

## DISTRICT OF LILLOOET

### BYLAW NO. 406

A Bylaw to amend 'Council Procedure Bylaw 2012, No. 371'

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Council of the District of Lillooet, in open meeting assembled, enacts as follows:

1. This bylaw shall be cited as the District of Lillooet "**Council Procedure Amendment Bylaw 2015, No. 406.**"
2. "Council Procedure Bylaw 2012, No. 371", as amended, is hereby further amended by the addition of the title Public Input Period in Section 16, *Order of proceedings and business* as follows:

**Addition:**

16(1)(b) Public Input Period

3. "Council Procedure Bylaw 2012, No. 371", as amended, is hereby further amended by the deletion and replacement of Section 16, *Order of proceedings and business* as follows:

**Deleted:**

16. (1) The agenda for all regular Council meetings contains the following matters in the order in which they are listed below:
  - (a) Call to Order;
  - (b) Adoption of Agenda (additions and/or deletions);
  - (c) Public & Statutory Hearings (if applicable);
  - (d) Delegations – request to address Council;
  - (e) Adoption of minutes;
  - (f) Business arising from the Minutes;
  - (g) Correspondence;
  - (h) Reports from Mayor;
  - (i) Reports from Councillors;
  - (j) Reports from Committees of Council and Commissions;
  - (k) Reports from staff;
  - (l) Bylaws and resolutions;
  - (m) Any other Business;

- (n) Notice of Motion;
- (n) Media Question period;
- (o) Public Question Period;
- (p) Closed Meeting (if necessary);
- (q) Adjournment.

**Replaced with:**

16. (1) The agenda for all regular Council meetings contains the following matters in the order in which they are listed below:
- (a) Call to Order;
  - (b) Public Input Period;
  - (c) Adoption of Agenda (additions and/or deletions);
  - (d) Public & Statutory Hearings (if applicable);
  - (e) Delegations – request to address Council;
  - (f) Adoption of minutes;
  - (g) Business arising from the Minutes;
  - (h) Correspondence;
  - (i) Reports from Mayor;
  - (j) Reports from Councillors;
  - (k) Reports from Committees of Council and Commissions;
  - (l) Reports from staff;
  - (m) Bylaws and resolutions;
  - (n) Any other Business;
  - (o) Notice of Motion;
  - (p) Media Question period;
  - (q) Public Question Period;
  - (r) Closed Meeting (if necessary);
  - (s) Adjournment.

4. “Council Procedure Bylaw 2012, No. 371”, as amended, is hereby further amended by the addition of the Public Input Period as Section 20 as follows:

**Addition:**

Public Input Period

20. (1) Members of the public may address Council for two (2) minutes. A signup sheet will be placed outside the meeting room and will be collected by the Deputy Clerk or designate before the beginning of the meeting.
- (2) Only those who have signed up to speak will be acknowledged.
- (3) Council will not respond to any questions brought forward during this period.
- (4) Public Input Period may be ceased or reinstated by a majority vote of Council.
- (5) A maximum of three (3) speakers may address Council at the beginning of each meeting.

5. “Council Procedure Bylaw 2012, No. 371”, as amended, is hereby further amended by the deletion and replacement of Section 18 (1), *Delegations* as follows:

**Deleted:**

18. (1) The Council may allow an individual or a delegation to address Council at the meeting, provided written application on a prescribed District form has been received by the Corporate Officer by 12:00 Noon on the Wednesday prior to the meeting. Each address must be limited to five (5) minutes unless a longer period is agreed to by majority vote of those members present. There are no time restrictions on a delegation when Council has requested that a delegation speak on an issue.

**Replaced with:**

18. (1) The Council may allow an individual or a delegation to address Council at the meeting, provided written application on a prescribed District form has been received by the Corporate Officer by 12 PM on the Wednesday prior to the meeting. Each address must be limited to ten (10) minutes unless a longer period is agreed upon by a majority vote of those members present. There are no time restrictions on a delegation when Council has requested that a delegation speak on an issue.

6. “Council Procedure Bylaw 2012, No. 371”, as amended, is hereby further amended by renumbering Sections 20 to 40 as follows:

20. Public Input Period

21. Reconsideration by the Mayor

22. Reports from Committees or Commissions

23. Adjournment

24. Copies of Proposed Bylaws to Council Members

25. Form of bylaws
  26. Bylaws to be considered separately or jointly
  27. Reading and adopting bylaws
  28. Bylaws must be signed
  29. Copies of resolutions to Council members
  30. Introducing resolutions
  31. Duties of Committees and Commissions
  32. Schedule of Committee and Commission meetings
  33. Notice of Committee or Commission meetings
  34. Attendance at Committee or Commission meetings
  35. Minutes of Committee or Commission meetings to be maintained and available to public
  36. Quorum
  37. Conduct and debate
  38. Voting at meetings
7. “Council Procedure Bylaw 2012, No. 371”, as amended, is hereby further amended by the renumbering of PART 8 – GENERAL to PART 9 - GENERAL and the addition of a new section entitled “Committee of the Whole” as PART 8 – COMMITTEE OF THE WHOLE as follows:

### **PART 8 - COMMITTEE OF THE WHOLE**

#### **39. General**

At any time during a council meeting, Council may by resolution go into committee of the whole (COTW).

Other than a standing or select committee meeting, to which all members of Council are invited to consider but not to decide on matters of the District's business, is a meeting of COTW.

#### **40. Notice for COTW meetings**

Subject to subsection 4, a notice of the day, hour and place of a COTW meeting must be given at least 24 hours before the time of the meeting by:

- (a) posting a copy of the notice at the regular council meeting place;
- (b) posting a copy of the notice at the public notice posting place; and
- (c) leaving a copy of the notice for each Council member in the Council member's mail box at City Hall.

#### **41. Minutes of COTW Meetings to be maintained and available to the Public**

Minutes of the proceedings of COTW must be:

- (a) legibly recorded;
- (b) certified by the Corporate Officer;
- (c) open for public inspection in accordance with section 97(1)(c) of the Community Charter.

#### **42. Presiding Members at COTW Meetings and Quorum**

The presiding member for the COTW meeting alternate between the Mayor and Acting Mayor for the respective month.

The quorum of COTW is the majority of Council members.

#### **43. Points of Order at Meetings**

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

#### **44. Conduct and Debate**

The following rules apply to COTW meetings:

- (a) a recommendation requires a seconder;
- (b) a recommendation for adjournment is not allowed;
- (c) a member may speak any number of times on the same question;
- (d) a member must not speak longer than a total of ten minutes on any one question.

#### **45. Voting at Meetings**

Votes at a COTW meeting must be taken by a show of hands if requested by a member. The presiding member must declare the results of voting.

#### **46. Reports**

COTW may consider reports and bylaws only if:

- (a) they are printed and the members each have a copy; or
- (b) a majority of the Council members present decide without debate that the requirements of paragraph (a) do not apply.

The COTW'S reports to Council shall be presented by the Corporate Officer.

#### **47. Rising Without Reporting**

A motion made at a COTW meeting to rise without reporting:

- (a) is always in order and takes precedence over all other motions;
- (b) may be debated, and
- (c) may not be addressed more than once by any one member.

If a recommendation to rise without reporting is adopted by COTW at a meeting, the Council meeting must resume and proceed to the next order of business.

### **PART 9 – GENERAL**

- 48. 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.
- 49. This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the *Community Charter* [Requirements for public notice].
- 50. Bylaw No. 245, 2006, and all amendments thereto are repealed.

In compliance with section 124 of the *Community Charter* [Procedure Bylaws], the notice requirements were met on the 3<sup>rd</sup> and 10<sup>th</sup> of June.

READ A FIRST TIME on the 7<sup>th</sup> day of April, 2015.

READ A SECOND TIME on the 7<sup>th</sup> day of April, 2015.

~~READ A THIRD TIME on the 7<sup>th</sup> day of April, 2015.~~

THIRD READING RESCINDED AND BYLAW FURTHER AMENDED on the 1<sup>st</sup> of June, 2015.

THIRD READING AS FURTHER AMENDED on the 1<sup>st</sup> day of June, 2015

FINALLY PASSED AND ADOPTED on the 15<sup>th</sup> day of June, 2015.

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Mayor

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Deputy Corporate Officer