the deadline will be the Friday preceding the holiday.
- 5.13 The Corporate Officer must make the Agenda available to members of Council and the public by 4:30 p.m. on the Wednesday prior to the meeting.
- 5.14 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 5.18 of this bylaw.
- 5.15 An item that requires a decision by Council must be submitted to the Corporate Officer for inclusion on the Council meeting Agenda by 12:00 p.m. on the Monday prior to the meeting unless the motion is authorized under Section 5.18 of this bylaw.

Order of Proceedings and Business

- 5.16 The Agenda for all Regular Council meetings contains the following matters in the order listed below:
- a. Open the Meeting;
 - b. Delegations – requests to address Council;
 - c. Late Items;
 - d. New/Councillor Business;
 - e. Adoption of Minutes;
 - f. Business Arising;
 - g. Correspondence;
 - h. Reports;
 - i. Bylaws;
 - j. Mayor’s Business;
 - k. Chief Administrative Officer Operational Update;
 - l. Diary;
 - m. Consent Calendar;
 - n. Strategic Priorities Chart;
 - o. Media Question Period;
 - p. Committee of the Whole (to occur only in the second meeting of the month);
 - q. Any Items to which the Public is excluded pursuant to the *Community Charter*;
 - r. Adjournment.
- 5.17 Business at a Council Meeting must be addressed in the order in which it is listed on the Agenda unless varied by the presiding member.

Late Items

- 5.18 An agenda item submitted after the deadline is deemed to be late. If an agenda item is submitted:
- a) after the deadline, but prior to an agenda publication, it will be included on the Agenda only if deemed to be time sensitive by the Corporate Officer;
 - b) after the agenda publication, but no later 12:00 p.m. on the last business day before the scheduled meeting, and it is deemed time sensitive by the Corporate Officer, it will be added to the Agenda under Late Items and will require a majority vote of the Members to address it under New/Councillor Business; or
 - c) after 12:00 p.m. on the last business day before the scheduled meeting, and it is deemed time sensitive by the Corporate Officer, it will be provided to all members in attendance at the Council meeting and shall require 2/3 vote of the Members to address it under New/Councillor Business.
- 5.19 If Council presents a motion under Section 5.18, information pertaining to the late item must be distributed to the Members.

Voting at Meetings

- 5.20 The following procedures apply to voting at Council Meetings:
- a. when debate on a matter is closed, the presiding member must put the matter to a vote of Council members;
 - b. when a vote of Council on a matter is taken, each member present shall signify their vote in the manner directed by the presiding member;
 - c. when the presiding member is putting the matter to vote under Subsections 5.20.a and 5.20.b, a member must not:
 - (i) cross or leave the room;
 - (ii) make a noise or other disturbance; or
 - (iii) interrupt the voting procedure under Subsection b. unless the interrupting member is raising a point of order;
 - d. after the presiding member puts the question to a vote under Subsection 5.20.b, a member must not speak to the question or make a motion concerning it;
 - e. the presiding member's decision about whether a question has been finally put is conclusive;
 - f. when a Council member does not indicate how he or she votes, the member is deemed to have voted in the affirmative under the *Community Charter*; and
 - g. the presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative.

Delegations

- 5.21 At the discretion of the Corporate Officer, an individual or a delegation may address Council at the meeting or in the Committee of the Whole provided written application on a prescribed form has been received by the Corporate Officer at the time specified in Section 5.12. Each address must be limited to 10 minutes unless a longer period is agreed to by unanimous vote of those members present.
- 5.22 Where written application has not been received by the Corporate Officer as prescribed in Section 5.20, an individual or delegation may address the meeting if approved by the unanimous vote of the members present.
- 5.23 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.
- 5.24 The Corporate Officer may schedule delegations for another Council meeting or advisory body as deemed appropriate according to the subject matter of the delegation;
- 5.25 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.

Points of Order

- 5.26 Without limiting the presiding member'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 rules of procedure in this bylaw; and
 - b. whether or not another Council member has raised a point of order in connection with this motion.
- 5.27 When the presiding member is required to decide a point of order:
- a. the presiding member must cite the applicable rule or authority if requested by another Council member; and
 - b. another member must not question or comment on the rule or authority cited by the presiding member under Subsection 5.26.a.

Conduct and Debate

- 5.28 A Council member may speak to a question or motion at a Council meeting only if that member first addresses the presiding member and the presiding member has recognized him or her.
- 5.29 Members must address the Mayor as "Your Worship", a presiding member other than the Mayor as Mr., Ms. or Mrs. "Chair" and a Councillor is addressed with "Councillor" preceding his or her name.

- 5.30 No member may interrupt a member who is speaking except to raise a point of order.
- 5.31 If more than one member speaks, the presiding member must call on the member who, in the presiding member's opinion, spoke first.
- 5.32 Members who are called to order by the presiding member:
- a. must immediately stop speaking;
 - b. may explain their position on the point of order; and
 - c. may appeal to Council for its decision on the point of order in accordance with the *Community Charter*.
- 5.33 Members speaking at a Council meeting:
- a. must use respectful language;
 - b. must not use offensive gestures or signs;
 - c. must speak only in connection with the matter being debated;
 - d. may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded; and
 - e. must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.
- 5.34 If a member does not adhere to Section 5.32, the presiding member may order the member to leave the meeting or have the member removed by a peace officer unless:
- a. the member apologizes to the Council, at which time Council may, by resolution, allow the member to retake their seat.
- 5.35 A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.
- 5.36 The following rules apply to limit speech on matters being considered at a Council meeting:
- a. a member may speak more than once in connection with the same question only:
 - i. with the permission of the presiding member, or
 - ii. if the member is explaining a material part of a previous speech without introducing a new matter;
 - b. a member who has made a substantive motion to the Council may reply to the debate;
 - c. a member who has moved an amendment, the previous question, or a referral to committee or staff may not reply to the debate;
 - d. a member may not speak to a question, or in reply, for longer than a total time of 10 minutes unless given the permission of Council.

Motions Generally

- 5.37 Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.

- 5.38 A motion that deals with a matter that is not on the Agenda of the Council meeting at which the motion is introduced may be introduced in accordance with Section 5.18.
- 5.39 A Council member may make only the following motions, when the Council is considering a question:
- a. to refer to a committee or staff (for more information);
 - b. to amend;
 - c. to lay on the table;
 - d. to postpone indefinitely;
 - e. to postpone to a certain time;
 - f. to move the previous question;
 - g. to adjourn.
- 5.40 When a motion is made under Section 5.39 the main motion is not amendable or debatable.
- 5.41 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.

Motion to Commit

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

Motion for the Main Question

- 5.43 “Main question”, in relation to a matter, means the motion that first brings the matter before the Council.
- 5.44 At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended:
- a. if a member of Council moves to put the main question, or the main question as amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question; and
 - b. if the motion for the main question, or for the main question as amended, is decided in the negative, the Council may again debate the question, or proceed to other business.

Amendments Generally

- 5.45 A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.
- 5.46 An amendment may propose removing, substituting for, or adding to the words of an original motion.
- 5.47 A proposed amendment must be reproduced in writing by the mover if requested by the presiding member.

- 5.48 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.
- 5.49 An amendment may only be amended once.
- 5.50 An amendment that has been rejected by a vote of Council cannot be proposed again.
- 5.51 A Council member may propose an amendment to an adopted amendment.
- 5.52 The presiding member must put the main question and its amendments in the following order for the vote of Council:
- a. a motion to amend a motion amending the main question;
 - b. a motion to amend the main question, or an amended motion amending the main question if the vote under Subsection 5.51.a is positive;
 - c. the main question.

Reconsideration by Council Member

- 5.53 Subject to Section 5.56, a Council member may, at the next Council meeting,
- a. move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken, and
 - b. move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.
- 5.54 A Council member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.
- 5.55 Council must not discuss the main matter referred to in Section 5.52 unless a motion to reconsider that matter is adopted in the affirmative.
- 5.56 A vote to reconsider must not be reconsidered.
- 5.57 Council may only reconsider a matter that has not:
- a. had the assent of the electors;
 - b. been reconsidered under Section 5.52 or the *Community Charter*; or
 - c. been acted on by an officer, employee, or agent of the City.
- 5.58 The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its rejection under this section.
- 5.59 A bylaw, resolution, or proceeding that is reaffirmed under Section 5.52 or the *Community Charter* is valid and has the same effect as it had before reconsideration.

Privilege

- 5.60 A privileged motion refers to any of the following:

- a. Fix the Time to Adjourn;
- b. Adjourn;
- c. Recess;
- d. Raise a Question of Privilege;
- e. Call for orders of the Day.

5.61 Council must immediately consider a privileged motion when it arises.

5.62 A privileged motion listed in Section 5.59 has precedence over those matters listed after it.

5.63 Unless made as a privileged motion, the presiding member may declare a recess for a short period and may state the approximate time that the meeting will reconvene.

Adjournment

5.64 A motion to adjourn either a Council meeting or the debate at a Council meeting is always in order if that motion has not been preceded at that meeting by the same motion.

5.65 Section 5.63 does not apply to either of the following motions:

- a. a motion to adjourn to a specific day;
- b. a motion that adds an opinion or qualification to a preceding motion to adjourn.

SECTION 6 – BYLAWS

Copies of Proposed Bylaws to Council Members

6.1 A proposed bylaw may be introduced at a Council meeting only if a true copy of it has been delivered to each Council member at least 24 hours before the Council meeting, or all Council members unanimously agree to waive the requirement.

Bylaws to be Considered Separately or Jointly

6.2 Council must consider a proposed bylaw at a Council meeting either:

- a. separately when directed by the presiding member or requested by another Council member;
or
- b. jointly with other proposed bylaws in the sequence determined by the presiding member.

Reading and Adopting Bylaws

6.3 The presiding member may:

- a. have the Corporate Officer read a synopsis of each proposed bylaw or group of proposed bylaws; and then
- b. request a motion that the proposed bylaw or group of bylaws be read.

6.4 The readings of the bylaw may be given by stating its title and object.

- 6.5 A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.
- 6.6 Unless otherwise specified by a statute, each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.
- 6.7 In accordance with the *Community Charter*, Council may give two or three readings to a proposed bylaw at the same Council meeting.
- 6.8 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.
- 6.9 In accordance with the *Community Charter*, the Corporate Officer is hereby authorized to consolidate one or more of the bylaws of the City for convenience purposes only.

Bylaws must be Signed

- 6.10 After a bylaw is adopted, the Corporate Officer must:
- a. record the dates of its readings and adoption;
 - b. record the dates any applicable statutory requirements were fulfilled;
 - c. sign the bylaw with the presiding member of the Council meeting at which it was adopted; and
 - d. place it in the City's permanent records for safekeeping.

SECTION 7 – COMMITTEES

Project Steering Committee

- 7.1 Prior to appointing a Project Steering Committee to oversee major capital projects, Council must adopt a Terms of Reference for the Committee that clearly define the role, responsibilities, authority and reporting requirements of the Committee.

Standing Committees

- 7.2 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.
- 7.3 Standing Committees must report and make recommendations to Council:
- a. in accordance with the schedule of the Committee's meetings;
 - b. on matters that are assigned by Council or the Mayor, or
 - (i) as required by Council or the Mayor, or
 - (ii) at the next Council Meeting if the Council or Mayor does not specify a time.

Select Committees

- 7.4 Select Committees must consider, inquire into, report, and make recommendations to Council about the matters referred to the Committee by Council.
- 7.5 Select Committees must report and make recommendations to Council at the next Council meeting unless Council specifies a different date and time.

Schedule of Committee Meetings

- 7.6 At its first meeting after its establishment, a Standing or Select Committee must establish a regular schedule of meetings.
- 7.7 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

- 7.8 Subject to Section 7.9, after the Committee has established the regular schedule of Committee meetings, including 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; and
 - b. providing a copy of the Schedule to each member of the Committee.
- 7.9 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 Place that indicates any revisions to the date, time and place or cancellation of a Committee meeting.
- 7.10 The Chair of a Committee must cause a notice of the day, time and place of a meeting called under Section 7.9 to be given to all members of the Committee at least 12 hours before the time of the meeting.

Attendance at Committee Meetings

- 7.11 Council members who are not members of a Committee may attend the meetings of the Committee.
- 7.12 Except where the provisions of the *Community Charter* or Section 5 apply, all Committee meetings must be open to the Public.
- 7.13 Before closing a Committee meeting or part of a Committee meeting to the public, the Committee must pass a resolution in a public meeting in accordance with the *Community Charter*.

Minutes of Committee Meetings to be Maintained and Available to Public

- 7.14 Minutes of the proceedings of a Committee must be:
- a. legibly recorded;
 - b. certified by the Corporate Officer;
 - c. signed by the Chair or member presiding at the meeting; and

- d. open for public inspection in accordance with the *Community Charter* unless the meeting has been closed to the public in accordance with Section 7.13.

Quorum

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

Conduct and Debate

7.16 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.

7.17 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.

7.18 A motion made at a meeting of a Committee is not required to be seconded.

Voting at Meetings

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

SECTION 8 – GENERAL

8.1 If any portion of this bylaw is declared invalid by a court, the invalid portion shall be severed and the remainder of the bylaw deemed valid.

8.2 This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with the *Community Charter*.

8.3 Council Procedure Bylaw No. 3696, 2003 and all amendments are hereby repealed.

READ a first time this 26 day of March , 2018.

READ a second time this 26 day of March , 2018.

READ a third time this 26 March , 2018.

ADVERTISED this 5 and 12 day of April , 2018.

ADOPTED this 30 day of April , 2018.

CERTIFIED A TRUE AND CORRECT COPY of Bylaw No. 4374 cited as "COUNCIL PROCEDURE BYLAW NO. 4374, 2018".

ORIGINAL SIGNED BY

Brenda Ginter
Corporate Officer

The Corporate Seal of **THE CORPORATION OF THE CITY OF DAWSON CREEK** was affixed in the presence of:

ORIGINAL SIGNED BY

Dale Bumstead - Mayor

ORIGINAL SIGNED BY

Brenda Ginter - Corporate Officer