

DISTRICT OF SQUAMISH

BYLAW NO. 2379

A bylaw to amend the "District of Squamish Procedure
Bylaw No. 2099, 2009"

The Council of the District of Squamish in open meeting assembled enacts as follows:

1. This bylaw may be cited as "District of Squamish Procedure Bylaw No. 2099, 2009, Amendment Bylaw No. 2379, 2015".
2. The District of Squamish Procedure Bylaw No. 2099, 2009 as amended, is further amended as follows:
 - (a) Section 6 - Time and location of meetings:
 - (i) By deleting Section 6.3
 - (ii) By deleting Section 6.4 c) and replacing with the following:

"c) terminate at 10:00 p.m. on the day scheduled for the meeting, unless Council resolves to proceed beyond that time."
 - (iii) By deleting Section 6.8 Electronic Participation at Special Council meetings and replacing with the following:

"6.7 Electronic Participation at Special Council meetings
Provided that the conditions set out in section 128(2) of the *Community Charter* are met, a member of Council who is unable to attend a Special Council meeting may participate in the meeting by means of audio/visual or audio electronic communication devices subject to the following:

 - a) the meeting is a Special Council meeting;
 - b) the member presiding at a Special Council meeting must not participate electronically;
 - c) in instances where the Mayor will participate in a Special Council meeting electronically, the Council member designated to act in place of the Mayor shall preside. In absence of the designate, the members present shall elect from among themselves a presiding member for that meeting;
 - d) no more than two members of Council at one time may participate electronically at a Special Council meeting under Section 6.7;
 - e) where a meeting is held under Section 6.7 of this Bylaw, the facilities must enable the public to hear, or see and hear, the participation of the member or members participating electronically unless the meeting is closed pursuant to Section 90 of the *Community Charter*,

- f) members of Council who are participating in a meeting under this section are deemed to be present at the meeting;
- g) a Council member attending a Special Council meeting electronically may do so for a maximum of four Special Council meeting days per calendar year;
- h) if there is an interruption in the communication link to the member(s) participating electronically, the other Council members may:
 - i. decide on a short recess until it is determined whether or not the link can be re-established; or
 - ii. adjourn the meeting until such time as the communication can be re-established.”

(b) Section 7 – Closed Meetings

- (i) By deleting Section 7.2 and replacing with the following:
 “7.2 Release of Closed Meeting Items

At the first Regular Meeting of Council after a Closed Meeting, the Mayor shall announce the decisions made in the Closed Meeting that Council has determined by resolution are no longer confidential matters, and that this include which Councillors declared conflict in a closed matter when brought forward to the public.

On a quarterly basis, the Corporate Officer shall bring to the attention of the Council those items in the preceding three months that were dealt with in a Closed Meeting and have not been released for public information. Council shall then determine by resolution which items are no longer confidential matters and announce the decisions at the next Regular Meeting of Council.”

(c) Section 8 – Agenda

- (i) By deleting Section 8.1 and replacing with the following:
 “8.1 Prior to each Regular meeting of Council, the Corporate Officer shall prepare, for the approval of the Mayor and subsequent distribution, a draft agenda of all business to be brought before the Council during that regular meeting. All documents from outside parties intended to be submitted to the Council must be delivered to the Corporate Officer not later than 12:00 p.m. on the Tuesday preceding the day of the meeting of Council. All documents intended by staff to be submitted to Council shall wherever possible be delivered to the Corporate Officer not later than 12:00 p.m. on the Friday preceding the Council Agenda distribution.”

- (ii) By deleting Section 8.4 and replacing with the following:

“8.4 The general order of business on the agenda shall be determined as follows, subject to a Council resolution to change:

 - a) Adoption of Agenda;
 - b) Notice of Motion;
 - c) Delegations/Petitions/Proclamations;
 - d) Consideration of Unscheduled Public Attendance;
 - e) Public Hearings;
 - f) Bylaws;
 - g) Staff Reports;
 - h) Correspondence;
 - a. Action Requested
 - b. Receive for Information;
 - i) Approval of Minutes;
 - j) Business Arising from the Minutes;
 - k) Committee Minutes and Reports;
 - l) Council – Staff In-Camera Items Announcements;
 - m) Open Question Period/Clarification Related to Agenda Items;
 - n) Confirmation of Motions;
 - o) Council or Staff Announcements;
 - p) Motion to Close;
 - q) Termination”

(d) Section 10 – Minutes of Meetings

- (i) By inserting the following after Section 10.8:

“10.9 Minutes of Council and Committee meetings may be approved by consent.”

(e) Section 10 - Calling a Meeting to Order

- (i) By deleting Section 10.10 and replacing with the following:

“10.10 If a quorum of Council is present but the Mayor and the Council member designated as the member responsible for acting in the place of the Mayor under Section 5 does not attend within 30 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.
- (ii) By deleting Section 10.11 and replacing with the following:

“10.11 If there is no quorum of Council present within 30 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) Terminate the meeting until the next scheduled meeting.”

- (f) Section 10 - Voting at Meetings and Rules of Debate
- (i) By deleting Section 10.13 e) and replacing with the following:
- “e) No Council member may speak more than twice to the same question without leave of the Chair, except in explanation of a material part of a speech which may have been misconstrued, and in so doing the member may not introduce a new matter. The mover of a motion always has the right of reply, except in the following three circumstances:
- an amendment has been moved
 - the Previous Question has been called (immediately closes debate)
 - an instruction to a committee
- No member without leave of the Chair shall speak to any question for a longer time than five minutes on moving an original motion, or three minutes on all other occasions.”
- (g) Section 10 - Termination
- (i) By deleting Section 10.24 and replacing with the following:
- “10.24 Meetings shall be terminated no later than 10:00 p.m. unless two-thirds of the Council members present resolve to extend a meeting, and only with the unanimous approval of all Council members present may a meeting extend past 11:00 p.m.”
- (h) Section 11 – Petitions and Delegations
- (i) By deleting Section 11.3 and replacing with the following:
- “11.3 Delegations will be allowed a maximum of 5 minutes to speak unless two-thirds of the members of Council, by affirmative vote, agree to extend the time.”
- (ii) By deleting the following from Section 11.5:
- “Proclamation requests will only be heard when presented by a local representative.”
- (iii) By deleting Section 11.6 and replacing with the following:
- “11.6 Only those persons or delegations in attendance to present an issue that has arisen since the agenda closed and which must, in Council's opinion, be dealt with prior to the next Regular scheduled meeting are eligible to be recognized during the Unscheduled Public Attendance.
- The order of unscheduled delegations will be set by the Chair, with priority given as follows:
- 1) A matter that is urgent and must be considered prior to the next Council meeting
 - 2) A matter that relates to a current agenda item
 - 3) A matter presented by a local delegation.

The Mayor shall call, at the beginning of the Unscheduled Public Attendance portion of the meeting, for persons wishing to be recognized, and with Council's assent, will determine the number of persons eligible to be recognized. Eligible delegations will be allowed a maximum of 2 minutes each and the total time for all delegations under Unscheduled Public Attendance shall not exceed fifteen minutes, except with leave of the Council.

- (i) Section 12 – Reconsideration – By a Council Member
 - (i) By deleting Section 12.9 and replacing with the following:
“12.9 In the event that there is a significant change in circumstances or legislation, a matter may be reintroduced by any member of Council by motion at any time if the matter has not been acted upon by any officer, servant, or agent of the municipality.”
- (j) Section 17 – Public Hearings
 - (i) By deleting Section 17.4
- (k) The “District of Squamish Procedure Bylaw No. 2099, 2009” is amended so that the numerical ordering of its provisions, and any and all references to those numbers and letters that appear in any provisions of the bylaw, are revised to be consistent with the amendments of this bylaw.

READ A FIRST, SECOND and THIRD time this 7th day of April, 2015

NOTICE GIVEN IN ACCORDANCE WITH SECTION 94 OF THE COMMUNITY CHARTER THIS day of , 2015 AND day of , 2015

ADOPTED this day of , 2015

Patricia Heintzman, Mayor

Robin Arthurs, Corporate Officer