



The Corporation of the District of North Cowichan

Council Procedure Bylaw

Bylaw 3602

[Consolidated and printed by authority of the Corporate Officer under section 139 of the Community Charter. Current to September 19, 2018. Last amended July 18, 2018. Amendments: 3676, 3700.]

Contents

PART 1 - INTRODUCTION

- 1 Definitions
- 2 Application of rules of procedure

PART 2 - COUNCIL MEETINGS

- 3 Inaugural meeting
- 4 Time and location of meetings
- 5 Notice of Council meetings
- 6 Notice of special meetings
- 7 Electronic meetings

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

- 8 Designation of Acting Mayor

PART 4 - COUNCIL PROCEEDINGS

- 9 Community Charter provisions
- 10 Attendance at public meetings
- 11 Minutes of Council meetings
- 12 Calling meeting to order
- 13 Adjourning meeting when no quorum
- 14 Agenda
- 15 Order of proceedings and business
- 16 Late items
- 17 Voting at meetings
- 18 Delegations
- 19 Points of order
- 20 Conduct and debate
- 21 Motions generally
- 22 Motion to commit
- 23 Motion for the main question
- 24 Amendments generally
- 25 Reconsideration by council member
- 26 Privilege

27 Reports from committees

28 Adjournment

PART 5- BYLAWS

29 Distribution of proposed bylaws

30 Form of bylaws

31 Bylaws to be considered separately or jointly

32 Reading and adopting bylaws

33 Bylaws must be signed

PART 6 - RESOLUTIONS

34 Copies of resolutions to Council members

35 Introducing resolutions

PART 7 - COMMITTEE OF THE WHOLE

36 Going into Committee of the Whole

37 Notice for Committee of the Whole meetings

38 Minutes of Committee of the Whole meetings

39 Presiding members at Committee of the Whole meetings

40 Points of order at meetings

41 Conduct and debate

42 Voting at meetings

43 Reports

44 Rising without reporting

PART 8 - COMMITTEES AND COMMISSIONS

45 Duties of standing committees

46 Duties of select committees

47 Duties of commissions

48 Schedule of meetings

49 Notice of meetings

50 Attendance at meetings

51 Minutes of meetings

52 Application of rules to committee and commission meetings

53 Voting at meetings

PART 9 - PUBLIC HEARINGS

54 Procedures

PART 10 - GENERAL

55 Severability and notice

56 Repeal

The Council of The Corporation of the District of North Cowichan enacts as follows:

PART 1 - INTRODUCTION

Definitions

1 In this Bylaw:

"commission" means a municipal commission established under section 143 [*municipal commissions*] of the *Community Charter*;

"committee" means a standing or select committee of Council, but does not include a committee of the whole of Council;

"Council" means the Council of the District;

"District" means The Corporation of the District of North Cowichan;

"Mayor" means the mayor of the District;

"Municipal Hall" means the North Cowichan Municipal Hall;

"Corporate Officer" means the municipal officer for the District assigned responsibility for corporate administration under section 148 [*corporate officer*] of the *Community Charter*;

"municipal website" means the information resource found at an internet address provided by the District;

"public notice posting places" means the notice board at the main entrance of the Municipal Hall and the municipal website;

"quorum" means a majority of all members of Council, committee of the whole, committee or commission, as the case may be.

Application of rules of procedure

- 2**
- (1) The provisions of this bylaw govern the proceedings of Council, the committee of the whole, commissions and all standing and select committees of Council, as applicable.
 - (2) In cases not provided for under this bylaw, the most recent edition of Robert's Rules of Order Newly Revised, applies to the proceedings of Council, committee of the whole, and council committees to the extent that those rules are applicable in the circumstances, and not inconsistent with provisions of this bylaw or the *Community Charter*.

PART 2 - COUNCIL MEETINGS

Inaugural meeting

- 3**
- (1) Following a general local election, the first regular council meeting must be held on the first Wednesday in November in the year of the election. [BL3676]
 - (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

- 4**
- (1) All council meetings must take place within the Municipal Hall except when Council resolves to hold meetings elsewhere within or outside the boundaries of the Municipality. [BL3700]
 - (2) Regular council meetings must be held on the first and third Wednesday of each month at 1:30 p.m.
 - (3) When a regular council meeting falls on a statutory holiday, the meeting must be held on the next day the Municipal Hall is open following the statutory holiday.
 - (4) Council may, by an affirmative vote of at least two-thirds of the council members present, cancel a regular council meeting or reschedule it to another date and time that is not a holiday.
 - (5) The Mayor may postpone a regular council meeting by giving a notice through the Corporate Officer's office at least 2 days before the date for which the meeting is scheduled.
 - (6) Regular council meetings must be adjourned no later than 3 hours after the meeting begins, unless Council resolves to proceed beyond that time in accordance with section 28.

Notice of Council meetings

- 5**
- (1) In accordance with section 127 [*notice of council meetings*] of the *Community Charter*, Council must annually
 - (a) prepare a schedule on or before December 21, of the dates, times and places of regular council meetings for the following year,
 - (b) give notice of the availability of the schedule in accordance with section 94 [*requirements for public notice*] of the *Community Charter*, and
 - (c) make the schedule available to the public by posting it at the public notice posting places.
 - (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

- 6**
- Except where notice of a special meeting is waived under section 127 (4) [*notice of council meetings*] of the *Community Charter*, a notice of the meeting must
- (a) be given at least 24 hours before the time of the meeting,
 - (b) include the date, hour, and place of the meeting,
 - (c) describe in general terms the purpose of the meeting,
 - (d) be signed by the Corporate Officer, Mayor, or two or more other Council members who themselves call the meeting,
 - (e) be emailed to each Council member, and
 - (f) be posted at the public notice posting places. [BL3676]

Electronic meetings

- 7** (1) Council may hold electronic meetings in accordance with section 128 [*electronic meetings and participation by members*] of the *Community Charter*.
- (2) A member of Council who is unable to attend at a council meeting or committee of the whole meeting may, upon authorization of the presiding member, participate in the meeting by means of electronic or other communication facilities.
- (3) Subsection 2 does not apply if
- (a) the meeting is an inaugural meeting of Council, or
 - (b) the member is the presiding member.
- (4) A member of Council may participate electronically in more than 3 consecutive meetings of Council with the approval of Council.

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

Designation of Acting Mayor

- 8** (1) At the first regular meeting of Council following a general local election, Council must, upon the recommendation of the Mayor, designate a councillor, to serve 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) Within 180 days of the designation of an Acting Mayor under subsection (1), Council must designate a councillor to serve, or councillors to serve on a rotating basis, as Acting Mayor.
- (3) Each councillor designated under subsection (1) or (2) must fulfill the responsibilities of the Mayor in the Mayor's absence.
- (4) If both the Mayor and the member designated under subsection (1) or (2) are absent from a council meeting, the council members present must choose a councillor to preside at the council meeting.
- (5) The member designated under subsection (1) or (2) or chosen under subsection (4) has the same powers and duties as the Mayor in relation to the applicable matter.

PART 4 – COUNCIL PROCEEDINGS

Community Charter provisions

- 9** 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*].

Attendance at public meetings

- 10** (1) Except where the provisions of section 90 [*meetings that may or must be closed to the public*] of the *Community Charter* apply, all council meetings must be open to the public.
- (2) Before closing a council meeting or part of a meeting to the public, Council must pass a resolution in a public meeting in accordance with section 92 [*requirements before council meeting is closed*] of the *Community Charter*.

- (3) This section applies to all meetings of the bodies referred to in section 93 *[application of rules to other bodies]* of the *Community Charter*.
- (4) Despite subsection (1), the Mayor and the councillor designated as the member responsible for acting in the place of the Mayor under section 8 may expel or exclude from a council meeting a person in accordance with section 20 (8).

Minutes of Council meetings

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

Calling meeting to order

- 12** (1) As soon after the time specified for a council meeting as there is a quorum present, the Mayor, or the councillor designated as the member responsible for acting in the place of the Mayor in accordance with section 8, must take the chair and call the meeting to order.
- (2) If a quorum of council is present, but both the Mayor and the councillor designated as the member responsible for acting in the place of the Mayor under section 8 do not attend within 15 minutes of the scheduled time for a council meeting,
- (a) the Corporate Officer must call to order the members present, and
 - (b) the members present must choose a member to preside at the meeting.

Adjourning meeting when no quorum

- 13** If there is no quorum of council present within 30 minutes of the scheduled time for a council meeting, the Corporate Officer must
- (a) record in the minutes the names of the members present, and those absent, and
 - (b) adjourn the meeting until the next scheduled meeting.

Agenda

- 14** (1) Prior to each council meeting, the Corporate Officer must prepare an agenda setting out the items for consideration at that meeting, noting in short form a summary for each item on the agenda.
- (2) The deadline for submission to the Corporate Officer of items for inclusion on the council agenda is one week prior to the council meeting.

- (3) The Corporate Officer must make the agenda available at least 48 hours before the start of a meeting by
 - (a) posting a copy of the agenda at the public notice posting places,
 - (b) emailing a link to, or copy of, the agenda to each council member, and
 - (c) upon request, leaving a printed copy of the agenda in the council member's mailbox at the Municipal Hall.
- (4) Council may only consider a matter not listed on the agenda if the matter is added to the agenda as a late item under section 16.

Order of proceedings and business

- 15** (1) Subject to section 36 (1), the agenda for each regular council meeting must include, as applicable and in the order in which they are listed below, the following matters:
- (a) call to order;
 - (b) approval of agenda;
 - (b.1) Mayor's report;
 - (c) adoption of minutes;
 - (d) public meetings;
 - (e) public hearings;
 - (f) delegations;
 - (g) public input on agenda items;
 - (h) bylaws;
 - (i) reports;
 - (j) notices of motions;
 - (k) unfinished and postponed business;
 - (l) new business;
 - (m) question period;
 - (n) closed session;
 - (o) adjournment. [BL3700]
- (2) Despite subsection (1), the agenda of the first regular Council meeting following a general local election or by-election may be primarily ceremonial.
- (3) Particular business at a council meeting must be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.

Late items

- 16** (1) An item of business not included on the agenda may only be considered at a council meeting if Council adds the item to the agenda at the time Council approves the agenda.
- (2) If Council adds a late item to the agenda under subsection (1)

- (a) written information pertaining to the late item, if any, must be immediately distributed to council members, and
- (b) the late item must be added under the new business heading of the agenda.

Voting at meetings

- 17**
- (1) The procedures in this section apply to voting at council meetings.
 - (2) When debate on a matter is closed, the presiding member must put the matter to a vote of council members by stating, "those in favour raise your hands" and then "those opposed raise your hands".
 - (3) When the presiding member puts a matter to a vote under subsection (2), a member must not
 - (a) cross or leave the room,
 - (b) make a noise or other disturbance,
 - (c) interrupt the voting procedure under subsection (2), unless the interrupting member is raising a point of order.
 - (4) After the presiding member finally puts the question to a vote under subsection (2), a member must not speak to the question or make a motion concerning it.
 - (5) The presiding member's decision about whether a question has been finally put is conclusive.
 - (6) Whenever a vote of Council on a matter is taken, each member present must signify their vote by raising their hand, or, if participating by means of electronic or other communication facilities, in the manner directed by the presiding member.
 - (7) The presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative.
 - (8) The presiding member must state the name of each member who voted in the negative.
 - (9) A negative vote must be recorded in the minutes of the council meeting.

Delegations

- 18**
- (1) A delegation may address Council at a regular council meeting with the permission of the Mayor or Council.
 - (2) Each address must be limited to 10 minutes, unless a longer period is agreed to by unanimous vote of those members present.
 - (3) Council must not permit a delegation to address a meeting of the Council regarding a proposed bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.

Points of order

- 19**
- (1) Without limiting the presiding member's duty under section 132 (1) [*authority of presiding member*] of the *Community Charter*, the presiding member must apply the correct procedure to a motion
 - (a) if the motion is contrary to the rules of procedure in this bylaw, and

- (b) whether or not another council member has raised a point of order in connection with the motion.
- (2) When the presiding member is required to decide a point of order
 - (a) the presiding member must cite the applicable rule or authority if requested by another council member,
 - (b) another member must not question or comment on the rule or authority cited by the presiding member under paragraph (a), and
 - (c) the presiding member may reserve the decision until the next council meeting.

Conduct and debate

- 20**
- (1) A council member may speak to a question or motion at a council meeting only if that member first addresses the presiding member.
 - (2) Members must address the presiding member by that person's title of Mayor, Acting Mayor, or Councillor.
 - (3) Members must address other non-presiding members by the title councillor.
 - (4) No member may interrupt a member who is speaking except to raise a point of order.
 - (5) If more than one member speaks, the presiding member must call on the member who, in the presiding member's opinion, first spoke.
 - (6) Members who are called to order by the presiding member
 - (a) must immediately stop speaking,
 - (b) may explain their position on the point of order, and
 - (c) may appeal to Council for its decision on the point of order in accordance with section 132 [*authority of presiding member*] of the *Community Charter*.
 - (7) 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.
 - (8) If a member does not adhere to subsection (7), the presiding member may order the member to leave the member's seat, and
 - (a) if the member refuses to leave, the presiding member may cause the member to be removed by a peace officer from the member's seat, and
 - (b) if the member apologizes to the Council, Council may, by resolution, allow the member to retake the member's seat.

- (9) A member may require the question being debated at a council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.
- (10) The following rules apply to limit speech on matters being considered at a council meeting:
 - (a) a member may speak more than once in connection with the same question only
 - (i) with the permission of Council, or
 - (ii) if the member is explaining a material part of a previous speech without introducing a new matter;
 - (b) a member who has made a substantive motion to the Council may reply to the debate;
 - (c) a member who has moved an amendment, the previous question, or an instruction to a committee may not reply to the debate;
 - (d) a member must not speak to a question or speak in reply for longer than a total time of 10 minutes without the approval of Council.

Motions generally

- 21** (1) Council may debate and vote on a motion only if it is first made by one council member and then seconded by another.
- (2) A motion that deals with a matter that is not on the agenda of the council meeting at which the motion is introduced may be introduced with Council's permission.
- (3) During Council debate on a main motion, a council member may make only the following subsidiary motions:
 - (a) to refer to committee;
 - (b) to amend;
 - (c) to lay on the table;
 - (d) to postpone indefinitely;
 - (e) to postpone definitely; or
 - (f) to move the previous question.
- (4) A subsidiary motion made under subsections (3) (c) and (f) is not amendable or debatable.
- (5) Council must vote separately on each distinct part of a question that is under consideration at a council meeting if requested by a council member.

Motion to commit

- 22** Until it is decided, a motion made at a council meeting to refer to committee precludes an amendment of the main question.

Motion for the main question

- 23** (1) In this section, "main question", in relation to a matter, means the motion that first brings the matter before the Council.

- (2) At a council meeting, the following rules apply to a motion for the main question, or for the main question as amended:
 - (a) if a member of Council moves to put the main question, or the main question as amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question; and
 - (b) if the motion for the main question, or for the main question as amended, is decided in the negative, the Council may again debate the question, or proceed to other business.

Amendments generally

- 24**
- (1) A council member may, without notice, move to amend a motion that is being considered at a council meeting.
 - (2) An amendment may propose removing, substituting for, or adding to the words of an original motion.
 - (3) A proposed amendment must be reproduced in writing by the mover if requested by the presiding member.
 - (4) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote.
 - (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 presiding member must put the main question and its amendment for the vote of Council in the following order:
 - (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 paragraph (a) is positive; and
 - (c) the main question.

Reconsideration by council member

- 25**
- (1) In addition to the Mayor's power to direct reconsideration under section 131 [*mayor may require reconsideration*] of the *Community Charter*, a council member who voted with the prevailing side may, within 30 days of the original vote,
 - (a) move to reconsider a resolution adopted or defeated by council, or
 - (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.
 - (2) Despite subsection (1), a resolution must not be reconsidered under this section if it has
 - (a) had the approval or assent of the electors and been adopted,
 - (b) been reconsidered under subsection (1) or section 131 of the *Community Charter*, or
 - (c) been acted on by an officer, employee, or agent of the District.

- (3) For certainty, each resolution or reading of a bylaw may be reconsidered under this section.
- (4) Despite subsection (3), resolutions for final adoption of an official community plan bylaw or zoning bylaw must not be reconsidered.
- (5) Council must not discuss the main matter referred to in subsection (1) unless a motion to reconsider that matter is adopted in the affirmative.
- (6) A vote to reconsider must not be reconsidered.
- (7) A voting requirement that applied to the adoption of the original resolution or bylaw applies to its reconsideration under this section.
- (8) An adopted bylaw or resolution that is reaffirmed under this section or section 131 of the *Community Charter* is as valid and has the same effect as it had before reconsideration.
- (9) An adopted bylaw or resolution that is not reaffirmed under subsection (1) or section 131 of the *Community Charter* is of no effect and is deemed to be repealed.

Privilege

- 26** (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.
- (2) A matter of privilege must be immediately considered when it arises at a council meeting.

Reports from committees

- 27** Council may take any of the following actions in connection with a resolution it receives from a committee of the whole:
- (a) agree or disagree with the resolution;
 - (b) amend the resolution;
 - (c) refer the resolution back to committee of the whole;
 - (d) postpone its consideration of the resolution.

Adjournment

- 28** A Council may continue a council meeting after it has been in session for 3 hours by a two-thirds vote of the council members present.

PART 5 - BYLAWS

Distribution of proposed bylaws

- 29** A proposed bylaw may be considered 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.

Form of bylaws

- 30** A bylaw introduced at a council meeting must

- (a) be printed,
- (b) have a distinguishing name,
- (c) have a distinguishing number, and
- (d) be divided into sections.

Bylaws to be considered separately or jointly

- 31** Council must consider a proposed bylaw at a council meeting either
- (a) separately when directed by the presiding member or requested by another council member, or
 - (b) jointly with other proposed bylaws in the sequence determined by the presiding member.

Reading and adopting bylaws

- 32**
- (1) The presiding member of a council meeting may
 - (a) have the Corporate Officer present 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 a bylaw may be given by stating its title.
 - (3) A proposed bylaw may be debated and amended at any time during the first three readings, unless prohibited by the *Community Charter*.
 - (4) Subject to section 882 [*official community plan adoption procedures*] of the *Local Government Act*, each reading of a proposed bylaw, other than a bylaw to adopt or amend an official community plan, must receive the affirmative vote of a majority of the council members present.
 - (5) In accordance with section 135 [*requirements for passing bylaws*] of the *Community Charter*, Council may give two or three readings to a proposed bylaw at the same council meeting.
 - (6) Council may read a bylaw up to three times in one resolution, but a bylaw must not be read more than once on the same day if any council member objects to doing so.
 - (7) Despite section 135 (3) of the *Community Charter*, and in accordance with section 890 (9) [*public hearing*] 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** 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.

PART 6 - RESOLUTIONS

Copies of resolutions to Council members

- 34** A resolution may be introduced at a council meeting only if a copy of it has been delivered to each council member before the council meeting begins, unless Council agrees to waive this requirement.

Introducing resolutions

- 35** The presiding member of a council meeting may
- (a) have the Corporate Officer read the resolution, and
 - (b) request a motion that the resolution be introduced.

PART 7 - COMMITTEE OF THE WHOLE

Going into Committee of the Whole

- 36** (1) At any time during a council meeting, Council may, by resolution, go into a committee of the whole.
- (2) In addition to subsection (1), a meeting, other than a standing or select committee or commission 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 committee of the whole.

Notice for Committee of the Whole meetings

- 37** (1) Subject to subsection (2), a notice and agenda of the day, hour and place of a committee of the whole meeting must be given at least 48 hours before the time of the meeting by
- (a) posting a copy of the notice at the public notice posting places,
 - (b) emailing a copy of the notice to each council member, and
 - (c) upon request, leaving a printed copy of the agenda in the council member's mailbox at the Municipal Hall.
- (2) Subsection (1) does not apply to a committee of the whole meeting that is called, in accordance with section 36, during a council meeting for which public notice has been given under section 5 or 6.

Minutes of Committee of the Whole meetings

- 38** Minutes of the proceedings of a committee of the whole 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) *[other records to which public access must be provided]* of the *Community Charter*.

Presiding members at Committee of the Whole meetings

- 39** The Mayor must preside in a committee of the whole, unless the Mayor appoints another member of Council to do so.

Points of order at meetings

- 40** The presiding member must preserve order at a committee of the whole meeting and, subject to an appeal to other members present, decide points of order that may arise.

Conduct and debate

- 41** The following rules apply to committee of the whole meetings:
- (a) a member may speak any number of times on the same question;
 - (b) a member must not speak longer than a total of 10 minutes on any one question.

Voting at meetings

- 42** (1) Votes at a committee of the whole meeting must be taken by a show of hands if requested by a member.
- (2) The presiding member must declare the results of voting.

Reports

- 43** (1) A committee of the whole may consider reports and bylaws only if
- (a) they are printed and distributed to each member of Council, or
 - (b) a majority of the council members present decide without debate that the requirements of paragraph (a) do not apply.
- (2) A motion for committee of the whole to rise and report to Council must be decided without debate.
- (3) A committee of the whole's reports to Council must be presented by the Corporate Officer.

Rising without reporting

- 44** (1) A motion made at a committee of the whole 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.
- (2) If a motion to rise without reporting is adopted by a committee of the whole at a meeting constituted under section 36 (1), the council meeting must resume and proceed to the next order of business.

PART 8 - COMMITTEES AND COMMISSIONS

Duties of standing committees

- 45** Standing committees must
- (a) deal with matters the Mayor considers would be better dealt with by committee, and
 - (b) consider, inquire into, report, and make recommendations to Council on matters referred by Council.

Duties of select committees

- 46** Select committees must
- (a) consider or inquire into matters specified in the bylaw or resolution establishing the select committee, and
 - (b) report their findings and opinions to Council.

Duties of commissions

- 47** Commissions must, in accordance with the bylaw or resolution establishing the commission, and any applicable bylaw delegating powers, duties and functions to the commission, do the following:
- (a) operate services;
 - (b) undertake operation and enforcement in relation to Council's exercise of its authority to regulate, prohibit and impose requirements; and
 - (c) manage property and licences held by North Cowichan.

Schedule of meetings

- 48** (1) At its first meeting after its establishment, a standing committee, select committee or commission must establish a regular schedule of meetings.
- (2) The chair of a committee or commission may call a meeting of the committee or commission in addition to the scheduled meetings or may cancel a meeting.

Notice of meetings

- 49** The chair of a committee or commission must cause a notice and agenda of the day, time and place of a meeting to be
- (a) given to all members of the committee or commission at least 72 hours before the time of the meeting, and
 - (b) posted at the public notice posting places.

Attendance at meetings

- 50** Council members who are not members of a committee or commission may attend the meetings of the committee or commission to observe its deliberations.

Minutes of meetings

- 51** Minutes of the proceedings of a committee or commission must
- (a) be legibly recorded,
 - (b) for a committee, record negative votes only upon request of the member who voted in the negative,
 - (c) be certified by the recording secretary,
 - (d) be signed by the chair or member presiding at the meeting, and
 - (e) be open for public inspection in accordance with section 97 (1) (c) [*other records to which public access must be provided*] of the *Community Charter*.

Application of rules to committee and commission meetings

- 52** The rules of the council procedure must be observed during committee and commission meetings, so far as is possible and unless as otherwise provided in this bylaw or the instrument establishing the select committee or commission.

Voting at meetings

- 53** (1) Council members attending a meeting of a committee or commission of which they are not a member must not
- (a) speak at the meeting without permission of the committee or commission,

- (b) participate in the debate, or
 - (c) vote on a question.
- (2) The Mayor is an ex-officio member of all committees and commissions and as such has the same rights as other committee or commission members.
 - (3) While not obligated to attend meetings, the Mayor must, when attending, be counted in determining whether a quorum is present.
 - (4) A standing committee, select committee or commission may only revisit its recommendations to Council with leave of Council, or if directed to do so by Council.

PART 9 - PUBLIC HEARINGS

Procedures

- 54** (1) Council must conduct a public hearing in the following order:
- (a) call to order,
 - (b) explanation of the public hearing process,
 - (c) acceptance of petitions and late correspondence,
 - (d) introduction of the proposal,
 - (e) summary of correspondence,
 - (f) presentation by proponent, and
 - (g) comments from the public.
- (2) Only a council member may put a question to a person who speaks.
 - (3) No person may make a reply, rebuttal, or further submission without the presiding member's permission.

PART 10 - GENERAL

Severability and notice

- 55** (1) If any provision of this bylaw is for any reason held to be invalid by a court of competent jurisdiction, the provision must be severed so that the remainder of this bylaw remains valid.
- (2) This bylaw must not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 *[requirements for public notice]* of the *Community Charter*.

Repeal

- 56** Council Procedure Bylaw, No. 3497, is repealed.

Read a first, second and third time on December 2, 2015
Adopted on December 16, 2015