

DISTRICT OF INVERMERE

BYLAW 1493, 2017

A bylaw to establish the rules of procedure for council and committee meetings pursuant to the *Community Charter*

The Municipal Council of the District of Invermere, in open meeting assembled, **HEREBY ENACTS AS FOLLOWS:**

PART 1 – INTRODUCTION

Title

1. This Bylaw may be cited as the “**Council Procedure Bylaw 1493, 2017**”.

Definitions

2. In this Bylaw,

“District” means District of Invermere;

“District Office” means the District Office located at 914 – 8th Avenue, Invermere, BC;

“District Web Site” means the information resource found at an internet address provided by the District;

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

“Committee of the Whole” means the entire membership of Council when sitting as a committee.

“Chief Administrative Officer” means the Chief Administrative Officer for the District;

“Corporate Officer” means the Corporate Officer for the District;

“Council” means the Council of the District of Invermere;

“Mayor” means the Mayor of the District of Invermere;

“Public Notice Posting Places” means the notice board located in the District Office foyer;

Application of rules of procedure

3. (1) The provisions of this Bylaw govern the proceedings of Council, Committee of the Whole and all standing and select committees of Council, as applicable.
- (2) In cases not provided for under this Bylaw, Roberts Rules of Order, apply to the proceedings of Council, Committee of the Whole, 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

Inaugural Meeting

4. (1) Following a general local election, the first Council meeting must be held on the first Tuesday in November in the year of the election.
 - (a) Such a meeting may be conducted in other than the municipal council chambers as long as a notice of such location is posted at the Public Notice Posting Places.
- (2) If a quorum of council members elected at the general local election has not taken office by the date of the meeting referred to in subsection (1), the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

Time and location of meetings

5. (1) All Council meetings must take place within District Office except when Council resolves to hold meetings elsewhere.
- (2) Regular Council meetings must:
 - (a) be held on the second Tuesday of each month and shall begin at 7:00 pm; and
 - (b) be held on the fourth Tuesday of each month and shall begin at 7:00 pm;
 - (c) be adjourned at 10:00 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with s. 29;
 - (d) when such meeting falls on a statutory holiday, be held on the next day the District Office is open providing that it is not a statutory holiday.
- (3) Regular Council meetings may:
 - (a) be cancelled by Mayor, provided that two consecutive meetings are not cancelled; and
 - (b) be postponed to a different day, time and place by the Mayor, provided the Corporate Officer is given at least 2 days' written notice.

Notice of Council Meetings

6. (1) In accordance with *section 127 of the Community Charter [notice of council meetings]*, Council must prepare and give notice, once a year, a schedule of the dates, times and places of regular Council meetings. The schedule must be made available to the public by posting it at the Public Notice Posting Places.
- (2) Where revisions are necessary to the annual schedule of regular Council meetings, the Corporate Officer must, as soon as possible, post a notice to the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a regular Council meeting.

Notice of special meetings

7. (1) Except where notice of a special meeting is waived by unanimous vote of all Council members under *section 127(4) of the Community Charter [notice of council meeting]*, a notice of the date, hour, and place of a special Council meeting must be given at least 24 hours before the time of meeting, by:
 - (a) posting a copy of the notice at the Public Notice Posting Places and District Web Site; and
 - (b) contacting each Council member by email or leaving one copy of the notice for in the Council member's file folder at the District Office.
- (2) The notice under subsection (1) must describe in general terms the purpose of the meeting and be signed by the Mayor or the Corporate Officer.

Electronic Meetings

8. (1) Provided the conditions set out in subsection 128(2) of the *Community Charter [electronic meetings and participation by members]* are met,
 - (a) a member of Council or a Council Committee member who is unable to attend at any Council meeting or Council Committee meeting, as applicable, may participate in the meeting by means of electronic audio or other communication facilities;
 - (b) A special meeting may be conducted by means of electronic or other communication facilities.
- (2) The member presiding at a special or regular Council or special or regular Council committee meeting must not participate electronically.

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

9. (1) In November of each year of the general local election, the Mayor must from amongst its members designate a Councillor, or Councillors to serve on a rotating basis or constant 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, for the term.
- (2) Each Councillor designated under section 9(1) must fulfill the responsibilities of the Mayor in his or her absence.
- (3) If both the Mayor and the member designated under section 9(1) are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.
- (4) The member designated under section 9(1) or chosen under section 9(3) has the same powers and duties as the Mayor in relation to the applicable matter.

PART 4 – COUNCIL PROCEEDINGS

Community Charter Provisions

10. Matters pertaining to Council proceedings are governed by the *Community Charter* including those provisions found in Division 3 of Part 4 [*Open Meetings*] and Division 2 of Part 5 [*Council Proceedings*].

Attendance of Public at Meetings

11. (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*.
- (3) This section applies to all meetings of the bodies referred to in section 93 of the *Community Charter*, including without limitation:
- (a) Committee of the Whole;
 - (b) standing and select committees;
 - (c) parcel tax review panel;
 - (d) board of variance; and
 - (e) advisory planning commission.
- (4) Despite section 11(1), the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 9 may expel or exclude from a Council meeting a person in accordance with section 21(8).

Minutes of meetings to be maintained and available to public

12. (1) Minutes of the proceedings of Council must be:
- (a) legibly recorded;
 - (b) certified as correct by the Chief Administrative Officer; and
 - (c) signed by the Mayor or other member presiding at the meeting or at the next meeting at which the minutes are adopted.
- (2) Subject to subsection 12(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 District Office during its regular office hours.
- (3) Subsection 12(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*].

Calling meeting to order

13. (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 designated Mayor must take the Chair and call such meeting to order.
- (2) If a quorum of Council is present but the Mayor or the Acting Mayor do not attend within 15 minutes of the scheduled time for a Council meeting:
 - (a) the Corporate Officer must call to order the members present; and
 - (b) the members present must choose a member to preside at the meeting.

Adjourning meeting where no quorum

14. If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Officer must:
 - (1) record the names of the members present, and those absent; and
 - (2) adjourn the meeting until the next scheduled meeting.

Agenda

15. (1) Prior to each Council meeting, the Corporate Officer 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 Corporate Officer of items for inclusion on the Council Meeting Agenda is 9:00 a.m. MT on the Wednesday prior to the day of the meeting.
- (3) The Corporate Officer must make the agenda available to the members of Council and the public on the Friday afternoon prior to the meeting.
- (4) 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 17.
- (5) All in-camera agenda materials provided to Council must be returned to the Corporate Officer for destruction after each meeting is concluded.
- (6) The Agenda may be delivered in paper or electronic format.

Order of proceedings and business

16. (1) The agenda for all regular Council meetings shall contain the following matters in the order in which they are listed below:
 - (a) Call to Order;
 - (b) Adoption of minutes;
 - (c) Petitions and Delegations;
 - (d) Public Question & Comment Period;

- (e) Unfinished Business;
 - (f) Bylaws & Public Hearing Reports;
 - (g) Reports Requiring Action;
 - (h) Reports for Information;
 - (i) Correspondence Requiring Action;
 - (j) Correspondence for Information;
 - (k) New Business & Notice of Motion;
 - (l) Public Question & Comment Period;
 - (m) 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.

Late Items

17. (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 17(1), information pertaining to late items must be distributed to the members.

Notice of Motion

18. Under "New Business & Notice of Motion", a member may introduce an item as a "Notice of Motion" for the next agenda. A Notice of Motion must be in writing, is introduced by reading the motion and is not debatable. Subsequent to providing "Notice of Motion", the Council member shall prepare a written report for the next Council meeting. Council, by two-thirds vote may deal with the matter at the same meeting it is introduced.

Voting at meetings

19. (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 at the meeting; and
- (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.

Delegations

20. (1) The Council may, by resolution, allow an individual or a delegation to address Council at the meeting on the subject of an Agenda item provided written application on a prescribed form has been received by the Corporate Officer by 9:00 a.m. MT on the Wednesday prior to the meeting. Each address must be limited to 10 minutes unless a longer period is agreed to by unanimous vote of those members present.
- (2) Where written application has not been received by the Corporate Officer as prescribed in section 19 (1), an individual or delegation may address the meeting if approval by unanimous vote of the member's present is given.
- (3) 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.
- (4) The Corporate Officer may schedule delegations to another Council meeting or advisory body as deemed appropriate according to the subject matter of the delegation.
- (5) The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council, or if the delegation has already addressed Council on the same topic in the past 12 months. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to the Chief Administrative Officer and Council for their consideration.

Points of order

21. (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.

Conduct and debate

22. (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 must 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
 - (i) with the permission of Council, or
 - (ii) if the member is explaining a material part of a previous speech without introducing a new matter;
 - (b) a member who has made a substantive motion to the Council may reply to the debate;
 - (c) a member who has moved an amendment, the previous question, or an instruction to a committee may not reply to the debate;
 - (d) a member may speak to a question, or may speak in reply, for longer than a total time of 10 minutes only with the permission of Council.
- (11) No member shall use a cell phone or other electronic communication devices to send instant messages or text messages during meetings, unless it is for the purpose of voting on a motion.
- (12) Members shall turn off their cell phone or other electronic communication devices during a meeting, unless the express prior approval of the Mayor has first been obtained.

Motions generally

23. (1) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.
- (2) A motion that deals with a matter that is not on the agenda of the Council meeting at which the motion is introduced may be introduced with Council's permission.
- (3) 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.

Motion to commit

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

Motion for the main question

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

Amendments generally

26. (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 voted in negative 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.

Reconsideration by Council Member

27. (1) Subject to subsection (5), a Council member may, at the next Council meeting,
- (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken; and
 - (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.
- (2) A Council member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.
- (3) Council must not discuss the main matter referred to in subsection (1) unless a motion to reconsider that matter is adopted in the affirmative.
- (4) A vote to reconsider must not be reconsidered.
- (5) 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 [mayor may require Council reconsideration of a matter]*;
 - (c) been acted on by an officer, employee, or agent of the District.
- (6) The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its rejection under this section.
- (7) A bylaw, resolution, or proceeding that is reaffirmed under subsection (1) or section 131 of the *Community Charter [mayor may require Council reconsideration of a matter]* is as valid and has the same effect as it had before reconsideration.

Privilege

28. (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.

Reports from committees

29. Council may take any of the following actions in connection with a resolution it receives from Committee of the Whole:
- (1) agree or disagree with the resolution;
 - (2) amend the resolution;
 - (3) refer the resolution back to Committee of the Whole;
 - (4) postpone its consideration of the resolution.

Adjournment

30. (1) Council may continue a Council meeting after 10:00 p.m. only by an 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.
- (4) At the conclusion of the meeting agenda the Mayor or other member presiding shall declare the meeting adjourned.

PART 5 – BYLAWS

Copies of proposed Bylaws to Council members

31. 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. Delivery of a copy is deemed to include electronic means.

Form of Bylaws

32. A bylaw introduced at a Council meeting must:
- (1) be printed or circulated electronically;
 - (2) have a distinguishing name;
 - (3) have a distinguishing number;
 - (4) contain an introductory statement of purpose;
 - (5) be divided into sections.

Bylaws to be considered separately or jointly

33. Council must consider a proposed bylaw at a Council meeting either:
- (1) separately when directed by the presiding member or requested by another Council member; or
 - (2) jointly with other proposed bylaws in the sequence determined by the presiding member.

Reading and adopting Bylaws

34. (1) The presiding member of a 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) Subject to section 882 of the *Local Government Act [OCP 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.
- (6) Despite section 135(3) of the *Community Charter [requirements for passing bylaws]*, and in accordance with section 890(9) 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.

Bylaws must be signed

35. After a bylaw is adopted, and signed by the Chief Administrative Officer and the presiding member of the Council meeting at which it was adopted, the Corporate Officer must have it placed in the District's records for safekeeping and endorse upon it:
- (1) the District's corporate seal,
 - (2) the dates of its readings and adoption, and,
 - (3) the date of Ministerial approval or approval of the electorate if applicable.

PART 6 - RESOLUTIONS

Copies of resolutions to Council members

36. A resolution may be introduced at a Council meeting only if a copy of it has been delivered to each Council at least 24 hours before the Council meeting, or all Council members unanimously agree to waive this requirement.

Form of resolution

37. A resolution introduced at a Council meeting must be printed or provided electronically.

Introducing resolutions

38. (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

Going into Committee of the Whole

39. (1) At any time during a council meeting, Council may by resolution go into Committee of the Whole.
- (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 District's business, is a meeting of Committee of the Whole.

Notice for Committee of the Whole meetings

40. (1) Subject to subsection (2) a notice of the day, hour and place of a Committee of the Whole meeting must be given at least 24 hours before the time of the meeting by:
- (a) posting a copy of the notice at the Public Notice Posting Places and District Web Site; and
 - (b) contacting each Council member by email or leaving one copy of the notice for in the Council member's file folder at the District Office.
- (2) Subsection (1) does not apply to a Committee of the Whole meeting that is called, in accordance with section 38, during a Council meeting for which public notice has been given under section 6 or 7.

Minutes of Committee of the Whole meetings to be maintained and available to public

41. (1) Minutes of the proceedings of Committee of the Whole must be:
- (a) legibly recorded;
 - (b) certified by the Chief Administrative 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]*;

Presiding members at Committee of the Whole meetings and Quorum

42. (1) The Committee of the Whole shall be presided by the member of the Committee of the Whole who is the current Acting Mayor. If the Acting Mayor is absent, the Committee must appoint a presiding member for the Committee of the Whole meeting.
- (2) The quorum of Committee of the Whole is the majority of Council members.

Points of order at meetings

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

Conduct and debate

44. The following rules apply to Committee of the Whole meetings:
- (1) a motion must be made and then seconded by another;
 - (2) a motion for adjournment is not allowed;
 - (3) a member may speak any number of times on the same question;
 - (4) a member must not speak longer than a total of 10 minutes on any one question.

Voting at meetings

45. (1) Votes at a Committee of the Whole meeting must be taken by a show of hands if requested by a member.
- (2) The presiding member must declare the results of voting.

Reports

46. (1) Committee of the Whole may consider reports and bylaws only if,
- (a) they are printed or circulated electronically and the members each have a copy or electronic version; or
 - (b) a majority of the Council members present decide without debate that the requirements of paragraph (a) do not apply.
- (2) A motion for Committee of the Whole to rise and report to Council must be decided without debate.

Rising without reporting

47. (1) A motion made at a Committee of the Whole meeting to rise without reporting,
- (a) is always in order and takes precedence over all other motions;
 - (b) may be debated; and
 - (c) may not be addressed more than once by any one member.
- (2) If a motion to rise without reporting is adopted by Committee of the Whole at a meeting constituted under section 38(1), the Council meeting must resume and proceed to the next order of business.

PART 8 – COMMITTEES

Duties of standing committees

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

Duties of select committees

49. (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.

Schedule of committee meetings

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

Notice of committee meetings

51. (1) Subject to subsection (2), after the committee has established the regular schedule of committee meetings, including the times, dates and places of the committee meetings, notice of the schedule must be given by:
- (a) posting a copy of the schedule at the Public Notice Posting Places and District Web Site; and
 - (b) providing a copy of the schedule to each member of the committee.
- (2) Where revisions are necessary to the annual schedule of committee meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a committee meeting.

- (3) The chair of a committee must cause a notice of the day, time and place of a meeting called under section 49(2) to be given to all members of the committee at least 24 hours before the time of the meeting.

Attendance at Committee meetings

52. Council members who are not members of a committee may attend the meetings of the committee.

Minutes of committee meetings to be maintained and available to public

53. Minutes of the proceedings of a committee must be:
 - (1) legibly recorded,
 - (2) certified by the Chief Administrative Officer,
 - (3) signed by the chair or member presiding at the meeting, and
 - (4) open for public inspection in accordance with section 97(1)(c) of the *Community Charter [other records to which public access must be provided]*.

Quorum

54. The quorum for a committee is a majority of all of its members.

Conduct and debate

55.
 - (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) Council members attending a meeting of a committee, of which they are not a member, may participate in the discussion only with the permission of a majority of the committee members present.
 - (3) A motion made at a meeting of a committee is not required to be seconded.

Voting at meetings

56. Council members attending a meeting of a committee of which they are not a member must not vote on a question.

PART 9 – GENERAL

- 57. 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.
- 58. 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]*.
- 59. District of Invermere “*Council Procedure Bylaw 1344*” and all amendments thereto, are hereby repealed.

Read a First Time this 14th day of March, 2017.
Read a Second Time this 14th day of March, 2017.
Read a Third Time this 14th day of March, 2017.

ADOPTED this 11th day of April, 2017.

signed “Gerry Taft”

MAYOR

signed “Chris Prosser”

CHIEF ADMINISTRATIVE OFFICER

Certified a true copy of Bylaw No. 1493, 2017
this ___ day of _____, _____

Corporate Officer