

THE CORPORATION OF THE  
**CITY OF WHITE ROCK**  
15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



**POLICY TITLE: ORDER OF PROCEEDINGS AND BUSINESS FOR COUNCIL AGENDAS**

**POLICY NUMBER: COUNCIL - 111**

<i>Date of Council Adoption:</i> July 13, 2009	<i>Date of Last Amendment:</i> April 17, 2023
<i>Council Resolution Number:</i> 2009-382, 2013-082, 2015-214; 2021-221; 2023-183	
<i>Originating Department:</i> Corporate Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> June 14, 2021

**Policy:**

- (1) The agenda for all regular Council meetings may contain the following matters in the order in which they are listed below or as needed where the Mayor, Chief Administrative Officer or Director of Corporate Administration deem appropriate this order may be varied to accommodate necessary situations:

- 1) Call Meeting to Order
- 2) Adoption of Agenda
- 3) Adoption of Minutes
- 4) Special Presentation(s) (if applicable)
- 5) Postpone / Adjournment for Public Hearing or Meeting (if applicable)
- 6) Question and Answer Period
- 7) Delegations / Presentations
- 8) Consent Agenda
- 9) Corporate Reports
- 10) Committee Recommendations (Select)
- 11) Policies
- 12) Bylaws and Permits
- 13) Correspondence
- 14) Mayor and Councillor Reports
- 15) Motions and Notices of Motion
- 16) Release of Items from Closed Council Meeting(s)
- 17) Other Business
- 18) Conclusion of the Meeting

- (2) The agenda for all Special Council meetings may contain whatever items are listed for consideration at that meeting.
- (3) Particular business at a Council meeting must be taken up in the order in which it is listed on the agenda unless otherwise amended by Council through resolution.

**Rationale:**

This item is established under a policy enabling Council and staff to work through the order of business for Council agendas. Previously it has been included in the Council Procedure Bylaw. Due to the nature of the policy this item does not affect the decision-making process, it is an operational aspect of the meeting agenda. A Council Procedure Bylaw requires readings that would involve at least two (2) meetings to complete. It is more efficient to have an item of this nature addressed through a policy where unusual circumstances can be addressed by staff or it can be amended by Council through a single consideration should the need arise.