

**CORPORATION OF THE CITY OF GREENWOOD**  
**COUNCIL PROCEDURES BYLAW NO. 1018, 2024**  
**A BYLAW TO REGULATE THE MEETINGS OF COUNCIL AND COMMITTEES IN THE CITY OF GREENWOOD**

WHEREAS pursuant to the *Community Charter*, Council must, by bylaw, establish general procedures to be followed by Council and committees in conducting their business;

NOW THEREFORE the Council of the Corporation of the City of Greenwood, in open meeting assembled, enacts as follows:

**1. Title**

This bylaw may be cited as the City of Greenwood “Council Procedures Bylaw No. 1018, 2024”.

**2. Definitions**

- 2.1 In this bylaw, unless the context otherwise requires:
- 2.2 “Act” means the *Community Charter*;
- 2.3 “Chairperson” means the individual presiding at a meeting of a Statutory, Standing or Select committee or Commission of Council;
- 2.4 “Corporate Administrator” means the individual appointed by Council as the Chief Administrative Officer or Corporate Officer for the City of Greenwood, or their lawful deputy;
- 2.5 “City” means the Corporation of the City of Greenwood;
- 2.6 “Code of Conduct” means the standards applicable to members of Council of the City of Greenwood, as set out in the Responsible Conduct Guiding Principles Policy, as may be amended or replaced from time to time;
- 2.7 “Committee” means a select or standing committee, or any committee composed of Council members and other individuals appointed by Council and acting in that capacity;
- 2.8 “Council” means the Council of the Corporation of the City of Greenwood;
- 2.9 “Member” means the Mayor or a Councillor;
- 2.10 “Municipal Hall” means the location at which the city has its usual business address and offices;
- 2.11 “Public Notice Posting Place” means the notice board at the City of Greenwood municipal office and/or the City website found online at <https://www.greenwoodcity.com/>;

**3. Interpretation**

- 3.1 Unless otherwise defined in this bylaw, words used herein shall have the meanings defined in the *Community Charter* or the *Local Government Act*, as applicable.

#### **4. Inaugural Meeting**

- 4.1 Following a general local election, the first Council meeting must be held on the first Monday in November in the year of the election.
- 4.2 If a quorum of Council members elected at the general election has not taken office by the date of the meeting referred to in subsection (4.1), the first Council meeting must be called by the Corporate Administrator and held as soon as reasonably possible after a quorum has taken office.

#### **5. Time and Location**

- 5.1 All Council meetings must take place at the City Council Chambers except when Council resolves to hold meetings elsewhere.
- 5.2 Regular Council meetings must:
  - a) Be held on the second and fourth Monday of each month, and
  - b) Begin at 7:00 p.m.
  - c) Adjourn at 9:00 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time, and
  - d) When such meeting falls on a statutory holiday, the meeting shall be held on the next day the City Office is open following which is not a statutory holiday.

#### **6. Notice of Regular Council Meetings**

- 6.1 In accordance with section 127 of the *Community Charter*, the Council must prepare annually on or before December 31<sup>st</sup>, a schedule of the dates, times and places of regular Council meetings and must make the schedule available to the public by posting it at the Public Notice Posting Place.
- 6.2 In accordance with section 127 of the *Community Charter*, the Council must give notice annually on or before December 31<sup>st</sup>, of the availability of the schedule of regular Council meetings in accordance with section 94 of the *Community Charter*.
- 6.3 Where revisions are necessary to the annual schedule of regular Council meetings, the Corporate Administrator must, as soon as possible, post as notice at the Public Notice Posting Place which indicates any revisions to the date, time and place or cancellation of a regular Council meeting.

#### **7. Notice of Special Council 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*, 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 on the municipal website, and

- b) Posting a copy of the notice at the Public Notice Posting Place.
- 7.2 The notice under subsection (7.1) must describe in general terms the purpose of the meeting and be signed by the Mayor or the Corporate Administrator.

#### **8. Designation of Member to Act in place of Mayor**

- 8.1 Annually in December, Council must, from amongst its members, designate Councillors to serve on a rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the mayor is vacant.
- 8.2 Each Councillor designated under section 8.1 must fulfill the responsibilities of the Mayor in his or her absence.
- 8.3 If both the Mayor and the member designated under section 8.1 are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.
- 8.4 The member designated under section 8.1 or chosen under section 8.3 has the same powers and duties as the Mayor in relation to the applicable matter.

#### **9. Public Attendance at Meetings**

- 9.1 Except where the provisions of Section 90 of the *Community Charter* apply, all meetings must be open to the public.
- 9.2 Where Council wishes to close a meeting to the public, it may do so by adoption of a resolution in accordance with Section 92 of the *Community Charter*.
- 9.3 This section applies to meetings of bodies referred to in Section 93 of the *Community Charter*, including without limitation, Committees, the Board of Variance, the court of revision, and the advisory planning commission.

#### **10. Minutes of Meetings**

- 10.1 Minutes of Council and Committee meetings must be kept in accordance with Section 97 of the *Community Charter*.
- 10.2 Minutes of Proceedings of Council must be open for public inspection at the Municipal Hall during its regular office hours.
- 10.3 Sub-section 10.2 does not apply to minutes of a Council meeting or that part of a Council meeting that was closed to the public under Section 90 of the *Community Charter*.

#### **11. Mayor to Open Meetings**

- 11.1 If a quorum is present, the Mayor must call the meeting to order. If a quorum is present but the Mayor is not present within fifteen minutes after the time at which the meeting is scheduled to begin, the acting Mayor must take the chair and call the meeting to order. If a quorum is present but neither the Mayor nor the acting Mayor are present within fifteen minutes after the time at

which the meeting is scheduled to begin, the Corporate Administrator or delegate must call the meeting to order and by resolution the Council must appoint a Councilor to act as chair for that meeting until the Mayor or acting Mayor arrives. The chair of a meeting has the powers and duties of the Mayor in respect of that meeting.

## **12. Quorum**

- 12.1 A quorum of the Council is three (3) Members present and, of a Committee, is a majority of the members present and entitled to vote.

## **13. Adjournment if no Quorum**

- 13.1 If there is no quorum of Members at the location for a meeting within 15 minutes after the scheduled time for a Council meeting, the Corporate Officer must:
- a) Record the names of the Members present and those absent; and
  - b) Adjourn the meeting until the next scheduled meeting.

## **14. Agenda**

- 14.1 Prior to each Council meeting, the Corporate Administrator must prepare an agenda setting out all the items for consideration at that meeting.
- 14.2 The deadline for submission by the public/ Council to the Corporate Administrator of items for inclusion on the Council meeting Agenda is 12:00 noon on the Wednesday prior to the meeting.
- 14.3 The Corporate Administrator must make the Agenda available to the members of Council and the public on the Friday afternoon prior to the meeting.
- 14.4 Council must not consider any matter not listed on the agenda unless a new matter for consideration is properly introduced as a late item before the adoption of the agenda.

## **15. Order of Business at Regular Meetings**

- 15.1 Unless the Council otherwise resolves, business must be dealt with at every regular meeting in the following order:
- 1) Call to Order,
  - 2) Introduction of late items,
  - 3) Adoption of Agenda,
  - 4) Delegations/ presentations,
  - 5) Question period (If Mayor and Council have questions for Delegation),
  - 6) Adoption of the minutes of the previous meetings,
  - 7) Business arising from the minutes as adopted and In-Camera declassified resolutions brought forward for ratification and information,
  - 8) New and unfinished business,
  - 9) Correspondence
  - 10) Staff reports,
  - 11) Mayor and Councilor's reports,
  - 12) Committee Reports (Council Members Reports from Committee Meetings),
  - 13) Bylaws/ planning,

- 14) Budget/accounts,
- 15) Correspondence for information
- 16) Correspondence for information – held two weeks only,
- 17) Question period,
- 18) In-Camera (if needed),
- 19) Adjournment.

#### **16. Late Items**

- 16.1 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 or at any other time as introduced and approved by a majority of Council.
- 16.2 If Council makes a resolution under Section 16.1, information pertaining to late items must be distributed to the members.

#### **17. Petitions and Delegations**

- 17.1 Any person wishing to present a petition to a regular meeting shall inform the Corporate Officer or delegate of the subject of the petition, no later than 12:00 noon on the Wednesday preceding the date on which the next meeting is to take place.
- 17.2 Any delegation wishing to appear at a regular meeting shall inform the Corporate Officer or delegate of the subject of the delegation and the name and address of the speaker for the delegation, on the prescribed form attached to City of Greenwood Delegation Policy 2024-09, no later than noon on the Wednesday prior to the date on which the next meeting is to take place.
- 17.3 Council may limit the number of delegations per meeting to two.

#### **18. Time Allowed for Petitions and Delegations**

- 18.1 Unless the Council otherwise resolves, the maximum time for presentation of a petition or a delegation before Council is ten (10) minutes. This section does not apply to public hearings conducted by the Council under the Local Government Act.

#### **19. Question Period**

- 19.1 Immediately prior to the adjournment of every regular meeting of Council, questions, but not statements, relating to matters dealt with at that meeting may be directed to Council by members of the public then present. All such questions shall be directed to the Mayor and will where possible and appropriate be answered by the Mayor or a member designated by the Mayor.
- 19.2 The Mayor may refer any question or enquiry to the Chief Administrative Officer to look into at a future time.
- 19.3 A maximum period of 15 minutes shall be provided for considering questions from members of the public, however that maximum may be extended to 30 minutes with the unanimous consent of all Council members present.

## **20. Voting**

20.1 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 favor raise your hands." And then "Those opposed raise your hands";
- c) Each Council member has one vote on any question;
- d) Each Council member present at the time of a vote must vote on the matter;
- e) 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;
- f) After the presiding member puts the question to a vote under paragraph (b), a member must not speak to the question or make a motion concerning it;
- g) If a Council member does not indicate how he or she votes, the member is deemed to have voted in the affirmative;
- h) If the votes of the members present at a Council meeting at the time of the vote are equal for and against a motion, the motion is defeated;

## **21. Conduct and Debate**

21.1 When any Member wishes to speak in debate, he or she shall wait until no other Member is speaking and shall raise their hand and address the chair.

21.2 Except as otherwise resolved by the Council, a Member may:

- a) Speak only to a matter being debated by the Council;
- b) Speak only twice to a matter, but a Member may speak more than twice to a matter to:
  - I. Explain a material part of their speech which may have been misunderstood; or
  - II. Ask a question;
- c) speak for no more than five minutes at a time, except that Council may resolve by a simple

majority vote to permit a Member to speak longer;

- d) not speak to a matter already dealt with by the Council;
- e) not speak when called to order by the Mayor;
- f) not speak to a motion unless a motion has been moved and seconded;
- g) speak in a regular meeting of Council after the Member has raised their hand and the Mayor has recognized the Member.

21.3 If two or more Members raise their hands at the same time, the Mayor may designate the order in which each is to speak.

21.4 If the Mayor wishes to speak in a regular meeting of Council, the Mayor may do so.

21.5 If a Member has raised their hand at the same time the Mayor begins to speak, the Mayor may speak first.

21.6 A Member shall address the Mayor as “Your Worship”, or “Mayor \_\_\_\_\_” and a Member shall address a Member by that Member’s surname preceded by “Councillor”.

## **22. Resolutions and Bylaws**

22.1 A Council shall deal with resolutions, the reading of bylaws, and the adoption of bylaws on a motion put by a member and seconded by another Member.

## **23. Proposing Bylaws**

23.1 Unless the Council otherwise resolves, the Council shall not consider a proposed bylaw unless:

- a) The Corporate Officer has given a copy of it to each Member, and
- b) It is on the agenda for the meeting.

## **24. Reading and Adoption**

24.1 The presiding member of a Council meeting may

- a) Have the Corporate Officer/Chief Administrative 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;

24.2 The reading of the bylaw may be given by stating its title and object.

24.3 A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.

24.4 In accordance with *Community Charter*, Council may give up to three readings to a proposed bylaw at the same Council meeting.

24.5 Despite the *Community Charter*, and in accordance with section 890(9) of the Local Government Act Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.

## **25. Bylaws Must be Signed**

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

## **26. Procedures Apply**

26.1 The provisions of this bylaw governing meetings of Council apply, with the necessary changes, to all Committees meetings.

## **27. Appointment of Chair**

27.1 Every Committee shall have a chair, appointed by the Mayor, to preside over its meetings, to the extent necessary, a Committee may by resolution create its own rules of procedure, but the provisions of this Bylaw prevail over any such rule of procedure to the extent of any conflict.

## **28. Participation in Committees**

28.1 A Member may attend any Committee meeting and may participate in any debate at the Committee meeting.

28.2 Only a person appointed to a Committee may move or second motions or vote at a Committee meeting.

## **29. Meetings of Committees**

A Committee shall meet when:

- a) its chairperson so directs;
- b) the Mayor so directs;
- c) directed to meet by resolutions of the Council; or
- d) a majority of the members of a Committee resolve.

And Notice of such meeting shall be given in accordance with Section 30.

## **30. Report to Council**

30.1 A Committee may report to the Council as a delegation at any regular meeting of Council.

30.2 A Committee shall report to the Council when directed by resolution of the Council.

30.3 If a Committee wishes to present a written report to the Council, its chairperson shall deliver the report to the Clerk on or before noon on the Wednesday before the next regular meeting and the Clerk shall deliver the report to the Members in typewritten form at least 48 hours before the date of the regular meeting.



### **31. Notice of Committee Meetings**

- 31.1 At least 24 hours before a meeting of a Committee, the Corporate Administrator must give public notice of the time, place and date of the meeting by way of a notice posted on the Public Notice Posting Place.
- 31.2 At least 24 hours before a regular meeting of a Committee, the Corporate Administrator must give further public notice of the meeting by:
- a) posting a copy of the agenda on the Public Notice Posting Place; and
  - b) Leaving copies of the agenda at the reception counter at Municipal Hall for the purpose of making them available to members of the public.

### **32. Electronic Meetings**

- 32.1 Members of Council or Council Committee may participate electronically in Council meetings, in accordance with Section 128(2) of the *Community Charter*, if the member is unable to attend because of illness, injury or is with leave of the Council, and provided that the Corporate Administrator is able to secure the electronic equipment to facilitate the meeting.
- 32.2 The member presiding the meeting must not participate electronically.
- 32.3 No more than two members of Council or a Council Committee at one time may participate at a meeting by means of electronic or other communication facilities.

### **33. Conflict of Interest**

#### 33.1 Disclosure of Conflict

- 1) In accordance with Section 100 of the *Community Charter*, if a Council member or Council Committee member attending a council meeting or council committee meeting or any meetings of any other body referred to in Section of the *Community Charter*, considers that he or she is not entitled to participate in the discussion of a matter, or to vote on a question in respect of a matter, because the member has

- a) A direct or indirect pecuniary interest in the matter, or
- b) Another interest in the matter that constitutes a conflict of interest,

The member must declare this and state in general terms the reason why the member considers this to be the case.

- 2) After making a declaration under subsection (1), the Council member must not
  - a) Remain or attend at any part of the meeting, during which the matter is under consideration,
  - b) Participate in any discussion of the matter at such a meeting,
  - c) Vote on a question in respect of the matter at such a meeting, or
  - d) Attempt in any way, whether before, during or after such a meeting, to influence the voting on any question in respect of matter.

### **34. Improper Conduct**

- 34.1 No member or person attending the meeting may interrupt a member who is speaking, except that a Councillor may raise a point of order.
- 34.2 No member or person attending the meeting may cause a disturbance, disrupt or in any manner delay the conduct of business at a meeting.
- 34.3 No member or person permitted or invited to speak on any matter coming before the Council or a committee may use rude or offensive language or, by tone or manner of speaking, express a point of view or opinion or make an allegation which, directly or indirectly, reflects upon the public conduct or private character of any person.
- 34.4 All cell phones must be turned off or on vibrate and there will be no answering of cellphones while in Council Chambers during a meeting.

### **35. Removal of Those Behaving Improperly**

- 35.1 The Mayor or other person presiding may expel from a meeting of Council any person he or she considers guilty of improper conduct.
- 35.2 If a person resists or disobeys an order of the Mayor or other person presiding to leave a meeting of Council, that person may be removed by the Corporate Administrator, or, if necessary, by a peace officer at the direction of the Mayor or other person presiding.
- 35.3 In addition to its application to Council meetings, the ability of the person presiding to expel persons he or she considers guilty of improper conduct also applies to primary, select or standing committees of Council.

### **36. General**

- 36.1 If any section, subsection, clause or other provision of this bylaw is held to be invalid by a decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.
- 36.2 This bylaw may not be amended or repealed and submitted unless Council first gives notice in accordance with Section 94 of the *Community Charter*.

### **37. Repeal**

Bylaw No. 997, 2022, cited as “(City of Greenwood Council Procedures Bylaw)” is repealed.

### **38. Effective Date**

This Bylaw shall come into full force and effect (upon adoption / specific date).

Read a First Time this	14	day of	August , 2024.
Read a Second Time this	14	day of	August , 2024.
Read a Third Time this	14	day of	August , 2024.
Adopted by Council this	23	day of	September, 2024.

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Mayor

Certified a true copy of Bylaw No. 1018, 2024  
On the 23 day of September, 2024.

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Corporate Officer

DRAFT