

DISTRICT OF MACKENZIE BYLAW

NO. 1470

COUNCIL PROCEDURE BYLAW

Contents

PART 1 - INTRODUCTION.....	1
<i>Title</i>	1
<i>Definitions</i>	1
<i>Application of Rules of Procedure</i>	2
PART 2 - COUNCIL MEETINGS.....	3
<i>Inaugural Meeting</i>	3
<i>Time and Location of Meetings</i>	3
<i>Notice of Council Meetings</i>	3
<i>Notice of Special Meetings</i>	4
<i>Electronic Meetings</i>	4
<i>Electronic Participation</i>	5
PART 3 - DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR.....	6
PART 4 - COUNCIL PROCEEDINGS.....	7
<i>Community Charter Provisions</i>	7
<i>Attendance of Public at Meetings</i>	7
<i>Minutes of Meetings to be Maintained and Available to the Public</i>	8
<i>Calling Meeting to Order</i>	8
<i>Adjourning Meeting Where Quorum is not Present</i>	9
<i>Agenda</i>	9
<i>Order of Proceedings and Business</i>	9
<i>Public Comment and Questions Inquiries Rules and Procedures</i>	13
<i>Limitations of Public Comment and Questions, Inquiries, and Petition and Delegations</i>	14
<i>Voting at Meetings</i>	15
<i>Authority of Mayor</i>	15
<i>Rules of Conduct and Debate</i>	15
<i>Motions Generally</i>	17
<i>Motion to Commit</i>	18
<i>Motion for the Main Question</i>	18
<i>Amendments Generally</i>	19
<i>Privilege</i>	19

PART 5 - BYLAWS	20
<i>Copies of Proposed Bylaws to Council Members</i>	20
<i>Form of Bylaws</i>	20
<i>Bylaws to be Considered Separately or Jointly</i>	20
<i>Reading and Adopting Bylaws</i>	21
<i>Bylaws Must be Signed</i>	21
PART 6 - COMMITTEE OF THE WHOLE.....	21
<i>Going into Committee of the Whole (COTW)</i>	21
<i>Notice for COTW Meetings</i>	22
<i>Minutes of COTW Meetings to be Maintained and Available to the Public</i>	22
<i>Presiding Members at COTW Meetings and Quorum</i>	22
<i>Points of Order at Meetings</i>	22
<i>Conduct and Debate</i>	22
<i>Committee Recommendations</i>	23
PART 7 - COMMITTEES	23
<i>Duties of Standing Committees</i>	23
<i>Duties of Select Committees</i>	23
<i>Holding of Committee Meetings</i>	24
<i>Notice of Committee meetings</i>	24
<i>Attendance at Committee Meetings</i>	24
<i>Minutes of Committee Meetings to be Maintained and Available to the Public</i>	24
<i>Quorum</i>	25
<i>Conduct and Debate</i>	25
<i>Voting at Meetings</i>	25
PART 8 - GENERAL	25

DISTRICT OF MACKENZIE

BYLAW NO. 1470

COUNCIL PROCEDURE BYLAW

The Municipal Council of the District of Mackenzie enacts as follows:

PART 1 - INTRODUCTION

Title

1. This Bylaw may be cited as "Council Procedure Bylaw No. 1470, 2022".
2. Bylaw No. 1379, 2018, cited as "Council Procedure Bylaw No. 1379, 2018" and amendments thereto as it applies to the District of Mackenzie is hereby repealed.

Definitions

3. In this Bylaw,

"Committee"	means a standing, select, or other committee of Council, but does not include COTW;
"Corporate Officer"	means the Director of Corporate Services for the District;
"COTW"	means the Committee of the Whole;
"Council"	means the Council of the District of Mackenzie; "District" means the District of Mackenzie;
"District Website"	means the information resource found at an Internet address provided by the District;
"Electronic Meetings"	are meetings that allow participants to hear, or watch and hear each other without being in the physical room in which the meeting is taking place.
"Electronic Participation in a meeting"	means participation by use of telephone, electronic audio or other communications facilities that enable the meeting's participants to hear and speak with each other, and enable the public to hear the participation of Council members during that part of the meeting that is open to the public.

"Mayor"	means the Mayor of the District;
"Municipal Office"	means the Municipal Office located at 1 Mackenzie Boulevard, Mackenzie, British Columbia;
"Municipal Officer"	means a municipal employee appointed by Council to an officer position in accordance with section 146 of the <i>Community Charter</i> . This includes, but may not be limited to, the Chief Administrative Officer, Chief Financial Officer, Corporate Officer, and the Approving Officer.
"Public Notice Posting Places"	means the notice board at the Municipal Office and the District Website;
"Select Committee"	means a committee that is constituted to deal with matters referred to it by the Council, and composed of members appointed by Council, including at least one member of Council, in accordance with the provisions of section 142 of the <i>Community Charter</i> ;
"Special Council Meeting"	means a meeting of Council authorized by section 126 of the <i>Community Charter</i> , and includes both an open meeting and a meeting that is closed to the public;
"Standing Committee"	means a committee that is established by the Mayor to deal with matters the Mayor considers would be better dealt with by committee, and composed of members appointed by the Mayor or the Council with at least half of the Standing Committee members being members of Council, in accordance with the provisions of section 141 of the <i>Community Charter</i> .

Application of Rules of Procedure

4. (1) The provisions of this bylaw govern the proceedings of Council, COTW, and all committees, as applicable.
- (2) In cases not provided for under this bylaw, *Robert's Rules of Order* apply to the proceedings of Council, COTW, and Council committees to the extent the rules are:
 - (a) applicable in the circumstances; and
 - (b) not inconsistent with provisions of this bylaw or the *Community Charter*, or the *Local Government Act*.

PART 2 - COUNCIL MEETINGS

Inaugural Meeting

5. (1) Following a general local election, the first Council meeting must be held on the first Monday in November in the year of 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

6. (1) All Council meetings must take place within the Municipal Office except when Council resolves to hold meetings elsewhere.
- (2) Regular Council meetings must:
 - (a) be held on the second and fourth Monday of each month, except when such date is a statutory holiday, in which case the meeting must be held on the next day the Municipal Office is open which is not a statutory holiday; and
 - (b) begin at 7:15 pm;
- (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 two days written notice.

Notice of Council Meetings

7. (1) In accordance with section 127 of the Community Charter, Council must annually make available a schedule of the dates, times and places of regular Council meetings and give notice of the availability of the schedule in accordance with section 94 of the Community Charter.
- (2) 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 Places which indicates any revisions to the date, time and place or cancellation of a regular Council meeting.

Notice of Special Meetings

8. (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, a notice of the date, 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 at the Public Notice Posting Places; and
 - (b) leaving one copy of the notice for each Council member in the Council member's mailbox at the Municipal Office.
- (2) The notice under subsection (1) must describe in general terms the purpose of the meeting.

Electronic Meetings

9. (1) Subject to the conditions set out in the *Community Charter*, Regular, Special, COTW, and Committee Meetings may be conducted by means of electronic or other communication facilities if the Mayor, or in the absence of the Mayor, the Deputy Mayor, determines it is advisable based on an emergency, or health, safety, environmental, or urgent District business, and the number of members able to attend the meeting in person is insufficient to achieve quorum.
- (2) Advance notice will be provided advising that the meeting will be conducted by means of electronic or other communication facilities, as follows:
 - (a) Notice of the meeting will be provided pursuant to the Community Charter and the provisions in sections 5 - 8 of this bylaw;
 - (b) The agenda cover sheet will include that the meeting is being held electronically; and
 - (c) Details will be included on the agenda cover sheet and the Public Notice Posting Places noting the location for the public to attend to hear, or watch and hear, the meeting.

- (3) Except for any part of the meeting that is closed to the public, the public may attend regular and special meetings at the specified place to hear, or watch and hear, the meeting with a designated municipal officer in attendance.

Electronic Participation

10. (1) If a Council or Committee member is unable to attend a Regular, Special, COTW, or Committee meeting, as applicable, in person, the Council or Committee member may participate in the meeting by means of electronic or other communication facilities if:
 - (a) the Council or Committee member is unable to be present at the Municipal Office for reasons pertaining to absence from the municipality or health reasons.
 - (b) The facilities enable the other Council or Committee members to hear and be heard by the Council or Committee member; and
 - (c) Except for any part of the Council or Committee meeting that is closed to the public, the facilities enable the public to hear, or watch and hear, the Council or Committee member.
- (2) With exception for meetings held under section 9 of this bylaw, a member of Council or a Committee member may not participate by means of electronic or other communications facilities in any part of a Regular, Special, COTW, or Committee meeting authorized by the *Community Charter* to be closed to the public.
- (3) Up to three members of Council may participate electronically in a Regular, Special, COTW, or Committee meeting if:
 - (a) at least 24 hours before the meeting those members notified the Corporate Officer of their intended absence, and
 - (b) a majority of the members of Council are physically in attendance at the designated meeting location.
- (4) The Corporate Officer, or designate, shall as soon as reasonably possible thereafter, provide the Council or Committee member with instructions on how to connect to and participate in the Regular, Special, COTW, or Committee meeting by electronic or other communication facilities.

- (5) As soon as possible before a meeting at which a Council or Committee member has requested to participate electronically, the Corporate Officer, or designate, must send the meeting's agenda package and late agenda items to that member's email address.
- (6) If the majority of Council or Committee members cannot attend in person at the designated meeting location, the meeting must be cancelled, and agenda items deferred to the next regularly scheduled meeting.
- (7) If the Mayor or Committee Chair, or those appointed as their designate, are not present at the meeting, only a member who is physically in attendance at the designated meeting location may preside at a meeting at which there is electronic participation.
- (8) Written material presented to the meeting without being included in either the agenda package or late agenda items sent to the members participating electronically, must be audibly read into the record.
- (9) If there is an interruption in the communications' link to a member who is participating electronically, the other Council members may
 - (a) decide on a short recess until it is determined whether or not the link can be re-established, or
 - (b) continue the meeting and treat the interruption in the same manner as if a member who is physically present leaves the meeting room.
- (10) If an interruption in the communications' link to a member who is participating electronically occurs, their absence will be recorded in the minutes along with their subsequent return, if applicable.
- (11) There is no limit to the number of times a member may participate electronically.

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

11. (1) Annually, in November, Council must from amongst its members, designate interested Councillors to serve on a quarterly rotating basis, starting in November, 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) The Councillor designated under section 11(1) must fulfill the responsibilities of the Mayor in his or her absence.
- (3) If both the Mayor and the member designated under section 11(1) 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 11(1) or chosen under section 11(3) has the same powers and duties as the Mayor in relation to the applicable matter.

PART 4 - COUNCIL PROCEEDINGS

Community Charter Provisions

12. Matters pertaining to Council proceedings are governed by the *Community Charter* including those provisions found in Division 3 of Part 4 [*Open Meetings*] and Division 2 of Part 5 [*Council Proceedings*]. The relevant extracts from the *Community Charter* are appended to this bylaw for convenient reference.

Attendance of Public at Meetings

13.
 - (1) Except where the provisions of section 90 of the *Community Charter* 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*.
 - (3) This section applies to all meetings of the bodies referred to in section 93 of the *Community Charter*, including without limitation
 - (a) COTW;
 - (b) standing and select committees;
 - (c) parcel tax review panel;
 - (d) board of variance.
 - (4) Despite section 12, the Mayor or the Councillor designated as the

member responsible for acting in the place of the Mayor under section 11 may expel or exclude from a Council meeting a person in accordance with section 133 of the *Community Charter* and 19(11) of this bylaw, as applicable.

Minutes of Meetings to be Maintained and Available to the Public

14. (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 other member presiding at the meeting or at the next meeting at which the minutes are adopted.
- (2) Subject to subsection 14(3), and in accordance with section 97(1)(b) of the *Community Charter*, minutes of the proceedings of Council must be open for public inspection at the Municipal Office during its regular office hours.
- (3) Subsection 14(2) 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*.

Calling Meeting to Order

15. (1) As soon as, after the time specified for a Council meeting, 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 11 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 11 do not attend within ten minutes of the schedule 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 Quorum is not Present

16. (1) 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

17. (1) 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.
 - (2) The deadline for submissions by the public to the Corporate Officer of items for inclusion on the Council meeting agenda must be 12:00 noon on the Tuesday prior to the meeting.
 - (3) The Corporate Officer must make the agenda available to the members of Council and the public on the Thursday afternoon prior to the meeting.

Order of Proceedings and Business

18. (1) The agenda for all regular Council meetings contains the following matters in the order in which they are listed below and all regular Council meetings must be conducted in accordance with the following provisions:
 - (a) Call to Order;
 - (b) Adoption of Minutes;

The minutes of previous meetings may be amended, but not debated or reflected upon, at the time they are considered for adoption.
 - (c) Introduction of Late Items;
 - (i) Information pertaining to late items submitted by the public, staff, or Council for possible consideration at any Council meeting must be distributed to the members at the commencement of the meeting.
 - (ii) Except items brought forward by Council members during

New Business, an item not included on the agenda must not be considered at a Council meeting unless introduction of the late item is approved at the time allocated on the agenda for such matters by a majority vote of the members present.

(d) Adoption of Agenda;

The agenda will be adopted as presented, or adopted as amended should Council resolve to consider late items to be included on the agenda, by a majority vote of the members present.

(e) Public Comment and Questions;

(i) Council may allow up to 20 minutes during this time to answer inquiries from the media and members of the public, but such comments and questions must be strictly limited to matters considered by the Council at that particular meeting. This portion of the agenda may be extended only by unanimous vote of Council.

(ii) Written submissions in response to the published agenda of an upcoming meeting, whereby the author will not be present at the meeting either in-person or by electronic communication, must be received by the Corporate Officer, or designate, by 4:30 pm on the date of the Council meeting. The Corporate Officer will present these submissions to Council for the record during this portion of the agenda.

(f) Petitions and Delegations;

(i) Council may allow an individual or a delegation to address Council at the meeting on the subject of an agenda item provided that a written request on the form prescribed by the Corporate Officer has been received by the Corporate Officer prior to 12:00 noon on the Tuesday prior to the meeting. The written request must include a summary of the topic which is the subject of the delegation and the specific action which is being sought from Council by the delegation.

(ii) Each address must be limited to 15 minutes unless a longer period is agreed to by unanimous vote of those members present.

- (iii) Where notification has not been received by the Corporate Officer as prescribed in section 18(f)(i), an individual or delegation may address the meeting if approved by the unanimous vote of the members present.
- (iv) 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.
- (v) The Corporate Officer may schedule delegations to another Council meeting or advisory body as deemed appropriate according to the subject matter of the delegation.
- (vi) 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.

(g) Correspondence;

- (i) Each item of correspondence will be categorized into three designations:
 - a. correspondence which requires action;
 - b. correspondence for consideration;
 - c. correspondence designated as general information.
- (ii) Correspondence which requires action and correspondence for consideration will be copied and included in the agenda package. Correspondence designated as general information will be placed in the Centre Table file and the nature of the correspondence indicated on the agenda covering pages. Council may, by resolution, bring forward any correspondence for consideration or for general information.

(h) Administration Reports;

All reports from Directors/Managers and advisory bodies shall include a synopsis of the information relating to the item under consideration and a recommendation on that item.

(i) Council Reports;

Mayor and Council members may submit a verbal or written report of an informational nature.

(j) Unfinished Business;

Matters that have been previously considered by Council and that have not been resolved, such as tabled or postponed resolutions, will be brought forward at this time.

(k) New Business;

Council may make motions pertaining to non-contentious matters that do not consider substantive expenditures or require significant staff resources under the New Business portion of the meeting.

(l) Bylaws;

Part 5 of this bylaw establishes the manner in which bylaws are adopted.

(m) Notice of Motion;

(i) Any Council member may give "notice of motion" respecting an item that may be of a contentious nature and will require time for the Council to consider or deliberate or will require substantive expenditures and significant staff resources. The member of Council must deliver a "Notice of Motion" in written form to the Corporate Officer no later than 12:00 pm on the Tuesday preceding the day of the next regular meeting is scheduled.

(ii) A copy of the motion presented under section 18(m)(i) shall be distributed to each member of Council and shall appear in the minutes of the meeting as a "Notice of Motion". The Corporate Officer shall place the motion on the agenda of the next regular Council meeting or other future meeting

designated by the member bringing forward the notice of motion for consideration.

(n) Coming Events;

(o) Inquiries;

The Mayor may provide time to answer inquiries from the media and members of the public, but such inquiries must be strictly limited to matters considered by the Council at that particular meeting. The Mayor may determine, at his or her discretion, when to conclude this portion of a meeting.

(p) Adjournment.

(2) 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.

Public Comment and Questions Inquiries Rules and Procedures

19. (1) The following rules and procedures apply during both the "Public Comment and Questions" as well as "Inquiries" portions of the regular meetings of Council, unless otherwise stated:

(a) When recognized by the presiding member, and only after giving their name and address for the record, persons from the audience may address Council on a matter related to the agenda;

(b) When speaking during the "Public Comment and Questions" and "Inquiries" segments of the agenda, a person 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 and Questions" section shall be limited to twenty (20) minutes, unless extended by way of a resolution adopted by a unanimous vote of the Council members present;

- (d) The Mayor may determine, at his or her discretion, when to conclude the "Inquiries" portion of a meeting;
- (e) Each address must be limited to 2 minutes unless a longer period is agreed to by unanimous vote of those members present;
- (f) At the discretion of Council, audience members may address Council more than once, but only after all other audience members who wish to speak have had their opportunity;
- (g) A summary of questions asked, and input received, including the name of the individual, will be included in the recorded minutes.

Limitations of Public Comment and Questions, Inquiries, and Petition and Delegations

- 20. (1) Council must not permit a member of the audience during "Public Comment and Questions," "Inquiries," or as a "Petition and Delegation" to address Council regarding:
 - (a) A bylaw in respect of which a public hearing has been scheduled or held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw;
 - (b) Matters on which the District has commenced prosecution and on which judgment has not been rendered;
 - (c) Matters relating to a claim or potential claim against the District, against a member of Council, or against an officer or employee of the District;
 - (d) Business license hearings conducted in accordance with Part 20 of the Local Government Act;
 - (e) Reconsideration of remedial action requirement hearing under section 78 of the *Community Charter*;
 - (f) A dispute between third parties not falling within the jurisdiction of Council;
 - (g) The promotion of commercial products or services, or services for the District;
 - (h) Publicly tendered contracts or proposal calls for the provision of goods or services for the District between the time that such

contract or proposal call has been authorized and the time such contract or proposal call has been awarded, either by Council or District staff.

Voting at Meetings

21. (1) When debate on a matter is closed the Mayor must put the matter to a vote of Council members.
- (2) When the Council is ready to vote, the Mayor must put the matter to a vote by stating:

"Those in favour raise your hands" and then "Those opposed raise your hands".
- (3) The names of those Council members who vote against a question shall be entered upon the minutes whenever the vote is not unanimous.
- (4) A Council member present at the meeting at the time of the vote who does not raise his or her hand either in favour or in opposition of the matter is deemed to have voted in the affirmative.
- (5) If the votes of the Council members present at the meeting at the time of the vote are equal for and against a question, the question is defeated.
- (6) The Chair must declare the results of all votes.

Authority of Mayor

22. The Mayor at a Council meeting must preserve order and decide points of order that may arise, subject to an appeal under section 132 of the *Community Charter*.

Rules of Conduct and Debate

23. (1) When any Council member wishes to speak in debate, he or she shall wait until no other Council member is speaking and address the presiding member.
- (2) Except as otherwise resolved by Council at a Council meeting, a Council member:
 - (a) may speak only to a matter being debated by the Council;

- (b) may speak only twice to a matter, except in order to:
 - i. explain a material part of his or her speech which may have been misunderstood; or
 - ii. ask a question.
 - (c) may speak for no more than five minutes at a time, except that Council may resolve by a simple majority vote to permit a Council member to speak longer;
 - (d) may not speak to a matter already dealt with by the Council;
 - (e) may not speak when called to order by the Mayor;
 - (f) may not speak to a motion unless a motion has been moved and seconded;
 - (g) may only speak in a regular meeting of Council after the Council member has raised his or her hand and the Mayor has recognized the Council member.
- (3) If two or more Council members raise their hands at the same time, the Mayor must designate the order in which each is to speak.
 - (4) If the Mayor wishes to speak in a regular meeting of Council, the Mayor or presiding member may do so.
 - (5) If a Council member has raised his or her hand at the same time the Mayor begins to speak, the Mayor may speak first.
 - (6) A Council member shall address the Mayor as "Your Worship", or "Mayor _____" and a Council member shall address a Council member by that Council member's surname preceded with "Councillor".
 - (7) A Council member may address municipal staff through the Mayor to the Chief Administrative Officer who shall refer the matter to the appropriate staff representative if necessary.
 - (8) At the time any ruling is made by the Mayor on a point of order, the Mayor shall inform the Council of the grounds upon which the point of order is decided.

- (9) Council members shall not:
 - (a) interrupt another Council member who is speaking except to raise a point of order or a question of privilege;
 - (b) make any noise or disturbance during the meeting;
 - (c) pass between the speaker and the Chair.
- (10) Council members speaking at a Council meeting:
 - (a) must use respectful language;
 - (b) must not use offensive gestures or signs;
 - (c) 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.
- (11) If a member does not adhere to subsection (10) the Mayor may order the member to leave the member's seat, and
 - (a) if the member refuses to leave, the Mayor may cause the member to be removed by a peace officer, and
 - (b) if the member apologizes to Council, Council may, by resolution, allow the member to retake the member's seat.

Motions Generally

- 24. (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) After a motion has been made it shall be deemed to be in possession of the Council, but the motion may be withdrawn at any time before a decision or amendment is made by the mover of the motion provided that the mover has the consent of the seconder.
- (3) A motion that has been moved and seconded at a Council meeting, other than a withdrawn motion as provided for in subsection (2), must be recorded by the Corporate Officer in the minutes and be given a distinguishing number.

- (4) The name of the Council member moving the motion will be recorded in the minutes; however, the name of the Council member seconding the motion will not be recorded in the minutes.
- (5) 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.
- (6) A motion made under 24(5)(c) to (f) is not amendable or debatable.
- (7) 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

25. Further to subsection 24(5)(a), 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

26. (1) In this section, "main question," in relation to a matter, means the motion that first brings the matter before Council. The following rules apply to a motion to call 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, Council may again debate the

main question, or proceed to other business.

Amendments Generally

27. (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 Mayor.
- (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 negated by a vote of Council cannot be proposed again.
- (7) A Council member may propose an amendment to an adopted amendment.
- (8) The Mayor 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.

Privilege

28. (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.

PART 5 - BYLAWS

Copies of Proposed Bylaws to Council Members

29. 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

30. (1) 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

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

Reading and Adopting Bylaws

32. (1) The Mayor of a Council meeting 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.
- (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) 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*, 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*, and in accordance with sections 477(6) and 480 of 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.

Bylaws Must be Signed

33. (1) 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 District's records for safekeeping and endorse upon it:
 - (a) the dates of its readings and adoption;
 - (b) and the date of Ministerial approval or approval of the electorate if applicable.

PART 6 - COMMITTEE OF THE WHOLE

Going into Committee of the Whole (COTW)

34. (1) COTW meetings are scheduled for every fourth Monday of each month commencing at 7:00 pm.

- (2) COTW meetings are meetings, other than Standing or Select Committee meetings, to which all members of Council are invited to consider but not to decide on matters of the District's business.

Notice for COTW Meetings

35. (1) At least 72 hours before a COTW meeting, the Corporate Officer will give public notice of the meeting by:
 - (a) posting a copy of the notice of the agenda covering page at the Public Notice Posting Places; and
 - (b) delivering a copy of the agenda to each Council member in the Council member's mailbox at the Municipal Office.

Minutes of COTW Meetings to be Maintained and Available to the Public

36. (1) Minutes of the proceedings of COTW must be:
 - (a) legibly recorded;
 - (b) certified by the Corporate Officer;
 - (c) signed by the member presiding at the meeting; and
 - (d) open for public inspection in accordance with section 97(1)(c) of the *Community Charter*.

Presiding Members at COTW Meetings and Quorum

37. (1) COTW meetings must be chaired by one Council member to be selected by Council from time to time on a rotating basis.
- (2) The quorum of COTW is the majority of Council members.

Points of Order at Meetings

38. The presiding member must preserve order at a COTW meeting and, subject to an appeal to other members present, decide points of order that may arise.

Conduct and Debate

39. (1) The following rules apply to COTW meetings:

- (a) a motion is not required to be seconded;
- (b) a member may speak any number of times on the same question;
- (c) a member must not speak longer than a total of five minutes on any one question.

Committee Recommendations

- 40. (1) The minutes of the COTW meeting must record all COTW recommendations.
- (2) The Corporate Officer must include COTW recommendations on the agenda for future Council meetings as directed by the COTW.

PART 7 - COMMITTEES

Duties of Standing Committees

- 41. The Mayor must establish Standing Committees for matters the Mayor considers would be better dealt with by committee and must appoint persons to those committees.
- 42. At least half of the members of a Standing Committee must be Council members.
- 43. (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.

Duties of Select Committees

- 42. Council may appoint a Select Committee to consider or inquire into any matter and to report its findings and opinions to Council.
- 43. At least one member of a Select Committee must be a Council member.
- 44. Select Committees must consider, inquire into, report, and make recommendations to Council about the matters referred to the committee by the Council.

Holding of Committee Meetings

45. Every committee shall have a Chair, appointed by Council, to preside over its meetings.
46. After its first meeting is held, subsequent committee meetings will be held at the call of the Chair.
47. To the extent necessary, a committee may by resolution create its own rules of procedure, but the provisions of this bylaw prevail over any such rules of procedure to the extent of any conflict.

Notice of Committee meetings

48. (1) A notice of the date, hour, and place of a Committee meeting must be given at least 24 hours before the time of meeting by posting a copy of the notice at the Public Notice Posting Places.
 - (2) The Chair of a Committee must cause a notice of the day, time, and place of a meeting to be given to all members of the Committee at least 24 hours before the time of the meeting.

Attendance at Committee Meetings

44. Council members who are not members of a committee may attend the meetings of the committee.
45. A part or all of a committee meeting may be closed to the public if the subject matter being considered falls under section 90 of the Community Charter.

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

46. (1) 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 section 97(1)(c) of the *Community Charter*.
47. Subsection 46(1)(d) does not apply to minutes of a Council committee meeting or

that part of a Council meeting from which persons were excluded under section 90 of the *Community Charter*.

Quorum

48. The quorum for a Committee is a majority of all of its members who are entitled to vote.

Conduct and Debate

49.
 - (1) The rules of the Council procedure must be observed during committee meetings, so far as is possible and unless otherwise provided in this bylaw.
 - (2) 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.
 - (3) A motion made at a meeting of a committee is not required to be seconded.

Voting at Meetings

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

PART 8 - GENERAL

51. 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.
52. This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the Community Charter.

READ a first time this 28th day of February, 2022.

READ a second time this 28th day of February, 2022.

READ a third time this 28th day of February, 2022.

ADOPTED this 14th day of March, 2022.

I hereby certify the foregoing
to be a true and correct copy
of District of Mackenzie Bylaw
No. 1470 cited as "Council Procedure
Bylaw No. 1470, 2022".


Mayor

Corporate Officer


Corporate Officer

DISTRICT OF MACKENZIE

Bylaw No. 1504, 2023

A bylaw to amend Council Procedure Bylaw No. 1470, 2022

WHEREAS the Council of the District of Mackenzie deems it prudent and desirable to amend its Council Procedure Bylaw;

NOW THEREFORE BE IT RESOLVED that the Council of the District of Mackenzie in open meeting assembled, **HEREBY ENACTS** as follows:

1. That Bylaw No. 1470 cited as "Council Procedure Bylaw No. 1470, 2022" is hereby amended as follows:
 - A. By adding the following to new sections immediately after Part 4 Section 18 (1), and renumbering the subsequent sections accordingly:
 - (2) The agenda for all COTW meetings contains the following matters in the order in which they are listed below and all COTW meetings must be conducted in accordance with the following provisions:
 - a. Call to Order
 - b. Public Comments and Questions
 - i. Council may allow up to 20 minutes during this time to answer inquiries from the media and members of the public, but such comments and questions must be strictly limited to matters considered by the Council at that particular meeting. This portion of the agenda may be extended only by unanimous vote of Council.
 - ii. Written submissions in response to the published agenda of an upcoming meeting, whereby the author will not be present at the meeting either in-person or by electronic communication, must be received by the Corporate Officer, or designate, by 4:30 pm on the date of the Council meeting. The Corporate Officer will present these submissions to Council for the record during this portion of the agenda.
 - c. Reports
 - d. Other Business
 - e. Adjournment."
 - B. By deleting the current text in Part 4 Section 19(1) and replacing it with the following:

"The following rules and procedures apply during both the "Public Comment and Questions" as well as "Inquiries" portions of the regular meetings of Council and COTW meetings, unless otherwise stated:
2. This bylaw may be cited for all purposes as "Council Procedure Amendment Bylaw No. 1504, 2023."

READ a first time this _____ 24th _____ day of _____ July _____, 2023.

READ a second time this _____ 24th _____ day of _____ July _____, 2023.

READ a third time this _____ 24th _____ day of _____ July _____, 2023.

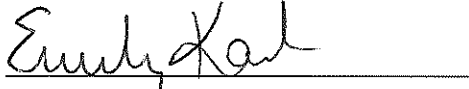
ADOPTED this _____ 14th _____ day of _____ August _____, 2023.

I hereby certify the foregoing
to be a true and correct copy
of District of Mackenzie Bylaw
No. 1504 cited as "Council
Procedure Bylaw Amendment
Bylaw No. 1504, 2023".



Mayor

Corporate Officer



Corporate Officer