

COUNCIL PROCEDURE BYLAW

THE CORPORATION OF THE VILLAGE OF BURNS LAKE BYLAW NO. 889

A bylaw to regulate the meetings of Council and the conduct thereof.

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COUNCIL PROCEDURE BYLAW

A bylaw to regulate the meetings of Council and the conduct thereof.

Council for the Corporation of the Village of Burns Lake, in open meeting assembled, enacts as follows:

PART 1 – INTRODUCTION

Title

1. This Bylaw may be cited as the “*Village of Burns Lake Procedure Bylaw #889, 2008*”.

Definitions

2. In this Bylaw,

“Chief Administrative Officer” means the Chief Administrative Officer of the Village;

“Committee” means a standing, select, or other committee of Council;

“Corporate Officer” means the Chief Administrative Officer for the Village;

“Deputy Clerk” means the Deputy Corporate Administrative Clerk for the Village;

“Council” means Council of the Village of Burns Lake;

“Mayor” means the mayor of the Village of Burns Lake;

“Public Notice Posting Place” means the notice board at the Village of Burns Lake;

“Village” means the Corporation of the Village of Burns Lake;

“Village Office” means Village of Burns Lake village office located at #15 Third Avenue, Burns Lake, British Columbia;

“Village Web Site” means the information resource found at an Internet address provided by the Village;

Application of rules of procedure

3. (1) The provisions of this bylaw govern the proceedings of Council and all standing and select committees of Council, as applicable.
- (2) In cases not provided for under this Bylaw, *The Robert's Rules of Order Newly Revised, Tenth Edition* 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*.

PART 2 – COUNCIL MEETINGS

Inaugural Meeting

4. (1) Following a general local election, the first Council meeting must be held on the first Monday in December following the election.
- (2) If a quorum of council members elected at the general local election has not taken office by the date of the meeting referred to in subsection (1), the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

Time and location of meetings

5. (1) All Council meetings must take place within the Village Office except when Council resolves to hold meetings elsewhere.
- (2) Regular Council meetings must:
 - (a) be held at a minimum of two meetings and scheduled for the second and fourth Tuesdays during the months of January, February, March, April, May, June, September, October and November; and a minimum of one meeting during the months of July, August and December on a day as determined by council resolution;
 - (b) begin at 7:00 p.m., or any other time as determined by council resolution;
 - (c) be adjourned at 11:00 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with section 28 of this bylaw;
 - (d) when such meeting falls on a statutory holiday, the meeting is to be held on the next day the Village Office is open which is not a statutory holiday.
- (3) Regular Council meetings may:
 - (a) be cancelled by Council, provided that two consecutive meetings are not cancelled, and
 - (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

6. (1) Council must prepare annually on or before December 31st of the preceding year a schedule of the dates, times, and places of regular Council meetings, and must make the schedule available to the public by posting it at the Public Notice Posting Places.
- (2) Council must give notice annually on or before December 31st of the preceding year the availability of the schedule in accordance with section 94 of the *Community Charter [requirements for public notice]*.
- (3) Where revisions are necessary to the annual schedule of regular Council meetings, the Deputy Clerk 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 regular Council meeting.

Notice of special meetings

7. (1) Except where notice of a special meeting is waived by unanimous vote of all council members under section 127(4) of the *Community Charter [notice of council meeting]*, a notice of the date, time, 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 at the Public Notice Posting Place, and
 - (b) leaving one copy of the notice for each Council member in the member's mailbox at the Village Office.
- (2) The notice under subsection (1) must describe in general terms the purpose of the meeting and be signed by the Mayor or the Corporate Officer.

Electronic Meetings

8. (1) Provided the conditions set out in subsection 128(2) of the *Community Charter [electronic meetings and participation by members]* are met,
 - (a) a special Council meeting may be conducted by means of visual and audio, or audio electronic, or other communication facilities if
 - (i) the Mayor requires;
 - (ii) the Council requires; or
 - (b) a member of Council or a Council Committee member who is unable to attend at a Council meeting or Council Committee meeting, as applicable, may participate in the meeting by means of visual and audio or audio electronic or other communication facilities, if
 - (i) the meeting is a regular, special, or committee meeting;
 - (ii) the member is unable to attend because he or she is away from the Village; and
 - (iii) the technical equipment is reasonably available.
- (2) The member(s) presiding at a special council or council committee meeting are deemed to be present at the meeting.
- (3) No more than one (1) members of council at one time may participate at a council meeting under section 8(1)(b) of this bylaw.
- (4) No more than one (1) members of a Council Committee at one time may participate at a Council Committee meeting under section 8(1)(b) of this bylaw.

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

9. (1) Annually in December, Council must designate a Councillor, 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.
- (2) Each Councillor designated under section 9(1) **of this bylaw** must fulfill the responsibilities of the Mayor in his or her absence.

- (3) If both the Mayor and the member designated under section 9(1) of this bylaw are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.
- (4) The member designated under section 9 (1) of this bylaw or chosen under section 9 (3) of this bylaw has the same powers and duties as the Mayor in relation to the applicable matter.

PART 4 – COUNCIL PROCEEDINGS

Attendance of Public at Meetings

- 10. (1) Except where the provisions of section 90 of the *Community Charter [meetings that may or must be closed to the public]* apply, all Council meetings must be open to the public.
- (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 section 92 of the *Community Charter [requirements before Council meeting is closed]*.
- (3) Council may by resolution, release decisions of Council at a closed meeting that are, in the opinion of Council and by meeting provisions in the *Community Charter*, no longer deemed resolutions kept in confidence.
- (4) This section applies to all meetings of the bodies referred to in section 93 of the *Community Charter*, including without limitation
 - (a) standing and select committees,
 - (b) municipal commissions,
 - (c) board of variance, and
 - (d) advisory bodies.
- (5) Despite section 10(1) of this bylaw, the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 9 may expel or exclude from a Council meeting a person in accordance with section 20(8) of this bylaw.

Minutes of meetings to be maintained and available to public

- 11. (1) Minutes of the proceedings of Council must be
 - (a) legibly recorded,
 - (b) certified as correct by the Corporate Officer, and
 - (c) signed by the Mayor or another member presiding at the meeting or at the next meeting at which the minutes are adopted.
- (2) Subject to subsection 1(3) of this bylaw, and in accordance with section 97(1)(b) of the *Community Charter [other records to which public access must be provided]* minutes of the proceedings of Council must be open for public inspection at the Village Office during its regular office hours.
- (3) Subsection 11(2) of this bylaw 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 [meetings that may be closed to the public]*.

Calling meeting to order

12. (1) 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 9 of this bylaw must take the Chair and call such meeting to order.
- (2) 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 9 of this bylaw do 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

13. 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

14. (1) Prior to each Council meeting, the Deputy Clerk 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.
- (2) The deadline for submissions by the public to the Deputy Clerk of items for inclusion on the council meeting agenda must be 4:00 p.m. on the Wednesday prior to the meeting.
- (3) The Deputy Clerk must make the agenda available to the members of Council and the public on the Friday afternoon prior to the meeting.
- (4) Council must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as a late item.

Order of proceedings and business

15. (1) The agenda for all meetings of Council that are open to the public shall contain the following matters in the order in which they are listed below:
 - a) Call to Order
 - b) Public and Statutory Hearings; and readings or adoption of bylaws
 - c) Approval of Agenda
 - d) Adoption of Minutes
 - e) Public Comment
 - f) Delegations & Petitions
 - g) Reports
 - h) Business Arising from the Minutes
 - i) Original Communications
 - j) New Business
 - k) Adjournment

- (2) The following rules and procedures shall apply during the Public Comment portions of regular and special meetings of Council:
 - a) When recognized by the presiding member during the Public Comment portion of any regular or special meeting of Council, and only after giving their names and addresses, persons from the audience may address Council on any matter for not more than two minutes,
 - b) When speaking during the Public Comment portion of any regular or special meeting, persons must
 - (i) address their remarks to the presiding member;
 - (ii) use respectful language;
 - (iii) not use offensive gestures or signs; and
 - (iv) only address current agenda items.
 - c) The Public Comment period shall be limited to ten (10) minutes in total, unless extended by resolution of the Mayor and Council,
 - d) No person from the audience may address Council more than once at any regular or special meeting of Council,
 - e) No person from the audience may address Council more than two (2) minutes at any regular or special meeting of Council,
 - f) Despite section 2 (a), no person from the audience may address Council on a bylaw from a closed public hearing.

- (3) 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.

Voting at meetings

16. (1) 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 the Council is ready to vote, 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."
 - (c) when the presiding member is putting the matter to a vote under paragraphs (a) and (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 paragraph (b) unless the interrupting member is raising a point of order.
 - (d) after the presiding member finally puts the question to a vote under paragraph (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, and
 - (f) whenever a vote of Council on a matter is taken, each member present shall signify their vote by raising his hand, and
 - (g) the presiding member must declare the result of the voting by stating that the question is either "CARRIED" or "DEFEATED".

Delegations

17. (1) Council may, by resolution, allow an individual or a delegation to address Council at the meeting on the subject of an agenda item provided application has been received by the Corporate Officer by 4 p.m. on the Wednesday prior to the meeting. Each address must be limited to 5 minutes, excluding Council question period, unless a longer period is agreed to by unanimous vote of those Council members present.
- (2) Individuals or delegations may address Council at a meeting if
- i) the request is in writing, by email, fax or mail, and includes the subject matter and name of the spokesperson(s);
 - ii) the request to appear as a delegation before a meeting of Council is submitted to the office of the Deputy Clerk at least one week in advance of the proposed presentation date;
 - iii) Council approves the application by majority vote.
- (3) Where application has not been received by the Deputy Clerk as prescribed in section 18 (1) or (2) of this bylaw, an individual or delegation may address the meeting only if approved by the unanimous vote of the members present.

- (4) 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 prerequisite to the adoption of the bylaw.

Points of order

18. (1) Without limiting the presiding member's duty under section 132(1) of the *Community Charter [authority of presiding member]*, 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 another Council member has raised a point of order in connection with the motion.
- (2) 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,
 - (b) another member must not question or comment on the rule or authority cited by the presiding member under subsection (2)(a), and
 - (c) the presiding member may reserve the decision until the next Council meeting.

Conduct and debate

19. (1) A Council member may speak to a question or motion at a Council meeting only if that member first addresses the presiding member.
- (2) Members must address the presiding member by that person's title of Mayor, Acting Mayor, or Councillor.
- (3) Members must address other non-presiding members by the title Councillor.
- (4) No member must interrupt a member who is speaking except to raise a point of order.
- (5) If more than one member speaks, the presiding member must call on the member who, in the presiding member's opinion, first spoke.
- (6) 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 section 132 of the *Community Charter [authority of presiding member]*.
- (7) Members speaking at a Council meeting
- (a) must use respectful language,
 - (b) must not use offensive gestures, signs or noises,
 - (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.
- (8) If a member does not adhere to subsection (7), the presiding member may order the member to leave the member's seat, and
- (a) if the member refuses to leave, the presiding member may cause the member to be removed by a peace officer from the member's seat , and
 - (b) if the member apologizes to the Council, Council may, by resolution, allow the member to retake the member's seat.
- (9) A member may require the question being debated at a Council meeting to be read at any time during the debate if the requirement does not interrupt another member who is speaking.
- (10) 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 Council; 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 an instruction to a committee may not reply to the debate;
 - (d) a member may speak to a question, or may speak in reply, for longer than a total time of 5 minutes only with the permission of Council.

Motions generally

20. (1) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.
- (2) 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 with Council's permission.
- (3) A Council member may make only the following motions, when the Council is considering a question
- (a) to refer to committee;
 - (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.
- (4) A motion made under subsections (3)(c) to (g) is not amendable or debatable.

- (5) 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

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

Motion for the main question

22. (1) In this section, "main question", in relation to a matter, means the motion that first brings the matter before the Council.
- (2) 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 defeated, the Council may again debate the question, or proceed to other business.

Amendments generally

23. (1) A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.
- (2) An amendment may propose removing, substituting for, or adding to the words of an original motion.
- (3) A proposed amendment must be reproduced in writing by the mover if requested by the presiding member.
- (4) 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) An amendment may be amended once only.
- (6) An amendment that has been defeated by a vote of Council cannot be proposed again.
- (7) A Council member may propose an amendment to an adopted amendment.
- (8) 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 subparagraph (a) is positive;
- (c) the main question.

Reconsideration by Council Member

24. (1) Subject to subsection (5), 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.
- (2) A Council member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.
 - (3) Council must not discuss the main matter referred to in subsection (1) unless a motion to reconsider that matter is adopted in the affirmative.
 - (4) A vote to reconsider must not be reconsidered.
 - (5) Council may only reconsider a matter that has not
 - (a) had the approval or assent of the electors and been adopted,
 - (b) been reconsidered under subsection (1) or section 131 of the *Community Charter [mayor may require Council reconsideration of a matter]*,
 - (c) been acted on by an officer, employee, or agent of the Village.
 - (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 131 of the *Community Charter [mayor may require Council reconsideration of a matter]* is as valid and has the same effect as it had before reconsideration.

Privilege

- 25. (1) In this section, a matter of privilege refers to any of the following motions
 - (a) fix the time to adjourn,
 - (b) adjourn,
 - (c) recess,
 - (d) raise a question of privilege of the Council,
 - (e) raise a question of privilege of a member of Council.
- (2) A matter of privilege must be immediately considered when it arises at a Council meeting.
- (3) For the purposes of subsection (2), a matter of privilege listed in subsection (1) has precedence over those matters listed after it.

Reports from committees

- 26. Council may take any of the following actions in connection with a resolution it receives from a select or standing committee of Council
 - (a) agree or disagree with the resolution,
 - (b) amend the resolution,
 - (c) refer the resolution back to the committee,
 - (d) postpone its consideration of the resolution.

Adjournment

27. (1) A Council may continue a Council meeting after 11:00 p.m. only by a two-thirds vote of the Council members present.
- (2) A motion to adjourn either at 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.
- (3) Subsection (2) 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.

PART 5 – BYLAWS

Copies of proposed bylaws to Council members

28. A proposed bylaw 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 all Council members unanimously agree to waive this requirement.

Form of bylaws

29. A bylaw introduced at a Council meeting must
- (a) be printed,
 - (b) have a distinguishing name,
 - (c) have a distinguishing number,
 - (d) contain an introductory statement of purpose,
 - (e) be divided into sections.

Bylaws to be considered separately or jointly

30. 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

31. (1) (a) The presiding member of a Council meeting may
- (b) have the Chief Administrative Officer or Deputy Clerk read a synopsis of each proposed bylaw or group of proposed bylaws, and then
 - (c) request a motion that the proposed bylaw or group of bylaws be read.
- (2) The readings of the bylaw may be given by stating its title and object.
- (3) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.

- (4) Subject to section 882 of the *Local Government Act [OCP adoption procedures]*, each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.
- (5) In accordance with section 135 of the *Community Charter [requirements for passing bylaws]*, Council may give two or three readings to a proposed bylaw at the same Council meeting.
- (6) Despite section 135(3) of the *Community Charter [requirements for passing bylaws]*, and in accordance with section 890(9) of the *Local Government Act [public hearings]*, Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.

Bylaws must be signed

- 32. 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 Deputy Clerk must have it placed in the Village's records for safekeeping and endorse upon it
 - (a) the Village's corporate seal,
 - (b) the dates of its readings and adoption, and
 - (c) the date of Ministerial approval or approval of the electorate, if applicable.

PART 6 - RESOLUTIONS

Copies of resolutions to Council members

- 33. A resolution 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 all Council members unanimously agree to waive this requirement.

Form of resolution

- 34. A resolution introduced at a Council meeting must be printed and have a distinguishing name.

Introducing resolutions

- 35. (1) The presiding member of a Council meeting may
 - (a) have the Deputy Clerk or Chief Administrative Officer read the resolution; and
 - (b) request a motion that the resolution be introduced.

PART 7 – COMMITTEES

Duties of standing committees

- 36. (1) 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.

- (2) 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.

Duties of select committees

- 37. (1) Select committees must consider, inquire into, report, and make recommendations to Council about the matters referred to the committee by the Council.
- (2) 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

- 38. (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

- 39. (1) Subject to subsection (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 at the Public Notice Posting Places, 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 Deputy Clerk 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 committee meeting.
- (3) The chair of a committee must cause a notice of the day, time, and place of a meeting called under section 39(2) to be given to all members of the committee at least 24 hours before the time of the meeting.

Attendance at Committee meetings

- 40. Council members who are not members of a committee may attend the meetings of the committee.

Order of proceedings and business

- 41. (1) The agenda for meetings of Committees of Council that are open to the public shall contain the following matters in the order in which they are listed below:

- a) Call to Order
- b) Approval of Agenda
- c) Adoption of Minutes
- d) Business Arising from the Minutes
- e) Reports
- f) New Business
- g) Adjournment

Minutes of committee meetings to be maintained and available to public

42. Minutes of the proceedings of a committee must be
- (a) legibly recorded,
 - (b) certified by the Deputy Clerk or alternate assigned by the Chief Administrative Officer,
 - (c) signed by the chair or member presiding at the meeting, and
open for public inspection in accordance with section 97(1)(c) of the *Community Charter [other records to which public access must be provided]*.

Quorum

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

Conduct and debate

44. (1) 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.
- (2) Council members attending a meeting of a committee of which they are not members may only participate in discussion with permission of a majority of the committee members present.

Voting at meetings

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

PART 8 - COMMISSIONS

Schedule of Commission meetings

46. (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

47. (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 at the Public Notice Posting Places; 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 Deputy Clerk or alternate assigned by the Chief Administrative Officer must, as soon as possible, post notice at the Public Notice Posting Places which indicates any revisions to the date, time and place for 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 46 (2) of this bylaw to be given to all members of the Commission at least 24 hours before the time of the meeting.

Order of proceedings and business

48. (1) The agenda for meetings of Commissions of Council that are open to the public shall contain the following matters in the order in which they are listed below:
- (a) Call to Order
 - (b) Approval of Agenda
 - (c) Adoption of Minutes
 - (d) Business Arising from the Minutes
 - (e) Reports
 - (f) New Business
 - (g) Adjournment

Minutes of Commission meetings to be maintained and available to the public

49. (1) Minutes of the proceedings of a Commission must be
- (a) legibly recorded,
 - (b) certified by the Deputy Clerk or an alternate assigned by the Chief Administrative Officer,
 - (c) (signed by the Chair or a member presiding at the meeting, and open for public inspection in accordance with section 97(1)(c) of the *Community Charter [other records to which public access must be provided]*).

Quorum

50. The quorum of a Commission is a majority of all of its members.

Conduct and Debate

51. The rules of the Council procedure must be observed during Commission meetings, so far as is possible and unless as otherwise provided in this bylaw.

PART 9 – GENERAL

52. 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.

53. This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the *Community Charter [public notice]*.

54. The “*Village of Burns Lake Procedure Bylaw #852, 2005*” is hereby repealed.

READ A FIRST TIME THIS 22nd day of April, 2008.

READ A SECOND TIME THIS 13th day of May, 2008.

READ A THIRD TIME THIS 13th day of May, 2008.

ADOPTED THIS 27th day of May, 2008.

MAYOR

ADMINISTRATOR

Certified to be a true copy of the “*Corporation of the Village of Burns Lake Procedure Bylaw #889, 2008*”.