

## DISTRICT OF SEHELТ

Council Procedure Amendment Bylaw No. 568-05, 2026

*A bylaw to amend procedures for Council and Committee meetings*

---

**WHEREAS** the Council of the District of Sechelt has adopted “Council Procedure Bylaw No. 568, 2018”;

**AND WHEREAS** Council wishes to amend Bylaw No. 568, 2018 to implement updates to bring the Bylaw into alignment with best practice and provide clarity on the intent of the Bylaw;

**NOW THEREFORE**, the Council of the District of Sechelt in open meeting enacts as follows:

**1. Title**

This bylaw may be cited for all purposes as “Council Procedure Amendment Bylaw No. 568-05, 2026”.

**2. Amendments**

The following changes shall be implemented to Council Procedure Bylaw 568, 2018:

2.1 The word “Council” shall be capitalized throughout the bylaw.

2.2 Section 2 is amended by adding the following definitions in keeping with the alphabetized order contained in the bylaw:

“**Acting Mayor**” means the Council member designated by Council resolution to act when the Mayor is absent or unable to act, or when the office of Mayor is vacant.

“**Consent Agenda**” means the portion of the Regular Council Meeting agenda which allows non-controversial, routine items which do not require discussion or debate to be grouped together and dealt with by means of a single resolution of Council.

“**Deputy Mayor**” has the same meaning as Acting Mayor.

“**Inaugural meeting**” means the first Regular Open Meeting of Council following a general local election.

“**Mayor**” means the elected Mayor in the District of Sechelt.

2.3 The definition for “Corporate Officer” in Section 2 is deleted entirely and replaced with the following:

“**Corporate Officer**” means the Corporate Officer for the District as defined in the Community Charter, and the Deputy in the absence of the Corporate Officer.

- 2.4 A new section is added to Part 1 titled "Review", and the following text is added as Section 4 (1) with all subsequent sections renumbered accordingly:  
"This bylaw shall be reviewed by Council in the year prior to the year in which a local general election is held."
- 2.5 Section 7 (2) (under Notice of Council and Committee Meetings) is deleted entirely and replaced with the following:  
"Where revisions to the annual schedule of Regular Council or Committee of the Whole meetings are necessary, the Corporate Officer must, as soon as possible, post an updated annual schedule on the Public notice Posting Place and on the District's website which indicates all revisions to the date, time and place or cancellation of Regular Council or Committee of the Whole meetings."
- 2.6 The following text is added to the bylaw as Section 7 (3) (under Notice of Council Meetings):  
"Public notice of the Inaugural meeting will be posted at the Public Notice Posting Place at least 10 days before the date and time of the Inaugural meeting."
- 2.7 Sections 12 (1) and 12 (2) (under Attendance of Public at Meetings) are deleted entirely and replaced with the following:
- 12 (1) "Unless a meeting or part of a meeting is authorized to be closed to the public in accordance with the Community Charter, all meetings of Council, Committees or Commissions shall be open to the public."
- 12 (2) "Where the provisions of Sections 90, 91 and 92 of the Community charter are satisfied and compliance with Freedom of Information legislation is achieved, a Closed meeting of Council may be held as part of either a Regular Meeting, Special Meeting or Committee of the Whole meeting."
- 2.8 Section 12 (3) is amended by replacing the words "This section" with "Part 4 of this bylaw".
- 2.9 Section 12 (4) is amended by replacing the reference to section 20 (8) with "section 20 (10) or (11)".
- 2.10 Section 12 (5) is deleted and replaced with:  
"Information considered and the discussions held in a closed meeting must be kept confidential until disclosed in a meeting open to the public under Section 117 of the Community Charter."
- 2.11 The following new section is added as 12 (6):  
"12 (6) The minutes of Closed Council Meetings shall be provided to members of Council and senior staff of the District who were absent from the meeting unless a resolution is passed by Council that:
- a. Confirms the specific information to be withheld;
  - b. Names the individual the information is to be withheld from;
  - c. Cites the section of the relevant legislation that applies to the matter."

2.12 Section 16 (1) (under Proceedings and Business) is deleted entirely and replaced with the following:

- 16 (1) The agenda for all Regular Council meetings may contain the following matters in the order in which they are listed below:
1. Land Acknowledgement
  2. Call to Order and Declaration of Conflict
  3. Adoption of Agenda
  4. Delegations and Proclamations
  5. Business Items
  6. Bylaws
  7. Adoption of Minutes of Previous Meetings
  8. Business Arising from the Minutes
  9. Council Reports
    - a. Sunshine Coast Regional District Representatives
    - b. Members of Council
    - c. Notice of Motion
  10. Correspondence
  11. Consent Agenda
  12. Release of Closed meeting Items
  13. Adjournment

2.13 The following new sections are to be inserted immediately after section 16 (1), and the subsequent sections are renumbered accordingly:

- 16 (2) All reports from members of Council and Sunshine Coast Regional District Representatives in sections 16 (1) (9) (a) and (b) shall be provided in writing for inclusion in the published meeting agenda. Members of Council may respond to questions on these reports during the meeting.
- 16 (3) In the year of a general election, or prior to a by-election, reports from members of Council (section 9 (b) on the listing for Regular Council Meetings in section 16 (1) of the consolidated bylaw) will be suspended 6 months prior to the nomination period.
- 16 (4) The agenda for all Committee of the Whole meetings shall contain the following matters in the order in which they are listed below:
1. Land Acknowledgement
  2. Call to Order and Declaration of Conflict
  3. Adoption of Agenda
  4. Delegations and Proclamations
  5. Business Items
  6. Governance and Priorities
  7. Adjournment
- 16 (5) The agenda for all Regular Council to Closed meetings shall contain the

following matters in the order in which they are listed below:

1. Land Acknowledgement
2. Call to Order and Declaration of Conflict
3. Adoption of Agenda
4. Closed Session
  - a. Call to Order and Declaration of Conflict
  - b. Adoption of Closed Agenda
  - c. Closed Agenda Items
  - d. Adoption of Minutes of Previous Closed Meetings
5. Release of Closed Items
6. Adjournment

2.14 Section 16 (5) is deleted entirely and replaced with “The Question and Answer Period for all meetings shall be suspended for meetings held six months prior to the nomination period in the year of a general local or 80 days prior to a municipal by-election. Members of the public are encouraged to contact members of Council directly.”

2.15 The bylaw is amended by adding a new section titled ‘Consent Agenda’ and three new subsections are added as follows:

17 (1) Items placed on the Consent Agenda portion of the agenda are provided to Council for information and do not require a decision from Council.

17 (2) Should any Council member wish to remove an item from the Consent Agenda and discuss the item or move to take a particular action regarding the item, the Council member shall, in advance of a motion being made to accept the Consent Agenda, identify to the Chair the item(s) they wish lifted for additional discussion.

17 (3) All items listed on the Consent Agenda portion of a Regular Council meeting Agenda, that are not lifted by a member of Council, shall be dealt with together by a single resolution of receipt.

17 (4) Items that are routinely included on a Consent Agenda include, but are not limited to:

- (a) Reports and studies for receipt
- (b) Correspondence for information
- (c) Requests from community groups or other external agencies that do not require a decision from Council because the authority has been delegated to staff.
- (d) Delegation requests or correspondence requests denied by the Corporate Officer where the applicant has appealed to Council.

2.16 Section 18 (6) (under Voting at Meetings) is amended by adding the following text at the end of the sentence “except in cases where the presiding member’s decision is questioned by a member of Council (see Section 20 (7) under Conduct and Debate).”

- 2.17 Section 19 (5) (under Delegations) is amended by adding the following text at the end of the sentence: “and to allow for no more than two delegations per meeting.”
- 2.18 The following paragraph in section 19 is deleted:  
“If the delegation wishes to appeal the Corporate Officer’s decision, they may do so to the Mayor or in the absence of the Mayor the member designated to act in place of the Mayor”  
And replaced with  
“19 (7) If the delegation wishes to appeal the Corporate Officer’s decision, they may submit a written appeal to Council providing reasons for the appeal. The appeal will be placed on the Consent Agenda for receipt or may be lifted by any member of Council for discussion.”
- 2.19 The Section on Points of Order is deleted in its entirety.
- 2.20 Section 20 (3) (under Conduct and Debate) is deleted entirely and replaced with “Members must address other non-presiding members by their appropriate title”.
- 2.21 The following new sections are to be inserted immediately after section 20 (6) (under Conduct and Debate) and subsequent sections are renumbered accordingly:
- 20 (7) If a member of Council appeals the decision of the presiding member, the question of whether the presiding members’ decision will stand must be asked by the presiding member and voted on, without debate, and without the presiding member voting. In this situation, if votes are tied, the motion passes in accordance with Section 132 of the Community Charter.
- 20 (8) If the presiding member refuses to call the question appealing the presiding members’ decision, Council must appoint another member to act as a presiding member temporarily.
- 2.22 The bylaw is amended by replacing all sections under the title ‘Motions Generally’ with the following sections and all subsequent sections are renumbered accordingly:
- 21 (1) To formally introduce a motion, the motion must be moved and seconded prior to debate. If a motion is not seconded, the motion fails and may not be brought back at the same meeting.
- 21 (2) The Chair may refuse to recognize a motion that conflicts with legislation, bylaws or policies.
- 21 (3) The Chair may request that the wording of a motion be clarified, or that it be presented in writing before debate begins.
- 21 (4) The Chair, at the request of any Council member, shall require the Corporate Officer to read the motion prior to it being debated or put forward for consideration.

- 21 (5) When a motion is moved and seconded, no further motion shall be received unless it is one of the following:

**Subsidiary Motions** – Refer to the main motion:

- (a) **Motion to Amend** – amends the main motion and requires majority vote;
- (b) **Motion to Postpone to a certain time** – postpones the current motion to a certain date and time (delays actions to later in the meeting or to a future meeting) and cannot interrupt a motion on the floor;
- (c) **Motion to Postpone Indefinitely** - kills the motion without voting on it and the motion cannot be raised again;
- (d) **Motion to Refer to Committee** – refers the main motion to a specific meeting or to staff to obtain further information;
- (e) **Motion to Lay on the Table** – lays the pending motion aside temporarily to address something more urgent with the expectation to return to the motion later in the meeting;
- (f) **Motion to Withdraw** - only if made by the original mover, with the consent of the seconder and the consent of the majority of Council;
- (g) **Call the Question** – means to close debate; requires 2/3rd vote;
- (h) **Motion to Adjourn** – not debatable; requires majority vote.
- (i) If the Chair fails to perform the duties of the Chair properly in a meeting, a motion that the Chair relinquish their chair shall take precedence over any other motion and the following rules will apply:
  - i. Debate is allowed but no Council Member shall speak more than once;
  - ii. If the motion is defeated the Chair shall resume the Chair, and
  - iii. The motion requires a requires 2/3 vote in the affirmative to pass.

**Privileged Motions** – Related to matters of immediate importance. A motion of privilege must be immediately considered when it arises at a Council meeting.

- (a) **Raise a Question of Privilege** – deals with an urgent matter concerning the welfare of the Council body or of an individual;
- (b) **Motion to Recess** – means to take a short break; of
- (c) **Motion to Adjourn** – ends the meeting.

**Incidental Motions** – Related to matters of procedure:

- (a) **Raise a Point of Order** – explained in Section 25 of this bylaw;

- (b) **Motion to Divide** – splits a motion that comprises several clearly identifiable parts, sections or clauses to consider each part, section or clause individually. If after some debate a Council member moves to divide the motion already on the floor, the motion pending must first be defeated before the individual parts, sections or clauses are voted on separately.
  - (c) **Motion to Suspend** – suspends the rules; requires 2/3 vote.
- 21 (6) A motion may not be withdrawn after it has been voted on.
- 21 (7) A motion to adjourn the meeting shall always be in order.
- 21 (8) A Council member may make any of the following subsidiary motions at any time notwithstanding when a matter is under consideration, and those motions take precedence over each other in the following order:
  - (a) Lay on the Table;
  - (b) Call the Question;
  - (c) Limit or extend limits of debate;
  - (d) Postpone to a certain time;
  - (e) Refer to Committee;
  - (f) Amend;
  - (g) Postpone indefinitely.
- 21 (9) The following motions are not amendable or debatable:
  - (a) Motion to Table;
  - (b) Call the Question (close debate);
  - (c) Motion to Adjourn.
- 2.23 Section 24 (6) (under Amendments Generally) of the bylaw is amended by adding the following text at the end of the sentence: “except in accordance with Section 26 Reconsideration.”
- 2.24 The bylaw is amended by replacing all sections under the title ‘Point of Order’ with the following sections and moving this section to follow after ‘Amendments Generally’, and all subsequent sections are renumbered accordingly:
  - 25 (1) A Point of Order is a question raised by a Council member who believes that the rules or procedures have been incorrectly applied or overlooked.
  - 25 (2) A Council member may raise a Point of Order at any time.
  - 25 (3) A Council member raising a Point of Order must only state the rules or procedures that have been breached.
  - 25 (4) The Chair is responsible to determine the merits and resolve the issue.
  - 25 (5) One Point of Order must be resolved prior to another one being raised.
  - 25 (6) If a Council member wishes to appeal the decision of the Chair, it must be done through a vote of all Council members present excluding the chair. In this situation, if votes are tied, the motion passes in accordance with Section 132 of the Community Charter.

- 2.25 Section 27 (Notice of Motion) is amended by deleting the Notice of Motion section and replacing it with the following:
- 27 (1) During the Notice of Motion portion of the Council meeting agenda, a Council member wishing to give a Notice of Motion provides a brief statement regarding the topic they wish to bring forward for consideration and indicates the meeting date at which information will be provided to Council. No further introductory remarks are to be made when introducing the Notice of Motion. The topic shall be recorded in the minutes.
  - 27 (2) The Council member must submit a written report in accordance with section 15 (3) to the Corporate Officer that provides
    - (a) the proposed motion with no more than two whereas clauses;
    - (b) a clear outline of the topic;
    - (c) reason(s) for the request;
    - (d) the outcome expected; and
    - (e) relevant background information.
  - 27 (3) A Council report with the proposed motion is placed on the Council meeting agenda under the Notice of Motion section for Council's consideration.
  - 27 (4) Council members shall not ask clarifying questions when the Notice of Motion is introduced.
  - 27 (5) A Notice of Motion is not debatable until the motion has been moved and seconded at the subsequent meeting.
  - 27 (6) Notices of Motion shall be referred to staff where there are policy implications, statutory requirements, a financial or budgetary impact, staff resource requirements, or where Council would like to consider alternative options at the same time.
  - 27 (7) Notices of Motion may be amended for any reason.
  - 27 (8) Notices of Motion may be withdrawn at any time prior to the subsequent meeting date where it will be debated and voted on by Council.
  - 27 (9) Council may proceed with the Notice of Motion in the absence of the Council member in whose name the business is listed on the agenda only if that Council member has given written permission to the Corporate Officer for another Council member to proceed with that business.
- 2.26 The bylaw is amended by deleting entirely the section titled 'Privilege' and all subsections beneath this heading.
- 2.27 The bylaw is amended by moving the section titled 'Minutes and Digital Recordings of Minutes' to follow after the section titled 'Adjournment' and the following sections are inserted as follows with subsequent sections renumbered accordingly:
- 30 (2) The Corporate Officer may make minor corrections to approved minutes including but not limited to:
    - (a) typographical errors;

- (b) sequential numbering;
  - (c) grammatical errors; or
  - (d) completing missing information.
- 30 (3) Every motion that has been seconded shall be recorded in the minutes.
- 30 (4) Motions that have been withdrawn by council shall not be recorded in the minutes.
- 2.28 Section 30 (7) of the bylaw is amended by adding the following subsection:
  - 30 (7) (b) When an item dealt with at a Closed meeting is no longer confidential as resolved by Council, the motion for that item shall be received without debate in an open Regular Council meeting.
- 2.29 Section 30 (8) is amended by deleting the following sentence from the end of the section: "This includes posting on the District's website for a minimum of six months from the meeting date."
- 2.30 Section 30 (9) is amended by deleting the following sentence from the end of the section: "Should technical difficulties occur which present live streaming, the video shall be made available to the public as soon as possible thereafter."
- 2.31 The bylaw is amended by adding the following section under '34. Readings and Adopting Bylaws':
  - 34 (9) The Corporate Officer may make minor corrections to bylaws after third reading or after adoption including but not limited to:
    - (a) typographical errors;
    - (b) sequential numbering;
    - (c) grammatical errors; or
    - (d) completing missing information.
- 2.32 The bylaw is amended by deleting the section under Part 6 – Resolutions titled 'Introducing Resolutions' and replacing it with the following section:
  - 36. A resolution may be introduced at a Council meeting in accordance with this Bylaw.
- 2.33 The bylaw is amended by deleting Section 43 (2) (under Attendance at Committee Meetings) entirely.
- 2.34 Section 44 (1) (b) of the bylaw is amended by replacing the words "the municipal officer acting as staff liaison to the Committee" with "their delegate".
- 2.35 The entire bylaw shall be amended to use the following numbering format for all sections:

**PART # - TITLE**

**1. Heading**

1.1 Subheading

(a) Subsection

i. Subsection

READ A FIRST TIME THIS	1st DAY OF	April,	2026
READ A SECOND TIME THIS	1 <sup>st</sup> DAY OF	April,	2026
READ A THIRD TIME THIS	1 <sup>st</sup> DAY OF	April,	2026
ADOPTED THIS	1 <sup>st</sup> DAY OF	,	2026

---

Mayor

---

Corporate Officer