

DISTRICT OF BARRIERE

BYLAW NO. 100

CONSOLIDATED - Amended by Bylaw No. 143

A BYLAW TO REGULATE THE MEETINGS OF THE COUNCIL
AND THE CONDUCT THEREOF

WHEREAS under section 124 of the *Community Charter* Council must establish procedures to be followed for the conduct of its business;

NOW, THEREFORE, the Council of the District of Barriere in open meeting assembled, ENACTS AS FOLLOWS:

1. Title

This Bylaw may be cited for all purposes as "**COUNCIL PROCEDURE BYLAW NO.100**".

PART I - GENERAL

2. Interpretation

In this Bylaw unless the context requires otherwise:

"ADVISORY BODY"	means an advisory committee appointed by Council for the purpose of providing advice to Committees, Commissions and staff.
"DISTRICT"	means the District of Barriere.
"DISTRICT WEBSITE"	means the information resource found at www.barriere.ca
"COMMISSION"	means a municipal commission appointed by Council under Section 143 of the <i>Community Charter</i> .
"COUNCIL"	means the Council of the District of Barriere.
"CORPORATE OFFICER"	means the person responsible for corporate administration as set out under Section 147 of the <i>Community Charter</i> ,

"COMMITTEE OF THE WHOLE"	means a committee of Council comprised of all members of Council
"DISTRICT COUNCIL CHAMBERS"	Council Chambers located at the District Offices
"FCM"	means the Federation of Canadian Municipalities.
"IN CAMERA MEETING"	means a meeting that is closed to the public in accordance with Sections 90 and 92 of the <i>Community Charter</i> .
"MAYOR"	means the Mayor of the District,
"MEMBER"	means a member of the Council,
"DISTRICT OFFICES "	means District Offices at 4936 Barriere Town Road
"PARCEL TAX ROLL REVIEW PANEL"	means a panel consisting of at least 3 members appointed by Council under Section 204 of the <i>Community Charter</i> to consider complaints respecting the parcel tax roll and to authenticate the roll.
"PUBLIC NOTICE POSTING PLACE"	means the Notice Board at the front entry of the District Offices
"QUORUM"	means the majority of Council/Committee.
"SILGA"	means Southern Interior Local Government Association.
"STANDING COMMITTEE"	means a committee appointed by the Mayor under Section 141 of the <i>Community Charter</i> for matters the Mayor considers would be better dealt with by a Committee and at least half of the members must be Council members.
"SELECT COMMITTEE"	means a committee appointed by Council under Section 142 of the <i>Community Charter</i> for a select purpose and to report its findings and opinion to the Council. At least one member of a select committee must be a Council member.
"UBCM"	means the Union of British Columbia Municipalities.

3. Application of Rules of Procedure

- 3.1 The provisions of this Bylaw govern the proceedings of Council, Commissions, Standing Committees, Select Committees, the Committee of the Whole and Advisory Bodies.
- 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 and Council Committees to the extent that those *Rules* are:
- (a) applicable in the circumstances;
 - (b) not inconsistent with provisions of this Bylaw, the *Community Charter* or the *Local Government Act*.

PART II - COUNCIL MEETINGS

4. Inaugural Meeting

- 4.1 Following a general local election, the first Council meeting will be held in the first ten days of November following a general local election.
- 4.2 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 Section 4.1, the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

5. Time and Location of Meetings

- 5.1 All Council meetings will take place within the Barriere District Council Chambers, except when Council resolves to hold meetings elsewhere and directs the Corporate Administration Department to give notice of the different meeting place by posting a notice of the change on the Public Notice Posting Place at least 24 hours prior to the time of the Council meeting.
- 5.2 Regular Council meetings will (when possible):
- (a) be held on the first and third Monday of each month, with the exception of July and August in which only one meeting will be held on the third Monday of the month;
 - (b) where a Council meeting falls on a statutory holiday or occurs during a week in which Councillors are attending the FCM, UBCM or SILGA annual conferences are held, the meeting should be held on the following Monday.
 - (d) begin at 7:00 p.m.

- 5.3 Regular Council meetings may:
- (a) be cancelled by Council, provided that two consecutive meetings are not cancelled;
 - (b) be rescheduled by Council, provided the notice requirements set out in Section 127 and 94 of the *Community Charter* are met.

6. Notice of Council Meetings

- 6.1 In accordance with Sections 127 and 94 of the *Community Charter*, Council must prepare and give notice annually, generally at the first meeting in December, a schedule of the dates, times and places of Regular Council meetings and must make the schedule available to the public by posting it at the Public Notice Posting Place and on the District website.
- 6.2 Where revisions are necessary to the annual schedule of Regular Council meetings, the Corporate Officer must, as soon as possible, post a notice on the Public Notice Posting Place and the District website which indicates any revisions to the date, time and place or cancellation of a Regular Council meeting.

7. Notice of Special Meetings

- 7.1 Except where notice of a Special meeting is waived by unanimous vote of all Council members under Section 127(4) of the *Community Charter*, a notice of the date, hour, and place of a Special Council meeting must be given at least 24 hours before the time of the meeting, by:
- (a) posting a copy of the notice on the Public Notice Posting Place and the District website, and
 - (b) emailing the notice to each Council member.
- 7.2 The notice under Section 7.1 must describe in general terms the purpose of the meeting and be signed by the Mayor or the Corporate Officer.

8. Annual Municipal Report

- 8.1 In accordance with Section 99 of the *Community Charter*, the Council must annually consider the Annual Municipal Report. The Corporate Officer must give notice, in accordance with Section 94 of the *Community Charter*, of the date, time and place when Council will consider:
- (a) the annual report prepared under Section 98 of the *Community Charter*,
 - (b) submissions and questions from the public.

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

9. Acting Mayor

- 9.1 Council must, on an annual basis, from amongst its members, designate Councillors to serve on a rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.
- 9.2 Each Councillor designated under Section 9.1 is responsible for fulfilling the duties of the Mayor in his or her absence.
- 9.3 If both the Mayor and Acting Mayor are absent from a Council meeting, the next member in succession on the rotating roster established under Section 9.1 shall preside at the Council meeting.
- 9.4 Other than at a Council meeting, if both the Mayor and the Acting Mayor are absent or otherwise unable to act, the next member in succession on the rotating roster established under 9.1 shall be the Acting Mayor.
- 9.5 The member designated under Section 9.1, 9.3 or 9.4 has the same powers and duties as the Mayor.

PART IV - COUNCIL PROCEEDINGS

10. Attendance of Public at Meetings

- 10.1 Except where the provisions of Section 90 of the *Community Charter* apply, all Council meetings must be open to the public.
- 10.2 Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with Section 92 of the *Community Charter*.
- 10.3 Section 10 applies to all meetings of the bodies referred to in Section 93 of the *Community Charter* including Council committees, commissions, a parcel tax roll review panel, a board of variance, or advisory bodies.
- 10.4 Notwithstanding Subsection 10.1, the Mayor or the Acting Mayor may expel or exclude from a Council meeting a person in accordance with Section 133 of the *Community Charter*.

11. Calling Meeting to Order

- 11.1 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 9 must take the Chair and call such meeting to order. The presiding member has, for that purpose, all the powers of, and is subject to, the same rules as the Mayor.

12. Electronic Participation of Members

- 12.1 In accordance with Section 128 of the *Community Charter*, a member of Council or a Council committee who is unable to physically attend a Council meeting or a Council committee meeting, as applicable, may participate in the meeting by means of electronic or other communication facilities.
- 12.2 For a meeting referred to in subsection 12.1, 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 participation of the member.

13. Adjourning Meeting Where No Quorum

- 13.1 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.

14. Order of Proceedings and Business

- 14.1 The Agenda for all Regular Council meetings contains the following matters generally in the order in which they are listed below:

- Adoption of Agenda
- Public Hearing
- Adoption of Minutes
- Consideration of Committee Recommendations
- Petitions & Delegations
- Bylaws
- Staff Reports (unless directly associated with a specific agenda item)
- Proclamations
- Correspondence
 - For information
 - For action
- Councillor's Report
- Mayor's Report
- Public Inquiries
- Other Business
- Notice of Motion
- Closed Session (unless logical placement suggests otherwise)
- Next Meeting
- Adjournment

- 14.2 Notwithstanding the provisions under Section 14.1, it shall always be in order for the Council to vary the order in which business on the Agenda shall be dealt with by a majority vote of the members present.

15. Agenda

- 15.1 Prior to each Council meeting, the Corporate Officer shall prepare an Agenda setting out all items for consideration at that meeting.
- 15.2 The deadline for the public to submit items to the Corporate Officer for inclusion on the Council meeting Agenda shall be 1:00 p.m. on the Wednesday preceding the meeting, unless otherwise approved by the CAO.
- 15.3 Items received in the Corporate Administration Department after the appropriate deadline in Section 15.2 shall be placed on the Agenda for consideration at the next Regular Council meeting, unless the item is introduced as a Late Item pursuant to Section 16 of this Bylaw.
- 15.4 Council Agendas will generally be available electronically online on the District Website to the members of the Council and the public three days prior to Regularly Scheduled Council Meetings. Printed agendas will be available by request only.
- 15.5 Only those matters included on the Agenda shall be considered or dealt with at the Council meeting unless a new matter for consideration is properly introduced as a Late Item pursuant to Section 16 of this Bylaw.
- 15.6 In cases where documents are too unwieldy to be readily reproduced, they will be available for review on file in the Corporate Administration Department and noted on the Agenda.

16. Late Items:

16.1 For the purposes of this section, the following terms are defined as:

(a) Essential Late Items:

These would include matters arising after the preparation of the Agenda and which, if not acted upon in a timely manner, would prejudice or compromise the District's position or the position of a constituent or group of constituents.

(b) Elective Late Items:

These would include matters which are purely administrative and require no background information to support them or provide additional information pertinent to items on the agenda.

(c) Deadlines:

The deadline for essential or elective items to be included as a late item for the agenda is 9:30 a.m. on the morning of the day of the Council meeting. Late Items shall be distributed to Council as far in advance of the commencement of the Council meeting as possible.

17. Delegations

- 17.1 All delegations requesting permission to appear before Council shall submit a written request to address the members of Council, including a written brief outlining their intended presentation.
- 17.2 Any request to appear before Council shall be received, in writing, prior to the appropriate deadline stated in Section 15.2 in order to be placed as a new matter on the Council Agenda.
- 17.3 All delegations shall be afforded five (5) minutes to make their presentation and shall be restricted to the topic as included on their written submission, unless a longer period is agreed by a majority of members present.
- 17.4 The Corporate Officer shall be granted the authority to:
- a. screen delegation requests and, if deemed appropriate, refuse to place a delegation on the Agenda if the issue is not within the mandate or jurisdiction of a Municipal Council. In the event the delegation wishes to appeal the Corporate Officer's decision, the information shall not be placed on the Agenda but shall be distributed under separate cover to Council for their consideration.
 - b. assign the delegation to a future Agenda if the next Council Meeting Agenda is deemed unsuitable by the Corporate Officer for any reasonable reason.
- 17.5 Where a delegation has addressed Council on a particular issue, if a subsequent request is received from the same delegation to address Council on the same issue, and no new significant information is being provided, the Corporate Officer will be granted the authority to not place the item on the Agenda, but may circulate the request under separate cover as an item of general information.
- 17.6 The Mayor must not permit a delegation to address a meeting of the Council concerning a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a prerequisite to the adoption of said bylaw.

18. Notice of Motion

- 18.1 Any Council member may give a "Notice of Motion" respecting an item which he or she intends to present by giving a written copy of such motion to the Corporate Officer during a meeting of the Council and upon the member being acknowledged by the Mayor and the Notice of Motion being read at the meeting.
- 18.2 A copy of the motion presented under Section 18.1 shall appear in the Minutes of that meeting as a "Notice of Motion". The Corporate Officer shall place the motion on the Agenda of the next Council meeting, or other future meeting designated by the member bringing forward the Notice of Motion, for consideration.

PART V- PETITIONS AND COMMUNICATIONS

19. Proper Form

19.1 All communications and petitions intended to be presented to Council shall be legibly written, typed or printed, signed by at least one person, and shall be dated and include a contact phone number, before being accepted.

20. Referrals

20.1 Communications addressed to Council which relate to matters that fall within the scope of responsibility of a particular District department may be referred by the Corporate Officer directly to that department.

20.2 If a matter is referred under Section 20.1, an e-copy of the communication shall be forwarded to each member of the Council and to the appropriate Staff members. An acknowledgement may be provided to the writer on receipt of the communication, advising where the matter has been referred.

20.3 The Corporate Officer is granted the authority to forward correspondence items to the meeting considered to *be* most appropriate.

20.4 A right of appeal from any referral under Sections 19.1 and 19.3 may be made to the Chief Administrative Officer who shall determine the final disposition of the matter. As well, Council may refer any item of correspondence as it deems appropriate.

20.5 All petitions or other written communications in which Council requests a report may be referred to the Chief Administrative Officer by means of a formal motion.

PART VI - BYLAWS

21. Form of Bylaws

21.1 A bylaw introduced at a Council meeting must:

- (a) be printed;
- (b) have a distinguishing name;
- (c) have a distinguishing number;
- (d) contain an introductory statement of purpose;
- (e) be divided into sections.

22. Bylaws to be Considered Separately or Jointly

22.1 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.

23. Reading and Adopting Bylaws

- 23.1 Every proposed bylaw shall receive three separate readings prior to its final adoption.
- 23.2 The first three readings of a bylaw may be given on the same day, except in the case of an Official Community Plan designation bylaw or a Zoning bylaw which is to be considered at a Public Hearing.
- 23.3 An Official Community Plan designation bylaw or a Zoning bylaw which is to be considered at Public Hearing may receive only first and second reading at the time of introduction.
- 23.4 Where the Council resolves to consider a bylaw clause by clause, such consideration shall be done at the second reading of the bylaw.
- 23.5 Where Council desires to amend a bylaw after third reading, with the exception of those specific provisions respecting an Official Community Plan designation bylaw or a Zoning bylaw, it may do so as follows:
 - (a) by motion to reconsider third reading and, if carried;
 - (b) by motion to amend the bylaw at third reading in accordance with the procedure set down in this bylaw;
 - (c) by motion to pass third reading of the bylaw as amended.
- 23.6 Despite Section 135(3) of the *Community Charter*, and in accordance with Section 890(9) of the *Local Government Act*, an Official Community Plan designation bylaw or a Zoning bylaw may be adopted at the same meeting at which the bylaw passed third reading.

24. Bylaws Must be Signed

- 24.1 After a bylaw is adopted, 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 with the following affixed to the bylaw:
 - (a) the District's corporate seal,
 - (b) the dates of its readings and adoption,
 - (c) the date of the Public Hearing, if applicable; and,
 - (d) the date of Ministerial approval or approval of the electorate, if applicable.

PART VII -
RESOLUTIONS

25. Copies of Resolutions to Council Members

- 25.1 A resolution may be introduced and considered at a meeting as long as it has been included as an item on the Council's printed Agenda or placed as a late item in accordance with Section 16 of this bylaw.

PART VIII-
MOTIONS

26. Introduction of Motion

- 26.1 Every motion must be moved and seconded before it is deemed to be in the possession of the Council. If a motion is not seconded, then the presiding member shall move onto the next item on the Agenda without further discussion of that motion.

27. Recording of Motions in Minutes:

- 27.1 The names of those who voted against the motion shall be entered in the minutes.
- 27.2 Notwithstanding Section 27.1, motions that have been withdrawn as per Section 29 of this Bylaw, or did not receive a Secunder and therefore not considered, by Council, shall not be recorded in the Minutes.
- 27.3 The names of the members who moved and seconded a motion presented to may be recorded in the Minutes.

28. Consideration of Motions

- 28.1 When any motion is under consideration, no other motion shall be received, except a motion to amend, refer, lay on the table or postpone.

29. Withdrawal of Motions

- 29.1 After a motion has been made and seconded, it shall be deemed to be in the possession of the Council, but the motion may be withdrawn by the mover of the motion at any time before a decision or amendment is made, provided that the mover has the consent of the seconder.

30. Appeal Ruling of the Chair

- 30.1 Whenever the Chair is of the opinion that a motion is contrary to the rules and privileges of the Council, the Chair shall apprise the members thereof without proposing the question and shall cite the rule or authority applicable to the case without argument or comment. The ruling of the Chair may be appealed by the other members of Council then present as per Section 30.2 of this bylaw.

- 30.2 On an appeal by a Council member from the decision of the Chair, the question shall be immediately put by him or her, and decided without debate "Shall the Chair be sustained?" and the Chair shall be governed by the vote of the majority of the Council members then present, excluding himself or herself. In the event of the votes being equal, the question shall pass in the affirmative.
- 30.3 If the Chair refuses to put the question "Shall the Chair be sustained?", the Council shall immediately appoint a Chair pro tem. He or she shall proceed in accordance with Section 30.2 of this bylaw. A resolution or motion carried under this Section is binding.

31. Reconsideration

- 31.1 A motion/resolution which was adopted or defeated may be reconsidered by Council provided that the resolution has not had the assent of the electors, has not been reconsidered under this Section or Section 131 of the *Community Charter*, and has not been acted upon by an officer, servant or agent of the Municipality.

A reconsideration motion:

- (a) must be brought forward by a member who voted on the prevailing side of the motion;
 - (b) may be seconded by any member,
 - (c) must be brought forward at the next meeting of Council following the original vote;
 - (d) must receive a majority vote of Council for it to be adopted;
 - (e) if defeated, and the outcome being that the resolution is preserved unchanged, the same resolution may not be brought back before Council for six (6) months from the date of the latest vote, except with consent of two-thirds of all the members of Council.
- 31.2 Each resolution or reading of a bylaw may be reconsidered under the provisions of Section 31.1
- 31.3 Notwithstanding section 31.2, once a bylaw is finally adopted, it may not be reconsidered except In accordance with Section 131 of the *Community Charter*.
- 31.4 Notwithstanding section 31.2, resolutions for third reading or final adoption of an Official Community Plan Bylaw or Zoning Bylaw shall not be reconsidered.

PART IX - RULES OF CONDUCT AND DEBATE

32. Decorum in Debate

- 32.1 Every Council member who wishes to speak to any question or motion shall raise their hand, wait to be recognized by the Mayor and shall address themselves to

the Mayor.

- 32.2 Members of Council shall address the Chair as "Mr. Mayor, "Madam Mayor", or "Your Worship" or "Mr. or Madam Acting Mayor", or "Mr. or Madam Chair" as the case may be, and shall refer to each other as "the Mayor" or "Councillor ", as the case may be.
- 32.3 Members of Staff shall be addressed as Mr., Mrs., or Ms. or else shall be referred to by their official title.
- 32.4 Any questions addressed to Staff shall be put through the Chair to the Chief Administrative Officer who shall refer the matter to the appropriate Staff representative if necessary
- 32.5 When two or more Council members desire to speak at the same time, the Chair shall name the member who shall have the floor.
- 32.6 A member speaking at a Council meeting must at all times use respectful language, must not use offensive gestures or signs, must speak only in connection with the matter being debated, and may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded.
- 32.7 When the Chair is of the opinion that there has been sufficient debate he may put the question.

33. Chair - Questions of Order

- 33.1 When a Council member is speaking, no other member may interrupt the speaker except to raise a point of order.
- 33.2 The Chair may call any Council member to order while that member is speaking.
- 33.3 When such action is taken, the Chair shall immediately suspend the debate, and the Council member in question shall refrain from speaking until the point of order is determined by the Chair, whose ruling is subject to an appeal by the Council members.
- 33.4 Should any Council member resist or disobey the decision of the Chair, the members may order the member in question to leave his or her seat for that meeting, and in the event of his refusing to do so, the Chair may order that the member be removed from the meeting.
- 33.5 In the event of satisfactory apology being made by the offending member, the Council may, by vote of the majority, permit the member to resume his or her seat forthwith.
- 33.6 No Council member shall speak to any matter other than the question in debate or reflect upon any vote of the Council except for the purpose of moving that such vote be rescinded.
- 33.7 No Council member shall resist the rules of the Council nor disobey the decision of the Chair on points of order or practice, or upon the interpretation of the rules of the Council.

33.8 Any Council member may require the question being debated to be read for his or her information at any period of the debate, but shall not do so in order to interrupt a member speaking.

33.9 When the question under consideration contains more than one recommendation, any member may request, by motion, that the vote upon each recommendation shall be taken separately and the Council members shall decide by majority vote of the members present how such vote shall be taken.

34. Voting at Meetings

34.1 The following procedures apply to voting at Council meetings:

- (a) when debate on a matter is closed, the Presiding Member may summarize the motion and must put the matter to a vote.
- (b) Council members who are in the room shall take their places when a vote is called for, and shall not leave until the vote has been taken;
- (c) after the Presiding Member finally puts the question to a vote under paragraph (a), a member must not speak to the question or make a motion concerning it;
- (d) the Presiding Member's decision about whether a question has been finally put is conclusive;
- (e) whenever a vote of the Council is taken for any purpose, each member present and voting shall signify their vote upon the question, openly and individually by raising their hand, and the Chair shall declare the motion carried or defeated as the case may be;
- (f) A member present at the meeting at the time of the vote who abstains from voting is deemed to have voted in the affirmative.
- (g) If the votes of the members present at the meeting at the time of the vote are equal for and against a matter, the motion is defeated and the Mayor must declare this result.
- (g) no vote shall be taken in a Council meeting by ballot or by any other method of secret voting.

PART X-
MINUTES

35. Adoption and Distribution

35.1 Minutes of the proceedings of Council, Committees, and Commissions must be legibly recorded, certified as correct by the Corporate Officer and signed by the Mayor or other member presiding at the meeting. Minutes of Advisory Bodies may be signed off by the Chair of that Advisory Body.

- 35.2 Prior to adoption, the Corporate Officer shall distribute a copy of all Minutes of Council meetings to each member of Council.
- 35.3 Whenever possible, Minutes of a given meeting shall be adopted at the next Council meeting or Committee/Commission meeting, as appropriate.
- 35.4 In accordance with Section 97 of the *Community Charter*, Minutes of the proceedings of Council/Committees and Commissions must be available for public inspection at the District of Barriere offices during its regular office hours.
- 35.5 Section 35.4 of this bylaw 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*.

PART XI - CONDUCT OF COMMITTEE BUSINESS

36. Committee of the Whole

- 36.1 The Committee of the Whole shall meet on an as needed basis.
- 36.2 The Acting Mayor shall act as Chair of the Committee of the Whole, unless otherwise determined by the Mayor.

37. Schedule of Meetings

- 37.1 At its first meeting after its establishment a Commission, Committee or Advisory Body must establish a regular schedule of meetings.
- 37.2 The Chair of a Commission, Committee or Advisory Body may call a meeting in addition to the scheduled meetings or may cancel a meeting.

38. Notice of Meetings

- 38.1 After the Commission, Committee or Advisory Body has established the regular schedule of meetings, including the times, dates and places of the meetings, notice of the schedule must be given by:
 - (a) posting a copy of the schedule at the applicable Public Notice Posting Place and the District website.
 - (b) providing a copy of the schedule to each member of the Commission, Committee or Advisory Body.
- 38.2 Where revisions are necessary to the annual schedule of Commission, Committee or Advisory Body meetings, as soon as possible a notice must be posted at the applicable Public Notice Posting Place and District website which indicates any revisions to the date, time and place or cancellation of a meeting.

39. Minutes of Meetings

39.1 Minutes of Committee of the Whole, Commissions, Standing, or Select Committees must be maintained and available to public and:

- (a) legibly recorded,
- (b) certified as correct by the Corporate Officer,
- (c) signed by the Mayor or member presiding at the meeting, and
- (d) open for public inspection in accordance with Section 97(1)(c) of the *Community Charter*.
- (e) Subsection 39.1(d) does not apply to minutes of a Commission, Standing, or Select Committee meeting from which persons were excluded under Section 90 of the *Community Charter*.

40. Quorum

40.1 The quorum for a Committee of the Whole, Standing, Select or Advisory Committee or Commission is a majority of all of its members.

40.2 If a Committee/Commission member misses more than 3 meetings in a row, Council may rescind his or her appointment at any time and appoint another person in place of the person whose appointment was rescinded.

41. Conduct and Debate

41.1 The rules of the Council procedure must be observed during Standing or Select Committees, Commission, or Advisory Body meetings, so far as is possible and unless as otherwise provided in this Bylaw.

41.2 Council members may attend any meetings of a Standing or Select Committee, Commission or Advisory Body and may participate in discussions; however, only members who have been appointed, or an alternate member attending in the absence of an appointed committee member, may introduce or vote on the proceedings.

41.3 The Mayor shall be an ex-officio voting member of all Committees and Commissions and, when in attendance, shall possess all the rights, privileges, powers and duties of other members. He shall not be considered, if absent, when determining a quorum.

42. Delegations

42.1 When a person or a group of persons wish to appear as a delegation before a Standing or Select Committee, Commission or Advisory Body on a matter within the jurisdiction of the Committee, they shall be subject to the requirements set out in this bylaw.

43. Recommendations

Standing or Select Committee, Commission, or Advisory Body recommendations shall be subject to the approval of the Council, except where the Standing, Select, Committee of the Whole or Advisory Committee has been delegated administrative power by the Council.

PART XII - GENERAL

44. 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.
45. Any one or more of the rules and orders contained in this bylaw may be temporarily suspended by an affirmative vote of the majority of all Council members.
46. District of Barriere Council Procedure Bylaw No.0001, 2007” and its amendments are hereby repealed.
47. This bylaw may not be amended, repealed or substituted unless Council first gives notice in accordance with Section 94 of the *Community Charter*.

READ A FIRST TIME this **9th** day of **January, 2012**

READ A SECOND TIME this **23rd** day of **January, 2012**

READ A THIRD TIME this **23rd** day of **January, 2012**

Notice of intention to proceed with this bylaw was published on the **16th** day of **January, 2012** and the **23rd** day of **January, 2012** in the Star Journal newspaper, circulating in the District of Barriere, pursuant to Section 94 of the Community Charter.

ADOPTED this 6th day of February, 2012

Original signed by _____
Mayor, Bill Humphreys

Original signed by _____
Chief Administrative Officer, Colleen Hannigan