

CITY OF TERRACE

BYLAW NO. 2314 - 2025

***"A BYLAW TO REGULATE THE PROCEEDINGS OF THE COUNCIL
OF THE CITY OF TERRACE."***

WHEREAS under Section 124 of the Community Charter, Council must establish the procedures to be followed by Council and Council committees in conducting their business;

NOW THEREFORE, the Municipal Council of the City of Terrace, in open meeting assembled, hereby enacts as follows:

PART 1 – INTRODUCTION

1. Definitions

In this Bylaw,

"City" means the City of Terrace;

"City Hall" means Terrace City Hall, located at 3215 Eby Street, Terrace, British Columbia;

"Closed Meeting" means a meeting or part thereof closed to the public in accordance with Section 90 of the Community Charter;

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

"Committee of the Whole" means a committee comprising all members of Council;

"Corporate Officer" means the individual appointed by Council as responsible for corporate administration under Section 148 of the Community Charter, or their authorized deputy or designate;

"COTW" means Committee of the Whole;

"Council" means the Council of the City of Terrace;

"Delegation" means a person or persons appearing before Council to present information or to make a request;

“Deputy Mayor” means the member of Council acting in place of the elected Mayor when the Mayor is unavailable to be present or act, or when the office of Mayor is vacant. This term is synonymous with the term Acting Mayor;

“Mayor” means the Mayor of the City, and includes the Deputy Mayor when the context requires;

“Motion” means a formal proposal made by a Member at a meeting of Council or committee that directs an approval or specified course of action;

“Notice of Motion” is a proposal made by a member of Council that Council consider adopting a resolution regarding an idea or specific course of action;

“Public Notice Posting Place” means the notice board at the front entry of City Hall;

“Quorum” means subject to an order under Section 129 of the Community Charter, a majority of the members who are entitled to vote.

“Regular Meeting” means a meeting that has been noted on the annual meeting schedule in which the City of Terrace conducts its business;

“Select Committee” means a committee established by Council resolution or bylaw in accordance with the Community Charter;

“Special Meeting” means a meeting that is held pursuant to Section 126 of the Community Charter, and is extraordinary to a Regular Meeting;

“Standing Committee” means a committee established by the Mayor in accordance with Section 141 of the Community Charter.

2. Application of rules of procedure

- 1. The provisions of this Bylaw govern the proceedings of Council, COTW and all standing and select committees of Council, as applicable.*
- 2. In cases not provided for under this Bylaw, the most current edition of Robert's Rules of Order applies to the proceedings of Council, COTW, and Committees to the extent that those Rules are:
 - a) applicable in the circumstances; and*
 - b) not inconsistent with provisions of this Bylaw or the Community Charter.**

PART 2 – COUNCIL MEETINGS

3. Inaugural Meeting

1. *Following a general local election, the first Council meeting must be held on the first Monday of the month immediately following the election in accordance with Section 124(2)(g) of the Community Charter [procedure bylaws].*
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 3.1, the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.*

4. Time and location of meetings

1. *All Council meetings must take place in Council's Chambers within City Hall except when:*
 - a) *Council has resolved to hold a meeting elsewhere, which location may be outside the City's boundaries; or*
 - b) *access to City Hall is obstructed or unsafe, in which case Council may meet in another location within the City's boundaries if Council passes a resolution to hold a meeting outside of City Hall at the commencement of that meeting.*
2. *Regular Council meetings must:*
 - a) *be held on the second and fourth Monday of each month except for:*
 - i) *the month of September, in which one meeting may be cancelled due to the yearly Union of BC Municipalities Convention;*
 - ii) *the month of December, in which the meeting on the fourth Monday is cancelled; and*
 - iii) *when such Monday is a statutory holiday, in which case the meeting will be held on the next day City Hall is open;*
 - b) *be scheduled to begin at 7:30 p.m.;*
 - c) *be adjourned at 11:00 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with Section 29;*

3. Regular Council meetings may:

- a) *be cancelled by resolution of Council;*
 - b) *be postponed to a different date, time or location at the call of the Mayor, provided that the Council members are given written notice at least twenty-four (24) hours in advance; or*
 - c) *be postponed by a motion of Council to the date, time and location set out in the motion.*
4. *Special Council meetings may be called in accordance with Section 126 of the Community Charter [calling of special council meetings].*
5. *The Corporate Officer must give public notice of the cancellation or postponement of any Regular Meeting by posting a notice at the Public Notice Posting Place.*

5. Notice of Regular Council meetings

1. *In accordance with Section 127 of the Community Charter [notice of council meetings], Council must approve annually on or before December 31, a schedule of the dates, times, and places of regular Council meetings for the next calendar year and must make the schedule available to the public by posting it at the Public Notice Posting Place.*
2. *In accordance with Section 127 of the Community Charter [notice of council meetings], Council must give notice annually on or before December 31 of the time and duration that the schedule of regular Council meetings will be available beginning on January 1 and in accordance with Section 94 of the Community Charter [requirements for public notice] and with applicable City bylaws and procedures.*
3. *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 Place which indicates any revisions to the date, time and place or cancellation of a regular Council meeting.*

6. Notice of special meetings

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 [notice of council meetings], a notice of the date, time, and place of a special Council meeting must be given at least twenty-four (24) hours before the time of meeting, by:*
 - a) *posting a copy of the notice at the Public Notice Posting Place;*

- b) *posting a copy of the notice outside Council Chambers at City Hall; and*
 - c) *sending an electronic copy of the agenda to the Council member at the address to which the member has directed notices be sent.*
2. *The notice under Section 6.1 must describe in general terms the purpose of the meeting and be signed by the Corporate Officer.*

7. *Electronic Meetings and Electronic Participation at Meetings*

1. *Provided the applicable conditions set out in Sections 128, 128.1 and 128.2 of the Community Charter [electronic regular council meetings] are met, a Regular Council meeting, a Special Council meeting, a COTW meeting or a Committee meeting may be conducted by means of visual and audio or audio electronic or other communication facilities.*
2. *In addition to the other applicable notice requirements in this Bylaw, before a Regular Council meeting, Special Council meeting or a COTW meeting may be conducted by means of visual and audio or audio electronic or other communication facilities, advance public notice must be given of:*
- a) *the way in which the meeting is to be conducted by means of electronic or other communication facilities; and*
 - b) *the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public.*
3. *Before a Committee meeting may be conducted by means of visual and audio or audio electronic or other communication facilities, advance public notice must be given of*
- a) *the way in which the meeting is to be conducted by means of electronic or other communication facilities.*
4. *Advance public notice under Sections 7.2(a) and 7.3(a) will be provided by publishing the required information:*
- a) *in the agenda package for a Regular Council or COTW meeting;*
 - b) *in the notice under Section 6.1 for a Special Council meeting; of*
 - c) *in the notice under Section 49.1 for a Committee meeting.*
5. *A member of Council or a Committee who is unable to attend at a Council or Committee meeting, as applicable, may participate in a meeting by means of*

visual and audio or audio electronic or other communication facilities.

- 6. For a meeting not held electronically, there is no restriction on the number of members that can participate electronically in a Regular or Special Council Meeting or COTW meeting, providing quorum requirements are met and the presiding member is physically present.*
- 7. A member participating in a meeting electronically is deemed to be present in the meeting as though they were physically present.*
- 8. A member participating in a meeting electronically must:*
 - a) ensure they are heard, or seen and heard, during the meeting and will be deemed to not be present at the meeting or portion of the meeting when not heard, or seen and heard; and*
 - b) must be heard, or seen and heard, during any voting to be deemed to be present and if not heard, or seen and heard, the member will be deemed to be absent during the vote.*
- 9. A member participating in a meeting electronically shall, if applicable, ensure that no person other than themselves or a person authorized under Section 91 of the Community Charter [other persons attending closed meetings] is able to hear, or watch and hear, that part of a meeting that is closed to the public.*
- 10. If there is an interruption in the communications link to a member or members participating electronically that results in the loss of a quorum:*
 - a) the presiding member, or if that person is disconnected, a majority of the members present, may declare a short recess until it is determined whether or not the link can be re-established; or*
 - b) the meeting shall be adjourned and rescheduled as per Section 12.*

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

8. Designation of Presiding Member

- 1. Annually in December, Council will designate Councillors to serve on a two-month 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. This position is known as "Deputy Mayor" or "Acting Mayor".*
- 2. Each Councillor designated under Section 8.1 must fulfill the responsibilities of the Mayor in their absence.*

3. *If both the Mayor and the member designated under Section 8.1 are absent from a Council meeting, then the Council member among those present who is next scheduled to act as Deputy Mayor will preside at the Council meeting.*
4. *The member designated under Section 8.1 or chosen under Section 8.3 has the same powers and duties as the Mayor in relation to the applicable matter.*

PART 4 – COUNCIL PROCEEDINGS

9. Attendance of Public at Meetings

1. *Except for meetings closed under Section 90 of the Community Charter [meetings that may or must be closed to the public], all Council meetings must be open to the public.*
2. *Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting that states the fact that the meeting or part thereof is to be closed and the basis under the applicable sections of the Community Charter under which the meeting or part thereof is to be closed.*
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, including without limitation:
 - a) *COTW;*
 - b) *standing and select committees;*
 - c) *parcel tax review panel, and*
 - d) *board of variance.**
4. *Despite Section 9.1, the Mayor or 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 22.7.*

10. Minutes of meetings to be maintained and available to public

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 who presided at the meeting**

recorded in the minutes or who presided at the meeting at which the minutes were adopted.

- 2. Subject to Section 10.3, and in accordance with Section 97(1)(b) of the Community Charter [other records to which public access must be provided] minutes of the proceedings of Council must be open for public inspection at City Hall during its regular office hours. Copies of minutes are available upon payment of a fee stipulated in the City's Access to Information and Fees and Charges Bylaw.*
- 3. Section 10.2 does not apply to minutes of a Council meeting or that part of a Council meeting from which persons were excluded under Section 90 of the Community Charter [meetings that may be closed to the public].*

11. Calling meeting to order

- 1. As soon after the time specified for a Council meeting as there is a quorum present, the Mayor, if present, must preside and call the Council meeting to order. If the Mayor is absent, the Councillor designated as the member responsible for acting in the place of the Mayor in accordance with Section 8 must preside and call such meeting to order.*
- 2. If a quorum of Council is present but neither the Mayor nor the Deputy Mayor attend within fifteen (15) minutes of the scheduled time for a Council meeting:*
 - a) the Corporate Officer must call to order the members present;*
 - b) the members present must choose a member to preside at the meeting by resolution of Council; and*
 - c) if either the Mayor or the Deputy Mayor arrives at any time during a meeting that was called pursuant to Section 11.1, the presiding member will cede the position of presiding member to that person.*

12. Adjourning meeting where no quorum

- 1. If there is no quorum of Council present within fifteen (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) dismiss those present and add the Agenda items for the meeting to the next scheduled meeting.*

13. Agenda

1. *Prior to each Council meeting, the Corporate Officer must prepare an Agenda setting out all the items for consideration at that meeting and deliver a copy of the agenda in hardcopy or electronically to each Council member a minimum of twenty-four (24) hours prior to the meeting.*
2. *The deadline for submissions by the public to the Corporate Officer of items for inclusion on the Council meeting Agenda is 12:00 p.m. on the Thursday prior to the meeting. In the case of a statutory holiday on the Friday prior to the meeting, the deadline is 12:00 p.m. on the Wednesday prior to the meeting.*
3. *The deadline for the submission of a Notice of Motion by a member of Council to the Corporate Officer for inclusion on the Council meeting Agenda is 12:00 p.m. on the Thursday prior to the meeting. The Corporate Officer will include the Notice of Motion with any relevant background information under New Business from Council on the agenda for the next meeting or another future meeting as requested by the Council member who presented the Notice of Motion.*
4. *If the Council Member who presented the Notice of Motion is not in attendance at the meeting when the subject of that Notice of Motion is brought forward, the Notice of Motion will be postponed to the next meeting at which the Council member who submitted the Notice of Motion is in attendance.*
5. *The Corporate Officer must make the Agenda available to the members of Council and the public a minimum of twenty-four (24) hours prior to the meeting.*
6. *Council must not consider any matters not listed on the Agenda unless a new matter for consideration is properly introduced as a late item pursuant to Section 16.*

14. Order of proceedings and business

1. *The agenda for all regular Council meetings may contain the following matters in the order in which they are listed below, however, where appropriate for timing or other reasons, the Corporate Officer may determine an alternative order or variation in the agenda:*
 - a) *Call Meeting to Order;*
 - b) *Land Acknowledgement;*
 - c) *Acceptance of Addendum;*
 - d) *Approval of the Agenda;*

- e) Delegations or Guests;*
 - f) Minutes;*
 - g) Business Arising from the Minutes;*
 - h) Correspondence;*
 - i) Resolve into Committee of the Whole;*
 - j) Rise and Report;*
 - k) COTW Reports;*
 - l) Staff Reports;*
 - m) Bylaws;*
 - n) New Business from Council;*
 - o) Reports on Council Activities;*
 - p) Report from Closed Meeting;*
 - q) Questions from the Media and Audience;*
 - r) Adjournment.*
- 2. Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the Agenda unless otherwise resolved by Council.*
- 3. The order of proceedings and business for special meetings may contain the matters listed in Section 14.1, but only those items of business being brought forward to the meeting will be listed.*

15. Workshops

- 1. Council members may meet informally for educational, social, or spiritual purposes provided no matters within Council's jurisdiction are discussed or formally advanced through the taking of votes, and:*
- a) such encounters are not to be considered meetings of Council;*
 - b) no notice is required; and*
 - c) the rules of procedure outlined in this Bylaw do not apply.*

16. Late Items

- 1. An item of business not included on the Agenda must not be considered at a Council meeting unless introduction of the late item is passed by a majority vote of all Council members present at the time allocated on the Agenda for such matters.*

17. Voting at meetings

- 1. The following procedures apply to voting at Council meetings:*
 - a) when debate on a matter is closed, the presiding member must put the matter to a vote of Council members;*
 - b) when the Council is ready to vote, the presiding member must put the matter to a vote and may do so by stating:
"Those in favour?." and then "Those opposed?"*
 - c) the presiding member may accept a show of hands or other indication of a vote as deemed appropriate.*
 - d) when the presiding member is putting the matter to a vote under Section 17, (1)a) and (b) a member must not:*
 - i) cross or leave the room;*
 - ii) make a noise or other disturbance; or*
 - iii) interrupt the voting procedure under Section 1 (b) unless the interrupting member is raising a point of order;*
 - e) after the presiding member finally puts the question to a vote under Section 17(1)(b), a member must not speak to the question or make a motion concerning it;*
 - f) the presiding member's decision about whether a question has been finally put is conclusive;*
 - g) whenever a vote of Council on a matter is taken, if a council member does not indicate how the member votes, the member is deemed to have voted in the affirmative.*
 - h) the presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative; and*

- i) the names of those who vote negative, against a question, shall be recorded in the minutes.*

18. Disclosure of conflict

- 1. Should a member of Council or a Committee consider the member to have a direct or indirect pecuniary interest in any matter before a meeting, they shall verbally declare a conflict, state the general nature why that is the case, and remove themselves from the meeting.*
- 2. Subject to Section 100(4) of the Community Charter [disclosure of conflict], after making a declaration under Section 18.1 the member must not:
 - a) remain or participate in any part of the meeting during which the matter is under consideration;*
 - b) participate in any discussion of the matter at such a meeting;*
 - c) vote on a question in respect of the matter at such a meeting; or*
 - d) attempt in any way, whether before, during or after such a meeting to influence the voting on any question in respect of the matter.**

19. Delegations

- 1. Persons wishing to present information or make a request of Council or a Committee in person shall make application, and provide all presentation and handout materials by means acceptable to the Corporate Officer, by 12:00 p.m. on the Thursday prior to the meeting. In the event of a statutory holiday on the Friday prior to the meeting, the deadline is 12:00 p.m. on the Wednesday prior to the meeting.*
- 2. Where an application has not been received by the Corporate Officer as prescribed in Section 19.1, an individual or delegation may address the meeting if approved by a unanimous vote of all members present.*
- 3. The request by a delegate to the Corporate Officer must provide a detailed synopsis of the request to appear before Council, outlining the reasons, the desired resolution and identify the person who will make the presentation. Each address must be limited to ten (10) minutes unless a longer period is agreed to by a unanimous vote of all members present.*
- 4. A maximum of four (4) delegations may be received per Council meeting. The Corporate Officer is provided discretion to exceed the delegation limit for urgent matters, if timeliness is deemed by the Corporate Officer to be essential to the*

matter.

5. *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 a pre-requisite to the adoption of the bylaw.*
6. *The Corporate Officer may schedule delegations to another Council meeting or advisory body as deemed appropriate according to the subject matter of the delegation and the number of delegations already on the Agenda for that meeting. The Corporate Officer shall advise the presenter or spokesperson of the date or the meeting at which the delegation may appear.*
7. *The Corporate Officer may refuse to place a delegation on the Agenda, a decision which the delegation may appeal to the Mayor or Acting Mayor, if the matter is:*
 - a) *not considered to fall within the jurisdiction of the presiding body;*
 - b) *considered operational or administrative in nature;*
 - c) *considered as previously dealt with or closed by Council; or*
 - d) *considered vexatious, spurious, or frivolous.*
8. *A delegation must not be permitted if the purpose is to address an issue which is before the courts or on which Council has authorized legal action.*
9. *The Corporate Officer may refer the matter to the appropriate department if the matter has already been acted upon by Council or been referred to staff by Council.*
10. *Multiple delegations from the same organization or group, regarding the same topic, will be combined and have a ten (10) minute time limitation.*
11. *If a delegation:*
 - a) *speaks disrespectfully to or of any person;*
 - b) *refuses to abide by the rules for delegations;*
 - c) *fails to adhere to the time limits; or*
 - d) *disregards the authority of the presiding member to run the meeting,*

the presiding member may do one or more of the following:

- i) ask the delegation to withdraw the offensive remarks or cease the offensive behaviour;*
- ii) stop the presentation for being overtime; or*
- iii) take steps to have the delegation abide by the presiding member's instructions.*

12. If the delegation fails to comply with the presiding member pursuant to Section 19.11, the presiding member may terminate the presentation and direct the delegation to vacate the speaker's podium and return to the public seating area.

13. If the delegation still fails to comply with the presiding member's direction pursuant to Section 19.12, then Section 9.4 applies.

20. Petitions

1. Petition requests must include:

- a) the name and address of the petition presenter;*
- b) the complete petition; and*
- c) the name and address and signature of each person who has signed the petition.*

2. Petitions form part of the public record and the names and addresses of the petitioners are considered germane to the topic and will be published on the City's website as part of the agenda package.

3. Organizers of petitions must inform those who sign a petition that their names and addresses may become public.

21. Recess

1. At any time while the meeting is in progress, the presiding member:

- a) may call a recess for a short period of time; and*
- b) must state the appropriate duration for which the meeting will be recessed.*

22. Conduct and debate

1. *A Council member may speak to a question or motion at a Council meeting only if that member first addresses the presiding member and the presiding member recognizes that Council member as having the floor.*
2. *A Council member will address:*
 - a) *the presiding member by that person's title of Mayor, or Acting / Deputy Mayor, or Councillor;*
 - b) *another non-presiding member by the title Councillor; and*
 - c) *a staff member by their official title or preferred honorific and their last name.*
3. *No member shall interrupt a member who is speaking except to raise a point of order.*
4. *If more than one member speaks, the presiding member must call on the member who, in the presiding member's opinion, first spoke.*
5. *A member who is 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 of the Community Charter [authority of presiding member].*
6. *Members speaking at a Council meeting:*
 - a) *must use respectful language;*
 - b) *must not use offensive gestures or signs or speak offensive words;*
 - c) *must speak only in connection with the matter being debated;*
 - d) *must announce whether they are speaking in support or against the motion, when called upon by the presiding member;*
 - e) *must speak through the presiding member;*
 - f) *must not introduce irrelevant matters or indulge in tedious repetition;*

- g) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded; and*
 - h) 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.*
- 7. If a member does not adhere to Section 22.6, 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; or*
 - b) if the member apologizes to the Council, Council may, by resolution, allow the member to retake the member's seat.*
- 8. A member may require the motion 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.*
- 9. 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 the presiding member; and*
 - 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 may speak to a question, or may speak in reply, for longer than a total time of five (5) minutes only if the member has sought and received with the permission of Council through a motion.*
- 10. A member will keep in confidence any information considered in any part of a closed meeting until the Council authorizes the public disclosure of the information.*
- 11. Members of the public who constitute the audience at a meeting shall not disrupt*

the meeting and shall refrain from any activity or behaviour that would affect the Council deliberations.

23. Motions generally

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 member may introduce a motion that deals with a matter that is not on the Agenda of the Council meeting, if the member's request to introduce the motion is acceded to by unanimous vote of all Council members present.*
3. *Motions, other than routine motions, shall be committed to writing, whenever possible, before being debated.*
4. *A Council member may make only the following motions, when the Council is considering a question:*
 - a) *to refer to committee;*
 - b) *to amend;*
 - c) *to lay on the table;*
 - d) *to postpone indefinitely;*
 - e) *to postpone to a certain time;*
 - f) *to move the previous question;*
 - g) *to adjourn.*
5. *If a motion under Section 23.4(a) is made, no motion under Section 23.4(b) may be made until the motion under Section 23.4(a) is decided.*
6. *A motion made under Section 23.4(c), (d), (e), (f) or (g) is not amendable or debatable.*
7. *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.*

24. Motion for the main question

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.*
- 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.*

25. Amendments generally

- 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 unless there is a call for the main question.*
- 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 amendments in the following order for the vote of Council:*
 - 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 Section 25(8)(a) is positive; and*
 - c) *the main question.*

26. Reconsideration by Council

- 1. *The Mayor may require the Council to reconsider and vote again on a matter that*

was the subject of a vote, in accordance with Section 131 of the Community Charter [mayor may require Council reconsideration of a matter].

27. Privilege

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 of the Council;*
 - e) *raise a question of privilege of a member of Council.**
2. *A matter of privilege must be immediately considered when it arises at a Council meeting.*
3. *For the purposes of Section 27.2, a matter of privilege listed in Section 27.1 has precedence over those matters listed after it.*

28. Reports from committees

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

29. Adjournment

1. *A Council may continue a Council meeting after 11:00 p.m. only by unanimous vote of all Council members present.*
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.*

3. Section 29.2 does not apply to either of the following motions:

- a) a motion to adjourn to a specific day; or
- b) a motion that adds an opinion or qualification to a preceding motion to adjourn.

PART 5 – BYLAWS

30. Copies of proposed bylaws to Council members

1. A proposed bylaw may be introduced at a Council meeting only if a copy of it has been delivered to each Council member at least twenty-four (24) hours before the Council meeting, or agreed to by unanimous vote of all Council members present to waive this requirement.

31. Bylaws to be considered separately or jointly

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.

32. Reading and adopting bylaws

1. The presiding member of Council meeting may:
 - a) have the Corporate Officer read 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 the bylaw may be given by stating its title and object.
3. A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the Community Charter.
4. In accordance with Section 135 of the Community Charter [requirements for passing bylaws], Council may give up to three readings to a proposed bylaw at the same Council meeting.

5. *Despite Section 135(3) of the Community Charter [requirements for passing bylaws], and in accordance with Section 464 of the Local Government Act [public hearings], Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.*
6. *If Council wishes to amend a bylaw after third reading, the Council may do so as follows:*
 - a) *make a motion to rescind third reading; and if carried*
 - b) *make a motion to amend the bylaw; and if carried*
 - c) *make a motion to pass third reading of the bylaw as amended.*

33. *Bylaws must be signed*

1. *After a bylaw is adopted, it must be signed by the Corporate Officer and the presiding member of the Council meeting at which it was adopted, following which the Corporate Officer must have it placed in the City's records for safekeeping.*

PART 6 – RESOLUTIONS

34. *Form of resolutions*

1. *A resolution introduced at a Council meeting will be presented in writing, whenever possible. Routine motions, including motions to adopt, to receive, to refer, to postpone, to introduce or pass a bylaw, or to adjourn do not need to be put in writing.*

35. *Introducing resolutions*

1. *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

36. Going into Committee of the Whole

1. *At any time during a Council meeting, Council may by resolution go into COTW.*
2. *In addition to Section 36.1, a meeting, 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 City's business, is a meeting of COTW.*

37. Notice for COTW meetings

1. *Subject to Section 37.2, a notice of the day, hour and place of a COTW meeting must be given at least twenty-four (24) hours before the time of the meeting by:*
 - a) *posting a copy of the notice at the Public Notice Posting Place; and*
 - b) *sending an electronic copy of the agenda to the Council member at the address to which the member has directed notices be sent.*
2. *Section 37.1 does not apply to a COTW meeting that is called, in accordance with Section 36, during a Council meeting for which public notice has been given under Sections 5 or 6.*

38. Minutes of COTW meetings to be maintained and available to public

1. *Minutes of the proceedings of COTW 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) of the Community Charter [other records to which public access must be provided].*

39. Presiding members at COTW

1. *The Mayor shall act as the presiding member of the COTW unless Council decides otherwise.*
2. *If the Mayor is not present to preside at the COTW meeting, the member designated under Section 8 will preside.*

40. Points of order at meetings

1. *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.*

41. Conduct and debate

1. *The following rules apply to COTW meetings:*
 - a) *a motion for adjournment is not allowed;*
 - b) *the number of times a Member of the Committee may speak on any matter is within the discretion of the presiding member;*
 - c) *a member of the public may address the Committee at the discretion of the presiding member;*
 - d) *Staff appointees to the Committee may address the Committee and answer inquiries at the discretion of the presiding member.*

42. Voting at meetings

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

43. Reports

1. *COTW may consider reports and bylaws only if:*
 - a) *they are printed and the members each have a paper or electronic copy; 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 COTW to rise and report to Council must be decided without debate.*
3. *The COTW's reports to Council must be presented by the Corporate Officer.*

44. Rising without reporting

1. *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.*
2. *If a motion to rise without reporting is adopted by COTW at a meeting constituted under Section 37.1, the Council meeting must resume and proceed to the next order of business.*

PART 8 – COMMITTEES

45. Duties of standing committees

1. *Standing Committees will consider, inquire into, report and make recommendations to Council about all of the following matters:*
 - a) *matters related to the general subject indicated by the name of the committee;*
 - b) *matters that are assigned by Council; or*
 - c) *matters that are assigned by the Mayor.*
2. *A Standing Committee will report and make recommendations to Council at all of the following times:*
 - a) *in accordance with the schedule of the Standing Committee's meetings;
and*
 - b) *on matters that are assigned by Council or the Mayor:*
 - i) *as required by Council; or*
 - ii) *as soon as possible if the Council or Mayor does not specify a time.*

46. Duties of select committees

1. *Select committees must consider, inquire into, report, and make recommendations to Council about the matters referred to the committee by the Council.*
2. *Select committees must report and make recommendations to Council at the next Council meeting unless Council specifies a different date and time.*

47. Authority

1. *A Committee of Council will not bind the City to any course of action, except if Council has expressly delegated such power to act on the Committee or has approved such action by a motion passed by majority of all Council.*

48. Schedule of committee meetings

1. *Select committees will be scheduled as required, provided that sufficient notice has been given.*

49. Notice of committee meetings

1. *When a committee meeting has been scheduled, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Place which indicates the date, time and place of the committee meeting.*
2. *The chair of a committee may call a meeting of the committee provided that notice has been given to all members of the committee at least twenty-four (24) hours before the time of the meeting.*

50. Minutes of committee meetings to be maintained and available to public

1. *Minutes of the proceedings of a committee must be:*
 - a) *legibly recorded; and*
 - b) *open for public inspection in accordance with Section 97(1)(c) of the Community Charter [other records to which public access must be provided].*

51. Quorum

1. *If the quorum for a committee as specified in this bylaw is different from the quorum specified in the committee's Terms of Reference, the Terms of Reference shall prevail.*

52. Conduct and debate

1. *The rules of the Council procedure must be observed during committee meetings, so far as is possible and unless as otherwise provided in this Bylaw.*
2. *A motion made at a meeting of a committee is not required to be seconded.*

PART 9 – GENERAL

53. Interpretation, Amendment and Repeal

- 1. *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.*
- 2. *This Bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with Sections 94 and 124(3) of the Community Charter [public notice].*
- 3. *City of Terrace Council Proceedings Bylaw, No. 2095-2015, and amendments thereto, is repealed.*

52. Title

- 1. *This Bylaw may be cited, for all purposes, as “Council Procedure Bylaw No. 2314-2025.”*

READ a first time this 9th day of December, 2024.

READ a second time this 9th day of December, 2024.

READ a third time this 9th day of December, 2024.

ADOPTED this 27th day of January, 2025.

Mayor

Corporate Officer