

**DISTRICT OF LANTZVILLE
BYLAW NO. 333, 2022
A BYLAW TO AMEND
DISTRICT OF LANTZVILLE COUNCIL PROCEDURE BYLAW NO. 141, 2020**

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

1. District of Lantzville Council Procedure Bylaw No. 141, 2020, is hereby amended as follows:
 - a) In section the Table of Contents by adding in PART 10 – COMMITTEES:

45. Going into Committee of the Whole.....	#
46. Notice for COTW meetings	#
47. COTW Agenda.....	#
48. Minutes of COTW meetings to be maintained and available to public....	#
49. Presiding members at COTW meetings and quorum	#
50. Points of order at meetings.....	#
51. Conduct and debate	#
52. Voting at meetings.....	#
53. Reports	#
54. Rising without reporting	#
 - b) In section 2. Definitions by striking “Committee” means a standing or select committee of Council;”
and inserting:
“Committee” means a standing, select, or other committee of Council, but does not include COTW;
“COTW” means the Committee of the Whole Council;”
 - c) In section 3. (1) by striking “Council and all” and inserting “Council, COTW and all”;
 - d) In sections 9. (1), (2) and (7) by striking “Council or” and inserting “Council, COTW, or”
 - e) By adding the following and renumbering section 45 and 46 accordingly:

“45. GOING INTO COMMITTEE OF THE WHOLE

- (1) At any time during a Council meeting Council may, by resolution, go into COTW.
- (2) In addition to subsection (1), a meeting, other than a standing or select committee meeting, to which all members of Council are invited to consider but not to decide on matters of the District's business, is a meeting of COTW.

46. NOTICE FOR COTW MEETINGS

- (1) Subject to subsection (2), a notice of the date, time and place of a COTW meeting must be given at least 24 hours before the time of the meeting by:

- (a) posting a copy of the notice at the Public Notice Posting Place;
 - (b) posting a copy on the District's web site and through other media and locations, if these options are available; and
 - (c) leaving a copy of the notice for each Council member in the Council member's mailbox at the District Office.
- (2) Subsection (1) does not apply to a COTW meeting that is called, in accordance with section 45, during a Council meeting for which public notice has been given under section 6 or 7.

47. COTW AGENDA

- (1) The Corporate Officer must:
- (a) Prepare an agenda setting out all items for consideration at each COTW meeting, except for a COTW called in accordance with s. 45(1);
 - (b) Make the agenda available to the public and Council at least 24 hours before the time of the meeting by:
 - (i) posting a copy of the agenda at the Public Notice Posting Place;
 - (ii) posting a copy on the District's web site and through other media and locations, if these options are available; and
 - (iii) leaving a copy of the agenda for each Council member in the Council member's mailbox at the District Office.

48. MINUTES OF COTW MEETINGS TO BE MAINTAINED AND AVAILABLE TO PUBLIC

- (1) Minutes of the proceedings of COTW must:
- (a) be legibly recorded;
 - (b) not record the names of the mover and seconder of a motion;
 - (c) not record motions that are withdrawn;
 - (d) record the main motion, as amended, but not each amendment;
 - (e) be certified by the Corporate Officer;
 - (f) be signed by the Mayor or other member presiding at the meeting or at the next meeting at which the minutes are approved; and
 - (g) open for public inspection in accordance with section 97(1)(c) of the *Community Charter* [other records to which public access must be provided].

49. PRESIDING MEMBERS AT COTW MEETINGS AND QUORUM

- (1) The Mayor or the member designated under section 12 shall preside in a COTW meeting.
- (2) If both the Mayor and the member designated under section 12 are absent, the members of Council attending a meeting of COTW must appoint a presiding member for the COTW meeting.
- (3) The quorum of COTW is the majority of Council members.

50. POINTS OF ORDER AT MEETINGS

- (1) The presiding member must preserve order at a COTW meeting and, subject to an appeal to other members present, decide points of order that may arise.

51. CONDUCT AND DEBATE

- (1) The following rules apply to COTW meetings:
 - (a) a motion for adjournment is not allowed during discussion or debate of a motion;
 - (b) a member may speak any number of times on the same question, as long as they are presenting new information, questions or perspectives; and
 - (c) a member must not speak longer than a total of 15 minutes on any one question.

52. VOTING AT MEETINGS

- (1) Votes at a COTW meeting must be taken by a show of hands if requested by a member.
- (2) The presiding member must declare the results of voting by stating the name(s) of those members opposed and that the question is decided in either the affirmative or the negative ("Carried" or "Carried Unanimously" or "Defeated").

53. REPORTS

- (1) COTW may consider reports and bylaws only if:
 - (a) they are printed and the members each have a copy; or
 - (b) a majority of the Council members present decide without debate that the requirements of paragraph (a) do not apply.
- (2) A motion for COTW to rise and report to Council must be decided without debate.

- (3) The COTW's reports to Council may be in the form of the minutes of the meeting, and the recommendations to Council, in the form of the motions, that the Corporate Officer shall add to a Council agenda or staff may include in reports.

54. RISING WITHOUT REPORTING

- (1) A motion made at a COTW meeting to rise without reporting:
 - (a) is always in order and takes precedence over all other motions;
 - (b) may be debated; and
 - (c) may not be addressed more than once by any one member.
- (2) If a motion to rise without reporting is adopted by COTW at a meeting constituted under section 45(1), the Council meeting must resume and proceed to the next order of business."

2. This Bylaw may be cited for all purposes as "District of Lantzville Council Procedure Bylaw No. 141, 2020, Amendment (COTW) Bylaw No. 333, 2022".

READ A FIRST TIME this 30th day of November, 2022.

READ A SECOND TIME this 30th day of November, 2022.

READ A THIRD TIME this 30th day of November, 2022.

ADOPTED this 11th day of January, 2023.

ORIGINAL SIGNED

ORIGINAL SIGNED

Mark Swain, Mayor

Trudy Coates, Director of Corporate Administration