CITY OF PRINCE RUPERT

COUNCIL PROCEDURE BYLAW NO. 3563

A BYLAW TO ESTABLISH THE PROCEDURES GOVERNING MEETINGS OF COUNCIL, COMMITTEE OF THE WHOLE, AND COUNCIL COMMITTEES

WHEREAS The Community Charter authorizes Council to establish, by bylaw, the procedures governing Council meetings and the conduct of Council business;

NOW THEREFORE the Council of the City of Prince Rupert, in open meeting assembled, enacts as follows:

PART 1 – TITLE, PURPOSE AND DEFINITIONS

1. Citation

This Bylaw may be cited as the "Council Procedure Bylaw No. 3563, 2026".

2. Purpose

The purpose of this Bylaw is to establish fair, transparent, efficient, and accountable procedures for the conduct of Council business and public participation in local government decision-making.

3. Definitions

In this Bylaw:

Acting Mayor means the member designated by Council to act in the place of the Mayor.

CAO means the Chief Administrative Officer of the City or designate.

City means the City of Prince Rupert.

Committee means a standing committee, select committee, advisory body, or other committee established by Council.

Committee of the Whole means a committee comprised of all members of Council.

Corporate Officer means the City's Corporate Officer appointed under the *Community Charter* and includes their designate.

Council means the Council of the City of Prince Rupert.

Council Member means the Mayor or a Councillor.

Electronic Participation means participation in a meeting by electronic or other communication facilities permitted by law.

Mayor includes the Acting Mayor where applicable.

Public Notice Posting Place means those locations designated by Council for official public notices.

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

4. Governing Legislation

This Bylaw shall be interpreted consistently with the *Community Charter, Local Government Act*, and any other applicable enactment.

5. Procedure Not Provided For

Where a procedural matter is not addressed in this Bylaw, the Chair shall determine the procedure having regard to generally accepted principles of meeting procedure and applicable legislation, subject to any appeal by Council.

PART 2 – COUNCIL MEETINGS

6. Annual Meeting Schedule

Council shall, by resolution, establish a schedule of regular Council meetings for the upcoming calendar year.

7. Regular Meetings

1. Regular meetings shall be held in accordance with the annual schedule adopted by Council.
2. Council may amend the schedule by resolution.
3. Council may cancel a regular meeting by resolution.

7.1 Meeting Adjournment

Unless otherwise resolved by Council, a regular Council meeting shall adjourn no later than 11:00 p.m.

Council may, by resolution, continue a meeting beyond 11:00 p.m.

8. Special Meetings

Special meetings may be called in accordance with the *Community Charter*.

9. Notice of Meetings

Notice of regular and special meetings shall be provided in accordance with the *Community Charter* and the City's Public Notice Bylaw.

10. Location of Meetings

Council meetings shall normally be held at City Hall or another location authorized by Council.

11. Electronic Meetings

1. Council meetings may be conducted electronically where authorized by legislation.
2. A Council Member participating electronically shall be deemed present for all purposes, including quorum and voting.
3. The City must ensure the public can hear, or watch and hear, the proceedings where required by law.

12. Annual Report Meeting

Council shall annually consider the City's Annual Report and provide an opportunity for public submissions in accordance with the *Community Charter*.

PART 3 – ACTING MAYOR

13. Appointment

Council shall annually designate members to serve as Acting Mayor on a rotating basis.

14. Authority

The Acting Mayor shall exercise all powers and duties of the Mayor during any period in which the Mayor is absent, unavailable, or unable to act.

PART 4 – OPEN AND CLOSED MEETINGS

15. Open Meetings

All meetings shall be open to the public except where Council is authorized by legislation to exclude the public.

16. Closed Meetings

Council may close a meeting or portion of a meeting only in accordance with the *Community Charter*.

17. Resolution Required

Before closing a meeting, Council must pass a resolution in open session identifying:

a) that the meeting is to be closed; and

b) the applicable statutory authority.

18. Attendance at Closed Meetings

Council may permit attendance at a closed meeting by staff, consultants, legal counsel, or other persons whose attendance is considered necessary.

19. Bylaws in Closed Meetings

Council shall not adopt a bylaw in a closed meeting.

PART 5 – AGENDAS AND MINUTES

20. Preparation of Agendas

The Corporate Officer shall prepare agendas for all Council meetings.

21. Distribution of Agendas

Agendas shall be published in accordance with administrative procedures established by the Corporate Officer.

22. Order of Business

The order of business for regular meetings shall generally be:

1. Call to Order
2. Introduction of Late Items
3. Approval of Agenda
4. Delegations & Presentations
5. Public Comment(s) Regarding Agenda Items
6. Consent Agenda
7. Reports
8. Bylaws
9. Council Round Table
10. Adjournment

Council may alter the order of business by resolution.

23. Late Items

Council may add an item not appearing on the published agenda by resolution if the matter is time-sensitive or urgent.

24. Minutes

Minutes shall:

a) record decisions and resolutions;

b) record voting results;

c) be certified by the Corporate Officer.

25. Public Availability

Minutes of open meetings shall be made available to the public in accordance with applicable legislation.

PART 6 – PUBLIC PARTICIPATION

26. Public Comment on Agenda Items

1. A public comment period shall be provided at the beginning of each regular Council meeting following approval of the agenda.
2. During the public comment period, members of the public may address Council regarding items contained on the meeting agenda.
3. Comments shall be directed through the Chair and shall be limited to matters appearing on the agenda for that meeting.
4. The Chair may establish reasonable procedures and time limits for speakers.
5. The public comment period is not intended to be a question-and-answer session, and Council Members and staff are not required to respond to comments.
6. The Chair may rule a speaker out of order where comments are disrespectful, abusive, repetitive, defamatory, or unrelated to the agenda item being discussed.

27. Delegations

1. Persons wishing to appear before Council must submit a written request to the Corporate Officer.
2. The Corporate Officer may establish administrative procedures for delegation requests.
3. The Mayor and Corporate Officer may schedule delegations for an appropriate meeting.
4. Council may hear a delegation that has not been scheduled where approved by Council.

28. Delegation Conduct

Delegations shall:

a) address matters within Council's jurisdiction;

b) maintain respectful conduct; and

c) comply with time limits established by the Chair.

29. Petitions

Petitions submitted to Council shall identify the petitioner and provide sufficient information respecting the matter being raised.

PART 7 – CONDUCT OF MEETINGS

30. Chair

The Mayor shall preside at Council meetings.

31. Absence of Mayor

In the absence of the Mayor, the Acting Mayor shall preside.

32. Quorum

A quorum must be present before business may be conducted. The quorum of Council is a majority of all Council Members.

33. Loss of Quorum

If quorum is lost, no further business may be conducted other than adjournment.

34. Authority of Chair

The Chair shall:

a) preserve order;

b) decide procedural questions;

c) recognize speakers; and

d) ensure the orderly conduct of business.

35. Conduct of Members

Council Members shall:

a) treat one another with respect;

b) address comments through the Chair;

c) refrain from disruptive conduct;

d) comply with Council's Code of Conduct.

36. Conduct of the Public

Members of the public attending meetings shall maintain respectful conduct.

37. Expulsion

The Chair may order the removal of any person whose conduct disrupts the meeting and may recess the meeting until order is restored.

PART 8 – MOTIONS, DEBATE AND VOTING

38. Motions

A motion shall be moved and seconded before debate.

39. Debate

The Chair shall recognize members wishing to speak.

40. Permitted Motions

The following motions may be made while a question is under consideration:

a) amend;

b) refer;

c) postpone;

d) table;

e) call the question;

f) adjourn.

41. Amendments

1. An amendment must be relevant to the main motion.
2. An amendment shall be decided before the main motion.

42. Points of Order

A member may raise a point of order at any time.

43. Voting

Voting shall be conducted in accordance with the Community Charter.

44. Recorded Vote

A recorded vote shall be taken when required by legislation or requested by a member before the vote is taken.

45. Abstention

Members shall comply with legislative requirements respecting conflicts of interest and voting.

46. Reconsideration

Council may reconsider a matter in accordance with the Community Charter.

PART 9 – BYLAWS

47. Introduction

A bylaw may be introduced at a Council meeting only if it has been made available to Council Members before the meeting, unless waived by unanimous consent.

48. Readings

Readings shall be conducted in accordance with the Community Charter and Local Government Act.

49. Adoption

Council may adopt a bylaw when all statutory requirements have been satisfied.

50. Form

Every bylaw shall:

a) have a title;

b) have a bylaw number; and

c) identify its purpose.

51. Signing

Following adoption, the Mayor and Corporate Officer shall sign the bylaw.

PART 10 – COMMITTEE OF THE WHOLE

52. Establishment

Council may meet as Committee of the Whole.

53. Purpose

Committee of the Whole provides an opportunity for:

a) discussion;

b) presentations;

c) policy development; and

d) preliminary consideration of matters.

54. Chair

The Mayor, or in the Mayor's absence the Acting Mayor, shall preside at Committee of the Whole meetings.

55. Quorum

The quorum for Committee of the Whole shall be the same as the quorum of Council..

56. Procedure

The procedural rules applicable to Council meetings apply to Committee of the Whole meetings unless otherwise determined by Council.

57. Reports to Council

Committee of the Whole recommendations shall be reported to Council for consideration and decision.

PART 11 – COMMITTEES AND ADVISORY BODIES

58. Establishment

Council may establish committees, commissions, boards, and advisory bodies.

59. Standing Committees

Standing Committees may be established by the Mayor in accordance with the Community Charter.

60. Select Committees

Council may establish Select Committees by resolution.

61. Advisory Bodies

Council may establish advisory bodies and approve terms of reference.

62. Meetings

Committees shall meet in accordance with their approved terms of reference.

The quorum for a committee, commission, board, or advisory body established by Council shall be a majority of the voting members appointed to that body unless otherwise established by Council in the body's terms of reference.

63. Committee Procedures

Unless otherwise provided by Council, the procedural rules of this Bylaw apply to committees with necessary modifications.

64. Committee Records

Minutes shall be maintained for committee meetings as required by law.

PART 12 – GENERAL

65. Severability

If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, the remaining portions shall remain in force.

66. Repeal

Council Procedure Bylaw No. 3508, 2022, and all amendments thereto are repealed.

67. Effective Date

This Bylaw comes into force upon adoption.

Read a First time this 27th day of July, 2026.

Read a Second time this 27th day of July, 2026.

Read a Third time this 27th day of July, 2026.

Final Consideration and Adopted this 13th day of October, 2026.

This Bylaw was adopted by Council.

To view the signed original,

contact City Hall Administration at

(250) 627 0934 or email

cityhall@princerupert.ca

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Mayor

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Corporate Officer