

**CITY OF PITT MEADOWS**  
**PROCEDURE BYLAW NO. 2456, 2010.**

A Bylaw of the City of Pitt Meadows to set Council Procedures

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**WHEREAS**, the Council of the City of Pitt Meadows is required to enact a Procedure Bylaw pursuant to the *Community Charter S.B.C. 2003*, Part 5, Division 2 (and amendments thereto);

**NOW THEREFORE**, the Council of the City of Pitt Meadows in open meeting assembled, ENACTS AS FOLLOWS:

**PART I – INTRODUCTION**

**Citation/Title**

1. This Bylaw may be cited as the “**City of Pitt Meadows 2456, 2010 Bylaw No. 2456, 2010**”.

**Definitions**

2. In this Bylaw,

“Agenda” means the list of items and order of business for a meeting;

“Chair” is the person presiding at a meeting;

“City” means the City of Pitt Meadows;

"City Hall" means Pitt Meadows City Hall located at 12007 Harris Road, Pitt Meadows, British Columbia;

“City Web Site” means the information resource found at an internet address provided by the City;

"committee" means a standing, select, or other committee of Council, but does not include Council in Committee (CIC);

“Corporate Officer” means the Corporate Officer for the City;

“Council” means the Council of the City of Pitt Meadows;

“Council in Committee” or “CIC” means the members of Council present at a Council in Committee meeting; a Council in Committee is a specific Committee made up of all Council members where matters are referred prior to appearing before a regular Council meeting;

“Deputy Mayor” means the member appointed or selected by Council to act in the absence of the Mayor and will preside at Regular Council Meetings in the absence or incapacity of the Mayor;

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“Mayor” means the mayor of the City;

“Member” is a member of Council;

“Point of Order” is the raising of a question by a member to call attention to any departure from the Procedure Bylaw or rules of order;

“Public Notice Posting Places” means the notice board located in the City Hall lobby area;

“Quorum” is the majority of members of elected (and serving) Council, CIC or appointed to a committee.

“Unanimous” means all members of Council currently elected and serving as Council members and does not mean all of those members present to vote.

**Application of rules of procedure**

3. (1) The provisions of this Bylaw govern the proceedings of Council, CIC and all standing and select committees of Council, as applicable.
- (2) In cases not provided for under this Bylaw, the New Robert's Rules of Order, 2nd edition, 1998 (or subsequent releases thereafter), apply to the proceedings of Council, CIC, and Council committees to the extent that those Rules are applicable in the circumstances, and not inconsistent with provisions of this Bylaw or the *Community Charter*.
- (3) By special resolution, Council may suspend any provision of this bylaw, except those required by any Act or other statute.
- (4) The failure of Council to observe the provisions of this bylaw shall not affect the validity of resolutions passed or bylaws enacted by Council as long as they are not contrary to any Act or other statute.
- (5) If any portion of this bylaw is held to be invalid by a Court of competent jurisdiction, such invalidity does not affect the validity of the remaining portions of this bylaw.

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**PART 2 – COUNCIL MEETINGS**

**Inaugural Meeting**

4. (1) Following a general local election, the first Council meeting must be held on the first Tuesday in December 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**

5. (1) All Council meetings must take place within City Hall except when Council resolves to hold meetings elsewhere.
- (2) Regular Council meetings must
  - (a) be established annually and be held on the first and third Tuesday of each month, except: during the months of July and August which meeting dates will be set through the annual process; or where Council by resolution may vary meetings dates from time to time;
  - (b) begin at 7:00 P.M. (19:00:00hrs);
  - (c) be adjourned at 11:00 P.M. (23:00:00hrs) on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with s. 29 of this bylaw;
  - (d) when such meeting falls on a statutory holiday, be held on the next day City Hall is open following which is not a statutory holiday;
  - (e) immediately following the Regular meeting of Council, a Special (Closed) Council meeting may be held, as required by resolution of Council.
- (3) Regular Council meetings may:
  - (a) be cancelled by Council, provided that two consecutive meetings are not cancelled; and

- (b) be postponed to a different day, time and place by the Mayor, provided the Corporate Officer is given at least 2 days written notice and provides appropriate public notice.

**Notice of Council Meetings**

- 6. (1) In accordance with s. 127 of the *Community Charter [notice of council meetings]*, Council must prepare annually on or before January 31 of that year, a schedule of the dates, times and places of regular Council meetings and must make the schedule available to the public by posting it at the Public Notice Posting Places.
- (2) In accordance with s. 127 of the *Community Charter [notice of council meetings]*, Council must give notice annually on or before January 31 of that year, of the time and duration that the schedule of regular Council meetings will be available beginning on date following the Council resolution approving the meeting dates, in accordance with s. 94 of the *Community Charter [requirements for public notice]*.
- (3) Where revisions are necessary to the annual schedule of regular Council meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a regular Council meeting.
- (4) At least forty-eight (48) hours before a regular meeting of Council, the Corporate Officer must give public notice of the time, place and date of the meeting by way of a notice posted on the Public Notice Posting Places.
- (5) At least twenty-four (24) hours prior to the regular meeting of Council, the Corporate Officer must give further public notice of the meeting by:
  - (a) posting a copy of the Agenda on the notice board and on the City Web Site;
  - (b) leaving copies of the Agenda in the lobby area of the City Hall for the purpose of making them available to the public;
  - (c) posting a copy of the Agenda on the City Web Site, if this option is available.

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**Notice of special meetings**

7. (1) Except where notice of a special meeting is waived by unanimous vote of all council members under s. 127(4) of the *Community Charter [notice of council meeting]*, a notice of the date, hour, and place of a special Council meeting must be given at least 24 hours before the time of meeting, by:

- (a) posting a copy of the notice near the Council chambers at City Hall;
- (b) posting a copy of the notice at the Public Notice Posting Places, and
- (c) leaving one copy of the notice for each Council member in the Council member's mailbox at City Hall, or emailing each Council member an electronic copy;

Note\* "unanimous vote of all council members" in Section 7. (1) means All Council members, not just those Council members present.

- (d) where a member of Council is required to vote on waiving a requirement for notification under s. 7 (1), the Council member may cast that vote via an electronic means.

(2) The notice under subsection (1) must describe in general terms the purpose of the meeting and be signed by the Mayor or the Corporate Officer.

**Electronic Meetings and Voting**

8. (1) Provided the conditions set out in s. 128(2) of the *Community Charter [electronic meetings and participation by members]* are met:

- (a) a special Council meeting may be conducted by means of visual and audio, audio only, or electronic or other communication facilities if:

- i. the Mayor requires; or
- ii. the Council requires.

- (b) a member of Council or a Council Committee member who is unable to attend at a Council meeting or Council

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Committee meeting, or vote to waive the notice of a Special Council Meeting as applicable, may participate in the meeting or vote by means of visual and audio, audio only, or electronic or other communication facilities, if:

- i. the meeting is a regular, special and/or Council in Committee meeting;
  - ii. the member is unable to attend because of illness, absence due to conferences, workshops or vacation outside the local area, or other reasons as approved by the Mayor;
  - iii. there is an emergency situation that negates the ability to attend City Hall.
- (2) The member presiding or chairing at a special council or Council in Committee meeting must not participate electronically and if required to attend electronically will pass the presiding or chair position to another council member in attendance.
- (3) No more than two (2) members of council at one time may participate at a regular or special council meeting under Section 8(1)(b) unless there is an emergency as identified under 8(1)(b)(iii).
- (4) No more than two (2) members of a Council Committee at one time may participate at a Council Committee meeting under s.8(1)(b) unless there is an emergency as identified under 8(1)(b)(iii).
- (5) Receipt of Agendas or information by a member participating electronically may be facilitated through electronic means.
- (6) Attendance by staff at electronically held special meetings where approved by the Chief Administrative Officer, may occur under the conditions of 8(1)(a) and the staff will be subject to the same conditions as members under 8(1)(b).
- (7) Every effort will be made to ensure technology is running during an electronic meeting, but no guarantees can be made that the technology will not fail. Should failure occur, the members or staff attending electronically who no longer have contact will be noted as leaving the meeting.

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

9. (1) Annually in December or January, Council must from amongst its members designate 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 Section 9(1) must fulfill the responsibilities of the Mayor in his or her absence.
- (3) If both the Mayor and the member designated under Section 9(1) are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.
- (4) The member designated under Section 9(1) or chosen under Section 9(3) has the same powers and duties as the Mayor in relation to the applicable matter.
- (5) The member responsible for acting in the place of the Mayor will also serve as the chair for the Council in Committee meetings held during that member's rotation.

**PART 4 – COUNCIL PROCEEDINGS**

***Community Charter Provisions***

10. Matters pertaining to Council proceedings are governed by the *Community Charter* including those provisions found in Division 3 of Part 4 [*Open Meetings*] and Division 2 of Part 5 [*Council Proceedings*].

**Attendance of Public at Meetings**

11. (1) Except where the provisions of s. 90 of the *Community Charter* [*meetings that may or must be closed to the public*] apply, all Council meetings must be open to the public.
- (2) Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with s. 92 of the *Community Charter* [*requirements before Council meeting is closed*] which requires the resolution to state:
  - (a) The fact that the meeting or part is to be closed, and

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- (b) the basis under the applicable subsection of s. 90 on which the meeting or part is to be closed.
- (3) This Section applies to all meetings of the bodies referred to in s. 93 of the *Community Charter*, including without limitation:
  - (a) CIC;
  - (b) standing and select committees;
  - (c) parcel tax review panel;
  - (d) board of variance;
  - (e) advisory bodies;
  - (f) Parks and Leisure Services commission.
- (4) Despite Section 11(1), the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under Section 9 may expel or exclude from a Council meeting a person in accordance with Section 21(8).

**Minutes of meetings to be maintained and available to public**

- 12. (1) Minutes of the proceedings of Council must be:
  - (a) legibly recorded;
  - (b) certified as correct by the Corporate Officer, and
  - (c) signed by the Mayor or other member presiding at the meeting or at the next meeting at which the minutes are adopted.
- (2) Subject to subsection 12(3), and in accordance with s. 97(1)(b) of the *Community Charter* [*other records to which public access must be provided*] minutes of the proceedings of Council must be open for public inspection at City Hall during its regular office hours.
- (3) Subsection 12(2) does not apply to minutes of a Council meeting or that part of a Council meeting from which persons were excluded under s. 90 of the *Community Charter* [*meetings that may be closed to the public*].

**Calling meeting to order**

13. (1) As soon after the time specified for a Council meeting as there is a quorum present, the Mayor, if present, must take the Chair and call the Council meeting to order, however, where the Mayor is absent, the Councillor designated as the member responsible for acting in the place of the Mayor in accordance with Section 9 must take the Chair and call such meeting to order.
- (2) If a quorum of Council is present but the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under Section 9 do not attend within 15 minutes of the scheduled time for a Council meeting:
  - (a) the Corporate Officer 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**

14. If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Officer must:
  - (a) record the names of the members present, and those absent; and
  - (b) adjourn the meeting until the next scheduled meeting unless a special meeting is called in the meantime.

**Agenda**

15. (1) Prior to each Council meeting, the Corporate Officer and Chief Administrative Officer must prepare an Agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the Agenda.
- (2) The Corporate Officer must make the Agenda available to the members of Council and the public on the Friday afternoon prior to the meeting.
- (3) Council must not consider any matters not listed on the Agenda unless a new matter for consideration is properly introduced as an amendment to the Agenda pursuant to Section 17.

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**Order of proceedings and business**

16. (1) The Agenda for all regular Council meetings contains the following matters in the order in which they are listed below:
- (a) Call to Order;
  - (b) Late Items (see Section 17);
  - (c) Approval of Agenda;
  - (d) Adoption of minutes;
  - (e) Announcements (to be decided at prerogative of chair);
  - (f) Delegations and Presentations (requests to address Council - see Section 19);
  - (g) Public hearings (if required) and statutory hearings;
  - (h) Consent Agenda;
    - 1. Minutes
    - 2. Information only reports
    - 3. Correspondence
  - (i) Items from Council in Committee
    - 1. Reports
    - 2. Bylaw readings
    - 3. Any other items requiring Council action
  - (j) Council Reports;
  - (k) New/Other Business;
  - (l) Items Brought Forward for Public Information;
  - (m) Notice of Closed Meeting;
  - (n) Question Period (limited to one question per person until all persons have had an opportunity, then to a maximum of three questions; maximum time of question period is twenty minutes);
  - (o) Adjournment.
- (2) Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the Agenda unless otherwise resolved by Council.
- (3) The Agenda shall include all correspondence, reports and background information pertinent to the topics listed on the Agenda.

**Late Items**

17. (1) An item of business not included on the Agenda must not be considered at a Council meeting unless introduction of the late item is approved by all members of Council present at the time allocated on the Agenda for such matters.
- (2) If the Council makes a resolution under Section 17(1), information pertaining to late items must be distributed to the members.

**Consent Agenda**

18. (1) Consent Agendas are intended for Regular Council Meetings only and for items that do not need any discussion or debate and will include Minutes, Correspondence and any "Information Only" reports.
  - (a) Items listed in the consent Agenda are considered for approval in one motion unless a member of Council wishes to debate an item.
  - (3) The presiding member will ask members what items, if any, they wish to be removed from the Consent Agenda to be discussed or debated individually.
  - (4) If any member requests that an item be removed from the Consent Agenda, it must be removed. Members may request that an item be removed for any reason. They may wish to discuss an item, query an item, or register a vote against an item.
  - (5) Corrections to minutes may be noted without removing the item from the Consent Agenda.
  - (6) The presiding member will then ask that the members adopt those items not removed from the Consent Agenda.
  - (7) Removed items will then be discussed, debated, and voted on individually.

**Voting at meetings**

19. (1) The following procedures apply to voting at Council meetings:
  - (a) when debate on a matter is closed the presiding member must put the matter to a vote of Council members;
  - (b) when the Council is ready to vote, the presiding member must put the matter to a vote by stating:

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"All those in favour" (members in favour are expected to raise their hand) and then "Those opposed" (members opposed are required to raise their hand).

- (c) when the presiding member is putting the matter to a vote under paragraphs (a) and (b) a member must not:
  - (i) cross or leave the room;
  - (ii) make a noise or other disturbance; or
  - (iii) interrupt the voting procedure under paragraph (b) unless the interrupting member is raising a point of order;
- (d) after the presiding member finally puts the question to a vote under paragraph (b), a member must not speak to the question or make a motion concerning it;
- (e) the presiding member's decision about whether a question has been finally put is conclusive;
- (f) whenever a vote of Council on a matter is taken, each member present shall signify their vote by raising their hand; and
- (g) the presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative (Carried or Defeated).

### **Delegations**

20. (1) The Council may, by resolution of adoption of the Agenda containing delegations, allow an individual or a delegation to address Council at the meeting on the subject identified on the Agenda under Delegations. There will be a maximum of 3 (three) delegations per meeting. Delegations will complete a written application on a prescribed form that has been received by the Corporate Officer by noon on the Monday a week prior to the meeting. Each address must be limited to 10 (ten) minutes unless a longer period is agreed to by unanimous vote of those members present.

The Delegation Request Form shall specify the names of persons desiring to speak to Council, contact information, the subject matter, requests for special equipment (e.g. powerpoint presentation access), and requests should include support documents, letters,

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plans and other materials for distribution to Council members of Council with the meeting Agenda. Speakers shall be limited to the subject matter specified in the written request.

- (2) Where written application has not been received by the Corporate Officer as prescribed in Section 20(1), an individual or delegation may address the meeting if approved by the unanimous vote of the members present.
- (3) Council must not permit a delegation to address a meeting of the Council regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.
- (4) The Corporate Officer may schedule delegations to another Council meeting or advisory body as deemed appropriate according to the subject matter of the delegation.
- (5) The Corporate Officer may refuse to place a delegation on the Agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.

**Points of order**

21. (1) Without limiting the presiding member's duty under s. 132(1) of the *Community Charter [authority of presiding member]*, the presiding member must apply the correct procedure to a motion:
  - (a) if the motion is contrary to the rules of procedure in this bylaw; and
  - (b) whether or not another Council member has raised a point of order in connection with the motion.
- (2) When the presiding member is required to decide a point of order
  - (a) the presiding member must cite the applicable rule or authority if requested by another Council member;
  - (b) another member must not question or comment on the rule or authority cited by the presiding member under subsection (2)(a); and
  - (c) the presiding member may reserve the decision until the next Council meeting.

**Conduct and debate**

22. (1) A Council member may speak to a question or motion at a Council meeting only if that member first addresses the presiding member.
- (2) Members must address the presiding member by that person's title of Mayor, Deputy Mayor, or Councillor.
- (3) Members must address other non-presiding members by the title Councillor.
- (4) No member must interrupt a member who is speaking except to raise a point of order.
- (5) If more than one member speaks the presiding member must call on the member who, in the presiding member's opinion, first spoke.
- (6) Members who are called to order by the presiding member:
- (a) must immediately stop speaking;
  - (b) may explain their position on the point of order; and
  - (c) may appeal to Council for its decision on the point of order in accordance with s. 132 of the *Community Charter [authority of presiding member]*.
- (7) Members speaking at a Council meeting:
- (a) must use respectful language;
  - (b) must not use offensive gestures or signs;
  - (c) must speak only in connection with the matter being debated;
  - (d) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded; and
  - (e) must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.
- (8) If a member does not adhere to subsection (7), the presiding member may order the member to leave the member's seat; and

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- (a) if the member refuses to leave, the presiding member may cause the member to be removed by a peace officer from the member's seat; and
  - (b) if the member apologizes to the Council, Council may, by resolution, allow the member to retake the member's seat.
- (9) 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.
- (10) The following rules apply to limit speech on matters being considered at a Council meeting:
- (a) a member may speak more than once in connection with the same question only:
    - (i) with the permission of the presiding member; or
    - (ii) if the member is explaining a material part of a previous speech without introducing a new matter.
  - (b) a member who has made a substantive motion to the Council may reply to the debate; and
  - (c) the presiding member may set a time limit and the number of times that a member may speak on the same question or motion.
- (11) When a member wishes to leave the Council Chambers, s/he shall advise the Chair and be excused, and the absence will be noted in the minutes. If leaving due to a potential conflict of interest, the member will advise of such and this will be noted in the minutes. Upon returning to the meeting, the member will be acknowledged by the Chair and their return noted in the minutes.

**Motions generally**

23. (1) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.
- (2) A motion that deals with a matter that is not on the Agenda of the Council meeting at which the motion is introduced may be introduced with Council's permission through a motion passed unanimously by the members present.

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- (3) A Council member may make only the following motions, when the Council is considering a question:
- (a) to refer to committee or another person or group for consideration or further information;
  - (b) to amend the main question;
  - (c) to lay on the table (postpone the question to later in meeting in order to consider a more urgent item);
  - (d) to postpone (defer) indefinitely;
  - (e) to postpone (defer) to a certain time;
  - (f) to call for the vote on the main question;
  - (g) to adjourn the debate.
- (4) A motion made under subsections (3)(c) to (g) is not amendable or debatable.
- (5) 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.

**Motion to commit**

24. Until it is decided, a motion made at a Council meeting to refer to committee, or other person or group, precludes an amendment of the main question.

**Motion for the main question**

25. (1) In this Section, "main question", in relation to a matter, means the motion that first brings the matter before the Council.
- (2) At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended:
- (a) if a member of Council moves to put the main question, or the main question as amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question; and
  - (b) if the motion for the main question, or for the main question as amended, is decided in the negative, the Council may again debate the question, or proceed to other business.

**Amendments generally**

26. (1) A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.
- (2) An amendment may propose removing, substituting for, or adding to the words of an original motion.
- (3) A proposed amendment must be reproduced in writing by the mover if requested by the presiding member.
- (4) A proposed amendment must be decided or withdrawn by the mover before the motion being considered is put to a vote unless there is a call for the main question.
- (5) An amendment may be amended once only.
- (6) An amendment that has been defeated by a vote of Council cannot be proposed again.
- (7) A Council member may propose an amendment to an adopted amendment.
- (8) The presiding member must put the main question and its amendments in the following order for the vote of Council:
- (a) a motion to amend a motion amending the main question;
  - (b) a motion to amend the main question , or an amended motion amending the main question if the vote under subparagraph (a) is positive;
  - (c) the main question.
- (9) A 'friendly amendment' need not be voted on separately from the main motion, but rather will be incorporated into the main question as a change prior to the vote.

(A 'friendly amendment' is an amendment that changes the main motion in an insignificant way but does not change the intent. For example, to add a date to a motion that reads "That Council approve an open house" and the friendly amendment reads "on April 17<sup>th</sup> at the Family Recreation Centre". Or, where a simple direction to staff is added to the main motion, for example and amendment that reads, "and that staff send a copy to Organization X")

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**Reconsideration by Council Member**

*Note: The Mayor's right of reconsideration is found at s. 131 of the Community Charter and by legislation becomes part of any Council procedures.*

27. (1) Subject to subsection (5), a Council member may, at the next Council meeting:
- (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken; and
  - (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.
- (2) A Council member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.
- (3) Council must not discuss the main matter referred to in subsection (1) unless a motion to reconsider that matter is adopted in the affirmative.
- (4) A vote to reconsider must not be reconsidered.
- (5) Council 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 s. 131 of the *Community Charter [mayor may require Council reconsideration of a matter]*;
  - (c) been acted on by an officer, employee, or agent of the City.
- (6) The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its rejection under this Section.
- (7) A bylaw, resolution, or proceeding that is reaffirmed under subsection (1) or s. 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.

**Privilege**

28. (1) In this Section, a matter of privilege refers to any of the following motions:
- (a) fix the time to adjourn;
  - (b) adjourn;
  - (c) recess;
  - (d) raise a question of privilege of the Council;
  - (e) raise a question of privilege of a member of Council.
- (2) A matter of privilege must be immediately considered when it arises at a Council meeting.
- (3) For the purposes of subsection (2), a matter of privilege listed in subsection (1) has precedence over those matters listed after it.

**Reports from committees**

29. Council may take any of the following actions in connection with a resolution it receives from CIC:
- (1) agree or disagree with the resolution;
  - (2) amend the resolution;
  - (3) refer the resolution back to CIC;
  - (4) postpone its consideration of the resolution.

**Adjournment**

30. (1) A Council may continue a Council meeting after 11:00 P.M. only by an affirmative vote of the Council members present.

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**PART 5 – BYLAWS**

**Copies of proposed bylaws to Council members**

31. A proposed bylaw may be introduced at a Council meeting only if a copy of it has been delivered to each Council member at least 24 hours before the Council meeting, or all Council members unanimously agree to waive this requirement.

**Form of bylaws**

32. A bylaw introduced at a Council meeting must:
- (a) be printed;
  - (b) have a distinguishing name;
  - (c) have a distinguishing number.

A bylaw introduced at a Council meeting should:

- (d) contain an introductory statement of purpose;
- (e) be divided into sections.

**Bylaws to be considered separately or jointly**

33. 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.

**Reading and adopting bylaws**

34. (1) The presiding member of a Council meeting may:
- (a) have the Corporate Officer read a synopsis of each proposed bylaw or group of proposed bylaws; and then
  - (b) request a motion that the proposed bylaw or group of bylaws be read.
- (2) The readings of the bylaw may be given by stating its title and number.

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- (3) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.
- (4) Subject to s. 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.
- (4) In accordance with s. 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. Bylaws that require statutory public hearings prior to their adoption shall be read for the first and second time only at a regular Council meeting prior to the holding of the public hearing.
- (5) In accordance with s. 135(3) of the *Community Charter [requirements for passing bylaws]*, there must be at least one day between the third reading and the adoption of the bylaw unless otherwise provided by Provincial legislation.

**Bylaws must be signed**

- 35. After a bylaw is adopted, and signed by the Corporate Officer and the presiding member of the Council meeting at which it was adopted, the Corporate Officer must have it placed in the City's records for safekeeping and endorse upon it:
  - (a) the City's corporate seal;
  - (b) the dates of its readings and adoption; and
  - (c) option: the date of Ministerial approval or approval of the electorate if applicable.

**PART 6 – RESOLUTIONS**

**Copies of resolutions to Council members**

36. A resolution may be introduced at a Council meeting only if a copy of it has been delivered to each Council at least 24 hours before the Council meeting, or all Council members unanimously agree to waive this requirement.

**Form of resolution**

37. A resolution introduced at a Council meeting should be printed.

**Introducing resolutions**

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

**PART 7 – COUNCIL IN COMMITTEE**

**Council in Committee (CIC) Meetings**

39. (1) Council in Committee meetings are scheduled between regular Council meetings and will consist of all members of Council unless they have been excused or have withdrawn from office.
- (2) In addition to subsection (1), a meeting, other than a standing or select committee meeting, to which all members of Council are invited to consider but not to decide on matters of the City's business, is a meeting of CIC.
- (3) Council in Committee has an advisory role and is not a decision making body, but rather recommends items for forwarding to Council for a decision. Council in Committee also has the authority to refer or defer items, but not to defeat items from moving forward to Council.
- (4) Items not supported by Council in Committee will be forwarded to regular Council as "This motion was not supported by Council in Committee" on the Council Agenda.

- (5) Council may receive delegations at CIC under the same rules for delegations under Section 20 of this bylaw.

**Notice for CIC meetings**

40. (1) Subject to subsection (2) a notice of the day, hour and place of a CIC meeting must be given at least 24 hours before the time of the meeting by:
- (a) posting a copy of the notice at the Public Notice Posting Places (and on the City's web page if available); and
- (2) At least 24 hours before the time of the meeting the Corporate Officer must give further public notice of the meeting by:
- (a) providing a copy of the Agenda at the Notice Place in City Hall for public access.

**Minutes of CIC meetings to be maintained and available to public**

41. (1) Minutes of the proceedings of CIC must be:
- (a) legibly recorded;
  - (b) certified by the presiding member; and
  - (c) open for public inspection in accordance with s. 97(1)(c) of the *Community Charter [other records to which public access must be provided]*.

**Presiding members at CIC meetings and Quorum**

42. (1) Any Council member may preside in CIC, but normally shall be the Deputy Mayor.
- (2) The quorum of CIC is the majority of Council members.

**Points of order at meetings**

43. The presiding member must preserve order at a CIC meeting and, subject to an appeal to other members present, decide points of order that may arise.

**Conduct and debate**

44. The following rules apply to CIC meetings:
- (a) a motion is required to be seconded;
  - (b) a motion for adjournment is not allowed during a discussion or debate of a motion;
  - (c) a member may speak any number of times on the same question as long as they are presenting new information, questions or perspectives;
  - (d) a member must not speak longer than a total of 5 minutes on any one question.

**Voting at meetings**

45. (1) Votes at a CIC meeting must be taken by a show of hands if requested by the presiding member.
- (2) The presiding member must declare the results of voting.

**Reports**

46. (1) CIC may consider reports and bylaws only if:
- (a) they are printed and the members each have a copy; or
  - (b) a majority of the Council in Committee members present decide without debate that the requirements of paragraph (a) do not apply; or
  - (c) where a report has been presented as a verbal update and Council in Committee has agreed by majority to receive the verbal report.
- (2) The CIC's reports to Council must be presented by the Chief Administrative Officer or their alternate.

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**PART 8 – OTHER COMMITTEES**

**Duties of standing committees**

47. (1) In accordance with s. 140 of the *Community Charter* the Mayor must establish standing committees for matters the Mayor considers would be better dealt with by committee and must appoint persons to those committees. At least half of the members of a standing committee must be Council members.
- (2) Standing committees, when established, must consider, inquire into, report, and make recommendations to Council about all of the following matters:
- (a) matters that are related to the general subject indicated by the name of the committee;
  - (b) matters that are assigned by Council;
  - (c) matters that are assigned by the Mayor.
- (3) Standing committees must report and make recommendations to Council at all of the following times:
- (a) in accordance with the schedule of the committee's meetings;
  - (b) on matters that are assigned by Council or the Mayor;
    - (i) as required by Council or the Mayor; or
    - (ii) at the next Council meeting if the Council or Mayor does not specify a time.

**Duties of select committees**

48. (1) In accordance with s. 142 of the *Community Charter* a Council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the Council. At least one member of a select committee must be a council member.
- (2) Select committees must consider, inquire into, report, and make recommendations to Council about the matters referred to the committee by the Council.
- (3) Select committees must report and make recommendations to Council at the next Council meeting unless Council specifies a different date and time.

**Schedule of committee meetings**

49. (1) At its first meeting after its establishment a standing or select committee must establish a regular schedule of meetings.
- (2) The Chair of a standing or select committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

**Notice of standing and select committee meetings**

50. (1) Subject to subsection (2), after the standing or select committee has established the regular schedule of committee meetings, including the times, dates and places of the committee meetings, notice of the schedule must be given by:
- (a) posting a copy of the schedule at the Public Notice Posting Places; and
  - (b) providing a copy of the schedule to each member of the standing or select committee;
  - (c) Standing and select committee meetings are open to the public unless the issues under consideration must be closed to the public under s. 90 and 91 of the *Community Charter*.
- (2) Where revisions are necessary to the annual schedule of committee meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a standing or select committee meeting.
- (3) The Chair of a standing or select committee must cause a notice of the day, time and place of a meeting called under Section 49(2) to be given to all members of the committee at least 24 hours before the time of the meeting.

**Attendance at Standing or Select Committee meetings**

51. Council members who are not members of a standing or select committee may attend the meetings of the committee.

**Minutes of standing and select committee meetings to be maintained and available to public**

52. Minutes of the proceedings of a committee must be:
- (a) legibly recorded;
  - (b) signed by the Chair or member presiding at the meeting; and
  - (c) open for public inspection in accordance with s. 97(1)(c) of the *Community Charter* [other records to which public access must be provided].

**Quorum**

53. The quorum for a committee is a majority of all of its members.

**Conduct and debate**

54. (1) 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.
- (2) Council members attending a meeting of a standing or select committee, of which they are not a member, may participate in the discussion only with the permission of a majority of the committee members present.
- (3) A motion made at a meeting of a standing or select committee is not required to be seconded.

**Voting at meetings**

55. Council members attending a meeting of a standing or select committee of which they are not a member must not vote on a question.

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**PART 9 - COMMISSIONS**

**Schedule of Commission meetings**

56. (1) In accordance with s. 143 of the *Community Charter*, a Council may establish and appoint a Commission to do one or more of the following:
- (a) operate services;
  - (b) undertake operation and enforcement in relation to the Council's exercise of its authority to regulate, prohibit and impose requirements;
  - (c) manage property and licenses held by the municipality.
- (2) At its first meeting after its establishment, a Commission must establish a regular schedule of meetings.
- (3) The Chair of a Commission may call a meeting of the Commission in addition to the scheduled meetings or may cancel a meeting.

**Notice of Commission meetings**

57. (1) Subject to subsection (2), after the Commission has established the regular schedule of Commission meetings, including the times, dates and places of the Commission meetings, notice of the schedule must be given by:
- (a) posting a copy of the schedule at the Public Notice Posting Places; and
  - (b) providing a copy of the schedule to each member of the Commission.
- (2) Where revisions are necessary to the annual schedule of the Commission meetings, the Corporate Officer or designate must, as soon as possible, post notice at the Public Notice Posting Places which indicates any revisions to the date, time and place for cancellation of a Commission meeting.
- (3) The Chair of a Commission must cause a notice of the day, time and place of a meeting called under Section 56(2) to be given to all members of the Commission at least 24 hours before the time of the meeting.

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**Minutes of Commission meetings to be maintained and available to the public**

58. Minutes of the proceedings of a Commission must be:
- (1) legibly recorded; and
  - (2) signed by the Chair or a member presiding at the meeting, and open for public inspection in accordance with s. 97(1)(c) of the *Community Charter [other records to which public access must be provided]*.

**Quorum**

59. The quorum of a Commission is a majority of all of its members.

**Conduct and Debate**

60. (1) The rules of the Council procedure must be observed during Commission meetings, so far as is possible and unless as otherwise provided in this bylaw.

**PART 10 – GENERAL**

61. If any section, subsection or clause of this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Bylaw.
62. This Bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with s. 94 of the *Community Charter [public notice]*.
63. Any references to sections of the *Community Charter*, the *Local Government Act*, or any other Act are based on the Acts as of the date of adoption of this Bylaw. Future changes/amendments to these sections of Acts will be incorporated in this Bylaw based on the initial reference.
64. District of Pitt Meadows Procedure Bylaw No. 1978 and amendments thereto (Bylaws 2006, 2043, 2058, 2098, 2137, 2167) are repealed.

**PROCEDURE BYLAW  
BYLAW NO. 2456, 2010**

READ a FIRST, SECOND and THIRD time the 6<sup>th</sup> day of July 2010.

ADOPTED the 20<sup>th</sup> day of July, 2010.

\_\_\_\_\_  
Mayor (Don MacLean)

\_\_\_\_\_  
Corporate Officer (Laurie Darcus)

CERTIFIED to be a true and correct copy of the " <i>City of Pitt Meadows Procedure Bylaw No. 2456, 2010</i> ", Adopted the 20 <sup>th</sup> day of July, 2010.
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_____ Corporate Officer
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