City of Merritt

"City of Merritt Procedure Bylaw 2300, 2021"

Consolidated For Convenience – August 28, 2026

Bylaw 2300	March 9. 2021

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CITY HALL
FDC

CITY OF MERRITT

BYLAW 2300

A BYLAW TO ESTABLISH PROCEDURE AT THE CITY OF MERRITT

WHEREAS the *Community Charter* requires a Council to adopt a bylaw establishing procedural rules;

NOW THEREFORE the Municipal Council for the City of Merritt in open meeting assembled, **ENACTS AS FOLLOWS:**

Citation

1. This bylaw shall be cited as the "**Procedure Bylaw No. 2300, 2021"**.

Repeal

2. City of Merritt Council Procedures Bylaw No. 2055, 2008 is hereby repealed.

3. Definitions

"City website" means the electronic information resource available at www.merritt.ca.

"Chair" means the member of a body who presides over that body. For Council, this is the Mayor.

"Clerk" means the member of staff assigned to a Committee to produce agendas and minutes. For Council meetings, this is the Corporate Officer.

"Committee" means any Select Committee, Standing Committee, or Commission created under the *Community Charter* or any other Act, and may or may not include members who are not members of Council.

"Committee of the Whole" means a Committee formed of all members of Council and no others.

"Corporate Officer" means the officer appointed to fulfill the duties under section 148 of the *Community Charter*.

"General Election" means a scheduled election by which the entire body of Council is chosen by the electors of Merritt.

"Public Hearing" means a hearing on a planning or land use bylaw under the provisions of the *Local Government Act*.

"Quorum" means a majority of the voting members of that body.

The presence of an asterisk by a provision indicates that the provision is required by the *Community Charter* or *Local Government Act.*

General

4. Petitions and Correspondence
    a. Petitions which request a specific course of action and are received by the Corporate Officer will be added to the agenda as New Business;
    b. Petitions which request a specific course of action and are presented at a Council Meeting will be added to the subsequent meeting's agenda as Unfinished Business;
    c. In all cases, the adjudication as to whether or not a petition requests a specific course of action within the authority of Council will be made by the Mayor, in consultation with the Corporate Officer;
    d. Correspondence received at City Hall will be handled in accordance with the Correspondence Policy, and the Mayor shall decide whether or not such correspondence should be added to the agenda as Information Items.

5. The decision of any person(s) exercising delegated Council authority may be reconsidered by Council in accordance with the procedure established in the *Officer Appointment and Delegation of Authority Bylaw*.

Meetings

6. Rules of Conduct
    a. The *Council and Committee Code of Conduct* applies to all Council bodies;
    b. The Mayor will be addressed as "Your Worship", or "Mayor <surname>";
    c. Councillors will be addressed as "Councillor <surname>". If a Councillor is Chairing a meeting, they may be addressed as "Chair";
    d. Staff will be addressed as "Mr. <surname>", "Ms. <surname>", or by their job title;
    e. All members of all Council bodies must at all times act towards each other with courtesy and respect in manner and demeanour;
    f. No member of any Council body may speak disrespectfully towards any other member in any meeting;
    g. All members speaking in debate will restrict their remarks to the topic currently under consideration;
    h. Members' speeches do not have a time limit, but no member will normally speak for a second time until each member who wants to speak has spoken at least once;
    i. The Chair of a meeting is responsible for enforcing the rules of conduct;

j. If a member is in breach of these rules of conduct or *the Council and Committee Code of Conduct*, the Chair may order them to bring their behaviour into compliance;
k. If a member is ordered to comply with the rules of conduct or the *Council and Committee Code of Conduct* and does not do so, the Chair may order them to leave the meeting;
l. If a member has been ordered to leave the meeting and does not do so, this may be enforced by a Peace Officer;
m. If a member has been ordered to leave and apologises to the satisfaction of the majority of members present, they may resume their seat;
n. If a member of staff has made a presentation, members may question them directly. In other events, members may direct a question to the Mayor or Chief Administrative Officer, who may identify an appropriate staff member to respond.

7. Open Meetings
    a. All meetings, agendas and minutes of all bodies of Council are open to the public, unless closed in accordance with the *Community Charter* or another Act;*
    b. Any resolution to close any meeting must be made in open session, and must state the full clause under which the meeting is to be closed;*
    c. Any meeting which is closed must record in the Minutes every person who is present, and the times at which they were present;
    d. If a meeting is closed and upon consideration of the item, Council or another body do not feel that it must be considered in a closed session, they may resolve to end the closed session and continue to consider the item in open session;
    e. All Regular and Special Council Meetings will be recorded and made available to the public to view on the internet, live if possible, and in any event within 48 hours of the meeting.
        i. This provision is not breached if such a recording or upload is not possible due to the failure of technology or computer equipment.
        ii. Recording and broadcast will cease if a meeting is closed to the public in accordance with an Act.
        iii. If the Corporate Officer determines that information was disclosed during the meeting that related to a topic requiring meeting closure under s90(2) of the *Community Charter*, they may edit any recording to remove that disclosure.

8. Online Meetings
    a. Council and all its Committees and other bodies will ordinarily meet in-person;
    b. Members who cannot attend in-person may attend the meeting through telecommunications;
    c. Members attending through telecommunications are deemed to be in attendance, and must act and vote accordingly;
    d. If the Chair or a majority vote of members determines that the connection quality of a member attending through telecommunications is inadequate to allow that member to participate, they may deem that member to no longer be in attendance, which must be recorded by the Clerk;

e. If due to the quality of connection, the vote of a member attending through telecommunications is unclear to the Chair and the Clerk, that member will be deemed to have voted in the affirmative. Before this is so recorded, the Chair shall ask the member once to confirm how they voted;
f. Members attending through telecommunications are responsible for their own connection costs;
g. If at the time the meeting is called it is declared to take place online, then all members must use the specified software in order to attend;
h. If a member is attending through telecommunications a meeting which has been closed to the public in accordance with the *Community* Charter or another Act, that member is responsible for ensuring that the confidentiality of that meeting is kept.

9. Annual Meeting
    a. The second meeting in June will be the Annual Meeting of Council, and will be advertised as such;
    b. The Annual Meeting of Council must consider the Annual Report, and the Annual Development Cost Charges Report;
    c. If in any year only a single meeting is scheduled for June, that meeting will be the Annual Meeting;
    d. At least 14 days prior to the Annual Meeting, the Annual Report must be available for public inspection on the City website.

10. Notice of Meetings
    a. The agenda for Council Meetings must be published on the City website no later than noon on the Friday preceding a Regular Meeting of Council;
    b. For all other meetings or bodies of Council, the agenda must be published on the City website at least 24 hours prior to the meeting;
    c. If a Special Council meeting is called, notice must be given at least 24 hours prior to the meeting on both the City website and the glass cabinet next to the door to the Council Chamber, and this notice must state the date, time, and place of the meeting, describe in general terms the purpose of the meeting, and be signed by the Mayor or Corporate Officer. If the place of the meeting is online, details must be included as to how the public can access the meeting;*
    d. A meeting may nevertheless occur with reduced or no notice if all the members of that body unanimously vote to waive this notice requirement. Such a vote must be the first item of that meeting.

11. Late Items
    a. Items that are not dispatched with the agenda for any meeting of any body of Council may be added to the agenda for that meeting by unanimous vote of the voting members present;
    b. The Chair or Clerk will not propose the addition of a late item unless they agree there is a degree of urgency in considering the item before the next scheduled meeting of that body.

12. Designated notice places*
    a. The City's designated notice place is the City website.

13. Records
    a. Minutes of all meetings of all bodies will be kept by the Corporate Services department;
    b. Minutes of each body will be confirmed accurate by the next meeting of that body, and will be certified and signed by the Mayor and Corporate Officer;
    c. Minutes may not be certified correct unless at least one member who is voting attended that meeting;
    d. Minutes need not be read aloud prior to adoption;
    e. Agendas and Minutes must be available for public inspection, and will be posted on the City website;
    f. Draft minutes may be prepared by Corporate Services and utilized by staff in order to carry out instructions by Council at any time between the holding of the meeting, and the formal minutes being approved;
    g. If the Corporate Officer is unclear regarding instructions from Council, no action will be taken until Council has certified the minutes;
    h. Following certification, the Corporate Officer may edit minor typographical changes. Any such changes must be signed by the Mayor and Corporate Officer.

14. Motions
    a. Motions must be moved and seconded before they may be debated or voted upon;
    b. The Clerk shall record that and by whom an item was moved and seconded;
    c. If the Clerk believes a motion has not been correctly moved and seconded, they shall bring this to the attention of the Chair;
    d. The Mover of a motion may withdraw it, with the consent of the Seconder;
    e. A withdrawn motion may be re-proposed by any other member;
    f. Resolutions proposed by staff are professional recommendations only, and do not take into account political considerations. Council are not obliged to move or debate a staff proposal.

15. Procedural Motions which are not open to debate and must be voted on immediately
    a. To call the Question
        i. If this passes, all debate must end and the motion under discussion must be voted upon;
    b. To vary the order of the agenda
        i. A motion to vary the order must state the new order of the agenda. If this passes, the meeting will proceed with the revised agenda;
    c. To defer an item
        i. If this passes, debate on the item must immediately cease, and will resume at a later specified date;
        ii. Items may not be deferred indefinitely;
    d. To refer an item

i. If a meeting believes that another Council body is a more suitable location for an item, it may be referred to the next meeting of that body;
ii. If the motion to refer passes, the debate on the item must immediately cease, and the available background information will be forwarded to the appropriate body to be placed on its next agenda;
iii. Standing Committees may refer any item referred to them to another body;
iv. Select Committees may only refer items to Council;
v. An item can only be referred to another body of the City of Merritt;
vi. Any body may refer an item to staff for additional information to return to a future meeting of the same body;

e. To appeal a decision of the Chair
i. If a member believes the Chair has wrongly interpreted the rules, they may state the rule that they believe has been incorrectly applied, and the Chair must call for a vote on this;
ii. If the Chair does not call this vote, then the meeting must immediately appoint a member from among themselves who must call the vote. This chair will only chair for this item;
iii. The Chair whose ruling is being questioned may not participate in the vote;
iv. If the vote is tied then the Chair's original ruling is sustained;
v. The Chair must abide by the decision of the meeting;

f. That a member no longer be heard
i. If this passes, the Chair must instruct the member who had been speaking to terminate their remarks;

g. To accept a member's apology
i. If a member who has been ordered to leave a meeting apologises, the Chair must ask Council if the apology should be accepted and whether that member should be allowed to return to the meeting;
ii. The Chair who ordered a member to leave may participate in the vote. The member apologizing may not participate in the vote;
iii. If the vote is tied, the apology is not accepted, and the member must leave the room.

16. Inadmissible Motions
a. If in any meeting the Chair believes any motion would be contrary to law, they shall state which law they believe would be breached and will not allow further debate or any vote on the motion;
b. The Chair may consult with the Clerk before making such a ruling.

17. Voting
a. When a question is called, all voting members present are required to vote;*
b. The Chair will call for those in favour and those against;
c. If a meeting is being held in-person, voting will be conducted by raising hands. If a member is participating through telecommunication then they must verbalize their vote;

d. If a meeting was called to take place online, the Chair will only call for those against the proposition to verbalize this;
e. If a voting member is present but does not vote, the Clerk must record that they voted in the affirmative;*
f. A voting member may request that each proposal be taken separately, and the Chair will decide whether or not to accede to the request;
g. A voting member may request that multiple proposals be taken together, and the Chair will decide whether or not to accede to the request;
h. In spite of 17(g), no single vote will provide more than one Reading to a bylaw, nor to more than one bylaw at a time;
i. The Clerk shall record the names of all those who vote against, or are absent at the time the vote is taken;
j. If a motion receives equal votes for and against then it is defeated, and the Chair must declare this.*

18. Amendments
    a. Any motion which is open for debate may be amended;
    b. An amendment may be to add, alter, or remove words in the motion;
    c. After an amendment has been proposed, it must be seconded before it can be debated;
    d. An amendment need not be provided in written form, but if it is not provided in writing then the Clerk must confirm the amendment with the mover before it is voted upon;
    e. An amendment must not in the opinion of the Chair or the Clerk negate the substantive motion;
    f. An amendment may not be further amended while it is being considered;
    g. If an amendment is passed it becomes the substantive motion and may be amended further;
    h. If an Amendment is defeated, it cannot be re-proposed in the same debate.

19. Enforcement
    a. The Chair of a meeting may at any time consult with the Clerk in order to determine the meaning of the rules of procedure;
    b. Members may request, through the Chair and at the Chair's discretion, that the Clerk explain or clarify a rule;
    c. If the Chair believes that any person in attendance is acting improperly, they may order that person removed from the meeting;*
    d. If a person has been ordered to leave the meeting and does not do so, this may be enforced by a Peace Officer.*

Council Meetings

20. Schedule
    a. In November of each year, Council shall by resolution pass a calendar of Regular Meetings for the year to follow;

b. This calendar must indicate by month which member is to be designated to act in the place of the Mayor when the Mayor is absent or otherwise unable to perform their duties;*
c. This calendar will be published in accordance with the provisions of the *Community Charter*.

21. Regular Meetings will normally take place
    a. In Council Chambers at City Hall;
    b. At 6 pm;
    c. On the second and fourth Tuesdays of each month.

22. The schedule pattern from s21 may be varied as Council see fit in order to accommodate conferences, summer and winter staff absences, and anticipated workload.

23. The Inaugural Meeting of Council will be on the first Tuesday in November following a General Election.*

24. Additional Special Meetings may be called as needed;
    a. The Mayor may call a Special Meeting at their discretion;
    b. Two or more members may, in writing, request that the Mayor call a Special Meeting of Council;
    c. Two or more Council members may themselves call a Special Meeting of Council if, within 24 hours of making a request in writing, no arrangements are made for a Special Meeting within 7 days, or if both the Mayor and Acting Mayor are absent or otherwise unable to act.
        i. If a Special Meeting of Council is called under section 24(c), the Council members calling the meeting or the Corporate Officer must sign the notice published on the designated notice place.

General matters

25. Items on the agenda will be considered in the order they are presented, unless the Mayor or a majority vote of Council believes business would be conducted better by varying this.

26. Mayoral Reconsideration*
    a. The Mayor may require Council to reconsider any item that it has already considered at the same meeting, or in the preceding 30 days;
    b. An item may only be reconsidered once under this provision;
    c. If an item has already been acted upon by staff, or has received the assent of electors, that item may not be reconsidered under this section;
    d. If the Mayor requires reconsideration under this section:
        i. the original vote being reconsidered is of no force and effect, and only the result of the reconsideration will stand;
        ii. Council must deal with the matter as soon as is convenient.

27. Council Reconsideration
    a. Any member who voted on the prevailing side of an item considered at that meeting, or at the last Special or Regular meeting, may request that Council reconsider that item;
    b. An item may only be reconsidered once under this section;
    c. A request to reconsider an item under this section may be Seconded by any member;
    d. If an item has already been acted upon by staff, or has received the assent of electors, that item may not be reconsidered under this section;
    e. If the request to reconsider an item is Seconded, and approved by a majority vote of Council then the original vote on the item will be of no force and effect. The reconsidered motion will revert to a condition of having been Moved and Seconded, and Council will then proceed to consider it as though it had never moved past that state;
    f. If an item is reconsidered under this item and is confirmed by Council with the same result as it had originally, no motion which in the opinion of the Chair covers the same matter may be considered in the subsequent 6 months, unless ⅔ of Council resolve to do so.

28. Agenda
    a. The Mayor is responsible for the content of the agenda;
    b. The agenda will generally proceed in the following order:
        i. Call to Order
        ii. Adoption of the Minutes
        iii. Public Input
        iv. Delegation
        v. Bylaws
        vi. Unfinished Business
        vii. New Business
        viii. Notices of Motion
        ix. Reports from Council
        x. Information Items
        xi. Termination of Meeting

29. Call to Order
    a. As soon after the appointed time for the meeting as a quorum is present, the Mayor will call the meeting to order, unless the Mayor is not present;
    b. If the Mayor is not present within 5 minutes after the appointed time for the meeting, the Acting Mayor will take the chair, and call the meeting to order;
    c. If 5 minutes after the appointed time for the meeting, the Mayor and Acting Mayor are both absent but a quorum is present, the members present will elect from themselves a member to chair the meeting, who will call them to order;
    d. If fifteen minutes after the time appointed for the meeting, a quorum is not present, the Clerk shall record those present, the meeting will adjourn, and the items on the agenda will be added to the next meeting's agenda;

e. Subsection (d) will not cause a meeting to automatically adjourn if a Quorum of Council are present and conducting a Public Hearing or Committee meeting or other Council business.

30. Public Input
    a. Any member of the public may provide written or verbal input on the items on that meeting's agenda;
        i. Any public input which relates to a Public Hearing scheduled to be considered by Council will be directed to that Hearing instead;
        ii. No member of the public may provide input related to a Public Hearing which has been concluded;
    b. Written input is allowed until one hour before the meeting, must be supplied in physical or electronic form to the Clerk, and will be distributed by the Clerk to all members;
    c. Verbal input is limited to two minutes per speaker;
    d. Verbal input is limited to a total of 20 minutes unless the members present unanimously resolve to extend this;

31. Delegations
    a. Any member of the public, or any corporate or government entity may request to address Council on any issue within Council's authority;
    b. A request to appear as a delegation must be made to the Clerk no later than noon on the Wednesday before a scheduled meeting;
    c. The Clerk may decline a delegation on the basis that a proposed request is not within the authority of Council;
    d. Council will not hear from more than three delegations at a single meeting, unless expressly authorized in writing by the Mayor, such authorization to be included as part of the agenda;
    e. Delegations may speak for up to ten minutes. This may be extended by a majority vote of Council, or by prior agreement of the Clerk at the time the delegation is scheduled;
    f. Delegations may make a request of Council. If they do, this request will be considered at the next meeting that is scheduled at the time the request is made, unless those present unanimously vote to consider it immediately;
    g. Rules of Conduct in s6 apply to delegations, and if they speak or act disrespectfully towards any member, or disrupt the meeting in any way, the Mayor must take corrective action accordingly.

32. Unfinished Business
    a. Council will consider any outstanding notices of motion, requests from delegations, and deferred items before moving on to scheduled Bylaws and New Business.

33. Bylaws
    a. Each bylaw may only be adopted after it has been read three times;*
    b. A bylaw may only be given readings in open session of Council;*

c. For each reading, only the bylaw's citation need be read aloud prior to any debate and vote;
d. A bylaw may be introduced as a result of a staff report, or a request from Council expressed through a resolution;
e. A bylaw may be amended at second or third reading;
f. After a Public Hearing, a zoning bylaw may only be amended in a manner consistent with the *Local Government Act*;*
g. If a bylaw requires a Public Hearing, that Public Hearing will be scheduled to take place after second and before third reading;
h. If a bylaw requires public notice, that notice will be scheduled to take place after third reading, and prior to adoption;
i. If a bylaw requires the approval or assent of the public, Lieutenant Governor, a Minister, or Inspector, that approval or assent may only be obtained after third reading, and must be obtained prior to adoption;*
j. After being adopted, a bylaw must be signed by the Mayor and Corporate Officer, annotated with the dates it received any Readings, Adoption, Hearings, and Ministerial Approval, and stamped with the City's Seal;
k. The Corporate Officer may create official consolidations of any bylaws which have been adopted and to which any number of amendments have been adopted;
l. The Corporate Officer may correct minor typographical errors in any bylaw, but must annotate that this has happened and certify the accuracy of the changed bylaw.

34. New Business
    a. Any item on which a Council decision is requested or required and has not previously been deliberated will be presented for Council's consideration.
    b. If a request or recommendation has been made to Council by a Committee, the Chair of that Committee shall introduce the item to Council.

35. Notices of Motion
    a. Any member may announce a motion during the notices of motion portion of the agenda;
    b. Such items will be placed on the agenda of the next scheduled meeting of Council;
    c. In order to announce a notice of motion, the member must read aloud the motion for Council, and provide a written copy to the Clerk for use in the minutes and the agenda;
    d. A member may provide the Clerk with a report to be added to the agenda supporting their notice of motion. If this report is provided, it must be written by the member, although assistance may be provided by staff in accordance with the Notice of Motion Policy;
    e. If the member who announced a notice of motion is absent at the next meeting, their motion and any supporting material will be added to the agenda of the next meeting instead;
    f. No notice of motion may be debated until it has been seconded;

g. If a written copy of the motion is made available to all members present, and they unanimously agree to consider it, the item may be considered at the same meeting it is introduced;
h. Once a written copy of the motion has been made available to the Clerk, it may only be amended through the amendment procedure;
i. Members may request assistance from City staff in drafting notices of motion, which will be provided in accordance with the Notices of Motion Policy.

36. Reports from Council
    a. Councillors may provide updates about their activities or community events they wish to share with Council.

37. Information Items
    a. Items on which no Council vote is required will be considered for Information;
    b. This may include correspondence from other entities or Municipalities that are not making a specific request of Council, minutes of Committee meetings, and staff providing information or updates on activities or events;
    c. Council may resolve to take a course of action as it sees fit on any item presented for Information.

Public Hearings

38. Where a Public Hearing is required on any bylaw, the Clerk shall schedule this, and ensure notice is provided to the public as required by law of the date, time and location of the hearing.
    a. This notice will invite written submissions, and provide the manner in which they may be submitted, and the date and time by which they must be received;
    b. All written submissions received will be circulated to all members of Council prior to the Public Hearing so that they may be read;
    c. Written submissions will be treated equally to verbal submissions at a Public Hearing;
    d. Submissions to a Public Hearing may be made through telecommunications if, in the opinion of the Clerk, it is necessary and can be accomplished without undue use of time or resources. Such arrangements will be made by the Clerk and announced as part of the public notice;
    e. The Clerk shall keep notes of verbal submissions, and all written submissions will be considered public documents.

39. Anyone who believes their interest in land would be affected by a land use bylaw will have the opportunity to make submissions to a Public Hearing;*
    a. Any such person will be given the opportunity to state their residential address, or the address of property and their connection with it which they believe gives them an interest in land.

40. Public Hearings will be conducted in the following order:

a. Call to Order
b. Introduction of the Bylaw
c. Staff report
d. Proponent's Submission
e. Public Submissions
f. Vote to return the Bylaw to a meeting of Council for further consideration or to adjourn the Hearing to a later date
g. Close of Public Hearing

41. Introduction of the bylaw
    a. The Mayor shall read the bylaw's citation, and ask the Clerk to confirm that the statutory requirements of the Public Hearing have been met.

42. Staff report
    a. Staff will provide a report on the proposal.

43. Proponent's Submission
    a. If there is an applicant who has requested a change to a land use bylaw, they may present their argument at the Public Hearing.

44. Public Submissions
    a. The Mayor will ask the Clerk to confirm that all properly received written submissions have been circulated to all members, and shall invite verbal input from the floor, or via telecommunications if that has been arranged.

45. Vote to return the Bylaw to Council, or to adjourn the Public Hearing
    a. Prior to the conclusion of public submissions, the Mayor will call three times for speakers. If after the third call there are none, the proposed bylaw must be returned to a meeting of Council for further consideration;
    b. If the time set aside for the Public Hearing has elapsed and there are still people who wish to speak, Council may resolve to continue the Public Hearing at that time, or may adjourn it to a specific or indefinite time and place;
    c. If the Hearing is adjourned to a specific time and place, staff will endeavour to provide notice of this at the designated notice place, but no further advertising is required;
    d. If the Hearing is adjourned to an unspecified time or place, notice must be given in accordance with the *Local Government Act* before the Public Hearing can be resumed.*

Committee Meetings

46. All Committees
    a. The Chair of a Committee must be an elected member unless that Committee's Terms of Reference state otherwise;
    b. Members of City staff may be assigned to the Committee in a non-voting capacity to provide expertise and support.

47. Committee of the Whole
    a. The Committee of the Whole may instruct staff to undertake activities that are not contrary to established policies of Council and do not have financial impact beyond staff time;
    b. The Committee of the Whole may take actions within the powers it has been delegated by the *Officer Appointment and Delegation of Authority Bylaw;*
    c. The Committee of the Whole may make recommendations to Council which will be considered at the next meeting of Council.

48. Standing Committees
    a. The Mayor must establish standing committees for matters the Mayor considers would be better dealt with by committee and must appoint persons to those committees;*
    b. At least half of the members of a standing committee must be council members;*
    c. A Standing Committee may make decisions and instruct staff within its lawfully delegated authority, but may not delegate this authority any further;
    d. A Quorum of a Standing Committee is not met unless at least half of those present are Councillors;*
    e. Standing Committees will meet in accordance with their Terms of Reference;
    f. When a vacancy occurs on a Standing Committee, the Mayor may appoint new members as they see fit, subject to section 49(b).

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49. Select Committees
    a. Council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to Council;*
    b. Council may establish Select Committees as it sees fit to investigate or consider specific areas, and to make recommendations to Council;
    c. Council may appoint members to Select Committees;
    d. Select Committees must not make any decisions to commit the City to any course of action;
    e. Select Committees will meet in accordance with their Terms of Reference;
    f. When a vacancy occurs on a Select Committee, the Committee may recommend a new member to Council who may appoint the new member(s) with or without advertising.

READ A FIRST TIME this	9th day of February, 2021
READ A SECOND TIME this	9th day of February, 2021
READ A THIRD TIME this	9th day of February, 2021
ADOPTED this	9th day of March, 2021

_____	_____
Linda Brown	Greg Lowis
Mayor	Corporate Officer