

Council Procedures Bylaw

Special Committee of the Whole Meeting

Monday, July 14, 2025



Today's Topics

- Background: Roles, Bylaw (5 min)
- Effective Meeting Management
 - Public Participation (20 mins)
 - Agenda Management (10 mins)
- Procedure Bylaw No. 2008, 2019 (20 mins)
 - Housekeeping Items
 - Notices of Motion
 - Other issues/questions for Council
- Summary of direction & Next Steps (5 mins)

Format of Discussion

White slides = for background/context

Blue Slides = for discussion

- Introductory Info (current status), Suggested improvements
- Feedback from Council
- NOMs referred from June 23rd meeting
- Next Steps
 - Including summary of discussion
- One Hour Total – Additional COTW if needed

Procedure Bylaws

- Legislative requirement – *Community Charter* s. 124
- Sets out shared expectations: Process, procedure and conduct
- Sets out rules
 - How meetings conducted
 - Decisions made and recorded
 - Participation in meeting (including public)
- Meeting schedules and notice requirements
- Outcome
 - Efficient Council meetings and transparent decision-making
- Applies to Council, COTW and Committees

Procedure Bylaws



- Legislated Requirements to Amend Procedure Bylaw:
 - Notice in accordance with s. 94 of the *Community Charter*
- Required Inclusions:
 - Rules for Council meetings, including bylaw adoption and resolution passing
 - Minute taking and certification
 - Advance public notice for committee meetings
 - Designation of public notice posting locations
 - Procedure for appointing an acting mayor
 - Method for selecting a presiding member when needed
 - Set the first Council meeting date post-general election
 - Conduct regular meetings as specified in the Procedure Bylaw

Procedure Bylaws

Optional:

- Agendas
 - Process to manage the agenda, include additional agenda items
 - Consent agenda
 - Order of business for Council, COTW meetings, closed, special meetings
- Delegations and presentations
- Public participation

Procedure Bylaws

Optional:

- Electronic meetings and participation
- Reconsideration - for Councillor
- Application of Procedure Bylaw to other bodies established by Council
- Reconsideration of decision made by delegate
- Quorum – specify time to wait
- Correspondence

Role of Mayor

Preside at Meetings

Meeting Conduct

Preserving Order &
Decorum

Decide on Points of Order

Decision-Making Process

Lead deliberations &
collective decision-making
process

Ensure participation by all
members

Impartiality

Time Management

Manage agenda

Ensure meeting
procedures are followed

Role of Councillors

Meeting Procedures

- Adhere to meeting procedures and points of order

Conduct and Debate

- Comments should be related to motion on floor
- Speak through the Chair

Speaking Time Limits

- Max. 10 minutes to speak to item
- Speak only once to an item

Role of Staff

Prepare
Agendas

Draft
Reports

Provide
Advice

Attend
Meetings

Implement
Decisions

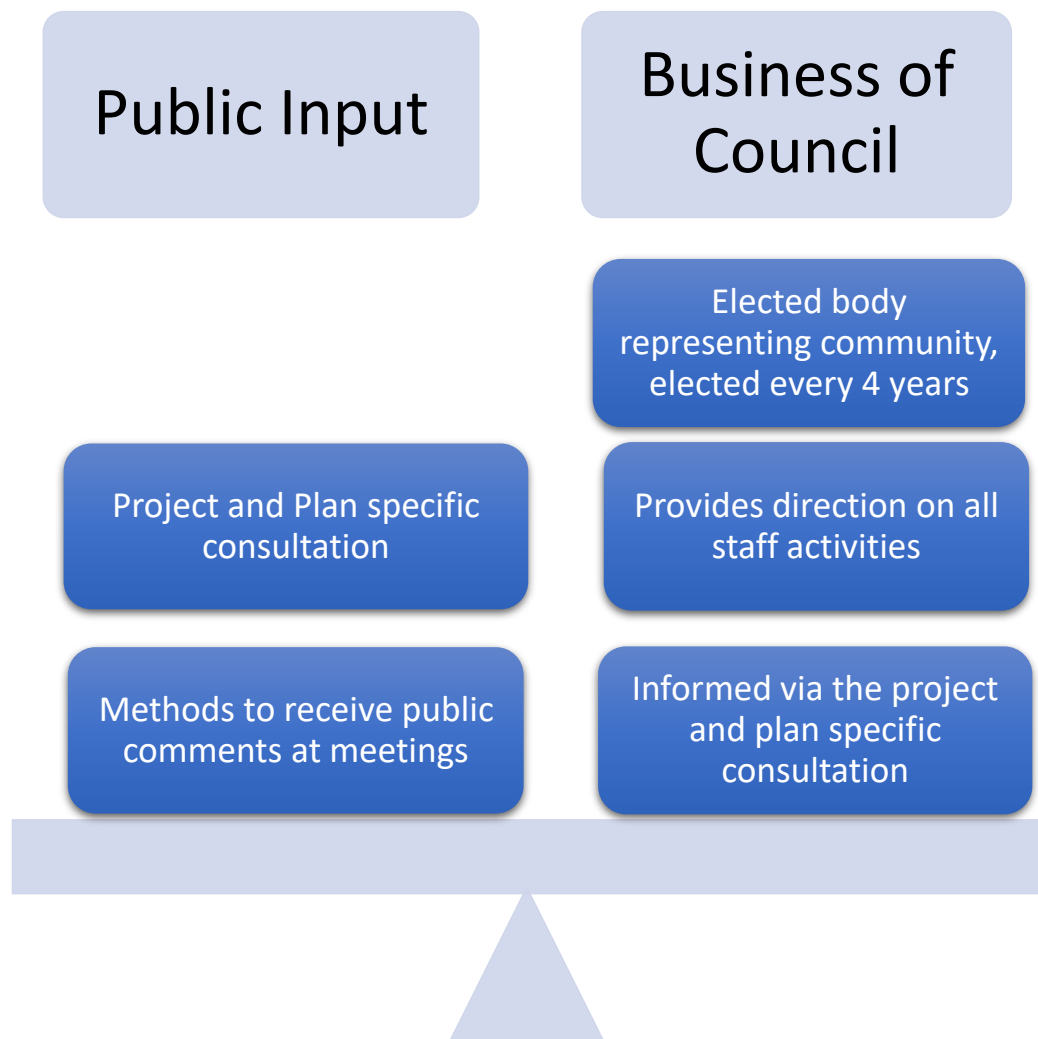
Role of Public at Meetings

- Attend (watch/listen) an open meeting of Council, versus a meeting of the public

And at times,

- Address Council and provide input
 - Invited/approved by Council (e.g. delegations)
 - For formal processes (e.g. Public Hearing)
 - In accordance with Procedure Bylaw
 - Via correspondence or engagement reports

Public Input



Effective Meeting Management

- Agenda management
- Chair to review agenda in advance (with staff if possible)
- Meeting times
- Meeting procedures
 - Know them and apply consistently
- Maintain order
- Review meeting procedures as required

Council Direction

- Previous Council direction
 - Consent Agenda – September 11, 2023 referred to future CotW
 - Notices of Motion introduced - June 23, 2025
- Adoption or Introduction of:
 - Public Notice Bylaw - February 26, 2024
 - Public Input on Development Applications – adopted May 27, 2024
 - Council Correspondence Policy – amended May 27, 2024
 - New Public Hearing Legislation



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Discussion/Workshop



Public Input

Current opportunities

- Public Questions (s. 13)
- Delegations and Petitions (s. 14.1-14.7)
- Invited Presentations (s. 14.8)
- Correspondence (s. 14.9)
- Engagement results on many projects (e.g. What We Heard Report) - indirect



Public Question Period (s. 13)

Current Procedures

- 2 minutes max – unanimous resolution to extend
- Limit questions to matters within Council jurisdiction, some exclusions (s. 14.3)
- Council may ask clarifying questions, no debate



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Public Question Period (s. 13)

SUGGESTED CHANGES	COUNCIL INPUT
Pre-registration <i>Enable staff to have some heads up, provide follow up contact info</i>	
Only on agenda topics <i>Provide relevant and timely input; Other methods to raise other issues; Permits motions to be made in relation to them at that time</i>	
Comments, not questions <i>Questions implies a response will be provided Questions primarily result in operational items</i>	
Time Limited <i>Reserve 20 minutes maximum each regular meeting</i>	
Update list of topics not permitted <i>E.g. items where a public hearing is prohibited; addressing individual members of Council</i>	



Delegations & Petitions (s. 14.1-14.7)

Current Procedures

- Delegations – before Council only
 - 2 delegations per Regular meeting
 - 10-minute max
 - Written request, 10 days in advance
 - Restrictions – s. 14.3(b)
 - Mayoral Approval
- Petitions – Council may hear and receive petitions

Delegations & Petitions (s. 14.1-14.7)



SUGGESTED CHANGES	COUNCIL INPUT
Petition – clarify correspondence only <i>Under correspondence; filed with CO but not other action required. Remove agenda heading</i>	
One delegation maximum <i>Provides balance with other agenda topics; Rarely have two approved at the same meeting</i>	
Have staff report back with Guidelines for Delegations <i>To define who/how/when quality, possibly delegate to staff following that policy</i>	

Correspondence (s. 14.9)



Current Procedures

- Invited to speak for 2 minutes and respond to questions from Council
- Approved by unanimous resolution of members present
- Correspondence Policy (amended mid-2024) – Feedback?

Correspondence (s. 14.9)



SUGGESTED CHANGES/AMENDMENTS	COUNCIL INPUT
No bylaw enforcement complaints; portal only <i>Due to potential legal or HR issues.</i>	
Vexatious or nuisance correspondence – at the call of the CAO or CO; portal only <i>Repeated submissions can be unproductive.</i>	
Correspondence on an application comes only after it has been to Council for the first time <i>Feedback on the last year of the amended policy; value in receiving correspondence prior to application coming before Council?</i>	

Consent Agenda

Current Procedures

- Not currently part of meeting procedures
- Council direction – September 11, 2023
- For efficiency

Consent Agenda



SUGGESTED CHANGES	COUNCIL INPUT
Add items under new agenda heading <i>Items for info, routine updates, report adoptions, grant approvals – others as recommended by the Chair & CO</i>	
Any item can be removed, with a seconder; no debate ; no vote <i>Requiring too much protocol removes time benefit of having consent agenda. Secunder in keeping with other</i>	
Examples <i>Reports for information, routine or annual reports, introduction of NOM</i>	
Review after one year <i>Provide opportunity prior to next election to review efficacy</i>	

Regular Meetings (s. 5.1)

Current Procedures

- Annual schedule adopted prior to December 31 (published by EOY)
- Begin at 7:00 p.m., or immediately following public hearing/determined by Council resolution
- No longer than 3 hours – majority vote to extend



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Other Procedures



CURRENT	SUGGESTED CHANGES	COUNCIL INPUT
Meeting Schedule (s. 5.2(b))	No standard August meeting Meeting start time?	
Timing of Closed Meeting	Closed Meetings at 6 pm, or alternative time <i>In the afternoon or in advance of the meeting; have time not late at night for thorough debate</i>	
Meeting cancellation	Do not require Council approval (Mayor & CO) <i>Often too late for full approval; may set conditions (e.g. weather)</i>	
Order of Proceedings and Business (s. 12)	Update order <i>Including consent agenda, embed Public Hearings</i>	
Closed Meeting Participation (s. 19.4)	Require camera on if technology permits <i>To ensure confidentiality</i>	See NOM below

Housekeeping Items

CURRENT	SUGGESTED CHANGE
Notice of Regular Meetings (s. 6 & 11.3)	Amend s. 6 to read 72 hours notice for a Regular Meeting of Council Consistency with s. 11.3 that states the agenda is to be posted by noon on the Friday before the meeting.
Update Agenda Format	Other than in cases of accessibility requirements, remove the provision of paper copies <i>As per Council Electronic Devices Policy No. 19-ADM</i>
Closed/In Camera Agendas (s. 11.6)	Clarify language to note that Council members are to have access to the IC agenda <i>Language is currently very specific as to method</i>
Quorum (s. 16)	Changing time to wait for quorum to 15 minutes, from 30 minutes
Update Technology Uses (s. 31.1)	Permit texting and emails when meeting related Emails and texts often used to coordinate logistics, provide draft motions etc.
References to Public Hearings, Public Notices (various)	Update to reflect Bill 44/PH prohibition & Public Notice Bylaw <i>Including in topics prohibited for public input</i>

Notice of Motion

Submitted by Councillor Riddell
Introduced & Referred: June 23, 2025



WHEREAS the District of Central Saanich's Council Procedures Bylaw permits members of Council and Committees to participate in meetings by electronic means, provided the conditions set out in the *Community Charter* are met; and the *Best Practices Guide for Local Government Meetings in British Columbia* encourages procedures that ensure participants are identifiable, audible, and actively engaged in a transparent and accountable manner;

AND WHEREAS public confidence in local government decision-making depends on clear records of attendance and voting, and electronic participation without video can make it unclear whether members are present or engaged unless verbal confirmation and audible responses are required;

THEREFORE BE IT RESOLVED THAT Council direct staff to prepare an amendment to the Council Procedures Bylaw to strengthen accountability during electronic participation by members, specifically by including the following provisions:

1. Attendance Confirmation Requirement for Audio-Only Participants

- Where a Council or Committee member is participating electronically **without video**, the presiding member must, after the Call to Order, confirm their presence verbally. Each such member must respond audibly to acknowledge their attendance.

2. Audible Vote Requirement for Non-Video Participants

- Members participating electronically **and not visible on video** must **verbally** indicate **their vote** ("in favour" or "opposed") on a motion if they have not spoken to it.

3. Clarification of "Present" Definition

- A member participating electronically shall only be deemed "present" for quorum and voting purposes **if they have audibly confirmed their attendance** at the start of the meeting (if not on video) and are **audibly responsive during votes**, as applicable.

Notice of Motion

Submitted by Councillor Thompson
Introduced & Referred: June 23, 2025



WHEREAS there has been confusion for Council and the public regarding development applications not subject to Public Hearings;

AND WHEREAS clarity is needed on how “Public Hearing” is interpreted and applied across CRD municipalities;

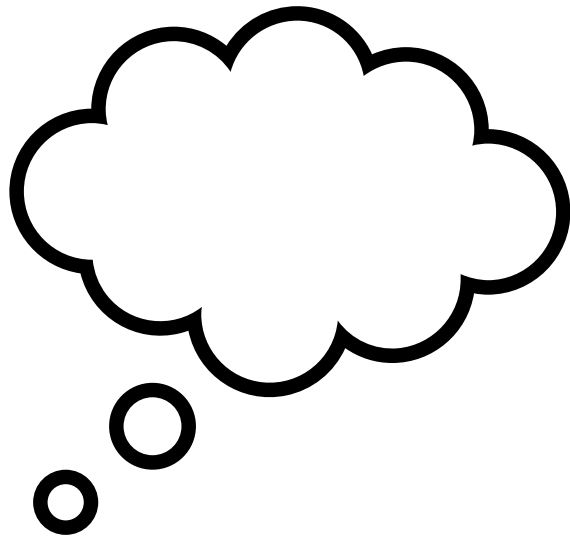
THEREFORE BE IT RESOLVED THAT Council direct staff to:

1. Summarize how other CRD municipalities handle development applications without Public Hearings, including their interpretation of the term;
2. Provide an in-camera update on any changes to previous legal opinions;
3. Following Council’s review, update the District website to clarify the interpretation of “Public Hearing” and the motions adopted on May 12 regarding 7840 Lochside Drive, including referral to the Advisory Planning Commission and Tsawout, and the process for public notice and variances.

Next Steps

- Draft Revised Bylaw for Council Input
 - Will insert direction/summary from meeting here
- Public Notice

Questions on other meeting procedures or practices?



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Questions?