



## THE CORPORATION OF THE CITY OF GRAND FORKS

### COUNCIL PROCEDURE BYLAW NO. 2084

#### A bylaw to govern meetings of the Council of the City of Grand Forks.

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The Municipal Council for the Corporation of the City of Grand Forks, in open meeting lawfully assembled, **ENACTS** as follows:

#### Citation

1. This bylaw may be cited as the “**Council Procedure Bylaw No. 2084**”

#### Definitions

2. In this bylaw, unless the context otherwise requires:
  - 2.1. “**Acting Mayor**” means the Councillor designated to act in place of the Mayor when the Mayor is absent or otherwise unable to act for the applicable date;
  - 2.2. “**Chief Administrative Officer**” means the individual appointed by Council as the chief administrative officer for the City of Grand Forks, or their lawful deputy;
  - 2.3. “**City**” and “**City of Grand Forks**” means the Corporation of the City of Grand Forks;
  - 2.4. “**City Hall**” means Grand Forks City Hall, located at 7217-4<sup>th</sup> Street, Grand Forks, British Columbia;
  - 2.5. “**Code of Conduct**” means the standards applicable to members of Council of the City of Grand Forks, as set out in the Council Code of Conduct policy, as may be amended or replaced from time to time;
  - 2.6. “**Corporate Officer**” means the individual appointed by Council as the officer assigned the responsibility of corporate administration of the City of Grand Forks, or their lawful deputy;
  - 2.7. “**Council**” means the municipal council of the City of Grand Forks;
  - 2.8. “**Delegation**” means any person wishing to appear as a speaker and/or make a presentation to *Council*, a Committee, or Commission;
  - 2.9. “**Member**” means:
    - 2.9.1. in the case of *Council*, a member of *Council*, including the Mayor; or
    - 2.9.2. in the case of a Committee or Commission, a person appointed by *Council* to sit on that Committee or Commission.
  - 2.10. “**Notice Board**” means the public notice board at *City Hall* designated by the *Corporate Officer* for posting of legal notices and Council meeting information;

- 2.11. **“Presiding Member”** means the *Member* who has the authority to preside over a meeting as chairperson.
  - 2.12. **“Public Notice Posting Place”** means the *Notice Board* and/or the *City* website found online at <http://www.grandforks.ca>;
3. Unless otherwise defined in this bylaw, words used herein shall have the meanings defined in the *Community Charter* or the *Local Government Act*, as applicable.

### **Schedule and Notice of Council Meetings**

4. An inaugural meeting of *Council* shall be held within the first 10 days of November, but no sooner than the third Monday following a general local election to allow time for judicial recount as specified in Section 149 of the *Local Government Act*.
  - 4.1. If a quorum of *Council* has not yet taken office, the inaugural meeting shall be called by the *Corporate Officer* and held as soon as reasonably possible after a quorum has taken office.
  - 4.2. The inaugural meeting shall be chaired by the *Chief Administrative Officer* or delegate until the Mayor and Councillors have completed signing their Oath of Office per the *Community Charter*.
  - 4.3. The Oath of Office used by the *City* shall be as shown in Schedule “A”.
5. Regularly scheduled meetings shall be held on the dates each year as established by a resolution of *Council* prior to December 15 of the preceding year, unless *Council* passes a resolution to cancel or alter a particular meeting, or the *Corporate Officer* determines that there is not sufficient business to be discussed to warrant the holding of a particular meeting.
  - 5.1. The *Corporate Officer* shall publish, in accordance with Section 94 of the *Community Charter*, a schedule of meetings for the year.
6. All *Council* meetings shall take place at *City Hall* unless *Council* passes a resolution to hold a particular meeting elsewhere, or the meeting is conducted by means of electronic or other communication facilities.
7. Regular meetings shall be scheduled to begin at 10:00am, typically on a Monday but subject to the dates selected per section 5. If there is more than one meeting to be held, they shall be ordered as:
  - 7.1. Public Hearing
  - 7.2. Public Feedback Session
  - 7.3. Committee-of-the-Whole
  - 7.4. Regular Meeting of Council
  - 7.5. In-Camera Meeting
8. The *Corporate Officer* shall be authorized to vary the start time or date of meetings or to cancel them entirely if the meeting is not required, provided that no more than two consecutive Regular meetings are cancelled.

9. Committee-of-the-Whole and Regular Meetings shall begin after the conclusion of a Public Hearing or Public Feedback Session, or, if there is no Public Hearing or Public Feedback Session, at 10:00am.
10. The Mayor or two members of *Council*, in accordance with the provisions of the *Community Charter*, may call a Special meeting of *Council*, which is any meeting other than a regularly scheduled meeting scheduled pursuant to this section or an adjourned meeting.
  - 10.1. Committee-of-the-Whole meetings may be considered Special Meetings of *Council* and may be called or scheduled by *Council* resolution.
11. At least 72 hours before a Regular meeting of *Council*, the *Corporate Officer* must give public notice of the time, date, and place of the meeting by:
  - 11.1. posting the agenda to the *Public Notice Posting Place*;
  - 11.2. providing an electronic copy of the agenda and related background information to each member of *Council*;
12. At least 24 hours before a Special meeting, the *Corporate Officer* must give notice of the meeting in the same manner as described in section 11.
  - 12.1. Notice of a Special meeting must be signed by the *Mayor* or *Corporate Officer*.
  - 12.2. Notwithstanding section 12, notice of a Special meeting may be waived by unanimous vote of all *Council* members per Section 127(4) of the *Community Charter*.
    - 12.2.1. The *Corporate Officer* shall use reasonable efforts to give advance public notification by way of a notice posted to the *Public Notice Posting Place* where notice has been waived by unanimous *Council* decision.

### **Designation of Acting Mayor**

13. At the first Regular meeting held in November of each year, or as soon as practicable thereafter, *Council* must, from among its *Members*, designate Councillors to serve on a rotating basis as the *Member* responsible for acting 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.
  - 13.1. Each Councillor designated under section 13 of this bylaw must fulfill the responsibilities of the Mayor in their absence, and shall have the same powers and duties as the Mayor during a period of service as *Acting Mayor*.
  - 13.2. If both the Mayor and the *Member* designated under section 13 are absent or otherwise unable to act, the *Member* who is next on the rotation shall be the *Acting Mayor*.

### **Council Proceedings**

14. A quorum of the *Council* is a majority of the members of *Council* as per Section 129 of the *Community Charter*.

- 14.1. As soon after the time specified for a *Council* meeting as there is a quorum present, the Mayor, if present, must take the chair and call the meeting to order. Where the Mayor is absent, the *Acting Mayor* for that meeting must take the chair and call the meeting to order.
  - 14.2. If a quorum of *Council* is present, but neither the Mayor nor the *Acting Mayor* for that meeting is present within fifteen (15) minutes of the time specified for the *Council* meeting, the *Corporate Officer* shall call the meeting to order and the members of *Council* present shall choose one among them to preside at the meeting.
  - 14.3. If there is no quorum of *Council* present within fifteen (15) minutes of the time specified for the *Council* meeting, the *Corporate Officer* shall record the names of the *Members* present and those absent and shall adjourn the meeting to the next regularly scheduled meeting.
  - 14.4. Notwithstanding sections 14.1-14.3, if the *Corporate Officer* knows in advance that there will not be a quorum present for a regularly scheduled meeting, they may cancel the meeting and shall use reasonable efforts to provide public notice of the cancellation by posting notice to the *Public Notice Posting Place*.
- 15.** Provided the conditions set out in the *Community Charter* are met:
- 15.1. Any *Council* meeting may, upon authorization of the Mayor, be conducted by means of electronic or other communication facilities providing that *City* staff are able to secure equipment and communication means necessary to facilitate such means.
  - 15.2. A member of *Council* who is unable to attend at a *Council* meeting, may, upon authorization of the Mayor, participate in the meeting by means of electronic or other communication facilities.
  - 15.3. *Council* members participating by electronic means will be deemed to have voted in the affirmative on any and all motions made during technical interruptions and disconnections during the course of the *Council* meeting.
  - 15.4. The *Presiding Member* must verbally confirm the response from any *Council* member who is participating electronically to ensure the vote is recorded accurately.
  - 15.5. The *Presiding Member* at a council meeting must not participate electronically, except in extenuating circumstances with the unanimous vote of *Council*.
- 16.** No decisions may be made at Committee-of-the-Whole meetings other than:
- 16.1. adopting Committee-of-the-Whole minutes,
  - 16.2. receiving reports for information,
  - 16.3. directing *Staff* to review and report back with a recommendation at a future *Council* meeting, or
  - 16.4. to recommend a decision to a Regular meeting of *Council*.
- 17.** *Members* shall turn off or mute cell phones or other electronic communications devices during a meeting unless prior approval from the *Presiding Member* has been obtained. Devices may be used for the purpose of accessing the meeting agenda.

### **Public Attendance at Council Meetings**

18. Unless a meeting or part of a meeting is authorized to be closed to the public by the *Community Charter*, all meetings of *Council* shall be open to the public.
19. If the *Presiding Member* feels a member of the public is acting improperly at a meeting, the *Presiding Member* may expel that person from the meeting or have the person removed by a peace officer.
20. For meetings that are conducted wholly by means of electronic or other communication facilities, the *Corporate Officer* shall designate a location for the public to hear, or watch and hear, meeting proceedings. A designated municipal officer shall be in attendance at that location.

### **Delegations**

21. A person, other than a *Council* member or an officer or employee of the *City*, shall only address *Council* during a meeting if that person is providing a report or presentation that has been scheduled to the agenda for the meeting, or if *Council* has unanimously passed a resolution to hear from that person at that time.
  - 21.1. This section shall not limit participation during "Questions from the Public and Media" or "Public Participation" sections which are intended for this purpose as defined in s.32-33.
22. A person who is not an officer or employee of the *City* who wishes to have a report or presentation scheduled to a *Council* meeting agenda shall request the same through the *Corporate Officer* no later than six (6) business days prior to the scheduled meeting and include:
  - 22.1. the name(s) of the person(s) making the report or presentation if approved (referred to as a "*Delegation*"), and
  - 22.2. a copy of the report or presentation in written form. The written submission shall clearly state any requests being made of *Council* and any recommended *Council* resolutions.
23. Requests dealing with a matter that is outside the jurisdiction of the *City of Grand Forks* shall be refused.
24. If the *Delegation* has addressed *Council* on the same topic in the past twelve (12) months, the *Corporate Officer* shall not permit the addition to the agenda unless the request presents new information or is the first request for reconsideration.
25. Where a request deals with a matter that is within the jurisdiction of the *City of Grand Forks*, and is received in accordance with section 22 of this bylaw, the *Corporate Officer* shall handle such a request by recommending to the *Chief Administrative Officer* one or more of the following actions:
  - 25.1. that the request be referred to the appropriate *City* staff member or department, if the request is operational in nature;

- 25.2. that the person(s) making the request be encouraged to contact members of Council directly with the concerns raised;
  - 25.3. that the request be referred to a *Council* committee or advisory body; or
  - 25.4. that the request be granted, and the *Delegation* be scheduled to the next available meeting agenda.
26. An appeal may be made to the *Chief Administrative Officer* where the *Corporate Officer* has rescheduled a *Delegation* to a later meeting or refused the *Delegation* entirely.
27. A person who is not an officer or employee of the *City* shall be limited to ten (10) minutes to make their presentation to *Council* but may be asked to take additional time to respond to any questions from *Council* and may include additional information, if necessary, in the copy of the report or presentation submitted to the *Corporate Officer* prior to agenda preparation for the relevant meeting.
28. *Council* shall not permit a *Delegation* to address *Council* during a *Council* meeting:
- 28.1. regarding a bylaw in respect of which a Public Hearing will be, or has been, held as a pre-requisite to the adoption of the bylaw, or
  - 28.2. if the purpose is to address an issue which is before the Courts or on which *Council* has authorized legal action.
29. *Members* shall not engage in debate, except to ask clarifying questions or to correct incorrect information.
30. There will generally be a limit of three (3) delegations permitted at a given meeting, but the *Corporate Officer* shall have authority to adjust this number dependent on other items and timing needs for the rest of the agenda.
31. The "Registered Petitions and Delegations" section of all meetings shall be suspended from the close of the nomination period preceding a general local election or by-election until the meeting of *Council* following the election.

### **Public Participation**

32. During the Committee-of-the-Whole meeting agenda item titled "Public Participation" (36.3.5), the *Presiding Member* will permit comments from the public on issues Council is presently dealing with on the meeting's agenda. Comments from individual members of the public may be limited to three (3) minutes, and all comments in this section of the agenda may be limited to fifteen (15) minutes in total. The *Presiding Member* shall read the instructions governing this public participation prior to permitting members of the public to speak. The restrictions described in section 28 shall apply.
- 32.1. *Council* may, by majority vote, allow discussion to continue beyond the recommended time limits.
33. Discussion of items not on the Committee-of-the-Whole agenda shall be held until the "Questions from the Public and Media" (36.3.14) portion of the agenda.

## **Meeting Agendas**

**34.** Prior to each meeting, the *Corporate Officer* shall prepare an agenda setting out all items for consideration at the meeting.

34.1. All items or reports for the agenda of a meeting of *Council*, other than a Special meeting, must be delivered to the *Corporate Officer* prior to 8:00 am six (6) working days prior to the meeting. Any item not delivered complete, and in an agenda-ready format, by that deadline shall be held to the next meeting of *Council*, unless approved as a late item by the *Chief Administrative Officer*.

34.1.1. Reports from Members of Council (36.2.7) must be delivered to the *Corporate Officer* no later than four (4) working days prior to the meeting to be included in the agenda package.

34.2. At least two (2) working days prior to the meeting, the *Corporate Officer* shall make the agenda available to *Members* in electronic format and shall cause the agenda cover pages to be posted to the *Public Notice Posting Place*.

34.3. A late item may be approved for addition to an agenda by the *Chief Administrative Officer*, or by resolution of *Council*, if the subject matter is of an urgent nature such that the item cannot be held to the next meeting of *Council*.

34.4. The *Corporate Officer* is authorized to amend the agenda format as described in section 36 from time-to-time as the need arises.

34.5. The *Chief Administrative Officer*, with the *Corporate Officer*, shall establish items to be included in the agenda.

**35.** Written correspondence addressed to *Council* which is related to a special community request may be placed on the Committee-of-the-Whole agenda under 'Correspondence'.

35.1. Written correspondence addressed to *Council* which relates to matters that are within the scope of responsibility of a particular *City* department will be referred directly to the manager of that department by the *Chief Administrative Officer*.

**36.** The agenda for each meeting shall contain the following matters where there are items pertaining to them. Business at a *Council* meeting must be taken up in the order in which it is listed in the agenda unless otherwise resolved by *Council*.

### **36.1. Inaugural Council Meeting**

36.1.1. Administration of Oaths of Office of the Mayor and Councillors

36.1.2. Call to Order

36.1.3. Introduction of Late Items

36.1.4. Adoption of the Agenda

36.1.5. Inaugural Address by the Mayor

36.1.6. Council Appointments

36.1.6.1. Acting Mayor Appointments

36.1.6.2. Appointments to Committees

36.1.6.3. Appointments to Other Boards and Partner Organizations

- 36.1.6.4. Signing Authority
- 36.1.7. Election Results
- 36.1.8. Adjournment

**36.2. Regular and Special Meetings**

- 36.2.1. Call to Order
- 36.2.2. Introduction of Late Items
- 36.2.3. Adoption of the Agenda
- 36.2.4. Adoption of Minutes from Previous Meetings
- 36.2.5. Registered Petitions and Delegations
- 36.2.6. Unfinished Business from Previous Meetings
- 36.2.7. Reports from *Members* and Council's Representative to the Regional District
- 36.2.8. Decisions from Registered Delegations or Committee-of-the-Whole
- 36.2.9. Recommendations from Staff for Decision
- 36.2.10. Information Items
- 36.2.11. Bylaws
- 36.2.12. Correspondence
- 36.2.13. Late Items
- 36.2.14. Items Released from In-Camera
- 36.2.15. Questions from the Public and Media
- 36.2.16. Adjournment

**36.3. Committee-of-the-Whole**

- 36.3.1. Call to Order
- 36.3.2. Introduction of Late Items
- 36.3.3. Adoption of the Agenda
- 36.3.4. Adoption of Minutes from Previous Meetings
- 36.3.5. Public Participation
- 36.3.6. Registered Petitions and Delegations
- 36.3.7. Regional Topics for Discussion – with Area D Representative
- 36.3.8. Presentations from Staff
- 36.3.9. Recommendations from Staff for Decision
- 36.3.10. Information Items
- 36.3.11. Bylaws
- 36.3.12. Correspondence
- 36.3.13. Late Items
- 36.3.14. Questions from the Public and Media
- 36.3.15. Adjournment

**36.4. In-Camera (Closed) Meetings**

- 36.4.1. Call to Order
- 36.4.2. Adoption of the Agenda
- 36.4.3. Adoption of Minutes from Previous Meetings
- 36.4.4. Registered Petitions and Delegations
- 36.4.5. Recommendations from Staff for Decision
- 36.4.6. Information Items
- 36.4.7. Correspondence
- 36.4.8. Late Items



- 36.4.9. Items to be Released from In-Camera
- 36.4.10. Adjournment

**36.5. Public Hearings and Public Feedback Sessions**

- 36.5.1. Call to Order
  - 36.5.2. Confirmation of Statutory Notice Requirements
  - 36.5.3. Individual Application Submissions
    - 36.5.3.1. Staff Presentation
    - 36.5.3.2. Presentation by Owner or Applicant
    - 36.5.3.3. Question Period – Public Feedback
    - 36.5.3.4. Identification of Correspondence Received Relating to the Item Being Heard
    - 36.5.3.5. Applicant Response to Concerns Raised by Speakers or *Council*
  - 36.5.4. Adjournment
- 37.** Where an agenda contains a proposal to close all or part of the meeting to the public, the notice must state the section(s) of the *Community Charter* under which the portion of the meeting is to be closed.
- 38.** *Staff* will review the order of proceedings with the Mayor prior to release of agendas to *Council* members.
- 39.** The Regional District Area “D” Director shall have a standing invitation to be a delegation to any Committee-of-the-Whole meeting.

**Notice of Motion**

- 40.** Any *Council* member who wishes to bring before *Council* any new matter of business, bylaw, or policy other than a point of order or point of privilege may do so by way of a Notice of Motion.
- 40.1. Any member of *Council* making a Notice of Motion shall be required to submit the proposed resolution to the *Corporate Officer* in writing 4 working days before the next Regular Meeting in order to be included in the agenda. The member making a Notice of Motion may also provide relevant background information supporting the proposed motion to be included in the agenda package.
  - 40.2. New business introduced during the “Reports from Members of Council” section of the agenda may be considered by *Council* through these provisions:
    - 40.2.1. New business of a complex nature (ie: may affect existing *City* bylaws or policies, or requires staff research) shall be introduced as a “Notice of Motion” for placement on an agenda for a future meeting, or, with the endorsement of a seconder, as a “Late Item” on the day’s agenda.
    - 40.2.2. Other items of new business which are not of a complex nature may be accepted as a verbal report from the member of *Council*.
    - 40.2.3. *Members* who request that a letter of appreciation be sent on behalf of *Council* shall be responsible for preparing a draft of the letter for signature by the Mayor.

## **Conduct and Debate**

41. A *Member* shall speak at a *Council* meeting only after being recognized by the *Presiding Member*, except to raise a point of order.
42. *Members* shall address other members of *Council* by their title, and optionally their surname, as applicable (for example, Mayor \_\_\_\_\_ or Acting Mayor \_\_\_\_\_ or Councillor \_\_\_\_\_).
43. No *Member* shall interrupt another *Member* who is speaking, except to raise a point of order, and members shall at all times use respectful language and shall not use offensive gestures or signs.
44. Members of *Council* shall seek permission of the *Presiding Member* to speak more than once in connection with a single question, except to explain a material part of a previous speech, to reply to debate on a substantive motion which the member has made, or to introduce new information.
  - 44.1. During Committee-of-the-Whole or other Committee meetings, a *Member* may speak any number of times on the same question.
45. A *Member* may not speak longer than a total of ten (10) minutes to a question without the permission of the *Presiding Member*.
46. Despite section 18 of this bylaw, the Mayor or *Presiding Member* at a *Council* meeting may expel and exclude from any *Council* meeting a person, including another *Council* member, which the Mayor or *Presiding Member* considers is engaging in inappropriate conduct.
47. While in a *Council* meeting, a *Member* must comply with the *Code of Conduct*.

## **Motions**

48. Council may debate and vote on a motion only if it is first made by one *Council* member and then seconded by another.
  - 48.1. At meetings of the Committee-of-the-Whole, a seconder is not required for motions.
49. While Council is considering a question, only the following motions may be made:
  - 49.1. to refer the question to committee or staff,
  - 49.2. to amend the motion,
  - 49.3. to lay on the table (until later in the meeting),
  - 49.4. to postpone indefinitely or to a certain time,
  - 49.5. to move the previous question, or
  - 49.6. to adjourn
50. A motion to move (or "call") the previous question (49.5) must be dealt with before any other amendments are made to the motion on the main question, and if the motion on the previous question is decided in the negative *Council* may again debate the main question or proceed to other business.

50.1. A motion to move the previous question (49.5) requires a seconder and needs a two-thirds majority to cut off debate.

51. Motions made under section 49.3-49.5 are not amendable nor debatable.

52. *Council* must vote separately on each distinct part of a question that is under consideration at a *Council* meeting if requested by a *Member*.

53. With the permission of *Council*, a motion may, at any time before decision or amendment, be withdrawn.

### **Amendments to Motions**

54. A *Council* member may without notice move to amend a motion that is being considered at a *Council* meeting.

55. A proposed amendment to the Main Motion must be relevant to the Main Motion and not have the effect of negating or rejecting the Main Motion.

56. A proposed amendment must be reproduced in writing by the mover if requested by the *Presiding Member*.

57. A proposed amendment must be decided or withdrawn before the motion being considered on the main question is put to a vote.

58. An amendment may be amended only once.

59. A motion to amend that has been defeated by a vote of *Council* cannot be proposed again.

### **Reconsideration**

60. The Mayor may require *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*.

60.1. The Mayor may initiate reconsideration at the same meeting as the vote took place, or within 30 days following that meeting.

61. Reconsideration of a previous motion may be initiated by a *Member* other than the Mayor within 30 days of the approval of the original motion. Such reconsideration shall be moved and seconded by *Council* members who voted with the majority on the original motion or were not present at the meeting.

62. A vote to reconsider a matter, whether affirmative or negative, must not be reconsidered.

63. *Council* may only reconsider a matter which has not:

63.1. had the approval or assent of electors;

63.2. been reconsidered under section 60 or under the *Community Charter*, or

63.3. been acted on by an officer, employee, or agent of the *City*.

## **Bylaws**

64. A proposed bylaw may be introduced at a Regular *Council* meeting only if a copy of it is included in the final agenda package for the *Council* meeting, or all *Council* members unanimously agree to waive this requirement.
65. A bylaw must be printed, have a distinguishing name and a distinguishing number, and must be divided into sections.
66. *Council* must consider a proposed bylaw at a *Council* meeting either:
  - 66.1. separately when directed by the *Presiding Member* or requested by another *Council* member, or
  - 66.2. jointly with other proposed bylaws in the sequence determined by the *Presiding Member*
67. The *Presiding Member* of a *Council* meeting may read, or have the *Corporate Officer* read, a synopsis of each proposed bylaw or group of bylaws and may then either request a motion or read a motion which has already been submitted that the proposed bylaw or group of bylaws be read.
68. A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.
69. If *Council* wishes to amend a bylaw after third reading, they may do so by:
  - 69.1. making a motion to rescind third reading; and if carried,
  - 69.2. making a motion to amend the bylaw; and if carried,
  - 69.3. making a motion to pass third reading of the bylaw as amended.
70. Each reading of a proposed bylaw must receive the affirmative vote of a majority of *Council* members present, unless the *Community Charter* or the *Local Government Act* requires otherwise.
71. After a bylaw is adopted and signed by the *Corporate Officer* and the *Presiding Member* of the *Council* meeting at which it was adopted, the *Corporate Officer* must have it placed in the City's records for safekeeping and endorse upon it:
  - 71.1. the dates of its readings, adoption and any required approvals that have been obtained.
72. The *Corporate Officer* shall be authorized to consolidate one or more municipal bylaws for official use, and to make minor corrections to bylaws at third reading or once adopted including, but not limited to, typographical errors, sequential numbering errors, and grammatical errors.

## **Minutes**

73. Minutes of the proceedings of a Committee, Commission, and *Council* must be legibly recorded, certified as correct by the *Corporate Officer*, and signed by the *Presiding Member* at the meeting.

74. Minutes of the proceedings of *Council* must be open for public inspection at *City Hall* during regular office hours. This does not apply to minutes of any *Council* meeting, or part of a meeting, from which persons were excluded in accordance with the provisions of the *Community Charter*.
75. The *Corporate Officer* must record in the minutes the text of every motion.
76. The names of the mover and seconder of motions will not be recorded in the meeting minutes.
77. The names of *Members* opposed will be recorded.
78. The names of all members of *Council* present and absent shall be recorded in the meeting minutes.
79. If a *Member* has declared a conflict of interest pursuant to the *Community Charter*, the reason the *Member* is not participating in the discussion of the matter, and the time at which they left the room and returned, will be recorded in the minutes.
80. The *Corporate Officer* is authorized to make minor amendments to approved minutes including, but not limited to, typographical errors, sequential numbering errors, and grammatical errors.
81. An error or omission in the minutes may be identified by a member of *Council* orally and rectified by resolution, failing which the adoption of the minutes shall be postponed to the next meeting.

### **Repeal**

82. The previous Council Procedure Bylaw, No. 1946, will be repealed by Bylaw 1946-R at the time this bylaw is adopted.

### **General**

83. The provisions of this bylaw shall govern the proceedings of *Council* and all committees of *Council*, as applicable.
84. The failure of *Council* to observe the provisions of this bylaw does not affect the validity of resolutions passed or bylaws enacted by *Council*.
85. In cases not provided for under this bylaw, *Robert's Rules of Order Newly Revised* shall apply to the proceedings of *Council* and *Council* committees to the extent those Rules are:
  - 85.1. applicable in the circumstances, and
  - 85.2. not inconsistent with provisions of this bylaw or the *Community Charter*.
86. Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated, or replaced from time to time.
87. If any section, paragraph, or phrase of this bylaw is for any reason held to be invalid by a decision of a Court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.

**SCHEDULE "A" – OATH OF OFFICE**

OATH OF OFFICE

CANADA

PROVINCE OF BRITISH COLUMBIA

MUNICIPALITY OF GRAND FORKS

I, (name of elected official), do (swear, solemnly affirm) that:

I am qualified to hold the office of (Mayor, Councillor) for the Corporation of the City of Grand Forks to which I have been elected.

I have not, by myself or by any other person, knowingly contravened the Local Government Act respecting vote buying or intimidation in relation to my election to this office.

I will faithfully, and with integrity, perform the duties of my office and will not allow any private interest to influence my conduct in public matters.

I shall abide by the statutes, bylaws and policies that govern the City and promote openness, accountability, and responsible leadership.

As required by the Community Charter, I will disclose any direct or indirect pecuniary interest I have in a matter and will not participate in the discussion of that matter nor vote in respect of the matter.

I affirm, ascribe to, and agree to follow the Council Code of Conduct policy adopted by the Municipal Council of the City of Grand Forks.

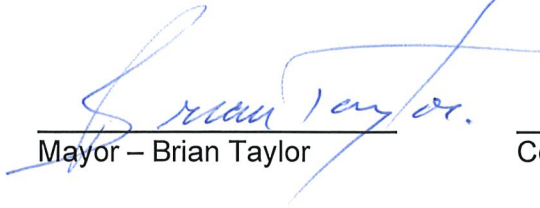
(Sworn, Affirmed) before me )  
in the City of Grand Forks )  
in the Province of British Columbia )  
this \_\_\_th day of \_\_\_\_\_, \_\_\_\_\_. ) Elected Official

Corporate Officer

88. The headings used in this bylaw are for convenience of reference only. They do not form part of this bylaw and are not to be used in the interpretation of this bylaw.

Read a first, second, and third time by the Municipal Council this 7<sup>th</sup> day of March, 2022.

Adopted this 11<sup>th</sup> day of April, 2022.



\_\_\_\_\_  
Mayor – Brian Taylor



\_\_\_\_\_  
Corporate Officer – Daniel Drexler

**CERTIFICATE**

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 2084, cited as the “Council Procedure Bylaw No. 2084”, as passed by the Municipal Council on the 11<sup>th</sup> day of April, 2022.

\_\_\_\_\_  
Corporate Officer of the Municipal Council of the  
City of Grand Forks