

3. **COUNCIL PROCEDURE BYLAW - FINAL READING**

Memo of the Director of Legislative and Protective Services/Corporate Officer dated October 31, 2024.

To give final reading to "Council Procedure Bylaw, 2021, Amendment Bylaw, 2024, No. 9732" to approve changes requested by Council, clarify electronic meeting processes and make general housekeeping updates.

**THE CORPORATION OF THE DISTRICT OF SAANICH**

**BYLAW NO. 9732**

**TO AMEND BYLAW NO. 9660,  
BEING THE "COUNCIL PROCEDURE BYLAW, 2021, NO. 9660"**

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The Municipal Council of The Corporation of the District of Saanich enacts as follows:

- 1) Bylaw No. 9660, being the "Council Procedure Bylaw, 2021, No. 9660" is hereby amended as follows:
  - (a) Remove the definition of "Meeting" in section 2 and replace with the following:

““Meeting” means a meeting, including regular or special meetings of Council, C/W meetings, and committee meetings to which this Bylaw applies.”
  - (b) Add the following definition of "Town Hall" in section 2, immediately after "Public Notice Posting Place":

““Town Hall” means a special Council meeting held in accordance with section 53 of this Bylaw.”
  - (c) Remove subsection "a" in Section 9 and replace it with the following:

“Subject to section 11, regular Council meetings, special Council meetings, C/W meetings and Public Hearings shall take place within the Municipal Hall, except when Council resolves to hold regular and special Council meetings, C/W meetings and Public Hearings elsewhere in the Municipality.”
  - (d) Remove subsection "e" in Section 9 and replace it with the following:

“Notwithstanding subsection (d), regular Council meetings may begin at 3 p.m. or later if any part of the meeting is closed in accordance with Section 90 of the *Community Charter*, and provided that the open portion of the regular meeting begins at 7 p.m.”
  - (e) Add the following immediately after subsection "c" in Section 10:
    - "d) Notice that a meeting for Advisory Committees, Standing Committees, Advisory Design Panel, Board of Variance or other council committee other than Committee of the Whole is to be held by electronic or other communication facilities shall be provided on the agenda posted on the website.
    - e) If the meeting is held by electronic or other communication facilities, the notice will provide:

- (i) the way in which the meeting is conducted by means of electronic or other communication facilities;
  - (ii) for regular council meetings, special council meetings, Public Hearings and C/W meetings the place where the public may hear, or watch and hear the meeting (unless the meeting is closed to the public).”
- (f) Remove section 11 and replace with the following:
  - “a) A meeting may be conducted by means of electronic or other communication facilities provided:
    - (i) subject to subsection d), the facilities enable the meeting’s participating Council member or committee members to hear, or watch and hear, each other;
    - (ii) except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the meeting at the place specified place;
    - (iii) the public notice is provided as set out in Section 10.
  - b) A Council member or a committee member who is unable to attend in person at a meeting may participate in the meeting by means of electronic or other communication facilities, subject to the following:
    - (i) for regular council meetings, C/W meetings and special council meetings, the majority of Council must attend in person unless the Mayor, CAO, or Corporate Officer calls for a meeting to proceed with less than a majority attending in person;
    - (ii) for Committee meetings, all members may attend by electronic or other communication facilities, if called for by the Corporate Officer or the Chair.
  - c) Members of council or a council committee members who are participating under section 11 b) are deemed to be present at the meeting.
  - d) Where reasonably practicable by means of the electronic or other communication facilities in use, any person who has an interest in a matter being considered by Council at a meeting conducted by electronic or other communication facilities may be afforded an opportunity to provide written or verbal input.”
- (g) Remove section 13(c), and replace with the following:

“If the person who is expelled does not leave the meeting and is attending in person, a peace officer may enforce the order under subsection (a) or (b) as if it were a court order. If the person who is expelled does not leave the meeting and is attending via

electronic or other communication means, the Mayor, Chair or Corporate Officer may end the communication.”

- (h) Add the following to section 35, immediately after section 35(r):

“The Corporate Officer may include additional categories and order them on the agenda and the Corporate Officer considers appropriate.”

- (i) Remove section 39 and replace it with the following:

“Any person who has an interest in any of the following matters being considered by Council at a regular Council meeting may be afforded an opportunity to be heard in person or through electronic or other communication facilities, subject to section 11(d) provided they identify themselves by first providing their name:

- a) Consent Agenda Items
- b) Bylaws for Three Readings
- c) Resolutions for Adoption
- d) Reports from the CAO or Directors
- e) Recommendations from Advisory Committees
- f) Reports from Members of Council”

- (j) Remove Section 41(a) and replace it with the following:

“This section applies to any person or organization addressing Council as a delegation or any person addressing Council on agenda items at regular Council meetings, or any person addressing Council members during Town Hall meetings.”

- (k) Remove Section 43 (a) and replace it with the following:

“All persons who believe their interest in property is affected by the proposed bylaw shall be afforded an opportunity to be heard in person or by a representative in matters contained in the bylaw provided they first identify themselves by stating their name and the name of the person or persons they represent. Subject to section 11(d), such person or representatives may be heard through electronic or other communication facilities.”

- (l) Remove Section 46 and replace it with the following:

“The order of business at all C/W meetings shall be as follows:

- a) Awards
- b) Delegations
- c) Public Input
- d) C/W Business Items
- e) Adjourn to Council to ratify motions made at C/W.

Recommendations from C/W meeting will be ratified at a Council meeting immediately following.

The Corporate Officer may include additional categories and order them on the agenda as the Corporate Officer considers appropriate.”

- (m) Remove the words “in person” and “and address” from section 48(a).
- (n) Remove the words “on one C/W Business Item” from section 49(a)(i).
- (o) Remove Section 53 and replace it with the following:

**“Town Hall**

53(a) Council will hold Town Hall events as special Council Meetings to provide an opportunity for the public to address Council on District-related topics.

(b) No person shall address Council at Town Hall for a period longer than three (3) minutes.

(c) For certainty, no person shall be permitted to address the members of Council on any matter listed in section 41 of this Bylaw.”

- (p) Remove Section 77 and replace it with the following:

“For certainty, the rules and procedures of the Council under Section 11, Parts 4 and 5 of this Bylaw shall be observed in the committees as far as may be applicable.”

- 2) This Bylaw may be cited for all purposes as the **"COUNCIL PROCEDURE BYLAW, 2021, AMENDMENT BYLAW, 2024, NO. 9732"**.

Read a first time this 28<sup>th</sup> day of October, 2024.

Read a second time this 28<sup>th</sup> day of October, 2024.

Read a third time this 28<sup>th</sup> day of October, 2024.

Adopted by Council, signed by the Mayor and Clerk and sealed with the Seal of the Corporation on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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Corporate Officer

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Mayor