

BYLAW NO. 4042,2009

Consolidated with amendments in Bylaws 4801, 2018 and 5042, 2020

A Bylaw to govern the Meetings of
Council and Committees of Council of the City of Coquitlam

WHEREAS Council for the City of Coquitlam deems it necessary and desirable to regulate the Meetings of the Council and Committees of Council and the conduct thereof;

AND WHEREAS Section 124 of the *Community Charter*, S.B.C., 2003 c. 26, requires Council by bylaw to establish the procedures that are to be followed by Council for the conduct of its business, including the manner by which resolutions may be passed and bylaws adopted;

NOW THEREFORE, the Council of the City of Coquitlam, in open Meeting lawfully assembled, enacts as follows:

PART ONE: NAME OF BYLAW

1.1 This Bylaw is cited as “Council Procedure Bylaw No. 4042, 2009.”

PART TWO: REPEAL OF EXISTING BYLAWS

2.1 The following Bylaws are hereby repealed:
“Council Procedure Bylaw No. 3616, 2004”
“Council Procedure Amendment Bylaw No. 3933, 2008”

PART THREE: INTERPRETATION

3.1 In this Bylaw, unless the context requires otherwise:

ACT means the *Local Government Act* R.S.B.C. 1996, c.323, as amended.

ACTING MAYOR means the person designated to act in place of the Mayor pursuant to section 4.1 of this Bylaw.

CHAIR means the Mayor, Acting Mayor, or presiding officer appointed under the Act or this Bylaw, who is chairing a Meeting.

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| CHARTER | means the <i>Community Charter</i> , S.B.C. 2003, c.26, as amended. |
| CITY CLERK | means the municipal employee appointed as the officer responsible for corporate administration in accordance with sections 146 and 148 of the Charter, or designate. |
| CITY | means the City of Coquitlam. |
| CITY HALL | means the municipality's principal business address at 3000 Guildford Way, Coquitlam, British Columbia. |
| COMMITTEE | means a standing or select committee of Council constituted as provided in the Charter. |
| COUNCIL | means the governing and executive body of the municipality constituted as provided under the Charter. |
| DELEGATION | means an address to Council or Committee at the request of the person wishing to speak and which is generally related, but not limited to, an item of business on the agenda of the Meeting at which the person wishes to appear. |
| INAUGURAL MEETING | means the Meeting at which the Members elected at the most recent general local election are sworn in. |
| MEETING | means an inaugural, regular or special Meeting of Council as the context requires. |
| MEMBER | means the Mayor or a Councillor, or in the case of a Committee the members of that Committee. |
| MEMBER'S ADDRESS | means the address to which all notices, agendas and other communications are to be sent to Members by the City Clerk. For the purposes of this Bylaw and otherwise a Council Member's address is his or her specified mail box tray at City Hall. |

Notwithstanding the above, notices, agendas and other communications may be sent by electronic mail to those Members who have indicated a desire to receive such communications in this manner.

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| MOTION | means a formal proposal made by a Member at a Meeting of the Council or a Committee that the Council or Committee consider as a specified course of action. |
| MUNICIPALITY | means the City of Coquitlam. |
| PRESENTATION | means an address to Council or Committee at the request of Council, a Committee or staff, or an address to Council or Committee from a member of the public, which is generally related, but not limited to, a non-business item of interest to Council or Committee. |
| PUBLIC NOTICE POSTING LOCATIONS | means the bulletin boards located in the main floor lobby and on the second floor adjacent to the Mayor's Office of the City Hall. |
| QUESTION | means the subject matter of a Motion. |
| QUORUM | means: <ul style="list-style-type: none">a) in the case of Council, a majority of the number of Members of which the Council consists under the Charter,b) in the case of a Committee or other body, a majority of the voting Members appointed, and/or as defined in the Committee's Terms of Reference. |
| REGULAR COMMITTEE MEETING | means a Meeting of a Committee, other than a special Meeting. |
| REGULAR COUNCIL MEETING | means a Meeting of Council, other than a special or inaugural Meeting, held under Part Five of this Bylaw. |
| SPECIAL MEETING | means a Meeting of Council, other than a regular, adjourned or inaugural Meeting, held under Part Six of this Bylaw. |

3.2 Words that are not defined in this Bylaw will have the definitions assigned to them in the Charter and/or the Act if defined therein.

3.3 Reference in this bylaw to:

- a) a numbered “section” or “Part” is a reference to the correspondingly numbered section or Part of this Bylaw;
- b) Unless the context otherwise requires, the plural is to be considered to be a reference also to the singular;
- c) Except as otherwise provided by the Charter or Act or this or any other bylaw of the City, a resolution or vote of Council is a reference to a resolution or vote passed by an affirmative vote of a majority of the Members present and entitled to vote on the matter.
- d) Unless otherwise specified in this Bylaw or other enactments, a requirement for a 2/3 vote is a requirement for the affirmative vote of at least 2/3 of the number of Members of which Council consists under the Charter or Act.

PART FOUR: ACTING MAYOR DESIGNATION

4.1 Acting Mayor Designation and Schedule

- 4.1.1 Council must adopt an Acting Mayor schedule that assigns the role of the Acting Mayor to a Member for a prescribed period of time each year.
- 4.1.2 During the absence, illness or other disability of the Mayor, the Acting Mayor has all the powers of, and is subject to, the same rules as the Mayor.
- 4.1.3 In the event that both the Mayor and Acting Mayor are absent from any Meeting, Council shall agree to appoint the next Member in the Acting Mayor schedule to preside at that Meeting.

PART FIVE: COUNCIL MEETINGS

5.1 Time and Location of Regular Meetings

- 5.1.1 Council shall adopt a schedule of Regular Council Meetings on an annual basis by resolution at a Regular Meeting, which includes the dates, times and locations of said Meetings.
- 5.1.2 Despite section 5.1.1, no Regular Council Meeting is to be held if the Meeting has been cancelled by a resolution of Council passed under section 5.3 at a previous

Meeting.

5.2 Notice of Council Meetings

- 5.2.1 Annually, the City Clerk must make available to the public a schedule of the dates, times and places of Regular Council Meetings and give notice of the availability of the schedule in accordance with section 94 of the Charter.
- 5.2.2 Where revisions are necessary to the schedule referred to in subsection 5.2.1, the City Clerk must, as soon as possible, post a notice in the public notice posting place to advise the public of:
- a) any revisions to the dates, times and places of the Regular Council Meetings; and
 - b) The cancellation of any Regular Council Meetings.

5.3 Cancelled or Rescheduled Regular Council Meetings

- 5.3.1 Council may by resolution:
- a) cancel or reschedule any Regular Council Meeting; or
 - b) change the time or location for the holding of a Regular Council Meeting;
- 5.3.2 The resolution to cancel or reschedule a Regular Council Meeting postpones the business on the agenda for the Meeting to the next regularly scheduled or the re-scheduled Meeting.
- 5.3.3 A scheduled Closed Council Meeting may be cancelled by the Mayor, in consultation with the City Clerk, where no items have been submitted for that Meeting.

5.4 Notice of Cancelled or Rescheduled Council Meeting

- 5.4.1 Except in the case of a Meeting for which there is no quorum or a quorum is lost, the City Clerk must give public notice of a cancelled or rescheduled Regular Council Meeting or of the change of time or location by posting notice to the public at the

public notice posting locations before the date and time on which the Meeting was to have been held.

5.5 Meetings Open to the Public

5.5.1 Unless a Meeting or part of a Meeting is authorized to be closed to the public in accordance with section 90 of the Charter, all Meetings shall be open to the public.

5.5.2 Before closing a council Meeting or part of a council Meeting to the public, Council must pass a resolution in accordance with section 92 of the Charter.

5.6 Electronic Participation at Council Meetings

5.6.1 Provided the conditions set out in the Charter [Electronic Meetings and Participation by Members] are met:

- a) a Member who is unable to physically attend at a Regular Council Meeting, a standing committee of Council, or a Public Hearing for reasons other than convenience, may participate in the meeting by means of electronic or other communication facilities.
- b) a Special Meeting may be conducted by means of electronic or other communication facilities if:
 - i. requested in accordance with subsection 6.1;
 - ii. it is deemed by the Mayor or City Clerk that there is a situation requiring a Special Meeting and Members are unable to physically meet in one location together; or
 - iii. as directed by a resolution of Council.

PART SIX: SPECIAL COUNCIL MEETINGS

6.1 Calling and Notice of Special Council Meetings

6.1.1 A Special Council Meeting may be called in compliance with Section 126 of the Charter or by a resolution of Council fixing the date, time and place of the Special Council Meeting.

6.1.2 The City Clerk must prepare the public notice for each Special Council Meeting

which must be given at least 24 hours before the time of the Meeting by:

- a) delivering one copy to each Member's address; and
- b) posting a copy of the notice in the public notice posting locations;

and which must:

- a) state the date, time and place of the Meeting ; and
- b) describe in general terms the purpose of the Meeting; and
- c) be signed by the Mayor or City Clerk; and
- d) in the case of a Special Council Meeting to be conducted by means of electronic or other communication facilities, the way in which the meeting is to be conducted and the place where the public may attend to hear the proceedings that are open to the public.

6.1.3 In accordance with Section 127(4) of the Charter, notice of a Special Council Meeting may be waived by unanimous vote of all Members.

PART SEVEN: INAUGURAL MEETINGS FOLLOWING AN ELECTION

7.1 Following a General Local Election the Inaugural Meeting must be held on the first Monday in November of the year in which the election took place.

7.2 If a quorum of Members elected at the general local election has not taken office by the date of the Inaugural Meeting stated in section 8.1, the Inaugural Meeting must be called by the City Clerk and held as soon as reasonably possible after a quorum has taken office.

PART EIGHT: COUNCIL MEETING AGENDAS

8.1 Council Meeting Agenda Preparation

8.1.1 Subject to such changes as may be appropriate in the circumstances, the City Clerk must prepare an agenda for each Council Meeting, which shall:

- a) be in the order set out in section 9.4.1;
- b) state the general nature of each item of business to be dealt with at the Meeting; and
- c) be delivered to each Member's address at least 24 hours before the time when a Meeting is to be held.

8.2 Availability of Council Meeting Agendas

8.2.1. The agenda of Council Meetings will generally be made available to the public as follows:

- a) Regular Council Meetings – by 5:00 p.m. on the Friday of the week preceding each such Meeting; and
- b) Special Council Meetings – as soon as is practical at the discretion of the City Clerk.

PART NINE: COUNCIL MEETING PROCEEDINGS

9.1 Postponement if No Quorum

9.1.1 If there is no quorum of Members at the location for a Meeting within 15 minutes of the time stated in the public notice for the Meeting, or a quorum is lost during the Meeting, the City Clerk must record the names of the Members present and that the Council Meeting is deemed to have been cancelled or adjourned, as the case may be.

9.1.2 All business on the agenda for that Meeting not dealt with at that Meeting is incorporated in the agenda for the next regularly scheduled Meeting or, in

accordance with subsection 6.1.1., Council may call a Special Council Meeting and direct that all business on the agenda for the cancelled or adjourned Meeting, as the case may be, be incorporated in the agenda for the Special Council Meeting.

9.2 Mayor to Open Meetings

- 9.2.1. Once a quorum is present, the Mayor, or in the absence of the Mayor, the Acting Mayor, must call the Meeting to order and be the Chair for the Meeting, unless the Chair requests another Member to preside.

9.3 Mayor Arrives After Commencement

- 9.3.1. If the Mayor arrives after commencement of a Meeting, he or she will preside on arrival.

9.4 Business at Regular Council Meetings

- 9.4.1 The order of business at every Regular Council Meeting shall generally be in the following order:

- a) Call to Order
- b) Presentations
- c) Adoption of Minutes
- d) Delegations
- e) Committee Minutes and Recommendations
- f) Bylaws for 2nd and 3rd Readings (from Public Hearing)
- g) Bylaws for Final Adoption
- h) Staff Reports
- i) Notices of Motion and Reports of Councillors
- j) Other Business
- k) Information Items

l) Adjournment

m) Public Question Period

9.4.2 Council may resolve to change the order of business set out in subsection 9.4.1.

9.5 Presentations From the Public to Council

9.5.1 Presentations from the public relating to items that are generally, although not limited to, non-business items of interest to Council shall be received at Council Meetings, if at least seven days prior to the date of the Meeting at which the presenter wishes to appear:

- a) The presenter submits their request to appear before Council in writing to the City Clerk, clearly outlining the intended Presentation and subject matter to be presented and the name of the presenter and, if applicable, the organization being represented; and
- b) the City Clerk has advised the presenter the date of the Meeting at which they may appear.

9.5.2 Presentations from the public shall be limited to five minutes and shall be confined to the subject which was indicated in the written request.

9.5.3 There shall be a maximum of three Presentations per Meeting.

9.5.4 Council may waive strict compliance with subsection 9.5.2 by a resolution passed by a 2/3 vote of all Members present.

9.6 Delegations to Council

9.6.1 Delegations will normally be received at the appropriate Standing Committee in accordance with section 15.8, unless a Standing Committee or Council has requested that staff place the Delegation on a Regular Council Meeting agenda.

9.6.2 Delegations to Council are governed by the same procedures as presentations to Council, as set out in subsections 9.5.2 to 9.5.4.

9.7 Adjournment

9.7.1 With the exception of Council Meetings immediately following Public Hearings, every Regular Council Meeting and any question period following it adjourns by 10:30 p.m. unless waived by a 2/3 majority vote of those Members present.

9.8 Public Question Period

9.8.1 After any Regular Council Meeting is adjourned, a maximum of 15 minutes will be allotted for the public to ask Council questions related to any item on the agenda.

9.8.2 Public Question Period will be suspended 30 days prior to a general local election or by-election.

PART TEN: MINUTES OF COUNCIL MEETINGS

10.1 Recording, Certification and Availability of Minutes

10.1.1 Minutes of the proceedings of Council must be legibly recorded and, once approved by Council, certified as correct by the City Clerk.

10.1.2 Subject to subsection 10.1.3 of this bylaw, the minutes of the proceedings of Council must be open for public inspection at City Hall during regular office hours.

10.1.3 Subsection 10.1.2. of this Bylaw does not apply to minutes of a Meeting, or part of a Meeting, from which persons were excluded pursuant to section 90 of the Charter.

PART ELEVEN: RULES OF DEBATE FOR COUNCIL MEETINGS

11.1 Recognition of Speakers

11.1.1 No Member shall speak in a Council Meeting until the Member has signalled or indicated that they wish to speak and the Chair has recognized the Member.

11.1.2 If two or more Members indicate simultaneously that they wish to speak, the Chair may designate the order in which each is to speak.

11.1.3 The Mayor may speak at a Meeting at any time without leave, but may not interrupt a Member except to raise a point of procedure or restore order.

11.2 Manner of Address by Speakers

11.2.1 A person must address the Mayor as “Mr.”, or “Madam”, “Mayor”, or “Your Worship” as the case may be.

11.2.2 A person must address a Councillor by that Councillor’s surname preceded by “Councillor”.

11.3 Rules Respecting Members When Speaking

11.3.1 Except as otherwise unanimously resolved by the Members present and voting at a Meeting, a Member may:

- a) speak only to an item of business on the agenda called for consideration by the Chair;
- b) not speak to an item on the agenda until a Motion dealing with the substance of the item has been moved and seconded;
- c) speak only once to a matter except that a Member may speak more than once to a matter:
 - i. with the leave of the Chair;
 - ii. to explain a material part of his or her speech which may have been misunderstood; or
 - iii. to ask a question pertinent to the matter under debate.
- d) not speak for more than five minutes at a time, except with the leave of the Chair or unless Council resolves to permit a Member to speak longer;
- e) not speak when called to order by the Chair until the point of order has been resolved.

11.4 Improper Conduct

- 11.4.1 No Member or person attending a Meeting may interrupt a Member who is speaking, except that another Member may raise a point of order.
- 11.4.2 No Member or person attending a Meeting may cause a disturbance, disrupt or in any manner delay the conduct of business at a Meeting.
- 11.4.3 No Member or person attending a Meeting may use any rude or offensive language, or by tone or manner of speaking, express any point of view, opinion or allegation which, directly or indirectly, reflects unfairly upon the conduct or character of any person.

11.5 Removal of Those Behaving Improperly

- 11.5.1 The Mayor may order a person or Member to leave a meeting for refusing to comply with any section of 11.4 of this Bylaw.
- 11.5.2 If a person resists or disobeys an order of the Mayor or other person presiding at a Meeting to leave a Meeting, that person may be removed, if necessary, by a peace officer at the discretion of the Mayor or person presiding.

11.6 Enquiries or Submissions by Those Attending Meetings

- 11.6.1 Except in cases where the Chair has called for speakers and subject to sections 9.5, 9.6 and 9.8, no person attending a Meeting may address Council on any item of business on the agenda, unless the Council by unanimous resolution of those present and voting agrees to allow a person to address it.
- 11.6.2 A member of the public appearing before Council shall provide their name and address for the official record in a manner set by the Chair.

PART TWELVE: POINTS OF PRIVILEGE AND ORDER

12.1 Points of Order

- 12.1.1 A Member may raise a point of order at any time, whereupon 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 on;
- c) ask the Member raising the point of order to state the substance of and the basis for the point of order; and
- d) state the provision of this Bylaw or other rule of order applicable to the point of order, which the Chair must do at once without debate.

12.1.2 In accordance with section 132(2) of the Charter, a Member who is dissatisfied with a decision of the Chair has the right to appeal such a decision, at which time:

- a) the Chair shall immediately ask “shall the Chair be sustained?” and the question will be decided without debate;
- b) the Chair must not vote on the question;
- c) the Motion passes in the affirmative if the votes are equal;

Where Council has voted not to sustain the Chair, the decision of the Chair is negated and the business of Council must proceed as if his or her decision had never been made.

PART THIRTEEN: MOTIONS

13.1 Chair and Motions

13.1.1 The Chair may speak to any Motion.

13.1.2 The Chair may not put forward or second a Motion.

13.2 Notice of Motion

13.2.1 A Motion resulting from a Delegation, presentation, agenda item or other business that is not listed as Council action on the Meeting Agenda must be made by way of a Notice of Motion.

13.2.2 A Notice of Motion must be introduced by reading aloud the Motion and is not debatable. Subsequent to providing the Notice of Motion, the Member shall provide a written copy, signed by the mover and seconder, to the City Clerk for inclusion on the agenda of the next regularly scheduled Council Meeting, at which:

- a) the Motion will be introduced by the City Clerk;
- b) the Member making the Motion may make introductory remarks;

13.2.3 Council may not proceed with any Notice of Motion on the agenda in the absence of the Member at whose request the item was placed on the agenda unless:

- a) the written consent of the absent Member is presented to the Chair; or
- b) Council resolves to proceed with the Notice of Motion despite the absence of the Member.

13.2.4 Council may waive strict compliance with 13.2.1 and present a Motion for immediate consideration by a 2/3 majority vote of all the Members present.

13.3 Resolutions

13.3.1 Actions of the Council must be dealt with by voting on a Motion put forth by a Member and seconded by another Member.

13.4 Withdrawal of Motion

13.4.1 A Motion may be withdrawn by the mover and seconder of a Motion, with the consent of all Members present.

13.4.2 A Motion may not be withdrawn after it has been voted on by Council.

13.5 Inadmissible Motions

13.5.1 If the Chair considers that a Motion is contrary to a bylaw, the Charter or the Act, the Chair must inform Council at once and may refuse to permit debate on the Motion and refuse to put the question to a vote.

13.5.2 The Chair must immediately give reasons for any refusal made pursuant to section

13.5.1.

13.6 Recording of Motions

13.6.1 The City Clerk must record in the minutes the text of every Motion that is duly moved and seconded.

13.7 Reading of Motions

13.7.1 After a Motion has been seconded by another Member and recorded by the City Clerk, the City Clerk, if so requested by a Member, must read the Motion aloud to the Meeting before the Motion is debated or put to a vote by the Chair.

13.8 Order of Precedence of Motions

13.8.1 When a Motion is on the floor and before the question has been called, only the following Motions are permitted, in the following order of precedence:

- a) a Motion to refer;
- b) a Motion to defer;
- c) a Motion to amend.

13.9 Motions to Refer

13.9.1 A Member may propose a Motion to refer either:

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

13.9.2 Upon a Motion to refer being seconded, such Motion:

- a) is debatable, but only as to the merits of the referral;

- b) may not be deferred or amended; and
- c) applies to an amendment or an original Motion.

13.9.3 Where a Motion to refer has been adopted which refers an original Motion which has been amended, the referral applies to the original Motion as amended.

13.9.4 Before the question is called on a referral Motion any Member may give direction on such Motion on matters which the Member feels should be investigated further before the matter is presented to Council again.

13.10 Motions to Defer

13.10.1 A Member may propose a Motion to defer a Motion which is on the floor either:

- a) to a later time during the same Meeting and in such Motion must specify when in the order of business, or after which circumstances, the Motion will be dealt with; or
- b) to another Meeting and in such Motion, may specify:
 - i. the date of the Meeting at which the deferred Motion is to be considered; or
 - ii. any conditions which must be fulfilled in order for the deferred Motion to be considered further; or
 - iii. both (a) and (b).

13.10.2 A Motion to defer is debatable, but only as to the merits of deferral.

13.11 Motions to Amend

13.11.1 A Member, other than the mover of a Motion, may propose an amendment to a Motion, and that amendment must be disposed of before any subsequent amendments are proposed.

13.11.1 When an amendment to a Motion has been moved and seconded, debate is

limited to the amendment only.

13.11.2 If the amendment is defeated, debate may continue on the original Motion, and if no further amendments are proposed, the Chair must call the question on the original Motion.

13.11.3 If the amendment is adopted and no further amendments are proposed, the Chair must then call the question on the original Motion, as amended.

13.12 Sub-Amendments

13.12.1 A Member may propose a sub-amendment to an amendment.

13.12.2 A Member may not propose a sub-amendment to a sub-amendment.

13.12.3 The Chair must call the question on a Motion which has been amended, in the following order:

- a) a sub-amendment, if any;
- b) an amendment to the original Motion;
- c) the original Motion, as amended if applicable.

13.13 Scope of Amendments

13.13.1 The amendments permitted by sections 13.11 and 13.12 may take the form of deletion, addition or substitution of words or figures, provided such deletions, additions or substitutions do not, in the opinion of the Chair, negate the intent of the original Motion.

13.13.2 If any Member states that a proposed amendment to a Motion would negate the intent of that Motion, the Chair must at once rule whether that would be the case.

13.13.3 A ruling made pursuant to section 13.13.2 may be appealed to Council as if the ruling were a point of order.

13.14 Division of Motions

13.14.1 If requested by any Member, the question on a Motion which comprises

several clearly identified parts, sections or clauses, must be called separately on such parts, sections or clauses, and in such circumstances a new mover and seconder are not required.

13.14.2 Where a Motion does not contain clearly identified parts, sections or clauses, and where in the opinion of the Chair it is not possible to separate such Motion into clearly identified components, the question must be called on the entire Motion.

13.14.3 The provisions of section 13.14.1 applies whether or not such Motion has been the subject of amendments.

13.15 Question to be Put to a Vote After Debate

13.15.1 The Chair must put every question to a vote immediately after debate on that question is closed.

13.16 Recording of Votes

13.16.1 The City Clerk must record in the minutes of a Meeting the name of any Member who voted in the negative on any Motion.

13.17 Effect of Not Indicating a Vote

13.17.1 A Member present at a Meeting at the time of a vote who does not indicate his or her vote is deemed to have voted in the affirmative.

13.17.2 No Member may leave a Meeting once a vote on a matter has been called.

13.18 Declaration if Not Entitled to Vote

13.18.1 A Member attending a Meeting must not participate in the discussion and must not vote on a matter where to do so would be contrary to the Charter.

13.18.2 If a Member attending a Meeting considers that he or she has a direct or indirect pecuniary interest in a matter, or another interest in a matter that constitutes a conflict of interest, the Member must declare this and state in general terms the reason why the Member considers this to be the case.

13.18.3 After making the declaration, it is the Member's responsibility to ensure that they

do not:

- a) remain or attend any part of a Meeting during which the matter is under consideration;
- b) participate in any discussion of the matter at such a Meeting;
- c) vote on a question in respect of the matter at such a Meeting; or
- d) attempt in any way, whether before, during or after such a Meeting, to influence the voting on any question in respect of the matter.

13.18.4 When the declaration is made, the City Clerk must record the Member's declaration or statement, the reasons given for it and the time of the Member's departure from the Meeting room and, if applicable, of the Member's return.

13.18.5 The Chair at the Meeting or any following Meetings in respect of the matter must ensure that the Member is not present at any part of the Meeting during which the matter is under consideration.

13.18.6 Section 13.18 of this bylaw applies to Members, and persons appointed by the City, in relation to Council Meetings, standing and select committee Meetings and any other bodies subject to Section 93 of the Charter.

13.19 Reconsideration

13.19.1 A Member who voted with the majority either for or against a Motion, may at any time within 30 days of the vote, introduce a Motion to reconsider a matter, including the defeat of a Motion on a matter, if the matter has not been acted upon irreversibly by an officer, employee or agent of the City. A Motion brought back under this clause can only be reconsidered once.

13.19.2 In accordance with section 131 of the Charter, the Mayor may at any time within 30 days of the vote, bring back for reconsideration any matter, whether adopted or defeated by resolution. The Mayor may not bring back for consideration any matter if it has had the approval or assent of the electors followed by Council adoption, or has already been reconsidered under section 131 of the Charter.

PART FOURTEEN: ADOPTION OF BYLAWS

14.1 Bylaw Introduction

14.1.1 Council may not consider a proposed bylaw unless:

- a) it is on the agenda for the Meeting; or
- b) the City Clerk has given a copy to each Member.

14.1.2 Every proposed bylaw is to be introduced at the Meeting by specifying its title and subject matter.

14.2 Readings, Amendments and Adoption of Bylaws

14.2.1 Subject to this Bylaw and any other legislation, Council may give up to three readings of a bylaw at one Meeting.

14.2.2 Every bylaw passed by Council, with the exception of an official community plan bylaw or zoning bylaw, shall be considered for final adoption not less than one day after the bylaw has received third reading and before adoption.

14.2.3 An official community plan bylaw or zoning bylaw may be adopted at the same Meeting at which that bylaw receives third reading.

14.2.4 A bylaw, except a zoning bylaw, may be amended at any time up until it is given final reading, provided, however, that no bylaw, after third reading has been given, may be altered or amended except on Motion of Council.

14.2.5 A bylaw comes into force on the latter of:

- a) the date it is adopted by Council; or
- b) the date specified in the bylaw.

14.2.6 If adopted by Council, a bylaw shall be signed by the Mayor or Acting Mayor, as the case may be, and by the City Clerk and the City Clerk shall affix thereto the corporate seal of the City.

14.2.7 Subject to other enactments, Council may, by resolution, rescind the most recent reading of a proposed bylaw and then again give the proposed bylaw that reading with or without amendment.

14.3 Description of Steps in Every Bylaw

14.3.1 On the last page of every bylaw that is enacted by Council, the City Clerk must set out the dates on which:

- a) each reading and adoption of the bylaw occurred;
- b) where required, the number of affirmative votes.
- c) where required, a public hearing occurred; and
- d) where required, the assent of the electors was received.

PART FIFTEEN: STANDING AND SELECT COMMITTEES

15.1 Creation of Committees

15.1.1 The Mayor, in accordance with section 141 of the Charter, may establish standing committees for matters he or she considers would be better regulated and managed by a committee and he or she may appoint the Members of the standing committee, including a chair and vice-chair.

15.1.2 Council may, by resolution, in accordance with section 142 of the Charter, establish select committees and may appoint the Members, including a Chair and Vice-Chair of those committees.

15.1.3 The Mayor is an ex-officio and voting Member of all standing and select committees.

15.2 Location and Schedule of Regular Committee Meetings

15.2.1 The first Meeting of a standing committee after its creation must be held on the date and at the time and location specified by the Mayor. All regular Meetings of a

standing committee after its first Meeting are to be held at the date, time and location approved by Council.

15.2.2 All regular Meetings of select committees are to be held at the date, time and location determined by the City Clerk in consultation with the Chair of the respective committees.

15.3 Notice of Regular Committee Meetings

15.3.1 The City Clerk will make available to the public a schedule of the date, time and place of regular committee Meetings by posting the schedule on the City's website.

15.3.2 Where revisions are necessary to the schedule referred to in subsection 15.3.1, the City Clerk will, as soon as possible, revise the schedule posted on the City's website to reflect:

- a) any revisions to the date, time and place of Regular Committee Meetings; and
- b) the cancellation of any Regular Committee Meetings .

15.4 Special Meetings of Committees

15.4.1 A Committee may hold a special Meeting when:

- a) its Chair so directs;
- b) the Mayor so directs; or
- c) directed to meet by a resolution of Council.

15.4.2 The City Clerk must give at least 24 hours notice of a special Committee Meeting to the Members of the Committee when the Meeting is called.

15.5 Quorum

15.5.1 Unless otherwise stated in the terms of reference of the Committee, a quorum of a Committee is a majority of all of its appointed Members.

- 15.5.2 The Mayor, when present, shall be counted in making the quorum.
- 15.5.3 The Vice-Chair of a select committee, when present, shall be counted in making the quorum.
- 15.5.4 Where a quorum is not present fifteen minutes after the time established for a Committee Meeting, the person responsible for recording the minutes, shall record the names of those Members present and such Meeting is deemed to have been cancelled.
- 15.5.5 Notwithstanding any of the above provisions, a select committee may receive submissions or information from the public or staff on a matter when a quorum is not present. In such instances:
- a) Committee Members may not put forward, consider or vote on any Motions; and
 - b) notes of the unofficial Meeting will be taken and forwarded to the appropriate standing committee or Council, as the case may be, for information.
- 15.5.6 Should a Committee Meeting be cancelled for lack of quorum, and if there are matters of business that are deemed urgent by the Chair or City Manager, these matters may be placed on the Council Agenda by the City Clerk without a recommendation by the Committee. Otherwise, the items of business will be considered at the next Meeting of the Committee.

15.6 Attendance at Committee Meetings

- 15.6.1 Members may attend the Meetings of a standing or select committee of which they are not a Member and may participate in the discussion.
- 15.6.2 Only Members or persons appointed to a Committee in accordance with section 15.1 may move or second Motions or vote at Committee Meetings.
- 15.6.3 Unless a Meeting or part of a Meeting of a Committee is authorized to be closed to the public in accordance with section 90 of the Charter, all Meetings of Committees shall be open to the public.

15.7 Minutes of Committee Meetings

- 15.7.1 Minutes of the proceedings of a committee Meeting must be legibly recorded and, once approved by the Committee, certified as correct by the City Clerk.
- 15.7.2 Subject to subsection 15.7.3 of this Bylaw, the minutes of the proceedings of a Committee must be open for public inspection at City Hall during regular office hours.
- 15.7.3 Section 15.7.2. of this Bylaw does not apply to minutes of a Committee Meeting, or part of a Committee Meeting, from which persons were excluded pursuant to section 90 of the Charter.

15.8 Delegations to Committees

- 15.8.1 Delegations from the public relating to items that are generally, although not limited to, an item of business on the agenda of the Meeting at which the person wishes to appear, may appear before a committee at the next appropriate Meeting of the committee, if at least seven days prior to the Meeting at which the Delegation wishes to appear:
- a) the Delegation submits their request to appear before the Committee in writing to the City Clerk, clearly outlining the intended presentation and subject matter to be presented by the Delegation and the name of the spokesperson for the Delegation;
 - b) the City Clerk has advised the Delegation of the date of the Meeting at which the Delegation may appear.
- 15.8.2 A presentation by a Delegation shall be limited to five minutes and shall be confined to the subject which was indicated in their written request.
- 15.8.3 There shall be a maximum of three Delegations per Meeting and requests to appear shall be in the order that they are received by the City Clerk.
- 15.8.4 Where an individual or group wishes to appear at consecutive Committee Meetings, their request to appear as a Delegation shall be granted only if no more than two other Delegations have requested to appear before the Committee in accordance with this section at the Meeting.

15.8.5 A Committee may waive strict compliance with sections 15.8.2 by a resolution passed by a 2/3 majority vote of all Members present.

15.8.6 In accordance with subsection 9.6.1, a Committee may determine it appropriate for a Delegation to be heard by Council and may direct staff to place the Delegation on a Regular Council Meeting agenda.

15.9 Rules of Conduct and Debate for Committees

15.9.1 Subject to the specific rules for committees set out in this Part, the rules governing the procedure of Council shall be observed in all Committees so far as they are applicable, except that:

- a) the Chair should be addressed as “Mr. Chair” or “Madam Chair”, as the case may be;
- b) the Chair of a Committee may put forward and second Motions; and
- c) the number of times a Committee Member may speak on any matter is not limited.

PART SIXTEEN: OTHER PROVISIONS

16.1 Unprovoked for Cases

16.1.1 Procedural situations not considered in all cases not provided for in this Bylaw, the Act or the Charter, the proceedings of Council and Committees shall be governed by the most recent edition of Robert’s Rules of Order.

16.2 Irregularity

16.2.1 The failure of Council or a Committee to observe the provisions of this Bylaw does not affect the validity of resolutions passed or bylaws enacted by Council.

16.3 Waiver

16.3.1 Where all Members are present at a Meeting, the absence of a call for such a

Meeting or failure to give notice to all or any Member will not render the Meeting invalid if the unanimous consent of those Members present is gained prior to transacting any business.

16.4 Severability

16.4.1 If any part, section, subsection, clause or sub-clause, of this Bylaw is, for any reason held to be invalid by the decision of a Court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this Bylaw.

16.5 Coming Into Force

16.4.1 This Bylaw will come into force on the date of final adoption.

READ A FIRST TIME this 27th day of July, 2009.

READ A SECOND TIME this 27th day of July, 2009.

READ A THIRD TIME this 27th day of July, 2009.

GIVEN FOURTH AND FINAL READING and the Seal of the Corporation affixed this 21st day of September, 2009.

MAYOR

CITY CLERK