

**THE CORPORATION OF THE TOWNSHIP OF LANGLEY**

**COUNCIL PROCEDURE BYLAW 2016 NO. 5199**

**AMENDMENT BYLAW 2019 NO. 5522**

**EXPLANATORY NOTE**

Bylaw 2019 No. 5522 amends Council Procedure Bylaw 2016 No. 5199. The bylaw incorporate amendments to:

- Provide for the automatic release of specified items from Closed Council meetings;
- Permit Third, or Third and Final readings during a Public Hearing Council meeting;
- the Delegation process; and
- Housekeeping items.

**THE CORPORATION OF THE TOWNSHIP OF LANGLEY**

**COUNCIL PROCEDURE BYLAW 2016 NO. 5199**

**AMENDMENT BYLAW 2019 NO. 5522**

The Municipal Council of the Corporation of the Township of Langley, in Open Meeting Assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as “Council Procedure Bylaw 2016 No. 5199 Amendment Bylaw 2019 No. 5522”.

2. The “Council Procedure Bylaw 2016 No. 5199” is amended:

(a) Part 2 – Section 2.01

Add the following definition:

**“Unintentional”** means not intentional or deliberate.

(b) Part 4 – Section 4.01

Delete the following words after the words “following the election”:

“in the calendar year it which the election was conducted”

(c) Part 5 – Section 5.01

Add the following third paragraph:

“Special Closed Council meetings may be scheduled to occur within Regular Afternoon or Regular Evening Council meetings.”

(d) Part 5 – Section 5.05

Add the following words after the words “weekly in the Township”:

“and posted in the Public Notice Posting Place”.

(e) Part 5 – Section 5.09

Replace the time “6:30pm” with:

“6:00pm”

(f) Part 5 – Section 5.12

Add the following sub-section “g)”

- g) The following items occurring at Closed Council meetings are considered released by Council with the provisions described below:
- The names of appointed individuals and Council members that have been selected for Township of Langley committees and outside organizations upon notification of the individuals.
  - The names of individuals that are receiving awards or honours bestowed by the Township of Langley upon notification of the individual or family.
  - Property Acquisition and Disposal Reports to Council sixty (60) business days after the conclusion of the transaction, subject to the *Freedom of Information and Protection of Privacy Act*.

(g) Part 5 – Section 5.17

Add the following words between the words “in support of transparency” and “the following provisions apply”:

“and Community Charter requirements,”

(h) Part 5 – Section 5.18

Add the following Section 5.18:

“5.18 Council may have a five (5) minute break after two (2) consecutive hours of a Council meeting.”

(i) Part 6 – Section 6.02:

Add the following words between the words “With the exception of the headings Mayor” and “Report”:

“and Council”

(j) Part 6 – Sections 6.09 and 6.10

Add the following Sections, 6.09 and 6.10:

6.09 Council Motions for Third Reading, or Third Reading and Final Adoption, may be, by two-thirds (2/3) majority vote of Council, and without debate, considered at the same meeting in which the Public Hearing for the bylaw(s) has concluded upon confirmation from the Township Clerk/Deputy Township Clerk that no further written submissions have been received for Council’s consideration.

6.10 A Clerk’s Note that advises Council may consider Third Reading or Third Reading and Final Adoption will appear on the agenda with each Public Hearing item.

(k) Part 9 – Section 9.08

Replace the words “ten (10)” with:

“five (5)”

(l) Part 11 – Section 11.08

Add the following Section 11.08:

11.08 A motion to censure any member of Council requires an affirmative vote of two-thirds (2/3).

(m) Part 13 – Section 13.01

Replace Section 13.01 with the following:

“13.01(a) A citizen or group may submit an application to speak at a Council Meeting as a public delegation, and such person or group may request that a related document, petition or proposal be placed before Council, by submitting a completed application form to the Township Clerk/Deputy Township Clerk by noon (12:00pm) of the fifth (5<sup>th</sup>) day preceding the meeting at which they wish to be heard. Applications received after the deadline regarding items not on the meeting agenda will be forwarded to the next scheduled meeting.

13.01(b) For On-Agenda items only, late applications to speak as a delegation can be submitted to the Township Clerk/Deputy Township Clerk by 10:00am of the day of the Regular meeting. Applications received after the 10:00am deadline will not be added to the agenda and will be forwarded to the next scheduled meeting.

13.01(c) Delegation requests received after the deadline and not the subject of an item on the meeting agenda maybe deemed urgent at the discretion of the Township Clerk/Deputy Township Clerk. The request may be forwarded to Council at the next scheduled meeting for approval. In recognition of the scope of business that requires Council’s attention, and in the interests of transparency for all residents and stakeholders, an affirmative vote of two thirds (2/3) is required to add the speaker to an agenda.”

(n) Part 13 – Section 13.02

Replace Section 13.02 with the following:

“13.02 Delegation Applications will not be scheduled and Delegations will not be heard that address the following:

- a) a bylaw in respect of which a public hearing has been or will be held where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw,

- i. applicants submitting delegation requests prior to the bylaw's public hearing will be advised that Council will accept a written submission.
- b) an issue which is before the courts or on which Council has authorized legal action;
- c) a matter in respect of which a Township-led public consultation process is planned or is in progress;
- d) the promotion of commercial projects or services;
- e) the promotion of a political party or of a candidate for elected office;
- f) publicly tendered contracts or proposals calls for the provision of goods and services for the Township, between the time that such contract or proposal call has been authorized and the time that such a contract or proposal call has been awarded, either by Council or Township staff;
- g) a purpose or subject that is beyond the jurisdiction of Council;
- h) a purpose or subject that Council reasonably determines is not in the public interest of the community;
- i) any matter on which the delegate has already spoken to Council and where no new significant information is provided; and
- j) individuals or organizations that have previously appeared during the annual quarter (January thru March, April thru June, July thru September, and October thru December), unless the individual or organization is statutorily authorized to be heard by Council, or required by law to be heard by Council."

(o) Part 13 – Section 13.04

Replace Section 13.04 with the following:

"13.04(a) It is the Township Clerk/Deputy Township Clerk's duty to review, prioritize delegation requests and schedule them, subject to the provisions of this bylaw.

13.04(b) A Delegation can appeal the decision of a Delegation Request by the Township Clerk/Deputy Township Clerk by providing a written request to Council that will be forwarded to Council at the next possible Council meeting. In the interests of transparency for all residents and stakeholders, an affirmative vote of two-thirds (2/3) is required to add the speaker to an agenda.

13.04(c) Council may choose to deny a scheduled delegation by a majority vote. The motion may occur during the Agenda Approval motion of the next scheduled Council meeting or at the same meeting the delegation is scheduled to appear.”

(p) Part 13 – Section 13.05 – subsection b)

Delete Section 13.05 b)

(q) Appendix A – Inaugural Meeting of Council

Delete the following:

“Invocation”

Add the following:

“First Nation and Community Welcome”

(r) Appendix A – Regular Council Afternoon

Delete the following:

“Approval of Delegation Requests”; and

“Information Items from Special Closed Meetings”

Add the following:

“Association and Other Government Agencies”; and

“Items from Prior Meetings”

(s) Appendix A – Regular Council Meeting Evening

Add the following:

“Items from Prior Meetings”; and

“Items Having Prior Notice of Motion”

Amend “Mayor’s Report” to

“Mayor and Council Report”

(t) Appendix A – Special Closed Council

Delete the following:

“Approval of Closed Council Meeting Agenda”

(u) Appendix B

Replace paragraph 5 with:

“Council members should not express their views nor debate the bylaws, but may question speakers to clarify particular points in the submissions. Council may consider Third Reading, or Third Reading and Final Adoption, at this meeting or at its next Regular Meeting to be held:

**Monday, (DATE),  
at 7:00pm  
at the Fraser River Presentation Theatre  
4<sup>th</sup> Floor, 20338 – 65 Avenue, Langley, BC”**

NOTICE GIVEN THE 24, and 25 day of October 2019.

SECOND NOTICE GIVEN THE 31 day of October, and THE 1 day of November 2019.

READ A FIRST TIME the	day of	, 2019
READ A SECOND TIME the	day of	, 2019
READ A THIRD TIME the	day of	, 2019
ADOPTED the	day of	, 2019

\_\_\_\_\_ Mayor \_\_\_\_\_ Township Clerk