

**THE FOLLOWING DOCUMENT HAS BEEN REPRODUCED FOR CONVENIENCE ONLY, and is a consolidation of the following:**

1. Maple Ridge Council Procedure Bylaw No. 6472-2007
2. Maple Ridge Council Procedure Amending Bylaw No. 6514-2007
3. Maple Ridge Council Procedure Amending Bylaw No. 6777-2010
4. Maple Ridge Council Procedure Amending Bylaw No. 7149-2015
5. Maple Ridge Council Procedure Amending Bylaw No. 7174-2015
6. Maple Ridge Council Procedure Amending Bylaw No. 7263-2016
7. Maple Ridge Council Procedure Amending Bylaw No. 7301-2016
8. Maple Ridge Council Procedure Amending Bylaw No. 7411-2017
9. Maple Ridge Council Procedure Amending Bylaw No. 7521-2018

Individual copies of any of the above bylaws can be obtained by contacting the Clerk's Department.

7263-2016

**CITY OF MAPLE RIDGE  
BYLAW NO. 6472-2007**

A Bylaw to Govern the Meetings of the Council and Committees of Council  
of the City of Maple Ridge

---

WHEREAS section 124(1) of the *Community Charter* requires Council, by bylaw, to establish the general procedures to be followed by Council and Council committees in conducting their business;

AND WHEREAS Council has given notice of this Bylaw, pursuant to section 124(3) of the *Community Charter*;

7263-2016 NOW THEREFORE, pursuant to the above-recited and other authority, the Council of the City of Maple Ridge, in open meeting assembled, enacts as follows:

**PART 1 - INTRODUCTION**

**Name of Bylaw**

1. This Bylaw may be cited for all purposes as **"Maple Ridge Council Procedure Bylaw No. 6472-2007"**.

**Repeal**

2. Maple Ridge Council Procedure Bylaw No. 5871 – 1999, as amended, is hereby repealed in its entirety and Council policy number 3.07 (Delegation Policy) is hereby repealed.

## Definitions

3. In this Bylaw:

7521-2018 **“Agenda”** is the list of items and order of business for any meeting of Council or its Committees;

7263-2016 **“City”** means the Corporation of the City of Maple Ridge;

7521-2018 **“City Web Site”** means the information resource found at an internet address provided by the City, the current home landing page located at [www.mapleridge.ca](http://www.mapleridge.ca);

7521-2018 **“Commission”** means a municipal commission established under s.143 of the *Community Charter*;

**“Committee”** means a standing, select or other committee of Council, and includes the Committee of the Whole, whether or not the word is capitalized;

7521-2018 **“Committee of the Whole”** means a committee meeting which has a membership of all Council members, and has as its primary purpose the review of information to ensure Council has enough information to debate and vote on issues at a future Council Meeting;

**“Corporate Officer”** means the municipal employee appointed as the Corporate Officer under section 148 of the *Community Charter*”

7263-2016 **“Council”** means the Council of the City of Maple Ridge;

7521-2018 **“Council Workshop”** means a Council meeting which has as its primary purpose the review and discussion of policies and other matters of interest to Council;

7263-2016 **“Mayor”** means the Mayor of the City of Maple Ridge.

7521-2018 **“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; and

7521-2018 **“Public Notice Posting Place”** for the purpose of giving notices under s. 94 of the *Community Charter*, means:

- the public notice posting place is the window in the west entrance to the lobby of the City Hall, and
- the City Website, in so far as no disruption of electronic access occurs.

## Incorporation of Definitions

4. 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.

### **Application of Bylaw**

5. The provisions of this Bylaw govern the proceedings of Council and each Committee, as applicable.

### **Robert's Rules of Order**

6. In cases not provided for under this Bylaw, the then most-current edition of Robert's Rules of Order applies to the proceedings of Council and each Committee, to the extent that those Rules are:
  - (a) applicable in the circumstances; and
  - (b) not inconsistent with provisions of this Bylaw or the *Community Charter*.

## **PART 2 – REGULAR COUNCIL MEETINGS**

### **First Regular Council Meeting**

7263-2016  
7411-2017

7. Following a general local election, the first regular Council meeting must be held within the first ten (10) days in November in the year of the election.
8. Regular Council meetings for each year must be held in accordance with the schedule of dates and times adopted by Council prior to December 31st of the preceding year.

### **Cancellation, Rescheduling and Postponement of Regular Council Meetings**

9. Before the time of a regular Council meeting, Council may:
  - (a) cancel the meeting, or
  - (b) postpone the meeting and reschedule it to a different day and time.

## **PART 3 – SPECIAL COUNCIL MEETINGS**

### **Cancellation of Special Council Meeting**

10. 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.

## **PART 4 – ELECTRONIC COUNCIL MEETINGS**

### **Electronic Special Council Meetings**

11. A special Council meeting may be conducted by means of electronic or other communication facilities in compliance with the statutory requirements for that meeting and notice of that meeting.

### **Member Participation by Electronic Communication**

12.
  - a) One or more members of Council who are unable to attend a Council meeting may participate in the meeting by means of electronic or other communication facilities in compliance with the statutory requirements for that meeting, but the member presiding at that Council meeting must not participate electronically;
  - b) The Presiding member must verbally confirm the attendance of the member before stating and calling the question on the recommendation;
  - c) In the case of an interruption in the communication link to the member(s) participating electronically, Council will recess to a maximum of 5 minutes until it is determined whether or not the link can be reestablished. If communications are not reestablished, the meeting will resume without the electronic participant(s) as long as there is quorum present.

## **PART 5 – LOCATION OF COUNCIL MEETINGS**

### **Council Meetings at Municipal Hall**

7263-2016

13. All Council meetings must take place within Municipal Hall except when Council resolves to hold a meeting elsewhere within the City.

### **Council Meetings Within Boundaries**

7263-2016  
7521-2018

14.
  - (a) All Council meetings must take place within the boundaries of the City except when Council resolves to hold a Council meeting outside the boundaries;
  - (b) The Presiding member must verbally confirm the attendance of the member before stating and calling the question on the recommendation;
  - (c) In the case of an interruption in the communication link to the member(s) participating electronically, Council will recess to a maximum of 5 minutes until it is determined whether or not the link can be re-established. If communications are not re-established, the meeting will resume without the electronic participant(s) as long as there is quorum present.

## **PART 6 – PUBLIC NOTICE OF COUNCIL MEETINGS**

### **Public Notice of Regular Council Meetings**

15. The schedule of dates, times and places of regular Council meetings for each calendar year shall be posted on the Public Notice Posting Place and published prior to December 31st of the preceding year.

### **Council Waiver of Public Notice of Special Council Meeting**

16. Public notice of a special Council meeting may be waived by unanimous vote of all Council members.

### **Public Notice of Changes to Council Meetings**

17. Where a regular Council meeting or a special Council meeting is cancelled or rescheduled, the Corporate Officer must, as soon as possible, whether before or after the time of the planned meeting, post a notice of such at the Public Notice Posting Place.

## **PART 7 – COUNCIL NOTICE OF COUNCIL MEETINGS**

### **Council Notice of Changes to Council Meetings**

18. Where a regular Council meeting or special Council meeting is cancelled or rescheduled, the Corporate Officer must, as soon as possible, whether before or after the time of the planned meeting, post a notice of such at the regular Council meeting place, and leave a notice of such for each Council member at the place to which the member has directed notices be sent.

## **PART 8 – MINUTES OF COUNCIL MEETINGS**

### **Minutes of Council Meetings**

19. 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 who presided at the meeting.

### **Minutes of Electronic Meetings**

20. The Corporate Officer shall record in the minutes the members present including those participating electronically.

### Minutes Available to the Public

21. Minutes or portions of minutes of Council meetings that are available to the public must be open for public inspection at Municipal Hall during its regular office hours.

## **PART 9 – DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR**

7174-2015  
7263-2016

### Annual Designation of Member to Act in Place of Mayor

22. Council must, from amongst its members, designate for defined periods of each year, members to serve on a rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.
23. Each Councillor designated under section 24 must fulfill the responsibilities of the Mayor in the Mayor's absence.

### Absence of Mayor

24. The Mayor shall preside at Council meetings and if the Mayor is absent, the member designated to act in place of the Mayor shall preside at the meeting and if that member should be absent, the meeting shall be presided over by the next member, following the rotation established in section 24, who is present at the meeting.

## **PART 10 – CALLING MEETING TO ORDER**

### Calling Meeting to Order

25. As soon after the time specified for a Council meeting a quorum is present, the Mayor, or other member presiding at the meeting under section 26, shall call the Council meeting to order.

## **PART 11 – QUORUM**

### Continued Meeting where No Quorum

26. If there is no quorum of Council present within fifteen minutes of the scheduled time for a Council meeting, or a quorum is lost during a meeting, the Corporate Officer must record the names of the members present, and those absent, and all business on the agenda for that meeting not dealt with at that meeting is incorporated in the agenda for the next meeting.

## **PART 12 – AGENDA AND ORDER OF BUSINESS**

### **Preparation of Agenda**

27. Prior to each Council meeting, the Corporate Officer must prepare an agenda setting out the items for consideration at that meeting.

### **Distribution of Agenda**

28. The Corporate Officer must make the agenda available to the members of Council at least twenty-four hours prior to a regular Council meeting.

7149-2015  
6777-2010  
7263-2016  
7411-2017

### **Order of Proceedings and Business**

29. (a) Call to order
- (b) Amendments to the agenda
- (c) Approval of the 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 expedient
- 7521-2018 (m) Public Question Period
- 7521-2018 (n) Mayor and Councillor Reports
- (o) Notices of motions and matters for introduction at future meetings
- (p) Adjournment

## **PART 13 – VOTING AT COUNCIL MEETINGS**

### **Voting at Closure of Debate**

30. When debate on a matter is closed, the presiding member must put the matter to a vote of Council members.

### **Voting By Show of Hands**

31. When the Council is ready to vote, the presiding member must ask for a show of hands of Council members, indicating those in favour and those opposed.

### **Prohibited Actions During Voting**

32. After the presiding member finally puts the question to a vote, a member must not speak to the question or make a motion concerning it.
33. The presiding member's decision about whether a question has been finally put is conclusive.

### **Results of Voting**

34. The presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative will be released.

### **Recording of Votes**

35. The Corporate Officer must record in the minutes of a meeting the name of any member who voted in the negative on any question.

7301-2016

7521-2018

36. When a resolution is released by Council from Closed status, and unless otherwise resolved by Council, the names of any members who voted in the negative will be released.

7521-2018

(Entire Section)

## **PART 14 – CONDUCT**

37. During a Council meeting, a person must address a Council Member by their title of Mayor, Acting Mayor or Councillor;
38. 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; or
- g) disrupting or unnecessarily delaying the conduct of business at the Council Meeting.

39. 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; and
- d) adhere to any rulings or decisions made pursuant to this Bylaw.

**Paragraphs renumbered for  
Convenience**

40. Expulsion from Council Meetings

- a) A person who contravenes the general rules of conduct may be ordered expelled from the meeting;
- b) 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.
- c) 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.
- d) 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 the governing body for the conduct that contravened the Bylaw; or
  - (b) order the person to leave the Council Meeting immediately.
- e) If a person who has contravened the general rules of conduct is permitted to apologize and does so apologize, the person presiding 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.
- f) 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.
- g) If a person repeatedly contravenes the General Rules of Conduct set out in this bylaw, Council may adopt a resolution authorizing legal counsel to pursue legal remedies against the person.

## **PART 15 - DEBATE**

### **Reading of Question**

41. 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.

### **Motions Generally**

42. Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.

### **Motions During Consideration of a Question**

43. A Council member may make only the following motions, when the Council is considering a question:
- a) to defer consideration;
  - b) to refer to committee;
  - c) to amend;
  - d) to withdraw; or
  - e) to adjourn
44. A motion made under clause a) is not amendable and debate is limited to setting the meeting at which the motion will be considered.

### **Separate Votes**

45. 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 and agreed to by the majority of members present.

## Amendments

46. A proposed amendment must be decided or withdrawn before the main motion being considered is put to a vote.

## **PART 16 – POINTS OF ORDER**

### Raising Points of Order

47. A member may raise a point of order at any time, whereupon the presiding member must:
- a) interrupt the matter under consideration;
  - b) interrupt a member who had been speaking;
  - 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 as to whether or not the Point of Order is valid.

## **PART 17 – RECONSIDERATION OF A MOTION**

### Council Member Request for Reconsideration

7263-2016

48. (a) A member who voted with the prevailing side may, at any time within one month of the vote, introduce a motion to reconsider the resolution, motion or proceeding, including the defeat of a motion, if the resolution, motion or proceeding has not been acted upon irreversibly by an officer, employee or agent of the municipality.
- (b) 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 6 months except by way of a new and substantially different motion.

## **PART 18 – DELEGATIONS AND PUBLIC QUESTION PERIOD**

6514-2007

7521-2018

49. (a) The order of business titled “Delegations” will be regulated by the Council Meeting Delegations Policy as approved by Council and amended from time to time by Council resolution.
- (b) The order of business titled “Public Question Period” will be regulated by the Council Meeting Public Question Period Policy as approved by Council and amended from time to time by Council resolution.

**PART 19 - BYLAWS**

**Form of Bylaws**

50. Every bylaw must be presented in written form before it is introduced for consideration by Council.

**Three Readings**

51. Unless there is a statutory requirement for an approval or other act to be completed before a reading of a bylaw, a bylaw may be given up to 3 readings at one meeting of Council.

**Form of Bylaw Readings**

52. 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).”

53. The only motion required for the adoption of a bylaw shall be:

“THAT (short title of bylaw) be adopted.”

**Storage of Bylaws**

54. After a Bylaw is signed, the Corporate Officer must have it placed in the City’s records for safekeeping.

**PART 20 - COMMITTEE OF THE WHOLE, STANDING & SELECT COMMITTEES**

**Appointments to Standing Committees**

55. The Mayor shall appoint the members of each standing committee that the Mayor establishes.

**Committee of the Whole**

56. All members of the Committee of the Whole must be Council members and all members of Council are members of the Committee of the Whole.

**Presiding Member of Committee of the Whole Meetings**

57. The Mayor is the presiding member of the Committee of the Whole. On or before January 1 of the year, the Mayor will from amongst its members, designate for defined periods of that year, members to serve on a rotating basis as the member responsible for acting as the presiding member.

### **Chairperson of Standing Committees**

58. The members of each standing committee shall appoint a chairperson and vice-chairperson to preside at meetings in the absence of the chairperson and in the event of the absence of both the chairperson and vice-chairperson, the committee members in attendance shall choose one of their members to preside at that meeting.

### **Calling Committee Meetings**

59. Committee of the Whole meetings for each year must be held in accordance with the schedule of dates and times adopted by the Committee prior to January 1st of each year.
60. A meeting of a standing and select committee may be called by the chairperson, or in the absence of the chairperson, by the vice-chairperson, or by a majority of the members of the committee.

### **Committee Member Notice of Committee Meetings**

61. If a standing or select committee has established a regular schedule of committee meetings, a copy of that schedule must be provided to each member of the committee, by email or other manner that the member has directed that notices be sent.
62. If a special meeting of a standing or select committee has been called or if there is a change to a regular meeting, the meeting may not be held unless at least 24 hours advance notice of that meeting has been sent to each committee member, by email or other manner that the member has directed that notices be sent.
63. Notice of a committee meeting may be waived by unanimous consent of all the members of that committee.

### **Public Notice of Committee Meetings**

64. For Committee of the Whole and any other committee that has established a regular schedule of committee meetings, the chairperson of the committee must give public notice of the schedule, including the times, dates and places of the committee meetings, by posting a copy of the schedule at the Public Notice Posting Place.
65. If a special meeting of a committee has been called or if there is a change to a regularly scheduled committee meeting, the chairperson is responsible to give at least 24 hours advance public notice, including the time, date, place and general purpose in the case of a special meeting by posting at the Public Notice Posting Place.
66. Public notice of a committee meeting may be waived by unanimous consent of all the members of that committee.

### **Committee Meetings Within Boundaries**

67. Committee meetings may take place outside the boundaries of the City.

### **Electronic Attendance at Committee Meetings**

68. Sections 13 and 14 of this Bylaw apply to committee meetings.

### **Voting Rules for Committee Meetings**

69. A motion on a resolution, or on any other question before a committee, is decided by a majority of the committee members present at the meeting.
70. Each committee member has one vote on any question.
71. Each committee member present at the time of a vote must vote on the matter.
72. If a committee member does not indicate how he or she votes, the member is deemed to have voted in the affirmative.
73. If the votes of the members present at a committee meeting at the time of the vote are equal for and against a motion, the motion is defeated.
74. Council members attending a meeting of a committee of which they are not a member must not vote on a question unless the Council member is an alternate to a committee member.

### **Reconsideration**

75. Committees are not limited in their ability to reconsider resolutions or other proceedings.

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

76. The provisions of this Bylaw respecting minutes of a Council meeting apply to minutes of the proceedings of a Committee, except that minutes of a Committee meeting must be certified and signed by the person who chaired that meeting.

### **Quorum**

77. The quorum for a committee is a majority of all of its members unless otherwise stated in the bylaw establishing the committee.

### **Conduct and Debate**

78. The rules of the Council procedure must be observed during committee meetings, so far as is possible and unless as otherwise provided in this Bylaw or in the bylaw establishing the committee.

**PART 21 - GENERAL**

**Severance**

79. If any section, subsection, clause or other part 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.

**READ A FIRST TIME** this 8<sup>th</sup> day of May, 2007.

**READ A SECOND TIME** this 8<sup>th</sup> day of May, 2007.

**READ A THIRD TIME** this 8<sup>th</sup> day of May, 2007.

**ADOPTED** this 22<sup>nd</sup> day of May, 2007.

---

MAYOR

---

CORPORATE OFFICER