



**CITY OF COLWOOD
NOTICE OF
SPECIAL COMMITTEE OF THE WHOLE MEETING
Monday, June 8, 2026 at 5:00 PM
Council Chambers
3300 Wishart Road, Colwood, BC**

Approved By: Corporate Officer

A G E N D A

“We acknowledge with respect that we are meeting on the traditional territory of the Lekwungen speaking people and we are honoured to have the opportunity to build strong working relationships with the people of the Songhees and Xwsepsum Nations.”

Options for Public Participation

- In Person: The public is welcome to provide comments in person during the public participation portion of the meeting.
- Electronically (to speak): To participate via telephone or computer please pre-register by noon on the day of the meeting by contacting corporateservices@colwood.ca or 250-294-8157.
- Electronically (to view): The meeting will stream live on our website at colwood.civicweb.net/Portal/Video.aspx
- Written Submissions: Submissions will be received at corporateservices@colwood.ca or by mail/in person at City Hall up until noon on the day of the meeting and will be appended to the agenda. When providing a submission please indicate the specific meeting and date you want your submission included.

Page

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

2.1. Special Committee of the Whole Agenda - June 8, 2026

3. ADOPTION OF MINUTES

3.1. Special Committee of the Whole - April 27, 2026

3 - 6

4. PUBLIC PARTICIPATION

Members of the public will be provided an opportunity to present concerns or ask questions of Council.

4.1. Written Submission

7 - 13



5. NEW BUSINESS

5.1. Council Procedure Bylaw

15 - 64

Marcy Lalande, Manager of Corporate Services

[\(Referred from the January 26, 2026 Council Meeting.\)](#)

THAT the Committee of the Whole consider recommending to Council:

THAT Council direct staff to prepare a revised Council Procedure Bylaw based on the policy directions outlined in this report;

AND THAT the revised bylaw incorporate Council direction on:

- modernization and simplification of the bylaw framework;
- agenda publication timelines;
- use of a consent agenda for unanimous committee recommendations;
- limits on debate and speaking time;
- public participation processes, including written submissions;
- timing for Notice of Motion; and
- removal of workshops from the Procedure Bylaw;

AND FURTHER THAT the bylaw be brought forward for Council consideration following statutory notice in accordance with the *Community Charter*.

6. ADJOURNMENT

This Notice is posted in accordance with "Council Procedure Bylaw No. 1890, 2021" and the *Community Charter*.



**CITY OF COLWOOD
MINUTES OF
COMMITTEE OF THE WHOLE MEETING
Monday, April 27, 2026 at 5:00 PM
Council Chambers
3300 Wishart Road, Colwood, BC**

PRESENT

Mayor

Doug Kobayashi

Councillors

Cynthia Day

David Grove

Dean Jantzen

Kim Jordison

Misty Olsen

Ian Ward

ATTENDING

Chief Administrative Officer

Jason Johnson

Deputy Chief Administrative Officer

Jenn Hepting

Director of Finance

Kathy McLennan

Manager of Engineering

Joshua Baylis

Manager of Parks

Gord Beauvillier

Manager of Corporate Services

Marcy Lalande

Recording Secretary

Tiffany MacDonald

1. CALL TO ORDER

Mayor Kobayashi called the meeting to order at 5:00 pm.

2. APPROVAL OF THE AGENDA

MOVED BY: COUNCILLOR GROVE

THAT the Agenda of the April 27, 2026 Special Committee of the Whole be adopted as presented.

CARRIED

3. ADOPTION OF MINUTES

MOVED BY: COUNCILLOR GROVE

THAT the minutes of the Committee of the Whole meeting held March 23, 2026 be adopted as presented.

CARRIED

4. PUBLIC PARTICIPATION

No written submissions were received, and no members of the public were in attendance to speak.

5. NEW BUSINESS

5.1 Growing Communities Fund

Kathy McLennan, Director of Finance

Jason Johnson, Chief Administrative Officer, introduced Kathy McLennan, Director of Finance who provided information on the Growing Communities Fund.

Committee discussion ensued regarding:

- Purpose of development cost charges and benefits
- Parks funding opportunities
- Infrastructure upgrades and corridor studies
- Colwood Creek considerations
- Community centre potential relative to grant spending timeline
- Public safety and fire funding sources
- Accessibility to the Lagoon beach
- Volume of Ocean View Park visitors
- Lagoon West Park amenities

MOVED BY: COUNCILLOR WARD

THAT the Committee of the Whole recommend to Council:

THAT Council consider the Growing Communities fund spend to date and how those funds have been invested in the community;

AND THAT Council consider the eligible project categories and potential projects;

AND THAT Council provide direction on which of the proposed eligible Parks and Recreation projects should be advanced for further refinement, sequencing, finalized scope, cost estimates.

AND THAT the following items be removed from the Parks and Recreation –List:

Outdoor classroom/learning space	Oceanview Park	\$60,000	Standard
Natural playground	Lagoon West Park	\$130,000	Complex
Interpretive Shelter	Lagoon West Park	\$160,000	Complex
Band shell	Lagoon West Park	\$220,000	Complex

AND THAT the following item be added to the Parks and Recreation List:

- Potential partnership with the Rotary Club to add a water feature at Quarry Park.

NOT VOTED ON DUE TO AMENDING MOTION

MOVED BY: COUNCILLOR WARD

THAT the motion be amended to include the following on Parks and Recreation List:

Outdoor classroom/learning space	Oceanview Park	\$60,000	Standard
Interpretive Shelter	Lagoon West Park	\$160,000	Complex

CARRIED

OPPOSED: COUNCILLOR GROVE

MOVED BY: COUNCILLOR GROVE

That the following amendment regarding funding be swapped with the band shell (220,000) and interpretive shelter (160,000):

THAT the funding for the interpretive shelter be increase to \$220,000.

DEFEATED

IN FAVOUR: COUNCILLORS DAY, GROVE AND JANTZEN

MOTION AS AMENDED:

THAT the Committee of the Whole recommend to Council:

THAT Council consider the Growing Communities fund spend to date and how those funds have been invested in the community;

AND THAT Council consider the eligible project categories and potential projects;

AND THAT Council provide direction on which of the proposed eligible Parks and Recreation projects should be advanced for further refinement, sequencing, finalized scope, cost estimates.

AND THAT the following items be removed from the Parks and Recreation –List:

Outdoor classroom/learning space	Oceanview Park	\$60,000	Standard
Interpretive Shelter	Lagoon West Park	\$160,000	Complex

AND THAT the following item be added to the Parks and Recreation List:

- Potential partnership with the Rotary Club to add a water feature at Quarry Park.

CARRIED

MOVED BY: COUNCILLOR DAY

THAT the Committee of the Whole recommend to Council:

THAT the Metchosin Road Corridor Study be funded by the Growing Communities Fund.

CARRIED

6. ADJOURNMENT

Mayor Kobayashi adjourned the meeting at 6:01 pm.

APPROVED and CONFIRMED

CERTIFIED CORRECT

From: [Trevor Apperley](#)
To: [Corporate Services](#)
Cc: [Jason Johnson](#); [English, John](#)
Subject: RBHOA Submission - Council Procedure Bylaw Review Concerns Regarding Public Participation, Transparency, and Democratic Process
Date: Monday, June 8, 2026 12:00:25 AM
Attachments: [Council Procedure Bylaw Review -v.FINAL - June 8, 2026.pdf](#)

I would appreciate it if you would please include the attached Submission entitled “Council Procedure Bylaw Review – Concerns Regarding Public Participation. Transparency and Democratic Process” as part of the Agenda Materials Written Submissions Received Prior to Agenda Publication for the City of Colwood, Special Committee of The Whole Meeting scheduled for Monday, June 8, 2026.

Sincerely,

Trevor M. Apperley

Cc:

Jason Johnson, Chief Administrative Officer

Marcy Lalonde, Manager of Corporate Services/Corporate Officer

John English, President, Royal Bay Homeowners Association

Royal Bay Homeowners Association Inc.

Submission to Mayor and Council

City of Colwood

Submitted for consideration by the Committee of the Whole — June 8, 2026

Subject: COUNCIL PROCEDURE BYLAW REVIEW — CONCERNS REGARDING PUBLIC PARTICIPATION, TRANSPARENCY, AND DEMOCRATIC PROCESS

Date: June 8, 2026

Overview

Several proposed changes to the Council Procedure Bylaw represent a meaningful and, in some cases, direct reduction in public access, transparency, and democratic participation. Several are problematic individually, not merely in combination. That they are being advanced together, without public consultation, at the end of a Council term, compounds rather than creates the concern. Furthermore, the timing, authorship, and rationale driving this review warrant direct and honest examination by Council and the public.

1. Why This Review, Why Now?

Council and the public are entitled to ask some fundamental questions about this bylaw review:

- Who is driving this review and what is the primary motivation?
- The report originates from Administration and Staff. While Council passed Resolution R2026-24 directing the scheduling of this review, several of the substantive recommendations — particularly those reducing public participation and written submissions — reflect administrative preferences rather than governance imperatives;
- The timing is notable: this review is being advanced in the final months of the current Council's term, immediately prior to the October 2026 municipal election. Changes to procedure bylaws at this stage of a Council term have the practical effect of binding an incoming Council and public to a reduced participation framework before new members have had any opportunity to weigh in;
- The report itself acknowledges that including the Procedure Bylaw in nomination packages for the 2026 election is considered best practice — yet the proposed changes were not developed through any transparent public consultation process;
- The question must be asked plainly: do these recommendations serve the democratic interests of residents and taxpayers, or do they primarily serve the operational preferences of Administration?

2. Public Participation Placement — Re-litigating a Deliberate Democratic Choice

At the outset of the current Council term on April 24, 2023, Council unanimously on motion by Councillor Ian Ward, by way of **R2023-160 - THAT the Bylaw No. 1890, cited as “Council Procedure Bylaw No. 1890, 2021” be amended to provide the public with the option to participate at the beginning of each item under new business.** - deliberately established the right of residents to speak either during the general Public Participation period or at individual agenda items, at the participant's discretion. This was a considered, deliberate democratic choice made by the same Council now being asked to reverse it.

The staff recommendation to revert to a single 20-minute block at the beginning of the meeting is not a neutral administrative adjustment. It is the removal of a right that Council specifically and deliberately conferred on residents at the beginning of this term:

- **It re-litigates a settled decision without new justification.** No compelling new evidence or governance rationale has been offered for revisiting a decision deliberately made at the outset of this term. "Meeting flow" is an administrative preference, not a democratic argument;
- **It reduces focused, relevant participation.** When a resident speaks to a specific agenda item at the point it is being debated, their input is contextually relevant, timely, and directly useful to Council's deliberation. A general participation block at the start of a meeting — before items are introduced or context is established — reduces the quality and relevance of public input for both Council and the speaker. It transforms meaningful participation into a procedural formality;
- **It disadvantages residents with limited time.** Many residents attend specifically for one agenda item. Requiring participation at the beginning of a meeting, sometimes hours before their item is reached, imposes an unreasonable burden — particularly on working residents, caregivers, and those with mobility or health considerations;
- **It disrupts the natural deliberative flow.** Hearing from residents at the point of debate allows Council to consider public perspective as part of its deliberation, not as a preamble conducted before the real business begins;
- **It removes resident choice without justification.** The April 24, 2023 motion deliberately gave residents the discretion to choose where to participate. Removing that choice requires a compelling reason. None has been provided.

This is not a technical amendment. It is the reversal of a democratic decision, by the same Council that made it, without adequate justification. Council should reaffirm the April 24, 2023 decision and decline to re-litigate a matter already settled on sound democratic grounds.

3. Written Submissions — A Direct Attack on Transparency

The proposal to stop appending written submissions to agendas is not administrative housekeeping. It is a direct and meaningful reduction in democratic transparency, and it is unreasonable on its face:

- **Written submissions are part of the permanent public record** of civic engagement. Their removal means future residents, journalists, incoming Councillors, and the public at large will have no accessible record of what concerns were raised, by whom, and when. That is not a minor administrative change — it is the deliberate closing of a window of public accountability;
- **Many residents cannot or will not speak publicly** at a microphone — written submissions are their primary, sometimes only, meaningful voice in local government. Removing submissions from the public record does not just reduce transparency; it effectively silences those residents entirely;
- **The 2-minute speaking limit makes written submissions structurally essential.** Speakers necessarily summarize or highlight at the microphone — the written document carries the substantive argument, the evidence, and the detail. Removing it from the public record does not eliminate that argument; it simply ensures Council and the public cannot easily access or review it. The two proposals together — maintain the 2-minute limit and eliminate written submissions — leave residents with 120 seconds at a microphone as their sole meaningful avenue of participation. That is not open government;
- **A "circulated internally" approach provides no public accountability whatsoever.** There is no auditable mechanism by which the public — or a future Council — can confirm that submissions were received, reviewed, or considered. The public record simply goes dark;
- **The concern respecting the notion of current or future Artificial Intelligence-generated submissions is novel at best and represents a disproportionate and inadequate justification.** The appropriate response to potentially voluminous or anticipated Artificial Intelligence-generated submissions is reasonable limits — per-person caps, length restrictions — not the wholesale elimination of a democratic instrument that serves the many because of the potential misuse of the few. That this justification is being offered at all raises questions about the seriousness of the democratic commitment underlying the recommendation;
- **Taken together with previously raised concerns** about public accessibility of information on the City's website, this proposal is not an isolated administrative decision. It is part of a consistent pattern of reducing the practical ability of residents to engage with and scrutinize their local government.

4. Speaking Time — 2 Minutes Is Not Enough

The 2-minute speaking limit has been a longstanding and legitimate grievance among residents and, notably, among Councillors themselves. The Councillor Feedback appended to this very agenda item specifically calls for 3 minutes per speaker. The staff recommendation ignores this entirely and proposes retaining the 2-minute limit — a decision that is itself difficult to explain given that the feedback came from elected members of Council:

- For complex planning, zoning, budget, or policy matters, 2 minutes is demonstrably inadequate for coherent, substantive input;

- Combined with the proposed elimination of written submissions, residents would be left with 2 minutes at a microphone as their sole meaningful avenue of participation — an outcome that should concern any Council genuinely committed to open government;
- A minimum of **3 minutes, with Chair discretion to extend to 5 minutes** for high-interest or complex items, reflects reasonable and common practice in comparable municipalities and better respects the seriousness of resident input;
- The fact that Councillors themselves have identified this as a concern in their own feedback, only to have that feedback disregarded in the staff recommendation, raises a direct and legitimate question: whose interests do these proposed changes actually serve?

5. Notice of Motion — An Archaic Constraint with No Basis in Parliamentary Tradition

The current Notice of Motion requirement — 7 days written notice to the Corporate Officer before a motion can be introduced — imposes artificial and democratically unjustifiable delays on the business of elected officials. The proposed amendment, while marginally better, does not go nearly far enough. It is unreasonable not merely in its effects but in its foundation.

Robert's Rules of Order — the foundational parliamentary authority upon which most Canadian municipal procedure is based — imposes no such requirement. Under Robert's Rules, a main motion requires only that it be moved, seconded, and stated by the Chair before it can be discussed. Where advance notice does appear in Robert's Rules, it exists as a benefit to the mover — specifically, it lowers the voting threshold required for adoption of rescission or amendment motions — not as a gatekeeping mechanism restricting an elected official's right to introduce business. Under Robert's Rules, notice given at the immediately preceding meeting is considered fully sufficient. Seven days written notice to an administrative officer finds no grounding in parliamentary tradition whatsoever.

Beyond the parliamentary argument, the practical realities are damning:

- **The current process creates absurd and illogical delays.** As the Councillor Feedback itself acknowledges, a Notice of Motion can effectively sit for five weeks before being debated — introduced on one agenda, read out at the next meeting two weeks later, then debated two weeks after that. This is procedurally indefensible by any reasonable standard;
- **Elected Councillors are directly and solely accountable to residents.** There is no sound democratic or governance rationale for requiring an elected official to seek administrative approval or comply with bureaucratic timelines before a motion can be accepted by the Chair. The Chair already has full authority and discretion to manage meeting business. A Notice of Motion requirement administered through the Corporate Officer inserts an administrative layer between an elected official and their fundamental right to introduce business on behalf of their constituents;
- **The double standard is stark and revealing.** During budget deliberations, motions with the potential to shift tens or hundreds of thousands of dollars in public funds are routinely accepted and voted upon from the floor without any advance notice whatsoever. The same flexibility applied to the most consequential financial decisions of the year should apply to all

Council business. To impose restrictive notice requirements on ordinary motions while accepting major financial motions on the floor without notice is not only procedurally inconsistent — it exposes the notice requirement as a matter of administrative convenience rather than genuine governance principle;

- Notice of Motion should be retained as a **courtesy convention** where advance notice is practical and helpful to all parties, but elected members must retain the unqualified right to introduce motions during any meeting when they consider it expedient and the Chair accepts it. The democratic process must not be artificially constrained by procedural requirements that have no foundation in parliamentary law, democratic principle, or logical governance rationale.

6. The Councillor Feedback — Significant Transparency and Process Concerns

The Compiled Feedback from Members of Council attached to this report raises its own serious questions that Council should address before proceeding with any bylaw drafting:

- **There is no indication of when this feedback was collected.** Was it gathered recently in response to proposed changes? Over the course of the term? In response to specific incidents? The absence of dates makes the document impossible to evaluate with any confidence;
- **The contributing Councillors are not identified.** The public and Council itself cannot assess whether the feedback represents a majority view, a minority perspective, or the concerns of one or two members. Anonymous feedback from unidentified elected officials is an unusual and inadequate basis for rewriting the rules under which a Council operates and the public participates;
- **It is unclear whether comments refer to the existing bylaw or to the proposed amendments.** Some feedback appears to critique current practice; other comments appear to respond to proposed changes. Without this basic context, the document cannot be properly assessed by Council or the public;
- **Several substantive governance concerns raised in the feedback are entirely absent from the staff recommendations.** These include the explicit call for 3-minute speaking times, serious concerns about CAO control over agenda items, electronic meeting protocols, conflict of interest declaration procedures, reconsideration and rescission rules, and accessibility provisions. If elected Councillors raised these concerns formally as part of this review process, the question of why they do not appear in the recommendations brought forward requires a direct and transparent answer.

7. The Pattern — It Deserves to Be Named

Several of these proposed changes are unreasonable individually. Together they are worse. Considered as a whole — reverting public participation to a single block, eliminating written submissions from the public record, maintaining an inadequate 2-minute speaking limit, retaining a Notice of Motion requirement that has no basis in parliamentary tradition, disregarding Councillor feedback that does not align with administrative preferences, and advancing all of this in the final

months of a Council term without public consultation — they produce a meeting framework that is materially less accessible, less transparent, and less democratically responsive than what currently exists.

This, combined with previously raised concerns about public accessibility of information on the City's website, is not a series of coincidences. It reflects a consistent institutional direction: reducing the practical ability of residents and taxpayers to engage with, inform, and hold accountable their elected Council.

Administration and Staff serve an essential and valued function in municipal government. But administrative convenience must not be permitted to override the democratic obligations of open government, good governance, and transparency. These are not competing values of equal weight — democratic accountability is the foundation upon which administrative authority rests, not the other way around.

Council should name this pattern explicitly, on the record, and decide whether it reflects the governance values they were elected to uphold and the community they were elected to serve.

Recommendations to Council

- **Retain** public participation at individual agenda items, reaffirming the deliberate democratic decision made at the outset of this Council term on April 24, 2023;
- **Continue appending** written submissions to agendas, with reasonable per-person and length limits if volume is a genuine operational concern;
- **Increase** individual speaking time to a minimum of 3 minutes, consistent with the expressed feedback of Councillors themselves, with Chair discretion to extend to 5 minutes for complex or high-interest items;
- **Reform** Notice of Motion to allow the Chair to accept motions during any meeting at the discretion of the mover, consistent with Robert's Rules of Order, with advance notice retained as a courtesy convention only;
- **Direct staff** to clarify and reissue the Councillor Feedback document with full attribution, collection dates, and context before it is used as a basis for bylaw drafting;
- **Defer** bylaw adoption until the incoming Council has had a full opportunity to review and affirm the procedural framework under which it will operate; and
- **Affirm** publicly and on the record that transparency and public access are not administrative burdens to be managed down, but democratic obligations to be upheld.

Respectfully submitted,

The Royal Bay Homeowners' Association Inc. (RBHOA)

June 8, 2026

To: CAO – Jason Johnson
Submitted: May 25, 2026
From: Marcy Lalande, Manager of Corporate Services
RE: Council Procedure Bylaw

RECOMMENDATION

THAT the Committee of the Whole consider recommending to Council:

THAT Council direct staff to prepare a revised Council Procedure Bylaw based on the policy directions outlined in this report;

AND THAT the revised bylaw incorporate Council direction on:

- modernization and simplification of the bylaw framework;
- agenda publication timelines;
- use of a consent agenda for unanimous committee recommendations;
- limits on debate and speaking time;
- public participation processes, including written submissions;
- timing for Notice of Motion; and
- removal of workshops from the Procedure Bylaw;

AND FURTHER THAT the bylaw be brought forward for Council consideration following statutory notice in accordance with the *Community Charter*.

SUMMARY AND PURPOSE

This report identifies key policy decision points requiring Council direction prior to drafting an updated Council Procedure Bylaw.

Council's role at this stage is to provide high-level direction on governance approach and key policy considerations, rather than review detailed bylaw wording. Staff will incorporate Council direction into a comprehensive draft bylaw amendment for subsequent consideration.

Under the *Community Charter*, statutory notice describing proposed changes must be provided before a procedure bylaw is considered for readings. In addition, it is considered best practice to include the Council Procedure Bylaw in nomination packages for the 2026 Municipal Election. Early confirmation of Council's requested changes will allow staff to prepare a comprehensive draft bylaw that reflects Council's direction.

STRATEGIC PLAN

- *Provide Excellence in Governance + Services*

A Procedure Bylaw contributes to high-quality governance and service delivery by enhancing transparency and public trust, promoting consistency and fairness, improving efficiency and effectiveness and supporting responsible conduct.

RELATED POLICIES

In addition to the Council Procedure Bylaw No. 1890, 2021 [**Appendix 1**], Council Policy ELE 002 - Electronic Meetings [**Appendix 2**], provides information and procedures for participants in any electronic meeting.

BACKGROUND

Council Procedure Bylaw No. 1890, 2021 was adopted November 22, 2021 [**Appendix 1**]. Since adoption, Council has identified areas where clarification, modernization, and simplification are desired. In addition, staff have identified minor revisions to improve plain language and remove redundancies.

At the Regular Meeting of Council held [January 26, 2026](#) Council discussed potential updates to the bylaw.

Council subsequently passed Resolution R2026-24, directing staff to schedule the Council Procedure Bylaw for consideration at a Committee of the Whole meeting. Staff have received feedback from members of Council that has been compiled and attached [**Appendix 3**].

Municipal Councils are legislatively required to adopt a procedure bylaw that establishes rules for Council and Committee meetings. While some elements are mandated under section 124 of the *Community Charter*, others are discretionary and informed by best practices. The Province of British Columbia and the Union of British Columbia Municipalities recommend regular review of procedure bylaws, the use of plain language, and inclusive discussions among Council members to support transparency and effective governance.

Legislative Requirements

The following items MUST be included within the Procedure Bylaw:

- Rules for Council/Committee Meetings
- How resolutions are passed and bylaws are adopted
- Minute Taking and certification
- Advance public notice for meetings
- Acting Mayor Designation procedure
- First meeting after a general election

Policy Considerations & Key Decision Points for Council

Based on Council input and staff review, several areas have been identified where policy direction is required. The proposed updates include both administrative refinements and policy considerations. While many changes are technical in nature, the following sections identify key policy decisions required from Council:

DECISION #1 - Simplify and Modernize

ISSUE: The current Procedure Bylaw contains complexity, redundancies, and outdated language that may reduce clarity and usability.

CONSIDERATIONS:

- Plain language improves accessibility for Council, staff and the Public
- Simplified bylaws are easier to apply consistently and maintain over time
- Supports alignment with current legislative requirements and best practices

DECISION FOR COUNCIL: Whether to direct staff to modernize and simply the Procedure Bylaw Framework.

STAFF RECOMMENDATION

THAT Council direct staff to review the City’s Procedure Bylaw and bring forward proposed amendments to simplify and modernize its framework, with the goal of improving clarity, accessibility, and alignment with current legislative requirements and best practices.

DECISION #2 - Agenda Distribution

ISSUE: Council must confirm the preferred timeline for agenda publication to balance transparency with administrative capacity.

CURRENT PRACTICE: The Procedure currently states Thursdays preceding the meeting are agenda publication day. In 2024, Council agendas were changed to be published on Mondays preceding the meetings. Having agenda publication dates on the same days of the meeting created a challenge for staff. To reduce administrative burden staff recently changed to publishing on Wednesdays, to allow for better preparation, quality control and alignment with current work-flows.

CONSIDERATIONS:

- Earlier publication supports Council review and public awareness
- Timeline must be operationally achievable and sustainable
- Consistency in publication timing improves predictability

DECISION FOR COUNCIL: Whether to establish a formal agenda publication deadline and confirm the preferred day and time.

STAFF RECOMMENDATION

THAT Council direct staff to distribute agenda packages for all meetings by 4:30 pm on the Wednesday preceding the scheduled meeting.

DECISION #3 - Consent Agenda

ISSUE: Clarification is required on how committee recommendations are incorporated into the Council agenda.

CURRENT PRACTICE: The consent agenda is intended to streamline Council meetings by grouping routine, non-controversial items for approval without debate. Unanimous committee recommendations are placed on the consent agenda. If they differ from Administration's recommendation, the item may be considered for New Business.

CONSIDERATIONS:

- Consent agendas improve efficiency by grouping routine, non-controversial items
- Safeguards are required to ensure transparency and opportunity for debate
- Differentiating unanimous vs. non-unanimous recommendations provides clarity
- The committee recommendation may differ from the staff recommendation

DECISION FOR COUNCIL: Whether to use the consent agenda for unanimous committee recommendations and direct non-unanimous items to regular business.

STAFF RECOMMENDATION

THAT recommendations passed unanimously from Committee of the Whole, Standing or Select committees be scheduled under the consent agenda for Council.

DECISION #4 - Rules of Debate and Motions - Speaking Limits

ISSUE: Council must determine whether to establish limits on speaking time during debate.

CURRENT PRACTICE: There is no current practice to address discussion prior to a motion being brought forward. The current Procedure Bylaw only provides that a member may speak to a motion twice for a maximum of five (5) minutes each time; there is no limitation to how long a member may speak to an item of business prior to a motion being on the floor.

CONSIDERATIONS:

- Time limits promote equitable participation among members
- Supports efficient meeting management and timely decision-making
- Flexibility may be required for complex or high-interest items

DECISION FOR COUNCIL: Whether to establish maximum speaking times for Council members, with discretion for the Chair to adjust as needed.

STAFF RECOMMENDATION

THAT a total maximum of ten (10) minutes allotted per member per agenda item, inclusive of discussion prior to a motion and debate on a motion, unless extended by the Chair.

DECISION #5a - Public Participation - Format (at beginning of each agenda item)

ISSUE: The placement and structure of public participation requires clarification to support meeting efficiency and fairness.

CURRENT PRACTICE: The Procedure Bylaw provides twenty minutes for public participation and enables an extension of time upon a majority vote of Members present. At the Regular Meeting of Council held April 23, 2023, Council resolved to allow public participation at the beginning of each item under New Business.

CONSIDERATIONS:

- Frequent transitions between public input and Council debate may disrupt meeting flow
- A consistent structure improves clarity for the public and Council
- Must balance accessibility with effective meeting management

DECISION FOR COUNCIL: Whether to maintain or modify the current approach to public participation within the meeting agenda.

STAFF RECOMMENDATION

THAT twenty (20) minutes be allotted for Public Participation at the beginning of the meeting, which may be extended by the Chair or by majority vote of members present.

DECISION #5b - Public Participation - Time Limits for Speakers

ISSUE: Council must confirm appropriate time limits for public speakers.

CURRENT PRACTICE: Each participant is granted one opportunity to speak for up to two (2) minutes. Staff utilize a speaker buzzer to facilitate time management. Speaking times may be extended for an additional two (2) minutes upon unanimous consent; on occasion, the Chair enables speaking times be extended.

CONSIDERATIONS:

- Time limits help ensure equitable access for all speakers
- Longer speaking times may impact meeting duration and agenda completion
- Flexibility may be required based on participation levels

DECISION FOR COUNCIL: Whether to establish or adjust time limits for individual speakers and overall public participation.

STAFF RECOMMENDATION

THAT each participant will be granted one opportunity to speak for up to two (2) minutes. Speaking times may be extended for an additional two (2) minutes by the Chair.

DECISION #5c - Public Participation - Written Submissions

ISSUE: Council must determine whether or not written submissions should be appended to meeting agendas.

CURRENT PRACTICE: Written submissions that are received prior to agenda publication are published with the agenda. After publication any further written submissions are received up until noon on the day of the meeting, circulated to Council for consideration and appended to the agenda the following day.

CONSIDERATIONS:

- Not a legislative requirement and not common practice in most BC Municipalities

- Creates administrative, privacy, and risk management considerations
- Can be a significant impact to staff workload related to review, redaction, and compliance
- Alternative approaches include receiving and circulating submissions without publication
- Advance in Artificial Intelligence (AI) tools enabling the generation of significantly longer, more complex written submissions

DECISION FOR COUNCIL: Whether or not to continue appending written submissions to agendas, and if so, whether to limit the written correspondence (e.g. one submission per individual; a maximum submission length)

STAFF RECOMMENDATION

THAT written submissions from the public be accepted, circulated to Council and not be appended to the agenda.

DECISION #6 - Notice of Motion

ISSUE: Clarification is required regarding the timing of when Notices of Motion are considered.

CURRENT PRACTICE: A Council member must provide a Notice of Motion in writing to the Corporate Officer seven (7) days in advance of the meeting date. In the case of urgent business, a Council member may obtain Council's approval to introduce the motion as a late item.

CONSIDERATIONS:

- Clear timelines improve predictability for Council and the public
- Reduces delays between notice and consideration
- Supports efficient agenda planning

DECISION FOR COUNCIL: Whether Notices of Motion should be considered at the next Regular Council meeting unless otherwise specified.

STAFF RECOMMENDATION

THAT additional wording be added to Notice of Motion outlining that the item will be considered at the next Regular Meeting of Council.

DECISION #7 - Workshops

ISSUE: The Procedure Bylaw currently references workshops, which are informal and not governed by formal meeting rules.

CURRENT PRACTICE: Council members may meet informally for educational, political, social, or spiritual purposes provided that no City business is formally advanced through the taking of votes. Such activities are not considered meetings, no notice is required and the rules within the Procedure Bylaw do not apply.

CONSIDERATIONS:

- Procedure bylaws are intended to govern formal decision-making meetings
- Workshops are informal and not subject to procedural requirements

- Including informal gatherings may create confusion regarding notice, transparency, and legislative compliance

DECISION FOR COUNCIL: Whether or not to remove references to workshops from the Procedure Bylaw.

STAFF RECOMMENDATION

THAT references to Workshops be removed from the Procedure Bylaw.

OPTIONS / ALTERNATIVES

Option 1 (Staff Recommendation)

THAT Council direct staff to prepare a revised Council Procedure Bylaw based on the policy directions outlined in this report;

AND THAT the revised bylaw incorporate Council direction on:

- modernization and simplification of the bylaw framework;
- agenda publication timelines;
- use of a consent agenda for unanimous committee recommendations;
- limits on debate and speaking time;
- public participation processes, including written submissions;
- timing for Notice of Motion; and
- removal of workshops from the Procedure Bylaw;

AND FURTHER THAT the bylaw be brought forward for Council consideration following statutory notice in accordance with the Community Charter.

Option 2 THAT Council determine that no changes to the Council Procedure Bylaw be considered at this time.

Option 3 THAT Council provide alternate direction to staff regarding the Council Procedure Bylaw.

COMMUNICATIONS & ENGAGEMENT

In accordance with the *Community Charter* section 94, notice of the proposed changes to the Council Procedure Bylaw will be conducted as per the City's Public Notice Bylaw. In addition, notice of proposed changes will be available on the Council agenda.

TIMELINES

June 8 2026 - COTW	June 2026	June 22, 2026	July 13, 2026
Schedule Council Procedure Bylaw for Council feedback prior drafting bylaw	Advertisements in the Goldstream Gazette as per Public Notice Bylaw describing the proposed changes in	Council Procedure Bylaw be scheduled for consideration of 1/2/3 readings	Council Procedure Bylaw be considered for adoption

	general terms		
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FINANCIAL CONSIDERATION

Dependent on the size, it is anticipated the advertising costs on the proposed changes to the Procedure Bylaw will be approximately \$1200 to \$2000.

CONCLUSIONS

This report provides Council with an opportunity to establish clear, high-level policy direction for the Council Procedure Bylaw. Confirming these decision points will enable staff to prepare a streamlined and modernized bylaw for Council's formal consideration. The resulting bylaw will align with legislative requirements, governance best practices, and Council's preferred approach to meeting procedures. Council may revisit and amend procedural rules over time as governance needs evolve; however, amendments should be made through bylaw updates to maintain clarity, consistency and legislative compliance.

Attachments:

- [Appendix 1: Bylaw 1890 -Council Procedure Bylaw](#)
- [Appendix 2: Electronic Meeting Policy](#)
- [Appendix 3: Compiled Feedback from Members of Council Staff Presentation](#)

Approved by:

- Kathy McLennan, Director of Finance
- Heather Power, Deputy Corporate Officer
- Jenn Hepting, Deputy Chief Administrative Officer
- Jason Johnson, Chief Administrative Officer

Status:

- Approved - 03 Jun 2026
- Approved - 03 Jun 2026
- Approved - 03 Jun 2026
- Approved - 03 Jun 2026



CITY OF COLWOOD
BYLAW NO. 1890

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CITY OF COLWOOD

BYLAW NO. 1890

A BYLAW TO REGULATE THE CONDUCT OF MEETINGS OF COUNCIL AND COMMITTEES

This bylaw is created in accordance with *Community Charter* and the *Local Government Act*.

The Council of the City of Colwood in an open meeting assembled enacts as follows:

PART 1 – INTRODUCTION

1. Citation

This Bylaw may be cited as “Council Procedure Bylaw No. 1890, 2021”.

2. Definitions

In this bylaw,

“**Acting Mayor**” means the Council Member who acts in the Mayor’s absence, unable to act, or when the office of Mayor is vacant.

“**Chief Administrative Officer**” means the individual appointed by Council as the Chief Administrative Officer assigned, or their authorized deputy or designate.

“**City**” means the City of Colwood.

“**City Hall**” means Colwood City Hall located at 3300 Wishart Road, Colwood, British Columbia.

“**City Website**” means the information resource found at an internet address provided by the City.

“**Committee**” means a Standing, Select or other Committee of Council, but does not include Committee of the Whole.

“**Committee of the Whole**” means a Committee comprised of all Council Members and no other persons.

“**Corporate Officer**” means the individual appointed by Council as the Corporate Officer assigned, or their authorized deputy or designate.

“**Council**” means the Council of the City of Colwood.

“**Councillor**” means a person elected and holding the office of Councillor with the City of Colwood.

“Delegation” means a person, group or organization that makes a request to speak at a meeting of Council.

“Electronic Participation” means participation by use of electronic, telephone, or other communication facilities that enable the meeting participants to hear and speak with each other and allow the public to hear the participation of members during the part of the meeting that is open to the public.

“Hybrid” means a meeting held both in person and by electronic means.

“In-Camera” means a portion of a meeting closed to the public.

“Member” means a Member of a Committee or Commission appointed by either the Mayor or Council.

“Meeting” means a meeting of Council, Committee of the Whole, and Committees.

“Mayor” means the Mayor of the City of Colwood.

“Public Notice Posting Location” means the notice board located at City Hall and may include the City Website.

“Quorum” means the majority of membership required to conduct business.

“Special Council Meeting” means a Council Meeting other than a regular or adjourned meeting.

“Unanimous Consent” means an informal method of taking a vote, used for routine and non-controversial decisions, to expedite progress and save time.

PART 2 – DESIGNATION OF MEMBER TO ACT IN PLACE OF THE MAYOR

3. Acting Mayor

- a) At the first Regular Meeting of Council held in November following a general local election, and annually thereafter, Council will by resolution, approve an appointment schedule designating Councillors to serve as Acting Mayor. Staff shall forward a draft schedule that randomizes the appointments for Council consideration.
- b) Each Councillor designated as Acting Mayor must fulfill the responsibilities of the Mayor in their absence.
- c) If both the Mayor and the Acting Mayor are absent from the Meeting, the Councillors present must select a Councillor by resolution, to chair the Meeting. The Councillor designated as Acting Mayor has the same powers and duties as the Mayor.

- d) In the event the office of the Mayor becomes vacant, Council shall appoint a member of Council to be Acting Mayor, and that person shall continue in office until such time as another Mayor is elected.

PART 3 – SCHEDULE, LOCATIONS AND NOTICE OF MEETINGS

4. Meeting Locations

- a) All Meetings shall take place within City Hall, or at other locations specified in the “Notice of Meeting”.
- b) All Meetings may be conducted by electronic means, other communication facilities, or a hybrid, allowing members to participate and enable them to hear, or watch and hear, one another.

5. Inaugural Meeting

- a) Following a general local election, the first Council Meeting will be held on the first Monday in November.
- b) If a quorum of Council Members elected at the general local election has not taken office by the first Monday in November, the first Regular Meeting of Council must be called by the Corporate Officer and be held as soon as reasonably possible after a quorum has taken office.

6. Council Meeting Schedule

- a) Regular Meetings of Council shall be held on the second and fourth Monday of each month, in accordance with the schedule of meetings adopted by resolution of Council prior to December 24th in each year, for the following calendar year except as follows:
 - i. There shall be no meetings after the second Monday in July and before the last Monday in August;
 - ii. In December, Council shall meet only on the 2nd Monday of the month;
 - iii. When a Regular Meeting of Council day falls on a statutory holiday, the meeting shall be held on the next business day.

7. Committee of the Whole Meeting Schedule

- a) At any time during a Council meeting, Council may by resolution go into Committee of Whole.
- b) If required, meetings of Committee of the Whole may be held on the first and third Monday of each month except as follows:
 - i. No meetings shall be held after the second Monday in July or before the third Monday in August;
 - ii. In December, the Committee shall be held after the first Monday of the month.

8. Notice of Council Meetings

- a) Council must prepare annually on or before December 24th, a schedule of the date, time and place of the Regular Meetings of Council and must:
 - i. make the schedule available to the public by posting it at the Public Notice Posting Location; and
 - ii. be published in a newspaper that is distributed at least weekly, for two consecutive weeks.

9. Notice of Committee Meetings

- a) The Corporate Officer shall, at least 24 hours prior to the advertised start time of a meeting:
 - i. Post notice of the meeting in the Public Notice Posting Location; and
 - ii. Deliver notice of the Committee or Commission meeting to all Committee or Commission Members and all Members of Colwood Council by either hard copy or electronic means.

10. Notice of Special Council Meetings

- a) A Special Council Meeting may be called by the Council, at a meeting of Council, or at any time by the Mayor, or upon written request of two or more Council Members.
- b) If within twenty-four (24) hours after receiving a written request from two (2) or more Council Members, the Mayor refuses or neglects to call a Special Meeting to be held within seven (7) days, then two or more Council Members may call a Special Meeting.

11. Notice of Special Committee Meetings

- a) Except where notice of a Special Meeting is waived by a unanimous vote of all Council Members, at least twenty-four (24) hours before a Special Meeting of Council, Committee of the Whole or a Closed meeting, the Corporate Officer shall:
 - i. Give advance public notice of the time, place, and date of the special meeting by way of a notice posted at the Public Notice Posting Locations;
 - ii. State in the notice the specific purpose or purposes of the Special Meeting;
 - iii. Deliver an electronic copy or printed copy of the notice to each Council Member;
 - iv. Each notice shall be signed by the Mayor or the Corporate Officer.

12. Cancellations

- a) A scheduled meeting of the Committee of the Whole or of Council may be cancelled by the Mayor and Chief Administrative Officer.

- b) A scheduled meeting of a Council Committee may be cancelled by the Chair.
- c) The Corporate Officer shall give public notice of the cancellation of a Committee, Committee of the Whole or Council Meeting by posting a notice of cancellation in the Notice Board at least 24 hours before the time the meeting was scheduled.

12. Meetings Outside the Boundaries of the Municipality

- a) Meetings may be held, and all powers, duties and functions may be exercised in relation to those meetings, outside the boundaries of the municipality as approved by the Chief Administrative Officer.

PART 4 – COMMITTEES/COMMISSIONS/WORKSHOPS

13. Committee of the Whole

- a) Membership shall be comprised of the Mayor and all Council Members.
- b) Committee of the Whole allows all Council Members to sit as a Committee in a less formal structure to discuss complex issues that may require more in-depth consideration.
- c) Committee of the Whole is not a decision-making entity and will consider and provide recommendations to Council such as, but not limited to, the following business items:
 - i. Long term planning and policy development;
 - ii. Annual budget deliberations;
 - iii. Zoning and land development plans and strategies;
 - iv. Complex rezoning applications; and
 - v. Other matter that may require Council's in-depth consideration and community input.
- d) The Chair will be the Council Member designated as Acting Mayor at the time of the meeting.
- e) In the event that the Chair is absent, the Mayor will assume Chair for the meeting or if the Mayor is not in attendance Council can, by motion, select a Chair from Members present.

14. Standing and Select Committees

- a) Committees must be established in accordance with the provisions of the *Community Charter*.
- b) The duration, duties and reporting requirements will be defined by a Terms of Reference set out by Council.

- c) Council members not appointed to the Committee can take part in discussion and debate but will not be permitted to vote.
- d) Standing Committees must be established by the Mayor for matters the Mayor considers would be best dealt with by Committee and must appoint persons to those Committees. Standing Committees must report and make recommendations to Council as required by Council or the Mayor;
- e) Select Committees may be established by Council to consider, inquire, report, and make recommendations to about matters referred to the Committee by Council.

15. Commissions

- a) Council may establish and appoint a Commission to do one or more of the following:
 - i. Operate services;
 - ii. Undertake operation and enforcement in relation to the Council's exercise of its authority to regulate, prohibit and impose requirements.
- b) At least one Council Member will be appointed as a Council Liaison to each Commission.
- c) The terms, duties and reporting requirements will be defined by bylaw for that Commission.

16. Meeting Procedures and Order of Business

- a) A Member may speak to a motion twice for a maximum of five (5) minutes each time unless more opportunities to speak are granted by unanimous consent.
- b) Recommendations requiring a Council decision will be forwarded to a meeting of Council.
- c) Through the Chief Administrative Officer, additional information can be requested to come back or be referred to a Committee or Council.
- d) The rules of the Council shall be observed, with exception that no motion shall require to be seconded.
- e) The order of business shall be:
 - 1. Call to Order
 - 2. Approval of the Agenda
 - 3. Adoption of the Minutes
 - 4. Public Participation
 - 5. Unfinished Business
 - 6. New Business
 - 7. Adjournment

17. Workshops

- a) Council Members may meet informally for educational, political, social, or spiritual purposes provided no City business is formally advanced through the taking of votes:
 - i. Such encounters are not to be considered meetings of Council;
 - ii. No notice is required;
 - iii. The rules of procedures outlined in this bylaw do not apply.

PART 5 – MEETING PROCEEDINGS

This Part applies to all Meetings

18. Electronic Meetings

- a) All regular and special meetings of Council and Council Committees, Commissions and Select Committees including closed meetings are permitted to be conducted by electronic means.
- b) Electronic meetings or Hybrid meetings the following must be provided:
 - i. Advance notice to the public advising the Meeting will be conducted by means of electronic or other communication facilities; and
 - ii. The place where the public may attend to hear, or watch and hear, the proceedings that are open to the public.
 - iii. Instructions on how to participate electronically in the meeting must be included in the notice of meeting.

19. Rules of Procedure

In cases not provided for under this bylaw, Council may determine the appropriate rules of procedure or may follow the current edition of Robert's Rules of Order so long as the rules are not in contravention of this bylaw or the *Community Charter*.

20. Agendas

- a) The Corporate Officer shall prepare meeting agendas outlining matter to be considered.
- b) All agenda items must be reviewed and approved by the Chief Administrative Officer prior to distribution.

- c) The Corporate Officer shall:
 - i. Distribute agenda packages for all meetings by 4:30 pm on the Thursday preceding the scheduled meeting;
 - ii. Post the agenda in the Public Notice Posting Locations and,
 - iii. Deliver agendas to all Members, including Members of Council, by either hard copy or electronic means.
- d) At the discretion of the Corporate Officer minor revisions may be considered no later than 4:30 pm on the Friday preceding the meeting and all members will be notified of the revisions at that time.
- e) Late items must be added by a majority vote of members present at the meeting.

21. Attendance of Public at Meetings

- a) Subject to the provisions of the *Community Charter*, all Meetings must be open to the public.
- b) Council may close a meeting to the public by resolution in a public meeting stating the basis under which the meeting is being closed pursuant to the *Community Charter*.
- c) If the Chair considers a person guilty of improper conduct, the Chair may expel and exclude that person from the meeting.

22. Quorum

- a) A quorum is a majority of all Members.
- b) Should there be no quorum present within 20 minutes after the meeting start time, the Corporate Officer or their designate shall record, in the minutes, the names of those Members then present, and the meeting shall stand adjourned.
- c) If a quorum of Members are present but the Chair fails to attend the meeting within 15 minutes of the start time:
 - i. Council: The Acting Mayor shall take the chair.
 - ii. Council Committees: The Mayor shall take the chair.
- d) If the Mayor or Acting Mayor is not present the Corporate Officer must call to order the members present, and the Members present must appoint a Chair through resolution.

23. Consent Agenda

- a) The Corporate Officer may prepare a consent agenda for any Meeting.
- b) Members may vote on and adopt in one motion all recommendations appearing in a consent agenda.

- c) A Member may make a request to remove an item from the Consent Agenda for the purpose of:
 - i. Debate or discussion;
 - ii. Voting in opposition to a recommendation in the consent items; or
 - iii. Declaring a conflict of interest.
- d) If a Member requests that an item be removed from the consent agenda and no other Member objects, the item will be dealt with as New Business.

24. Public Participation

Public Participation is an opportunity to present any concerns or ask questions of Council.

- a) Verbal
 - i. Twenty minutes is allotted for Public Participation. The time may be extended upon a majority vote of Members present.
 - ii. Name and street address must be provided to confirm residency or property ownership. Colwood residents and/or property owners will be provided first opportunity to speak.
 - iii. Each participant will be granted one opportunity to speak for up to two (2) minutes. Speaking times may be extended for an additional two (2) minutes upon unanimous consent.
 - iv. Debate with, or by, any Member or staff is not permitted
- b) Written Comments
 - i. Written comments will be received up until noon on the day of the meeting and be appended to the agenda and circulated to Council for consideration.

25. Rules of Conduct and Debate:

- a) Every Member shall address the Chair when speaking to any question or motion.
- b) In advance of a motion being put forward, an opportunity for discussion and questions will be provided.
- c) In a Council Meeting, Members shall address the Chair as: "Your Worship" or "Mayor". In meetings of Committee or Committee of the Whole, Members shall address the Chair as the "Chair".
- d) No Member shall interrupt a Member who is speaking except to raise a point of order.

- e) Debates shall be strictly relevant to the motion and the Chair shall warn speakers who violate this rule.
- f) No Member shall speak until recognized by the Chair. A Member may speak to a motion twice for a maximum of five (5) minutes each time.
- g) No Member shall speak a second time until all Members have had their first opportunity to speak.
- h) Once the Chair calls the vote on a motion, no Member shall speak to the motion, nor shall any other motion be made until after the result of the vote has been declared.
- i) The Chair may call a recess or adjourn the meeting if appropriate conduct is not observed.
- j) The Chair may expel from the meeting any person engaging in inappropriate conduct.
 - i. The following conduct will not be tolerated:
 - outbursts or criticisms aimed at individuals or group
 - rude or offensive language or gestures
 - disrupt or unnecessarily delay the conduct of business
 - question the motives of any person
 - express a negative opinion about the personality or character of any person
 - speak disrespectfully about or act aggressively towards any person

26. Points of Order

- a) A Point of Order is a question raised by a Member who believes that the rules or procedures have been incorrectly applied or overlooked.
- b) A Member may raise a Point of Order at any time before a motion is passed.
- c) A Member raising a Point of Order must only state the rules or procedures that have been breached.
- d) The Chair is responsible to determine the merits and resolve the issue.
- e) One Point of Order must be resolved prior to another one being raised.
- f) If a Member wishes to appeal the decision of the Chair, it must be done through a vote of all Members present, excluding the Chair.

27. Voting

- a) Each voting Member is entitled to one (1) vote on any motion.
- b) When a motion is put forward every Member present shall be expected to vote with the exception of a Member that declares a conflict of interest pursuant to the *Community Charter*.

- c) A Member that does not indicate their vote is deemed to have voted in favour.
- d) When debate is closed, the Chair must put the motion to a vote of all Members present.
- e) A motion is considered defeated when the vote is tied.
- f) Voting will be verbally stated by the Chair as follows:
 - i. Carried – Members opposed.
 - ii. Defeated – Members in favour.
- g) The Chair must state the disposition of the vote by advising if the motion is carried or defeated.

28. Motions

- a) To formalize the introduction of a motion and before being put forward by the Chair:
 - i. At Council:
 - o a motion must be moved and seconded prior to debate
 - o if a motion is not seconded the motion fails and may not be brought back at the same meeting
 - ii. At Committee:
 - o a motion must be moved prior to debate, a seconder is not required
- b) The Chair may refuse to recognize a motion that conflicts with legislation, bylaws, or policies.
- c) The Chair may request that the wording of a motion be clarified, or that it be presented in writing before debate begins.
- d) The Mayor or Chair, at the request of any Member, shall require the Corporate Officer to read the motion prior to it being debated or put forward for consideration.
- e) When a motion is under debate, no further motion shall be received except for the following:
 - i. Withdraw a Motion - only if made by the original mover and with the consent of the seconder;
 - ii. Defer - to a certain date and time [delays actions to later in meeting or future meeting] and cannot interrupt a motion on the floor;
 - iii. Refer - to a Committee or staff to obtain further information;
 - iv. Postpone Indefinitely – kills the motion for the time being, and the motion can't be brought up again in the same meeting;
 - v. Amendment – to amend a main motion;
 - vi. Table the Motion – to temporarily set aside a pending motion to introduce urgent business; and
 - vii. Adjournment.

- f) If the Chair fails to perform the duties of the chair properly in a meeting, a motion that the Chair relinquish their chair shall take precedence over any other motion and the following rules will apply:
 - i. Debate is allowed but no Member shall speak more than once.
 - ii. If the motion is defeated the Chair shall resume the chair.

29. Amendments to Motions

- a) A Council Member may, without notice, amend a motion that is being considered at a Council Meeting.
- b) An amendment may propose to remove, replace, or add wording to an original motion.
- c) A proposed amendment must be provided in writing by the mover if requested by the Chair.
- d) A proposed amendment must be decided or withdrawn before the main motion being considered is put to a vote unless there is a call for the main question.
- e) An amendment may be amended, but only one amendment to an amendment can be considered at a time.
- f) An amendment that has been defeated by a vote of Council cannot be proposed again.

30. Time of Adjournment

- a) Meetings of Council or any Committee shall always adjourn three-and-one-half (3.5) hours after the scheduled start time unless otherwise determined by a unanimous vote of the Members present.

31. Minutes

- a) Meeting minutes must be kept in accordance with the *Community Charter*.
- b) Minutes of all Meetings must be:
 - i. Legibly recorded;
 - ii. Record the names of all Members in attendance;
 - iii. Voting will be recorded and verbally stated by the Chair as follows:
 - Carried – Members opposed
 - Defeated – Members in favour

- c) Minutes of Meetings will be:
 - i. Decision based;
 - ii. Will include brief summary of discussion; and
 - iii. Comments will not be attributed to individuals.
- d) Upon adoption, minutes must be signed certified correct by the Corporate Officer and signed as approved and confirmed by the Chair of the meeting.
- e) All minutes must be available for public inspection at City Hall during its regular office hours and may posted to the City Website.
- f) Minutes for public inspection does not include minutes of a Meeting which the public was excluded under the provision of the *Community Charter*.

PART 6 – COUNCIL PROCEEDINGS

32. Agenda (Council Meeting)

- a) The agenda for all regular Council Meetings may contain the following matters, if required, in the following order:
 - 1. Call to Order
 - 2. Approval of the Agenda
 - 3. In-Camera (if required)
 - 4. Release of In-Camera Resolutions (if required)
 - 5. Mayor's Message
 - 6. Adoption / Receipt of the Minutes
 - 7. Public Participation
 - 8. Delegations
 - 9. Consent Agenda (if required)
 - 10. Correspondence Requiring Council Direction
 - 11. Notice of Motion
 - 12. Unfinished Business (if required)
 - 13. New Business
 - 14. Bylaws
 - 15. Adjournment
- b) Prior to each Council Meeting, the Corporate Officer must prepare an agenda setting out all items for consideration at the meeting.
- c) No late items shall be added after the agenda has been circulated, except by a majority vote of the Council present.

33. Delegations

- a) A person or group on behalf of an organization or association may present to Council as a Delegation regarding topics that benefit or effect the Colwood Community.
- b) Council will not hear Delegations on subject matters that has been subject to any of the following:
 - i. Considered by Council at a closed meeting;
 - ii. Before the courts or subject to legal action;
 - iii. Claim for damages against the City;
 - iv. Bylaw enforcement action by the City;
 - v. A Public Hearing held in accordance with an enactment that is a pre-requisite to the adoption of a bylaw;
 - vi. Application before the Board of Variance that is pending or has been decided;
 - vii. Has been referred to a Committee or staff;
 - viii. An issue that public input opportunity is scheduled on the matter.
 - ix. Development application that is currently under consideration and which a public input opportunity will be held.
- c) Delegations must submit a Delegation request form and provide any written materials or presentations to the Corporate Officer for inclusion on the agenda at least ten (10) days before the scheduled meeting.
- d) No more than two (2) Delegations will be permitted at each meeting.
- e) Delegations will be provided ten (10) minutes to address Council with five (5) minutes allotted for discussion. Speaking times may be extended for a duration as determined by a majority of Council present through resolution.
- f) A Council Member may ask questions of the Delegation to clarify or correct information but must not enter into debate.

34. Notice of Motion

- a) A Council Member must provide a Notice of Motion in writing to the Corporate Officer seven (7) days in advance of the meeting date.
- b) In the case of urgent business, a Council Member may obtain Council's approval to introduce the motion as a late item.

PART 7 – BYLAWS**35. Proposed Bylaws**

- a) A proposed bylaw may be introduced at a Council Meeting only if a copy of it has been provided to each Council Member before the Council Meeting, or if all Council Members unanimously agree to waive this requirement.
- b) Council must consider a proposed bylaw at a Council Meeting either:
 - i. Separately when directed by the Chair or requested by another Council Member,
or
 - ii. Jointly with other proposed bylaws
- c) The Chair of a Council Meeting may request a motion that the proposed bylaw or group of bylaws be read.
- d) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.
- e) There must be a least one day between third reading and adoption of a bylaw with the exception being Council may adopt an Official Community Plan, Zoning Bylaw or Heritage Designation Bylaw at the same meeting that the plan or bylaw received third reading provided the bylaw does not require Provincial or Elector approvals.
- f) In accordance with the *Local Government Act*, each reading of a proposed bylaw that adopts, amends, or repeals an Official Community Plan must receive an affirmative vote of a majority of all Council Members.
- g) A bylaw may receive up to three readings at the same Council Meeting unless otherwise stipulated by the *Community Charter* or the *Local Government Act*.
- h) After a bylaw is adopted, the Chair of the Council Meeting at which it was adopted must sign it, and the Corporate Officer must:
 - i. Sign the bylaw;
 - ii. Affix the City's corporate seal;
 - iii. Include the dates of its readings and adoption;
 - iv. Include the date the Public Hearing was held, if applicable;
 - v. Include dates of its Ministerial Approval or Electoral Approval, and
 - vi. Have it immediately placed in the city's vault.

PART 8 – PUBLIC HEARINGS

36. Public Hearings

- a) Submissions from the public for, or during, a Public Hearing must relate to the matters in the bylaw which is the subject of the hearing and may be in oral, written, or diagrammatic form.
- b) No submissions may be received by the city after the close of the hearing.
- c) A Public Hearing for a bylaw required in accordance with the *Community Charter* or *Local Government Act*, shall be held after second reading of the bylaw.
- d) A motion to request a report from staff on a matter raised during the Public Hearing is in order at the hearing but may not be debated.
- e) Notice of Public Hearings and waiver of notice of Public Hearings shall be in accordance with the provisions of the *Community Charter* and *Local Government Act*.

REPEAL


City of Colwood Bylaw No. 754, "Council/Committee Procedural Bylaw No. 754, 2004" and amendments thereto, are hereby repealed.

READ A FIRST TIME on this the 25th day of October, 2021

READ A SECOND TIME on this the 25th day of October, 2021

READ A THIRD TIME on this the 25th day of October, 2021

ADOPTED BY THE MUNICIPAL COUNCIL OF THE CITY OF COLWOOD on this the 22nd day of November, 2021



MAYOR



CORPORATE OFFICER



ELECTRONIC MEETINGS		
ORIGIN:	CORPORATE SERVICES	AMENDED:
DATE OF ISSUE:	OCTOBER 25, 2021	ADOPTED: October 25, 2021

PURPOSE

Electronic meetings provide increased transparency, openness, accountability, and consistency during decision making process. Hybrid Council meetings combine participants in the Council Chambers and remote participants through electronic means.

POLICY

All Participants

1. Meeting participants shall use their best efforts to connect to the meeting via online video or telephone no later than 10 minutes prior to the commencement of the meeting.
2. Participants shall ensure the background display is neutral and does not show any:
 - a. political messages
 - b. support for a particular cause
 - c. profane graphics or words
 - d. offensive logos or messaging that could be construed to violate any legislation or laws
3. When participating via video or telephone conference, all microphones should be muted until invited to speak by the Chair.

Council/Committee Members

4. At least 24 hours prior to the meeting those members intending to participate electronically must notify the Corporate Officer.
5. The Chair of the meeting will do a roll call verbally at the start of each meeting.
6. When participating via video, all members must have their videos turned on.
7. A member must announce if they wish to leave the meeting for any purpose and their departure and rejoining the meeting shall be recorded in the minutes.
8. If a member is no longer visible or turns off their video at any time during the meeting, they will be considered absent from the meeting potentially resulting in a loss of quorum.
9. Any member participating via video conference should indicate they wish to speak by raising their hand virtual and keeping it raised until the chair acknowledges their request.
10. When participating in a closed meeting via telephone or electronic means, participants shall not use speakerphones and ensure that they are in a secure private location.

Staff

11. Staff will be invited as a participant to the electronic meeting only if they have a report on the agenda, with the exception of at Chief Administrative Officer, Corporate Officer, or Deputy Corporate Officer one of which shall be in attendance at every meeting.
12. When invited by the Chair to speak, staff shall turn their webcam on and when finished to turn their webcam off.

Voting

13. All votes shall be recorded by a show of hands (either virtually or physically) in video enabled meetings or a combination thereof. The Chair will verbally announce members opposed to a motion if carried and members in favour if defeated.
14. A member, after declaring a conflict of interest pursuant to the *Community Charter*, will either leave the room or be placed in a virtual waiting room and not participate in any way regarding the matter in question. Once the discussion and vote has taken place, the Corporate Officer will notify the member to return to the room.

Public Participation and Delegations

15. Individuals and Delegations wishing to address or present to Council or Committee shall be invited as a member of the public and will be provided meeting participation details from Corporate Services. Only participants who are registered to speak will be admitted into the meeting.
16. The following rules apply to public participation and delegations:
 - Participants are to call or enter the virtual meeting 10 minutes prior to the start of the meeting
 - Participants need to ensure they are muted, and videos turned off until invited to speak
 - Individuals are asked to provide their name and their street of residence
 - No political messages, outburst or criticisms aimed at individuals or groups are permitted
 - Only address Council when invited by the Chair.
17. Any persons that do not adhere to meeting protocols within this policy will be expelled from the meeting without warning.

Technical Difficulties

18. In the event of a connection/service interruption with a member of Council, the meeting shall proceed provided there is quorum. Staff will make reasonable efforts to attempt to assist the member in rejoining the meeting.
19. All meetings shall be recorded, streamed live, and made available through the City of Colwood website.
20. The Corporate Officer will be responsible for stopping the recording, broadcasting, and/or distribution of audio and/or video prior to the commencement of a closed meeting and ensure that all legislative and procedural requirements are met.

Feedback from Members of Council on the Procedure Bylaw

Procedure Bylaw Section	Comments from Members of Council
Public Participation	That the public participation time be changed that each participant has three minutes instead of two minutes
Rules of Debate and Motions – Speaking Limits	I believe that we need to establish the rules around discussion PRIOR to a motion. Currently it states each member may speak twice for 5 mins - to a motion - but there is nothing indicating a limit to frequency and duration during a discussion “pre-motion”. This has led to lengthy back and forth discussions before a motion is even made, often exceeding two times per person. I believe the rule of two times for five mins should apply to the period before a motion is made, and again after. If a topic requires extensive debate it should be considered at Committee of the Whole instead of impeding the business of Council beyond a reasonable timeframe.
Notice of Motion	The “Notice of Motion” rules are flawed in my opinion. It states a notice must be provided min 7 days before a meeting, then that a motion will be heard at the “next available meeting”. That should be the NEXT meeting barring any significant scheduling challenge with the agenda. I see no reason why under the current rules a mover must effectively wait five weeks to have a motion debated. The procedure should be that a notice should come forward at least seven days prior to a meeting - for inclusion on that next meetings agenda - unless there is a very valid reason that it cannot be added. There is simply no rationale that makes sense for the current delay caused by posting a notice of motion on an agenda, and then having it come forward two weeks later, just to be read out, then waiting two more weeks to deal with it. That’s illogical.
Committee/Council Meeting rules	Committee vs. Council inconsistencies -Committee rules differ (e.g., no seconder required) -But not always clearly separated - potential confusion.
Workshops	Workshops are not meetings -Could conflict with open meeting laws if business is discussed = needs tighter wording. Perhaps add: -No decision-making, direction, or consensus-building.

Procedure Bylaw Section	Comments from Members of Council
Electronic Meetings	<p>Electronic meetings rules lack detail Electronic/hybrid meetings are good, but missing still is: 1) What happens if connection fails (quorum issues), 2) Whether members must be visible vs. audio only, 3) Voting method (roll call?)</p> <p>Perhaps add:</p> <ul style="list-style-type: none"> - "Loss of connectivity = member absent for quorum" - "All votes in electronic meetings shall be recorded by roll call" - Each councillor's name is called, they say yes or no. the vote is recorded individually.
Closed Meetings (In-Camera)	<p>Closed (In-Camera) meetings are defined but don't fully outline: 1) How to move into closed session, 2) What must be recorded, 3) Reporting out afterward.</p> <p>Perhaps add in the appropriate section:</p> <ul style="list-style-type: none"> - Required resolution wording - Restrictions on discussion topics - Requirements to report decisions publicly where possible.
Agendas	<p>Agenda control concern: "All agenda items must be reviewed and approved by the CAO" - this could be seen as executive control over elected officials, potentially block motions indirectly and this has already occurred this term.</p> <p>Perhaps it should say, "All agenda items must be reviewed for administrative completeness by the CAO."</p> <p>Clarify roles:</p> <ul style="list-style-type: none"> -CAO = administrative coordination -Council retains authority to place items
Agendas	<p>Replace the current clause 19 (c)(i) with this:</p> <ul style="list-style-type: none"> i)Distribute agenda packages for all meetings by 4:30 pm on the Wednesday preceding the week of the scheduled meeting; ii)All materials supporting an agenda item must be complete and submitted by the deadline set out in subsection (i); iii)Any agenda item for which complete materials have not been received by the deadline shall be removed from the agenda and deferred to a subsequent meeting.

Procedure Bylaw Section	Comments from Members of Council
Quorum	Add clarity on quorum during electronic/hybrid meetings. Currently generic definition only.
Consent Agenda	Clarify "Consent Agenda" safeguards... Currently easy to pass many items at once. Add: -Requirements to list all items clearly -Encourage transparency
Public Participation	Public participation rules are rigid with strict 20-minutes cap + 2 minutes per speaker. Perhaps add missing flexibility for: -high-interest issues -large audiences
Rules of Conduct and Debate	Code of Conduct linkage Conduct rules are mentioned but there is no reference to a formal Code of Conduct policy/bylaw and not enforcement or complaint mechanism. Perhaps add: -Reference to the external Code of Conduct -Add enforcement/escalation process
Voting	Conflict of Interest procedure is incomplete. This is missing 1.) When/how a member must declare, 2) Requirements to leave the room (including electronic meetings), 3) Recording in minutes Perhaps add, "A Member declaring a conflict must state the general nature, abstain from discussion, and leave the meeting (including electronic participation)."
Voting	No tie-breaking clarity beyond "motion defeated" It is stated tie = defeated but not, whether the Mayor has tie-breaking vote (this is important legally)

Procedure Bylaw Section	Comments from Members of Council
Motions	No reconsideration / rescind motion rules -Missing a standard parliamentary tool to: 1) Reconsider a vote, 2) Rescind previous decisions Perhaps add: -Motion to reconsider (same meeting) -Motion to rescind (future meeting, notice required)
Agenda	Clearer agenda structure... Could include, 1) Land acknowledgement, 2) Conflict of interest declarations, 3) Staff reports section explicitly?
Agenda	Define "Unfinished Business" vs "New Business" Currently not defined - can lead to procedural confusion.
Participation	No clear rules for staff participation as staff role appears indirectly via CAO Missing: -When staff can speak -Who directs staff during meetings
Accessibility	No accessibility or inclusion provisions mentioned: Moder bylaws often include: -Accessibility accommodations -Language/translations support -Alternate participation formats
Additional	Stronger transparency provisions... Add: -Livestreaming requirement -Recording retention policy -Posting timeline for minutes/videos
Additional	Add emergency meeting provisions -Natural disasters / urgent governance situations not covered.

Procedure Bylaw – Council Decision Points

Committee of the Whole – June 8, 2026

Purpose of Report

- Identify key policy decision points for Council
- Provide direction prior to drafting an updated Council Procedure Bylaw
- Updating prior to the 2026 Municipal Election

Legislative Requirements

The following items **MUST** be included within the Procedure Bylaw:

1. Rules for Council/Committee Meetings
2. How resolutions are passed and bylaws are adopted
3. Minute Taking and certification
4. Advance public notice for meetings
5. Acting Mayor Designation procedure
6. First meeting after a general election

Best Practice

Additional Provisions to enhance clarity, transparency, and efficiency

- Rules of Debate and Meeting Conduct
- Agenda Management
- Public Participation
- Electronic and Hybrid Meeting provisions
- Notice of Motion

Decision Points

Needed from Council:

- Provide high level policy direction
 - *Confirm preferred approach*
- Enable staff to draft a revised bylaw.

Decision Points

1. Simplify and Modernize
2. Agenda Distribution
3. Consent Agenda
4. Rules of Debate and Motions – Speaking limits
5. Public Participation
 - a) *At the beginning of every agenda item*
 - b) *Time for each participant*
 - c) *Written Comments*
6. Notice of Motion
7. Workshops

DECISION POINT #1

Simplify and Modernize

ISSUE: Current Bylaw is complex and outdated

CONSIDERATIONS: Plain Language improves usability, aligns with best practices.

STAFF RECOMMENDATION:

THAT Council direct staff to review the City's Procedure Bylaw and bring forward proposed amendments to simplify and modernize its framework, with the goal of improving clarity, accessibility, and alignment with current legislative requirements and best practices.

DECISION POINT #2

Agenda Distribution

ISSUE: Need consistent and workable timeline

CONSIDERATIONS: Transparency vs operation capacity

STAFF RECOMMENDATION:

THAT Agenda packages for all meetings be distributed on the Wednesday preceding the scheduled meeting.

DECISION POINT #3

Consent Agenda

ISSUE: Streamline routine approvals

CONSIDERATIONS: Efficiency vs transparency; unanimous vs non-unanimous items

STAFF RECOMMENDATION:

THAT recommendations passed unanimously from Committee of the Whole, Standing or Select committees be scheduled under consent agenda

DECISION POINT #4

Rules of Debate and Motions

(speaking limits)

ISSUE: No limits before a motion

CONSIDERATIONS: Fairness, efficiency, flexibility for complex issues

STAFF RECOMMENDATION:

THAT a total maximum of ten (10) minutes allotted per member per agenda item, inclusive of discussion prior to a motion and debate on a motion, unless extended by the Chair.

DECISION POINT #5.a

Public Participation (format)

ISSUE: Council must determine placement and structure of public participation

CONSIDERATIONS: transitions between public input and debate.

STAFF RECOMMENDATION:

THAT twenty (20) minutes be allotted for Public Participation at the beginning of the meeting, which may be extended by the Chair or by majority vote of members present.

DECISION POINT #5 b.

Public Participation (time)

ISSUE: Council must confirm appropriate time limits for public speakers

CONSIDERATIONS: Time limits for equitable participation, Longer times may impact meeting duration, flexibility

STAFF RECOMMENDATION:

THAT each participant will be granted one opportunity to speak for up to two (2) minutes. Speaking times may be extended for an additional two (2) minutes by the Chair.

DECISION POINT #5 c. Public Participation (written)

ISSUE: Council must determine whether written submission should be appended to meeting agendas

CONSIDERATIONS: not a legislative requirement, not common practice, creates administrative, privacy and risk management considerations, impacts on staffing

STAFF RECOMMENDATION:

Page 59 of 64 THAT written submissions from the public be accepted, circulated to Council and not be appended to the agenda.

DECISION POINT #5

Public Participation

STAFF RECOMMENDATION:

THAT twenty (20) minutes be allotted for Public Participation, which may be extended by the Chair or by majority vote of members present;

AND THAT each participant will be granted one opportunity to speak for up to two (2) minutes. Speaking times may be extended for an additional two (2) minutes by the Chair

AND FURTHER THAT written submissions from the public be accepted and appended to the agenda, limited to one submission per individual, with each submission not exceeding one page

DECISION POINT #6

Notice of Motion

ISSUE: Timing and predictability

CONSIDERATIONS: Clear timelines, reduces delays between notice and consideration, efficient agenda planning.

STAFF RECOMMENDATION:

THAT additional wording be added to Notice of Motion outlining that the item will be considered at the next Regular Meeting of Council

DECISION POINT #7

Workshops

ISSUE: Informal sessions included within the bylaw

CONSIDERATIONS: Not decision-making meetings, potential confusion & transparency

STAFF RECOMMENDATION:

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THAT Workshops be removed from the Procedure bylaw.

NEXT STEPS

- Staff will take all the input received at COTW and draft Bylaw.
- Advertisements will be placed as per the Public Notice Bylaw
- Draft Bylaw to be considered at the June 22, 2026, Regular Meeting of Council

RECOMMENDATION (Staff)

THAT the Committee of the Whole consider recommending to Council:

THAT Council direct staff to prepare a revised Council Procedure Bylaw based on the policy directions outlined in this report;

AND THAT the revised bylaw incorporate Council direction on:

- modernization and simplification of the bylaw framework;
- agenda publication timelines;
- use of a consent agenda for unanimous committee recommendations;
- limits on debate and speaking time;
- public participation processes, including written submissions;
- timing for Notice of Motion; and
- removal of workshops from the Procedure Bylaw;

AND FURTHER THAT the bylaw be brought forward for Council consideration following statutory notice in accordance with the *Community Charter*.