

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

1. Maple Ridge Council Procedure Bylaw No. 6472-2007
2. Maple Ridge Council Procedure Amending Bylaw No. 6514-2007
3. Maple Ridge Council Procedure Amending Bylaw No. 6777-2010

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

## **CORPORATION OF THE DISTRICT OF MAPLE RIDGE**

### **Bylaw No. 6472-2007**

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

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

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

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

### **PART 1 - INTRODUCTION**

#### **Name of Bylaw**

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

#### **Repeal**

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 Maple Ridge Council Procedure Bylaw No. 5871 – 1999, as amended, is hereby repealed in its entirety and Council policy number 3.07 (Delegation Policy) is hereby repealed.

## **Definitions**

3. In this Bylaw:

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

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

“**Council**” means the Council of the District of Maple Ridge;

“**District**” means the Corporation of the District of Maple Ridge;

“**Mayor**” means the Mayor of the District of Maple Ridge.

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“**Moment of Reflection**” means a prayer, a blessing, a reading, a thought, or a moment of silence.

## **Incorporation of Definitions**

4. Unless otherwise defined in this Bylaw, the definitions used in the *Community Charter* and the *Local Government Act* and the *Interpretation Act* apply to this Bylaw.

## **Application of Bylaw**

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

## **Robert’s Rules of Order**

6. In cases not provided for under this Bylaw, the then most-current edition of Robert’s Rules of Order applies to the proceedings of Council and each Committee, to the extent that those Rules are:

(a) applicable in the circumstances; and

(b) not inconsistent with provisions of this Bylaw or the *Community Charter*.

## **Public Notice Posting Place**

7. For the purpose of giving notices under section 94 of the *Community Charter*, the public notice posting place is the window in the west entrance to the lobby of the Municipal Hall.

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

### **First Regular Council Meeting**

8. Following a general local election, the first regular Council meeting must be held on the first Monday in December in the year of the election.
9. Regular Council meetings for each year must be held in accordance with the schedule of dates and times adopted by Council prior to December 31st of the preceding year.

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

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

### **Council Workshop**

11. A regular Council meeting may be a Council Workshop which has as its primary purpose the review and discussion of policies and other matters of interest to Council, and the provisions of this Bylaw on regular Council meetings apply to Council Workshops.

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

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

12. Before the time of a special Council meeting, the person or persons calling the meeting may by notice:
  - (a) cancel the meeting, or
  - (b) postpone the meeting and reschedule it to a different day and time.

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

### **Electronic Special Council Meetings**

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

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

14. One or more members of Council who are unable to attend a Council meeting may participate in the meeting by means of electronic or other communication facilities in compliance with the statutory requirements for that meeting, but the member presiding at that Council meeting must not participate electronically.

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

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

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

### **Council Meetings Within Boundaries**

16. All Council meetings must take place within the boundaries of the District except when Council resolves to hold a Council meeting outside the boundaries.

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

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

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

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

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

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

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

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

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

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

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

### **Minutes of Council Meetings**

21. Minutes of the proceedings of Council must be
  - (a) legibly recorded,
  - (b) certified as correct by the Corporate Officer, and
  - (c) signed by the Mayor or other member who presided at the meeting.

### **Minutes of Electronic Meetings**

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

### **Minutes Available to the Public**

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

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

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

24. On or before January 1st of each year, Council must, from amongst its members, designate for defined periods of that year members to serve on a rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.
25. Each Councillor designated under section 24 must fulfill the responsibilities of the Mayor in his or her absence.

### **Absence of Mayor**

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

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

### **Calling Meeting to Order**

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

## **PART 11 – QUORUM**

### **Continued Meeting where No Quorum**

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

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

### **Preparation of Agenda**

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

### **Distribution of Agenda**

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

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

31. Except at Council Workshops, business at a Council meeting must be taken up in the order listed below (to the extent applicable) unless otherwise resolved by Council:

- (a) Call to order;

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- (b) Moment of Reflection;

- (c) Introduction of additional agenda items;

- (d) Approval of the agenda;

- (e) Adoption and receipt of minutes;

- (f) Presentations at the request of Council;

- (g) Delegations;

- (h) Unfinished business;

- (i) Correspondence;

- (j) Bylaws;

- (k) Committee reports and recommendations;

- (l) Staff reports;

- (m) Release of items from Council meetings that were closed to the public;

- (n) Mayor's report;
- (o) Councillors' reports;
- (p) Other matters deemed expedient;
- (q) Notices of motions and matters for introduction at future meetings;
- (r) Questions from the public;
- (s) Adjournment.

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

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

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

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

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

### **Prohibited Actions During Voting**

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

### **Results of Voting**

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

### **Recording of Votes**

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

## **PART 14 – CONDUCT**

### **Interruptions**

38. No member may interrupt a member who is speaking except to raise a point of order.
39. If more than one member begins to speak at the same time, the presiding member must call on the member who, in the presiding member's opinion, first spoke.

### **Respectful Behaviour**

40. 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) must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member, subject to section 132 of the *Community Charter*;
  - (e) who are called to order by the presiding member must immediately stop speaking.

## **PART 15 – DEBATE**

### **Reading of Question**

41. A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.

### **Motions Generally**

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

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

43. A Council member may make only the following motions, when the Council is considering a question:
  - (a) to defer consideration;
  - (b) to refer to committee;
  - (c) to amend;

- (d) to withdraw; or
  - (e) to adjourn.
44. A motion made under clause 43(a) is not amendable and debate is limited to setting the meeting at which the motion will be considered.

### **Separate Votes**

45. Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member and agreed to by the majority of members present.

### **Amendments**

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

## **PART 16 – POINTS OF ORDER**

### **Raising Points of Order**

47. A member may raise a point of order at any time, whereupon the presiding member must:
- (a) interrupt the matter under consideration;
  - (b) interrupt a member who had been speaking;
  - (c) ask the member raising the point of order to state the substance of and the basis for the point of order; and
  - (d) rule as to whether or not the Point of Order is valid.

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

### **Council Member Request for Reconsideration**

48. (a) A member who voted with the majority either for or against a motion may, at any time within one month of the vote, introduce a motion to reconsider the resolution, motion or proceeding, including the defeat of a motion, if the resolution, motion or proceeding has not been acted upon irreversibly by an officer, employee or agent of the municipality.

- (b) If a motion to reconsider is defeated, the subject matter of the resolution or proceeding may not be open for consideration by the Council within 6 months except by way of a new and substantially different motion.

## **PART 18 – DELEGATIONS**

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### **Delegations**

- 49. Requests to appear as a delegation before a meeting of Council, Advisory Committee or Advisory Commission, must be submitted to the office of the Corporate Officer at least one week prior to the preferred meeting.
- 50. Requests must be in writing, by email, fax or mail, and include the subject matter and the name of the spokesperson(s).
- 51. Delegations will not be heard at regular meetings of Council on the following:
  - (a) Official Community Plan Bylaws or Zoning Bylaws, including amendments to either such bylaws, which have received first reading and which have not yet been adopted, defeated, or abandoned;
  - (b) matters on which the District has commenced prosecution and on which judgement has not been rendered;
  - (c) the promotion of commercial products or services which have no connection to the business of the District; and
  - (d) publicly tendered contracts or proposal calls for the provision of goods and services for the District, between the time that such contract or proposal call has been authorized and the time such contract or proposal call has been awarded, either by Council or District staff.
- 52. The provisions of Section 51(a) do not apply where a second or subsequent Public Hearing is to be held on an Official Community Plan or Zoning Bylaw or amendments to such bylaws, whichever is the case.
- 53. 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.

54. If the request is granted by the Corporate Officer, or by Council in the case of a consultation, the Corporate Officer will contact the delegation to confirm attendance at the requested meeting or make alternate arrangements.
55. A maximum of three delegations will be permitted at any Council or Committee meeting.
56. If a delegation wishes to appear at consecutive meetings, the delegation will be approved only if no more than two delegations are scheduled for the later meeting.
57. Delegations will be required to abide by the following general rules:
  - (a) Delegations will be allowed a maximum of 10 minutes to make their presentation, excluding the time taken for questions posed by Council, unless Council or the Committee agrees to extend the time limit.
  - (b) A delegation intending to use audio and/or audio-visual equipment must advise the Corporate Officer prior to the Council meeting, on the understanding that the District will assist with, but not be responsible for, the provision of the necessary equipment;
  - (c) A delegation to Council must not speak disrespectfully of any person, and where in the opinion of the Chair, a delegation has done so, the Chair may ask the delegation to withdraw the offensive remarks;
  - (d) If the delegation refuses to withdraw remarks considered by the Chair to be offensive, or refuses to abide by the rules for delegations, or the instructions of the Chair, the Chair may terminate the presentation and direct the delegation to vacate the speaker's podium and return to the public seating area;
  - (e) Where a delegation refuses to comply with such direction, the Chair may order the expulsion and exclusion of the delegation from the meeting, as permitted in Part 5, Div 2, Sec 133(1) of the *Community Charter*.
  - (f) If the offending delegation apologizes, Council may permit the delegation to either continue their presentation or to remain in the public seating area whichever Council considers appropriate in the circumstances.
58. Delegations will be allowed a maximum of 10 minutes to make their presentation unless Council or the Committee agrees to extend the time limit.

**PART 19 – MOMENT OF REFLECTION**

59. Requests to present a Moment of Reflection before a meeting of Council must be submitted to the office of the Corporate Officer at least one week prior to the preferred meeting. Only one presentation per meeting will be permitted.
60. Requests must be in writing, by email, fax or mail, and include a description of the presentation, identification of the faith community and the name of the presenter.
61. The Corporate Officer may refuse a request if the description of the presentation is in his/her opinion inappropriate. If the delegation wishes to appeal the Corporate Officer's decision, the description must be distributed under separate cover to Council for their consideration.
62. If the request is granted by the Corporate Officer or by Council in the case of a consultation, the Corporate Officer will contact the presenter to confirm attendance at the requested meeting or make alternate arrangements.
63. If a presenter wishes to appear at consecutive meetings, the presenter will be approved only if no other requests are received one week prior to the meeting date.
64. Presenters will be required to abide by the following general rules:
  - (a) Presenters will be allowed a maximum of 2 minutes to make their presentation unless Council agrees to extend the time limit.
  - (b) A presenter intending to use audio and/or audio-visual equipment must advise the Corporate Officer prior to the Council meeting, on the understanding that the District will assist with, but not be responsible for, the provision of the necessary equipment;
  - (c) A presenter must not speak disrespectfully of any person or faith, and where in the opinion of the Chair, a presenter has done so, the Chair may ask the presenter to withdraw the offensive remarks;
  - (d) If the presenter refuses to withdraw remarks considered by the Chair to be offensive, or refuses to abide by the rules for presenters, or the instructions of the Chair, the Chair may terminate the presentation and direct the presenter to vacate the speaker's podium and return to the public seating area;
  - (e) Where a presenter refuses to comply with such direction, the Chair may order the expulsion and exclusion of the delegation from the meeting, as permitted in Part 5, Div 2, Sec 133(1) of the Community Charter.
  - (f) If the offending presenter apologizes, Council may permit the presenter to either continue the presentation or to remain in the public seating area whichever Council considers appropriate in the circumstances.

## **PART 20 – BYLAWS**

### **Form of Bylaws**

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

### **Three Readings**

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

### **Form of Bylaw Readings**

67. The only motion required for the reading of a bylaw shall be:

“THAT (short title of bylaw) be given first reading (or first and second readings, or first, second and third readings).”

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

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

### **Storage of Bylaws**

69. After a Bylaw is signed, the Corporate Officer must have it placed in the District's records for safekeeping.

## **PART 21 – COMMITTEE OF THE WHOLE, STANDING & SELECT COMMITTEES**

### **Appointments to Standing Committees**

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

### **Committee of the Whole**

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

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

72. The member designated to act in place of the Mayor is the presiding member of the Committee of the Whole. If that member should be absent, the meeting shall be presided over by the next member, following the rotation established in section 24, who is present at the meeting.

### **Chairperson of Standing Committees**

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

### **Calling Committee Meetings**

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

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

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

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

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

81. Public notice of a committee meeting may be waived by unanimous consent of all the members of that committee.

### **Committee Meetings Within Boundaries**

82. Committee meetings may take place outside the boundaries of the District.

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

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

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

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

### **Reconsideration**

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

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

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

**Quorum**

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

**Conduct and Debate**

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

**PART 22 – GENERAL**

**Severance**

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

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

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

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

ADOPTED this 22<sup>nd</sup> day of May, 201007.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer