



**A Bylaw to Regulate the Procedure of Council and Committee Meetings
for the City of Port Coquitlam**

The Municipal Council of the Corporation of the City of Port Coquitlam enacts as follows:

Citation

1. This Bylaw may be cited for all purposes as “Council and Committee Procedures Bylaw, 2015, No. 3898”.

Definitions

2. **AUDIO AND VIDEO RECORDING DEVICES** means any equipment enabling the recording and or transmission of sound and or visual images;

CHAIR means the Presiding Member of a committee;

CITY means the Corporation of the City of Port Coquitlam;

CITY HALL means Port Coquitlam City Hall located at 2580 Shaughnessy Street, Port Coquitlam, BC, V3C 2A8;

CLOSED means a meeting closed to the public under Section 90 and 91 of the *Community Charter*.

COMMITTEE means a Standing committee, Select committee, or other body as referred to in section 93 of the *Community Charter* [application of open meeting rules to other bodies], or as enabled by other legislation;

CORPORATE OFFICER means the person appointed by Council under Section 148 of the *Community Charter*;

COUNCIL means the Council for the Corporation of the City of Port Coquitlam;

DELEGATION means any person wishing to appear as a speaker and or make a presentation to Council or a committee;

MAYOR means the Mayor of the Corporation of the City of Port Coquitlam;

MEMBER means a member of Council;

PUBLIC NOTICE POSTING PLACE means the outside bulletin board located at the front doors of City Hall;

PRESIDING MEMBER means the Mayor or Chair of a Council or committee meeting or the person authorized to act in the Mayor or Chair's absence or inability to act;

STAFF DESIGNATE means the staff member(s) responsible for administration of a committee;

SELECT COMMITTEE means a committee established by Council resolution pursuant to Section 142 of the *Community Charter*, and to which Council shall appoint Council representation and may appoint members from the community;

STANDING COMMITTEE means a committee established by the Mayor pursuant to Section 141 of the *Community Charter* to which the Mayor shall appoint Council representation and may appoint members of the community;

Inaugural Meeting

3. 1) Following a general local election, the first Council meeting must be held on the first Tuesday of November in the year of the 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.

Time and Location of Meetings

4. 1) Subject to Section 5(2), regular Council meetings must:
 - a) be held on the second and fourth Tuesday of each month;
 - b) begin at 6:00 pm in Council Chambers located at City Hall unless Council has resolved to hold the meeting elsewhere; and
 - d) when the Council meeting falls on a statutory holiday, be re-scheduled for the next day City Hall is open to the public.
- 2) All committee meetings must be held in accordance with the annual committee meeting schedule published at the beginning of each year unless a special

meeting notice or cancellation notice is produced in accordance with Section 5(2) below.

Notice of Council Meetings

5. 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 annually by posting it at the Public Notice Posting Place and advertising in accordance with section 94 of the *Community Charter*.
- 2) Where revisions are necessary to the annual schedule of regular Council or committee meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Place which indicates any revisions to the date, time and place or cancellation of a regular Council or committee meeting.

Notice of Special Meetings

6. 1) Except where notice of a special meeting is waived by unanimous vote of all Council members under Section 127(4) of the *Community Charter [notice of council meeting]*, a notice of the date, hour, and place of a special Council or committee 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 or committee 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 member's mailbox at City Hall or emailing details of the special meeting to each member.
- 2) The notice under subsection 1) must describe in general terms the purpose of the meeting and be signed by the Mayor or Corporate Officer.

Designation of a Member to Act in Place of the Presiding Member

7. 1) At the beginning of each year, Council must adopt an acting Mayor schedule which appoints Councillors 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.

- 2) Each Councillor designated under subsection 1) must fulfill the responsibilities of the Mayor in that person's absence.
- 3) If the member designated in the Acting Mayor Schedule under subsection 1) is unable to act in place of the Mayor, the Acting Mayor from the preceding month as identified on the Acting Mayor Schedule will be the Acting Mayor. If that Member is also unable to act in place of the Mayor, the Acting Mayor duties will fall to the Acting Mayor or each preceding month until a replacement is identified.
- 4) The member designated under subsection 1) or chosen under subsection 3) has the same powers and duties as the Mayor in relation to the applicable matter.
- 5) If the Presiding Member of a committee is absent, the Vice-Chair will fulfill the responsibilities of the Presiding Member. If the Vice-Chair is also absent, another committee member will be chosen by resolution to act as the Presiding Member.

Public Attendance at Meetings

8.
 - 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 and committee meetings must be open to the public.
 - 2) Before closing a Council or committee meeting or part of a Council or committee meeting to the public, Council must pass a resolution in a public meeting in accordance with Sections 90-92 of the *Community Charter [requirements before meeting is closed]*.
 - 3) Despite subsection 1), the Presiding Member may expel or exclude a person from a Council or committee meeting for disrespectful or disruptive behaviour.

Electronic Meetings

- 9.** 1) Subject to the conditions set out in the *Community Charter*:
- a) a special meeting of Council may be conducted by means of electronic or other communications facilities; or
 - b) a member of Council or a Council Committee who is unable to attend at a Council meeting or Council Committee meeting, as applicable, may participate in the meeting by means of electronic or facilities, due to physical incapacity as a result of illness, injury, or disability.
- 2) At a meeting conducted under section 9 b), the Presiding Member must not participate electronically.
- 3) Members of a Council or a Council Committee who are participating under section 9 b) in a meeting conducted in accordance with this Bylaw are deemed to be present at the meeting.
- 4) No more than two members at one time may participate at a Council or Council Committee meeting under section 9 b) unless authorized by the Presiding Member.

Use of Audio and Video Recording Devices

- 10.** Any person may use or operate devices to record audio and/or video at an open Council or committee meeting, provided that:
- 1) No recording device may emit an audible sound, so as to disturb or distract any person in the meeting room;
 - 2) No photography or video recording device may emit a flash or other artificial light, except when meeting business has been temporarily stopped for official presentations or recognition ceremonies;
 - 3) No person may use a recording device in such a way that blocks or interferes with the ability of another person to view the meeting proceedings;
 - 4) All members of the public or media who desire to use shoulder-mounted or tripod-mounted recording devices must do so in an area designated by the Corporate Officer.

Order of Business

11. Unless otherwise resolved, the Order of Business for agendas for all Council and committee meetings must be in the following order:

- | | |
|-------------------------------|------------------------------------|
| a) Call to Order | m) Resolutions |
| b) Adoption of the Agenda | m) Reports |
| c) Confirmation of Minutes | n) Information Reports |
| d) Proclamations | o) Action Table |
| e) Introductions | p) Verbal Updates |
| f) Presentations | q) New Business |
| g) Delegations | r) Open Question Period |
| h) Public Hearings | s) Resolution to Close |
| i) Public Input Opportunities | t) Reconvene Regular Meeting |
| j) Intergovernmental Reports | u) Closed Items Released to Public |
| k) Correspondence | v) Adjournment |
| l) Bylaws | |

Call Meeting to Order

- 12.** 1) As soon as the time specified for a Council or committee meeting to start has passed and there is a quorum present, the Presiding Member must take their seat and call the meeting to order.
- 2) If a quorum of Council or committee is present, but the Presiding Member does not attend within 15 minutes of the scheduled time for the meeting:
- a) the Corporate Officer or Staff Designate must call to order the members present; and
 - b) the members present must choose a member to preside at the meeting.

Adjourning Meeting Where No Quorum

- 13.** 1) If there is no quorum of Council or committee present within 20 minutes of the scheduled time for a meeting, the Corporate Officer or Staff designate must:
- a) record the names of the members present and those absent; and
 - b) adjourn the meeting until the next scheduled meeting.

Agenda

- 14.**
- 1) Prior to each Council and committee meeting, the Corporate Officer or Staff Designate must prepare an agenda setting out all the items for consideration at that meeting.
 - 2) The deadline for submissions of items for inclusion on the agenda by staff and the public to either the Corporate Officer for the Council agenda or Staff Designate for the committee agenda must be no later than 12 noon one week prior to the meeting.
 - 3) The Corporate Officer or Staff Designate who is responsible for the agenda must make the agenda available to members of Council or committee and the public at least three days prior to the meeting.
 - 4) Council or committee must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as a late item pursuant to Section 15.

Late Items

- 15.** 1) An item of business not included on the agenda must not be considered at a Council or committee meeting unless introduction of the late item is approved by Council or committee at the time allocated on the Agenda for such matters (Adoption of the Agenda).
- 2) If the Council or committee makes a resolution under subsection 1), information pertaining to the late item(s) must be distributed to the members and the public.

Conduct

- 16.** 1) Members speaking at a Council or committee meeting must:
- a) use respectful language;
 - b) not use offensive gestures or signs;
 - c) speak only in connection with the matter being debated;
 - d) adhere to the rules of procedure established under this Bylaw.
- 2) If a member does not adhere to subsection 1), the Presiding Member may order the member to leave the member's seat, and:
- a) if the member refuses to leave, the presiding member may cause the member to be removed by a peace officer; and
 - b) if the member apologizes to Council or committee, the member may be allowed to remain if a resolution is adopted by the remainder of the members present.

Debate and Voting

- 17.** 1) A Council or committee member may speak to a question or motion at a meeting only if that member first addresses the Presiding Member.
- 2) No member may interrupt another member who is speaking except to raise a point of order.
- 3) 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 or committee for its decision on the point of order in accordance with Section 132 of the *Community Charter [authority of presiding member]*.
- 4) If more than one member speaks the Presiding Member must call on the member who, in the Presiding Member's opinion, spoke first.
 - 5) Council or committee may debate and vote on a motion only if it is first moved by one member and then seconded by another.
 - 6) A member may require the question being debated at a Council or committee meeting to be read at any time during the debate, if that does not interrupt another member speaking.
 - 7) Members must vote separately on each distinct part of a question that is under consideration at a meeting if requested by a Council or committee member.
 - 8) A Council or committee member may, without notice, move to amend a motion that is being considered at a Council or committee meeting.
 - 9) An amendment may propose removing, substituting for, or adding to the words of an original motion.
 - 10) 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.
 - 11) An amendment may be amended once only; however a Council or committee member may propose an amendment to an adopted amendment.
 - 12) An amendment that has been negated by a vote cannot be proposed again.
 - 13) The following procedures apply to limit speech on matters being considered at a Council or committee meeting:
 - a) a member may speak more than once in connection with the same question, only with the permission of the Presiding Member and if new material is being presented;
 - b) a member may speak to a question, or may speak in reply, for longer than a total time of 15 minutes only with the permission of the Presiding Member.

- 14) The following procedures apply to voting at Council and committee meetings:
- a) when debate on a matter is closed, the Presiding Member must put the matter to a vote;
 - b) when the Council or committee is ready to vote, the Presiding Member must put the matter to a vote by stating:
“Those in favour?” and then “Those opposed?”;
 - c) when the Presiding Member is putting the matter to a vote a member must not:
 - i) cross or leave the room; or
 - ii) make a noise or other disturbance;
 - d) whenever a vote of Council or committee on a matter is taken, each voting member present should signify their vote by raising their hand or indicating their vote verbally;
 - e) the Presiding Member should declare the result of the voting by stating that the question is decided as either ‘carried’ or ‘defeated’ and note the members in contrast of the vote;
 - f) if a member does not indicate their vote, they are considered to have voted in the affirmative;
 - g) in all cases where the votes of the members present are equal for and against a question (tie vote), the question shall be declared in the negative; and
 - h) the Presiding Member’s decision about whether a question has been finally put is conclusive.

Reconsideration

- 18.** 1) A member may, at the next Council or committee meeting:
- a) move to reconsider a matter on which a vote has been taken other than:
 - i) to postpone indefinitely; or
 - ii) to reconsider at vote that has already been reconsidered; and

- b) move to reconsider an adopted Bylaw after an interval of at least 24 hours following its adoption.
- 2) A Council or committee member who voted affirmatively for a resolution adopted by Council or committee may at any time move to rescind that resolution unless subsection 4) applies.
 - 3) A Council or committee member must not discuss the main matter referred to in subsection 1) unless a motion to reconsider that matter is adopted in the affirmative.
 - 4) Council or committee may only reconsider a matter that has not:
 - a) had the approval or assent of the electors and been adopted;
 - b) been reconsidered under subsection 1) or Section 131 of the *Community Charter [mayor may require Council reconsideration of a matter]*; and
 - c) been acted on by an officer, employee, or agent of the City.
 - 5) 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.

Notice of Motion

- 19.**
- 1) Any member who during a meeting wishes to bring before Council or committee any new matter, other than a point of order or of privilege, may do so by way of a notice of motion. A notice of motion announced during a meeting must be:
 - a) presented in writing;
 - b) read aloud by the member, Corporate Officer or committee clerk; and
 - c) recorded in the minutes of the meeting.
 - 2) A member may also submit a written notice of motion directly to the Corporate Officer or committee clerk. A notice of motion submitted directly to the Corporate Officer or committee clerk must:
 - a) specify the desired meeting date where the motion will be announced; and

- b) be submitted no later than seven days prior to the meeting where the notice of motion will be announced.
- 3) After a notice of motion has been announced at a meeting, it must be included for consideration on the agenda of the next Council or committee meeting.
- 4) No notice of motion shall be moved in the absence of the member who announced the notice of motion, unless that member has authorized another member in writing to do so.
- 5) Consideration of a notice of motion is governed by the following procedures:
 - a) only the member making the motion may make introductory remarks;
 - b) the notice of motion must be moved and seconded; and
 - c) after a motion is moved and seconded, the motion is open for consideration and is deemed to be in the possession of Council or committee and may be withdrawn only by resolution.

Appearances before Council or Committee

- 20.**
- 1) The following procedure shall apply for all requests to appear before Council or committee:
 - a) requests to appear as a delegation must be received by the Corporate Officer by noon, no less than one week prior to the Council or committee meeting;
 - b) requests must be submitted via the current Official Delegation Application form and process, as may change from time to time, or by email, on the condition that all information requested on the Official Delegation Application has been clearly provided.
 - c) Delegation applications submitted with unclear, incomplete, or missing information will not be considered as officially received and will not be processed until all required information has been provided.
 - 2) The Corporate Officer shall approve and schedule delegation requests based on the following parameters:

- a) no more than three delegations or intergovernmental reports will appear per meeting, unless resolved by majority consent of Council or committee;
- b) the delegation may not appear for the sole purpose of promoting an individual business;
- c) Any non-profit organization that is locally-based or that provides a service to Port Coquitlam residents will be permitted to appear as a delegation to Council. Non-profit organizations may appear to provide information updates or make requests to Council. Information updates or requests regarding a topic outside of municipal jurisdiction or municipal service delivery will be declined.
- d) Delegations from organizations or individual members of the public, other than non-profit organizations as identified in section c), will be heard in the following manner:
 - i) Information updates regarding a topic of municipal jurisdiction or service delivery will be addressed by Council;
 - ii) Requests regarding a topic of municipal jurisdiction or service delivery will be addressed by the relevant Council Committee; and
 - iii) Information updates or requests regarding a topic outside of municipal jurisdiction or municipal service delivery will be declined.
- e) After a delegation has been made to Committee or Council, no individual or organization may appear as a delegation regarding that topic:
 - i) for a period of one year, in the absence of substantial new information regarding the topic; and
 - ii) for a period of six months, in the event of substantial new information becoming available regarding the topic.
- f) When a delegation applicant is of the opinion that new information regarding a topic has become available for the purpose of a subsequent presentation, as identified in section e) ii), it is the responsibility of the applicant to prove to the Corporate Officer's satisfaction that any new

information is sufficiently substantive to warrant another delegation on the matter.

- g) Delegations from any individual or organization are limited to one delegation every six months, regardless of topic.
 - h) the delegation may not speak about a bylaw where a public hearing or public input opportunity has been held, or where a Public Hearing or Public Input Opportunity is scheduled to be held; and
 - i) the delegation may not speak about a matter dealing with a grievance under a collective agreement.
- 3) When a delegation request is approved, the Corporate Officer will notify the applicant as soon as possible of the date, time, and place of the meeting where the appearance is scheduled.
- 4) If a delegation request is not approved, the Corporate Officer shall inform the applicant as soon as possible and provide the reasons why the applicant was denied. A written response regarding denial of the application will be provided upon request by the applicant. The Corporate Officer will inform members of Council or committee when a delegation application is denied, including reasons for the denial.
- 5) Requests to appear before Council or committee that are denied shall be:
- a) offered the opportunity to provide written information for distribution to Council or committee; and
 - b) informed of their right to appeal the decision in writing to Council.
- 6) Upon approval, all delegations ~~must~~ agree to the following requirements:
- a) every delegation is limited to a maximum of five minutes, unless additional time is agreed to by unanimous consent of the Council or committee;
 - b) every delegation will use respectful behavior and language, follow direction from the Chair, and abide by all procedural rules of Council;
 - c) if the delegation wishes to include presentation slides, there must not be more than six slides; and

- d) All presentation materials, paper and electronic, must be submitted to the Corporate Officer by 9:00 am on the Thursday prior to the meeting for approval. Unapproved presentation materials are not permitted for use by a delegation.
- 7) Presenters who are invited by the City do not have to request to be a delegation and are not subject to the requirements in Section 20.

Petitions

- 21. 1) A petition being presented to Council or committee shall include the spokesperson's contact information, the resolution and/or pertinent information on the top of each page of the petition, and the names and addresses of the petitioners all legibly printed and then a signature.
- 2) In the case of a society or corporation signing a petition, the authority given by the society or corporation to sign the petition shall also be produced.
- 3) All petitions shall be given to the Corporate Officer to be valid.

Bylaws

- 22. 1) A Bylaw introduced at a Council meeting must:
 - a) be printed;
 - b) have a distinguishing name;
 - a) have a distinguishing number;
 - b) contain an introductory statement of purpose;
 - e) be divided into sections; and
 - f) have a place for the Presiding Member and Corporate Officer to sign.

- 2) 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.
- 3) The readings of the bylaw may be given by stating its title and bylaw number.
- 4) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.
- 5) Subject to Section 882 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 890(9) of the *Local Government Act [public hearings]*, Council may adopt a proposed text amendment to the Official Community Plan or Zoning Bylaw at the same meeting at which the Plan or bylaw passed third reading.
- 8) After a bylaw is adopted and signed by the Presiding Member and Corporate Officer, the Corporate Officer must have it placed in the City's records for safekeeping.

Resolutions from Closed Meetings

- 23.** 1) As per Section 117 of the *Community Charter [duty to respect confidentiality]*, information that is resolved to be released from a closed meeting of Council or committee will be:
- a) confirmed in an open meeting; or
 - b) released to the public at an alternative time, as resolved by Council or Committee.

Open Question Period

- 24.** 1) Subject to curtailment at the discretion of the Presiding Member if other business necessitates, a maximum time of 20 minutes for questions from the media and public will be permitted.
- 2) Questions may be asked of any member, but directed through the Presiding Member.
- 3) Questions must truly be questions and not statements or opinions by the questioner.
- 4) Not more than three separate questions per questioner will be allowed unless permitted by the Presiding Member.
- 5) Questions from each representative of the attending media will be allowed preference prior to proceeding to questions from the public.
- 6) The Presiding Member will recognize the questioner and will direct questions to the member or staff representative whom the Presiding Member feels is best able to reply.
- 7) More than one member or staff representative may reply, through the Presiding Member, if that person has something more to contribute.
- 8) The open question period will not be held during the 6 week period immediately preceding a municipal election or by-election.

Minutes

- 25.** 1) Minutes of the proceedings of Council or committee must be:
- a) legibly recorded;
- b) brought forward for adoption at a subsequent Council or Committee meeting; and
- c) certified as correct by the Corporate Officer or staff designate and the Presiding Member.
- 2) For closed meetings where staff are not included as per Section 91 of the *Community Charter*, the minutes must be signed by the Presiding Member and another Council member in attendance at the meeting.

- 3) In accordance with Section 97 of the *Community Charter [other records to which public access must be provided]*, minutes of the proceedings of Council and committee must be available for public inspection at City Hall during its regular office hours and will be placed on the City's website once adopted.
- 4) Subsection 3) does not apply to minutes of a Council or committee meeting or that part of a Council or committee meeting from which persons were excluded under Section 90 of the *Community Charter [meetings that may be closed to the public]*.

Attendance and Voting at Committee Meetings

26.
 - 1) Members attending a meeting of a committee of which they are not a committee member may participate in the discussion only with the permission of the committee members present.
 - 2) Members attending a meeting of a committee of which they are not a committee member must not vote on a question.

Severability

27. 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, the decision will not affect the validity of the remaining portions of this Bylaw.

Administration

28. This Bylaw may not be amended, repealed or substituted unless Council first gives notice in accordance with Section 94 of the *Community Charter [public notice]*.
29. If this Bylaw does not address a specific issue, Robert's Rules of Order, Edition 11, Revised 2011, authored by Henry M. III Robert and Daniel H. Honemann will be used as the over-arching reference for Council and committee procedures and processes.
30. Where there is a discrepancy between this Bylaw and current provincial legislation, the latter will prevail as the official document.
31. Except where expressly stated, the provisions of this Bylaw govern the proceedings of Council, all Committees and all Commissions, as applicable.

Repeal

32. Council Procedure Bylaw No. 3435, 2004 and its amendments are hereby repealed.

Read a first time by the Municipal Council this 13th day of July, 2015.

Read a second time by the Municipal Council this 13th day of July, 2015.

Read a third time by the Municipal Council this 13th day of July, 2015.

Public Notice given this 16th day and 23rd day of July, 2015.

Adopted by the Municipal Council of the Corporation of the City of Port Coquitlam this 27th day of July, 2015.

Approved:

GREG MOORE

Mayor

CAROLYN DEAKIN

Assistant Corporate Officer

RECORD OF AMENDMENTS

BYLAW NO.	SECTION(S):	DATE:
3968	Section 9	October 5, 2016
3989	Sections 7 & 19	February 14, 2017
4027	Sections 3 and 4	October 10, 2017
4038	Sections 11 and 20	January 23, 2018
4061	Section 10	July 10, 2018
4095	Section 4.1 b, 4.3, and 7.3	November 27, 2018
4207	Section 20 (6)(d)	January 26, 2021