



**COUNCIL PROCEDURE BYLAW, 2021, No. 3193,
AMENDMENT No. 1, 2023,
No. 3249**

A Bylaw to amend the Council Procedure Bylaw No. 2021, No. 3193

The Council of the City of Langley, in open meeting assembled, enacts as follows:

(1) Title

- (1) This bylaw shall be cited as the “Council Procedure Bylaw, 2021, No. 3193, Amendment No. 1, 2023, No. 3249”.

(2) Amendments

- (1) Council Procedure Bylaw No. 2021, No. 3193 is hereby amended:

- (a) In Section 2. **Definitions**, by adding the following definitions:

“(6) ‘Consent Agenda’ means the process by which non-controversial, routine meeting items are grouped into a single agenda item and approved in one motion, rather than through separate motions.”;

(15) ‘Land Acknowledgement’ means the formal statement made by the presiding member in recognition that the Council meeting is taking place on the traditional unceded territory of the Katzie, Kwantlen, Matsqui and Semiahmoo First Nations.

- (b) By renumbering the remaining definitions accordingly.

- (c) In Section 22. **Agenda**, by adding the following subsection:

“(3) Items added to the Agenda at time of Adoption of the Agenda will be considered under the New and Unfinished Business section of the Agenda.”

In Section 24. **Order of Business**, by replacing subsection (1) as follows:

“(1) The agenda for all regular council meetings shall contain the following items where there are items pertaining to them and in the order in which they are listed unless otherwise resolved by Council:

- (a) Adoption of agenda
- (b) Committee of the Whole
- (c) Adoption of the Minutes
- (d) Business Arising from Committee of the Whole/Public Hearing
- (e) Awards, Petitions, Delegations and Community Spotlights
- (f) Mayor’s Report
- (g) Bylaws;
- (h) Committee Reports
- (i) Administrative Reports;
- (j) Correspondence;
- (k) New and Unfinished Business and
- (l) Adjournment”.

With

“(1) The agenda for all regular council meetings shall contain the following items where there are items pertaining to them and in the order in which they are listed unless otherwise resolved by Council:

- (a) Land Acknowledgement
- (b) Adoption of agenda
- (c) Committee of the Whole
- (d) Adoption of the Minutes
- (e) Business Arising from Committee of the Whole/Public Hearing
- (f) Consent Agenda
- (g) Awards, Petitions, Delegations and Community Spotlights
- (h) Council Reports

- (i) Bylaws
- (j) Committee Reports
- (k) Administrative Reports
- (l) New and Unfinished Business
- (m) Correspondence
- (n) Adjournment”.

(d) By adding the following Section after Section 24 **Order of Business**:

“25. Consent Agenda

- (1) On a Regular Council Agenda, as determined by the Corporate Officer in consultation with the Mayor, non-controversial, routine items which do not require discussion or debate may be grouped together under a Consent Agenda and dealt with under one resolution of Council.
- (2) Any Council Member may request that an item included on the Consent Agenda be removed from the Consent Agenda and dealt with separately.
- (3) Council Members shall request removal of items from the Consent Agenda prior to the motion being made to adopt the recommendations listed in the Consent Agenda.
- (4) A Member may request that one or more items on the Regular Council Agenda be included on the Consent Agenda, and if no one objects, it will be so listed and considered.
- (5) Members may vote on and adopt in one motion all recommendations appearing on the Consent Agenda.”

By replacing Section 32. **Council Committees**, which reads as follows:

“32. Council Committees

(1) Standing committees

- (a) The Mayor must establish standing committees for matters the Mayor considers would be better dealt with by committee and must appoint persons to those committees. At least half of the members must be Council members. The Mayor shall be an ex officio member of each standing committee.
- (b) Standing committees must consider, inquire into, report and make recommendations to Council about all of the following matters:
 - (i) matters that are assigned by Council; and
 - (ii) matters that are assigned by the Mayor.

(2) Select committees

Council may establish and appoint select committees to consider or inquire into any matter and to report their findings and opinion to Council. At least one member of a select committee must be a Council member.

- (3) Council members who are not members of a committee may attend the meetings of a committee but shall not be allowed to vote nor may they take part in any discussion or debate except by permission of the presiding member.
- (4) At the first meeting after appointment annually by the Mayor or the Council, as the case may be, each committee shall establish a regular schedule of meetings.
- (5) The presiding member of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.
- (6) A member, other than a Council member, of a select committee who is absent, except for reasons of illness or with leave granted by the select committee, for three consecutive meetings shall have his or her appointment terminated and his or her position deemed vacant.
- (7) Quorum shall be a majority of the voting members appointed to compose any committee.

- (8) The deadline for submissions by staff and the public to the respective committee's Committee Clerk of items for inclusion on the agenda for a committee meeting is 10 days prior to the meeting date.

(9) Notice of Meetings

- (a) At least 72 hours before the committee meeting, the Committee Clerk must give notice of the meeting by:

- (i) providing a copy of the agenda to each member of the committee; and
- (ii) posting the agenda on the City's website.

The agenda under subsection (a) must include the following information:

- (b) The date, time, and, if applicable, place of the meeting; and
- (c) If the meeting is to be conducted in whole or in part by means of electronic or other communication facilities:
 - (i) describe how the meeting is to be conducted by means of electronic or other communication facilities and how the public may attend."

With

"32. Council Committees

- (1) In accordance with the *Community Charter*, the Mayor must establish standing committees for matters the Mayor considers would be better dealt with by committee and must appoint persons to those committees. At least half of the members must be Council members.
- (2) Standing committees must consider, inquire into, report and make recommendations to Council about all of the following matters:
 - (a) matters that are assigned by Council; and
 - (b) matters that are assigned by the Mayor.

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- (3) In accordance with the *Community Charter*, Council may establish and appoint select committees to consider or inquire into any matter and to report their findings and opinion to Council. At least one member of a select committee must be a Council member.
 - (4) The Mayor shall be an ex officio member of each Council Committee and shall have the right to participate and vote in meetings but is not counted in determining whether a quorum is present.
 - (5) With the exception of the Mayor, who is an ex officio member of Council Committees, Council members who are not members of a Council Committee may attend the meetings of any Council Committee but shall not be allowed to vote nor may they take part in any discussion or debate except by permission of the presiding member.
 - (6) At the first meeting after appointment annually by the Mayor or the Council, as the case may be, each Council Committee shall establish a regular schedule of meetings.
 - (7) The presiding member of a Council Committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.
 - (8) A member, other than a Council member, of a select committee who is absent, except for reasons of illness or with leave granted by the select committee, for three consecutive meetings shall have his or her appointment terminated and his or her position deemed vacant.
 - (9) Quorum shall be a majority of the voting members appointed to compose any Council Committee.
 - (10) The deadline for submissions by staff and the public to the respective Council Committee's Committee Clerk of items for inclusion on the agenda for a meeting is 10 days prior to the meeting date."

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- (11) At least 72 hours before the Council Committee meeting, the Committee Clerk must give notice of the meeting by:
 - (a) providing a copy of the agenda to each member of the Council Committee; and
 - (b) posting the agenda on the City’s website.
 - (12) The agenda under subsection (11) must include the following information:
 - (a) The date, time, and, if applicable, place of the meeting; and
 - (b) If the meeting is to be conducted in whole or in part by means of electronic or other communication facilities:
 - (i) describe how the meeting is to be conducted by means of electronic or other communication facilities and how the public may attend.”
- (e) By renumbering Sections and any references to Sections of the Bylaw accordingly.

READ A FIRST, SECOND AND THIRD time this _____ day of _____, 2023.

PUBLIC NOTICE WAS PLACED this _____ and _____ days of _____, 2023.

ADOPTED this _____ day of _____, 2023.

MAYOR

CORPORATE OFFICER