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BYLAW NUMBER 4840 – CONSOLIDATED

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“**Other Committees**” means those Advisory Committees, Task Forces, or Commissions appointed by **Council**; (*Bylaw 5815*)

“**Public Notice Posting Places**” means the notice board at **City Hall** and the **City Website**.

**E.** Rules of Procedure

The following are the meeting rules of procedure for **City Council**:

**PART II - MEETINGS OF COUNCIL**

**1.** Inaugural Meeting

- (a) Following a general local election, the first **Council** meeting must be held within the first ten (10) days of November in the year of the election. (*Bylaw 5662*)
- (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 (1) (a), the first **Council** meeting must be called by the **Corporate Officer** and held as soon as reasonably possible after a quorum has taken office.

**2.** Designation of Member to Act in Place of **Mayor**

- (a) At the inaugural meeting, the **Mayor** 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** or when the **Mayor** is absent or otherwise unable to act or when the office of the **Mayor** is vacant.
- (b) Each Councillor designated under section 2 (a) must fulfill the responsibilities of the **Mayor** in his or her absence.
- (c) If both the **Mayor** and the member designated under section 2 (a) are absent from the **Council** meeting, the **Council** members present must by resolution appoint a **Councillor** to preside at the **Council** meeting.
- (d) The member designated under section 2 (a) or chosen under section 2 (c) has the same powers and duties as the **Mayor**.

**3.** Regular, Committee of the Whole and In Camera meetings

**City Council** meets for **Council** meetings in **City Hall**, or elsewhere as directed by a majority vote, at 8:40 a.m. on the second and fourth Monday in each month; when such meeting falls on a statutory holiday, it will be held on the next day

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**City Hall** is open following which is not a statutory holiday. The meeting will adjourn and reconvene at 1:30 p.m. The Council meeting will commence with Committee of the Whole at 8:40 am and adjourn to reconvene at 1:30 pm for the Regular Open meeting.

Committee of the Whole meetings are to be conducted in the same manner of rules and procedures as Regular meetings of Council.

In Camera (confidential) portions of the meetings are held, as required, under Section 90 of the Community Charter. (See Section 7) Such meetings will follow Committee of the Whole meetings.

Unless:

- (a) a quorum is not present within fifteen minutes after the time appointed for the meeting, in which case the names of the members then present shall be entered in the minute book; or
- (b) a resolution was passed at that meeting or previous meeting of the **Council** that the next meeting will be held at a place and at a time specified in the resolution; or
- (c) a notice is given pursuant to the *Community Charter* that the meeting is replaced by another meeting to be held at the place and at the time specified in the notice.

No meeting will be scheduled during the fourth week of December.

No meeting will be scheduled during the fourth week of August.

**Two** regular meetings of Council shall be scheduled for the months of **January, February, March, April, May, June, September, October, November** and **one** regular meeting of Council shall be scheduled for **July, August and December.**  
(*Bylaw 5792*)

**The Two regular Meetings during the month of September shall be adjusted annually so that no Council Meeting will be scheduled during the annual Union of BC Municipalities Conference.**

**On a Local Government Election year, there shall only be one regular meeting scheduled on the second Monday of October.** (*Bylaw 5662*)

### 3.1 Special Meetings

- (a) A special meeting of **Council**, which is any meeting other than a regular meeting, may be called by the **Mayor** or by two members of **Council** in accordance with the *Community Charter*.