

BYLAW

Council Procedure Bylaw

No.568, 2018

Consolidated for convenience only in July 2026

This Consolidated version includes the following Bylaw Amendments:

568-1, 2019

568-2, 2020

568-3, 2021

568-4, 2023

568-5, 2026

This version of this bylaw is a consolidation of bylaw amendments with the original bylaw as of the date specified. This consolidation is done for the convenience of users and accurately reflects the status of this bylaw as of the specified date but must not be construed as the original bylaw and is not admissible in Court unless specifically certified by the Corporate Officer for the District of Sechelt. Persons interested in the definitive wording of this bylaw and its amendments should view the original bylaws at the District of Sechelt.

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DISTRICT OF SECHelt
COUNCIL PROCEDURE BYLAW NO. 568, 2018
A bylaw to provide for the procedures of
Council and Committee Meetings

WHEREAS s. 124 of the Community Charter, SBC 2003, c. 26 provides that a Council must, by bylaw, establish the general procedures to be followed by Council and Council Committees in conducting their business;

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

PART 1 – INTRODUCTION

1. Title

- 1.1. This Bylaw may be cited for all purposes as the “District of Sechelt Council Procedure Bylaw No. 568, 2018”.

2. Definitions

- 2.1. In this 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.

“**Committee**” means a standing, select or other Committee of the Council but does not include Committee of the Whole;

“**Committee of the Whole**” means a Committee of the whole Council;

“**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.

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

“**Council**” means the Municipal Council of the District of Sechelt;

“Council Body” refers to the Council group that is having a meeting, including Council, a Committee, a Commission, and Committee of the Whole;

“Deputy Mayor” has the same meaning as Acting Mayor;

“District” means the District of Sechelt;

“District Web Site” means the information resource found at an internet address provided by the District;

“Electronic Participation” means participating in a Regular, Special, Committee or Committee of the Whole Meeting by:

- (a) Telephone;
- (b) Audio-conferencing; or
- (c) Other communications technology that provides for:
 - i. Meeting participants to hear, or watch and hear, the meeting, and
 - ii. For the public to hear, or watch and hear the meeting, except for any part of the meeting that is closed to the public.

“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.

“Municipal Offices” means the Municipal Offices located at 5797 Cowrie Street, Sechelt, British Columbia;

“Order Paper” means the front page or pages of meeting agendas that lists the order of proceedings and items to be considered at the meeting;

“Presiding Member” means Mayor, Mayor’s designate or chair of a meeting;

“Public Notice Posting Place” means the municipal notice board outside the Municipal Office Building;

“Quorum” means a majority of the members:

- (a) In case of Council, a majority of the number of members of which the Council consists under the Community Charter.

- (b) In the case of any Committee, a majority of the voting members appointed.
- (c) In the case of a commission, as provided in the establishing bylaw or, if not provided in the establishing bylaw, a majority of the voting members appointed.

“Regular Meeting” means a meeting of Council, Committee of the Whole, or its Committees that is scheduled to take place, and notification of that meeting has been provided to the public;

“Select Committee” means a Committee established by Council to consider or inquire into any matter, which acts in an advisory capacity to Council;

“Special Meeting” means a meeting of Council or its Committees that was not scheduled, and has been called in accordance with the provisions of this bylaw or another applicable bylaw;

“Standing Committee” means a Committee established by the Mayor, for matters that the Mayor considers would be better dealt with by Committee, which acts in an advisory capacity to Council.

3. Application of Rules of Procedure

- 3.1. The provisions of this Bylaw govern the proceedings of Council, Committee of the Whole, Committees and commissions where the establishing bylaw for the commission does not provide procedures for that commission.
- 3.2. In cases not provided for under this Bylaw, the current edition of Robert’s Rules of Order apply to the proceedings, of Council, its Committees and commissions to the extent that those rules are:
 - (a) Applicable in the circumstances, and
 - (b) Not inconsistent with provisions of the Community Charter.

4. Review

- 4.1. This bylaw shall be reviewed by Council in the year prior to the year in which a local general election is to be held.

PART 2 – COUNCIL MEETINGS

5. Inaugural Meeting

- 5.1. Following a general local election, the first Council meeting will be held on the first Wednesday in November in the year of the election.
- 5.2. 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 5.1, the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a Quorum has taken office.

6. Time and Location of Meetings

- 6.1. All Council meetings must take place within the Municipal Offices, except in accordance with the provisions of the Community Charter and this bylaw, or when Council resolves to hold meetings at another physical location.
- 6.2. Regular Council meetings will:
 - (a) Be held on the first and third Wednesdays of each month,
 - (b) Begin at 7:00 p.m., and
 - (c) Be adjourned no later than 10:00 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with Subsection 29.1.
- 6.3. When a meeting falls on a statutory holiday, the meeting shall automatically be cancelled unless the Council resolves, at an open meeting preceding the statutory holiday, to reschedule the meeting.
- 6.4. A meeting of the Council may be cancelled or rescheduled by resolution.
- 6.5. Closed Council meetings will be held directly following a 3:00 pm Committee of the Whole meeting on the second and fourth Wednesday of each month if there are items suitable for closed consideration and unless otherwise rescheduled by Council. A Regular Council meeting will be held at 3:00 pm, before holding the Closed meeting, unless otherwise scheduled by Council.

7. Notice of Council and Committee Meetings

- 7.1. In December of each year, Council must make available to the public a schedule of dates, times and places of regular Council and Committee of the Whole meetings by publishing it in local newspaper, posting it at the Public Notice Posting Place and the District's Web Site.
- 7.2. 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 Web Site which indicates all revisions to the date, time and place or cancellation of Regular Council or Committee of the Whole meetings.
- 7.3. 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.

8. Special Council Meetings

- 8.1. Special Council meetings may be called subject to the provisions of s. 126 of the Community Charter.
- 8.2. Except where notice of a Special Meeting is waived by unanimous vote of all Council members pursuant to provisions of the Community Charter, a notice of the date, hour, and place of a Special Meeting must be given at least 24 hours before the time of the meeting, by:
 - (a) Posting a copy of the notice at the Public Notice Posting Place and on the District's Web Site; and
 - (b) E-mailing members at the usual address with a follow up phone call or message to the members' home or cellular telephone number.
- 8.3. The notice under subsection 8.2 must include:
 - (a) The purpose of the meeting; and
 - (b) The way in which the meeting is to be conducted by means of electronic or other communication facilities; and
 - (c) The place where the public may attend the proceedings that are open to the public; and
 - (d) The signature of the Mayor or Corporate Officer.

- 8.4. A Special Meeting may be called only for a specific purpose or purposes and no business may be acted upon except that for which the meeting was called.

9. Electronic Meetings and Participation by Members

- 9.1. (a) A Council body meeting may be conducted through Electronic Participation provided that conditions set out in this Bylaw and the Community Charter are met.
- (b) Members of the Public may attend and participate electronically at Council and Committee of the Whole meetings. The Order Paper for meeting agendas shall include information on how to attend to hear, or watch and hear, the proceedings that are open to the public.
- (c) A member of any Council Body meeting who is unable to physically attend a meeting, may participate in the meeting through Electronic Participation and will be deemed to be present at the meeting.
- 9.2. Except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the meeting at the specified place, and a designated municipal officer must be in attendance at the specified place. Further, except for any part of the meeting that is closed to the public, the facilities must enable public to hear, or watch and hear, the participation of the member.
- 9.3. If Electronic Participation is lost to one or more Council members during a meeting:
- (a) Staff shall make every reasonable attempt to reestablish contact. At the discretion of the Presiding Member, a maximum ten minute recess may be called while attempting to reconnect;
- (b) If Electronic Participation is reestablished, the member(s) affected will be deemed to have left the meeting;
- (c) If, after Electronic Participation is reestablished, there is a subsequent loss of communication, no further attempts shall be made to reconnect and the member(s) affected will be deemed to have left the meeting;
- (d) If Electronic Participation cannot be established and there is not a Quorum of members, the meeting shall be adjourned.

10. Meeting Etiquette

- 10.1. Council members, staff and members of the meeting gallery shall silence electronic data or communication devices during Council and Committee proceedings, and ensure that devices are used in a manner that does not disrupt meeting proceedings;
- 10.2. Attendees in the public gallery, delegations and all others in attendance at the meeting shall be respectful of others speaking and refrain from any action that may interrupt or disturb the Council Meeting.
- 10.3. Members of Council must adhere to the District of Sechelt Council Code of Conduct Bylaw No. 619, and its amendments.

PART 3 – DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR**11. Designation of a Member to Act in Place of Mayor**

- 11.1. Council must from its members designate a Councillor to act 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.
- 11.2. Each Councillor designated under subsection 11.1 must fulfill the responsibilities of the Mayor in his or her absence.
- 11.3. If both the Mayor and the member designated under subsection 11.1 are absent from the Council meeting or vacate the Chair, the Council members present must choose a Councillor to preside at the Council meeting.
- 11.4. The member designated under subsection 11.1 or chosen under subsection 11.3 has the same powers and duties as the Mayor in relation to the applicable matter.

PART 4 – COUNCIL PROCEEDINGS**12. Attendance of Public at Meetings**

- 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.
- 12.3. Part 4 of this bylaw applies to all meetings of the bodies referred to in section 93 of the Community Charter, including without limitation:
- (a) Committee of the Whole
 - (b) Standing and Select Committees
 - (c) Parcel Tax Review Panel
 - (d) Board of Variance
 - (e) Advisory bodies
 - (f) Commissions
- 12.4. Despite subsection 11.1, 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 20.10 or 20.11.
- 12.5. 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.
- 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.

13. Calling a Meeting to Order

- 13.1. 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 11 must take the Chair and call such meeting to order.

- 13.2. If Quorum of Council is present by the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 11 does not attend within 10 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.

14. Adjourning Meeting Where No Quorum

- 14.1. 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.

15. Agenda

- 15.1. Prior to each Council, Committee of the Whole or Standing Committee meeting, the Corporate Officer must prepare an agenda setting out all the items for consideration at the meeting, noting in short form a summary for each item on the agenda.
- 15.2. The agendas referred to in Section 15.1 shall be reviewed by the Chief Administrative Officer or their delegate in advance, and they shall have final discretionary approval of items placed on agendas.
- 15.3. Submissions for inclusion on the Council agenda must be provided to the Corporate Officer nine (9) days prior to the meeting.
- 15.4. The Corporate Officer must make the agenda available to the members of Council and the public on the Friday prior to the meeting. Council and Committee of the Whole agendas may also be published on the District's Web Site. Upon a request received, one paper copy per person of a Council, Committee of the Whole or Standing Committee agenda will be provided at no cost. Photocopying fees for additional copies of the same agenda will be applied based on the District's adopted Fees and Charges Bylaw.
- 15.5. An item of business not included on the Agenda shall not be considered at a Council meeting unless approved by a majority vote of members present. Consideration shall be given to whether or not the matter is time sensitive.

- 15.6. If the Council makes a resolution under subsection 15.5, information pertaining to late items must be distributed to the members prior to the item being considered.
- 15.7. The Order Paper for Council, Committees and Committee of the Whole Agendas must provide information on how Electronic Participation at meetings shall occur, when applicable.

16. Proceedings and Business

- 16.1. The agenda for all Regular Council meetings may contain the following matters in the order in which they are listed below:
- (a) Land Acknowledgement
 - (b) Call to Order and Declaration of Conflict
 - (c) Adoption of Agenda
 - (d) Delegations and Proclamations
 - (e) Business Items
 - (f) Bylaws
 - (g) Adoption of Minutes of Previous Meetings
 - (h) Business Arising from the Minutes
 - (i) Council Reports
 - i. Sunshine Coast Regional District Representatives
 - ii. Members of Council
 - iii. Notice of Motion
 - (j) Correspondence
 - (k) Consent Agenda
 - (l) Release of Closed Meeting Items
 - (m) Adjournment
- 16.2. All reports from members of Council and Sunshine Coast Regional District Representatives in sections 16.1 (i) i. and ii. 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 (i) ii. on the listing for Regular Council Meetings in Section 16.1 of the Consolidated bylaw) will be suspended 6 (six) 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:
- (a) Land Acknowledgement
 - (b) Call to Order and Declaration of Conflict
 - (c) Adoption of Agenda
 - (d) Delegations and Proclamations
 - (e) Business Items
 - (f) Governance and Priorities
 - (g) 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:
- (a) Land Acknowledgement
 - (b) Call to Order and Declaration of Conflict
 - (c) Adoption of Agenda
 - (d) Closed Session
 - i. Call to Order and Declaration of Conflict
 - ii. Adoption of the Closed Agenda
 - iii. Closed Agenda Items
 - iv. Adoption of Minutes of Previous Closed Meetings
 - (e) Release of Closed Items
 - (f) Adjournment
- 16.6. A Question and Answer Period will be provided after adjournment of the Council, Committee of the Whole and Standing Committee meetings. Individuals in the chamber gallery who wish to speak to any municipal issue may do so at that time.
- 16.7. 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 election or 80 days prior to a Municipal by-election. Members of the public are encouraged to contact members of Council directly.
- 16.8. Particular business at a Council Meeting must in all cases be taken up in the order in which is listed on the agenda unless otherwise resolved by Council.

17. Consent Agenda

- 17.1. Items placed on the Consent Agenda portion of the Regular Council 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 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.

18. Voting at Meetings

The following procedures apply to voting at Council meetings:

- 18.1. When debate on a matter is ended, or when a Council member calls the question (calls for a vote), the Presiding Member must ask Council for a vote on the matter;
- 18.2. Members will clearly indicate their vote by a show of hands. Votes against the matter will be recorded upon request of the member(s) voting against the matter;
- 18.3. Considerate conduct will be observed by the members when the Presiding Member is putting the matter to a vote. No member is permitted to cross or leave the room, or make noise or other disturbances;
- 18.4. Voting procedures may be interrupted if a member is raising a point of order;

- 18.5. After the vote is taken, a member must not speak to the question or make a motion concerning it;
- 18.6. A tie vote (equal number of votes in favour and votes opposed) constitutes defeat of the matter except in cases where the Presiding Member's decision is questioned by a member of Council (see Section 20.7 under Conduct and Debate);
- 18.7. No member present at the time of discussing the matter and voting on the matter may be absent from the vote – abstaining from the vote will not be noted and is counted as a vote in the affirmative;
- 18.8. Should a member wish not to discuss or vote on a matter for reasons of perceived conflict of interest, the member must declare prior to discussion of the matter the reason they will not be participating in the discussion and will leave the meeting room until after the matter is discussed and voted upon. The reason the member is not participating in the discussion of the matter, and the time at which they left the room, will be recorded in the minutes of the meeting.

19. Delegations

- 19.1. (a) Individuals or groups wishing to appear as a delegation before a Council Body, on a matter within the jurisdiction of Council, may do so only if they have submitted a written request on the prescribed form and their application is reviewed by the Presiding Member. Once approved, applicants shall receive written confirmation approving their request, and that the item has been placed on the agenda in the order received.
- (b) Any materials to be distributed to Council or Committee of the Whole as part of the delegation's presentation must be received by the Corporate Officer nine (9) days before the meeting to which the delegation is scheduled. The Corporate Officer shall circulate such items under the Delegations section of the Agenda distributed to Council. Delegations shall be encouraged to provide condensed materials for inclusion on the agenda and any extensive, or bulky presentations will be accepted electronically only.
- (c) Delegations will be accommodated by means of Electronic Participation.

- 19.2. Unless otherwise permitted by the Presiding Member, each delegation shall be allowed ten minutes to present its submission. Delegations shall be limited to two per meeting.
- 19.3. Where written application has not been received by the Corporate Officer as prescribed in subsection 19.1, an individual or delegation may address the meeting if approved by unanimous vote of the Council members present.
- 19.4. 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 prerequisite to the adoption of the bylaw.
- 19.5. The Corporate Officer may schedule delegations to another meeting of Council, Committee or advisory body as deemed appropriate according to the subject matter of the delegation and to allow for no more than two delegations per meeting.
- 19.6. The Corporate Officer may refuse to place a delegation on the agenda if:
 - (a) The issue is not considered to fall within the jurisdiction of Council.
 - (b) The delegation topic is a matter previously considered by Council.
- 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 listed by any member of Council for discussion.

20. Conduct and Debate

- 20.1. A Council member may speak to a question or a motion at a Council, Committee of the Whole or Standing Committee meeting by addressing the Presiding Member.
- 20.2. Members must address the Presiding Member by that person's title of Mayor, Acting Mayor, Chair or Councillor.
- 20.3. Members must address other non-Presiding Members by their appropriate title.
- 20.4. No member may interrupt a member who is speaking except to raise a point of order.

- 20.5. If more than one member speaks, the Presiding Member must call on the member who, in the Presiding Member's opinion spoke first.
- 20.6. 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.
 - (c) May appeal to Council for its decision on the point of order in accordance with section 132 of the Community Charter.
- 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.
- 20.9. Members speaking at a Council meeting:
- (a) must use respectful language;
 - (b) must not use offensive gestures or signs;
 - (c) must speak only in connection with the matter being debated;
 - (d) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded; and
 - (e) must adhere to the rules of procedure established under this Bylaw and to the decisions of the Presiding Member and Council in connection with the rules and points of order.
- 20.10. If a member does not adhere to subsection 20.9, 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.

- 20.11. The Presiding Member may order another person at the meeting expelled from the meeting or removed by a peace officer if the Presiding Member considers the person to be acting improperly.
- 20.12. A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.
- 20.13. 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. After all other eligible members have been afforded the opportunity to speak;
 - ii. With the permission of Council; or
 - iii. If the member is explaining a material part of a previous speech without introducing a new matter or responding to an issue raised by another member.
 - (b) A member who has made a substantive motion to the Council may reply to the debate.
- 20.14. Members must conduct themselves according to Roberts Rules of Order for any meeting protocols not covered in this bylaw.

21. Motions Generally

- 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** – refers the main motion to a specific meeting, to staff or to a Committee 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 2/3rd 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; or
- (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 moved 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 2/3rd 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 (close debate)
- (c) Limit or extend limits of debate
- (d) Postpone to a certain time
- (e) Refer
- (f) Amend
- (g) Postpone indefinitely

21.9. The following motions are not amendable or debatable:

- (a) Lay on the Table
- (b) Call the Question (close debate)
- (c) Adjourn

22. Referral of a Motion to a Committee

22.1. A matter referred to Committee for further review cannot be amended until the main matter is decided.

23. Motion for the Main Question

23.1. In this section, “main question”, in relation to a matter, means the motion that first brings the matter before Council.

- 23.2. 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.
 - (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 question or proceed to other business.
 - (c) A member of Council may not reintroduce a motion previously defeated at the same meeting unless the motion is materially altered so as to make it a new matter.

24. Amendments Generally

- 24.1. A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.
- 24.2. An amendment may propose removing, substituting for, or adding to the words of an original motion.
- 24.3. A proposed amendment must be reproduced in writing by the mover if requested by the Presiding Member.
- 24.4. 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.
- 24.5. An amendment may be amended only once.
- 24.6. An amendment that has been defeated by a vote of Council cannot be proposed again except in accordance with Section 26 Reconsideration.
- 24.7. A Council member may propose an amendment to an adopted amendment.
- 24.8. 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 motion;
 - (b) A motion to amend the main question, or an amendment motion amending the main question if the vote under subparagraph 24.8 (a) is positive;

- (c) The main question.

25. Points of Order

- 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.

26. Reconsideration

- 26.1. Without limiting the authority of Council to reconsider a matter, the Mayor may require Council to reconsider and vote again on a matter that was the subject of a vote subject to the provisions of s. 131 of the Community Charter.
- 26.2. Subject to subsection 26.1 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.
- 26.3. A Council member who voted in the majority on a resolution adopted by Council may at any time move to reconsider that resolution.

27. Notice of Motion

- 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.

28. Reports from Committees

- 28.1. Council may take any of the following actions in connection with a recommendation it receives from a Standing Committee or the Committee of the Whole:
- (a) Agree or disagree with the recommendation.
 - (b) Amend the recommendation.
 - (c) Refer the recommendation back to the Committee.
 - (d) Postpone consideration of the recommendation.

29. Adjournment

- 29.1. A Council may continue a Council meeting after 10:00 p.m. only by an affirmative vote of the Council members present.
- 29.2. A motion to adjourn either a Council meeting or the debate at a Council meeting is always in order if that motion has not been preceded at that meeting by the same motion.
- 29.3. Subsection 29.2 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.

30. Minutes and Digital Recording of Meetings

- 30.1. Minutes of the proceedings of Council must be:
- (a) Legibly recorded and reflect resolutions passed by Council with minimum commentary;
 - (b) Certified as correct by the Corporate Officer; and
 - (c) Signed by the Mayor or the member presiding at the meeting.
- 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.
- 30.5. When an open meeting is held prior to a Closed meeting pursuant to section 92 of the Community Charter, the Minutes shall reflect the time that the open meeting was closed to the public and the time that the meeting was reconvened after the Closed meeting.
- 30.6. Subject to subsection 30.1, 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.
- 30.7. Subsection 30.6 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.
- (a) Minutes of Council Meetings held under section 90 shall be released only after a majority of Council agrees to do so, and only the approved motion shall be released.
- (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.
- 30.8. While not considered an official record of meetings, for convenient reference, recordings shall be made of open Council, Committee of the Whole and Standing Committee meetings and made available to the public by the most efficient means.
- 30.9. Live streaming via the internet shall be conducted for all Regular Council Meetings and Standing Committee meetings.

PART 5 – BYLAWS

31. Copies of Proposed Bylaws to Council Members

- 31.1. Bylaws to be considered by Council must be included on the prepared agenda.
- 31.2. A bylaw that is not on the published agenda may be introduced at a Council Meeting with unanimous consent of Council.

32. Form of Bylaws

- 32.1. A bylaw introduced at a Council meeting must:
- (a) have a distinguishing name;
 - (b) have a distinguishing number;
 - (c) contain an introductory statement of purpose; and
 - (d) be divided into sections.

33. Bylaws to be Considered Separately or Jointly

- 33.1. 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.

34. Reading and Adopting Bylaws

- 34.1. The Presiding Member of a Council meeting:
- (a) May call upon a member of staff to provide a detailed description of a bylaw or group of bylaws and then,
 - (b) Will request a motion that the proposed bylaw or group of bylaws be read.
- 34.2. The readings of the bylaw may be given by stating its title and object.
- 34.3. A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the Local Government Act.
- 34.4. Subject to section 447 of the Local Government Act each reading of a proposed zoning bylaw must receive the affirmative vote of a majority of the Council members present.
- 34.5. 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.
- 34.6. Council may give first, second and third reading to a proposed bylaw with one resolution.
- 34.7. Despite section 135(3) of the Community Charter and in accordance with section 477 (6) 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.

34.8. Bylaws requiring other approval, must receive those approvals prior to being adopted.

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.

35. Bylaws Must be Signed

35.1. After a bylaw is adopted, it must include the dates of its readings and adoptions, dates of other approvals required, and be signed by the Corporate Officer and the Presiding Member of the Council meeting at which it was adopted and then placed by the Corporate Officer in the District's records for safekeeping.

PART 6 – RESOLUTIONS

36. Introducing Resolutions

36.1. A resolution may be introduced at a Council meeting in accordance with this Bylaw.

37. Form of Resolutions

37.1. The Presiding Member may require a Council member introducing a lengthy resolution to provide the resolution in writing to the Corporate Officer.

PART 7 – COMMITTEES

38. Committee Procedures

38.1. Procedures of Council apply to Committees and Commissions unless otherwise provided for by any of the sections in Part 7 or by the establishing bylaw of the commission.

39. Standing Committees/Committee of the Whole

- 39.1. Standing Committees are established by the Mayor. Acting as either individual Standing Committees, or as Committee of the Whole, the Committee(s) 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, and
 - (c) matters that are assigned by the Mayor.

40. Duties of Select Committees

- 40.1. The schedule of Standing Committees/Committee of the Whole will be decided at the first meeting of Council after the local government election, where the Committees are established, and chairpersons and members appointed.
- 40.2. Select Committees must report and make recommendations to the appropriate Standing Committee of Council or to Committee of the Whole at the next meeting of that Committee, unless a different date and time is specified by Standing Committee or Committee of the Whole.

41. Schedule of Committee Meetings

- 41.1. The schedule of Standing Committees/Committee of the Whole will be decided at the first meeting of Council after the local general election, where the Committees are established, and chairpersons and members appointed.
- 41.2. At its first meeting after its establishment a Select Committee must establish a regular schedule of meetings.
- 41.3. The chair of the Committee may call a meeting of the Committee in addition to the scheduled meetings or may cancel a meeting.

42. Notice of Committee Meetings

- 42.1. 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.

43. Attendance at Committee Meetings

- 43.1. Council members who are not members of a Committee may attend the meetings of the Committee and may:
- (a) Participate in the discussion of matters with the permission of a majority of Committee members present, but
 - (b) Not vote on any matters.

44. Minutes of Committee Meetings

- 44.1. Minutes of Committee meetings must be produced and kept in the same manner as Council minutes except that:
- (a) minutes shall summarize discussion that takes place and record recommendations passed;
 - (b) Minutes of Committees must be signed by the Chair of the Committee and the Corporate Officer or their delegate.

PART 8 – GENERAL

45. 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.

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

47. Repeal

47.1. The District of Sechelt Council Procedure Bylaw No. 521, 2012 is hereby repealed.

READ A FIRST TIME THIS	1 ST	DAY OF	AUGUST,	2018
READ A SECOND TIME THIS	1 ST	DAY OF	AUGUST,	2018
READ A THIRD TIME THIS	1 ST	DAY OF	AUGUST,	2018
THIRD READING RESCINDED	5 TH	DAY OF	SEPTEMBER,	2018

READ A THIRD TIME THIS
ADOPTED THIS

5TH
19TH

DAY OF SEPTEMBER, 2018
DAY OF SEPTEMBER, 2018

ORIGINAL SIGNED BY MAYOR

Mayor

**ORIGINAL SIGNED BY CORPORATE
OFFICER**

Corporate Officer