

TOWN OF LADYSMITH

BYLAW NO. 2092

A Bylaw to “Amend Council Procedure Bylaw 2009, No. 1666”

The Council of the Town of Ladysmith in open meeting assembled hereby amends “Council Procedure Bylaw 2009, No. 1666” as follows:

1. Amendments

(a) Amend section 1.1 by deleting the word “Monday” and replacing with “Tuesday”.

(b) Delete section 2.1 in its entirety and replace with the following:

2.1 Subject to Subsection 2.2 to 2.4 inclusive of this bylaw, regular meetings of Council shall:

- (a) be held on the first and third Tuesday of each month, with the exception of January in which no meeting will be held the first Tuesday, and in August in which only one meeting will be held;
- (b) be held in accordance with the schedule adopted by Council on or before December 31 of the preceding year;
- (c) begin at 7:00 p.m. unless a closed meeting pursuant to section 90 of the *Community Charter* is required;
- (d) be held at the Ladysmith Seniors Centre at 630 2nd Avenue, except where Council determines that a meeting will be held elsewhere; and
- (e) be adjourned at 11:00 p.m. unless a resolution to proceed beyond that time is passed by Council.

(c) Delete section 3.1 in its entirety and replace with the following:

3.1 The Corporate Officer will:

- (a) Annually on or before December 31, prepare a schedule of dates, times and locations of Regular Council meetings for the following year to be approved by Council;
- (b) Have the schedule available to the public by posting it on the notice board. The “notice board” is the notice board at City Hall; and
- (c) Have notice given annually when and where the schedule of Regular Council meetings will be available in accordance with section 94 of the *Community Charter*.

(d) Delete section 5.2 in its entirety and replace with the following:

5.2 The Corporate Officer will:

- (a) Annually on or before December 31, prepare a schedule of dates, times and locations of Primary Committee meetings for the following year to be approved by Council;
- (b) Have the schedule available to the public by posting it on the notice board. The "notice board" is the notice board at City Hall; and
- (c) Have notice given annually when and where the schedule of Primary Committee meetings will be available in accordance with section 94 of the *Community Charter*.

(e) Delete sections 7.3 and 7.4 in their entirety and replace with the following:

7.3 Both Special and Regular Meetings of Council held with the public excluded shall be called "Closed Session" Meetings, and only matters pursuant to section 90 of the *Community Charter* may be considered at such meetings.

(f) Amend section 13.1 as follows:

13.1.1 Replace "annual report" with "annual municipal report"; and

13.1.3 Correct a typographical error by replacing the word "placed" with "place".

(g) Amend section 14.1 in its entirety and replace with the following:

14.1 Subject to section 128 of the *Community Charter*

- 14.1.1 A Special Council meeting, a Regular Council meeting or a select or standing committee meeting may be conducted by electronic means;
- 14.1.2 A Council member who is unable to attend a Special Council meeting, a Regular Council meeting or a select or standing committee meeting, which has been convened in accordance with this bylaw, may participate by electronic means;
- 14.1.3 Council members who participate in a Regular Council meeting, Special Council meeting or select or standing committee meeting conducted by electronic means must be able to hear, or to watch and hear, each other;
- 14.1.4 A Special Council meeting, select or standing committee meeting or a Regular Council meeting which is conducted by electronic means may be open to the public or closed to the public;

- 14.1.5 Notice of a Special Council meeting, which is not closed to the public and is to be conducted wholly or in part by electronic means, may be given using a means of communication that the Town considers most likely to reach the public, and should include a brief description of:
 - (a) the nature of the business to be transacted;
 - (b) the way the meeting is to be conducted by electronic or other communication facilities; and
 - (c) the place the public may attend to hear, or watch and hear, the proceedings;
- 14.1.6 Notice of a Regular Council meeting or select or standing committee meeting to be conducted by electronic means must be given in the same manner as an in person Regular Council meeting or an in person select or standing committee meeting, and must also include notice of:
 - (a) the way the meeting is to be conducted; and
 - (b) the place the public may attend to hear, or watch and hear, the proceedings;
- 14.1.7 Before holding a Closed Special Council meeting by electronic means, Council must state by resolution, passed in a public meeting:
 - (a) the fact that the meeting or part of the meeting is to be closed; and
 - (b) the basis under the applicable subsection of section 90 of the *Community Charter* for closing the meeting or part of the meeting;
- 14.1.8 The public meeting referred to in section 14.1.7 may be conducted by electronic means;
- 14.1.9 If notice is given under this bylaw that Council may attend a meeting by electronic means, then members of the public who are eligible to speak at the meeting may participate by electronic means;
- 14.1.10 The place the public may attend to hear and participate in the proceedings in accordance with this section 14.1.5 or 14.1.6 must provide:
 - (a) facilities which enable the public to hear, or watch and hear, the meeting and participating Council members; and
 - (b) a staff person in attendance who is a designated city representative; and
- 14.1.11 The Corporate Officer must confirm quorum at an electronic meeting, and each member must enable their video in order to allow for this.

(h) Delete section 19.5 in its entirety and replace with the following:

19.5 A delegation intending to use audio or audio-visual equipment or both, for the purposes of making a submission to Council shall advise the Corporate Officer by 12:00 noon on the Tuesday prior to the Council meeting, of the intent to use such equipment, on the understanding that the Town will assist with, but not be responsible for, the provision of the necessary equipment.

(i) Delete section 21 "Procedures for Public Hearings on Land Use Matters" in its entirety and renumber all remaining sections accordingly.

2. **Citation**

This Bylaw may be cited for all purposes as "Council Procedure Bylaw 2009, No. 1666, Amendment Bylaw (#4) 2021, No. 2092".

READ A FIRST TIME on the _____ day of _____,
READ A SECOND TIME on the _____ day of _____,
READ A THIRD TIME on the _____ day of _____,
Notice of intention to proceed with this bylaw was published on the ___ day of _____,
2021 and the ___ day of _____, 2021 in the Ladysmith Chronicle newspaper,
circulating in the Town of Ladysmith, pursuant to section 94 of the *Community Charter*.
ADOPTED on the _____ day of _____,

Mayor (A. Stone)

Corporate Officer (D. Smith)