



Village of Valemount Council Procedure Bylaw No. 834, 2020.

The amendment bylaws which are included in this consolidated version of the “Village of Valemount Council Procedure Bylaw No. 834, 2020” are:

Bylaw No. 840, adopted on April 13th, 2021.

CONSOLIDATED FOR CONVENIENCE ONLY AS OF MAY 25, 2021.

This consolidation of the Village of Valemount Council Procedure Bylaw No. 834, 2020, and subsequent amendments has been prepared exclusively for the use of the Village of Valemount for convenience only.

The Village of Valemount does not represent that this consolidation is accurate or complete and anyone using this material should confirm its content by reference to the original Bylaws.



VILLAGE OF VALEMOUNT
COUNCIL PROCEDURE BYLAW NO.834, 2020.

The Municipal Council of the Village of Valemount enacts as follows:

PART 1 – INTRODUCTION

1. CITATION

1.1 This bylaw may be cited for all purposes as “Village of Valemount Council Procedure Bylaw No. 832, 2020”.

2. REPEAL

2.1 Village of Valemount Council Procedure Bylaw No. 652, 2010, as amended, is repealed.

3. DEFINITIONS

3.1 For the purpose of this Bylaw, the following definitions shall apply:

[cc s. 143](#)

“**Commission**” means a municipal commission established as per the *Community Charter*;

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

“**Committee of the Whole (COTW)**” means the members of Council present at a meeting sitting in committee;

“**Community Charter**” means *Community Charter [SBC 2003] Ch. 26* as amended;

“**Corporate Officer**” means the Corporate Officer appointed by Council for the Village of Valemount, or their designate;

“**Council**” means the Council of the Village of Valemount;

“**Local Government Act**” means *Local Government Act [SBC 2015] Ch. 1* as amended;

“**Mayor**” means the mayor of the Village of Valemount, or their designate;

“**Presiding Member**” means the Mayor or Chair of a Committee Meeting or the person authorized to act in their absence.

[cc s. 124\(2\)\(e\)](#)

“**Public Notice Posting Places**” means the notice board at the Village Office, and the Village Website;

“**Special Meeting**” means a separate meeting of Council held at a day and/or time different from a regular meeting.

“**Village**” means the Village of Valemount;

“**Village Office**” means the Village of Valemount offices located at 735 Cranberry Lake Road, Valemount, British Columbia;

“**Village Website**” means the information resource found at internet address www.valemount.ca.

4. **APPLICATION OF RULES OF PROCEDURE**

[cc s.124\(2\)\(a\)
and \(b\)](#)

- 4.1 The provisions of this Bylaw govern the proceedings of Council, COTW, Commissions, and all committees of Council, as applicable.
- 4.2 In cases not provided for under this Bylaw, the most current edition of Robert’s Rules of order will apply to the proceedings of Council, COTW, Commissions, and Council committees to the extent that those rules are:
 - a. applicable in the circumstances; and,
 - b. not inconsistent with the provisions of this Bylaw, the *Community Charter*, or the *Local Government Act*.



PART 2 – COUNCIL MEETINGS

5. INAUGURAL MEETING

[ccs.124\(2\)\(g\)](#)
[cc s.125\(2\)](#)

- 5.1 Following a general local election, the first Council meeting must be held within the first 10 days of November.
- 5.2 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 section 5.1, the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

6. TIME AND LOCATION OF MEETINGS

- 6.1 All Council meetings must take place within the Village Office Council Chambers, except when Council resolves to hold meetings elsewhere.
- 6.2 Regular Council meetings will:
 - a. be held on the second and fourth Tuesday of each month;
 - b. begin at 7:00 PM or immediately following a Public Hearing that is scheduled to take place at 7:00 PM;
 - c. be adjourned at 10:00 PM on the day scheduled for the meeting unless Council unanimously resolves to proceed beyond that time; and,
 - d. be held on the next day the Village Hall is open following the statutory holiday, when such meeting falls on a statutory holiday.

7. CANCELLATIONS AND RESCHEDULING

- 7.1 Provided notice is given in accordance with section 7.2, Council Meetings may be cancelled or rescheduled:
 - a. by Council resolution, provided that not more than two consecutive meetings are cancelled;



- b. by the Mayor;
- c. by the Corporate Officer if it is determined that there is insufficient business to warrant holding the meeting; or
- d. if the Corporate Officer has been notified by a majority of members no later than twenty-four (24) hours prior to the meeting that they will not be present for the meeting

7.2 If a Council Meeting is cancelled or rescheduled, the Corporate Officer must give at least twenty-four (24) hour advanced notice:

- a. to Council Members, by delivering a copy of the notice to the place that each Council Member designated for receiving notices; and,
- b. to the public, by posting a copy of the notice at the Public Notice Posting Places.

8. **NOTICE OF COUNCIL MEETINGS**

8.1 Council must:

[cc s.127\(1\)](#)

- a. 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 at the Public Notice Posting Places; and,

[cc s.94](#)

- b. have notice given annually when and where the schedule of Regular Council meetings will be available.

8.2 Where revisions are necessary to the annual schedule of regular Council meetings, the Corporate Officer will, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the schedule.

9. **NOTICE OF SPECIAL MEETINGS**

[cc s.127\(2\)](#)

9.1 The calling of a Special Meeting will take place in accordance with the *Community Charter*.



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[cc s.127\(4\)](#)

9.2 Except where notice of a special meeting is waived by unanimous vote of all council members 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,
- b. providing a copy of the notice to each Council Members' mailbox at the Village Office, or via email.

[cc s.127\(3\)](#)

9.3 The notice under section 8.2 must describe in general terms the purpose of the meeting and be signed by the Mayor or the Corporate Officer.

10. **ELECTRONIC MEETINGS**

10.1 Provided the legislated conditions are met, a meeting may be conducted by means of electronic or other communication facilities, subject to the following:

[cc s.128\(2\)](#)

- a. A member of Council who is unable to attend a meeting may participate by electronic means, if the Council member can be heard by other Council members and the general public;
- b. The member presiding at a meeting must not participate electronically;
- c. No more than one(1) Councilmember at one time may participate electronically at a meeting;
- d. A Council member may participate electronically in not more than four (4) consecutive regularly scheduled Council meetings unless prior approval, by resolution, has been given by Council;
- e. Electronic participation at In-Camera meetings is not permitted; and,
- f. Despite subsections 10.1(b), (c) and (e) above, in the event of a health, environmental or safety emergency, where more than one member must participate by means of electronic or other



communication facilities, or the Mayor or presiding member cannot be physically present for a meeting, all or any portion of the members may participate in a Council or Committee meeting by means of electronic or other communication facilities, so long as they comply with the remaining requirements of this Section.

PART 3 –DESIGNATIONOF MEMBER TO ACT IN PLACE OF MAYOR

[cc s. 130](#) **11. DESIGNATION OF ACTING MAYOR**

- 11.1 In December of each year, Council will designate a Councillor, for each of the following twelve months, to serve as the member responsible for acting in the place of the Mayor when the Mayor is absent or when the office of the Mayor is vacant.
- 11.2 Each Councillor designated under section 10.1 must fulfill the responsibilities of the Mayor in their absence.
- 11.3 The member designated under section 10.1 or chosen under section 10.3 has the same powers and duties as the Mayor in relation to the applicable matter.
- 11.4 If both the Mayor and the member designated under section 10.1 are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.

PART 4 – COUNCIL PROCEEDINGS

12. ATTENDANCE OF PUBLIC AT MEETINGS

[cc s. 90](#)

- 12.1 Except where the provisions of the *Community Charter* apply, all Council meetings must be open to the public.

[cc s. 92](#)

- 12.2 Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting.

[cc s. 93](#)

- 12.3 This section applies to all meetings of the bodies referred to in the *Community Charter*, including without limitation:



- a. COTW;
- b. Standing and Select Committees;
- c. Commissions; and,
- d. Parcel Tax Review Panel.

13. MINUTES OF MEETINGS TO BE MAINTAINED AND AVAILABLE TO PUBLIC

[cc s.124\(2\)\(c\)](#)

- 13.1 This part applies to Council, COTW, Committees and Commissions for the Village.
- 13.2 Minutes of meetings must be:
 - a. legibly recorded;
 - b. certified as correct by the Corporate Officer for meetings of Council or the recording secretary for all other groups; and,
 - c. signed by the Mayor or other Presiding Member, and the Corporate Officer or designated staff member, upon adoption.
- 13.3 Minutes of the proceedings of Council must be open for public inspection at the Village Office during regular office hours.
- 13.4 The Corporate Officer may make minor corrections to approved minutes including typographical errors, sequential numbering, grammatical errors and completing missing information.
- 13.5 Section 13.3 does not apply to minutes of an In-Camera Council meeting.

14. CALLING MEETING TO ORDER

- 14.1 As soon after the time specified for a Council meeting as there is a quorum present, the Mayor must take the Chair and call the Council meeting.
- 14.2 If a quorum of Council is present but the Mayor or the Acting Mayor does 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.

15. ADJOURNING OF MEETING WHERE NO QUORUM

- 15.1 If there is no quorum of Council present within 15 minutes of 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.

16. AGENDA

- 16.1 Prior to each Council meeting, the Corporate Officer must prepare an Agenda, setting out all the items for consideration at that meeting.
- 16.2 The deadline for submissions to Council by the public is noon on the Tuesday (7 days) prior to the meeting.
- 16.3 Requests of Council that require a supplementary staff report are due by noon, 14 days prior to the Council meeting in question.
- 16.4 The Corporate Officer must make the agenda available to the members of Council and the public by 1:00 P.M. on the Friday prior to the meeting.

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17. ORDER OF PROCEEDINGS AND BUSINESS

- 17.1 The agenda for all regular Council meetings contains the following matters in the order in which they are listed below:
- i. Call to Order;
 - ii. Adoption of Agenda (including introduction of late items);
 - iii. Adoption of Previous Minutes;
 - iv. Delegations – requests to address Council;
 - v. Unfinished business;
 - vi. Correspondence for Action;



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- vii. Reading File;
- viii. Administrative Reports;
- ix. Bylaws / Policies;
- x. New business;
- xi. Notice of Motion;
- xii. Council Reports;
- xiii. Calendar of Events;
- xiv. Public Comment (on items considered by Council as part of the approved Agenda)
- xv. Notice to Proceed to In-Camera Meeting (as required);
- xvi. Recall Council Meeting to Order and Report (as required); and,
- xvii. Adjournment.

17.2 Public Comment will be suspended during the eight (8) week period prior to municipal elections and by-elections.

17.3 Particular business at a Council meeting must be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.

18. LATE ITEMS

18.1 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 upon adoption of the agenda.

18.2 If Council makes a resolution under section 17.1, information pertaining to late items must be distributed to the Council members.

18.3 Any late items put before Council shall only consist of items that have previously been dealt with by Council; late items appearing before Council for the first time shall be placed before Council for information purposes only, with and a decision to be made at a future meeting.

18.4 Notwithstanding Section 18.3, only in an emergency or some extreme circumstance, as determined by the Corporate Officer, will new information be presented as a late item requiring Council action.

19. NOTICE OF MOTION

19.1 A Council Member must give notice of his or her intention to introduce a motion for Council's consideration by:

- a. verbally stating at the appropriate point in the agenda (NOTICE OF MOTION) that he or she intends to introduce the motion at a subsequent meeting; and,
- b. submitting a written copy of the motion to the Corporate Officer by the Agenda deadline for the next Council Meeting.

19.2 Notwithstanding section 19.1, in the case of urgent business a Council Member may introduce a motion for Council's consideration without prior notice by:

- a. submitting a written copy of the proposed motion to the Corporate Officer atleast 24 hours before the Council Meeting; and,
- b. obtaining Council's approval to introduce the motion as a Late Item.

20. VOTING AT MEETINGS

20.1 The following procedures apply to voting at Council meetings:

- a. When debate on a matter is closed, the Mayor or Presiding Member must put the matter to a vote of Council members;
- b. When the Presiding Member is putting the matter to a vote, a member must not:
 - i. cross or leave the room;
 - ii. make a noise or other disturbance; or,
 - iii. interrupt the voting procedure unless the interrupting member is raising a point of order.



- c. After the Presiding Member finally puts the question to a vote, a member must not speak to the question or make a motion concerning it;
- d. The Presiding Member's decision about whether a question has been finally put is conclusive;
- e. Whenever a vote of Council on a matter is taken, each member present shall signify their vote by raising their hand; those members who do not raise their hand, or otherwise respond, are considered to be voting in the affirmative;
- f. Further to Section 9.1, a member who is attending a meeting electronically will verbally signify their vote on a matter when called upon by the Presiding Member to do so; 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.

21. DELEGATIONS

- 21.1 An individual or delegation requesting to appear before Council must submit a written application on a prescribed form to the Corporate Officer by noon on the Tuesday (7 days) prior to the meeting.
- 21.2 Each address to Council must be limited to 15 minutes, unless a longer period is agreed to by a unanimous vote of those members present, and will be restricted to the subject matter in the application form as included on the agenda.
- 21.3 Council will not resolve any course of action in response to requests or inquiries arising at a delegation.
- 21.4 Except at the discretion of the Corporate Officer, where a delegation is accompanied by a letter of request, said request will not be considered at the same meeting as the delegation to Council.
- 21.5 Notwithstanding subsection 19.3, Council may direct staff to further investigate a matter which arises as a result of a delegation, and report back to Council at a future meeting.



21.6 A Council member will limit their questions to a delegation to seek clarification or additional details and will not engage the delegation in a debate or comment on the merits of the issue.

21.7 Council will not receive a delegation regarding:

- a. a bylaw in respect of which a public hearing has been held, where a public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw;
- b. matters on which the Village has commenced legal proceedings and on which judgment has not been rendered;
- c. publicly tendered contracts or proposal calls for the provision of goods or services for the Village between the time that such contract or proposal has been authorized and the time such contract or proposal call has been awarded either by Council or staff; or,
- d. a hearing pertaining to an application, permit or license which has not yet been considered by Council.

21.8 The Corporate Officer may schedule delegations for a future Council meeting or defer delegations to another department as deemed appropriate according to the subject matter of the delegation.

21.9 The Corporate Officer may refuse to place a delegation on the agenda if :

- a. the issue is not considered to fall within the jurisdiction of Council; and,
- b. if the delegation has already spoken to Council on the same matter and no new significant information is provided.

21.10 If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.

22. POINTS OF ORDER



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cc s.132(1)

22.1 The Mayor or 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.

22.2 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(a) above; and,
- c. the presiding member may reserve the decision until the next Council meeting.

23. CONDUCT AND DEBATE

23.1 A Council member may speak to a question or motion at a Council meeting only if that member first addresses the presiding member.

23.2 Members must address the presiding member by that person's title of Mayor, Your Worship, Acting Mayor, or Councillor.

23.3 Members must address other non-presiding members by the title Councillor.

23.4 No member may interrupt a member who is speaking except to raise a point of order.

23.5 Members who are called to order by the presiding member:

- a. must stop speaking immediately;
- b. may explain their position on the point of order; and,

[ccs. 132](#)



- c. may appeal to Council for its decision on the point of order in accordance with *Community Charter*.

23.6 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.

23.7 If a member does not adhere to section 21.6, 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.

ccs. 133

23.8 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.

23.9 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; or,
- d. a member may speak to a question, or may speak in reply, for no longer than 5 minutes without the permission of Council.

24. RECONSIDERATION BY COUNCIL MEMBER

24.1 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.

24.2 A Council member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.

24.3 Council must not discuss the main matter referred to in section 22.1 unless a motion to reconsider that matter is adopted.

24.4 A vote to reconsider must not be reconsidered.

24.5 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 section 22.1 above or the *Community Charter*; or,
- c. been acted on by an officer, employee, or agent of the Village.

24.6 The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its rejection under this section.



24.7 A bylaw, resolution, or proceeding that is reaffirmed under section 22.1 or the *Community Charter* is valid and has the same effect as it had before reconsideration.

25. REPORTS FROM COTW, COMMITTEE, OR COMMISSION

25.1 Council may take any of the following actions in connection with a recommendation or a resolution it receives from COTW, a committee, or a commission:

- a. agree or disagree with the recommendation or resolution;
- b. amend the recommendation or resolution;
- c. refer the recommendation or resolution back to COTW, the committee, or commission; or,
- d. postpone consideration of the recommendation or resolution.

PART 5 – BYLAWS

26. COPIES OF PROPOSED BYLAWS TO COUNCIL MEMBERS

26.1 A proposed bylaw may be introduced at a Council meeting only if:

- a. a copy of it has been delivered to each Council member at least *24 hours before* the Council meeting; or,
- b. all Council members unanimously agree to waive this requirement.

27. FORM OF BYLAWS

27.1 A bylaw introduced at a Council meeting must:

- a. be legibly written;
- b. have a distinguishing name;
- c. have a distinguishing number; and,



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d. be divided into sections.

28. READING AND ADOPTING BYLAWS

- 28.1 The readings of a proposed bylaw may be given by stating the bylaw's title and the applicable reading number.
- 28.2 A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.
- 28.3 If Council resolves to consider a bylaw section by section, such consideration will be done at the second reading of the proposed bylaw.
- 28.4 Council may give one, two or three readings to a proposed bylaw in one motion at the same Council meeting.
- 28.5 If Council wishes to amend a bylaw after third reading, the Council may do so as follows:
- a. a motion to rescind third reading; and if carried;
 - b. a motion to amend the bylaw at third reading; and,
 - c. a motion to adopt third reading of the bylaw as amended.
- 28.6 In cases where a bylaw has received readings or a public hearing and has not been adopted by Council within one calendar year of the date of its last reading or public hearing, then all readings and any public hearing of the bylaw will be deemed to be void and the bylaw must be presented again to Council for first reading, and if required, a new public hearing.

cc s. 135

PART 6 - RESOLUTIONS

29. FORM OF RESOLUTION

- 29.1 A resolution introduced at a Council Meeting must be printed and hard copies distributed to Council members' prior to the meeting.



30. INTRODUCING RESOLUTIONS

- 30.1 The Mayor or 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

31. NOTICE OF A COTW MEETING

- 31.1 At any time during a meeting, Council may go into COTW by a motion.
- 31.2 In addition to subsection 31.1, a meeting to which all Council Members are invited to consider but not to decide on matters of the Village's business, other than a Committee or Commission meeting, is a meeting of COTW.
- 31.3 Pursuant to section 8.2, notice of the day, hour and place of a COTW meeting must be given at least 24 hours before the time of the meeting.
- 31.4 Section 31.3 does not apply to a COTW meeting that is called, in accordance with section 29.1 during a Council meeting for which public notice has been given pursuant to this Bylaw.

32. AGENDA FOR COTW MEETING

- 32.1 The Corporate Officer must prepare the agenda for a COTW meeting setting out all the items for consideration at that meeting.
- 32.2 The agenda for the COTW meeting must be available to Council and the public at least 24 hours prior to the meeting.

33. CHAIR OF THE COTW MEETING

- 33.1 The Mayor may act as the Chair at the COTW meeting.

34. QUORUM



34.1 The quorum of COTW is the majority of the Council Members.

35. POINTS OF ORDER AT COTW MEETINGS

35.1 The Chair must preserve order at a COTW meeting and decide points of order that may arise, subject to an appeal to other Council Members present.

36. CONDUCT AND DEBATE

36.1 The following rules apply to COTW meetings:

- a. Chair may move or second a motion and participate in the debate;
- b. A Council Member may speak any number of times on the same question; and,
- c. A Council Member must not speak longer than a total of 5 minutes on any one question.

37. VOTING AT MEETINGS

37.1 A vote at a COTW meeting may be taken by any of the methods set out in Section 20.1.

37.2 The Chair must declare the results of voting.

38. REPORTS

38.1 A motion made at COTW meeting to rise and report must be decided without debate.

38.2 The Corporate Officer must present the COTW's report to Council by:

- a. giving a verbal report, if the COTW was called pursuant to section 29.1; or



- b. submitting the minutes of the COTW's meeting to Council, if the COTW was called pursuant to section 29.2.

38.3 A motion for COTW 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 Council Member.

38.4 If a motion to rise without reporting to Council is adopted by COTW at a meeting constituted under section 29.1, the Council meeting must resume and proceed to the next order of business.

PART 8 – COMMITTEES AND COMMISSIONS

39. DUTIES OF STANDING COMMITTEES

[cc s. 141](#)

- 39.1 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; and,
 - c. matters that are assigned by the Mayor.
- 39.2 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.



39.3 At least half of the members of a standing committee must be Council members.

40. DUTIES OF SELECT COMMITTEES

40.1 Select committees must consider, inquire into, report, and make recommendations to Council about the matters referred to the committee by the Council.

40.2 Select committees must report and make recommendations to Council at the next Council meeting unless Council specifies a different date and time.

40.3 At least one member of a select committee must be a council member.

41. SUBCOMMITTEES

41.1 Committees and Commissions may not create sub-committees without prior approval of Council.

42. AUTHORITY

42.1 No action of any Committee or Commission will be binding on the Village, except if Council has expressly delegated such power to act on the Committee or Commission or has approved such action.

43. SCHEDULE OF COMMITTEE MEETINGS

43.1 At its first meeting after its establishment a standing or select committee must establish a Terms of Reference, including a regular schedule of meetings.

43.2 The chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.



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44. **NOTICE OF COMMITTEE OR COMMISSION MEETINGS**

[ccs.124\(2\)\(d\)](#)

- 44.1 Subject to section 43.2, after the Committee or Commission has established the regular schedule of including the times, dates and places of the Committee or Commission meetings, notice of the schedule must be given by:
- a. posting a copy of the schedule at the Public Notice Posting Place; and,
 - b. providing a copy of the schedule to each member of the Committee or Commission.
- 44.2 Where revisions are necessary to the schedule of meetings, the Corporate Officer, or staff member assigned to the Committee or Commission, must post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a meeting.
- 44.3 The Corporate Officer, or staff member assigned to a Committee or Commission, must cause a notice of the day, time and place of a meeting called under section 41.2 to be given to all members of the Committee or Commission at least 24 hours before the time of the meeting.

45. **AGENDAS FOR COMMITTEE OR COMMISSION MEETINGS**

- 45.1 The deadline for agenda submissions by staff, Council members or members of the public to the Corporate Officer, or staff member assigned to that committee or commission, is noon, 7 days prior to the meeting in question.
- 45.2 If there are no items submitted for discussion by the deadline set out in subsection, the Chair of the Committee or Commission may cancel the meeting.

46. **QUORUM**

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

47. **CONDUCT AND DEBATE**



- 47.1 The rules of the Council procedure must be observed during Committee or Commission meetings and unless as otherwise provided in this bylaw.
- 47.2 A Council Member:
- a. may attend meeting of a Committee or Commission of which he is not a member;
 - b. may participate in the discussion; and,
 - c. must not:
 - i. be counted as part of the quorum;
 - ii. make motions; or,
 - iii. vote on any motion considered by the Committee or Commission.
- 47.3 The following rules apply to Committee or Commission meetings:
- a. a Member may speak any number of times on the same motion; and,
 - b. a Member must not speak longer than a total of 5 minutes on any one motion.

PART 9 – PUBLIC HEARINGS

48. PUBLIC HEARINGS

- 48.1 The Corporate Officer will prepare an agenda and make it available to the members of Council and the public five (5) calendar days before the public hearing.
- 48.2 The Order of Business for Public Hearings shall be:
- i. Call to Order
 - ii. Statement from Chair
 - iii. Staff Report /Presentation on Bylaw(s) or proposal(s) that are subject of the Public Hearing



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- iv. Reading (or summary) of written submissions received after the agenda publishing deadline.
- v. Applicant Presentation
- vi. Public Submissions – verbal presentations (Mayor calls for 3 times)
- vii. Applicant responds to new information or factual matters raised by previous speakers or Council
- viii. Council questions
- ix. Adjournment

48.3 All persons with an interest in the proposed bylaw or proposal which is the subject of the public hearing shall be afforded a reasonable opportunity to be heard or to present written submissions on matters contained in the bylaw, after first identifying themselves by stating their name and area of residence; Anonymous submissions will not be accepted.

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Bylaw 840

48.4 The deadline for written submissions to be included on the public hearing agenda is noon on the Tuesday (7 days) prior to the hearing.

48.5 Notwithstanding 48.4, written submissions will continue to be accepted via email, mail or by delivery to the Village Office until 12:00 noon on the day of the Public Hearing, but will not be included in the agenda package.

48.6 The Corporate Officer shall make available to each member of Council, before the public hearing, a copy of any correspondence pertaining to the subject of the public hearing that has been received after the deadline for agenda publication.

48.7 The Mayor or presiding member shall only entertain submissions that are relevant to the purpose of the proposed bylaw under discussion.

48.8 Presentations by an owner or applicant shall be limited to a maximum of 15 minutes. Owners or applicants who have additional information that they are not able to include within that time frame will provide the additional information in writing to the Corporate Officer by 12:00 noon,



five calendar days prior to the public hearing, so that the information can be copied to Council as part of the agenda package.

- 48.9 Presentations by members of the public shall be limited to a maximum of 5 minutes each; If a person has additional information that they are unable to provide within that time frame, they shall be given a further opportunity to address Council after all other interested members of the public have been heard a first time.
- 48.10 Speakers shall confine their comments to new information.
- 48.11 The owner or applicant shall be given an opportunity to respond to comments or questions raised during the public hearing before the hearing is closed on their application; the response shall be limited to a maximum of 5 minutes.
- 48.12 Notwithstanding time limits for presentations set out in sections 48.7 and 48.8 of this bylaw, Council may ask questions of any presenter and of staff for clarification purposes.
- 48.13 Debate on the bylaw shall take place at a regular meeting of Council following the public hearing when the bylaw is presented for reading consideration.
- 48.14 No further submissions from the public, including any applicant concerned with the bylaw, may be received by Council between the close of the hearing and adoption, defeat or abandonment of the bylaw for which the public hearing was held.

PART 10 – GENERAL

- 49. The failure of Council to observe the provisions of this bylaw and any associated policies will not affect the validity of motions passed or bylaws enacted by Council.
- 50. 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.



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51. This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with the *Community Charter*.

READ A FIRST TIME this 13th day of October, 2020

READ A SECOND TIME this 13th day of October, 2020

PUBLIC NOTIFICATION GIVEN the 29th day of October & 5th day of November, 2020.

READ A THIRD TIME this 10th day of November, 2020

ADOPTED this 24th day of November, 2020

MAYOR, Owen Torgerson

CO, Wayne Robinson

Certified that the foregoing is a true and correct copy of Village of Valemount Council Procedure Bylaw No.834, 2020as adopted by Council Resolution No. 410/20dated this 24th day ofNovember2020.

CO, Wayne Robinson