

**A bylaw to establish the rules of procedure for
Council of the Village of Harrison Hot Springs**

WHEREAS pursuant to section 124(1) of the *Community Charter*, Council must by bylaw, establish general procedures to be followed by Council and committees in conducting their business,

NOW THEREFORE in open meeting assembled, Council of the Village of Harrison Hot Springs enacts as follows:

1. CITATION

This bylaw may be cited as “Council Procedure Bylaw No. 1216, 2025”.

2. DEFINITIONS

For the purposes of this bylaw:

“Chair” means the person who acts as presiding member and is responsible for chairing the meeting.

“Chief Administrative Officer” means the Chief Administrative Officer for the Village or their designate, appointed under section 147 of the *Community Charter*.

“Commission” means a municipal commission established under section 143 of the *Community Charter*.

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

“*Community Charter*” means the *Community Charter*, S.B.C. 2003, c. 26 and its amendments.

“Corporate Officer” means the Corporate Officer for the Village or their designate, appointed under section 148 of the *Community Charter*.

“Committee of the Whole” means a meeting to which all members of Council are invited to consider and recommend to Council on matters of the Village’s business. Council sits in a deliberative rather than a legislative capacity, for informal debate and preliminary consideration of matters awaiting action.

“Council” means the Council of the Village of Harrison Hot Springs.

“Council Member” means a member of Council including the Mayor.

“Delegation” means a person, group or organization which makes a request to speak to a meeting of Council, Committee of the Whole, Committee, or Commission.

“Deputy Mayor” means the Council Member who, in accordance with section 10 of this bylaw, is 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.

“Electronic Means” means through the use of videoconferencing technology enabling real-time bi-directional video feeds showing the participants and in a manner that allows meeting participants to hear and/or see the other meeting participants, or teleconferencing enabling the Member to participate verbally.

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

“Mayor” means the duly elected Mayor of the Village of Harrison Hot Springs.

“Member” means a Council, Committee or Commission Member.

“Memorial Hall” means the building located at 290 Esplanade Avenue, Harrison Hot Springs, BC.

“Public Hearing” means a hearing required by section 464(1) of the *Local Government*.

“Public Notice Posting Places” means the public notice bulletin boards outside the front door of the Village Office, Memorial Hall and the Harrison Hot Springs Post Office.

“Select Committee” means a committee established by Council resolution pursuant to section 142 of the *Community Charter*, and to which Council shall appoint Council representation and may appoint members from the community.

“Standing Committee” means a committee established by the Mayor pursuant to Section 141 of the *Community Charter* to which the Mayor shall appoint Council representation and may appoint members of the community.

“Village” means the Village of Harrison Hot Springs.

“Village Office” means the municipal office located at 495 Hot Springs Road, Harrison Hot Springs, BC.

“Village Website” means the electronic information resource at www.harrisonhotsprings.ca.

3. APPLICATION OF RULES OF PROCEDURE

- (a) The provisions of this bylaw govern the proceedings of Council, Committee of the Whole and all Committees and Commissions of the Village.
- (b) In cases not provided for under this bylaw, the latest edition of Robert's Rules of Order will apply to the proceedings of Council, Committee of the Whole, Committees and Commissions provided those rules are applicable in the circumstances and not inconsistent with the rules of this bylaw or the *Community Charter*.

4. INAUGURAL MEETING

- (a) The first meeting of Council will be held on the first Monday in November in the year of the general local election.
- (b) 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 4(a), the first Council meeting will be called by the Corporate Officer and held as soon as reasonably possible after a quorum of Council members has taken office.

5. MEETINGS OF COUNCIL

- (a) After the inaugural meeting, regular meetings of Council will be held on the first and third Monday of each month, except for the months of July, August and September, when there will only be one meeting per month held on the second Monday of the month for those three months.
- (b) Where the regular meeting day of Council occurs on a statutory holiday, the meeting will take place on the day immediately following such holiday, or another date set by Council.
- (c) A Council meeting may be cancelled by resolution of Council, provided that two consecutive meetings are not cancelled.
- (d) A Council meeting may be postponed to a different day, time and place by the Mayor, provided the Corporate Officer is given at least two (2) days' written notice.
- (e) If a Council meeting is cancelled or postponed, the Corporate Officer must give notice as soon as possible:
 - (i) to Council Members by providing written notice via email; and

- (ii) to the public by posting a copy of the notice at the Public Notice Posting Places and the Village Website.

6. TIME AND LOCATION OF MEETINGS

- (a) All Council meetings must take place in Council Chambers located at Memorial Hall or the Village Office, unless Council resolves to hold meetings elsewhere.
- (b) Regular Council meetings will:
 - (i) be held in accordance with the schedule adopted by resolution of Council on or before December 31 of the preceding year;
 - (ii) begin at 5:30 p.m.; and
 - (iii) be adjourned by no later than 8:30 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time.
- (c) Council and all of its Committees and Commissions will ordinarily meet in person.

7. ELECTRONIC MEETINGS AND PARTICIPATION

- (a) Provided that the requirements of section 128 of the *Community Charter* are met, Council, Committee of the Whole, Committee and Commission meetings may be conducted by Electronic Means or other communication facilities.
- (b) Any Member may attend, participate in and is deemed to be present at any Council, Committee of the Whole, Committee or Commission Meeting held by Electronic Means, including any part of the meeting that is closed to the public, provided that:
 - (i) the Chair and Corporate Officer have been advised of their electronic participation prior to the meeting; and
 - (ii) Village staff are able to facilitate electronic participation.
- (c) Any Member attending electronically must use the electronic platform specified by the Village in order to attend and participate, and is responsible for their own connection costs.
- (d) If the Chair or a majority vote of Members present determines that the connection quality of a Member is inadequate to allow that member to participate, they may deem that member to no longer be in attendance, which must be recorded by the Corporate Officer.
- (e) If at any time there is a loss of quorum due to technological challenges with the Electronic Means, the meeting will be adjourned and must reconvene as

soon as possible once quorum can be achieved. If quorum cannot be achieved within fifteen (15) minutes, the meeting will be reconvened at a later date and public notice will be posted as soon as possible.

8. NOTICE OF REGULAR COUNCIL MEETINGS

- (a) In accordance with section 127 of the *Community Charter*, Council must have prepared annually on or before December 31 a schedule of dates, times and places of regular Council meetings for the following year and make the schedule available to the public by posting it in accordance with section 94 of the *Community Charter*.
- (b) Where revisions are necessary to the schedule of the regular Council meetings, the Corporate Officer will post notice of the revisions to the schedule as soon as possible.

9. NOTICE OF SPECIAL COUNCIL MEETINGS

- (a) Except where notice of a special Council meeting is waived by unanimous vote of all Council Members in accordance with section 127(4) of the *Community Charter*, the Corporate Officer must give at least 24 hours' written notice of the date, time, place, and method of Electronic Means of the meeting:
 - (i) to Council Members by providing written notice via email; and
 - (ii) to the public by posting a copy of the notice at the Public Notice Posting Places and the Village Website.

10. DEPUTY MAYOR

- (a) Council must annually designate Councillors to serve as Deputy Mayor on a rotating basis when the Mayor is absent, otherwise unable to act, or the office of the Mayor is vacant.
- (b) If the Mayor and the Deputy Mayor are both absent, the Corporate Officer will call the Council Members to order and, if a quorum is present, the members shall by resolution appoint a Council Member to act in the place of the Mayor.
- (c) The Council Member designated under sections 10(a) or (b) has the same duties and powers as the Mayor with respect to the applicable matter.

11. AGENDA

- (a) Prior to each Council meeting, the Corporate Officer must prepare an agenda setting out all the items for consideration at that meeting.

- (b) For regular Council meetings, the Corporate Officer must make the agenda available:
 - (i) to Council Members by providing a copy of the agenda via email; and
 - (ii) to the public by posting a copy of the agenda at the Public Notice Posting Places and the Village Website.
- (c) In accordance with section 128(2)(b) of the *Community Charter*, the agenda posted prior to the meeting must indicate the method of Electronic Means if the meeting is to be held electronically.
- (d) All documents intended to be considered by Council at a meeting must be delivered to the Corporate Officer by no later than 12:00 noon on the Wednesday preceding the day of the Council meeting.
- (e) Council must not consider any matters not listed on the agenda unless a late item is properly introduced in accordance with section 14 of this bylaw.

12. ORDER OF PROCEEDINGS AND BUSINESS

- (a) Except as Council otherwise resolves, and in any event only to the extent that business exists at a particular meeting under each of the following subject headings, the usual order of business at a regular Council meeting will be:
 1. Call to Order
 2. Land Acknowledgement
 3. Public Hearing (if required)
 4. Introduction of Late Items
 5. Approval of the Agenda
 6. Declarations of Conflict of Interest
 7. Adoption of Minutes
 8. Business Arising from the Minutes
 9. Delegations and Petitions
 10. Correspondence
 11. Business Arising from Correspondence
 12. Reports from Councillors
 13. Report from Mayor
 14. Reports and Minutes from Committees and Commissions
 15. Reports from Staff
 16. Bylaws
 17. New Business
 18. Notices of Motion
 19. Question Period (pertaining to agenda items only)
 20. Adjournment

- (b) For a special Council meeting, the Corporate Officer must prepare an agenda containing the specific purpose(s) for which the meeting was scheduled. A unanimous vote of Council Members present is required to permit any additional item(s) to be added to the agenda.
- (c) Once the agenda is approved, any amendments including the removal or addition of items, or a change in the order of business, may only be made by resolution passed by a majority vote of Council Members present.
- (d) When any order, motion or question is lost due to loss of quorum, the order, motion or question so lost shall be the first item of business to be considered at the next meeting under that particular heading.

13. OPENING PROCEDURES

- (a) The Mayor must take the chair and call the Council Members to order as soon after the time specified for a Council meeting when quorum is present.
- (b) The Deputy Mayor must take the chair and call the Council Members to order if the Mayor does not attend within 15 minutes after the time appointed for a meeting or has advised the Corporate Officer that they will not be in attendance.
- (c) Should there be no quorum within 15 minutes of the time specified for a Council meeting, the Corporate Officer shall ensure minutes of the meeting are recorded with the name of the Council Members present.

14. LATE ITEMS

- (a) Any Council Member may introduce a late item provided that the item is of an emergent or time-sensitive nature and Council approves of the late item by resolution.
- (b) If Council passes a resolution under section 14(a), information pertaining to the late item must be distributed to Council Members and the public.

15. NOTICES OF MOTION

- (a) A Council Member may give notice of motion respecting an item which they intend to present by providing a written copy of the notice of motion to the Mayor and the Corporate Officer either before or during the meeting, and upon the Council Member being acknowledged by the Mayor and the notice of motion being read at the meeting.
- (b) A copy of the motion presented under this section shall appear in the minutes of the meeting as a notice of motion. The Corporate Officer will place the

motion on the agenda as an item under New Business at the next Council meeting, or other future meeting designated by the Council Member bringing forward the notice of motion, for consideration.

16. DELEGATIONS AND PETITIONS

- (a) Delegates intending to present to Council, the Committee of the Whole, a Committee or a Commission must submit a delegation application and any supporting documentation, including presentation materials, to the Corporate Officer:
 - (i) in the case of a regular Council meeting, by no later than 12:00 noon on the Wednesday preceding the day of the meeting they intend to present at; or
 - (ii) in the case of a special Council, Committee of the Whole, Committee or Commission meeting, by no later than four (4) days prior to the day of the meeting they intend to present at.
- (b) Delegation applications must be made in writing and must contain the following information:
 - (i) the name, address and contact information of the delegate
 - (ii) the topic to be discussed
 - (iii) the delegate's requested action of Council, the Committee of the Whole, the Committee or Commission, as applicable; and
 - (iv) any background information supporting the request
- (c) Upon receipt of a delegation application, the Corporate Officer may:
 - (i) schedule a delegation to a later meeting;
 - (ii) refuse to place a delegation on the agenda if the issue does not fall within the jurisdiction of Council;
 - (iii) refuse to place a delegation on the agenda if the delegation has already spoken to Council on the same matter, the subsequent request is from the same delegation and no new information has been provided; or
 - (iv) refer the matter to the appropriate department if the matter has already been referred to staff by Council.
- (d) If the delegate wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to the Chair for their consideration.
- (e) A delegation must not be permitted if the subject matter relates to the following:

- (i) a bylaw in respect of which a Public Hearing has been or is required to be held;
 - (ii) matters relating to legal proceedings the Village is party to on which judgment has not been rendered; and
 - (iii) a hearing pertaining to an application, permit or license which has not yet been considered by Council.
- (f) Only two delegations will be permitted at a single meeting unless otherwise authorized by the Chair.
- (g) A delegation presentation is limited to ten minutes which may be extended by majority vote of Members present.
- (h) Council, the Committee of the Whole, Committees and Commissions reserve their authority not to deliberate on any matters presented at a delegation until the subsequent meeting.
- (i) Notwithstanding section 16(h), after hearing a delegation, Council may refer the matter to staff or to the Committee of the Whole, or a Committee or Commission.
- (j) Delegations must appoint one (1) speaker unless otherwise authorized by the Chair.
- (k) Delegates must address their remarks directly to the Chair and not pose questions to individual Members or deviate from the topic of their presentation.
- (l) If a delegate:
 - (i) speaks disrespectfully to or of any person;
 - (ii) refuses to abide by the provisions of this bylaw;
 - (iii) fails to adhere to the specified time limit; or
 - (iv) disregards the authority of the Chair

the Chair may ask that person to withdraw their remarks, cease the offensive behaviour, stop speaking or vacate the speaker's podium and return to the public seating area.

- (m) Petitions intended to be presented to Council must:
 - (i) be submitted to the Corporate Officer by no later than 12:00 noon on the Wednesday preceding the day of the Council meeting;
 - (ii) be legibly written, typed or printed;
 - (iii) not contain libelous, disparaging or offensive comments;
 - (iv) be signed by at least one person; and

- (v) include the name, signature and physical address of each petitioner.

17. ATTENDANCE OF PUBLIC AT MEETINGS

- (a) Except where provisions of section 90 of the *Community Charter* apply, all meetings must be open to the public.
- (b) Before closing a meeting or part of a meeting to the public, Council must pass a resolution in a public meeting in accordance with the requirements of the *Community Charter*.
- (c) This section applies to all meetings of the bodies referred to in section 93 of the *Community Charter*, including without limitation:
 - (i) Committee of the Whole;
 - (ii) Committees;
 - (iii) Advisory bodies; and
 - (iv) Commissions.
- (d) Despite section 17(a), the Mayor or Chair may expel a person from the meeting in accordance with section 18(f) of this bylaw or section 133 of the *Community Charter*.

18. CONDUCT AND DEBATE

- (a) Every Member will address and wait to be recognized by the Chair before speaking to any question or motion.
- (b) The Mayor will be addressed as “Your Worship” or “Mayor [surname]”.
- (c) Councillors will be addressed as “Councillor [surname]”. If a Councillor is acting in place of the Mayor, they will be addressed as “Deputy Mayor [surname]”.
- (d) Committee and Commission Chairs will be addressed as “Chair [surname]”.
- (e) In speaking at meetings, Members must:
 - (i) use respectful language;
 - (ii) not interrupt another Member who is speaking, except to raise a point of order;
 - (iii) refrain from using offensive words, gestures or signs;
 - (iv) remain seated and not make any noise or disturbance while a vote is being taken and until the result is declared;
 - (v) speak only in connection with the matter being debated;

- (vi) address questions to staff through the Chair; and
 - (vii) adhere to the rules of procedure established by this bylaw.
- (f) If a Member does not adhere to section 18(e), the Member may be ordered by a majority vote of Members present or by the Chair to leave their seat for that meeting, and, in the case of their refusing to do so, may, on order of the Chair, be removed from the meeting.
 - (g) If the Member ordered to leave their seat under section 18(f) apologizes, they may, by majority vote of Members present, be permitted to resume their seat.
 - (h) No Member shall speak more than once to the same question without leave of the Chair except to explain a material part of their speech that may have been misconceived and in doing so, may not introduce new information.
 - (i) A Member who has made the substantive motion will be allowed to reply, but not a member who has moved an amendment.
 - (j) A Member may only speak to any motion or in reply for up to five (5) minutes unless otherwise permitted by majority vote of Members, except the mover of a motion may reply for up to three (3) minutes and close the debate.
 - (k) A Member may require the question being debated to be read at any time during the debate provided they do not interrupt another Member who is speaking.
 - (l) After a question is put by the Chair, it will be conclusive and no Member will speak to the question, nor will any other motion be permitted, until after the result of the vote has been declared.

19. POINTS OF ORDER

- (a) Without limiting the Chair's duty to preserve order and decide points of order subject to an appeal under section 132 of the *Community Charter*, the Chair must apply the correct procedure to a motion:
 - (i) if the motion is contrary to the rules of procedure in this bylaw; and
 - (ii) whether or not a Member has raised a point of order in connection with the motion.
- (b) A point of order is always in order and takes precedence over any pending question.
- (c) When the Chair is required to decide a point of order the Chair must cite the applicable rule or authority if requested by another Member.

20. CONFLICT OF INTEREST

- (a) If any Member declares a conflict of interest in relation to a specific matter being considered at any meeting, that Member must remove themselves from the meeting until deliberation on the matter for which they have declared a conflict of interest has concluded.
- (b) If a Member declaring a conflict of interest is attending and participating in a meeting by way of Electronic Means or other communication facilities, staff must temporarily remove that Member from the meeting.
- (c) The Chair must ensure that the Member who has declared a conflict of interest is not present at the meeting at the time of any vote on the matter.

21. VOTING

- (a) Each Member present, including the Chair, shall have one vote.
- (b) If the meeting is held in person, voting will be conducted by raised hands.
- (c) If a Member is participating electronically, they must verbalize their vote.
- (d) A Member who abstains from voting or does not indicate how they vote is deemed to have voted in the affirmative.
- (e) A motion on a bylaw, resolution, or any other question is decided by a majority of the Members present unless specifically stated otherwise by this bylaw or a provision of the *Community Charter*.
- (f) A Member may request that recommendations be taken separately or together, and such a request will be at the discretion of the Chair.
- (g) When a question is called, all Members present are required to vote unless they have declared a conflict of interest.
- (h) The Chair must call for those in favour and those against.
- (i) If a motion receives equal votes for and against, it is defeated.
- (j) The Chair must call the result of the vote.

22. MOTIONS

- (a) Motions must be moved and seconded before they may be debated or voted upon.
- (b) When the debate is closed, the Chair must immediately put the question to a vote.

- (c) The mover of a motion may withdraw it with the consent of the seconder.
- (d) A withdrawn motion may be re-proposed by any other Member.
- (e) When a question is under consideration, no motion shall be received except for the following:
 - (i) to refer an item;
 - (ii) to amend;
 - (iii) to postpone (defer);
 - (iv) to postpone indefinitely;
 - (v) to recess temporarily; or
 - (vi) to adjourn.

23. AMENDMENTS TO MOTIONS

- (a) A Member may move that a motion be amended in one of the following ways:
 - (i) by leaving out certain words;
 - (ii) by leaving out certain words and inserting or adding others;
 - (iii) by inserting or adding certain words; or
 - (iv) by substitution.
- (b) The Chair must not permit an amendment which negates the purpose of the main motion.
- (c) When a Member moves to amend a motion, the Chair must state the original motion followed by the amendment and then put the question of the amendment to Council.
- (d) If the amendment is seconded, debate proceeds on the amendment.
- (e) If the amendment is defeated, debate continues on the main motion as originally worded.
- (f) Members other than the Member who moved the defeated amendment, may submit amendments.
- (g) If the amendment is passed, debate continues on the amended motion.
- (h) The Chair must allow only one amendment to an amendment.
- (i) An amendment defeated by majority vote cannot be moved a second time.
- (j) The Chair must put amendments to Council in the reverse order to that in which they are moved. When there is a main motion, a primary amendment

and a secondary amendment thereto, the Chair must state the motions and appendages in the following order:

- (i) the secondary amendment;
- (ii) the primary amendment to the main motion;
- (iii) the main motion

24. QUESTION PERIOD

- (a) Members of the public addressing Council during question period at a Regular Council meeting must limit their inquiries to two minutes.
- (b) No more than ten minutes will be allocated to question period unless Council resolves to extend beyond that time.
- (c) Inquiries must relate strictly to matters on that particular meeting's agenda.
- (d) If a member of the public:
 - (i) speaks disrespectfully to or of any person;
 - (ii) refuses to abide by the provisions of this bylaw;
 - (iii) fails to adhere to time limits as specified by the Chair; or
 - (iv) disregards the authority of the Chair

the Chair may ask that person to withdraw their remarks, cease the offensive behaviour, stop speaking or vacate the speaker's podium and return to the public seating area.

- (e) Participation by Electronic Means by members of the public during question period may be permitted at the discretion of the Chair and provided there are no technical issues with the Electronic Means that would prevent such participation.

25. RECONSIDERATION

- (a) The Mayor may require that Council reconsider a matter in accordance with section 131 of the *Community Charter*.
- (b) Subject to section 25(f), a Council Member may, at next meeting that immediately follows the meeting at which the matter was considered:
 - (i) move to reconsider a matter on which a vote has been taken, if that Council Member voted on the prevailing side; or
 - (ii) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.

- (c) Council must not discuss the matter referred to in section 25(b) unless a motion to reconsider that matter is passed.
- (d) A motion to reconsider is debatable.
- (e) If the motion to reconsider passes, the matter will be re-voted on as if the original vote had not taken place.
- (f) Council may only reconsider a matter that has not:
 - (i) had the approval or assent of the electors and been adopted;
 - (ii) already been the subject of a reconsideration either under section 25(a) of this bylaw or section 131 of the *Community Charter*, or
 - (iii) already been irrevocably acted upon.
- (g) A bylaw or resolution that is reaffirmed after reconsideration is as valid and has the same effect as it had before reconsideration.
- (h) A motion must not be reconsidered more than once at the same meeting except by unanimous consent of Members present.

26. RECESS AND ADJOURNMENT

- (a) At any time while the meeting is in progress, any Member may make a motion to recess for a short period of time.
- (b) A motion to recess under section 26(a) must state the approximate time for which the meeting will be reconvened.
- (c) A motion to adjourn may be made at any time even while business is still pending. If a meeting has been adjourned while business is still pending, all pending business must be set aside and considered at the next meeting.
- (d) A motion to recess or adjourn is privileged, takes precedence over any pending question or business and is not debatable.

27. BYLAWS

- (a) Bylaws to be considered by Council must be included in the prepared agenda.
- (b) A bylaw that is not included in the prepared agenda may only be introduced at a Council meeting by unanimous vote of Council.

28. READING AND ADOPTING BYLAWS

- (a) Only the title and the intended object of the bylaw must be read by the Mayor or the Corporate Officer at first reading of the bylaw.
- (b) If a motion to introduce a bylaw fails or is not made and seconded, the bylaw is defeated and must not be brought forward as unfinished business on a subsequent agenda.
- (c) Amendments or debate are not permitted at first reading of a bylaw.
- (d) Second reading of a bylaw will consist of debate upon the general principles of the bylaw.
- (e) Every bylaw, other than an Official Community Plan or Zoning bylaw, must be adopted not less than one clear day after it has received third reading, unless the *Community Charter, Local Government Act* or any other applicable legislation directs otherwise.
- (f) Bylaws must contain the date of the readings, the date of adoption and the effective date if different from the date of adoption.
- (g) After third reading and before adoption, a bylaw can be changed, however, third reading must be repealed and the bylaw must be reconsidered and read a third time again.

29. COMMITTEE OF THE WHOLE MEETINGS

- (a) At any time during a regular or special Council meeting, Council may resolve itself into a Committee of the Whole to consider specific matters.
- (b) In addition to section 29(a), a Committee of the Whole meeting may be scheduled:
 - (i) by Council resolution;
 - (ii) by the Mayor provided the Corporate Officer is given at least two days' written notice; or
 - (iii) by the Corporate Officer in consultation with the Mayor and Chief Administrative Officer.
- (c) For all Committee of the Whole meetings the Corporate Officer must give 24 hours' written notice of the date, time, place, and method of Electronic Means of the meeting:
 - (i) to Council Members by providing written notice via email; and
 - (ii) to the public by posting a copy of the notice at the Public Notice Posting Places and the Village Website.

30. **COMMITTEE OF THE WHOLE MEETING PROCEDURES**

- (a) For a Committee of the Whole meeting, the Corporate Officer must prepare an agenda containing the specific purpose(s) for which the meeting was scheduled. A unanimous vote of Council Members present is required to permit any additional item(s) to be added to the agenda.
- (b) The Mayor must preside at the Committee of the Whole. If for any reason the Mayor cannot preside, the provisions of section 16 apply.
- (c) A quorum of Council is a quorum of the Committee of the Whole.
- (d) The rules of Council must be observed in the Committee of the Whole so far as may be applicable, except that:
 - (i) a seconder to a motion is not required;
 - (ii) a Council Member may speak any number of times to the same question; and
 - (iii) a Council Member must not speak for longer than a total of ten (10) minutes on any one question.
- (e) When all matters for consideration by the Committee of the Whole have been addressed, a motion to rise and report must be adopted. The Committee of the Whole, when it has partly considered a matter, may report progress and ask leave to sit again.
- (f) In resumption of regular Council business, the Chair of the Committee of the Whole must report to Council who may then resolve to either:
 - (i) adopt the report;
 - (ii) reject the report;
 - (iii) adopt the report with amendments;
 - (iv) refer the subject matter for further consideration, either in part or in whole;
 - (v) postpone action on the report; or
 - (vi) approve the request of the Committee of the Whole to sit again, the Committee of the Whole having reported progress after partial consideration of the subject.
- (g) A motion in the Committee of the Whole to rise without reporting is always in order and shall take precedence over any other motion.
- (h) A motion of Council to adopt the report of the Committee of the Whole constitutes ratification of the motions contained therein.

31. **COMMITTEE AND COMMISSION MEETINGS**

- (a) To the extent that business exists under a particular heading, the usual order of business at a Standing or Select Committee, or Commission meeting will be:
 - 1. Call to Order
 - 2. Land Acknowledgement
 - 3. Introduction of Late Items
 - 4. Approval of Agenda
 - 5. Adoption of Minutes
 - 6. Delegations
 - 7. Items for Discussion
 - 8. Adjournment
- (b) Standing Committees and Commissions must consider, inquire into, report and make recommendations to Council on matters that are:
 - (i) related to the general subject indicated by the name of the Standing Committee or Commission;
 - (ii) assigned by Council; or
 - (iii) assigned by the Mayor.
- (c) Select Committees must consider, inquire into, report and make recommendations to Council on all matters that are referred to the Select Committee by Council.
- (d) Committees and Commissions will develop Terms of Reference to submit to Council for approval.
- (e) Committee and Commission reports and recommendations to Council must be made at the next regular Council meeting:
 - (i) in the case of a Standing Committee, unless otherwise specified by the Mayor;
 - (ii) in the case of a Select Committee, unless otherwise specified by Council; or
 - (iii) in the case of a Commission, unless otherwise specified by the Mayor or Council.
- (f) Upon completion of its assignment and submission of its final report to Council, a Select Committee is automatically dissolved.
- (g) Expressions of interest for Committees and Commissions will be advertised as required at the direction of Council. If at any time there is a vacancy on any Committee or Commission, applications will be accepted without a call for expressions of interest.

- (h) Standing Committee Chairs must be appointed by the Mayor.
- (i) Select Committee and Commission Chairs must be appointed by resolution of the Select Committee or Commission.
- (j) Individuals appointed to a Committee or Commission shall serve until the next general local election.
- (k) Standing Committee members wishing to resign from their appointment must submit a resignation in writing to the Mayor.
- (l) Select Committee and Commission members wishing to resign from their appointment must submit a resignation in writing to the Chief Administrative Officer.
- (m) The Mayor is an ex-officio member of all Committees and is entitled to vote at all meetings thereof.
- (n) Council Members, other than the Council Member appointed to a Committee or Commission may attend Committee meetings but are not entitled to vote on any matter. The Committee or Commission may permit a Council Member attending under this section to participate in the discussion by majority vote.
- (o) A majority of voting members appointed to a Committee or Commission constitutes a quorum.
- (p) For all Committee and Commission meetings, the Corporate Officer must give 24 hours' written notice of the date, time, place, and method of Electronic Means of the meeting:
 - (i) to Members by providing written notice via email; and
 - (ii) to the public by posting a copy of the notice at the Public Notice Posting Places and the Village Website.
- (q) Upon consideration of a report from a Committee or Commission, Council may resolve to either:
 - (i) adopt the report;
 - (ii) reject the report;
 - (iii) adopt the report with amendments;
 - (iv) refer the subject matter for further consideration, either in part or in whole; or
 - (v) postpone action on the report.

- (r) Council will consider any Committee and Commission work plans developed by staff in accordance with Council's Strategic Plan and recommended by the Committee or Commission to Council for approval annually.
- (s) Committees and Commissions will report to Council annually on their activities and work plan progress during the previous year.

32. MINUTES OF MEETINGS

- (a) Minutes of all Council, Committee of the Whole, Committee and Commission meetings must be:
 - (i) legibly recorded;
 - (ii) certified correct by the Corporate Officer; and
 - (iii) signed by the Mayor, Chair or the Member who presided over the meeting.
- (b) Once adopted, minutes of all Council, Committee of the Whole, Committee and Commission meetings are the official record of those meetings.
- (c) Minutes of a Committee of the Whole meeting held independently of a regular Council meeting in accordance with section 29(b) of this bylaw must be included on the agenda of the next regularly scheduled Council meeting for adoption.
- (d) Minutes adopted by a Committee or Commission must be included on the agenda of the next regularly scheduled Council meeting for receipt.

33. PUBLIC HEARINGS

- (a) Public Hearings are scheduled on a required basis by the Corporate Officer to occur:
 - (i) during a regular Council meeting; or
 - (ii) as a Public Hearing held independently of a regular Council meeting.
- (b) The order of business at a Public Hearing will be as follows:
 1. Call to Order
 2. Land Acknowledgement
 3. Declaration of Conflicts of Interest
 4. Introduction of the Bylaw
 5. Report from Staff
 6. Report from Applicant
 7. Public Submissions
 8. Close of Public Hearing

- (c) Written submissions received during the notice period will be added to the public record in their entirety, including the writer's civic address and name. Contact information including phone numbers and email addresses will be redacted.
- (d) Written submissions must be received by the Corporate Officer by no later than 4:00 pm on the day of the Public Hearing. Submissions prepared after this time must be presented at the Public Hearing.
- (e) Without limiting the Chair's authority to establish rules of procedure at a Public Hearing in accordance with section 465(3) of the *Local Government Act*, individuals speaking during the public submission portion of a Public Hearing must:
 - (i) state their name and address;
 - (ii) limit their remarks to matters of direct consequence to the proposed bylaw; and
 - (iii) not make a reply, rebuttal, or further submission without leave of the Chair.
- (f) If after ten (10) minutes no members of the public are in attendance, then the Public Hearing must be closed. If no members of the public attend the Public Hearing and the notice of the hearing has been properly published, the Public Hearing will be deemed to have been held as required.

34. SUSPENSION OF THE RULES

Any provision of this bylaw, except those required by the *Community Charter* or the *Local Government Act*, or any other applicable legislation, may be temporarily suspended for a single meeting by a motion passed by majority vote of Council Members present.

35. IRREGULARITY

The failure of Council to observe provisions of this bylaw and any associated policies will not affect the validity of motions passed or bylaws enacted by Council.

36. SEVERABILITY

If any provision of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, the invalid portion shall be severed and the decision that it is not invalid will not affect the validity of the remainder of this bylaw.

37. REPEAL

Village of Harrison Hot Springs Council Procedure Bylaw No. 1164, 2021 and all amendments thereto are hereby repealed in their entirety.

38. READINGS AND ADOPTION

- (a) This bylaw may not be amended, repealed or substituted unless Council first gives notice in accordance with section 94 of the *Community Charter*.
- (b) In accordance with section 124(3) of the *Community Charter*, public notice was given on February 20, 2025.

READ A FIRST TIME THIS 14th DAY OF JANUARY 2025

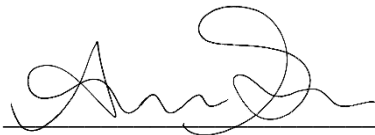
READ A SECOND TIME THIS 14th DAY OF JANUARY 2025

AMENDED AND READ A THIRD TIME THIS 3rd DAY OF MARCH 2025

ADOPTED THIS 17th DAY OF MARCH, 2025



Fred Talen
Mayor



Amanda Graham
Corporate Officer