



City of Maple Ridge
Council Procedure Bylaw No. 7799-2021

Table of Contents

<u>Page</u>	
	PART 1 – INTRODUCTION 3
1.	Title..... 3
2.	Repeal 3
3.	Definitions..... 3
4.	Incorporation of Definitions 6
5.	Application of Rules of Procedure 6
6.	Public Notice Posting Place..... 6
	PART 2 – COUNCIL MEETINGS..... 6
7.	Inaugural Meeting..... 6
8.	Time and Location of Meetings 7
9.	Notice of Council Meetings 7
10.	Calling and Notice of Special Council Meetings 8
11.	Electronic Meeting Participation by Council Members..... 8
12.	Public Hearings 10
	PART 3 - DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR 11
13.	Acting Mayor 11
	PART 4 – COUNCIL PROCEEDINGS 11
14.	Application of Rules to Other Bodies 11
15.	Attendance of Public at Meetings 11
16.	Attendance at Closed Meetings..... 11
17.	Resolution Required Before Closed Meeting..... 12
18.	Closed Meetings and Bylaws 12
19.	Confidentiality 12
20.	Meeting Minutes 12
21.	Calling Meeting to Order..... 13
22.	Adjourning Meeting Where No Quorum..... 13
23.	Agenda 13
24.	Order of Proceedings and Business 13
25.	Consent Agenda Items 14
26.	Other Matters Deemed Expedient 14
27.	Public Question Period 15
28.	Voting at Meetings..... 15
29.	Delegations 16
30.	Points of Order 17

31. Conduct and Debate.....	18
32. Expulsion from Council Meetings	19
33. Motions Generally.....	20
34. Notice of Motion Process.....	20
35. Motion to Refer	21
36. Motion for the Main Question	21
37. Amendments Generally	21
38. Reconsideration by Council Member.....	22
39. Privilege.....	22
40. Reports from Committees.....	23
41. Adjournment	23
PART 5 – BYLAWS.....	23
42. Copies of Proposed Bylaws to Council Members	23
43. Form of Bylaws.....	23
44. Bylaws to be Considered Separately or Jointly	24
45. Reading and Adopting Bylaws.....	24
46. Bylaws Must be Signed	25
PART 6 - RESOLUTIONS.....	25
47. Form of Resolution	25
48. Introducing Resolutions	25
PART 7 - COMMITTEE OF THE WHOLE (CoW)	25
49. Meeting Procedures	25
50. Minutes of CoW Meeting to be Maintained and Available to Public.....	25
51. Presiding Members at CoW Meetings and Quorum	26
PART 8 – COMMITTEES and COMMISSIONS.....	26
52. Committees and Commissions of Council	26
53. Duties and Authority of Standing Committees	26
54. Duties and Authority of Select Committees	26
55. Schedule of Committee Meetings.....	27
56. Notice of Committee Meetings.....	27
57. Attendance at Committee Meetings.....	27
58. Quorum	27
59. Conduct and Debate.....	28
60. Minutes of Committee Meetings to be Maintained and Available to Public.....	28
PART 9 – GENERAL.....	28
61. Severance	28
62. Modifications	28

City of Maple Ridge

Bylaw No. 7799-2021

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

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. 7799-2021”.

2. Repeal

(1) Maple Ridge Council Procedure Bylaw No. 7700-2021 is hereby repealed in its entirety upon the adoption of this Bylaw.

3. Definitions

(1) In this Bylaw,

“Accountability” means an obligation and willingness to accept responsibility or to be accountable for one’s actions. Conduct under this principle is demonstrated when Council Members, individually and collectively, accept responsibility for their actions and decisions;

“Acting Mayor” means 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;

“Alternate Public Notice” means the method adopted by bylaw setting out alternative means of publishing a notice under section 94.2 of the *Community Charter* instead of publishing the notice in a newspaper in accordance with section 94.1(1)(a) and (b) of the *Community Charter*;

“Chair” means the Mayor, Acting Mayor or presiding officer appointed under the *Community Charter* or this Bylaw, who is chairing a meeting;

“City” means the Corporation of the City of Maple Ridge;

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

“City Website” means the information resource found at an internet address provided by the City, the current home landing page located at www.mapleridge.ca;

“Commission” means a municipal commission established under s.143 of the *Community Charter*;

"Committee" means a Select or Standing committee of Council, an Authority, an Advisory Committee, a Board and any other committee established by Council or authorized by statute and excludes the Committee of the Whole;

“Committee of the Whole” [CoW] is a committee of all members of Council established to consider but not to decide on matters of the City’s business with its primary purpose being the initial review of information to ensure Council can debate and vote on issues at a future Council Meeting;

“Community Charter” means Chapter 26 [SBC 2003];

“Corporate Officer” means the municipal employee appointed as Corporate Officer to carry out duties as defined in section 148 of the *Community Charter* or a designate;

“Council” means the Council of the City of Maple Ridge;

“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;

“Councillor” means a member of Council other than the Mayor;

“Council Workshop” means a Council Meeting the primary purpose of which is the receipt of information, review and discussion of policies and other matters of interest to Council, and to make decisions related to such matters as required;

“Electronic Means” means through the use of videoconferencing technology enabling real-time bidirectional video feeds showing the participants and in a manner that allows meeting participants to see and hear the other meeting participants;

"Harassing" means conduct which is discriminatory, sexual, or personal harassment, which may include but is not limited to:

- (a) any unwelcome or objectionable conduct or comment that would be considered discriminatory under the *BC Human Rights Code* if the conduct or comment was in respect prohibited grounds, and including the following:
 - (i) race,
 - (ii) conviction for an offence,
 - (iii) colour,
 - (iv) ancestry,
 - (v) physical disability,
 - (vi) place of origin,
 - (vii) mental disability,
 - (viii) political belief,
 - (ix) sex,
 - (x) religion,
 - (xi) gender identity or expression
 - (xii) age,

- (xiii) marital status,
- (xiv) sexual orientation,
- (xv) family status;
- (b) Sexual Harassment;
- (c) any other unwelcome or objectionable conduct or comment by a Member or Committee appointee toward another Member, a Committee appointee, volunteer or staff that causes that individual to be humiliated or intimidated, including verbal aggression or insults, making derogatory comments, including questioning the professional competence of an Committee appointee, volunteer or staff, calling someone derogatory names, hazing or initiation practices, vandalizing personal belongings or spreading malicious and untrue rumours;

“Inaugural Meeting” means the meeting at which Members elected at the most recent general local election are sworn in as Members of Council;

“Local Government Act” means Chapter 1 [RSBC 2015];

“Mayor” means the duly elected Mayor of the City of Maple Ridge;

“Member” means the Mayor or a Councillor in relation to Council, or an appointed individual of a committee or commission, in relation to a committee or commission;

“Motion” means a formal proposal made by a Member at a meeting of Council or Committee that directs an approval or a specified course of action (see also Resolution);

“Point of information” means the procedure pursuant to which a Member may raise their hand and ask the Chair to require further information on the subject being debated;

“Point of Order” means a procedure by which a Member interrupts another speaker to ask the Chair to rule on a procedural matter immediately;

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

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

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

“Quorum” means:

- (1) In the case of Council Meetings, a majority of the number of members of which the Council consists under the *Community Charter*; and,
- (2) In the case of a Committee or Commission, a majority of the voting members appointed.

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

“Respectful Debate” means a polite discussion in which different positions on a topic are outlined and deliberated. Although the act of discussing opposing viewpoints or ideas regarding a particular matter can be uncomfortable, such discussions are permitted

provided that they are conducted in a dignified and respectful manner. Personal attacks do not constitute Respectful Debate;

“Tabled” means to lay on the table whereby an item will be dealt with within the current meeting or on the next meeting Agenda as unfinished business;

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

4. Incorporation of Definitions

- (1) Unless otherwise defined in this Bylaw, the definitions used in the *Community Charter* and 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 Council Workshop, Regular Council, Committee of the Whole, Closed Council, all Committees and Commissions.
- (2) In cases not provided for under this Bylaw, then the most current version of Robert’s Rules of Order applies to the proceedings of Council, Committee of the Whole, Committees and Commissions 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*.
- (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 Members present.

6. Public Notice Posting Place

- (1) The Public Notice Posting Place is to be used for the purpose of giving notices under Section 94 of the *Community Charter*.

PART 2 – COUNCIL MEETINGS

7. 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* in the year of the general local election.
- (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.

8. 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. Except in the case of a meeting outside of City boundaries, Council may pass the Resolution to hold a meeting outside of City Hall 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:
 - (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 and fourth Tuesday of each month.
- (4) Council may by resolution:
 - (a) reschedule or cancel meetings;
 - (b) change the time or location for holding meetings;
 - (c) recess for a short period with a statement of 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.

9. 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 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 give public notice or Alternate Public Notice of a cancelled or rescheduled meeting in respect of which Council has resolved to exclude the public.
- (4) In the event a meeting open to the public or Public Hearing is held through Electronic Means, the Corporate Officer must give public notice or Alternate Public Notice of the link to allow participation in the meeting.

10. Calling and Notice of Special Council Meetings

- (1) The Mayor may call a Special Council Meeting at any time by sending a 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 request that the Mayor 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 10(2), the Mayor has not made arrangements for a Special Council Meeting to be held within the next 7 days; or
 - (b) the Mayor and the Acting Mayor are 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, a 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 regular Council Meeting place;
 - (b) posting a copy of the notice at the Public Notice Posting Place; and
 - (c) leaving one copy of the notice for each Council Member in the Council Member's mailbox at City Hall and providing an electronic copy for 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 be signed by the Corporate Officer or designate.
- (6) Before the time of a special Council Meeting, the person or persons calling the meeting may by notice:
 - (a) cancel the meeting; or
 - (b) postpone the meeting and reschedule it to a different day and time.

11. Electronic Meeting Participation by Council Members

- (1) A Council, Committee or Commission Meeting may be conducted through Electronic Means, as an in-person meeting, or a hybrid of both.
- (2) The Chair shall determine if in-person attendance is a requirement at a Council Meeting, subject to Members being provided with five (5) days advance notice of the requirement to attend in person.
- (3) Public notice or Alternate Public Notice of a meeting of Council will be posted on the City Website 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.

- (4) A Member of Council, Committee or Commission who is unable to attend in person at a regular Council Meeting, a special Council Meeting or a Committee or Commission meeting may participate in the meeting by Electronic Means if:
 - (a) the facilities enable the other Members of Council, the Committee or Commission to hear and see and be heard and seen by the Council, Committee or Commission Members;
 - (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 or Council Committee member;
 - (c) 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 Chambers; and
 - (d) 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.
- (5) Members of Council, Committees and Commissions who are participating in a meeting conducted in accordance with this section are deemed to be present at the meeting.
- (6) The 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.
- (7) When any Member of Council participates in a Meeting of Council by Electronic Means:
 - (a) If a Member is not present at the start of the meeting, the Chair shall keep the Member in the virtual waiting room until the current Agenda item has concluded as to not interrupt the proceedings;
 - (b) The Chair shall announce when a Council Member joins the Meeting;
 - (c) A Council Member shall advise when they leave the Meeting and shall state the reason why, including declaring a conflict with an Agenda item; and
 - (d) The Chair shall repeat the results of each vote, including the names of Council members voting in favour and opposition, immediately following each vote.
- (8) Where any Member participates in a Closed Council Meeting through Electronic Means:
 - (a) The 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.
 - (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 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 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 current item is being considered.

- (d) The Meeting will continue without the participant(s) attending through Electronic Means so long as there is quorum present.

- (10) 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 the end of day the day before the meeting.

12. Public Hearings

- (1) Public Hearings will be held on the third Tuesday of each month (unless stated in the current Council Meeting Schedule published before December 31 each year) and will begin at 7:00 pm.
- (2) Public Hearings are to be held in Council Chambers 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 after 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 or through Alternate Public Notice and more than one bylaw may be considered at a Public Hearing.
- (5) A written report of each Public Hearing item containing a summary of the nature of the representations respecting the bylaw that were made at the Public Hearing, must be prepared and maintained as a public record.
- (6) The report under subsection 12(5) must be signed by the Presiding Member and be certified as being fair and accurate by the Corporate Officer or designate.
- (7) 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.
- (8) Despite Section 135(3) of the *Community Charter* [at least one day between third reading and adoption] a Council may adopt an official community plan or zoning bylaw at the same meeting at which the bylaw(s) were given third reading.
- (9) 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 the end of day the day before the Public Hearing.

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

13. Acting Mayor

- (1) Annually, in November, Council must from amongst all its 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. 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.
- (2) The Acting Mayor shall chair the Committee of the Whole meetings.
- (3) Should the Acting Mayor be absent or 15 minutes late at the start of the meeting, the next member in line for Acting Mayor will preside at that meeting.
- (4) Each Councillor designated under this section must fulfill the responsibilities of the Mayor in his or her absence.
- (5) The member designated under this section has the same powers and duties as the Mayor in relation to the applicable matter.

PART 4 – COUNCIL PROCEEDINGS

14. Application of Rules to Other Bodies

- (1) In addition to applying to Council Meetings, sections 15, 16 and 17 also apply to meetings of the following (note: other Parts of this Bylaw may also apply to these bodies as applicable):
 - (a) Committee of the Whole (CoW);
 - (b) Standing Committees;
 - (c) Select Committees;
 - (d) An advisory body established by Council;
 - (e) A Commission;
 - (f) A body that under the *Community Charter* or other Act may exercise the powers of the City or Council;
 - (g) The Parcel Tax Roll Review Panel; and
 - (h) A body prescribed by Provincial Regulation.

15. 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 presiding Member may expel or exclude from a Council Meeting any person in accordance with section 133 of the *Community Charter*.

16. Attendance at Closed Meetings

- (1) Council may allow City staff to attend or may exclude them from attending closed meetings, as it considers appropriate.

- (2) Council may allow a person other than a City staff 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 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 when they entered and left the meeting.
- (4) The electronic recordings of closed meetings shall be retained until the later of:
 - a. The minutes of closed meetings have been verified as to their accuracy by comparing them to the recording of the closed meeting and have been adopted; and
 - b. Six (6) months after the date the meeting took place.

17. Resolution Required Before Closed Meeting

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.

18. Closed Meetings and Bylaws

Council must not vote on the reading or adoption of a bylaw at a closed meeting.

19. Confidentiality

All Members must keep in confidence 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. 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 Members, and whether materials are to be collected at the end of the closed meeting. Whenever possible, confidential materials are to be provided to Members in advance of the meeting.

20. Meeting Minutes

- (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.
- (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 proceedings of Council must be open for public inspection at City Hall during its regular office hours.

- (4) Subsection 21(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]*.

21. 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 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:
 - (a) the Corporate Officer must call to order the Members present, and
 - (b) those members in attendance must appoint a member to preside for that meeting.

22. 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:
 - (a) record the names of the Members present, and those absent; and
 - (b) adjourn the meeting until the next scheduled meeting.
- (2) If a quorum of Council is lost during a meeting the Corporate Officer must record the names of the 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.

23. 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 members of Council and the public on the Friday prior to the Meeting.

24. Order of Proceedings and Business

- (1) The Agenda for all regular Council Meetings shall contain the following matters in the order in which they are listed below; however, where appropriate for timing or other reasons, Council may by Resolution, determine an alternative order or variation in the Agenda:
 - a. Call to Order;
 - b. Amendments to the Agenda¹;

¹ Amendments to the agenda are limited to the order of business not to adding late items.

- c. Approval of Agenda;
- d. Adoption of Minutes;
- e. Presentations at the Request of Council;
- f. Delegations;
- g. Items on Consent;
- h. Unfinished Business;
- i. Bylaws;
- j. Committee Reports and Recommendations;
- k. Staff Reports;
- l. Other Matters Deemed Expedient²
- m. Public Question Period;
- n. Mayor and Councillor Reports³;
- o. Notices of Motions and Matters for Introduction at Future Meetings⁴;
- p. Adjournment.

25. Consent Agenda Items

- (1) Items listed under “Items on Consent” are considered for approval in one motion, unless a Member of Council 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 member requests that an item be removed 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 “Items on Consent”, 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 “Items on Consent” 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 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 Members and to the public as soon as possible.
- (4) Non-urgent items shall be dealt with through the Notice of Motion process.

² See Section 26 – Other Matters Deemed Expedient.

³ Mayor and Councillor reports will not be recorded into the Minutes.

⁴ Council must not consider matters raised under this section at the same meeting the matter is introduced.

27. Public Question Period

- (1) At the end of Council business, the public will be afforded an opportunity to address Council.
- (2) Questions or statements in response to a Temporary Use Permit notice shall be addressed through a scheduled Public Hearing and not during a regularly scheduled Council Meeting.
- (3) The purpose of the Public Question Period is to provide the public with an opportunity to ask questions of Council on items that are of concern to them, with the exception of Public Hearing bylaws which have not yet reached conclusion or delegations to Council.
- (4) Each question must be limited to two (2) minutes, with a total of 15 minutes per Public Question Period for each Meeting, unless extended with approval of Council through an affirmative vote.
- (5) Members of the public participating in Public Question Period in Council Meetings conducted through hybrid or Electronic Means shall enable their video and audio allowing Members to see them prior to asking their question.

28. Voting at Meetings

- (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 something similar to:

"All those in favour raise your hands." and then "All 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, 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 member is raising a point of order.
 - (d) if requested by a Member, Council must vote separately on each distinct part of a Motion that is under consideration;
 - (e) 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, except to move to postpone to a certain time or postpone indefinitely, or to refer the item back to staff which Motion will supersede the main Motion and must be voted on first;
 - (f) the presiding member's decision about whether a Question has been finally put is conclusive;
 - (g) whenever a vote of Council on a matter is taken, each Member present must signify their vote by raising their hand either in favour or opposed; failing which it will be deemed that they are voting in favour of the Motion.);

- (h) if the votes of the Members present at a Council Meeting at the time of the vote are equal for and against a motion, the Motion is defeated;
- (i) the presiding member 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 UNANIMOUSLY", "CARRIED" or "DEFEATED" as circumstances dictate;
- (j) the names of those who vote negative, against a question, shall be entered into the Minutes;
- (k) the names of those who are 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) Requests to appear as a delegation before a meeting of Council, Committee or Commission, must be submitted to the Corporate Officer at least one week prior to the preferred meeting.
- (2) Requests must be in the form of the "Appear as a Delegation to Council" online application form on the City's website.
- (3) Delegations will not be heard at regular meetings of Council on the following:
 - (a) 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) matters on which the City has commenced prosecution and on which judgment has not been rendered;
 - (c) the promotion of commercial products or services which have no connection to the business of the City; and,
 - (d) 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 by the City.
- (4) The provisions of subsection (3)(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.
- (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.
- (6) If the request is granted by the Corporate Officer the Corporate Officer will contact the delegation to confirm attendance at the requested meeting or make alternate arrangements.
- (7) A maximum of three delegations will be permitted at any Council, Committee or Commission meeting.
- (8) If a delegation wishes to appear at consecutive meetings, the delegation will be approved only if no more than two delegations are scheduled for the later meeting.

(9) 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 Council the Committee or Commission agrees to extend the time limit.
- (b) A Delegation intending to use audio and/or audio-visual equipment must advise the Corporate Officer prior to the Council Meeting, on the understanding that the City will assist with, but not be responsible for, the provision of the necessary equipment;
- (c) A Delegation to Council must not speak disrespectfully of any person, and where in the opinion of the Chair, a Delegation has done so, the Chair may ask the Delegation to withdraw the offensive remarks;
- (d) If the Delegation refuses to withdraw remarks considered by the Chair to be offensive, or refuses to abide by the rules for Delegations, or the instructions of the Chair, the Chair may terminate the presentation and direct the Delegation to vacate the speaker's podium and return to the public seating area;
- (e) Where a Delegation refuses to comply with such direction, the Chair may order the expulsion and exclusion of the Delegation from the meeting, as permitted in section 133(1) of the *Community Charter*.
- (f) If the offending Delegation apologizes, Council may permit the Delegation to either continue their presentation or to remain in the public seating area whichever Council considers appropriate in the circumstances.

30. Points of Order

- (1) Without limiting the Chair's duty under the *Community Charter*, a Member may raise a Point of Order at any time.
- (2) When a Point of Order is raised, the Chair must:
 - (a) interrupt a matter of consideration on the Agenda;
 - (b) interrupt a Member who had been speaking, until the Point of Order is ruled upon;
 - (c) ask the 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.
- (3) The Member who raised the Point of Order:
 - (a) must, upon request by the Chair, state the substance of and the basis for the Point of Order; and
 - (b) may, once the Chair has ruled on the Point of Order, appeal the Chair's ruling. If the ruling of the Chair is appealed, the Chair must put the appeal to a vote of Council, pursuant to the *Community Charter*.
- (4) If a Member puts a question to the Chair regarding any matter connected to the affairs of Council or the City, the Chair may respond, or may:
 - (a) require the Member to put the question in writing; and
 - (b) take the question on notice and respond during the next regular meeting.

31. Conduct and Debate

- (1) During a Council Meeting, a person must not engage in bullying or harassing behaviour in respect of a Council Member, Government Official or a City employee, which includes but is not limited to:
- (a) expressing a negative opinion about the personality or character of a Council Member, Government Official or City employee;
 - (b) speaking disrespectfully about a Council Member, a Government Official or a City employee;
 - (c) speaking or acting aggressively towards a Council Member, a Government Official or a City employee;
 - (d) using offensive gestures or signs;
 - (e) questioning the motives of a Council Member, Government Official or City employee;
 - (f) using rude or offensive language or engaging in rude or offensive conduct;
 - (g) engaging in Harassing conduct as defined herein; or
 - (h) disrupting or unnecessarily delaying the conduct of business at the Council Meeting.
- (2) During a Council Meeting, a person must:
- (a) not speak on electronic communication devices when a person or Council Member is speaking, except in the case of emergencies;
 - (b) cease speaking, if called to order by the person presiding over the meeting;
 - (c) adhere to the provisions of this Bylaw;
 - (d) adhere to Respectful Debate as defined herein; and,
 - (e) adhere to any rulings or decisions made pursuant to this Bylaw.
- (3) Members wishing to speak shall be recognized by the presiding member in the order in which the members indicate their request, preference being given to the mover and to the seconder should either or both wish to speak. If more than one member speaks the presiding member must call on the member who, in the presiding member's opinion, first spoke.
- (4) Members not present during the introduction of the matter under debate shall not be recognized by the presiding member until after the debate on the matter is concluded and the matter is dealt with by Council, and shall not be considered present at the meeting for the purposes of quorum during the portion of the meeting where they have been excluded under this section. Members not present during the introduction of the matter under debate shall not discuss that matter when recognized by the presiding member.
- (5) Members are addressed, as appropriate, in the following manner: the Mayor as "Mayor (here use the surname)"; a presiding member who is not the Mayor as Chair; and a Councillor as "Councillor (here use the surname)".
- (6) A member wishing to speak for the purpose of speaking directly and concisely on the matter under debate, may do so after being recognized by the presiding member. Speaking times are limited to, unless extended by the president member where deemed appropriate or by Council Motion:

	1 st Round	2 nd Round	Amendment
CoW	Up to 5 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

- (7) No member may interrupt a member who is speaking except to raise a point of order.
- (8) 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 [authority of presiding member]*.
 - (d) If a member appeals the decision of the presiding member the question of whether the presiding members' decision will stand must be asked by the presiding member and voted on without debate and without the presiding member voting. A tie vote in this situation passes in the affirmative.
- (9) 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 or reconsidered pursuant to section 38 of this Bylaw; 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.
- (10) 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.

32. Expulsion from Council Meetings

- (1) A person who contravenes the general rules of conduct, Respectful Debate or Accountability as defined herein or the Council Code of Conduct as amended or replaced from time to time, may be ordered expelled from the meeting in accordance with section 133 of the *Community Charter*.
- (2) If a member is of the opinion that a person has contravened the general rules of conduct, the member must state on the record how the general rules of conduct were contravened.
- (3) If the presiding member is of the opinion that the named person did not contravene the general rules of conduct, the presiding member must state on the record why they believe the rules of conduct were not contravened.
- (4) If a member alleges a contravention of the general rules of conduct and the presiding member is of the opinion that the named person contravened the general rules of conduct, the presiding member shall:
 - (a) permit the person to apologize immediately to Council for the conduct that contravened the Bylaw; or
 - (b) order the person to leave the Council Meeting immediately.
- (5) If a person who has contravened the general rules of conduct is permitted to apologize and does so apologize, the presiding Member shall:
 - (a) permit the person to remain in the meeting; or

- (b) order the person to leave the meeting immediately if the presiding member is of the opinion that the apology was inadequate.
- (6) If a person does not voluntarily comply with an order to leave the meeting, that person may be removed from the meeting by a peace officer, pursuant to s.133 (2) of the *Community Charter*.

33. Motions Generally

- (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 member wishing to make a motion may do so after being recognized by the presiding member and shall immediately state the motion in the form "I move that".
- (3) 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 approval through the notice of motion process set out in section 34 below.
- (4) A Council member may make only the following motions, when the Council is considering a Question:
 - (a) to refer (to committee or back to staff) – means to send the matter to committee or staff to address details and additional information required in order for the matter to be brought back to a meeting;
 - (b) to amend – means changing the words of a motion to add or omit words from the original motion to clarify the wording of the motion;
 - (c) to lay on the table – means put the main motion temporarily aside to be dealt with within the current meeting or on next meeting Agenda as unfinished business;
 - (d) to postpone indefinitely – means the matter is disposed of by a majority vote;
 - (e) to postpone to a certain time (date) - means to the matter is rescheduled for a vote at a specified later time (date);
 - (f) to move the previous question – means to call the question by ending the debate and bringing an immediate vote on the original motion;
 - (g) to adjourn – means to immediately adjourn to the next regularly scheduled meeting by a simple majority vote;
- (5) A motion may be withdrawn by the mover if done so before the presiding member states the question. A motion may be withdrawn by the mover and seconder only with consent of all members present.
- (6) A motion made under subsections (4)(c) to (g) is not amendable or debatable.
- (7) 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.

34. Notice of Motion Process

- (1) If a Member wishes to bring any matter that is not listed on the Agenda to Council for consideration, they must provide a Notice of Motion to the Corporate Officer prior to the meeting. The Corporate Officer will circulate the Notice of Motion to the rest of Council, if time permits, prior to the meeting.

- (2) A copy of the motion will appear in the minutes of meeting referred to in Section 24(1)(o) above as a Notice of Motion.
- (3) Upon the Member being acknowledged by the Chair the Member will read aloud the Motion.
- (4) The Corporate Officer shall place the Motion and any supporting materials provided by the Member presenting the Motion on the Agenda of the next Council Meeting for consideration.

35. Motion to Refer

Until it is decided, a Motion made at a Council Meeting to refer an item to a Committee or to staff precludes an amendment of the main question.

36. Motion for the Main Question

- (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; and
 - (b) if the motion for the main question, or for the main question as amended, is decided in the negative, the Council may again debate the question, or proceed to other business.

37. Amendments Generally

- (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 defeated by a (negative) 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;
- (c) the main question.

38. Reconsideration by Council Member

- (1) Subject to subsection (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 subsection (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 subsection (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 subject matter of the resolution or proceeding may not be open for consideration by the Council within six months except by way of a new and substantially different motion.
- (6) Subject to applicable enactments, the Council may by resolution, rescind the most recent reading of a proposed bylaw, other than first reading, and then give the proposed bylaw that reading again with or without amendment.
- (7) The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its rescinding or amending under this section.
- (8) A bylaw, resolution, or proceeding that is reaffirmed under subsection (1) or section 131 of the *Community Charter [Mayor may require Council reconsideration of a matter]* is as valid and has the same effect as it had before reconsideration.

39. Privilege

- (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; and,
 - (e) raise a question of privilege of a member of Council.

- (2) A matter 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 subsection (2), a matter of privilege listed in subsection (1) has precedence over those matters listed after it.

40. Reports from Committees

- (1) Council may take any of the following actions in connection with a resolution it receives from any committee or other body appointed by Council:
 - (a) agree or disagree with the resolution, support or deny support;
 - (b) amend the resolution;
 - (c) refer the resolution back to committee, etc.;
 - (d) postpone its consideration of the resolution.

41. Adjournment

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

42. Copies of Proposed Bylaws to Council Members

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 present unanimously agree to waive this requirement.

43. Form of Bylaws

- (1) 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 if applicable.

44. Bylaws to be Considered Separately or Jointly

- (1) 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.

45. Reading and Adopting Bylaws

- (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 only motion required for the reading of a 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 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* and, if amended, a motion at third reading shall be “to give the bylaw third reading as amended”.
- (5) Subject to section 477 of the *Local Government Act [OCP adoption procedures]*, each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.
- (6) In accordance with section 135 of the *Community Charter [requirements for passing bylaws]*, Council may give two or three readings to a proposed bylaw at the same Council Meeting.
- (7) 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.
- (8) 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 adoption of bylaws, such as but not limited to spelling mistakes and sequential numbering errors.

46. Bylaws Must be Signed

- (1) 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 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 6 - RESOLUTIONS

47. Form of Resolution

A resolution shall be dealt with on a motion put by a member and seconded by another member.

48. Introducing Resolutions

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

PART 7 - COMMITTEE OF THE WHOLE (CoW)

49. Meeting Procedures

- (1) The Committee of the Whole meetings will be held in the Council Chambers 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 regular 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.

50. Minutes of CoW Meeting to be Maintained and Available to Public

- (1) Minutes of the proceedings of CoW must be:
 - (a) legibly recorded;
 - (b) certified by the Corporate Officer; and

- (c) open for public inspection in accordance with section 97(1)(c) of the *Community Charter* [other records to which public access must be provided].

51. Presiding Members at CoW Meetings and Quorum

- (1) The Mayor or Acting Mayor shall preside at CoW meetings.
- (2) The quorum of CoW is the majority of Council members.

PART 8 – COMMITTEES and COMMISSIONS

52. 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 at any time.

53. 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 on the committee's terms of reference.
- (2) Standing Committees should report their findings and opinions to Council as set out in their terms of reference or at the next Council Meeting if a time is not specified.
- (3) Standing Committees are advisory in nature unless enabled by bylaw.

54. 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 on the committee's terms of reference.
- (2) Select Committees should report their findings and opinions to Council as set out in their terms of reference or at the next Council Meeting if a time is not specified.
- (3) Select committees are advisory in nature unless enabled by bylaw.

55. 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 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.

56. Notice of Committee Meetings

- (1) Subject to subsection (2), after the committee has established 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.

57. Attendance at Committee 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 committee meetings are open to the public.
- (2) Before closing a committee meeting or part of a committee meeting to the public, the committee must pass a resolution in a public meeting in accordance with section 92 of the *Community Charter*, which includes the reason for the closed meeting as described in section 90 of the *Community Charter*.
- (3) 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.
- (4) 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.
- (5) 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 this Bylaw must be observed during Committee meetings, including the requirements to engage in Respectful Debate, demonstrate Accountability, and to abstain from Harassing conduct toward another Member, a Committee appointee, volunteer or staff.

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.
- (2) Sections (60)(1)(a), (b) and (c) shall only apply to meetings of the following, unless this bylaw provides for other procedures for taking of minutes by one or more bodies referred to in this subsection, the body is exempted by regulation, or to the extent they are modified by regulations:
 - (a) a Standing or Select Committee established by Council;
 - (b) a Commission established under section 143 of the *Community Charter*;
 - (c) a body that under the *Community Charter* or any other Act may exercise the powers of Council;
 - (d) a parcel tax review panel established under section 204 of the *Community Charter*; and,
 - (e) a body prescribed by regulation.

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 Alternate Public Notice or 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) In the event that 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, with final adoption of amendments within five (5) months of that Resolution.

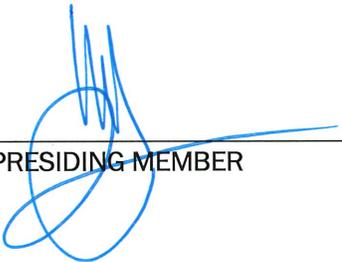
READ a first time the 29th day of March, 2022.

READ a second time the 29th day of March, 2022.

READ a third time the 29th day of March, 2022.

NOTICE of intention to proceed with adoption published in the Maple Ridge-Pitt Meadows News, on April 8, 2022 and April 15, 2022, pursuant to Section 124(3) of the *Community Charter*.

ADOPTED, the 10th day of May, 2022.



PRESIDING MEMBER



CORPORATE OFFICER

