



TOWN OF GOLDEN  
**Council Procedure Bylaw**  
Bylaw No. 1494, 2024

**TOWN OF GOLDEN**  
**BYLAW NUMBER 1494, 2024**  
**COUNCIL PROCEDURE**

This Bylaw sets out the rules of procedure for Town of Golden Council and Committee meetings pursuant to the *Community Charter* and *Local Government Act*.

---

Pursuant to the *Community Charter* and the *Local Government Act*, the Council of the Town of Golden, in open meeting assembled, **HEREBY ENACTS AS FOLLOWS:**

**PART 1 – INTRODUCTION**

**1. CITATION**

1.1 This Bylaw may be cited for all purposes as “Bylaw No. 1494, 2024 Town of Golden Council Procedure.”

**2. DEFINITIONS AND INTERPRETATIONS**

2.1 In this Bylaw:

“**Chair**” means the Mayor, Acting Mayor, or other Member who is Chairing a Meeting.

“**CAO**” or “**Chief Administrative Officer**” means the person appointed by Council as the Chief Administrative Officer for the Town of Golden or their lawful deputy, including any person appointed as Acting Chief Administrative Officer.

“**Closed Meeting**” means a Meeting that, by resolution of Council pursuant to the *Community Charter* or other authorizing legislation, is not open to the public and staff, other than the corporate officer or other employees or individuals permitted by Council in accordance with s.91 of the *Community Charter*.

“**Committee**” means a select or standing committee of Council as established in accordance with the *Community Charter*.

“**Community Charter/Charter**” means Community Charter, S.B.C. 2003, c. 26 and its amendments.

“**Corporate Officer**” means the person appointed by Council, pursuant to s.148 of the *Community Charter*, and designated as the Corporate Officer for the Town of Golden, or their designate.

“**Council**” means the Council of the Town of Golden.

“**Councillor**” means a Member of Council other than the Mayor.

“**Delegation**” means a person, group or organization which makes a request to speak at a meeting of Council or Committee.

“**Mayor**” means the Mayor of the Town of Golden.

**“Meeting”** means a legally convened congregation of a Presiding Body to which this bylaw applies.

**“Member”** means a member of Council or a Committee, including the Mayor; and in the case of a Committee, a person appointed by Council to sit on that Committee.

**“Motion”** means a formal proposal made by a Member at a meeting, in order that it may be debated to a conclusion and voted upon.

**“Notice of Motion”** is the means by which a Member brings topics forward for consideration at a Meeting.

**“Presiding Body”** means the sum of Members comprising either Council or a Committee to which this bylaw applies.

**“Public Hearing”** means hearings held by Council pursuant to Part 14, Division 3, of the *Local Government Act*.

**“Public Notice Posting Place”** means the bulletin boards located outside the Council Chambers entrance and in the main entrance foyer to Town Hall located at 810 9<sup>th</sup> Avenue South; and may include the Town of Golden’s website (golden.ca), Council portal (golden.civicweb.net), and corporate social media channels.

**“Regular Meeting”** means a Meeting that has been noted on the annual Meeting schedule in which a Presiding Body conducts its business.

**“Quorum”** is subject to Section 129 of the *Community Charter* and refers to:

- a. In the case of Council Meetings, and Hearings, four (4) elected Members.
- b. In the case of a Committee or Commission, a majority of the voting Members appointed to that Committee or Commission

**“Resolution”** means a formal determination made by Council or a Committee on the basis of a Motion, which is duly passed by the applicable Council or Committee.

**“Special Meeting”** means a Meeting that is held pursuant to s. 126 and 127 of the *Community Charter* and is extraordinary to a Regular Meeting.

### 3. APPLICATION

3.1 The provisions of this bylaw govern the proceedings of Council including its Committees, as applicable unless otherwise provided for in Part 5 of this bylaw.

3.2 In matters not addressed in this bylaw, the latest edition of *Robert’s Rules of Order* applies to the proceedings to the extent that those rules are:

- a. Applicable in the circumstances; and
- b. not inconsistent with provisions of the *Community Charter*, this bylaw, and any associated corporate policy governing Council Meeting procedures.

## **PART 2 - MEETINGS**

### **4. TIME AND LOCATION**

4.1 **All Meetings** listed in this bylaw will be held in Council Chambers at Town Hall and through electronic means unless Council or a Committee otherwise determines.

4.2 **Inaugural Council Meetings** will be held on the first Tuesday in November at 7 p.m., following a general local election.

4.3 **Regular Council Meetings** will:

- a. be held twice monthly, unless specifically re-scheduled or cancelled for reasonable purposes;
- b. be held on the first Tuesday of each month at 7 p.m. and the third Tuesday of each month at 1:15 p.m. except:
  - i. January, in which Regular Meetings will be held the second and fourth Tuesdays; and
  - ii. July and August, in which only the third Tuesday meeting will be held and it will be held at 1:15 p.m.
- c. be held no longer than 4 hours on the day scheduled for the meeting unless resolved by a majority vote to proceed beyond that time;
- d. be cancelled by Council Resolution or when the Chair determines there is insufficient business to convene a meeting, provided that no more than two consecutive meetings are cancelled;
- e. be re-scheduled or cancelled by a majority vote of the presiding body, provided that:
  - i. the Corporate Officer is given at least two (2) days written notice;
  - ii. a notice of such postponement is posted at least two (2) days prior to the meeting in the Public Notice Posting Place; and
  - iii. such meeting is postponed to a date that occurs prior to the next scheduled Regular Council meeting.

4.4 **Special Council Meetings and Closed Meetings** will:

- a. be called by the Chair, CAO or Corporate Officer or in accordance with s. 126(1) of the *Community Charter*, and
- b. be scheduled as required providing that sufficient notice is given by the Corporate Officer in accordance with s. 127 of the *Community Charter*.

4.5 **Public Hearings**, if required, will be held on the first Tuesday of the month at 7 p.m. within a Regular Council Meeting, unless otherwise resolved by Council.

4.6 **Standing Committee Meetings** will:

- a. be scheduled and established by the Members at the first meeting of any annual process undertaking or otherwise at their first calendar year meeting.

b. be convened between 10 a.m. and 3 p.m.

4.7 **Select Committee Meeting** schedules will be established by the Members at the first meeting after its establishment or at the first meeting of any annual process undertaking. The chairperson will call the first meeting and may cancel or reschedule subsequent meetings as required.

4.8 **Electronic Meetings:** provided that Section 128 of the *Community Charter* is complied with:

- a. a Member who is unable to attend a meeting may participate in the meeting electronically; and
- b. public notice describing the way in which the meeting will be conducted and the place where the public may attend to hear, or watch and hear, the open portion of the meeting, shall be provided as part of the publication of the Meeting agenda as per Section 5 of this bylaw.

## 5. SCHEDULES AND NOTICE

### 5.1 Regular Council Meetings

- a. The Corporate Officer will prepare and give notice annually on or before December 31, a schedule of the dates, times, and places of Regular Meetings for the next calendar year in accordance with the public notice provisions set out in section 94 of the *Community Charter*. If revisions are necessary, the Corporate Officer will, as soon as possible, post a notice at the Public Notice Posting Place that indicates any revisions to the date, time, duration and place of, or cancellation of a Regular Meeting; and
- b. at least 72 hours prior to a Regular Meeting, the Corporate Officer will post a public notice at the Public Notice Posting Place, containing the date, time, place, and agenda for the Meeting.

5.2 The Corporate Officer will prepare and give notice annually on or before December 31, a listing of Member appointees and alternates to established Council committees, external boards, and as community liaisons to other local committees by posting such listing at the Public Notice Posting Place.

5.3 **Special Council Meetings:** at least twenty-four (24) hours before a Special Meeting of Council, the Corporate Officer must give notice of the meeting, including the time, place, date, and a general description of the purpose of the meeting, by:

- a. posting a copy of the notice at the regular Council meeting place; and
- b. posting a copy of the notice at the Public Notice Posting Places.

5.4 **Committee Meetings:** after a schedule is established as per section 4.6 and 4.7 of this bylaw, the Corporate Officer will prepare and give notice by posting a notice at the Public Notice Posting Place a schedule of the dates, times, and places of Committee Meetings.

## 6. Appointment of Acting Mayor

- 6.1 Before December 31st of each year, the Council must, in respect of the ensuing calendar year, designate from among its Members, Councillors to act 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.
- 6.2 Each Councillor so designated must fulfill the responsibilities of the Mayor in his or her absence, including as Chairing of all Meetings at which the Mayor would normally preside.

## **7. AGENDA**

- 7.1 Prior to each Meeting, the Corporate Officer, or designate, will prepare an Agenda setting out all items for consideration at that Meeting, noting in short form a summary for each item on the agenda.
- 7.2 The order of business for each Meeting type is described in Schedule 'A' of this bylaw.
- 7.3 Matters on the agenda must be considered in the order appearing on the agenda, unless otherwise resolved by Council.
- 7.4 The Corporate Officer will publish a Regular Meeting Agenda on the Friday morning prior to the Meeting electronically and at the Public Notice Posting Places.
- 7.5 The deadline for submissions by staff or by Members to the Corporate Officer of items for inclusion on a Regular Council or Standing Committee Meeting Agenda is 12 p.m. (noon) on the Thursday prior to the Meeting.
- 7.6 An agenda item submitted after the deadline is deemed to be late. If an agenda item submitted by staff or by Members is submitted:
  - a. after the deadline, it will be listed under Late Items and require a majority vote of the Members to address it under New Business and be included as part of a republished agenda on:
    - i. Fridays before a meeting at 2 p.m.; or
    - ii. Mondays before a meeting at 2 p.m.
  - b. within 4 hours of the start of the Meeting, it must be proposed under Late Items on the agenda and shall require a 2/3 vote of the Members to address it under New Business.
  - c. Materials relating to late items presented at a Council Meeting will be distributed to the Members and senior staff as soon as practicable.

## **8. CORRESPONDENCE**

- 8.1 All correspondence intended to be presented to Council must:
  - a. be addressed to Council (or Committee) and delivered to the Corporate Officer;
  - b. be legibly written or printed; and
  - c. be signed by at least one person, dated and include a contact phone number, email, or address before being accepted.
- 8.2 Any correspondence received will undergo an administrative review by the Corporate Officer or Chief Administrative Officer. Depending on the nature of the correspondence, the item

may be circulated to Council or staff via e-mail or placed on the next Council agenda as “External Correspondence.” Any items placed on the agenda under “External Correspondence” may be accepted as information unless a member of Council makes a motion to take action on an item.

8.3 The Corporate Officer will neither respond to nor place on an agenda any correspondence which, is anonymous, illegible, or defamatory.

8.4 Petitions intended to be presented to Council must:

- a. Be addressed to Council (or Committee) and delivered to the Corporate Officer;
- b. be legibly written, typed or printed;
- c. clearly state the specific area of interest for the petition, followed by the position or request in point form on each page of the document;
- d. include the petition organizer and contact person's name, civic address, phone number and email address;
- e. provide a space for petitioners that includes their printed name, signature, civic address and date the petition was signed; and
- f. note on each page of the signed petition that petitions received by the Town of Golden are deemed to be public records and names and addresses are subject to public disclosure and may be published in a meeting agenda, if the matter comes before Council or Committee.

8.5 The deadline for correspondence and petitions from the public to the Corporate Officer for inclusion on a meeting agenda is 12 p.m. (noon) on the Thursday prior to the meeting, except when correspondence or petitions are related to a bylaw, permit, or licence that is the subject of a staff report scheduled for the meeting, which must be received by 9 a.m. on Thursday prior to the meeting.

8.6 All correspondence to and by Members related to the business of the Town is subject to being reviewed by the Corporate Officer for the purposes of the *Freedom of Information and Protection of Privacy Act*. Subject to that *Act*, correspondence to Council containing “personal information” within the meaning of that *Act*, will exclude the residential address and personal contact information of an individual that may appear in such correspondence.

## **9. DELEGATIONS AND PRESENTATIONS**

9.1 A person, other than a Council member or an officer or employee of the Town, shall only address Council during a Meeting if that person has been scheduled under Delegations and Presentations on the agenda for that meeting.

9.2 An individual or group from the public who wishes to have a report or presentation on a Meeting agenda must complete and submit a Delegation request form available online or at Town Hall, which includes the name(s) of the person(s) who would be making the report or presentation, the requested meeting date and alternate date, and an outline on the subject matter and clearly state any requests being made of Council to the Corporate Officer by 4 p.m. on the Wednesday prior to a Regular Meeting.

- 9.3 The Corporate Officer shall advise the presenter or the spokesperson of the date of the Meeting at which the Delegation may appear.
- 9.4 The Corporate Officer has the authority to screen Delegation requests and may do any of the following:
- a. schedule a Delegation to a later Meeting as deemed appropriate according to the subject matter of the written request;
  - b. refuse to place a Delegation on the agenda, if the subject matter is not considered to fall within the jurisdiction of Council;
  - c. refuse to place a Delegation on the agenda, if the subject matter is considered operational or administrative by nature;
  - d. refuse to place a Delegation on the agenda if the subject matter is considered vexatious, spurious, or frivolous;
  - e. refuse to place a Delegation on the agenda, if the Delegation has already spoken to Council on the same matter, and the subsequent request is from the same Delegation and no new significant information is provided; or
  - f. refer the matter to the appropriate department if the matter has already been referred to staff by Council.
- 9.5 An appeal may be made to the Chief Administrative Officer, Mayor or Acting Mayor in the instance where the Corporate Officer rescheduled the Delegation to a later meeting or refused the Delegation entirely.
- 9.6 Where a request has not been received by the Corporate Officer from a delegate, the individual or Delegation may address the Meeting if approved by a unanimous vote of all Members present.
- 9.7 Subject to a majority vote of Council, a maximum time of fifteen (15) minutes will be allowed per Delegation and a maximum of two (2) Delegations may be received per Council Meeting.
- 9.8 Council must not permit a Delegation to address Council regarding the following:
- a. a bylaw of which a public or statutory hearing has been held, or where the public hearing is required under an enactment as a prerequisite to the adoption of a bylaw;
  - b. a hearing pertaining to an application, permit or license which has not yet been considered by Council.
- 9.9 Matters presented to Council by a Delegation shall be taken under advisement and no action shall be taken upon such matters at the Meeting in which they are presented, provided that:
- a. the matters may be referred to the New Business section of the agenda for consideration by a 2/3 majority vote of all Members present; and,
  - b. the matters, if requiring a determination of Council, shall appear under the New Business section of the agenda at the next Regular Meeting.



- 9.10 An individual or group may be invited by a Council member or an officer or employee of the Town to make a presentation or report to Council as part of a Meeting agenda. Invited presentations will be exempt from the fifteen (15) minute maximum time limit.
- 9.11 All presentations and handouts from Delegations or invited presentations, must be received by the Corporate Officer before 12 p.m. (noon) on the Thursday before the Meeting.

## **10. PUBLIC PARTICIPATION**

- 10.1 Except where the provisions of section 90 of the *Community Charter* apply, all Meetings will be open to the public. Before closing a meeting or part of a meeting to the public under section 90 of the *Community Charter*, Council must pass a motion in a meeting in accordance with section 92 of the *Community Charter*.
- 10.2 This section applies to all Meetings of the bodies referred to in section 93 of the *Community Charter*.
- 10.3 The Chair will provide time to answer questions from the public at the end of a Meeting as part of the Question Period. All public comments or questions will be limited to:
- a. topics on the current agenda; and
  - b. a maximum period of five (5) minutes.
- 10.4 A member of the public who wishes to participate in Question Period by electronic means, must have their proper name as their display name for participation or be prepared to state their name before speaking.
- 10.5 A member of the public will not speak more than once at the same Meeting other than at a statutory public hearing.
- 10.6 Members will not respond to public input nor engage in debate except to ask clarifying questions or to correct incorrect information.
- 10.7 The Chair may refer a question to staff for a response or to address at another place and time.
- 10.8 Determination of the length of time spent during Question Period, and acceptance of the type and number of questions are at the Chair's discretion.
- 10.9 The Chair may deny a speaker the privilege to address or continue to address Council if the speaker is immoderately loud, profane, vulgar, or makes offensive signs or gestures, and despite subsection 10.1, the Chair may expel or exclude a person from a Council meeting in accordance with section 133 of the *Community Charter*.

## **PART 3 – COUNCIL PROCEEDINGS**

### **11. ORDER AND QUORUM**

- 11.1 As soon as possible after the time specified for a Meeting, the Chairperson must assume the position of Chair and call the Meeting to order.
- 11.2 If a quorum of Council is present but the Mayor or Acting Mayor do not attend within 30 minutes of the scheduled time for a Council Meeting:

- a. the Corporate Officer will call to order the Members present; and
  - b. the Members present must choose a Member to preside at the Meeting.
- 11.3 If there is no quorum present within 30 minutes of the scheduled time for a 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.
- 11.4 Any Meeting not legally convened within 30 minutes of its scheduled start time, despite having met quorum requirements shall be cancelled or rescheduled subject to a unanimous vote of all Council Members present to delay the Meeting start time by an additional 30 minutes.
- 11.5 Unless otherwise determined by resolution, the Chief Administrative Officer, and the Corporate Officer, or designate will be approved as being present at all Meetings.
- 11.6 Council may not proceed with an item of business on the agenda in the absence of the Member at whose request the item was placed on the agenda unless:
- a. written consent of the absent Member is presented to the Chair of the Meeting; or
  - b. Council resolves by majority vote to proceed with that item of business despite the absence of that Member.

## **12. DUTIES OF THE CHAIR**

- 12.1 The authority of the Chair shall be recognized by Members per s.132 of the *Community Charter* regarding the preservation of order.
- 12.2 The Chair will:
- a. open a Meeting of Council by taking the Chair and calling the Members to order;
  - b. announce the business before Council in the order in which it is to be acted on;
  - c. receive and submit, in proper manner, all motions presented by Members;
  - d. put to a vote all questions which are regularly moved and seconded, or necessarily arise in the course of proceedings, and announce the result;
  - e. decline to put to vote motions which infringe on the rules of procedure;
  - f. inform the Council, when necessary or when referred to for the purpose, on a point of order or usage;
  - g. ensure that the decisions of Council are in conformity with the laws and bylaws governing the activities of the Council;
  - h. close the Meeting when the business is concluded; and,
  - i. adjourn the Meeting without question in the case of grave disorder arising in the Council chamber.

### **13. ORDER OF PROCEEDINGS**

13.1 Matters on the agenda must be considered in the order appearing on the agenda as per Schedule A unless otherwise resolved by Council.

### **14. CONDUCT AND DEBATE**

14.1 Exercise of power by resolution or bylaw and voting rules are in accordance with Section 122 and 123 of the *Community Charter*.

14.2 Informal discussion is deemed to be in effect at all times until such time a motion is made.

14.3 Every Member prior to speaking to any question or motion will address the Chair. When two or more Members wish to speak, the Chair will designate the Member who has the floor.

14.4 A Member shall not speak, or interrupt another Member who is speaking, at a meeting until being recognized by the Chairperson, except to raise a point of order. Members shall at all times use respectful language and shall not use offensive gestures.

14.5 The limit of debate on a motion shall be 20 minutes unless otherwise resolved.

14.6 No Member may speak more than three (3) times in relation to a motion.

14.7 No Member may speak further to a question following the closure of debate.

14.8 All Members shall observe and adhere to Conflict of Interest provisions in accordance with Sections 100 and 101 of the *Community Charter*.

14.9 Members shall turn off cell phone or other electronic communication devices during a meeting, unless prior approval of the presiding member is obtained. This section shall not apply to the use of laptops, iPads or other tablets used for the purpose of participating in the meeting and accessing the meeting agenda.

14.10 Members must adhere to the rules of procedure established under this bylaw and the decisions of the Chair in accordance with this bylaw and the *Community Charter*.

14.11 The Chair may expel and exclude from a meeting a person, including another Member, which the Chair considers is engaging in inappropriate conduct, and:

- a. If the person, or Member, refuses to leave, the Chairperson may cause the person or Member to be removed from the meeting by a peace officer;
- b. Following a Member being expelled or excluded from a meeting, if the Member apologizes to the Council or Committee for the inappropriate conduct, by Resolution, the Members may allow the Member to return to the meeting. A Member may only be expelled or excluded from the meeting at which such inappropriate conduct occurred.

### **15. RESOLUTIONS AND VOTING**

15.1 A resolution is passed by way of the following procedure, and as may be necessary, in accordance with further parliamentary procedure and rules of debate in relation to this bylaw:

- a. A Member makes a motion;
- b. Another Member seconds the motion;
- c. The Chair states the motion;
- d. The Members debate the question;
- e. The Chair puts the question to a vote; and,
- f. The Chair announces the result of the vote and the next item of business.

## **16. MOTIONS**

- 16.1 Council may debate and vote on a Motion only if it is first made by one Member and then seconded by another.
- 16.2 After a Motion is read or stated by the Chair it is deemed to be in possession of the Council but may be withdrawn by the maker of the Motion at any time before it has been amended or voted on by Council.
- 16.3 When any Motion is under consideration, no other Motion shall be received, except a Motion to amend, refer, table or postpone.
- 16.4 A Member may, without notice, move to amend a Motion being considered at a meeting:
- a. A proposed amendment must be reproduced in writing by the mover if requested by the Chair.
  - b. A proposed amendment must be decided or withdrawn before the Motion being considered on the main question is put to a vote, unless there is a call for the main question.
  - c. A Member may propose an amendment to an adopted amendment. However, an amendment may only be amended once.
  - d. A Motion to amend that has been defeated by a vote of Members cannot be proposed again.
- 16.5 If the Chair considers that a Motion is contrary to a bylaw, the *Community Charter* or another enactment, or is otherwise contrary to law, the Chair must inform the Council at once and may refuse to put the question to a vote, subject to receiving legal advice if Council by a majority so resolves. On the request of a Member, the Chair must give reasons for such refusal at once.
- 16.6 A Motion under consideration may be proposed only once and if defeated, the subject matter of the resolution or proceeding will not be open for consideration by the Council within 6 months from that date, except by way of a new and substantially different Motion or reconsideration by the Mayor as per Section 18 below.

## **17. NOTICE OF MOTION**

- 17.1 If a Council Member wishes to give a Notice of Motion respecting an item that the Member intends to present at a future meeting:

- a. the Council Member will first deliver to the Chair, CAO and Corporate Officer, during or prior to the Meeting, a written Notice of Motion;
- b. the Notice of Motion will set out all of the details of the Motion;
- c. the Notice of Motion will stipulate the date of the Meeting at which the Council Member intends to move the Motion;
- d. the Chair may require the Council Member, or Corporate Officer, to read aloud the Notice of Motion;
- e. the Notice of Motion will appear in the minutes of that Meeting as a Notice of Motion under New Business;
- f. the Corporate Officer will add the Motion to the Agenda under New Business for the Meeting as indicated in Subsection (c);
- g. should the Notice of Motion be provided in advance of the Agenda deadline as per subsection 7.5 of this bylaw and include relevant background information deemed appropriate for consideration by the Mayor, CAO or Corporate Officer, the Motion will appear on the next Meeting agenda for consideration; and
- h. should the Notice of Motion be considered time sensitive and/or urgent, the Motion can be dealt with at the same Meeting when it is introduced subject to a 2/3 vote of all Council Members present, to waive the future Meeting requirement.

## 18. RECONSIDERATION

18.1 A Motion or Resolution which was adopted or defeated may be reconsidered by Council provided that the Resolution has not had the assent of the electors, has not been reconsidered under this Section or Section 131 of the *Community Charter*, and has not been acted upon by an officer, servant or agent of the Municipality. A reconsideration Motion:

- a. must be brought forward by a Member who voted on the prevailing side of the Motion, or by any Member who was absent during the original vote;
- b. may be seconded by any Member;
- c. must be brought forward at the next meeting of Council after the original vote; or, in the case of when a Member was absent at the time of the original vote, at the next meeting to which this Member is able to attend;
- d. must receive a majority vote of Council for it to be adopted;
- e. if defeated, and the outcome being that the resolution is preserved unchanged, the same resolution may not be brought back before Council for six (6) months from the date of the latest vote, except with two-thirds consent of all the members of Council.

18.2 The Mayor may, at the same meeting where a vote took place or within thirty (30) days of a Council decision, require the Council to reconsider and vote again on a matter that was the subject of a vote, in accordance with Section 131 of the *Community Charter*.

18.3 Each resolution or reading of a bylaw may be reconsidered under the provisions Section 18.1.

18.4 Notwithstanding section 18.3 once a bylaw is finally adopted, it may not be reconsidered except in accordance with Section 131 of the *Community Charter*.

18.5 Notwithstanding section 18.3 resolutions for third reading or final adoption of an Official Community Plan Bylaw or Zoning Bylaw shall not be reconsidered.

## **PART 4 – COMMITTEES**

### **19. PROCEDURES GOVERNING COMMITTEES OF COUNCIL**

19.1 The rules of procedure and order which govern regular Council Meetings govern every Committee Meeting, excepting that:

- a. The number of times a Member may speak on any matter is not limited.

19.2 A Committee must meet when:

- a. its Chair so directs;
- b. the Mayor so directs;
- c. directed to meet by resolution of the Council; or
- d. a majority of the Members of the committee resolve to meet.

19.3 The Committee Chair must give at least 48 hours notice of a Meeting to the Members of the Committee when the Meeting is called.

19.4 If the Committee wishes to present a written report to a Regular Meeting of Council, its Chair must deliver the report to the Corporate Officer by noon on the Thursday before the next Regular Meeting and the Corporate Officer will include the report on its Agenda.

19.5 A select committee is dissolved in accordance with its terms of reference and upon delivering its report to the Council unless:

- a. the committee's report is delivered as an interim report for the information of the Council, or
- b. Council resolves to request the committee to consider or enquire into a further matter and to report its findings to the Council.

## **PART 5 – MEETING MINUTES**

### **20. MINUTES**

20.1 The official record of Meetings of Council shall be the written minutes. The keeping of a video recording of a Meeting shall not undermine the position of the approved minutes as the official record of Council and Committee decisions.

20.2 The minutes of the Meetings of Council must record:

- a. the place, date and time of Meeting;

- b. the name of the Mayor, Councillors and staff in attendance;
- c. the adoption and correction, if necessary, of the minutes of prior regular or special Meetings, as the case may be;
- d. the names of movers and seconds' of Motions;
- e. the status of Motions;
- f. certification by the Corporate Officer as to correctness; and,
- g. shall be signed by the Mayor or other Member presiding at the Meeting or at the next Meeting at which the minutes are adopted.

20.3 The minutes of Meetings of Council will not record withdrawn Motions or discussion of Council and the gallery during Question Period.

20.4 When a Member arrives late or leaves the Council Meeting place during a Meeting, the Member's absence will be recorded in the minutes for the period the Member is absent from the Meeting place.

20.5 On split or tie votes, the minutes shall record the names of those Members representing either side of the vote.

20.6 Minutes of Meetings will be open for public inspection at Town Hall and on the Council portal during its regular office hours, except for the minutes Meetings which persons were excluded under Section 90 of the *Community Charter*.

20.7 The Corporate Officer may make minor corrections to approved minutes including but not limited to:

- a. typographical errors;
- b. sequential numbering;
- c. grammatical errors; or,
- d. completing missing information.

## **PART 6 – BYLAWS**

### **21. BYLAWS**

21.1 Bylaws are passed in the following manner, and in accordance with the procedure described in Section 135 of the *Community Charter*:

- a. The readings of bylaws and the adoption of bylaws are dealt with through a Motion put forward by a Member and seconded by another Member.
- b. The readings of a proposed bylaw may be given in a short form by title or by reference to the bylaw number, provided a copy of the proposed bylaw has been included in the agenda or made available for viewing.
- c. Unless Council otherwise resolves, before Council considers any proposed bylaw, the Corporate Officer will provide each Member with a copy of the proposed bylaw.

- d. Council may postpone consideration of a bylaw following a vote on any reading.
- e. The dates of readings and adoption and the dates any applicable statutory requirements were fulfilled will appear at the end of each bylaw.
- f. The Council Member presiding at the Meeting at which a bylaw was adopted and the Corporate Officer must sign the adopted bylaw.

**PART 7 – GENERAL**

**22. SEVERABILITY**

22.1 Unless otherwise provided in this bylaw, words and phrases used herein have the same meanings as in the *Community Charter* as the context and circumstances may require. A reference to a statute in this bylaw refers to a statute of the Province of British Columbia and a reference to any statute, regulation, bylaw or other enactment refers to that enactment as it may be amended or replaced from time to time. In the event that this bylaw is inconsistent with the *Community Charter* or other governing statute, the statute prevails. If any portion of this bylaw is found invalid by a decision of a Court of competent jurisdiction, the invalid portion is severed without effect on the remaining portions of the bylaw.

**23. REPEAL**

23.1 The following bylaws and any amendments thereto, are hereby repealed in their entirety:

*Town of Golden Council Procedure Bylaw Amendment No. 1394, 2018*

*Town of Golden Council Procedure Bylaw No. 1323, 2013*

READ A FIRST TIME THIS            8<sup>th</sup>            DAY OF    OCTOBER, 2024

READ A SECOND TIME THIS        19<sup>th</sup>           DAY OF    NOVEMBER, 2024

READ A THIRD TIME THIS         19<sup>th</sup>           DAY OF    NOVEMBER, 2024

This bylaw was advertised in the Golden Star on the 28<sup>th</sup> day of November 2024 and the 5<sup>th</sup> day of December 2024 in accordance with Section 124 of the *Community Charter*.

ADOPTED THIS                            17<sup>th</sup>            DAY OF    DECEMBER, 2024

\_\_\_\_\_  
R. Oszust  
MAYOR

\_\_\_\_\_  
A. Saville  
CORPORATE OFFICER



**TOWN OF GOLDEN**  
**BYLAW NUMBER 1494, 2024**  
**COUNCIL PROCEDURE**

**SCHEDULE 'A' – ORDER OF BUSINESS FOR MEETINGS**

---

**A. INAUGURAL MEETING**

Call to Order  
Land Acknowledgement  
Procession  
Oh Canada  
Introduction of Oath Administrator  
Administration of Oaths of Office  
Mayor Inaugural Address  
Appointment of Regional District Board Representative  
Presentation of Service Awards  
Adjournment

**B. REGULAR MEETING**

Call to Order  
Land Acknowledgement  
Recess to Public Hearing (if required)  
Reconvene  
Late Items  
Adoption of Meeting Agenda  
Adoption of Minutes  
Business Arising from Minutes  
Delegations & Presentations  
Correspondence  
    External  
        Informational Items  
        Action Requested  
    Internal  
        Outgoing  
Reports from Council  
Reports from Committees  
Reports from Staff  
    Chief Administrative Officer  
    Corporate Services & Communications Department  
    Finance Department  
    Public Works Department  
    Planning & Development Department  
    Recreation Services Department  
    Fire Rescue Services Department  
Bylaws  
New Business  
Question Period  
Recess to Closed Meeting (if required)  
Reconvene Open Meeting

Reports from Closed  
Adjournment

### **C. SPECIAL (OPEN) MEETING**

Call to Order  
Land Acknowledgement  
Adoption of Meeting Agenda  
Delegations & Presentations  
Reports from Committees  
Reports from Staff  
Bylaws  
Adjournment

### **D. SPECIAL (CLOSED) MEETING**

Call to Order  
Exclusion of the Public  
Adoption of Meeting Agenda  
Invitation of Guests  
Adoption of Minutes  
Business Arising from Minutes  
Reports from Committees  
Reports from Staff  
Adjournment

### **E. COMMITTEE MEETING**

Call to Order  
Land Acknowledgement  
Late Items  
Adoption of Meeting Agenda  
Adoption of Minutes  
Business Arising from Minutes  
Delegations  
Correspondence  
Reports  
New Business  
Recess to Closed Meeting (if required)  
Reconvene Open Meeting  
Reports from Closed Meeting  
Adjournment