

REPORT TO: Council  
REPORT FROM: Corporate Services  
PRESENTED: June 7, 2022  
SUBJECT: District of Squamish Procedure Bylaw No. 2099, 2009, Amendment Bylaw No. 2862, 2021

FOR: Regular Business Meeting  
FILE:

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**Recommendation:**

That Council approve the following resolution:

**THAT** District of Squamish Procedure Bylaw No. 2099, 2009, Amendment Bylaw No. 2862, 2021 be given first three readings.

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**1. Objective:**

To update the Procedure Bylaw to incorporate best practices, Council feedback, align with legislation and ensure efficient running of meetings.

**2. Background:**

District of Squamish Procedure Bylaw No. 2099, 2009 was adopted by Council on March 16, 2010 and has been reviewed and amended six times, most recently in October, 2021 to include wording from legislation changes around electronic meetings. A fulsome review was conducted at the October 26, 2021 Committee of the Whole meeting. Following that meeting, Council feedback was incorporated into the draft bylaw and the bylaw was presented and reviewed at the April 26, 2022 Committee of the Whole meeting.

**3. Project Information:**

During the April 26, 2022 Committee of the Whole review, staff reviewed amendments included in the draft bylaw and proposed some further amendments in addition to those included in the staff report, including to Sections 4.1, 10.16 and 10.18.

At the April 26, 2022 meeting, Council directed that the following amendments and additions be included in the bylaw:

- That wording be added to the bylaw regarding public conduct expectations
- That all two-thirds vote requirements be changed to majority vote if permitted by legislation
- That the following wording be included after Approval of Minutes in Section 8.4 'not considered in the Consent Agenda' to provide clarity
- That the order of the agenda be amended (Section 8.4) by moving Consideration of Council Committee Recommendations to earlier in the agenda, prior to Bylaws and Staff Reports.

All amendments, including those outlined in the April 26, 2022 Committee of the Whole staff report, are outlined below.

Accessibility to agenda packages was discussed and staff advised that paper copies of the agenda packages are available for review at Municipal Hall. The agenda packages for upcoming Council Business and Committee of the Whole meetings are placed in a binder at the front counter and all earlier Council meeting agenda packages are available for review upon request. As well, agenda packages are available electronically on the District of Squamish website.

Proposed amendments to the Procedure Bylaw:

1. Section 4.1 was amended to include wording that items not addressed in the bylaw will follow firstly the guidance of the legislation and secondly the most current edition of Robert's Rules of Order, Newly Revised.
2. Section 6.8 was amended by renaming the heading to Electronic Meetings and adding a separate section for Electronic Participation by Members to differentiate the two. Electronic Meetings refers to meetings where all or a majority of Council participates electronically vs Electronic Participation by Members where less than quorum (up to three members) may participate electronically.
3. Section 6.12 has been added to provide instruction in the event that the power goes out or there is an interruption with the electronic meeting platform.
4. Section 8.2 c) has been removed as it is no longer practice to provide a paper copy of agenda packages to the Squamish Library. Electronic agenda packages are available on the District website, Library staff receive the agenda links and paper copies can be viewed at Municipal Hall.
5. Section 8.4, order of business on Regular Council agendas, has been amended as follows:
  - a. Notice of Motion has been moved to later in the agenda
  - b. The Consent Agenda has been moved up to follow Scheduled (Timed) items
  - c. Confirmations of Motions was renamed 'Consideration of Council Committee Recommendations' and moved up to follow the Consent Agenda
6. Section 8.6 was inserted to provide procedure for listing Reconsideration of Council Motions under Business Arising on the agenda, pursuant to Section 12 of the bylaw.
7. Section 10.8 was amended to provide language that Council minutes may be corrected at the next meeting, or a future meeting if required, and that the Corporate Officer may edit the minutes in the event that a typographical error is identified following approval of minutes.
8. Section 10.9 was inserted which states that the minute taker will record a summary of discussion as well as feedback to staff, that received consensus from Council at Council Committee meetings. Individual comments may be included, depending on the circumstances, but will not be general practice. It should be noted that meetings are recorded, and the public can view recordings of the meeting on the website in order to

understand individual Council member comments. Minutes are not intended to be a verbatim record of the meeting.

9. Section 10.13 e) was amended to replace the following wording within the section: 'an instruction to a Committee' with 'referral to a committee' to make the wording clearer.
10. Section 10.16 was amended to provide clarity on the procedure when a member of Council requests to consider multiple clauses within a motion separately. A Council member must state the request to vote upon each clause separately. No motion is required unless the requesting Council member requests that the clauses be considered in a different order than originally presented.
11. Section 10.18 was amended to include 'To separate distinct or multiple clauses within a motion in accordance with section 10.16', to remove 'and the several motions have precedence in the order named' and replace with 'And the motions referred to above in a) through e) must be dealt with in that order' to make the wording clearer.
12. Section 10.24 was amended to change the 2/3 vote requirement to a majority vote requirement.
13. Section 10.25, 'Termination', was replaced as the previous wording was unclear.
14. Conduct at Meetings – Sections 10.29, 10.30 and 10.31 have been added to the bylaw to include language around Council member conduct at meetings.
15. Section 10:32 has been added to the bylaw to include language around conduct by members of the public.
16. Section 11.3 was amended to change the 2/3 vote requirement to a majority vote requirement and to insert the staff alternate wording as outlined in the April 26, 2022 staff report to allow additional time for delegations at Committee of the Whole meetings, as determined by the Mayor and/or Acting Mayor when considering the Application to Appear.
17. Section 11.5 was amended to change the 2/3 vote requirement to a majority vote requirement.
18. Section 12.4 was amended slightly to provide clarification that **any** member may introduce a motion for reconsideration in the event that the original motion resulted in a tie vote.
19. Section 13.3 was removed from the bylaw as it is not practice for the Corporate Officer to read a synopsis of each bylaw or group of bylaws, and a group of bylaws may not be considered for reading(s) by Council at one time. They must be considered individually.
20. Section 13.9 was amended to provided clarity with regards to amending a bylaw prior to adoption. The wording in the current bylaw indicates that a bylaw can be amended at adoption. That is not permitted. Third reading of the bylaw must be rescinded and reconsidered. A zoning bylaw may only be amended to the extent permitted by the *Local Government Act*.
21. Section 13.12 was deleted.

#### **4. Implications:**

##### **a. Budget:**

There are no budget implications.

##### **b. Organizational Impact:**

The Procedure Bylaw establishes the general procedures to be followed by staff, Council and Committee members in conducting Council and Council Committee meetings.

##### **c. Policy:**

- Community Charter Sections 94, 124 and 128
- Local Government Act – Part 14: Division 3
- Electronic Participation at Council Meetings Policy

##### **d. Bylaws:**

- District of Squamish Procedure Bylaw No. 2099, 2009 – consolidated
- District of Squamish Procedure Bylaw No. 2099, 2009, Amendment Bylaw No. 2862, 2021

#### **5. Strategic Plan**

While not specifically included in the Strategic Plan or the Organizational Plan, a review of the Procedure Bylaw is conducted to ensure efficient running of Council and Council Committee meetings.

#### **6. Organizational Plan:**

See above.

#### **7. Engagement:**

Following first three readings of the bylaw amendment, pursuant to Sections 124 and 94 of the Community Charter, notice must be given to the public by placing two consecutive notices in the newspaper outlining the proposed changes to the bylaw before the bylaw may be adopted. Legislative Services will advise of the proposed amendments through social media channels and staff are available to speak with members of the public and to answer questions related to the proposed amendments.

#### **8. Next Implementation Steps:**

Notice will be given, as outlined above, prior to consideration of adoption by Council.

#### **9. Attachments:**

1. District of Squamish Procedure Bylaw No. 2099, 2009 (consolidated) with proposed amendments outlined
2. District of Squamish Procedure Bylaw No. 2099, 2009, Amendment Bylaw No. 2862, 2021
3. April 26, 2022 Report to Council: [Procedure Bylaw RTC - April 26 2022](#)

#### **10. Alternatives to Staff Recommendation:**

THAT District of Squamish Bylaw No. 2099, 2009, Amendment Bylaw No. 2862, 2021 be given first three readings as amended:

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#### **11. Staff Review**

**Prepared By:**

Charlene Pawluk, Manager of Legislative Services

**Reviewed By:**

Robin Arthurs, General Manager of Corporate Services

Heather Boxrud, Chief Financial Officer

**CAO Recommendation:**

That the recommendation of the Corporate Services department be approved.

Linda Glenday, CAO