# VILLAGE OF PORT CLEMENTS

# COUNCIL PROCEDURE AMENDMENT BYLAW NO 460.4 2026

**A Bylaw of the Village of Port Clements to amend Council Procedure Bylaw #460, 2020**

WHEREAS the Council of the Village of Port Clements deems it desirable to amend the general procedures to be followed by Council and Council committees in conducting their business as set forth in its procedural bylaw,

NOW THEREFORE in open meeting assembled, the Council for the Village of Port Clements enacts as follows:

To amend Council Procedure Bylaw #460, 2020, with the following in its wordings from:

15. (1) Prior to each Council meeting, the Corporate Officer must prepare an agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.
(2) The deadline for submissions by the public to the Corporate Officer or designate of items for inclusion on the Council meeting agenda is 1:00 pm on the Wednesday prior to the meeting.
(3) The Corporate Officer or designate must make the agenda available to the members of Council and the public on the Friday afternoon prior to the meeting.
(a) the Corporate Officer may achieve this by distributing the Agenda electronically to Council by email and by posting the Agenda on the Village's website for public access.
(b) the Corporate Officer may digitally distribute the In-Camera Agenda package to Council as well
(4) Council must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as a late item pursuant to section 17 of this Bylaw.

16.(1) The agenda for all regular Council meetings contains the following matters in the order in which they are listed below:

(a) Approval of agenda including additions or deletions and consideration of late items;
(b) Petitions, Delegations & Opening of Sealed Tenders;
(c) Adoption of minutes;
(d) Business arising & Unfinished Business;
(e) Original Correspondence
(f) Finance
(g) Government (Bylaws and Statutory Requirements)
(h) New Business
(i) Reports and Discussions
(j) Action Items
(k) Questions from the public & press
(l) Adjourn to In-camera
(m) Rise and Report
(n) Adjournment

(2) Item 16(1)(k) is intended to permit members of the public to ask single questions of Council pertinent to the items on the agenda. Council may permit more general use of this opportunity at their discretion. Council may impose a time limit for this agenda item.
(3) Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.

17.(1) Late items are discouraged as neither Council nor the Corporate Officer may have had time to review and bring any related information forward pertaining to the issue.

(2) An item of business not included on the agenda must not be accepted by Council until the Corporate Officer or designate has first read the item and determined that it is not information that would taint an ongoing action of Council. After that vetting Council may, by resolution, choose to add the item as a late item.

(3) If the Council makes a resolution under section 17(2) of this Bylaw, information pertaining to the late item(s) must be distributed to the members.

22.(1) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.

(2) A motion that deals with a matter that is not on the agenda of the Council meeting at which the motion is introduced may be introduced with Council's permission.

(3) A Council member may make only the following motions when the Council is considering a question:

- (a) to refer to a committee;
- (b) to amend;
- (c) to lay on the table;
- (d) to postpone indefinitely;
- (e) to postpone to a certain time;
- (f) to move the previous question;
- (g) to adjourn.

(4) A motion made under subsections (3)(c) to (g) is not amendable or debatable.

(5) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member.

To:

15.(1) Prior to each Council meeting, the Corporate Officer must prepare an agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.

(2) The deadline for submissions by the public to the Corporate Officer or designate of items for inclusion on the Council meeting agenda is 3:00 PM on the Monday prior to the meeting.

(3) The Corporate Officer or designate must send out the agenda to the members of Council by 3:00 PM on the Wednesday prior to the meeting.

(a) the Corporate Officer may achieve this by distributing the Agenda electronically to Council by email

(4) The Corporate Officer or designate must send out the agenda and full draft agenda package to the Mayor by 3:00 PM on the Wednesday prior to the meeting.

(a) the Corporate Officer may achieve this by distributing the Agenda electronically to the Mayor by email

(5) The Corporate Officer or designate must make the agenda and full agenda package available to the members of Council and the public by 3:00 PM on the Friday afternoon prior to the meeting.

(a) the Corporate Officer may achieve this by distributing the Agenda electronically to Council by email and by posting the Agenda on the Village's website for public access.

(b) the Corporate Officer may digitally distribute the In-Camera Agenda package to Council as well

(c) as part of the public distribution process a post will be made to the Village's Facebook group which identifies the meeting date, provides a link for remote access to the meeting, and provides a link to the Village's website where the agenda package can be accessed

(6) Council must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as a late item pursuant to section 17 of this Bylaw.

16.(1) The agenda for all regular Council meetings contains the following matters in the order in which they are listed below:

(a) Call to Order
(b) Introduction of Late Items
(c) Approval of Agenda – including deletions from the agenda
(d) Delegations
(e) Public Comment Regarding Agenda Items
(f) Consent Items
(g) Correspondence
(h) Committee and Commission Recommendations
(i) Business Arising and New Business
(j) Finance
(k) Government
(l) Reports and Discussions
(m) Questions from the Public
(n) Adjourn to Closed Meeting
(o) Rise and Report
(p) Adjournment

Explanations for the matters listed above are defined below:

(a) Call to Order
(b) Introduction of Late Items
*This section is for the proposal and consideration of a late item to be added onto the agenda.*
(c) Approval of Agenda – including deletions from the agenda
*This section is the approval of the agenda, including the removal of any items from the agenda or re-ordering of the order in which agenda items proceed.*
(d) Delegations
*Delegations to Council are limited to ten (10) minutes to present unless otherwise permitted by Council to extend their time. Council may permit this extension without needing a motion if all members of Council present are in unanimous agreement to permit the extension; otherwise, Council may permit such extension by motion. Council is not required to provide immediate comment, take action or otherwise provide a response to the delegation regarding the information they have provided to Council.*
(q) Public Comment Regarding Agenda Items
*This section is for members of the public present at the meeting to provide comment to items on the agenda. Such comments are provided as statements to Council, and does not require Council to provide immediate comment, take action or otherwise respond back to the statements received.*
(r) Consent Items
*This section is for the approval of routine, non-controversial items together for approval in one motion, including minutes, correspondence, payments and other housekeeping items. However, any member of Council may request that an item from the list be removed for separate consideration. Items removed for separate consideration will automatically become the next items on the agenda and will be addressed immediately following a vote on the consent agenda (which may be permitted*

*without needing a motion if all Council present are in unanimous agreement by way of discussion and/or by motion otherwise).*

(s) Correspondence
*This section is for items of correspondence where a Council decision is requested or required.*

(t) Committee and Commission Recommendations
*This section is for recommendations to Council by its committees and commissions.*

(u) Business Arising and New Business
*This section is for business arising from previous Council motions and to deal with late items that are added onto the agenda and being added as new business.*

(v) Finance
*This section is to deal with matters relating to the finances of the Village, such as financial reports.*

(w) Government
*This section is for matters relating to governance of the Village, such as bylaws and statutory requirements.*

(x) Reports and Discussions
*This section is to deal with written and verbal reports from members of Council in relation to their role on Council and their activities on behalf of the Village, reports on operations and projects from staff, and reports from the Village's committees and commissions.*

(y) Questions from the Public
*This section is for questions from the public and is open to questions regarding any matter under municipal jurisdiction or concern. However, members of the public are restricted to only having five (5) minutes per person to ask questions to Council. Council is not required to provide immediate answer, take action, or otherwise provide a response to the questions received.*

(z) Adjourn to Closed Meeting
*This section is a part of a council meeting that may be closed to the public if the subject matter being considered relates to items listed in section 90 of the Community Charter.*

(aa) Rise and Report
*This section is to make public items or decision that were handled or made in Closed Meeting that have been released from the Closed Meeting and this confidentiality.*

(bb) Adjournment

(2) Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.

17.(1) Late items can be introduced by members of Council at the meeting after it has been called to order.

(2) A late item may be added to the agenda without needing a motion if there is unanimous consent by all Council present for the addition. If there is not unanimous consent, the member of Council introducing the late item can make a motion that the late item be introduced, and then the item will be voted on through the standard motion process. If the motion fails, the item will not be added and not heard at the meeting.

(3) Late items that are approved to be added onto the agenda will be added as New Business. Any information available pertaining to the late item(s), such as documents, must be distributed to the members.

22.(1) Council may discuss an agenda item without a motion.

(a) Public input will be invited during the consideration of an item.
(b) The Chair controls recognition and speaking order.
(c) Council members may respond to public input.
(d) No decision or binding direction occurs until a motion or resolution is properly before Council.
(e) Public input does not become a formal vote for part of Council's decision making authority.
(f) The Chair can move the discussion to a motion, once Council is ready to act.

(2) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.

(3) A motion that deals with a matter that is not on the agenda of the Council meeting at which the motion is introduced may be introduced with Council's permission.

(4) A Council member may make only the following motions when the Council is considering a question:
(a) to refer to a committee;
(b) to amend;
(c) to lay on the table;
(d) to postpone indefinitely;
(e) to postpone to a certain time;
(f) to move the previous question;
(g) to adjourn.

(5) A motion made under subsections (4)(c) to (g) is not amendable or debatable.

(6) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member.

This Bylaw may be cited for all purposes as "Council Procedure Amendment Bylaw #460.4, 2026"

READ a first time this 20th day of July 2026
READ a second time 20th day of July 2026
READ a third time this 15th day of October 2026

FINALLY PASSED AND ADOPTED this __ day of ___ 2026

Mayor Scott Cabianca

Chief Administrative Officer Marjorie Dobson

**CERTIFIED A TRUE COPY OF 'COUNCIL PROCEDURE AMENDMENT BYLAW #460.4, 2026'**