

CITY OF
SALMON ARM

COUNCIL PROCEDURE BYLAW

NO. 4276

Council Procedure Bylaw No. 4276

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COUNCIL PROCEDURE BYLAW

BYLAW NO. 4276

The Municipal Council of the City of Salmon Arm enacts as follows:

PART 1 - INTRODUCTION

Title

1. This Bylaw may be cited as “**City of Salmon Arm Council Procedure Bylaw No. 4276**”

Definitions

2. In this Bylaw,

"Committee" means a standing, select, or other committee of Council;

"Corporate Officer" means the Corporate Officer for the City;

"Council" means the Council of the City of Salmon Arm;

"City" means the City of Salmon Arm;

“City Hall” means the City of Salmon Arm located at 500 – 2 Avenue NE;

“City Web Site” means the information resource found at an internet address provided by the City” (www.salmonarm.ca);

"Mayor" means the Mayor of the City;

"Public Notice Posting Places" means the notice board at the City Hall and the City Website;

Application of rules of procedure

3. (1) The provisions of this Bylaw govern the proceedings of Council, and all committees of Council, as applicable.
- (2) In cases not provided for under this Bylaw, Robert's Rules of Order, 11th Edition, 2011 (or subsequent releases thereafter) apply to the proceedings of Council, and Council committees to the extent that those Rules are:
 - (a) applicable in the circumstances, and

(b) not inconsistent with provisions of this Bylaw or the Community Charter.

PART 2 - COUNCIL MEETINGS

Inaugural Meeting

4. (1) Following a general local election, the first Council meeting must be held on the first Monday in November in the year of the election.
- (2) The Council shall consist of a Mayor and six Councillors and the quorum for the City shall be four (4) members of Council.
- (3) If a quorum of council members elected at the general local election has not taken office by the date of the meeting referred to in subsection (1), the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

Time and location of meetings

5. (1) All Council meetings must take place within the City Hall except when Council resolves to hold meetings elsewhere.
- (2) Regular Council meetings must:
 - (a) be held on the second and fourth Monday of each month;
 - (b) begin at 1:30 p.m.;
 - (c) be adjourned by 11:00 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with section 27; and
 - (d) when such meeting falls on a statutory holiday, be held on the next day City Hall is open.

Annual Meeting

- (3) The Corporate Officer must give notice of the Council meeting or other public meeting in respect of which Council has resolved to consider:
 - (a) the annual report prepared under Section 98 of the *Community Charter*; and
 - (b) submissions and questions from the public, by giving public

notice by:

- (i) posting notice of the date, time and place of the annual meeting in the posting locations, and
- (ii) publishing notice of the date, time and place of the annual meeting in accordance with Section 94 of the *Community Charter*.

Electronic Meetings

6. (1) Provided the conditions set out in subsection 128(2) of the *Community Charter* are met,

(a) a special Council meeting may be conducted by means of visual and audio electronic or other communication facilities if:

- (i) the Mayor requires;
- (ii) the Council requires; or

(b) a member of Council or a Council Committee member who is unable to attend at a Council meeting or Council Committee meeting, as applicable, may participate in the meeting by means of visual and audio electronic or other communication facilities, if:

- (i) the meeting is a regular, special and/or committee meeting; and
- (ii) the member is unable to attend because of other commitments.

(2) The member presiding at a special Council or Council committee meeting must not participate electronically.

(3) No more than two (2) members of Council at one time may participate at a Council meeting under section 6(1)(b).

(4) No more than two (2) members of a Council Committee at one time may participate at a Council Committee meeting under section 6(1)(b);

Notice of Council Meetings

7. (1) In accordance with section 127 of the *Community Charter*, Council must:

- (a) prepare annually, on or before December 1st, a schedule of the dates, times and places of Regular Council meetings for the

following year and must make the schedule available to the public by posting it at the Public Notice Posting Places; and

(b) give notice annually, on or before December 1st, of the availability of the schedule of Regular Council meetings, in accordance with section 94 of the *Community Charter*.

- (2) Where revisions are necessary to the annual schedule of regular Council meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a regular Council meeting.

Notice of Special Meetings

8. (1) Except where notice of a special meeting is waived by unanimous vote of all council members under section 127(4) of the *Community Charter* a notice of the day, hour, and place of a special Council meeting must be given at least 24 hours before time of meeting, by:

(a) posting a copy of the notice in the Council Chamber at City Hall,

(b) posting a copy of the notice at the Public Notice Posting Places,

(c) leaving one copy of the notice for each Council member in the Council member's mailbox at City Hall, and

(d) providing notice to all members of Council electronically or by telephone.

- (2) The notice under section 8(1) must describe in general terms the purpose of the meeting and be signed by the Mayor or the Corporate Officer.

PART 3 - DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR

9. (1) Annually, Council must designate a Councillor, or Councillors, as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.

- (2) Each Councillor, or Councillors, designated under section 9(1) must fulfill the responsibilities of the Mayor in his or her absence.

- (3) If both the Mayor and the member designated under section 9(1) are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.
- (4) The member designated under section 9(1) or chosen under section 9(3) has the same powers and duties as the Mayor in relation to the applicable matter.
- (5) If the mayor desires to leave the chair for the purpose of taking part in the debate or otherwise, he/she shall call on the Deputy Mayor, or in his/her absence, another Councillor to take his/her place until he/she resumes the chair.

PART 4 - COUNCIL PROCEEDINGS

Attendance of Public at Meetings

10. (1) Except where the provisions of section 90 of the *Community Charter* apply, all Council meetings must be open to the public.
- (2) Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with section 92 of the *Community Charter*.
- (3) This section applies to all meetings of the bodies referred to in section 93 of the *Community Charter*, including without limitation:
 - (a) Council Committees;
 - (b) standing and select committees;
 - (c) parcel tax review panel; and
 - (d) board of variance.
- (4) Despite subsection 10(1), the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 9 may expel or exclude from a Council meeting a person in accordance with section 20(8).

Minutes of meetings to be maintained and available to public

11. (1) Minutes of the proceedings of Council must be:

- (a) legibly recorded;
 - (b) certified as correct by the Corporate Officer; and
 - (c) signed by the Mayor or other member presiding at the meeting or at the next meeting at which the minutes are adopted.
- (2) Subject to subsection 11 (3), and in accordance with section 97(1) (b) of the *Community Charter*, minutes of the proceedings of Council must be open for public inspection at City Hall during its regular office hours.
- (3) Subsection 11(2) does not apply to minutes of a Council meeting or that part of a Council meeting from which persons were excluded under section 90 of the *Community Charter*.

Calling meeting to order

12. (1) As soon after the time specified for a Council meeting as there is a quorum present, the Mayor, if present, must take the Chair and call the Council meeting to order; however, where the Mayor is absent, the Councillor designated as the member responsible for acting in the place of the Mayor in accordance with section 9 must take the Chair and call such meeting to order.
- (2) If a quorum of Council is present but the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 8 do not attend within 15 minutes of the scheduled time for a Council meeting:
- (a) the Corporate Officer must call to order the members present; and
 - (b) the members present must choose a member to preside at the meeting.

Adjourning meeting where no quorum

13. If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Officer must:
- (a) record the names of the members present, and those absent;

and

(b) adjourn the meeting until the next scheduled meeting.

Agenda

14. (1) Prior to each Council meeting, the Corporate Officer must prepare an Agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.
- (2) The deadline for submissions by the public to the Corporate Officer of items for inclusion on the Council meeting Agenda must be 1:00 p.m. on the Monday prior to the meeting.
- (3) The Corporate Officer must make the agenda available to the members of Council and the public no later than the Friday afternoon prior to the meeting.
- (4) Council must not consider any matters not listed on the Agenda unless a new matter for consideration is properly introduced as a late item pursuant to section 16.

Order of proceedings and business

15. (1) The agenda for all Regular Council meetings contains the following matters in the order in which they are listed below:
 - (a) Call to Order
 - (b) In-Camera Session
 - (c) Adoption of Agenda
 - (d) Disclosure of Interest
 - (e) Reports/Presentations
 - (f) Confirmation of Minutes
 - (g) Committee Reports
 - (h) Introduction of Bylaws
 - (i) Reconsideration of Bylaws
 - (j) Correspondence
 - Informational Correspondence
 - (k) Staff Reports
 - (l) New Business
 - (m) Council Statements
 - (n) Columbia Shuswap Regional District Update
 - (o) Notice of Motions

- (p) Unfinished Business & Tabled Items
 - (q) Other Competent Business
 - (r) Question and Answer Period
 - (s) Hearings
 - (t) Public Hearings
 - (u) Question and Answer Period
- (2) Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.

Late Items

16. (1) An item of business not included on the Agenda must not be considered at a Council meeting unless introduction of the late item is unanimously approved by Council at the time allocated on the Agenda for such matters.
- (2) If the Council makes a resolution under section 16 (1), information pertaining to late items must be distributed to the members.

Voting at meetings

17. (1) The following procedures apply to voting at Council meetings:
- (a) when debate on a matter is closed the presiding member must put the matter to a vote of Council members;
 - (b) when the Council is ready to vote, the presiding member must put the matter to a vote by stating:
"Those in favour raise your hands.", and then
"Those opposed raise your hands."
 - (c) when the presiding member is putting the matter to a vote under paragraphs (a) and (b) a member must not:
 - (i) cross or leave the room;
 - (ii) make a noise or other disturbance; or
 - (iii) interrupt the voting procedure under paragraph (b) unless the interrupting member is raising a point of order.
 - (d) after the presiding member finally puts the question to a vote

under paragraph (b), a member must not speak to the question or make a motion concerning it;

- (e) the presiding member's decision about whether a question has been finally put is conclusive;
- (f) whenever a vote of Council on a matter is taken, each member present shall signify their vote by raising their hand; and
- (g) the presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative.

Delegations

18. (1) The Council may allow an individual or a delegation to address Council at the meeting on the subject of an Agenda item provided written application on a prescribed form has been received by the Corporate Officer by 1:00 p.m. on the Monday prior to the meeting. Each address must be limited to 5 minutes unless a longer period is agreed to by unanimous vote of those members present.
- (2) Where written application has not been received by the Corporate Officer as prescribed in section 18(1), an individual or delegation may address the meeting if approved by the unanimous vote of the members present.
- (3) Council must not permit a delegation to address a meeting of the Council regarding a bylaw in respect of which a public hearing has been held where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.
- (4) The Corporate Officer may schedule delegations to another Council meeting or advisory body as deemed appropriate according to the subject matter of the delegation.
- (5) The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.

Points of order

19. (1) Without limiting the presiding member's duty under section 132(1) of the *Community Charter*, the presiding member must apply the correct procedure to a motion:
 - (a) if the motion is contrary to the rules of procedure in this bylaw; and
 - (b) whether or not another Council member has raised a point of order in connection with the motion.
- (2) When the presiding member is required to decide a point of order:
 - (a) the presiding member must cite the applicable rule or authority if requested by another Council member;
 - (b) another member must not question or comment on the rule or authority cited by the presiding member under subsection (2) (a); and
 - (c) the presiding member may reserve the decision until the next Council meeting.

Conduct and debate

20. (1) A Council member may speak to a question or motion at a Council meeting only if that member first addresses the presiding member.
- (2) Members must address the presiding member by that person's title of Mayor, Acting Mayor, or Councillor.
- (3) Members must address other non-presiding members by the title Councillor.
- (4) No member must interrupt a member who is speaking except to raise a point of order.
- (5) If more than one member speaks the presiding member must call on the member who, in the presiding member's opinion, first spoke.

- (6) Members who are called to order by the presiding member:
 - (a) must immediately stop speaking;
 - (b) may explain their position on the point of order; and
 - (c) may appeal to Council for its decision on the point of order in accordance with section 132 of the *Community Charter*.

- (7) Members speaking at a Council meeting:
 - (a) must use respectful language;
 - (b) must not use offensive gestures or signs;
 - (c) must speak only in connection with the matter being debated;
 - (d) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded; and
 - (e) must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.

- (8) If a member does not adhere to subsection (7) (e), the presiding member may order the member to leave the member's seat, and:
 - (a) if the member refuses to leave, the presiding member may cause the member to be removed by a peace officer from the member's seat; and
 - (b) if the member apologizes to the Council, Council may, by resolution, allow the member to retake the member's seat.

- (9) A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.

- (10) The following rules apply to limit speech on matters being considered at a Council meeting:
 - (a) a member may speak more than twice in connection with the

same question only

- (i) with the permission of Council; or
 - (ii) if the member is explaining a material part of a previous speech without introducing a new matter.
- (b) a member who has made a substantive motion to the Council may reply to the debate; and
- (c) a member may speak to a question, or may speak in reply, for longer than a total time of 5 minutes only with the permission of Council.
- (11) After a motion is finally put by the Mayor, no member shall speak to the motion, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Mayor as to whether the motion has been finally put shall be conclusive.

Motions generally

21. (1) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.
- (2) A motion that deals with a matter that is not on the Agenda of the Council meeting at which the motion is introduced may be introduced with Council's unanimous permission.
- (3) A Council member may make only the following motions, when the Council is considering a question:
- (a) to refer to committee;
 - (b) to amend;
 - (c) to lay on the table;
 - (d) to postpone indefinitely;
 - (e) to defer to a certain time; and
 - (f) to adjourn.
- (4) A motion made under subsections (3) (c) to (f) is not amendable or debatable.
- (5) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council

member.

Notice of Motion

22. During the Notice of Motion portion of a regular or special meeting of the Council, any Council member may give a "Notice of Motion" respecting an item which that member intends to present at a future meeting, upon the member being acknowledged by the Presiding Member and the Notice of Motion being read to the meeting. A written copy of the motion presented under section 22 shall be provided to the Corporate Officer for inclusion in the Minutes of that meeting as a "Notice of Motion". The Corporate Officer shall place the motion on the Agenda of the next regular or special council meeting, or other future meeting designated by the member bringing forward the Notice of Motion, for consideration.

Motion to commit

23. Until it is decided, a motion made at a Council meeting to refer to committee precludes an amendment of the main question.

Motion for the main question

24. (1) In this section, "main question", in relation to a matter, means the motion that first brings the matter before the Council.
- (2) At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended:
 - (a) if a member of Council moves to put the main question, or the main question as amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question.

Amendments generally

25. (1) A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.
- (2) An amendment may propose removing, substituting for, or adding to the words of an original motion.
- (3) A proposed amendment must be reproduced in writing by the mover if requested by the presiding member.

- (4) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
- (5) An amendment may be amended once only.
- (6) An amendment that has been negated by a vote of Council cannot be proposed again.
- (7) A Council member may propose an amendment to an adopted amendment.
- (8) The presiding member must put the main question and its amendments in the following order for the vote of Council:
 - (a) a motion to amend a motion amending the main question;
 - (b) a motion to amend the main question, or an amended motion amending the main question if the vote under subparagraph (a) is positive; and
 - (c) the main question.

Reconsideration by Council Member

26. (1) Subject to section 131 of the *Community Charter*, the Mayor may, at the next Council meeting:
 - (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken; and
 - (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.
- (2) A Council member who voted on the prevailing side of a resolution may at any time move to reconsider that resolution.
- (3) Council must not discuss the main matter referred to in subsection (1) unless a motion to reconsider that matter is adopted in the affirmative.
- (4) A vote to reconsider must not be reconsidered.

- (5) Council may only reconsider a matter that has not:
 - (a) had the assent of the electors;
 - (b) been reconsidered under subsection (1) or section 131 of the *Community Charter*; or
 - (c) been acted on by an officer, employee, or agent of the City.
- (6) The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its reconsideration under this section.
- (7) A bylaw, resolution, or proceeding that is reaffirmed under subsection (1) or section 131 of the *Community Charter* is as valid and has the same effect as it had before reconsideration.

Privilege

- 27. (1) In this section, a matter of privilege refers to any of the following motions:
 - (a) fix the time to adjourn;
 - (b) adjourn;
 - (c) recess;
 - (d) raise a question of privilege of the Council; or
 - (e) raise a question of privilege of a member of Council.
- (2) A matter of privilege must be immediately considered when it arises at a Council meeting.
- (3) For the purposes of subsection (2), a matter of privilege listed in subsection (1) has precedence over those matters listed after it.

Adjournment

- 28. (1) A Council may continue a Council meeting after 11:00 p.m. only by an affirmative vote of the Council members present.
- (2) A motion to adjourn either a Council meeting or the debate at a Council meeting is always in order if that motion has not been preceded at that

meeting by the same motion.

- (3) Subsection (2) does not apply to either of the following motions:
 - (a) a motion to adjourn to a specific day; or
 - (b) a motion that adds an opinion or qualification to a preceding motion to adjourn.

PART 5 - BYLAWS

Copies of proposed bylaws to Council members

29. A proposed bylaw may be introduced at a Council meeting only if a copy of it has been delivered to each Council member at least 24 hours before the Council meeting, or all Council members unanimously agree to waive this requirement.

Form of Bylaws

30. A bylaw introduced at a Council meeting must:
 - (a) be printed;
 - (b) have a distinguishing name;
 - (c) have a distinguishing number;
 - (d) contain an introductory statement of purpose; and
 - (e) be divided into sections.

Bylaws to be considered separately or jointly

31. Council must consider a proposed bylaw at a Council meeting either:
 - (a) separately when directed by the presiding member or requested by another Council member; or
 - (b) jointly with other proposed bylaws in the sequence determined by the presiding member.

Reading and adopting bylaws

32. (1) The presiding member of a Council meeting may:
- (a) have the Corporate Officer read a synopsis of each proposed bylaw or group of proposed bylaws; and then
 - (b) request a motion that the proposed bylaw or group of bylaws be read.
- (2) The readings of the bylaw may be given by stating its title and object.
- (3) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.
- (4) Subject to section 477(2)(a) of the *Local Government Act* each reading of a proposed official community plan bylaw must receive the affirmative vote of a majority of the Council members present.
- (5) In accordance with section 135 of the *Community Charter*, Council may give two or three readings to a proposed bylaw at the same Council meeting.
- (6) Despite section 135(3) of the *Community Charter*, and in accordance with sections 477(6) and 480 of the *Local Government Act*, Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.

Bylaws must be signed

33. After a bylaw is adopted and signed by the Corporate Officer and the presiding member of the Council meeting at which it was adopted, the Corporate Officer must place it in the City's records for safekeeping.

PART 6 - RESOLUTIONS

Copies of resolutions to Council members

34. A resolution may be introduced at a Council meeting only if a copy of it has been delivered to each Council at least 24 hours before the Council meeting, or all Council members unanimously agree to waive this requirement.

Form of resolution

35. A resolution introduced at a Council meeting must be printed and have a distinguishing number.

Introducing resolutions

36. (1) The presiding member of a Council meeting may:
- (a) have the Corporate Officer read the resolution; and
 - (b) request a motion that the resolution be introduced.

PART 7 - COMMITTEES

Duties of standing committees

37. (1) Standing committees must consider, inquire into, report, and make recommendations to Council about all of the following matters:
- (a) matters that are related to the general subject indicated by the name of the committee; or
 - (b) matters that are assigned by Council; matters that are assigned by the Mayor,
 - (i) as required by Council or the Mayor, or
 - (ii) at the next Council meeting if the Council or Mayor does not specify a time.
- (2) Standing committees must report and make recommendations to Council at all of the following times:
- (a) in accordance with the schedule of the committee's meetings; and
 - (b) on matters that are assigned by Council or the Mayor,
 - (i) as required by Council or the Mayor, or
 - (ii) at the next Council meeting if the Council or Mayor

does not specify a time.

Duties of select committees

38. (1) Select committees must consider, inquire into, report, and make recommendations to Council about the matters referred to the committee by the Council.
- (2) Select committees must report and make recommendations to Council at the next Council meeting unless Council specifies a different date and time.

Schedule of committee meetings

39. (1) At its first meeting after its establishment a standing or select committee must establish a regular schedule of meetings.
- (2) The chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

Notice of committee meetings

40. (1) Subject to subsection (2), after the committee has established the regular schedule of committee meetings, including the times, dates and places of the committee meetings, notice of the schedule must be given by:
 - (a) posting a copy of the schedule at the Public Notice Posting Places; and
 - (b) providing a copy of the schedule to each member of the committee.
- (2) Where revisions are necessary to the annual schedule of committee meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a committee meeting.
- (3) The chair of a committee must cause a notice of the day, time and place of a meeting called under section 40(2) to be given to all members of the committee at least 48 hours before the time of the meeting.

Attendance at Committee meetings

41. (1) Council members who are not members of a committee may attend the meetings of the committee.

Minutes of committee meetings to be maintained and available to public

42. (1) Minutes of the proceedings of a committee must be:
- (a) legibly recorded;
 - (b) certified by the Corporate Officer;
 - (c) signed by the chair or member presiding at the meeting; and
 - (d) open for public inspection in accordance with section 97(1) of the *Community Charter*.

Quorum

43. The quorum for a committee is a majority of all of its members.

Conduct and debate

44. (1) The rules of the Council procedure must be observed during committee meetings, so far as is possible and unless as otherwise provided in this Bylaw.
- (2) Council members attending a meeting of a committee, of which they are not a member, may participate in the discussion only with the permission of a majority of the committee members present.

Voting at meetings

45. Council members attending a meeting of a committee of which they are not a member must not vote on a question.

PART 9 - GENERAL

46. If any section, subsection or clause of this bylaw is for any reason held to be

invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.

- 47. All meetings shall be recessed for a 10 minute break after 3 hours of continuous session.
- 48. This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the *Community Charter*.
- 49. Upon adoption of this bylaw, "City of Salmon Arm Council Procedures Bylaw No. 3331" and amendments thereto are hereby repealed.

READ A FIRST TIME THIS	13	DAY OF	August	2018
READ A SECOND TIME THIS	13	DAY OF	August	2018
READ A THIRD TIME THIS	13	DAY OF	August	2018
ADOPTED BY COUNCIL THIS	24	DAY OF	September	2018

"N. COOPER"
MAYOR

"E. JACKSON"
CORPORATE OFFICER