

CORPORATION OF THE
VILLAGE OF LYTTON

**Village of Lytton Council Procedure Bylaw
No. 727, 2023**

THE VILLAGE OF LYTTON
COUNCIL PROCEDURE BYLAW NO. 727, 2023

A bylaw to establish the rules of procedure for Council and Council Committee Meetings

TABLE OF CONTENTS

1. PART 1 – TITLE.....	4
2. PART 2 - INTERPRETATION.....	4
2.1 Applicable Rules of Procedure.....	4
2.2 Definitions.....	4
3. PART 3 – MEETINGS GENERAL.....	6
3.1 Inaugural Council Meeting.....	6
3.2 Time and Location of Regular Council Meetings.....	6
3.3 Special Council Meetings.....	7
3.4 Closed Council Meetings.....	7
3.5 Committee of the Whole Meetings.....	7
3.6 Committees and Commissions.....	7
3.7 Notice of Regular Meetings.....	7
3.8 Revisions to Council Meeting Schedule.....	7
3.9 Notice of Special Meetings.....	7
3.10 Electronic Meetings.....	8
3.11 Electronic Participation of Members.....	8
3.12 Designation of Acting Mayor.....	9
3.13 Agenda.....	9
3.14 Order of Proceedings.....	9
3.15 Late Agenda Items.....	10
3.16 Notice of Motion.....	11
3.17 Delegations.....	11
3.18 Correspondence.....	12
3.19 Call to Order.....	13
3.20 Absence of Quorum.....	13
3.21 Attendance of Public at Meetings.....	13
3.22 Public Participation.....	14
3.23 Reconsideration by a Council Member.....	14
3.24 Minutes of Meetings.....	15
3.25 Adjournment.....	16
3.26 Recess.....	16
4. PART 4 – CONDUCT AND DEBATE.....	16
4.1 General Conduct and Debate.....	16
5. PART 5 – VOTING.....	17
6. PART 6 – MOTIONS.....	18
6.1 Motions General.....	18
6.2 Inadmissible Motion.....	18
6.3 Recording of Motions.....	19
6.4 Reading of Motions.....	19

6.5	Withdrawal of Motions.....	19
6.6	Amendment of Motions.....	19
6.7	Effect of Motion to Amend.....	19
7.	PART 7 – POINTS OF ORDER.....	20
8.	PART 8 – BYLAWS.....	20
8.1	Introduction of Bylaws.....	20
8.2	Bylaws May Be Considered Jointly.....	20
8.3	Readings of Bylaws.....	20
8.4	Bylaws Must Be Signed.....	21
8.5	Consolidation of Bylaws.....	21
9.	PART 9 - COMMITTEE OF THE WHOLE.....	21
9.1	General Provisions.....	21
9.2	Quorum and Chair.....	21
9.3	Proceedings at Committee of the Whole Meetings.....	22
9.4	Agenda, Agenda Items and Order of Business.....	22
10.	PART 10 – COMMITTEES.....	22
10.1	Creating Select and Standing Committees of Council.....	22
10.2	Committee Meeting Procedure.....	22
10.3	Reporting to Council by Committees.....	22
11.	PART 11 – SEVERABILITY.....	23
12.	PART 12 – PARAMOUNTCY.....	23
13.	PART 13 – REPEAL.....	23

VILLAGE OF LYTTON

BYLAW NO. 727, 2023

A bylaw to establish the rules of procedure for Council and Council Committee Meetings

WHEREAS section 124 of the *Community Charter* states that Council must, by bylaw, establish the general procedures to be followed by Council and Council Committees in conducting their business.

NOW THEREFORE the Council of the Village of Lytton, in open meeting, enacts as follows:

PART 1: TITLE

The title of this Bylaw for citation purposes is "Village of Lytton Council Procedure Bylaw No. 727, 2023."

PART 2: INTERPRETATION

2.1 Application of the Rules of Procedure

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

2.2 Definitions

In this Bylaw:

Chair means the person who acts as presiding officer and is responsible for chairing the meeting;

Chief Administrative Officer means the person appointed by Council as the Chief Administrative Officer for the Village;

Commission means a commission established pursuant to section 143 of the *Community Charter*;

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

Committee of the Whole means a committee comprised of all members of Council and no other persons;

Community Charter means *Community Charter*, S.B.C. 2003, c. 26 and its amendments;

Corporate Officer means the person appointed by Council pursuant to section 148 of the *Community Charter* or their deputy;

Council means the Village of Lytton Council;

Councillor means a Member of Council other than the Mayor;

Delegation means any person or group wishing to appear as a speaker(s) and make a presentation to Council, or a Committee;

Electronic or Other Communication Facilities includes audio only, audio-visual or other communications facilities;

Local Government Act means the *Local Government Act*, R.S.B.C. 2015, c. 1 and its amendments;

Mayor means the Mayor of the Village of Lytton;

Member means the following:

- a) In the case of Council, a Member of Council, including the Mayor;
- b) In the case of a Committee, a person appointed by Council to sit on that Committee;

Motion means a formal proposal made by a Member at a meeting, in order that it may be debated to a conclusion and voted upon;

Public Notice Posting Place means the notice board outside of the Village of Lytton's offices;

Quorum is subject to section 129 of the *Community Charter* and refers to:

- a) In the case of Council Meetings and Committee of the Whole, three(elected) Members;
- b) In the case of a Committee, a majority of the voting members appointed by Council to that Committee;

Resolution means a formal determination made by Council or a Committee on the basis of a motion, which is duly passed through a majority vote of the Members present;

Special Council Meeting means a special meeting of Council other than a regular meeting;

Village means the Corporation of the Village of Lytton;

Village website means www.lytton.ca.

PART 3: MEETINGS GENERAL

3.1 Inaugural Council Meeting

- (1) Following a general local election, an inaugural Council meeting must be held within the first ten (10) days of November in the year of 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 inaugural Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

3.2 Time and Location of Regular Council Meetings

- (1) Regular Council Meetings shall:
 - a) be held on the second and fourth Wednesday of each month with the exception that only one meeting will be held during August and December;
 - b) when such meeting date falls on a statutory holiday, be held on the next day that the Village office is open;
 - c) begin at 7:00 pm if no public hearing is scheduled; or
 - d) immediately after a public hearing or statutory hearing, if there is one scheduled at 7:00 pm;
 - e) be adjourned no later than 11:00 pm unless Council resolves to proceed past that time in accordance with section 3.25 of this Bylaw;
 - f) be cancelled by Council Resolution or when the Chair determines that there is insufficient business to convene a meeting, provided that no more than two consecutive meetings are cancelled.
- (2) Regular Council Meetings must be held at the designated Council meeting place and by electronic or other communication facilities, such that all Council Members, Village staff and the public have the option for attendance either in person or by electronic or other communication facilities, unless at least 24 hours before a Regular Council Meeting:
 - a) Council adopts a resolution permitting the Regular Council Meeting to be held at a different location;
 - b) The Corporate Officer posts notice of the alternate location of the Regular Meeting in the Public Notice Places; or
 - c) There is a declared emergency or other situation that renders the Council meeting place inaccessible.

3.3 Special Council Meetings

- 1) Special Council Meetings may be called by the Chair, or by two members of Council in accordance with the provisions of the *Community Charter*.

3.4 Closed Council Meetings

- 1) Closed Council meetings may be held as required in accordance with the provisions of the *Community Charter*.

3.5 Committee of the Whole Meetings

- 1) Committee of the Whole Meetings may be entered into by resolution at any time during a Council Meeting.

3.6 Committees and Commissions

- 1) Committee and Commission meeting schedules shall be established by the Members at the first meeting after its establishment. The Chairperson shall call the first meeting and may cancel, or schedule subsequent meetings as required.

3.7 Notice of Regular Meetings

- 1) Annually on or before December 31, a schedule of dates, times and places of regular Council meetings for the following year shall be prepared and made available to the public by posting it at the Public Notice Posting Place; and
- 2) Have the notice published annually in accordance with the public notice publication requirements set out in section 94.1 of the *Community Charter*.

3.8 Revisions to Council Meeting Schedule

- 1) Where revisions are necessary to the schedule of the regular Council meetings, the Corporate Officer, will, as soon as possible:
 - (a) Post a copy of the notice in the Public Notice Posting Place which indicates any revisions to the schedule; and
 - (b) Post a copy of the notice on the Village website.

3.9 Notice of Special Meetings

- (1) Except where notice of a special meeting is waived by a motion passed by a unanimous vote of all Council Members, a notice of the date, time 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 in the Public Notice Posting Place;
- (b) posting a copy of the notice at the regular council meeting place;

- (c) emailing a copy of the notice to each Council Member;
- (d) posting a copy of the notice on the Village website.

3.10 Electronic Meetings

- 1) Regular Council Meetings, Special Council Meetings, Committee of the Whole Meetings and Committee Meetings may be conducted by means of electronic or other communication facilities.
- 2) Advance notice will be provided advising that the meeting will be conducted by means of electronic or other communication facilities as follows:
 - (a) Notice of the meeting will be provided, pursuant to the *Community Charter*;
 - (b) Details will be included in the meeting notice noting the location for the public to attend to watch and hear the meeting.
- 3) For Regular Council Meetings, Special Council Meetings and Committee of the Whole Meetings, the public may attend to watch and hear any part of the meeting that is open to the public with the Chief Administrative Officer or Corporate Officer in attendance.

3.11 Electronic Participation of Members

- 1) If a Council or Committee Member is unable to attend a Regular Council meeting, Committee of the Whole meeting, Special Council meeting, or Council Committee meeting in person, the Council or Committee Member may participate in the meeting by means of electronic or other communications facilities if:
 - (a) The facilities enable the other Council or Committee members to hear and be heard by the Council or Committee member; and
 - (b) Except for any part of the Council or Committee meeting that is closed to the public, the facilities enable the public to hear, or watch and hear, the Council or Committee members.
- 2) A member who participates in a meeting by electronic or other communications facilities shall:
 - (a) Advise Council or the Committee when they join the meeting and when they leave the meeting; and
 - (b) if applicable, ensure no person other than themselves or a person authorized under section 91 of the *Community Charter* is able to hear, or watch and hear, any part of the meeting that is closed to the public; and,

- (c) If a failure of technology occurs during a meeting that prevents a Council or Committee Member who is participating by means of electronic or other communications facilities from continuing to participate in the meeting, the Council or Committee member will be noted in the meeting minutes as having exited the meeting due to technical issues. Council or the Committee can recess the meeting and make best efforts to reconnect before end of recess.

3.12 Designation of Acting Mayor

- (1) Annually, by January 1, Council must, from amongst its Members, designate Councillors to serve on a rotating basis to act in place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.
- (2) Each Councillor so designated must fulfill the responsibilities of the Mayor in their absence.
- (3) If both the Mayor and the member designated as Acting Mayor are absent from the Council meeting, the Council Members present must choose, by an affirmative vote by the majority of the Council Members present, a Councillor to preside at the Council meeting.
- (4) The Acting Mayor has the same powers and duties as the Mayor.

3.13 Agenda

- (1) Prior to each Regular Council Meeting, the Corporate Officer shall prepare an agenda setting out all the items for consideration at that meeting.
- (2) At least 24 hours before the meeting, the Corporate Officer shall make the agenda available to Mayor and Council and on the Village's website.
- (3) Council must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as an item pursuant to section 3.15.

3.14 Order of Proceedings

- 1) The agenda for all regular Council meetings may contain the following matters in the order in which they are listed below:
 - (a) Call to Order
 - (b) Land Acknowledgment
 - (c) Adoption of the Agenda
 - (d) Adoption of Minutes

- (e) Delegations and Presentations
 - (f) Public Comment on Matters Related to the Agenda
 - (g) Staff Reports and Presentations
 - (h) Bylaws
 - (i) Correspondence
 - (j) Minutes of Committees
 - (k) Verbal Reports from Mayor and Council
 - (l) Other Business/Notice of Motion
 - (m) Closed Meeting
 - (n) Reconvene from Closed Session
 - (o) Adjournment
- 2) Council must conduct business at a Council Meeting in the order in which it is listed on the agenda, except that, when necessary for the better conduct of business, an item may be taken out of its order by a Council resolution.
 - 3) Council may, at any time, delete, alter or table to a future meeting any item from the agenda of a meeting, provided that a motion to delete, alter or table the items has been passed by a majority of those Council Members present.

3.15 Late Agenda Items

- (1) The mayor may, in a meeting, without notice, request the addition of an item of business not on the agenda which is deemed urgent.
- (2) The mayor will, at the time of approval of the agenda query whether any Council Member wishes to add an urgent item of business. The Council Members must make the request at the time that Council considers the adoption of the agenda.
- (3) The Council Member must, when making the request, inform Council of the general nature of the business and the reason for urgent consideration.
- (4) The mayor must immediately call a vote on the request, which must be granted if the majority of the Council members present vote in the affirmative.
- (5) If the request is approved, the item of business must be placed on the agenda under Other Business, at which time the Council Member must present any supporting information on which the Council Members intends to rely.
- (6) In the case of a meeting or portion of a meeting from which the public is excluded, subsections (1) through (5) apply after the Council has passed the resolution under section 92 of the *Community Charter [Requirements before the meeting is closed]*.

3.16 Notice of Motion

- (1) A Council Member may give a notice of motion respecting an item which they intend to present by providing a written copy of the notice of motion to the Chair and the Corporate Officer either before or during the meeting.
- (2) The Corporate Officer will include a copy of the notice of motion presented under the Other Business section in the minutes and will place the notice of motion with any relevant background information on the agenda for the next meeting or another future meeting as designated by the Council Member who brought forward the notice of motion.
- (3) If a Council Member who submitted the notice of motion is not in attendance at the meeting where the subject of that notice of motion is brought forward, the notice of motion will be held over to the next meeting at which the Council Member who submitted the notice of motion is in attendance.

3.17 Delegations

- 1) Any person, persons or organizations that wish to present to Council must submit a written request to the Corporate Officer by 12:00 pm on the Wednesday before a Regular Council Meeting. The delegation request must contain the following information:
 - (a) A written request to appear as a delegation to Council during a specific Regular Council Meeting, and
 - (b) A summary of the submissions the delegation intends to make to Council.
- 2) The Corporate Officer has the authority to screen delegation requests and may do any of the following:
 - (a) Schedule a delegation to a later Council Meeting as deemed appropriate according to the subject matter of the written request and the volume of items on a Council Agenda;
 - (b) Refuse to place a delegation on the agenda if the issue does not fall under the jurisdiction of Council;
 - (c) Refuse to place a delegation on the agenda, if the delegation has already presented to Council on the same matter within the last 12 months and no significant new information will be provided;
 - (d) If the delegation wishes to appeal the Corporate Officers decision, the information must be distributed to the Chief Administrative Officer and the Chair for their consideration.
- 3) Each delegation will be:
 - a) Limited to 10 minutes for the presentation unless a longer period is agreed upon by a unanimous vote of all of the Council Members present; and
 - b) Restricted to the subject matter in the written request as included on the agenda.
- 4) Council must not permit a delegation to address Council regarding the following:

- a) A bylaw or matter in respect to which a public or statutory hearing has already been held;
 - b) Matters on which the Village has commenced legal proceedings and on which judgement has not been rendered;
 - c) Publicly tendered contracts or proposal calls for the provision of goods or services for the Village between the time that such contract or proposal call has been authorized and the time such contract or proposal has been awarded by Council or staff; or
 - d) A hearing pertaining to an application, permit or license which has not yet been considered by Council.
- 5) Council Member will limit their questions to a delegation to seek clarification or additional details and will not engage the delegation in debate or comment on the merits of the issue.
- 6) Following the delegation, Members may:
- a) Take no further action;
 - b) Table the matter to a meeting closed to the public, if section 90 of the *Community Charter* applies to the matter; or
 - c) Consider the matter at a future regular meeting.
 - d) If they are Council, refer the request to staff, COTW, a Committee or Commission for a report or further investigation.
- (7) If a delegation:
- a) Speaks disrespectfully of a 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 Chair to run the meeting,

The Chair may ask the delegation to withdraw the offensive remarks, cease the offensive behavior, stop the presentation or abide by the Chair's instructions.

- (8) If the delegation fails to comply with the Chair pursuant to subsection (7), the Chair may terminate the presentation and direct the delegation to stop presenting.
- (9) If the delegation fails to comply with the Chair's direction pursuant to subsection (8), the Chair may expel the delegation from the meeting.

3.18 Correspondence

- 1) If correspondence is to be considered by Council, a Committee or a Commission, it must be addressed directly to them and must include the author's full name and current contact information, including, at a minimum, the author's address and telephone number or email address.

- 2) The deadline for correspondence from the public to the Corporate Officer of items for inclusion on the meeting agenda is 12:00 pm on the Wednesday prior to the meeting.
- 3) The Corporate Officer will neither respond to or place on an agenda, any correspondence which, is anonymous, illegible, or defamatory.
- 4) Correspondence addressed to Mayor and/or Council that:
 - (a) is related to staff performance will not be considered by Council and shall be referred to the Chief Administrative Officer;
 - (b) is in the Corporate Officer's determination, of a purely administrative or operational nature shall be referred to the Chief Administrative Officer and copied to Council.

3.19 Call to Order

- (1) As soon as there is a quorum present at Council Meeting, the Chair must call the meeting to order.
- (2) In the event that the Chair is absent, the Council Member designated as acting Mayor, must assume the role of Chair and call the meeting to order.

3.20 Absence of Quorum

- 1) If no quorum is present within fifteen (15) minutes after the Council Meeting is scheduled to begin, the Corporate Officer must:
 - a) Records the names of the Council Members present, and those absent;
 - b) Adjourn the Council Meeting until the next scheduled Regular Council Meeting; and
 - c) Place items on the agenda for the Council Meeting adjourned onto the next scheduled Regular Council Meeting.

3.21 Attendance of Public at Meetings

- 1) Expect where the provisions of section 90 of the *Community Charter* apply, all meetings must be open to the public.
- 2) Before closing a meeting or part of a meeting to the public, Council must resolve to close the meeting in accordance with section 92 of the *Community Charter*.
- 3) This section applies to all bodies referred to in section 93 of the *Community Charter*, including without limitation:
 - a) Committee of the Whole
 - b) Select and Standing Committees of Council
 - c) Commissions

- (4) A person who is not a Member shall only address the applicable Council, Committee or Commission during a meeting if that person is:
 - a) providing a presentation that has been scheduled on the agenda for the meeting; or
 - b) during the scheduled public comment period; or
 - c) if the Members pass a motion to hear from that person at that time.
- (5) Despite subsection (1), the Chair may expel or exclude a person from a Council meeting in accordance with section 133 of the *Community Charter*.

3.22 Public Participation

- 1) The public will be allowed to comment to Council during each meeting in accordance with the order of proceedings outlined in section 3.14 of this bylaw.
- 2) The public must limit its inquiries strictly to matters considered by Council at that particular Council meeting.
- 3) The public can only speak once during each meeting and for no more than two (2) minutes.
- 4) If a person:
 - 1) Speaks disrespectfully;
 - 2) Refuses to abide by the rules of order contained within this bylaw;
 - 3) Fails to adhere to time limits; or
 - 4) Disregards the authority of the Chair to run the meeting,

The Chair may ask the person to withdraw the offensive remarks, cease the offensive behavior, stop speaking or abide by the Chair's instructions.

- 5) If the person fails to comply with the Chair pursuant to subsection 4, the Chair may terminate the person's opportunity to address Council.
- 6) If the person still fails to comply with the Chair's direction, they may be ejected from the meeting.

3.23 Reconsideration by a Council Member

- (1) Subject to subsection (4), a Council Member may, at the next Council meeting:
 - a) Move to reconsider a matter on which a vote has been taken, if that Council Member voted on the prevailing side, or
 - b) Move to reconsider an adopted bylaw after an interval of at least twenty-four (24) hours following its adoption.
- (2) Council must not discuss matters referred to un subsection (1), unless a motion to reconsider that matter is passed.

(3) Once a vote to reconsider has been taken once, a vote on the matter under reconsideration cannot be taken again.

(4) Council may only reconsider a matter that has not:

- (a) Had the approval or assent of the electors and been adopted;
- (b) Been reconsidered under subsection (1) or section 131 of the *Community Charter*; or
- (c) Been acted on by an officer, employee or agent of the Village.

(5) The conditions that apply to the adoption of the original bylaw, resolution, motion or proceeding apply to its reconsideration under this section.

(6) A bylaw, resolution, motion or proceeding that is reaffirmed under section 3.23 of this bylaw or section 131 of the *Community Charter* is as valid and has the same effect as it had before the reconsideration.

3.24 Minutes of Meetings

(1) This part applies to the minutes of the meetings of any group listed in section 2.1 of this bylaw.

(2) The minutes of a meeting must be taken by the Corporate Officer or a designate.

(3) Minutes of the meeting must be:

- a) Signed by the Chair and Corporate Officer;
- b) Legibly recorded
- c) Subject to section(d), minutes of the meeting must be open for public inspection at the Village Offices during its regular business hours.
- d) Subsection (c) does not apply to minutes of a meeting or a part of a meeting from which persons were excluded under section 90 of the *Community Charter*.

(4) The Corporate Officer may make minor corrections to approved minutes including but not limited to typographical errors, sequential numbering and grammatical errors or completing missing information.

(5) Prior to adoption of the minutes, the Corporate Officer will distribute a copy of all minutes to each Council Member or member of a Committee or Commission.

3.25 Adjournment

- 1) A Council meeting may continue after 11:00 pm by a motion to proceed beyond that time passed by unanimous vote of all Council Members present.

3.26 Recess

- (1) At any time while a Council Meeting is in progress, the Chair may call a recess for a specified period of time.

PART 4: CONDUCT AND DEBATE

4.1 General Conduct and Debate

- (1) A Member shall not speak or interrupt another Member who is speaking at a meeting until being recognized by the Chair, except to raise a point of order.
- (2) If more than one Member speaks, the Chair must call on the Council member who, in the Chair's opinion, first spoke.
- (3) A Member will address:
 - a) The Chair by that person's title of "Mayor" or "Your Worship" or "Madam/Mr. Chair"
 - b) Another Council Members by the title of "Councillor" and their last name
 - c) A staff member by their official title ("CAO") or Mr./Ms. and their last name
- (4) A Member who is called to order by the Chair:
 - a) Must immediately stop speaking;
 - b) May explain their position on the point of order in accordance with section 132 of the *Community Charter*.
- (5) A Member:
 - (a) Must use respectful language;
 - (b) Must not speak offensive words or use offensive gestures or signs;
 - (c) Must speak only in connection with the matter being debated;
 - (d) When called upon by the Chair, must announce whether they are speaking for or against the motion;
 - (e) Must speak through the Chair;
 - (f) Must not introduce irrelevant matters or indulge in tedious repetition;
 - (g) May speak about a vote of Council only for the purposes of making a motion that the vote be rescinded or reconsidered; and
 - (h) Must adhere to the rules of procedure established under this Bylaw and to the decisions of the Chair in accordance with this Bylaw and the *Community Charter*.

- (6) If a Member does not adhere to Section (5), the Chair may order the member to leave the Member's seat and:
 - (a) If the Member refuses to leave, the Chair 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, the Chair may allow the Member to retake the Member's seat.
- (7) 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.
- (8) 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 motion only:
 - (b) With the permission of the Chair, or
 - (c) If the Member is explaining a material part of the previous speech within introducing a new matter;
- (9) A Member who has made a substantive motion may reply to the debate; and
- (10) A Member may not speak to a question or may not speak to a reply for longer than a total time of 5 minutes unless the Member has the permission of the Chair.
- (11) The Chair may make a motion, second a motion or debate a motion while presiding during the meeting.
- (12) The Chair may put a motion to vote:
 - (a) If the first two speakers have all spoken in support or in opposition to a motion, Chair has called for a speaker for the contrary position and no speaker is forthcoming; or
 - (b) If the Chair is of the opinion that there has been sufficient debate on the motion.
- (13) A Member must keep in confidence any information considered in any part of a closed meeting until Council discusses the information at a meeting that is open to the public or releases the information to the public.

PART 5: VOTING

5.1 The following procedures apply to voting at meetings:

- (1) When debate on a motion is closed, the Chair must put the motion to a vote of the Council Members.
- (2) When the Chair is putting the motion to vote, a Council Member must not:
 - (a) cross or leave the room or leave the electronic meeting;
 - (b) make a noise or other disturbance; or
 - (c) interrupt the voting procedure unless interrupting the Council Member to raise a point of order.

- (3) After the Chair finally puts the motion to a vote, a Council Member must not speak to the motion or make another motion concerning it.
- (4) If a vote on a motion is taken, each Council Member present will signify their vote by:
 - (a) raising their hand;
 - (b) if the Council Member is participating electronically, stating "Yea" or "Nay";
 - (c) Indicating whether they vote in favour or against the motion when their name is called or;
 - (d) By any other means specified by the Chair, except any means prohibited by the *Community Charter* or this section.
- (5) If a Council Member does not indicate how they vote, the member is deemed to have voted in the affirmative.
- (6) No vote will be taken by ballot or any other method of secret voting.
- (7) The Chair verbally declares the result of the vote; and
- (8) The Chair's decision about whether a motion has been finally put is conclusive.

PART 6: MOTIONS

6.1 Motions General

- 1) Council Members may debate and vote on a Motion only if it is first made by one Council member and seconded by another.
- 2) If a motion is under consideration, no other motion may be received except a motion to:
 - (a) adjourn or terminate;
 - (b) raise a question of privilege or point of order;
 - (c) table;
 - (d) call the question;
 - (e) refer the question
 - (f) postpone the question indefinitely;
 - (g) postpone the question for a specific time; or
 - (h) amend the main motion.

6.2 Inadmissible Motion

- (1) If the Chair considers that a motion is contrary to a bylaw, the *Community Charter* or the *Local Government Act*, or is inadmissible, the Chair must immediately inform Council and may refuse to permit debate on the motion and to put the question to a vote.
- (2) The Chair must immediately give reasons for any such refusal.

6.3 Recording of Motions

- (1) The Corporate Officer must record in the minutes the text of every motion that has been moved and seconded.

6.4 Reading of Motions

- (1) After a motion has been moved and seconded, the Corporate Officer, if so requested by a Council Member, must read the motion aloud to the meeting before the motion is debated or put to the vote by the Mayor.

6.5 Withdrawal of Motions

- (1) A motion may not be withdrawn after:
 - a) It has been moved and seconded;
 - b) It had been voted on by Council; or
 - c) It has been read to the meeting; unless Council otherwise resolves.

6.6 Amendment of Motions

- (1) A motion to amend a main motion must be relevant to that motion and must be moved and seconded. An amendment may propose removing, substituting, or adding words to an original motion.
- (2) A Council Member may move to amend a motion being considered by Council, but the Member may not move any further amendments to that motion until the first proposed amendment is addressed.
- (3) A Council Member may move to amend an amendment already moved and seconded.
- (4) An amendment may be amended only once.
- (5) Amendments shall be voted on in reverse order that in which they were moved.
- (6) A sub-amendment may be proposed to an amendment under the same conditions as an amendment that is moved and seconded to a main motion. At no time may there be more than one main motion, one amendment, and one sub-amendment on the floor. When all three exist, the Chair must submit them in reserve order to which they were moved and seconded.
- (7) An amendment or sub-amendment takes precedence over the main motion and becomes the subject of debate. The amendment or sub-amendment must be accepted or rejected before the debate reverts to the main motion. If the sub-amendment is accepted, the main motion as amended is debated. If it fails, the main motion is unchanged.

6.7 Effect of Motion to Amend

- (1) If a motion to amend is:
 - a) carried, the motion which has been amended is to be voted on as amended;
 - or
 - b) defeated, the motion in respect of which the amendment was moved is to be voted on unamended.

- (2) A motion to amend must either be withdrawn or voted on before the motion which would be amended may be voted on.
- (3) A motion, once defeated, cannot be introduced as an amendment to some other motion.
- (4) The mover, with the consent of the seconder, may incorporate a friendly amendment into the main motion if the mover and seconder of the amendment are agreeable.

PART 7: POINTS OF ORDER

7.1

- (1) Without limiting the presiding Member's duty under the *Community Charter*, a Member may raise a point or order at any time.
- (2) When a point of order is raised, the Chair must:
 - (a) interrupt a matter of consideration on the agenda;
 - (b) interrupt a Member who had been speaking, until the point of order is ruled upon;
 - (c) ask the Member raising the point of order to state the substance of and the basis for the point of order;
 - (d) state the provision of the bylaw or other rule of order applicable to the point of order, which the Chair must do at once and without debate.
- (3) If the ruling of the Chair is challenged, the Chair must put the challenge to a vote.
- (4) If a Member puts a question to the Chair regarding any matter connected to the affairs of the Council or the Municipality, the Chair may respond, or may:
 - (a) Require the Member to put the question in writing; and
 - (b) May take the question on notice and respond during the next regular Council meeting.

PART 8: BYLAWS

8.1 Introduction of Bylaws

- 1) A bylaw may only be introduced at a Council Meeting if:
 - a) A copy of the bylaw was sent to each Council Members at least twenty-four (24) hours before the Council Meeting; or
 - b) Council Members unanimously agree to waive the twenty-four (24) hour requirement.
- 2) A bylaw introduced at a Council Meeting must:
 - (a) Have a distinguishing name and number;
 - (b) Contain an introductory statement of purpose; and
 - (c) Be divided into sections.

8.2 Bylaws May Be Considered Jointly

- 1) If a number of related bylaws are introduced at a Council Meeting, the Chair may direct that the bylaws be considered jointly.

8.3 Readings of Bylaws

- (1) The Chair may read or have the Corporate Officer read a synopsis of a bylaw or group of bylaws; and then request a Motion that the bylaw or group of bylaws be read.

- (2) A bylaw may be read by stating its title and name and purpose.
- (3) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter* and *Local Government Act*.
- (4) Council may give one (1), two (2) or three (3) readings to a proposed bylaw in one motion at the same Council meeting.
- (5) Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan of bylaw passed third reading in accordance with the provisions of the *Local Government Act*, provided that the approval of a Minister of the Government of British Columbia is not required prior to the adoption of the bylaw.
- (6) If Council wishes to amend a bylaw after third reading, the Council may do so as follows:
 - (a) A motion to rescind third reading; and if carried;
 - (b) A motion to amend the bylaw at third reading; and
 - (c) A motion to adopt third reading of the bylaw as amended.

8.4 Bylaws Must Be Signed

- 1) After a bylaw is adopted and signed by the Corporate Officer and the Mayor, the Corporate Officer must have the bylaw placed in the Village's records management system for safekeeping.

8.5 Consolidation of Bylaws

- 1) The Corporate Officer may consolidate one or more of the Village's bylaws for official use.

PART 9: COMMITTEE OF THE WHOLE

9.1 General Provisions

- (1) The Committee of the Whole is a committee of which the Mayor and all Councillors are Members. All Members of the Committee of the Whole must be Council Members.
- (2) Committee of the Whole meetings will be held in Council Chambers unless otherwise resolved by Council.

9.2 Quorum and Chair

- (1) The Mayor presides as Chair of the Committee of the Whole;
- (2) If the Mayor is absent, the Acting Mayor must preside in the meeting as the Chair, unless another Member is appointed to chair the meeting.

9.3 Proceedings at Committee of the Whole Meetings

- (1) The rules of Council procedure must be observed in a Committee of the Whole so far as applicable, except that:
- (2) No decision may be made, or motion passed at the Committee of the Whole meetings other than a motion:
 - a) Requesting staff to review and report back with a recommendation at a future Council meeting;
 - b) Approve agenda;
 - c) Approve minutes from past Committee of the Whole meetings; or
 - d) to adjourn.

9.4 Agenda, Agenda Items and Order of Business

- (1) The availability of the agenda for Committee of the Whole meetings shall be the same as for regular Council meetings
- (2) The order of business for a Committee of a Whole meeting shall be as follows:
 - (a) Call to order
 - (b) Land Acknowledgment
 - (c) Adoption of Agenda
 - (d) Approval of minutes
 - (e) Public Comment on Matters Related to the Agenda
 - (f) Delegations
 - (g) Presentations from staff
 - (h) Other Business
 - (i) Adjournment

PART 10: COMMITTEES

10.1 Creating Select or Standing Committees of Council

- (1) Council may create select committees and the Mayor may appoint standing committees as set out in the *Community Charter*.

10.2 Committee Meeting Procedures

- (1) Council meeting procedures stipulated by this Bylaw apply to every select or standing committee of Council.

10.3 Reporting to Council by Committees

- (1) Committees report to Council through their minutes.
- (2) The proceedings of a committee are subject to approval of Council.

PART 11: SEVERABILITY

If any provision of this Bylaw is held to be invalid by any court of competent jurisdiction, that provision shall be severed, and its severance shall not affect the validity of the remainder of the Bylaw.

PART 12: PARAMOUNTCY

To the extent of any inconsistency between the provisions of this Bylaw and the provisions of the Act or Charter, the provisions of the Act or Charter will prevail.

PART 13: REPEAL

“Village of Lytton Council Procedure Bylaw No. 692, 2017” (and any amendments thereto) are/is hereby repealed.

READ A FIRST TIME on Month day, 2023

READ A SECOND TIME on Month day, 2023

READ A THIRD TIME on Month day, 2023

ADOPTED on Month day, 2023

This bylaw was advertised in the Lillooet News on the 28 day of December 2022 and the 4th day of January 2023, and on the Village’s website and notice board in accordance with Section 124 of the *Community Charter* and an opportunity for public input was provided at the meeting held on the 11th day of January, 2023.

Mayor Denise O’Connor

Alba Banman, Corporate Officer