

CORPORATION OF THE CITY OF NEW WESTMINSTER



COUNCIL PROCEDURE BYLAW NO. 6910, 2004

EFFECTIVE DATE: MARCH 22, 2004

CONSOLIDATED FOR CONVENIENCE ONLY
(November 3, 2021)

This is a consolidation of the bylaws listed below. The amendment bylaws have been combined with the original bylaw for convenience only. This consolidation is not a legal document. Certified copies of the original bylaws should be consulted for all interpretations and applications of the bylaws on this subject.

<u>AMENDMENT BYLAW</u>	<u>EFFECTIVE DATE</u>
6964	November 1, 2004
7088	March 6, 2006
7122	September 11, 2006
7744	April 27, 2015
7986	May 28, 2018
8162	December 9, 2019
8191	April 3, 2020
8276	October 18, 2021

The bylaw numbers highlighted in this consolidation refer to the bylaws that amended the principal Bylaw No. 6910, 2004. The number of any amending bylaw that has been repealed is not referred to in this consolidation.

Obtainable from the City Clerk's Office

THE CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO. 6910, 2004

The Council of the City of New Westminster enacts as follows:

PART 1 – INTRODUCTION

Title

1. This bylaw may be cited as the Council Procedure Bylaw No. 6910, 2004.

Definitions

2. In this bylaw

BYLAW NO. 8276, 2021

"Advisory Committee" refers to a body established under section 142 of the Community Charter. [*select committees of council*]

"Charter" means the Community Charter

"City" means the City of New Westminster;

BYLAW NO 8276, 2021

"City Clerk" means corporate officer as set out in the Community Charter;

"City Hall" means the New Westminster City Hall located at 511 Royal Avenue, New Westminster, British Columbia;

BYLAW NO. 8276, 2021

"Commission meeting" refers to a meeting held by a body established under section 143 of the Community Charter [*municipal commissions*]

"Committee" means a standing, select or other committee of Council but does not include Committee of the Whole;

BYLAW NO. 8276, 2021

"Committee meeting" refers to a meeting held by a body established under section 141 or 142 of the Community Charter. [*standing committees of council, select committees of council*]

BYLAW NO. 8276, 2021

"COTW" means the Committee of the Whole Council;

BYLAW NO. 8276, 2021

"Council" means the Council of the City of New Westminster;

BYLAW NO. 8276, 2021

"Council meeting" refers to a meeting held under Part 5, Division 2, of the Community Charter. [*council proceedings*]

BYLAW NO. 8276, 2021

"Electronic Meeting" refers to a Council, Commission or Committee meeting held by electronic or other communication facilities pursuant to Sections 128 to 128.3 of the Community Charter.

BYLAW NO. 8276, 2021

"Hybrid meeting" refers to a Council or Committee meeting where some Council members participate by means of electronic or other communication facilities.

BYLAW NO. 8276, 2021

"Mayor" means the Mayor for the City of New Westminster.

BYLAW NO. 8276, 2021

"Public Hearing" refers to a meeting held under Part 14, Division 3, of the Local Government Act [*public hearings on planning and land use bylaws*]

BYLAW NO. 8191, 2020

"Public Notice Posting Places" means City Hall and the City's Website.

Application of Rules of Procedure

3. (1) The provisions of this bylaw govern the proceedings of Council, COTW and all standing and select committees of Council, as applicable.

BYLAW NO. 8162, 2019

- (2) In cases not provided for under this bylaw, the most recent version of the New Roberts Rules of Order apply to the proceedings of Council, COTW and Council committees to the extent that those rules are:
 - (a) applicable in the circumstances, and
 - (b) not inconsistent with provisions of this bylaw or the Charter.

BYLAW NO. 7088, 2006

- (3) The Rules of Conduct, as established and revised from time to time by the City Clerk, and any applicable terms of reference or bylaw adopted by Council shall also govern the conduct of Committees.

PART 2 – COUNCIL MEETINGS

Inaugural Meeting

BYLAW NO. 7986, 2018

- 4. (1) Following a general local election, the first Council meeting must be held on the first Monday in 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 City Clerk and held as soon as reasonably possible after a quorum has taken office.

Time and location of meetings

- 5. (1) Council meetings must take place within City Hall except when Council resolves to hold meetings elsewhere.
- (2) Regular Council meetings must be in accordance with the schedule adopted by Council prior to January 1st in each year.

BYLAW NO. 6964, 2004

- (3) COTW, Standing Committee or Closed Meetings of Council must be adjourned at 6:00 p.m. on the day scheduled for the meeting unless Council passes a resolution to continue the meeting past that time.

BYLAW NO. 8162, 2019

- (4) (a) Regular Council meetings must be adjourned before 10:30 p.m. on the day of the meeting unless Council passes a resolution approved by 2/3 of members present to extend the meeting until a specific time.
- (b) A Regular Council meeting following a Public Hearing must be adjourned by midnight on the day of the meeting, unless Council passes a resolution approved by 2/3 of members present to extend the meeting.
- (c) If a motion to extend is defeated Council must:
 - i. Postpone all remaining business on the agenda to the next Regular meeting, or
 - ii. Recess the meeting and the Chair must indicate the date and time the meeting will reconvene;

and then immediately adjourn or recess.

Notice of Council Meetings

6. (1) Council must prepare annually, on or before December 31st, 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) Where there is a change to the annual schedule of meetings the City Clerk must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time, place or cancellation of a regular Council meeting.

Notice of Special Meetings

7. (1) Except where notice of a special meeting is waived by unanimous vote of all council members, a notice of the date, hour and place of a special Council meeting must be given at least 24 hours before the time of the meeting by:
 - (a) posting a copy of the notice at the regular meeting place;
 - (b) posting a copy of the notice at the Public Notice Posting Places;

BYLAW NO. 8191, 2020

- (c) Providing notice to each Council member via the member's City-provided email address.
- (2) The notice under subsection (1) must describe in general terms the purpose of the meeting and be signed by the Mayor or the City Clerk.

BYLAW NO. 7122, 2006; 8191, 2020; 8276, 2021

Electronic and Hybrid Meetings and Voting

- 7A (1) Provided the conditions set out in sections 128 to 128.3 of the Community Charter are met, Council meetings and Public Hearings may be held, electronically, or in a hybrid manner, and members may participate in the meeting by means of electronic or other communication facilities.
- (2) Notice of an electronic or hybrid Council must be given in the same manner as an in person meeting, and also include notice of:
 - (a) The way the meeting is to be conducted; and
 - (b) The place the public may attend to hear, or watch and hear the proceedings.

- (3) Receipt of agendas or information by a member participating electronically may be facilitated through electronic means.
- (4) 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 attending electronically who no longer have contact will be noted as leaving the meeting.

BYLAW NO. 8276, 2021

- (5) Despite Subsection (1), a minimum of six evening Council meetings each year will be scheduled where all members of Council will be physically present, including
 - i. The first Council meeting at the beginning of the Council term, as described in Section 4(1); and
 - ii. The Meeting including a Parcel Tax Roll Review Panel.
- (6) A member who wishes to attend a meeting electronically must provide notice to the City Clerk of their intent no less than four hours in advance of the meeting.
- (7) Members of Council who participate electronically will be noted in the minutes as having participated electronically.

BYLAW NO. 8276, 2021

- (8) Members of Council who are participating in a meeting by electronic means are deemed to be present at the meeting for the purposes of attendance and quorum.

PART 3 – DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR

- (1) Annually, 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 8(1) must fulfill the responsibilities of the Mayor in his or her absence.
- (3) If both the Mayor and the member designated under section 8(1) are absent from the Council meeting, the next Councillor designated on the schedule shall act in place of the Mayor.
- (4) The member designated under section 8(1) or designated under 8(3) has the same powers and duties as the Mayor in relation to the applicable matter.

PART 4 – COUNCIL PROCEEDINGS

Minutes to be maintained and available to the public

9. (1) Minutes of the proceedings of Council must be
 - (a) legibly recorded,
 - (b) certified as correct by the City Clerk, and
 - (c) signed by the Mayor or other member presiding at the meeting or at the next meeting at which the minutes are adopted.
 - (d) must be open for public inspection at City Hall during its regular office hours.
- (2) Subsection 9(1)(d) does not apply to minutes of a Council meeting or that part of a Council meeting from which persons were excluded.

Calling the meeting to order

10. As soon after the time specified for a Council meeting 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 place of the Mayor in accordance with Section 8 must take the Chair and call the meeting to order.

Adjourning meeting where there is no quorum

11. If there is no quorum of council present within 30 minutes of the scheduled time for a Council meeting, the City Clerk must record the names of the members present, the members absent and adjourn the meeting until the next scheduled meeting.

Agenda

12. (1) Prior to each Council meeting, the City Clerk 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 City Clerk must make the agenda available to the members of Council and the public on the Friday prior to the meeting.
- (3) Council must not consider any matters not listed on the agenda unless a resolution adding the item is passed by Council.

Order of proceedings and business

13. (1) Agenda for all regular Council meetings may contain the following matters in the order listed below:

BYLAW NO. 8276, 2021

- (a) Call to Order
 - (b) Changes to the Agenda
 - (c) Unfinished Business from Previous Council Meetings
 - (d) Bylaws Considered at the Public Hearing
 - (e) Reports and Presentations for Council Discussion and Action
 - (f) Consent Agenda
 - (g) Presentations and Opportunity for the Public to Speak to Council
 - (h) Bylaws
 - (i) Motions from Members of Council
 - (j) New Business
 - (k) Announcements from members of Council
 - (l) End of Meeting
- (2) Council business at a Council meeting must be dealt with in the order in which it is listed on the agenda unless otherwise resolved by Council.

BYLAW NO. 8276, 2021

- (3) If there are no items for agenda headings (c) to (i)., they will not be included on the agenda for that meeting.

Voting at Meetings

14. (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 a matter is being put to a vote a member must not
 - (i) cross or leave the room
 - (ii) make a noise or other disturbance
 - (iii) interrupt the voting procedure unless the interrupting member is raising a point of order;
 - (c) after the presiding member finally puts the question to a vote under subsection 1(a), a member must not speak to the question or make a motion concerning it;

- (d) the presiding member's decision about whether a question has been finally put is conclusive; and

BYLAW 8276, 2021

- (e) whenever a vote of Council on a matter is taken, each member present shall signify their vote by raising their hand if they are able to do so, and if they are not able to do so, to verbally indicate their vote in support or against the motion ; and
- (f) the presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative.

BYLAW NO. 8276, 2021

Speakers and Presentations

BYLAW NO. 8162, 2019; 8276, 2021

- 15. (1) Council may allow an individual or an organization to address the Council during the delegation period of the evening session of the Regular Meeting. The following procedures apply to speakers:
 - (a) Speakers and Presentations will be heard starting at 7 pm and ending no later than 8:30 pm at Regular Council Meetings.
 - (b) Council may extend the scheduled length of time for the delegations and presentations period by majority vote;
 - (c) There will not ordinarily be Speakers and Presentations on the Regular Council meeting agenda when there is a Public Hearing on the same night as a Regular Council meeting;

BYLAW NO. 8276, 2021

- (d) Speakers are required to follow the procedures and protocols set out in Schedule A.
- (e) Despite subsection (a), the Presiding Member may decide to start hearing speakers before 7 pm if all registered speakers are present, either in person or electronically.
- (f) Each delegation is allotted 5 minutes to speak unless a longer period is agreed to by unanimous vote of the members present.

BYLAW 7744, 2015

- (g) Council must not permit a delegation to make representations of any kind regarding a bylaw if:

- (i) an enactment requires Council to hold a public hearing before adopting the bylaw;
 - (ii) the required public hearing has been scheduled or held; and,
 - (iii) the bylaw has not yet been adopted or defeated.
- (2) Council may allow an individual or an organization to make a presentation to the Council at a Regular, COTW or standing committee meeting. The following procedures apply to presentations:

BYLAW 8162, 2019

- (a) Requests to make presentations must be made in writing to the City Clerk at least two weeks in advance of the preferred meeting stating the subject, purpose and time required.

BYLAW NO. 8276, 2021

- (b) The City Clerk in consultation with the Mayor or Chief Administrative Officer or both will schedule the presentation on the appropriate agenda.
- (c) The length of a presentation should be kept brief and in most cases will be allotted a maximum time of ten (10) minutes.
- (d) No more than two presentations will be scheduled for any one meeting.

BYLAW 8162, 2019

- (e) If the presenter has a presentation to display (e.g. PowerPoint) the presentation must be submitted to the City Clerk no later than the Friday at 12:00 p.m. (noon) before the meeting.

Points of Order

16. (1) Without limiting the presiding member's duty under the Charter, 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) a member may appeal the decision in accordance with the Charter.

Conduct and Debate

17. (1) A Council member may speak to a question or a motion at a Council meeting only if that member first addresses the presiding member.

BYLAW NO. 8276, 2021

- (2) Members must address the presiding member by that person's title of Mayor, Chair or Councillor.
- (3) Members must address other non-presiding members by the title of Councillor.
- (4) No member shall 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.
- (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 reconsidered, and
 - (e) must adhere to the rules of procedure established under this Bylaw, the Council Code of Conduct, the Respectful Workplace and Human Rights Policy, 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
 - (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:

BYLAW 8162, 2019

- (a) A member may speak once to a main motion or an amendment with the following limitations:
 - i. When recognized by the presiding member;
 - ii. For no more than 5 minutes, including questions to staff, but answers from staff are not part of the 5 minutes

BYLAW 8162, 2019

- (b) A member may speak a second time for no more than five (5) minutes:
 - i. with the permission of the presiding member; and
 - ii. if the member is explaining a material part of a previous speech that has been misunderstood; and
 - iii. without introducing a new matter.

BYLAW 8162, 2019

- (c) a member who has made a main motion to the Council may reply to the debate:
 - i. with the permission of the presiding member, and
 - ii. for no longer than five (5) minutes, and
 - iii. Without introducing new matter.

BYLAW 8162, 2019

Delete (d)

Motions generally

18. (1) Council may debate and vote on a motion only if it is first made by one Council member and 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 unanimous consent of Council.
- (3) A Council member may make only the following motions when Council is considering a question:
 - (a) refer to staff or to committee,
 - (b) to amend,
 - (c) to lay on the table,
 - (d) to postpone indefinitely,
 - (e) to postpone to a certain time,
 - (f) to move the previous question,
 - (g) to adjourn.
- (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 for the main question

19. (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

20. (1) A 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 before the motion being considered is put to a vote.
- (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 subsection (a) is positive;
 - (c) the main question.

Notices of motion

21. Any member has the right to give notice to Council of a motion which that member intends to make at the next meeting of the Council. The City Clerk shall make note of the motion and place it on the next agenda. The City Clerk may request that the member provide the motion that is subject of the notice in writing.

Reconsideration by Council Member

22. (1) Subject to subsection (5), a Council member who voted in the majority 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 adoption.
- (2) A 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 has been adopted,
 - (b) been reconsidered under subsection (1) or section 131 of the Charter (Mayor's right of reconsideration), or
 - (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 under the Charter is as valid and has the same effect as it had before reconsideration.

Privilege

- 23. (1) Every member has, subject to the procedure set out in this bylaw, the right to be notified of, to attend and to speak at every meeting of the council.
- (2) A matter of privilege must be immediately considered when it arises at a Council meeting.

Adjournment

- 24. (1) A motion to adjourn either a Council meeting or the debate at a Council meeting is always in order if that motion has not been preceded at that meeting by the same motion.
- (2) A motion to adjourn either a Council meeting or the debate at a Council meeting is always in order if that motion has not been preceded at that meeting by the same motion.
- (3) Subsection (2) does not apply to either of the following motions:
 - (a) a motion to adjourn to a specific day;
 - (b) a motion that adds an opinion or qualification to a preceding motion to adjourn.

PART 5 – BYLAWS

Form of bylaws

25. (1) A bylaw introduced at a Council meeting must:
- (a) be printed;
 - (b) have a distinguishing name;
 - (c) have a distinguishing number;
 - (d) contain an introductory statement of purpose;
 - (e) be divided into sections.

Reading and adopting bylaws

26. (1) The presiding member of Council may read the title of the bylaw to be introduced.
- (2) The readings of the bylaw may be given by stating its title and object.

BYLAW NO. 8276, 2021

- (3) A proposed bylaw may be debated and changed at any point during first, second, or third reading, unless prohibited by the Charter; if the bylaw is changed during third reading, third reading must be repealed and the changed bylaw must be read a third time.

BYLAW NO. 8276, 2021

- (4) Each reading of a proposed bylaw must receive the affirmative vote of a majority of the members present, unless there is another requirement under the Community Charter, the Local Government Act, or any other legislation.
- (5) Council may give up to three readings to a proposed bylaw at the same Council meeting.

Bylaws must be signed

27. After a bylaw is adopted and signed by the City Clerk and the presiding member of the Council meeting at which it was adopted, the City Clerk must have it placed in the City's records for safekeeping.

PART 6 – RESOLUTIONS

Introducing resolutions

28. (1) All resolutions will be introduced by a member addressing the presiding member.
- (2) All resolutions and all readings of bylaws shall be moved by a member and seconded by another member.

PART 7 – COMMITTEE OF THE WHOLE

Notice for COTW meetings

29. (1) Subject to subsection (2) a notice of the day, hour and place of a COTW 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
 - (b) leaving a copy of the notice for each Council member in the Council member's mailbox at City Hall.
- (2) Subsection (1) does not apply to a COTW meeting that is called during a Council meeting for which public notice has been given under section 6 or 7.

Minutes of COTW meetings to be maintained and available to public

30. (1) Minutes of the proceedings of COTW must be
 - (a) legibly recorded,
 - (b) certified by the City Clerk,
 - (c) signed by the member presiding at the meeting, and
 - (d) open for public inspection.

Presiding members at COTW meetings and Quorum

31. (1) The Mayor will be the presiding member for the COTW meeting.
- (2) Notwithstanding subsection (1), another member of Council may be appointed as the presiding member of a particular meeting.
- (3) The quorum of COTW is the majority of Council members.

Points for order at meetings

32. (1) The presiding member must preserve order at a COTW meeting and, subject to an appeal of other members present, decide points of order that may arise.

- (2) A member may speak any number of times on the same question.

Reports

- 33. (1) COTW may consider reports and bylaws only if
 - (a) there are printed and the members each have a copy or
 - (b) a majority of the Council members present decide without debate that the requirements of subsection (a) do not apply.
- (2) A motion for COTW to rise and report to Council must be decided without debate.
- (3) The City Clerk will ensure that reports and recommendations arising from the COTW are forwarded to Council.

Rising without reporting

- 34. (1) A motion made at a COTW meeting to rise without reporting
 - (a) is always in order and takes precedence over all other motions,
 - (b) may not be debated,
 - (c) may not be addressed more than once by any one member.
- (2) If a motion to rise without reporting is adopted by COTW at a meeting constituted under section 29, the Council meeting must resume and proceed to the next order of business.

PART 8 – COMMITTEES

BYLAW NO. 8276, 2021

Committees, generally

- 35. Notwithstanding rules set out in bylaws for standing and select committees, the rules set out for Council in the bylaw, including the rules for electronic and hybrid meetings, also apply to standing and select committees of council, and to commissions.

BYLAW NO. 8276, 2021

Duties of standing committees

- 36. (1) Standing committees 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.
- (2) Standing committees must report and make recommendations to Council at all of the following times:
- (a) in accordance with the schedule of committee meetings;
 - (b) on matters that are assigned by the Council or the Mayor
 - (i) as required by Council or the Mayor or
 - (ii) at the next Council meeting so far as it is possible to do so.

Duties of Select committees

37. (1) Select committees must consider, inquire into, report and make recommendations to Council about the matters referred to the committee by Council.
- (2) Select Committees must report and make recommendations to Council at the next Council meeting so far as it is possible to do so.

Schedule of committee meetings

38. (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 committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.
- (3) The Chair of a committee must cause a notice of the day, time and place of a meeting called under section 38 to be given to all members of the committee at least 24 hours before the time of the meeting.

Notice of committee meetings

39. (1) Subject to subsection (2), after the committee has established the regular 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 a the Public Notice Posting Places; and
 - (b) providing a copy of the schedule to each member of the committee.
- (2) Where revisions are necessary to an annual schedule of committee meetings, the City Clerk 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 committee meeting.

Attendance at Select committee meetings

40. (1) Council members who are not members of a select committee may attend the meetings of the committee.
- (2) Council members attending a meeting of a select committee of which they are not a member must not vote on a question.

Minutes of committee meetings to be maintained and available to the public

41. (1) Minutes of the proceedings of a committee must be
 - (a) legibly recorded,
 - (b) certified by the City Clerk or the City Clerk's designate,
 - (c) signed by the chair or member presiding at the meeting, and
 - (d) open for public inspection.

Quorum

42. The quorum for a committee is a majority of its members.

Conduct and debate

43. (1) The rules of the Council procedure must be observed during committee meetings, so far as it is possible and unless as otherwise provided in this bylaw.
- (2) Council members attending a meeting of a 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.

PART 10 – GENERAL

44. 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.
45. This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with the Charter.
46. Procedure Bylaw No. 5201, 1980 and Procedure Amendment Bylaw No. 6587, 2000, are hereby repealed.

Adopted March 22, 2004

Procedure Bylaw Schedule A

1. Purpose and Principles

New Westminster City Council has a history of allowing people to speak at Council meetings directly to members while they are sitting in a decision-making capacity. This policy provides a process for people wishing to speak to sign up as a speaker during the opportunity for the public to speak to Council at public evening council meetings.

This policy applies to meetings held under [Part 5, Division 2](#) of the Community Charter.

This policy does not apply to any statutory right the public has to address Council including Public Hearings.

2. Definitions

In this Policy:

"Council meeting" refers to a meeting held under [Part 5, Division 2](#) of the Community Charter.

"Applicant" means someone who has requested to address Council as speaker but has not yet been approved or refused.

"Speaker" means someone who has signed up to speak to Council during a Council meeting, in either an in-person or virtual capacity.

"In-person Speaker" means someone who has signed up to speak at a Council meeting, and physically attends the Council meeting in the Council Chamber.

"Virtual Speaker" means someone who has signed up to speak at a Council meeting, and uses video conferencing or telephone to speak.

3. Speaker Sign Up

Numbers, Participation Method and Registration

- i. Speakers will be heard at any Council meeting except those following a Public Hearing.
- ii. A maximum of 10 speakers will be heard at each Council meeting where speakers are scheduled.
- iii. Speakers must register and may participate in person, by video conference or telephone (Zoom).

- iv. Speakers may sign up starting six days before the meeting until noon the day of the meeting in one of the following ways:
 - a. Filling out the form on the City's website; or
 - b. Emailing to clerks@newwestcity.ca; or
 - c. Calling 604-527-4523; or
 - d. Submitting the required information in the mailbox on the north side of City Hall; or
 - e. Mailing: Legislative Services
City of New Westminster
511 Royal Avenue
New Westminster, BC V3L 1H9
- v. Applicants must provide the following information to sign up to speak:
 - a. First and Last name
 - b. Phone number
 - c. Email address
 - d. The organization they are representing (if any)
 - e. The topic they wish to address
- vi. Contact information will be kept until the minutes of the meeting are adopted.
- vii. If registering on behalf of an organization, only one speaker's slot per organization will be permitted, in order to allow the greatest number of people possible to speak. Multiple speakers may speak in the slot but can take no more than five minutes to address Council.
- viii. If a speaker wants to show a presentation, it must be submitted to the Legislative Services by 12:00 p.m. (noon) on the Friday before the Council meeting. The presentation will be displayed and controlled by City staff and streamed on the City's website.

Determination of Speakers:

- i. Applicants will be declined if the topic relates to one under discussion at an upcoming public hearing as per the City's normal procedures.
- ii. The Mayor or City Clerk will determine the order of speakers.
- iii. If 10 or fewer delegations are received, all delegations will be placed on the agenda.
- iv. If more than 10 applications for delegation are received:

- a. Speakers wishing to speak to items on the agenda will be prioritized;
 - b. Speakers addressing matters under the City's jurisdiction or concurrent jurisdiction with the Province will be prioritized;
 - c. Council will be informed of the number of delegation requests on a topic if not all are able to speak.
- v. If there are multiple delegation requests on the same topic, and others on different topics:
- a. The delegations will be prioritized to allow the greatest number of topics to be heard by Council.
 - b. The individual on a topic with more than one applicant who will address the issue is the one whose request was received first.
 - c. Multiple speakers will be allowed on a topic if there are fewer than 10 topics.

Speaker Confirmation

- i. Legislative Services staff will contact applicants within two business days of the submission of a request to speak.
- ii. Legislative Services staff will confirm that an applicant is approved as a speaker for the Council meeting as soon as possible, and by approximately 1:00 p.m. on the day of the Council meeting, at the latest.

5. Meeting Protocols for Speakers

- i. A speaker requiring assistance from another person to enter and exit City Hall or the Council Chamber or for interpretation purposes, must bring that person with them.
- ii. Registered In-person Speakers must check in with the staff member at the door to Council Chamber.
- iii. Registered Virtual Speakers should join the Zoom meeting by computer, smart device, or phone, following directions provided by City Staff.
- iv. In communication with people attending the Council meeting in person, it will be made clear that they should not attend if they have symptoms of illness.
- v. Speakers will have five minutes to speak. Council may ask questions following the speaker, however the speaker is not obliged to answer them. Council may also direct questions to staff.

- vi. In signing up to be a speaker at a Council meeting, a speaker agrees that comments delivered:

Should...	Should not...
...explain support or opposition for an issue or project and how it will affect the speaker	...be about people or groups of people
...use respectful, inclusive language	...use abusive, offensive, vulgar, or discriminatory language
... use language that is honest, accurate and direct	...use terms that disguise or underplay the true intent of comments
...focus on facts	...speculate or make assumptions