



**City of Maple Ridge**  
**Council Procedure Bylaw No. 8010-2024**

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# City of Maple Ridge

## Bylaw No. 8010-2024

### A Bylaw to regulate the proceedings of Council, Council Meetings and other Council reporting bodies

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**WHEREAS** pursuant to the *Community Charter*, Council must by bylaw, establish general procedures to be followed by Council and committees in conducting their business;

**NOW THEREFORE**, the Municipal Council of the City of Maple Ridge, enacts as follows:

#### PART 1 – INTRODUCTION

##### 1. Title

(1) This Bylaw may be cited as the "Maple Ridge Council Procedure Bylaw No. 8010-2024".

##### 2. Repeal

(1) Maple Ridge Council Procedure Bylaw No. 7799-2021 is hereby repealed in its entirety.

##### 3. Definitions

(1) In this Bylaw,

"Acting Mayor" means the Councillor designated pursuant to section 12 as the Council 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;

"Agenda" means the list of items and order of business for any Meeting of Council or its Committees;

"Chair" means the person authorized or appointed to preside over a Meeting.

"City" means the Corporation of the City of Maple Ridge;

"City Body" means:

(a) Council;

(b) a Committee;

(c) a Commission;

(d) a parcel tax review roll panel established pursuant to section 204 of the *Community Charter*;

- (e) a board of variance established pursuant to section 899 of the *Local Government Act*;
- (f) an advisory body established by Council; and
- (g) a body that under the *Community Charter* or the *Local Government Act* may exercise the powers of the City or Council;

"City Hall" means Maple Ridge City Hall located at 11995 Haney Place, Maple Ridge, British Columbia;

"City Website" means the City's official website located at [www.mapleridge.ca](http://www.mapleridge.ca);

"Code of Conduct Bylaw" means the City's Code of Conduct Bylaw that regulates council conduct, as amended or replaced from time to time.

"Commission" means a municipal commission established under section 143 of the *Community Charter*;

"Committee" means a Select Committee or Standing Committee as the context requires, but excludes the Committee of the Whole;

"Committee of the Whole" [CoW] means a committee consisting of all Council members, whose primary purpose is discussing and debating matters related to City business;

"Community Charter" means *Community Charter*, SBC 2003, c 26;

"Corporate Officer" means the person appointed as Corporate Officer to carry out duties as defined in section 148 of the *Community Charter*, or their designate;

"Council" means the elected council of the City;

"Council Chamber" means the chamber on the lower level of City Hall designed to hold Council Meetings;

"Council Member" means the Mayor or a Councillor;

"Council Meeting" means any gathering to which members of Council have been invited, whereby quorum is obtained, at which discussion could be seen to be making decisions or moving towards making decisions, and is a material part of Council's decision-making process. The term Council Meeting includes Regular Council Meetings, Closed Meetings, Committee of the Whole Meetings, Council Workshops, and Special Council Meetings;

"Councillor" means a person presently holding the office of Councillor in the City;

"Delegation Request Form" means the online application form on the City's website, prescribed by the Corporate Officer, that may be amended from time to time;



"eAgenda" means the electronic agenda produced by the City's agenda management software and in the absence of software capabilities, sent via the Council Member's email;

"Electronic Means" means through the use of videoconferencing technology enabling real-time bidirectional video feeds to display the Meeting participants and allow the Meeting participants to see and hear the other Meeting participants;

"Human Rights Code" means *Human Rights Code*, RSBC 1996, c 210;

"Inaugural Meeting" means the Meeting at which candidates elected at the most recent general local election are sworn in as Council Members;

"Local Government Act" means *Local Government Act*, RSBC 2015, c 1;

"Mayor" means the person presently holding the office of Mayor in the City;

"Meeting" means a meeting of a City Body;

"Motion" means a formal proposal to consider a specified course of action (see also the definition "Resolution");

"Point of Order" means a procedure by which a Council Member can interrupt another speaker at a Meeting to request that the Chair immediately rule on a procedural matter;

"Point of Privilege" means a procedure used by a Council Member to request immediate action by the Chair on a matter affecting the rights and privileges of Council Members;

"Public Notice Posting Place" for the purpose of giving notice under section 94 of the *Community Charter*, means:

- (a) the window in the west entrance to the lobby of the City Hall; and,
- (b) the City Website.

"Question" means the subject matter of a Motion currently under debate, except where referring to public question period;

"Quorum" means:

- (a) with respect to Council Meetings and subject to an order issued pursuant to section 129 of the *Community Charter*, a majority of Council Members provided for under section 129 of the *Community Charter*; and,
- (b) with respect to a Committee or Commission, a majority of the voting members appointed;

"Regular Meeting of Council" means a Meeting established under section 8.1 of this Bylaw;

"Resolution" means a formal determination made by Council or a Committee that approves or orders a specified course of action (see also the definition "Motion");

“Special Council Meeting” means a Meeting held under section 9 of this Bylaw;

“Urgent Business” means a business matter that requires the urgent attention of Council prior to the next regularly scheduled Meeting, and that relates to public health or safety, a financial or legal matter of significance to the City, or a request for a leave of absence; and

“Workshop” means a Meeting of all Council Members whose primary purpose of which is to provide feedback and direction to City staff on programs and initiatives, and is not intended to be a decision-making body;

#### **4. Incorporation of Definitions**

- (1) Unless otherwise defined in this Bylaw, the definitions used in the *Community Charter*, the *Local Government Act*, and the *Interpretation Act* apply to this Bylaw.

#### **5. Application of Rules of Procedure**

- (1) The provisions of this Bylaw govern the proceedings of all Meetings of a City Body except as otherwise provided.
- (2) In cases not provided for under this Bylaw, the most current edition of Robert’s Rules of Order Newly Revised applies to the proceedings of Council, Committee of the Whole, Workshop, Committees, and Commissions to the extent that those Rules are:
  - (a) applicable in the circumstances; and
  - (b) not inconsistent with provisions of this Bylaw, the *Community Charter*, or the *Local Government Act*.
- (3) The rules of procedure contained in this Bylaw, except those that are governed by statutory provisions, may be temporarily suspended by two-thirds vote of all Council Members present.

### **PART 2 – COUNCIL MEETINGS**

#### **6. Inaugural Meeting**

- (1) Following a general local election, the first Meeting of Council must be held within the first ten (10) days of November in accordance with section 124(2)(g) of the *Community Charter*.
- (2) 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.

## **7. Time and Location of Meetings**

- (1) All Council Meetings must take place within City Hall except when Council resolves to hold Meetings elsewhere or through Electronic Means if it would not be practicable or efficient to hold the Meeting in person. Council may pass the Resolution to hold a Meeting outside of City Hall, or outside of City boundaries, at the commencement of that Meeting.
- (2) Council must establish prior to December 31, by resolution, a schedule of Regular Meetings. The Regular Council Meetings will typically:
  - (a) be held on the second and fourth Tuesday of each month unless otherwise scheduled by Council resolution; and,
  - (b) begin at 7:00 pm.
- (3) Other Meetings of Council will be held as follows:
  - (a) Committee of the Whole will be held on the first and third Tuesday of each month; and
  - (b) Council Workshop will be held on the second Tuesday of each month.
- (4) Council may by resolution:
  - (a) reschedule or cancel Meetings; [see also section 9(6)]
  - (b) change the time or location for holding Meetings;
  - (c) recess for a short period with a statement of the approximate time a Meeting will be reconvened; and,
  - (d) call an additional Meeting(s) at the time and place stipulated in the Council resolution.
- (5) The Corporate Officer may, in accordance with the Mayor and the Chief Administrative Officer or by a Resolution of Council, cancel, postpone, or reschedule any Meeting of Council, and establish a different day, time or place for that Meeting.

## **8. Notice of Council Meetings**

- (1) In accordance with section 127 of the *Community Charter [notice of council meetings]*, Council must prepare, annually on or before December 31, 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 at least once a year in accordance with section 94 of the *Community Charter*, and by posting it at the Public Notice Posting Places.
- (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.
- (3) The Corporate Officer must post notice of a cancelled or rescheduled Council Meeting at the Public Notice Posting Place.

- (4) In the event a Meeting open to the public or a Public Hearing is held, or held in part, through Electronic Means, the Corporate Officer must give the public notice of the link to allow public participation in the Meeting.

## **9. Calling and Notice of Special Council Meetings**

- (1) The Mayor may call a Special Council Meeting at any time by providing written notice of the date, time, place, and nature of the Meeting to each Councillor and to the Corporate Officer.
- (2) Two or more Councillors may, in writing, request that the Mayor call a Special Council Meeting.
- (3) Two or more Councillors may call a Special Council Meeting by sending a Special Council Meeting Notice to all Council Members and to the Corporate Officer if:
  - (a) within 24 hours after receiving a request pursuant to section 9(2), the Mayor has not made arrangements for a Special Council Meeting to be held within the next seven (7) days; or,
  - (b) the Mayor and the Acting Mayor are both absent or otherwise unable to call a Special Council Meeting.
- (4) Except where notice of a Special Council Meeting is waived by unanimous vote of all Council Members present under section 127(4) of the *Community Charter* and items on the Special Meeting Agenda are Urgent Business, notice of the date, hour, and place of a Special Council Meeting must be given at least 24 hours before the time of Meeting, by:
  - (a) posting a copy of the notice at the Public Notice Posting Place; and
  - (b) delivering a copy of the notice to each Council Member through the City's eAgenda.
- (5) The notice under subsection (4) must describe in general terms the purpose of the Meeting and must be signed by the Corporate Officer.
- (6) Before the time of a Special Council Meeting, the person(s) calling the Meeting may by notice:
  - (a) cancel the Meeting; or,
  - (b) postpone the Meeting and reschedule it to a different day and time.

## **10. Electronic Meeting Participation by Council Members**

- (1) A Council Meeting may be conducted through Electronic Means, as an in-person Meeting, or a hybrid of both.
- (2) Public notice of a Meeting of Council will be published on the Public Notice Posting Place and will include:



- (a) the way in which the Meeting is to be conducted by Electronic Means, in-person, or a hybrid of both; and,
  - (b) the ways in which the public may attend to hear, or watch and hear, the proceedings
- (3) A Council Member who is unable to attend in person at a Council Meeting may participate in the Meeting by Electronic Means if:
- (a) the facilities enable the other Council Members to hear and see, and be heard and seen, by the Council Member;
  - (b) except for any part of the Meeting that is closed to the public, the facilities enable the public to hear, or watch and hear, the Council Member;
  - (c) the Council Member keeps their camera turned on for the duration of the meeting, except when located in an area with insufficient bandwidth, as evidenced by video disruptions such as lag or choppiness;
  - (d) the Council Member attending by Electronic Means uses one of the corporate approved backgrounds or their natural environment so that it is clear that they are not in Council Chamber; and,
  - (e) the Council Member intending to use Electronic Means to participate has tested and ensured that the audio, microphone, and video is functioning, does not delay or interfere with the functioning of the Meeting, and meets the minimum requirements of the City's Information Technology department prior to the meeting.
- (4) Members of Council who are participating in a meeting conducted in accordance with this section are deemed to be present at the meeting.
- (5) Except in the case of an emergency, special circumstance, or public health event that prevents or restricts Council Members from being able to physically meet in one location, the Council Member presiding as Chair at a Meeting must not participate by Electronic Means and must be present in person at the place where the public may attend to hear, or watch and hear, the Meeting. The Corporate Officer must also be present in person.
- (6) When any Council Member participates in a Meeting of Council by Electronic Means:
- (a) a Council Member shall advise when they join the Meeting;
  - (b) a Council Member shall advise when they leave the Meeting and shall state the reason why, including declaring a conflict with an Agenda item;
  - (c) if a Council Member participating electronically does not vote, either electronically verbally, or by show of hand, they are deemed to be absent for the vote,
  - (d) if the failure to vote under section 6(c) results in a lack of quorum, section 21 shall apply, and,
  - (e) the Chair shall repeat the results of each vote, including the names of Council Members voting in opposition, immediately following each vote.
- (7) When a Council Member is participating electronically and must declare a conflict of interest:

- (a) as soon as the matter is introduced, the Council Member shall advise the Chair that they have a conflict of interest and state the reason why they are in conflict;
  - (b) the Chair will then direct City staff to place the Council Member in conflict in an electronic waiting room until the matter is disposed of; and,
  - (c) the next matter of business shall not be discussed until the Council Member has been returned to the Meeting, unless they are no longer in the waiting room.
- (8) Where any Council Member participates in a Closed Council Meeting through Electronic Means:
- (a) the Council Member shall verbally acknowledge that they are in a secure area where no one else can hear them and that they will maintain that confidentiality for the duration of the Meeting; and,
  - (b) the Corporate Officer will record this acknowledgement in the minutes of the Closed Council Meeting.
- (9) In the case of an interruption in the communication link to the Council Member(s) participating through Electronic Means at a Council Meeting:
- (a) the Chair or Council Member will notify the City's technical support staff.
  - (b) should the Council Member be disconnected while speaking, the Chair may move on to the next speaker;
  - (c) once communications are re-established, the Council Member will be provided another opportunity to speak so long as the same item is still being considered; and,
  - (d) the Meeting will continue without the participant(s) attending through Electronic Means so long as there is quorum present.
- (10) Council Members shall provide the Corporate Officer with a confirmation of their planned method of attendance at a Meeting (if the Meeting is held through Electronic Means, in-person, or through a hybrid of both) no later than end of day on the day before the Meeting.

## **11. Public Hearings**

- (1) Public Hearings will be held on the third Tuesday of each month (unless otherwise stated in the current Council Meeting Schedule posted at the Public Notice Posting Place) and will begin at 7:00 pm.
- (2) Public Hearings are to be held in Council Chamber, except when the scope of a Public Hearing may warrant holding it in a larger location, and may be held by Electronic Means, as an in-person Meeting, or a hybrid of both.
- (3) Public Hearings must be held after the second reading of a bylaw and before third reading.
- (4) More than one item for consideration that is the subject of a bylaw may be included in a Notice of Public Hearing and more than one bylaw may be considered at a Public Hearing.

- (5) During the public hearing, Planning staff will provide a presentation to introduce the application. The owner/applicant of the application will then be provided an opportunity to speak to it for a maximum of 10 minutes.
- (6) Despite section 11(5), the Chair may ask the owner/applicant to respond to questions or address issues that may have arisen during public input.
- (7) The Chair will make three calls for public speakers. Public speakers will be limited to (5) minutes per call, to a maximum of three (3) calls or fifteen (15) minutes. Public speakers may not speak a second time until others have had an opportunity to speak.
- (8) A written report of each Public Hearing item containing a summary of the nature of the representations respecting the bylaw(s) that were made at the Public Hearing, must be prepared and maintained as a public record.
- (9) The report under section 11(5) must be signed by the Chair and be certified as being fair and accurate by the Corporate Officer.
- (10) A Public Hearing may be adjourned, and no further notice of the hearing is necessary if a time and place for the resumption of the hearing is stated to those present at the time that the hearing is adjourned.
- (11) Council Members shall provide the Corporate Officer with a confirmation of their planned method of attendance at a Public Hearing (if the Meeting is held through Electronic Means, in-person, or through a hybrid of both) no later than end of day on the day before the Public Hearing.

### **PART 3 - DESIGNATION OF COUNCIL MEMBER TO ACT IN PLACE OF MAYOR**

#### **12. Acting Mayor**

- (1) Annually, in November, Council must, from amongst all its Council Members, designate Councillors to serve on a rotating basis as the Acting Mayor. The term of the designated Acting Mayor is not required to be equal amongst all Councillors, and Councillors may choose to exclude themselves from the Acting Mayor rotation with the vote of Council.
- (2) If a Councillor is unable or unwilling to participate in an Acting Mayor rotation, that Councillor may be excluded from an Acting Mayor rotation for up to one year with the vote of Council.
- (3) The Acting Mayor shall chair the Committee of the Whole Meetings.
- (4) If the Acting Mayor is absent, or 15 or more minutes late at the start of the Meeting, the next Council Member in line for Acting Mayor will preside at that Meeting.
- (5) Each Councillor designated under this section must fulfill the responsibilities of the Mayor in the Mayor's absence.

- (6) The Council Member designated under this section has the same powers and duties as the Mayor in relation to the applicable matter.

## **PART 4 – COUNCIL PROCEEDINGS**

### **13. Application of Rules to Other Bodies**

- (1) In addition to applying to Council Meetings, sections 14-16, 18, 20-22, 28, 30-34, and 37-40 also apply to Meetings of a City Body, insofar as they are applicable.

### **14. Attendance of Public at Meetings**

- (1) Except where the provisions of section 90 of the *Community Charter [meetings that may or must be closed to the public]* apply, all Council Meetings must be open to the public.
- (2) The Chair may expel or exclude from a Council Meeting any person in accordance with section 133 of the *Community Charter*.
- (3) Members of the public may attend all applicable Meetings under subsection (1) by Electronic Means.
- (4) Members of the public participating by Electronic Means must mute their microphone and have their camera turned off until called upon by the Chair, and once called upon, they must enable their microphone and camera to allow Council Members to see and hear them.

### **15. Attendance at Closed Meetings**

- (1) Council may allow City staff to attend Closed Meetings or may exclude them from attending closed Meetings, as Council deems appropriate.
- (2) Council may allow a person other than a City staff member to attend a closed Meeting or a portion of a closed Meeting if Council considers it necessary and if the person already has knowledge of confidential information, or if that person is a lawyer attending to provide legal advice in relation to the matter.
- (3) The minutes of closed Meetings must record the names of all persons in attendance, and for Council Members, when they entered and left the Meeting.

### **16. Resolution Required Before Closed Meeting**

- (1) Before a closed Meeting is held, Council must state by resolution passed in a public Meeting in accordance with section 92 of the *Community Charter [requirements before Council Meeting is closed]*, the fact that the Meeting or part thereof is to be closed, and



the basis for the closed Meeting as described in section 90 of the *Community Charter* under which the Meeting or part thereof is to be closed.

### **17. Meetings and Bylaws**

- (1) Council must not vote on the reading or adoption of a bylaw at a closed Meeting.

### **18. Confidentiality**

- (1) All Council Members must keep in confidence any information that was considered, or is scheduled to be considered, at any closed Meeting, until and unless Council by resolution agrees to make the confidential information available to the public, or unless required to disclose such information by court order or order made by the Office of the Information and Privacy Commissioner for British Columbia.
- (2) The Chair of the closed Meeting, in conjunction with representatives of City administration (which may include the Chief Administrative Officer, Corporate Officer, General Counsel), may determine at their discretion the method of providing the materials presented at the closed Meeting if the nature of the materials does not allow them to be readily distributed to Council Members, and whether materials are to be collected at the end of the closed Meeting.
- (3) Whenever possible, confidential materials will be provided to Council Members in advance of the closed Meeting.

### **19. Meeting Minutes**

- (1) Minutes of the Meetings of Council must be:
  - (a) legibly recorded;
  - (b) certified as correct by the Corporate Officer; and,
  - (c) signed by the Mayor or other Council Member presiding at the meeting.
- (2) The minutes of previous meetings, by Resolution of Council, shall be adopted.
- (3) In accordance with section 97(1)(b) of the *Community Charter* [other records to which public access must be provided], minutes of the Meetings of Council must be open for public inspection at City Hall during its regular office hours.
- (4) Section 19(3) 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* [meetings that may be closed to the public].

## **20. Calling Meeting to Order**

- (1) As soon as possible after the time specified for the commencement of a Council Meeting, if there is a quorum present:
  - (a) The Mayor, if present, must take the Chair and call the Meeting to order; or,
  - (b) If the Mayor is absent, the Acting Mayor must take the Chair and call the Meeting to order.
- (2) If a quorum of Council is present but neither the Mayor nor the Acting Mayor are present at the time at which the Meeting is scheduled to begin the next Council Member in line for Acting Mayor will preside at that Meeting.

## **21. Adjourning Meeting Where No Quorum**

- (1) If there is no quorum of Council present within 15 minutes of the scheduled time for a Council Meeting, the Corporate Officer must record the names of the Council Members present and those absent, and adjourn the Meeting until the next scheduled Meeting.
- (2) If a quorum of Council Members is lost during a Meeting the Corporate Officer must record the names of the Council Members present and those absent, and temporarily adjourn the Meeting until a quorum is present. If a quorum does not reconvene within 15 minutes, the Corporate Officer must adjourn the Meeting until the next scheduled Meeting.

## **22. Agenda**

- (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) Business at a Council Meeting must in all cases be taken up in the order in which it is listed in section 24 unless otherwise resolved by Council.
- (3) The Corporate Officer must make the Agenda available to the Council Members and the public on the Friday prior to the Meeting.

## **23. Order of Proceedings and Business**

- (1) The Agenda for all regular Council Meetings shall contain the following headings, listed in an order deemed appropriate by the Corporate Officer:
  - (a) Call to Order and Territorial Acknowledgement;
  - (b) Approval of Agenda;
  - (c) Adoption of Minutes;
  - (d) Presentations at the Request of Council;
  - (e) Delegations;
  - (f) Public Comment on Agenda Items;

- (g) Consent Agenda;
- (h) Bylaws;
- (i) Staff and Committee Reports;
- (j) Other Matters Deemed Expedient<sup>1</sup>;
- (k) Public Inquiry;
- (l) Mayor and Councillor Reports<sup>2</sup>;
- (m) Notices of Motions;
- (n) Adjournment.

(2) The Agenda for all Committee of the Whole Meetings shall contain the following headings, listed in an order deemed appropriate by the Corporate Officer:

- (a) Call to Order and Territorial Acknowledgement;
- (b) Approval of Agenda;
- (c) Adoption of Minutes;
- (d) Presentations at the Request of Council;
- (e) Delegations;
- (f) Public Comment on Agenda Items;
- (g) Staff Reports;
- (h) Other Matters Deemed Expedient<sup>1</sup>;
- (i) Adjournment.

(3) The Agenda for all Workshops shall contain the following headings, listed in an order deemed appropriate by the Corporate Officer:

- (a) Call to Order and Territorial Acknowledgement;
- (b) Approval of Agenda;
- (c) Adoption of Minutes;
- (d) Staff Reports;
- (e) Adjournment.

#### **24. Public Comment on Agenda Items**

- (1) During the public comment portion of the agenda, the public will be afforded two (2) minutes to address Council only on items on the agenda for the Meeting, with a total of 15 minutes allotted for public comment unless a majority vote of the members present extends the allotted time.
- (2) A member of the public must begin their presentation by stating their name and city of residence.
- (3) Notwithstanding sections 24(1) and (2), members of the public must not address Council on agenda items regarding:
  - (a) a bylaw or Temporary Use Permit that has been referred to a public hearing;

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<sup>1</sup> See Section 26 – Other Matters Deemed Expedient.

<sup>2</sup> Mayor and Councillor reports will not be recorded into the Minutes.

- (b) a bylaw or Temporary Use Permit for which a public hearing has been held that has not yet been adopted; or
- (c) a zone amending bylaw for which a public hearing is waived under section 464(2) of the *Local Government Act*; or
- (d) a zone amending bylaw for which a public hearing is prohibited under section 464(3) of the *Local Government Act*.

## **25. Consent Agenda Items**

- (1) Items listed under "Consent Agenda" are considered for approval in one motion, unless a Council Member wishes to debate an item and requests that it be excluded. The rule of order establishing a consent agenda provides that consent agenda items may be considered in total and without debate or amendment.
- (2) Once moved and seconded, if any Council Member removes an item from the consent agenda to be discussed and decided separately, the balance of the items will be voted on together.
- (3) If an item is excluded from the "Consent Agenda", the item will be considered as an Agenda item under the appropriate section at the discretion of the Corporate Officer and without Resolution, to discuss such items in more detail or to provide an opportunity for Motions on the item(s) excluded. Each item removed from the Consent Agenda will be debated and voted on by Council separately.
- (4) Items will be listed in the "Consent Agenda" section that, in the opinion of the Chief Administrative Officer and/or Corporate Officer, require little or no discussion by Council.

## **26. Other Matters Deemed Expedient**

- (1) An item of business not included on the Agenda must not be considered at a Meeting unless introduction of the item is approved by Council Resolution at the time allocated on the Agenda under Other Matters Deemed Expedient and is a matter of Urgent Business.
- (2) A Council Member must, when making a request, inform Council of the nature of the business and the reason for urgent consideration.
- (3) If the Council makes a Resolution under section 26(1), information pertaining to such items must be distributed to Council Members and to the public as soon as possible.
- (4) Non-urgent items shall be dealt with through the Notice of Motion process.

## **27. Public Inquiry Period**

- (1) At the end of Council business, the public will be afforded an opportunity to address Council on issues that are of concern to them.
- (2) Inquiries or statements regarding matters referred to in section 24(3) are not permitted.



- (3) Each inquiry must be limited to two (2) minutes, with a total of 10 minutes per Public Inquiry Period for each Meeting, unless a majority vote of the members present extends the allotted time. The speaking order is determined by the order the speakers approach the podium.
- (4) A speaker may be permitted a second opportunity to speak for two (2) additional minutes if there are no other members of the public that wish to make an inquiry.

## **28. Voting at Meetings**

- (1) The following procedures apply to voting at Council Meetings:
  - (a) when debate on a matter is closed, the Chair must put the matter to a vote of Council Members;
  - (b) when the Chair is putting the matter to a vote under section 28(1)(a) a Council Member must not:
    - (i) cross or leave the room, unless excused as a result of not being entitled to vote under the *Community Charter* or if excused by Council;
    - (ii) make a noise or other disturbance; or
    - (iii) interrupt the voting procedure under paragraph (b) unless the interrupting Council Member is raising a point of order.
  - (c) if requested by a Council Member, Council must vote separately on each distinct part of a Motion that is under consideration;
  - (d) after the Chair finally puts the Question to a vote under section 28(1)(a), a Council Member must not speak to the Question or make a Motion concerning it, except to move a motion referred to in section 37(7) that will supersede the main Motion and must be voted on first;
  - (e) the Chair's decision about whether a Question has been finally put is conclusive;
  - (f) a Council Member cannot abstain from a vote; any failure to vote will be deemed by the Chair to be a vote in favour of the Motion and will be recorded as such in the minutes.
  - (g) if the votes of the Council Members present at a Council Meeting at the time of the vote are equal for and against a motion, the Motion is defeated;
  - (h) the Chair must declare the result of the voting by stating that the Question is decided in either the affirmative or the negative and the result will be recorded in the Minutes as "CARRIED" or "DEFEATED" as circumstances dictate;
  - (i) the names of those who vote negative, against a Question, shall be stated by the Chair and entered into the Minutes;
  - (j) the names of those Council Members in attendance at the Meeting but absent at the time of the vote on a matter shall be entered into the Minutes.

## 29. Delegations

- (1) A delegation will only be heard by Council if a Delegation Request Form is submitted by 12:00 noon at least one week prior to the preferred Meeting and approved by the Corporate Officer.
- (2) Delegations will not be heard on the following:
  - (a) any Official Community Plan Bylaws, Temporary Use Permits or Zoning Bylaws, including amendments to such bylaws, which have received first reading and which have not yet been adopted, defeated, or abandoned;
  - (b) any rezoning or land use matter for which a public hearing is prohibited in accordance with section 464(3) of the *Local Government Act* or for which a public hearing has been waived in accordance with section 464(2) of the *Local Government Act*;
  - (c) the promotion of commercial products or services;
  - (d) any matter pertaining to publicly tendered contracts or proposal calls for the provision of goods and services for the City, between the time that such contract or proposal call has been authorized and the time such contract or proposal call has been awarded;
  - (e) any matter that is before the courts or for which legal action is being pursued or is pending;
  - (f) any matter that is or has been the subject of a claim for damages against the City;
  - (g) any matter that involves an application before the Board of Variance that is pending or has been determined;
  - (h) Requests for financial or in-kind support;
  - (i) any matter which will be provided its own opportunity for public input which includes but is not limited to grant applications, certain bylaws, and development variance permits;
  - (j) any matter on which the Delegate has already spoken to Council and where no new, significant information is provided; and,
  - (k) any other topic deemed inappropriate or of concern by the Mayor or the Chief Administrative Officer, or both.
- (3) The provisions of section 29(2)(a) do not apply where a second or subsequent Public Hearing is to be held on an Official Community Plan, Temporary Use Permit or Zoning Bylaw or amendments to such bylaws.
- (4) 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 or if it pertains to any of the matters referred to in section 29(2). If the delegation wishes to appeal the Corporate Officer's decision, they are to notify the Corporate Officer and a decision will be made by Council during the 'Amendment of the Agenda' portion of a Council Meeting.
- (5) Materials to be included in the council agenda must be submitted to the Corporate Officer six days prior to the meeting date.
- (6) A maximum of three delegations will be permitted per meeting.

- (7) Delegations will be required to abide by the following general rules:
- (a) Delegations will be allowed a maximum of 10 minutes to make their presentation, excluding the time taken for questions posed by Council, unless there is a majority vote of the Council Members who are present at the Meeting to extend the allotted time.
  - (b) A Delegation intending to use the City's audio and/or audio-visual equipment must advise the Corporate Officer 24 hours prior to the Council Meeting, on the understanding that the City will assist with, but cannot guarantee the functionality of the equipment or that it is compatible with the Delegations materials.

### **30. Conflict of Interest**

- (1) In addition to the requirements of the Code of Conduct Bylaw, if a Council Member attending a Council Meeting considers that they have a direct or indirect pecuniary interest in a matter, they will:
- (a) prior to the matter's consideration, notify the Mayor or Chair of the Meeting that they have a conflict of interest, stating in general terms the reason why they consider that to be the case.
  - (b) leave any Meeting if the matter is discussed and not return until the discussion has ended or voting has been concluded;
  - (c) if participating by Electronic Means, the Chair will direct the Corporate Officer to place the Council Member in a virtual waiting room for the duration of the item.
  - (d) refrain from discussing the matter with any other Council Member publicly or privately; and,
  - (e) refrain from attempting in any way to influence the voting on any Motion in respect of the matter.
- (2) When a declaration is made pursuant to section 30(1)(a), the Corporate Officer must record the Council Member's declaration or statement, the reasons given for it and the time of the Council Member's departure from the Council Meeting and, if applicable, of the Council Member's return.
- (3) Sections 30(1) and 30(2) do not apply if one or more of the following circumstances applies:
- (a) the pecuniary interest of the Council Member is a pecuniary interest in common with electors of the City generally;
  - (b) in the case of a matter that relates to a local area service, the pecuniary interest of the Council Member is in common with other persons who are or would be liable for the local service tax imposed in relation to the local area service;
  - (c) the matter relates to remuneration, expenses, or benefits payable to one or more Council Members in relation to their duties as Council Members; and,
  - (d) the pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the Council Member in relation to the matter.

### **31. Points of Order**

- (1) Without limiting the Chair's duty under the *Community Charter*, a Council Member may raise a Point of Order at any time, whereupon the Chair must:
  - (a) interrupt the matter currently under consideration on the Agenda;
  - (b) interrupt any Council Member who is speaking until the Point of Order has been ruled upon;
  - (c) ask the Council Member raising the Point of Order to state the substance of and the basis for the Point of Order; and,
  - (d) rule on the Point of Order without debate.
- (2) If the Council Member who raised the Point of Order is dissatisfied with the ruling of the Chair, they have the right to appeal the decision at which time:
  - (a) the Chair shall immediately ask "shall the ruling of the Chair be sustained?" and the Questions must be decided without debate;
  - (b) the Chair must not vote on the Question; and,
  - (c) the Motion passes in the affirmative if the votes are equal, or if a majority of Council Members vote in the affirmative and the decision of the Chair is confirmed.
- (3) Where Council has voted not to sustain the Chair, the decision of the Chair is negated and the business of Council must proceed as if the Chair's decision had never been made.

### **32. Point of Privilege**

- (1) In this section, a Point of Privilege refers to any of the following motions:
  - (a) fix the time to adjourn;
  - (b) adjourn;
  - (c) recess;
  - (d) raise a Point of Privilege of the Council; and,
  - (e) raise a Point of Privilege of a Council Member.
- (2) A Point of Privilege must be immediately considered by a vote of the majority of Council Members present when it arises at a Council Meeting.
- (3) For the purposes of section 32(2), a Point of Privilege listed in section 32(1) has precedence over those matters listed after it.

### **33. General Rules of Conduct**

- (1) Any person or Council Member attending a Council Meeting must:
  - (a) address a Council Member by their title of Mayor, Acting Mayor, or Councillor, as applicable;
  - (b) not engage in any bullying or harassing behaviour in respect of a Council Member, Government Official, or a City staff member, including but not limited to:



- (i) unwelcome conduct or comments that would be considered discriminatory under the *Human Rights Code*;
  - (ii) expressing a negative opinion about the personality or character of a Council Member, Government Official, or a City staff member;
  - (iii) speaking disrespectfully about a Council Member, a Government Official, or a City staff member;
  - (iv) speaking or acting aggressively towards a Council Member, a Government Official, or a City staff member;
  - (v) questioning the motives of a Council Member, Government Official, or City staff member;
  - (vi) using rude or offensive language, engaging in rude or offensive conduct, or using offensive gestures or signs; or,
  - (vii) disrupting or unnecessarily delaying the conduct of business at the Council Meeting.
- (c) not speak on electronic communication devices when a person or Council Member is speaking, except in the case of an emergency;
  - (d) not disrupt or unnecessarily delay the conduct of business at the Council Meeting;
  - (e) cease speaking, if called to order by the person presiding over the Meeting;
  - (f) adhere to the provisions of this Bylaw, the Code of Conduct Bylaw, and any other applicable City bylaws; and,
  - (g) adhere to any rulings or decisions made pursuant to this Bylaw.

#### **34. Rules of Conduct Contravened by a Person Other Than a Council Member**

- (1) If a Council Member is of the opinion that a person has contravened section 33, the Council Member must state on the record which rule of conduct was contravened and how that rule of conduct was contravened.
- (2) If a Council Member alleges a contravention of a rule of conduct pursuant to section 34(1), and the Chair is of the opinion that the named person did not contravene the rule of conduct, the Chair must state on the record why they believe the rule of conduct was not contravened.
- (3) If a Council Member alleges a contravention of a rule of conduct pursuant to section 34(1), and the Chair is of the opinion that the named person contravened the rule of conduct, the Chair shall:
  - (a) permit the person to apologize immediately to Council for the conduct that contravened section 33; or,
  - (b) order the person to leave the Council Meeting immediately.
- (4) If a person who has contravened section 33 is permitted to apologize pursuant to section 34(3), and does so apologize, the Chair shall:
  - (a) permit the person to remain in the Council Meeting; or,

- (b) order the person to leave the Council Meeting immediately if the Chair is of opinion that the apology was inadequate.
- (5) If a person does not voluntarily comply with an order pursuant to section 34(3) or 34(4), that person may be removed from the Council Meeting by a peace officer at the Chair's discretion.
- (6) If a person repeatedly contravenes the General Rules of Conduct set out in section 33, Council may adopt a resolution authorizing the City's legal counsel to pursue legal remedies against the person.

**35. Special Rules of Conduct and Debate for Council Members**

- (1) In addition to complying with the General Rules of Conduct set out in section 33 and the City's Code of Conduct, Council Members must:
  - (a) not interrupt a person or a Council Member who is speaking, except to raise a Point of Order or a Point of Privilege;
  - (b) not speak on the matter under debate until they are recognized by the Chair. Once recognized, a Council Member may speak to the matter under debate, up to the maximum number of minutes as laid out in the table below, unless extended by Council Resolution:

	1 <sup>st</sup> Round	2 <sup>nd</sup> Round	Amendment
CoW	Up to 10 minutes	Up to 5 Minutes	Additional 5 minutes
Council Workshop	Up to 10 minutes	Up to 10 Minutes	Additional 5 minutes
Regular Council	Up to 5 minutes	Up to 5 minutes	Up to 5 minutes

- (c) only speak in connection with the matter being debated; and
- (d) speak about a vote of Council only for the purpose of making a motion that the vote be rescinded or reconsidered pursuant to section 43 of this Bylaw; and
- (e) may require the Question being debated at a Council Meeting to be read at any time during the debate if it does not interrupt another Council Member who is speaking.

**36. Rules of Conduct Contravened by a Council Member**

- (1) If a Council Member is of the opinion that another Council Member has contravened section 33 or 35:
  - (a) the first Council Member must state on the record which rule of conduct was contravened and how that rule of conduct was contravened by the second Council Member; and,
  - (b) Council must vote on whether the second Council Member has contravened section 33 or 35.

- (2) If a majority of Council decides that the second Council Member has contravened section 33 or 35, the Chair may:
  - (a) permit the Council Member to apologize immediately to Council for the conduct that contravened section 33 or 35; or
  - (b) order the Council Member to leave the Council Meeting immediately.
- (3) If the second Council Member is permitted to apologize pursuant to section 36(2)(a), and does so apologize, Council shall:
  - (a) adopt a resolution permitting the Council Member to remain in the Council Meeting; or,
  - (b) adopt a resolution ordering the Council Member to leave the Council Meeting immediately if Council is of the opinion that the Council Member's apology was inadequate.
- (4) If a Council Member does not voluntarily comply with an order pursuant to section 36(2)(b) or 36(3)(b), that Council Member may be removed from the Council Meeting by a peace officer at the Chair's discretion.

### **37. Motions**

- (1) The Chair may speak to any motion.
- (2) Council actions must be dealt with by voting on a Motion put forth by a Council Member and seconded by another Council Member with the exception of incidental Motions as outlined in section 37(8).
- (3) A Motion may be withdrawn by the mover of a Motion, with the consent of the majority of all Council Members present, but may not be withdrawn after it has been voted on by Council.
- (4) If the Chair considers that a Motion is contrary to law (including this Bylaw), the Chair must inform Council at once and give reasons as to why they are refusing debate on the motion and refusing to put the Question to a vote. The Chair may refer the Motion to City staff or legal counsel for further consideration.
- (5) The Corporate Officer must record in the minutes the text of every Motion that is duly moved and seconded.
- (6) After a Motion has been made by a Council Member and Seconded by another Council Member and recorded by the Corporate Officer, if so requested by a Council Member, the Corporate Officer must read the Motion aloud before the Motion is debated or put to a vote by the Chair.
- (7) When a Motion is on the floor, and before the Question has been called, except for incidental Motions, only the following Motions are permitted, in the following order of precedence:

- (a) a Motion to immediately adjourn the Meeting;
- (b) a Motion to amend;
- (c) a Motion to refer; and,
- (d) a Motion to defer.

(8) The following incidental Motions may be made at any time:

- (a) a Motion to enforce the rules which does not require a seconder and is not debatable;
- (b) a Motion to suspend the rules which requires a seconder, is not debatable, and a 2/3 vote of all of the Council Members present at the Council Meeting; and,
- (c) a Motion to divide the motion which requires a seconder and is not debatable.

### **38. Motions to Refer**

(1) A Council Member may propose a Motion to refer either:

- (a) a matter that is on the agenda of a Council Meeting, but on which a Motion has not yet been made; or,
- (b) a Motion that is on the floor.

(2) Upon a Motion to refer being seconded, such Motion:

- (a) is debatable, but only as to the merits of the referral;
- (b) may not be deferred; and,
- (c) applies to an amendment or an original Motion,

(3) Where a Motion to refer has been adopted that refers an original Motion that has been amended, the referral applies to the original Motion, as amended.

(4) Before the Question is called on a referral Motion, any Council Member may give direction on such Motion on matters that the Council Member feels should be investigated further before the matter is present to Council again.

### **39. Motions to Defer**

(1) A Council Member may propose a Motion to defer a Motion that is on the floor either:

(a) to a later time during the same Council Meeting and in such Motion, must specify when in the order of business, or after which circumstances, the Motion must be dealt with; or

(b) to another Council Meeting and in such Motion, may specify:

- (i) the date of the Council Meeting at which the deferred Motion is to be considered;
- (ii) any conditions that must be fulfilled in order for the deferred Motion to be considered further; or,
- (iii) both (i) and (ii)

- (2) A Motion to defer is debatable, but only as to the merits of deferral.

#### **40. Motions to Amend**

- (1) A Council Member, other than the mover of a Motion, may propose an amendment to the Motion.
- (2) When an amendment to a Motion has been moved and seconded, debate is limited to the amendment only.
- (3) If the amendment is defeated, debate may continue on the original Motion, and if no further amendments are proposed, the Chair must call the Question on the original motion.
- (4) If the amendment is adopted and no further amendments are proposed, the Chair must then call the Question on the original Motion, as amended.
- (5) A Council Member may propose a sub-amendment to an amendment, however, a Council Member may not propose a sub-amendment to a sub-amendment.
- (6) The Chair must call the Question on a Motion that has been amended, in the following order:
  - (a) a sub-amendment, if any;
  - (b) the amendment to the original Motion;
  - (c) the original Motion, as amended.
- (7) The amendments permitted by sections 40(1) through 40(7) may take the form of deletion, addition or substitution of words or figures, provided such deletions, additions or substitutions do not, in the opinion of the Chair, negate the intent of the original Motion.
- (8) If any Council Member, by Point of Order, states that a proposed amendment to a Motion would negate the intent of that Motion, the Chair must at once rule whether that would be the case.
- (9) A ruling made pursuant to section 40(8) may be appealed to Council as if the ruling were a Point of Order [see Section 31]

#### **41. Notice of Motion Process**

- (1) A Notice of Motion regarding any matter that is not listed on the Agenda to Council for consideration, must provide the Notice of Motion to the Corporate Officer six (6) days prior to the Meeting. The Corporate Officer will include the Notice of Motion and any supporting materials provided by the Council Member on the next Agenda.
- (2) Council may not proceed with any Notice of Motion on the Agenda in the absence of the Council Member at whose request the item was placed on the Agenda unless:

- a. the written consent of the absent Council Member is presented to the Chair; or,
  - b. Council resolves to proceed with the Notice of Motion despite the absence of the Council Member.
- (3) Council may waive strict compliance with this section and present a Motion for immediate consideration by a 2/3 vote of all Council Members present at the Council Meeting.

#### **42. Reconsideration Required by Mayor**

- (1) The Mayor may require Council to reconsider and vote again on a resolution that was the subject of a vote:
- (a) at the same Council Meeting as the vote took place; or,
  - (b) at a Council Meeting held within 30 days after the Council Meeting referred to in section 42(1)(a),
- provided that:
- (i) there has not already been a reconsideration of the resolution under this section;
  - (ii) the resolution has not been acted upon irreversibly by a City officer, employee or agent.
- (2) If the Mayor requires a reconsideration pursuant to section 42(1), the Mayor must provide Council with verbal or written reasons for the reconsideration so that:
- (a) Council will know why it is being asked to reconsider the resolution;
  - (b) the reconsideration can be properly debated; and,
  - (c) there is a public record of the reconsideration and the reasons for which it will be made.

#### **43. Reconsideration by Council Member**

- (1) Subject to subsection 43(5), a Council Member who voted with the majority either for or against a motion may, at the next Council Meeting:
- (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken;
  - (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption; and
  - (c) Council must not discuss the main matter referred to in section 43(1) unless a motion to reconsider that matter is adopted in the affirmative.
- (2) When considering a motion to reconsider, Council has the same authority it had in its original consideration of the matter, subject to the same conditions that applied to the original consideration.
- (3) A motion to reconsider can be debated but must not be reconsidered.



- (4) Council may only reconsider a matter that has not:
  - (a) had the approval or assent of the electors and been adopted;
  - (b) been previously reconsidered under section 43(1) or section 131 of the *Community Charter [mayor may require Council reconsideration of a matter]*; or
  - (c) been acted on irreversibly by an officer, employee, or agent of the City.
- (5) If a motion to reconsider is defeated, the same or substantially the same Motion may not be brought before Council for at least six (6) months, unless Council permits this by unanimous resolution.

#### **44. Adjournment**

- (1) A Council may continue a Council Meeting:
  - (a) after 10:30 pm only by an affirmative vote of the Council Members present; and
  - (b) after 11:00 pm only by a unanimous vote of the Council Members present.

### **PART 5 – BYLAWS**

#### **45. Introduction of Bylaws**

- (1) A proposed bylaw may only be introduced at a Council Meeting only if a copy of the bylaw was sent to each Council member at least 24 hours before the Council Meeting, or if Council members present at the Council Meeting unanimously agree to waive this requirement.

#### **46. Form of Bylaws**

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

#### **47. Bylaws to be Considered Separately or Jointly**

- (a) If a number of related bylaws are introduced at a Council Meeting, the Chair may direct that the bylaws be considered jointly and in what sequence they are to be considered.

#### **48. Reading and Adopting Bylaws**

- (1) The Chair of a Council Meeting may:
  - (a) have the Corporate Officer read a synopsis of each proposed bylaw or group of proposed bylaws; and,

- (b) request a Motion that the proposed bylaw or group of bylaws be read.
- (2) The only Motion required for the reading of a proposed bylaw shall be:
- “That (short title of bylaw) be given first reading (or first and second readings, or first, second and third readings).”
- (3) The only Motion required for the adoption of a proposed bylaw shall be:
- “That (short title of bylaw) be adopted.”
- (4) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.
- (5) Subject to the *Local Government Act* and the *Community Charter*, a proposed bylaw may be given up to three readings at one Council Meeting.
- (6) Each reading of an official community plan must receive an affirmative vote of a majority of all Council Members.
- (7) Each reading of a proposed bylaw other than an official community plan bylaw must receive an affirmative vote of a majority of the Council Members present at the Council Meeting.
- (8) A proposed bylaw must be given at least one reading before it is amended.
- (9) A proposed bylaw that fails to receive a mover and seconder at any reading or adoption, and which has not been the subject of a Motion or Council resolution for two years,
- (a) is deemed to have been abandoned, and
- (b) may be removed from the City’s bylaw registry by the Corporate Officer.
- (10) Despite section 135(3) of the *Community Charter [requirements for passing bylaws]*, and in accordance with section 477 and 480 of the *Local Government Act [public hearings]*, Council may adopt a proposed official community plan bylaw or zoning bylaw at the same Meeting at which the bylaw received third reading.
- (11) The Corporate Officer is hereby authorized to consolidate one or more of the bylaws of the City pursuant to section 139 [*consolidation of bylaws*] of the *Community Charter* and to make minor corrections to bylaws at third reading and after adoption of bylaws, including but not limited to spelling mistakes and sequential numbering errors.

#### **49. Bylaws Must be Signed**

- (1) After a bylaw is adopted, and signed by the Corporate Officer and the Chair of the Council Meeting at which it was adopted, the Corporate Officer must have it placed in the City’s records for safekeeping and endorse upon it:

- (a) the City's corporate seal, the dates of its readings and adoption; and,
- (b) the date of Ministerial approval or approval of the electorate if applicable.

## **PART 7 - COMMITTEE OF THE WHOLE (CoW)**

### **50. Meeting Procedures**

- (1) The Committee of the Whole Meetings will be held in the Council Chamber on the first and third Tuesday of each month, except August, unless otherwise resolved by Council.
- (2) Annually Council must make available to the public a schedule of the dates, times, and places of regularly scheduled Committee of the Whole Meetings in the same manner as is required for regular Council Meetings. The Committee of the Whole Meeting schedule may be combined and made available with the annual notice of regular Council Meetings.
- (3) A special Meeting of the Committee of the Whole may be called in the same manner as a special Council Meeting as provided for in the *Community Charter* and notice of this special Committee of the Whole Meeting must be given in the same manner as for a special Council Meeting.
- (4) At any time during a regular or special Council Meeting for which proper notice has been given Council may resolve to go into Committee of the Whole without further notice. Upon the Committee of the Whole rising and reporting, the regular or special Council Meeting will resume with the first order of business thereafter being Council considering the report of the Committee of the Whole.

## **PART 8 – COMMITTEES and COMMISSIONS**

### **51. Committees and Commissions of Council**

- (1) Council shall appoint all representatives on Committees, Commissions, or other bodies to which the City is entitled to appoint representatives, except Standing Committees.
- (2) Council may establish and appoint a Select Committee to consider or inquire into any matter and to report its findings and opinion and recommendations to Council. At least one member of a Select Committee must be a Council Member and persons who are not Council Members may be appointed. Council may dissolve a Select Committee at any time.
- (3) The Mayor may establish Standing Committees for matters the Mayor considers would be more appropriately dealt with by Committee and must appoint persons to those Committees. At least half of the members of a Standing Committee must be Council Members and persons who are not Council Members may be appointed.
- (4) The Mayor may dissolve a Standing Committee at any time.

- (5) The authority to appoint persons to Committees and Commissions includes the authority to rescind the appointment of those persons at any time.

## **52. Duties and Authority of Standing Committees**

- (1) Standing Committees must consider, inquire into, report, and make recommendations to Council about matters that are referred by the Mayor or Council or on matters set out in the committee's terms of reference.
- (2) Standing Committees should report their findings and opinions to Council as set out in the Committees of Council Policy, as amended or replaced from time to time.
- (3) Standing Committees are advisory in nature unless enabled by bylaw.

## **53. Duties and Authority of Select Committees**

- (1) Select Committees must consider, inquire into, report, and make recommendations to Council about matters that are referred by Council or on matters set out in the Committee's terms of reference.
- (2) Select Committees should report their findings and opinions to Council as set out in the Committees of Council Policy as amended or replaced from time to time.
- (3) Select Committees are advisory in nature unless enabled by bylaw.

## **54. Schedule of Committee Meetings**

- (1) At its first Meeting after its establishment or the first Meeting of the year, a Committee must establish an annual schedule of Meetings to be held at City Hall unless otherwise stated in the terms of reference for the committee and must provide a copy of the schedule to the Corporate Officer.
- (2) Standing Committees and Select Committees should meet at minimum on a quarterly basis.
- (3) The Chair of a Committee may call a Meeting of the Committee in addition to the scheduled Meetings or may cancel a Meeting.

## **55. Notice of Committee Meetings**

- (1) Subject to subsection (2), the annual schedule of Committee Meetings, including the times, dates, and places of the Committee Meetings, notice of the schedule must be given by the Corporate Officer by:
  - (a) posting the Meeting dates, time, and places on the City's website; 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, update the City's website with any revisions to the date, time, and place, or cancellation of a Committee Meeting.

## **56. Order of Business**

- (1) The Agenda for all regular Committee Meetings shall contain the following headings, listed in an order deemed appropriate by the Corporate Officer:
  - (a) Call to Order and Territorial Acknowledgement;
  - (b) Approval of Agenda;
  - (c) Adoption of Minutes;
  - (d) New and Unfinished Business;
  - (e) Staff Reports;
  - (f) Council Liaison Update;
  - (g) Member Roundtable
  - (h) Adjournment.

## **57. Attendance at Committee Meetings**

- (1) Individuals that are not members of the Committee are not permitted to participate in discussion during Committee Meetings unless called upon by the Chair. If a member alternate is in attendance in addition to the primary member the member alternate is not permitted to participate in discussion unless called upon by the Chair.
- (2) Only voting members as identified in the committee terms of reference may vote on committee matters. If a member alternate is in attendance in addition to the primary member the member alternate is not permitted to vote.
- (3) Members shall provide the Committee Clerk with a confirmation of their planned method of attendance at a Committee Meeting (if the Meeting is held through Electronic Means, in-person, or through a hybrid of both) no later than the end of day the day before the Meeting.

## **58. Quorum**

The quorum for a Committee is a majority of all of its members unless otherwise noted in the terms of reference for that Committee.

## **59. Conduct and Debate**

The rules and procedures of Council defined in section 33 of this Bylaw must be observed and adhered to during Committee Meetings.

## **60. Minutes of Committee Meetings to be Maintained and Available to Public**

- (1) Minutes of the proceedings of a Committee must be:

- (a) legibly recorded;
- (b) certified as correct and signed by the Chair once approved by the Committee; and
- (c) available for public inspection at City Hall and on the website, other than a Meeting or part of a Meeting that is closed to the public.

## PART 9 – GENERAL

### 61. Severance

- (1) 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.
- (2) This Bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the *Community Charter* [public notice].

### 62. Modifications

- (1) This Bylaw shall be reviewed by Council on each 12-month anniversary of its adoption to determine if amendments are required.
- (2) If Council determines through a Resolution that amendments are required, amendments to this Bylaw shall be presented to Council within three (3) months of that Resolution for consideration.

### 63. Effective Date

This Bylaw shall come into force and effect on January 1, 2025.

**READ** a first time the 12<sup>th</sup> day of November, 2024.

**READ** a second time the 12<sup>th</sup> day of November, 2024.

**READ** a third time the 12<sup>th</sup> day of November, 2024.

**NOTICE** of intention to proceed with adoption published in the Maple Ridge-Pitt Meadows News, on November 29<sup>th</sup>, 2024 and December 6<sup>th</sup>, 2024, pursuant to Section 124(3) of the *Community Charter*.

**ADOPTED**, the 10<sup>th</sup> day of December, 2024.

  
**PRESIDING MEMBER**

  
**CORPORATE OFFICER**