

CITY OF TERRACE

BYLAW NO. 2095 – 2015

(CONSOLIDATED TO BYLAW NO 2139-2017)

"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 the building housing the municipal offices at 3215 Eby Street, Terrace, British Columbia;

"City Website" means the information resource found at an internet address provided by the City;

"Clerk" means the individual appointed and acting as the Corporate Administrator to Council and responsible for corporate administration under Section 148 of the Community Charter;

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

"COTW" means the Committee of the Whole Council;

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

"Deputy Mayor" means the member of Council acting in place of the 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;

“Public Notice Posting Places” means the notice board at City Hall and the City Website;

“Quorum” means four (4) members of Council, including the presiding member, for a regular Council meeting, and two (2) members of Council for a Committee of the Whole meeting;

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

“Special Meeting” means a meeting that is held pursuant to Sections 126 and 127 of the Community Charter, and is extraordinary to a Regular Meeting.

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 apply to the proceedings of Council, COTW, and Council 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

*Amended by
Bylaw 2139-2017*

1. *Following a general local election, the first Council meeting must be held on the first Monday of the month immediately following the election.*
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 Clerk 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 within City Hall except when Council resolves to hold meetings elsewhere.*
2. *Regular Council meetings must:*
 - a) *be held on the second and fourth Monday of each month (except for the month of December, in which the meeting on the fourth Monday is cancelled);*
 - b) *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 28; and*
 - d) *when such meeting falls on a statutory holiday, the meeting will be held on the next day City Hall is open instead.*
3. *Regular Council meetings may be cancelled by resolution of Council. The Clerk must give public notice of the cancellation of any Regular Meeting by posting a notice at the Public Notice Posting Places.*

5. Notice of Council Meetings

1. *In accordance with Section 127 of the Community Charter [notice of council meetings], Council must prepare 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 Places.*
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].*
3. *Where revisions are necessary to the annual schedule of regular Council meetings, the Clerk 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.*

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, hour, and place of a special Council meeting must be given at least 24 before the time of meeting, by

- a) posting a copy of the notice at the Public Notice Posting Places, and*
- b) leaving one copy of the notice for each Council member in the Council member's mailbox at City Hall or sending an electronic copy of the agenda to the Council member.*

2. The notice under subsection (1) must describe in general terms the purpose of the meeting and be signed by the Clerk.

7. Electronic Meetings

1. Provided the conditions set out in subsection 128(2) of the Community Charter [electronic meetings and participation by members] are met,

- a) a special Council meeting may be conducted by means of visual and audio or audio electronic or other communication facilities if the Council requires;*
- b) a member of Council or a Council Committee member who is unable to attend at a Council meeting or Council Committee meeting, as applicable, may participate in the meeting by means of visual and audio or audio electronic or other communication facilities.*

2. There is no restriction on the number of members than can participate electronically, including the Mayor/Chair, in a Regular or Special Council Meeting or COTW meeting, providing quorum requirements are met.

3. A member participating in a meeting electronically is deemed to be present in the meeting as though they were physically present.

4. 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) members may decide on a short recess until it is determined whether or not the link can be re-established; or*
- b) the meeting shall be dissolved and rescheduled as per Section 12 of this bylaw.*

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

- 8.1. *Annually January, 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 his or her absence.*
3. *If both the Mayor and the member designated under Section 8(1) are absent from the Council meeting, the Council member who is next scheduled to act as Deputy Mayor who is present at the meeting 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 where the provisions of Section 90 of the Community Charter [meetings that may or must be closed to the public] apply, 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 in accordance with Section 92 of the Community Charter [requirements before Council meeting is closed].*
3. *This section applies to all meetings of the bodies referred to in Section 93 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 20(8).*

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 Clerk, 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 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. *Subsection 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 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 8 must take the Chair and call such meeting to order.*
2. *If a quorum of Council is present but the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under Section 8 do not attend within fifteen (15) minutes of the scheduled time for a Council meeting:*
 - a) *the Clerk must call to order the members present; and*
 - b) *the members present must choose a member to preside at the meeting.*

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 Clerk must*
 - a) *record the names of the members present, and those absent, and*
 - b) *adjourn the meeting until the next scheduled meeting.*

13. Agenda

1. *Prior to each Council meeting, the Clerk must prepare an Agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the Agenda.*
2. *The deadline for submissions by the public to the Clerk 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 will be at 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 Clerk for inclusion on the Council meeting Agenda is 12:00 p.m. on the Thursday prior to the meeting.*
4. *The Clerk must make the Agenda available to the members of Council and the public a minimum of 24 hours prior to the meeting.*
5. *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 15.*

14. Order of proceedings and business

1. *The agenda for all regular Council meetings contains the following matters in the order in which they are listed below:*
 - a) *Call Meeting to Order;*
 - b) *Acceptance of Addendum;*
 - c) *Delegations or Guests;*
 - d) *Minutes;*
 - e) *Business Arising from the Minutes;*
 - f) *Correspondence;*
 - g) *Resolve into Committee of the Whole;*
 - h) *Rise and Report;*

- i) COTW Reports;*
- j) Special Reports;*
- k) Bylaws;*
- l) New Business from Council;*
- m) Reports on Council Activities;*
- n) Report from In-Camera;*
- o) Questions from the Media and Audience;*
- p) 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.

15. 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 approved by Council at the time allocated on the Agenda for such matters.*
- 2. If the Council makes a resolution under Section 15(1), information pertaining to late items must be distributed to the members.*

16. 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 by stating:*

"Those in favour raise your hands." and then "Those opposed raise your hands."

- c) when the presiding member is putting the matter to a vote under paragraphs (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 paragraph (b) unless the interrupting member is raising a point of order;*

- d) *after the presiding member finally puts the question to a vote under paragraph (b), a member must not speak to the question or make a motion concerning it;*
- e) *the presiding member's decision about whether a question has been finally put is conclusive;*
- f) *whenever a vote of Council on a matter is taken, each member present shall signify their vote by raising their hand;*
- g) *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*
- h) *A member voting in opposition to a motion may request, at the meeting, to have their opposition recorded in the Minutes.*

17. Disclosure of conflict

1. *Should a member of Council, or a member of a Council Committee, deem to have a direct or indirect pecuniary interest in any matter before a meeting, she/he shall verbally declare a conflict, state the general nature why that is the case, and remove herself /himself from the meeting.*
2. *After making a declaration under Section 17(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 anyway, whether before, during or after such a meeting to influence the voting on any question in respect of the matter.*

18. Delegations

1. *Persons wishing to present information or make a request of Council or a Committee in person shall make application, by means acceptable to the Clerk, 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 will be at 12:00 p.m. on the Wednesday, prior to the meeting.*

2. *Where an application has not been received by the Clerk as prescribed in Section 18(1), an individual or delegation may address the meeting if approved by the unanimous vote of the members present.*
3. *The request by a delegate to the Clerk 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 10 minutes unless a longer period is agreed to by unanimous vote of those members present.*
4. *A maximum of four (4) delegations may be received per Council meeting. The Clerk is provided discretion to exceed the delegation limit for urgent matters, if timeliness is deemed by the Clerk 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 Clerk 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 Clerk shall advise the presenter or spokesperson of the date or the meeting at which the delegation may appear.*
7. *The Clerk 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;*
 - d) *Considered vexatious, spurious, or frivolous.*

19. Points of order

1. *Without limiting the presiding member's duty under Section 132(1) of the Community Charter [authority of presiding member], 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 subsection (2)(a), and*
- c) *the presiding member may reserve the decision until the next Council meeting.*

20. 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.*
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 shall 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 of the Community Charter [authority of presiding member].*
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*
 - 1. *with the permission of Council, or*
 - 2. *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 5 minutes only with the permission of Council.*

21. 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 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. Motions, other than routine motions, shall be committed to writing, whenever possible, before being debated.*
3. *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.*
4. *A motion made under Subsections (3)(c) to (g) 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.*

22. Motion to commit

Until it is decided, a motion made at a Council meeting to refer to Committee precludes an amendment of the main question.

23. 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; 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.*

24. 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 subparagraph (a) is positive;*
 - c) *the main question.*

25. Reconsideration by Council Member

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].

26. 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 subsection (2), a matter of privilege listed in subsection (1) has precedence over those matters listed after it.*

27. 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.*

28. Adjournment

1. *A Council may continue a Council meeting after 11:00 p.m. only by an unanimous affirmative vote of the 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. *Subsection (2) does not apply to either of the following motions:*
 - a) *a motion to adjourn to a specific day;*
 - b) *a motion that adds an opinion or qualification to a preceding motion to adjourn.*

PART 5 – BYLAWS

29. Copies of proposed bylaws to Council members

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 24 hours before the

Council meeting, or all Council members unanimously agree to waive this requirement.

30. Form of bylaws

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;*

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 a Council meeting may

- a) have the Clerk 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.

**Amended by
Bylaw 2139-2017**

4. Subject to Section 477 (1) to (5) of the Local Government Act [Adoption procedures], each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.

5. *In accordance with Section 135 of the Community Charter [requirements for passing bylaws], Council may give two or three readings to a proposed bylaw at the same Council meeting.*

*Amended by
Bylaw 2139-2017*

6. *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.*

33. *Bylaws must be signed*

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

PART 6 – RESOLUTIONS

34. *Form of resolutions*

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*

The presiding member of a Council meeting may:

- a) have the Clerk 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 subsection (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 subsection (2) a notice of the day, hour and place of a COTW meeting must be given at least 24 before the time of the meeting by:*
 - a. *posting a copy of the notice at the Public Notice Posting Places; and*
 - b. *leaving a copy of the notice for each Council member in the Council member's mailbox at City Hall or sending each Council member an electronic agenda.*
2. *Subsection (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 Clerk,*
 - 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 meetings and Quorum

1. *The Mayor shall act as Chair of the COTW unless Council decides otherwise.*
2. *If the Mayor is not present to chair the COTW meeting, the member designated under Section 8 will preside.*
3. *The quorum of COTW is two (2) members of Council.*

40. Points of order at meetings

The presiding member must preserve order at a COTW meeting and, subject to an appeal to other members present, decide points of order that may arise.

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 Chair;*
- c) a member of the public may address the Committee at the discretion of the Chair;*
- d) Staff appointees to the Committee may address the Committee and answer inquiries at the discretion of the Chair.*

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 Clerk.*

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 36(1), the Council meeting must resume and proceed to the next order of business.*

PART 8 – COMMITTEES

45. 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.*

46. Schedule of committee meetings

Select committees will be scheduled as required provided that sufficient notice has been undertaken.

47. Notice of committee meetings

1. *When a committee meeting has been scheduled, the Clerk must, as soon as possible, post a notice at the Public Notice Posting Places 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 24 hours before the time of the meeting.*

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

1. *Minutes of the proceedings of a committee must be*
 - a) *legibly recorded,*
 - 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].*

49. Quorum

The quorum for a committee is a majority of all of its members if the quorum is not already determined in the Terms of Reference for the committee.

50. 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

51.

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 Section 94 of the Community Charter [public notice].*
3. *City of Terrace Council Proceedings Bylaw No. 1696-2000 is repealed.*

52. Title

*This Bylaw may be cited, for all purposes, as the “**Council Procedure Bylaw No. 2095 – 2015**”.*

READ a first time this 28th day of September , 2015

READ a second time this 28th day of September, 2015

READ a third time this 28th day of September, 2015

ADOPTED this 9th day of November, 2015

Mayor

Clerk