

**UNOFFICIAL CONSOLIDATED**

**CITY OF BURNABY**

**BYLAW NO. 11714**

A BYLAW to regulate the proceedings of the Council of the City of Burnaby and of Committees of Council and City Commissions and Boards  
(Consolidated for convenience with BYLAW No. 12541, 12758, 13461, 13484, 13933, 14141 and 14378)

The Council of the City of Burnaby ENACTS as follows:

1. This Bylaw may be cited as **BURNABY PROCEDURE BYLAW, 2004**

2. **DEFINITIONS**

In this Bylaw

“Act” means the Local Government Act;

“board” includes the Board of Variance as established under section 899 of the Act and the Burnaby Public Library Board as established under the Library Act;

“Chair” means the Mayor, Acting Mayor or presiding officer appointed under the Act, the Charter or this Bylaw who is chairing a meeting;

“Charter” means the Community Charter;

“City” means the City of Burnaby;

“City Hall” means the City’s principal business address at 4949 Canada Way, Burnaby, British Columbia;

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

“Clerk” means the City employee appointed as the Corporate Officer under section 148 of the Charter;

“commission” means a commission appointed by Council under section 143 of the Charter composed solely of members acting in that capacity;

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“committee” means a standing or select committee of Council or any other committee composed solely of members acting in that capacity;

“Committee of the Whole” means a committee in which the members of Council may give detailed consideration to a matter under conditions of freedom approximating those of a committee;

“Council” means the governing and executive body of the City constituted as provided under the Charter;

“electronic meeting” means a meeting where all attendees participate by means of electronic or other communication facilities; (BYLAW 14378)

“electronic participation” means participating by means of electronic or other communication facilities;” (BYLAW 14378)

“Inaugural Meeting” means the first meeting of Council following a general local election at which the members of Council elected at the general election are sworn in;

“meeting” means an Inaugural Meeting, Regular Meeting, Public Hearing or Special Meeting of Council, or any meeting of a committee, board or commission, as the context requires;

“member” in the case of Council means the Mayor or a member of Council, and in the case of a committee, board or commission means a person appointed as a member of that committee, board or commission;

“motion” means a formal proposal made by a member at a meeting of the Council or a committee, board or commission that the Council or committee, board or commission adopt in the affirmative by the majority of the members necessary;

“posting location” means the bulletin board on the ground floor of City Hall at the entrance to the City Clerk’s Office;

“Public Hearing” means a hearing held pursuant to Division 3 of Part 14 of the Local Government Act; (BYLAW 13933)

“question” means the subject matter of a motion;

“quorum” means

- (a) in the case of Council, a majority of the number of members of which the Council consists, and

- (b) in the case of a committee or other body, a majority of the voting members appointed;

“Regular Meeting” means a meeting of the Council, whether open or closed, or a Public Hearing, other than a Special Meeting or Inaugural Meeting;

“Special Meeting” means a meeting of the Council, whether open or closed or a Public Hearing, called in accordance with the provisions of the Charter dealing with special meetings.

- 3. Unless inconsistent with this Bylaw or unless the context otherwise requires, words used in this Bylaw shall have the same meaning as provided for in the Act and the Charter.
- 4. Reference in this Bylaw to
  - (a) the plural shall be considered to be a reference also to the singular, unless the context otherwise requires,
  - (b) a resolution or vote of the Council is a reference to a resolution or vote passed by the affirmative vote of a majority of the members present and entitled to vote on the matter, except as otherwise provided by the Act or the Charter or this or any other bylaw of the City,
  - (c) a requirement for a two-thirds vote is a requirement for the affirmative vote of at least two-thirds of the number of members of which Council consists,
  - (d) a “day” or “days” means a calendar day or days unless otherwise provided.

## **COUNCIL MEETINGS**

### **Inaugural Meeting**

- 5. (1) An Inaugural Meeting will be held within first 10 days of November following a general local election. The meeting will be held at a time and a location chosen by the Mayor-elect in consultation with the City Clerk. (BYLAW 14378)
- (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 Clerk and held as soon as reasonably possible after a quorum has taken office.
- (3) Public notice of the Inaugural Meeting will be posted at the posting location at least four days before the time of the Inaugural Meeting.

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**Regular Open Meetings**

6. (1) Regular Open Meetings of Council will be held in Burnaby City Hall in accordance with a schedule for the date and time of meetings adopted by resolution of Council prior to January 1<sup>st</sup> in each year. (BYLAW 14378)
- (2) If a Closed Meeting is cancelled under section 7(4), the Regular Open Meeting will be held beginning at 7:00 p.m. if so directed by the Mayor. (BYLAW 14378)
- (3) If there is no quorum of members at the location for a Regular Meeting within 30 minutes of the time stated in the public notice for the meeting, or a quorum is lost during a meeting.
- (i) the Clerk shall record in the minute book the members present,
- (ii) the members present shall direct that the Regular Open Meeting be held or continued at City Hall at 6:30 p.m. on the next day that is not a holiday, or on the date of the next scheduled Regular Meeting,
- (iii) all business on the agenda for that Regular Open Meeting is incorporated in the agenda for the Regular Meeting held on the earlier of the dates referred to in subsection (3)(ii).
- (4) A Regular Open Meeting must be adjourned at 10:30 p.m. on the day scheduled for the meeting, unless a resolution to proceed beyond that time is adopted.
- (5) Council may, by resolution, cancel, reschedule or change the time or location of the meeting, or call an additional meeting at the time and place stipulated in the resolution.
- (6) The resolution to cancel or reschedule a Regular Meeting postpones the business on the agenda for the meeting to the next or the rescheduled Regular Meeting.

**Closed Meetings (BYLAW 14378)**

7. (1) Subject to subsections (2) and (2a), a Closed Meeting of Council will be held in City Hall immediately following the “Call to Order” of the Regular Open Meeting. (BYLAW 13933, BYLAW 14378)
- (2) Council may, by resolution, cancel, reschedule or change the time and place stipulated in the resolution. (BYLAW 13933)
- (2a) The start time of a Closed Meeting may be changed by the Mayor or the Chief Administrative Officer. (BYLAW 13933, BYLAW 14378)

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- (3) If there is no quorum of members at the location for a Closed Meeting within 30 minutes of the time stated in the public notice for the meeting, or a quorum is lost during a meeting (BYLAW 14378)
    - (i) the Clerk shall record in the minute book the members present,
    - (ii) the members present shall direct that the Closed Meeting be held or continued at City Hall at 6:30 p.m. on the next day that is not a holiday, or on the date of the next scheduled Regular Closed Meeting, (BYLAW 14378)
    - (iii) all business on the agenda for that Closed Meeting is incorporated in the agenda for the Regular Closed Meeting held on the earlier of the dates referred to in subsection (3)(ii). (BYLAW 14378)
  - (4) A Closed Meeting may be cancelled by the Mayor, in consultation with the City Clerk where no reports have been submitted for that meeting. (BYLAW 14378)
  - (5) Agenda items for the Closed Meeting must comply with the criteria for closed meetings as established under the Charter. (BYLAW 14378)

### **Public Hearings**

8. (1) A Public Hearing will be held as a Regular Meeting of Council, monthly in City Hall in accordance with a schedule for the date and time of meetings adopted by Council prior to January 1<sup>st</sup> in each year. (BYLAW 14378)
- (2) Council may, by resolution, cancel, reschedule or change the time or location of the meeting, or call an additional meeting at the time and place stipulated in the resolution.
- (3) If there is no quorum of members at the location for a Public Hearing within 30 minutes of the time stated in the public notice for the meeting, or a quorum is lost during a meeting
  - (i) the Clerk shall record in the minute book the members present,
  - (ii) the members present shall direct that the Public Hearing be held or continued at City Hall at a specified time on the next day that is not a holiday, or on the date of the next scheduled Public Hearing. (BYLAW 14378)
  - (iii) all business on the agenda for that Public Hearing is incorporated in the agenda for the regular meeting for Public Hearing held on the earlier of the dates referred to in subsection (3)(ii).

- (4) If the Public Hearing is not terminated it may be adjourned to a specified date, time and place.
- (5) A Public Hearing may be cancelled by the City Clerk, in consultation with the Mayor, where no reports have been submitted for that meeting.

### **Special Meetings**

9. (1) A Special Meeting may be called in accordance with the provisions of the Charter.
- (2) Sections 6 (3), (4), (5) and (6) apply to Special Meetings with any necessary changes

### **Electronic Participation (BYLAW 14378)**

- 10A. (1) A member of Council or a member of a board, committee or commission who is unable to attend at a Regular Meeting (including a Public Hearing), Special Meeting or a special or regular board, committee or commission meeting, as applicable, may attend the meeting by electronic participation, provided that:
  - (a) the member presiding at the meeting must not attend by electronic participation;
  - (b) the member must provide written notice to the City Clerk of the intent to attend by electronic participation at least four (4) hours prior to the start of the meeting;
  - (c) except in the case of illness or with the permission of the Mayor or Chair, as applicable:
    - (i) a Council member shall not attend a Regular Council meeting by electronic participation more than four (4) times per calendar year;
    - (ii) a Council member shall not attend a Public Hearing by electronic participation more than four (4) times per year; and
    - (iii) a board, committee or commission member shall not attend by electronic participation more than 25% of the regular board, committee or commission meetings scheduled for the calendar year.
- (2) A Council member or board, committee or commission member attending a meeting by electronic participation is deemed to be present in the meeting as though he or she is physically present.

- (3) A delegation or member of the public authorized to address Council or a board, committee or commission may attend the meeting by electronic participation, with the permission of the City Clerk or recording secretary, as applicable, by submitting a written request at least 24 hours prior to the start of the meeting.
- (4) The City Clerk or recording secretary, as applicable, shall record in the minutes of the meeting the members, delegations and members of the public, as applicable, who attended by electronic participation.

### **Electronic Meetings (BYLAW 14378)**

- 10B.** (1) Notwithstanding any other provision of this bylaw, an electronic meeting may be held in the following circumstances:
- (a) Special Meeting at the discretion of the Mayor;
  - (b) Special board, committee or commission meeting at the discretion of the Chair, in consultation with the Mayor;
  - (c) Regular Meeting at the discretion of the Mayor, and regular board, committee or commission meeting at the discretion of the Chair in consultation with the Mayor, in special circumstances which prevent or make it difficult for members to attend the meeting in person, provided the Mayor or Chair, as applicable provides at least 14 days' prior written notice to the City Clerk.
- (2) For a Special Council meeting and Regular Council meeting held by way of an electronic meeting:
- (a) the specified place where the public may attend to hear, or watch and hear, the proceedings that are open to the public shall be Council Chamber at City Hall or such other place specified by the Mayor; and
  - (b) the designated municipal officer in attendance at the specified place shall be the Deputy City Clerk or such other person specified by the Mayor.
- (3) Notice of an electronic meeting shall be provided in accordance with the following:
- (a) for a Special Council meeting or special board, committee or commission meeting, in accordance with Sections 127(2) and 128.1(2) of the *Community Charter*;
  - (b) for Regular Council meeting or regular board, committee or commission meeting, by posting the notice of electronic meeting at the posting location

at least ten (10) days prior to the meeting and publishing the notice in the last edition of the local newspaper prior to the meeting.

(BYLAW 14378)

### **DESIGNATION OF ACTING MAYOR**

- 11.** (1) Annually, before December 31<sup>st</sup> in each year, Council must designate a member to serve, on a continuous rotating basis based on alphabetical surname, for a period of one month, 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) If both the Mayor and the member designated under subsection (1) are absent from the Council meeting, the Council members present must choose a member to preside at the Council meeting.
- (3) If both the Mayor and the member designated under subsection (1) are unable to act, the next member of Council designated in the rotation under subsection (1) is responsible for acting in the place of the Mayor.
- (4) The member designated under subsection (1) or (3) or chosen under subsection (2) has the same powers and duties as the Mayor in relation to the applicable matter.

### **ADVANCE NOTICE OF COUNCIL MEETINGS**

- 12.** (1) Prior to December 31<sup>st</sup> in each year, the Clerk must provide to Council, for approval, an annual schedule of all Regular Open Meetings, all Public Hearings and all Closed Meetings. (BYLAW 14378)
- (2) The schedule referred to in subsection (1) must be made available to the public and posted at the posting location.
- (3) The Clerk shall deliver notice of any meeting of the Council to each member by leaving one copy at the place to which the member has directed notices to be sent at least 24 hours before the time of meeting.
- (4) Except in the case of a meeting for which there is no quorum or a quorum is lost, the Clerk shall give public notice of the cancelled or rescheduled meeting or of the change of time or location by posting notice to the public at the posting location before the date and time on which the meeting was to have been held.



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## COUNCIL MEETING AGENDAS

### Agenda Preparation

13. (1) Prior to each Inaugural Meeting, Regular Meeting, Public Hearing, or Special Meeting, the Clerk must prepare an agenda of all items to be considered by Council at such meeting, and Council must proceed in the order set out, unless that order is varied by Council.
- (2) The agenda must state the general nature of each item of business to be dealt with at the meeting.
- (3) All staff reports for the agenda of a Regular Open Meeting, or Closed Meeting or Public Hearing must be submitted to the Chief Administrative Officer by 12:00 p.m. on the Wednesday in the week preceding such meeting. (BYLAW 14378)
- (4) Notwithstanding subsection (3) the Chief Administrative Officer may, where practical, include on a Council agenda a report which is not provided by the time and date specified. (BYLAW 14378)
- (5) All Council agenda items of a Regular Meeting or Public Hearing except for the staff reports referred to in subsection (3) must be submitted to the Clerk by 4:00 p.m. on the Wednesday in the week preceding such meeting.
- (6) Notwithstanding the requirements of subsection (5) the Clerk may, where practical, include on a Council agenda, any items which are not provided by the time and date specified.

### Availability of Council Meeting Agendas

14. (1) The agenda of Regular Meetings must be made available electronically or delivered in hardcopy to each member at least 72 hours before the time when a Regular Meeting is to be held. (BYLAW #13933)
- (2) A member of Council may request that the Clerk delay delivery of that member's agenda or provide an alternate delivery address within the City from time to time, as circumstances so require.
- (3) The agenda of Council meetings must be made available for viewing by the public as follows:
- (i) Regular Meetings – by 4:30 p.m. on the Friday of the week preceding each such meeting. (BYLAW 14378)
  - (ii) Public Hearings - at least 10 days prior to the Public Hearing date,

- (iii) Special Meetings - as soon as practical at the discretion of the Clerk.

### **MINUTES OF COUNCIL AND BOARD, COMMITTEE AND COMMISSION MEETINGS**

- 15. (1) Minutes of the proceedings of Council, boards, committees and commissions must be
  - (i) legibly recorded,
  - (ii) certified as correct by the Clerk, and
  - (iii) signed by the Mayor or other member presiding at the meeting at which the minutes are adopted.
- (2) Subject to subsection (3) and in accordance with section 97(1)(b) of the Charter, minutes of the proceedings of Council must be open for public inspection at City Hall during its regular office hours.
- (3) Subsection (2) does not apply to minutes of a Council or commission meeting or that part of a Council or board, committee meeting from which persons were excluded under section 90 of the Charter.

### **COUNCIL MEETING PROCEEDINGS**

- 16. (1) Once a quorum is present, the Mayor, or in the absence of the Mayor, the Acting Mayor, shall call the meeting to order and be the Chair for the meeting.
- (2) If a quorum is present but neither the Mayor nor the Acting Mayor are present at the time at which the meeting is scheduled to begin, the Clerk shall call the meeting to order and by resolution the Council shall appoint a member as Chair for that meeting until the Mayor or Acting Mayor arrives.
- (3) The Acting Chair of a meeting has the powers and duties of the Mayor in respect of that meeting.
- (4) If the Mayor arrives after commencement of a meeting, he or she shall preside on arrival.
- (5) If the Acting Mayor arrives after commencement of a meeting referred to in subsection (2), and the Mayor is not present, he or she shall preside on arrival.

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## **RULES OF DEBATE**

- 17.**
- (1) No member may speak in a meeting until the Chair has recognized the member.
  - (2) The Chair may speak at a meeting at any time without leave, but may not interrupt a member except to restore order.
  - (3) Members shall address the Chair as “Mr., or Madam, Mayor” or “Mr., or Madam, Chairperson”, and shall address a member by that Councillor’s surname preceded by “Councillor”.
  - (4) If the Mayor desires to leave the Chair for the purpose of taking part in the debate or otherwise, he shall call upon the Acting Mayor, or in his or her absence another member, to take the Mayor’s place until he or she resumes the Chair.
  - (5) When two or more members rise to speak the Chair shall name the member who is to have the floor.
  - (6) No member shall speak more than once to the same question without leave of the Council, except in explanation of a material part of his or her speech which may have been misconceived, and in doing so he or she shall not introduce new matter. A reply shall be allowed to a member who has made a substantive motion to the Council but not to a member who has moved an amendment, the previous questions, or an instruction to a committee, a tabling motion or a motion that a matter be referred to an officer or employee of the City. No member without leave of the Council shall speak to any question for a longer time than ten minutes on moving a main motion, or five minutes on all other occasions.
  - (7) After a question is finally put by the Chair, no member shall speak to the question, nor shall any other motion be made until after result of the vote has been declared, and the decision of the Chair as to whether the question has been finally put shall be conclusive. An appeal shall lie with the members of the Council from a decision of the Chair pursuant to provisions of the Charter.
  - (8) Every member who is present when a question is put shall vote thereon.
  - (9) Should any member refrain from voting when any question is put, he or she shall be regarded as having voted in the affirmative and his or her vote shall be counted accordingly.
  - (10) Whenever any member shall call for the ayes and noes, the Clerk shall read aloud the names before the result of the vote has been declared in order that any mistake may be rectified.

- (11) The Clerk shall record the times when members withdraw from and return to a Council meeting.

### **DELEGATIONS**

18. (1) The Council may, by resolution, allow up to three delegations to address Council at a Regular Open Meeting on a specified subject provided written application in a prescribed form has been received by the Clerk on or before 12 p.m. of the Wednesday in the week preceding such meeting. Each address must be limited to ten minutes unless a longer period is approved by the unanimous vote of those members present.
- (2) Notwithstanding subsection (1) the Clerk may, where the addition of a delegation will not exceed the maximum of three, include on a Council agenda a delegation request that was not provided by the time and date specified.
- (3) No person may address a meeting of Council regarding a bylaw in respect of which a Public Hearing or other hearing has been held, where the hearing is required under an enactment as a prerequisite to the adoption of the bylaw.
- (4) Where two or more delegations apply to address Council at the same meeting in relation to the same subject, only one delegation may address Council either in favour of or against the subject, and the delegations will be heard in the order of the earliest to submit their applications to the Clerk.

### **CONDUCT AT MEETINGS**

19. (1) No member or person attending a meeting may interrupt a member who is speaking, except that a member may raise a point of order.
- (2) No member or person attending a meeting may cause a disturbance, disrupt or in any manner delay the conduct of business at a meeting.
- (3) No member or person permitted or invited to speak on any matter coming before Council may use any rude or offensive language or, by tone or manner of speaking, express any point of view or opinion or make any allegation which, directly or indirectly, reflects upon the public conduct or private character of any person.
- (4) If a person resists or disobeys an order of the Mayor or other person presiding to leave a meeting of Council, that person may be removed by the Clerk or, if necessary by a peace officer at the direction of the Mayor or other person presiding.

- (5) No person attending a meeting may address the Council on any item of business on the agenda unless the Council, by unanimous resolution of those present and voting agrees to allow that person to address it.

### **POINTS OF ORDER AND PRIVILEGE**

20. (1) A member may raise a point of order at any time, whereupon the Chair shall
  - (i) interrupt a matter of consideration on the agenda,
  - (ii) interrupt a member who had been speaking, until the point of order is ruled on,
  - (iii) ask the member raising the point of order to state the substance of and the basis for the point of order, and
  - (iv) state the provision of this Bylaw or other rule of order applicable to the point of order, which the Chair shall do at once without debate.
- (2) If the ruling of the Chair is challenged, the Chair shall put the challenge to a vote.
- (3) If a member puts a question to the Chair regarding any matter connected to the affairs of Council, the Chair may
  - (i) require the member to put the question in writing, and
  - (ii) may take the question on notice and respond during the next Regular Meeting.
- (4) Whenever any matter of privilege arises, whether relating to the Council or to a member, it shall be taken into consideration immediately.

### **MOTIONS**

21. (1) Motions shall be made and seconded before being debated or put from the Chair. A motion shall be put in writing upon the request of a majority of those present at a meeting, or when ruled by the Chair.
- (2) Amendments shall be decided upon before the main question is put to a vote. An amendment shall be put in writing upon the request of a majority of those present at a meeting, or when ruled by the Chair. Only one amendment shall be allowed to an amendment.

- (3) A motion to commit, until it is decided, shall preclude all amendments of the main motion.
- (4) A motion to adjourn the Council or to adjourn the debate shall always be in order, but if such motion is negative no second motion to the same effect shall be made until after some intermediate proceeding shall have been conducted.

### **THE PREVIOUS QUESTION**

22. At any meeting, once put, a motion to consider the previous question shall be voted on immediately without amendment. A motion to consider the previous question requires a two-thirds affirmative vote to pass. (BYLAW 13933)

### **DIVISION OF A QUESTION**

23. When the question under consideration contains distinct propositions, upon a ruling by the Chair or the request of any member, the vote upon each proposition shall be taken separately.

### **RECONSIDERATION**

24. (1) After any question, except one of indefinite postponement, has been decided, any member may, at the next Regular Meeting held thereafter, or any Special Meeting called for the purpose, call for a reconsideration thereof, but no discussion of the main question shall be allowed unless the motion to reconsider has been adopted.
- (2) No question shall be reconsidered more than once, nor shall a vote to reconsider be reconsidered.

### **PROCEEDINGS OF COMMITTEE OF THE WHOLE**

25. (1) A Committee of the Whole held during a Council meeting shall be convened by a resolution "THAT this Council do now resolve itself into a Committee of the Whole."
- (2) The Mayor or Acting Mayor shall act as Chair of the Committee of the Whole unless the Committee or Council decides otherwise.
- (3) The rules of the Council shall be observed in Committee of the Whole, so far as may be applicable, except that no member shall speak more than twice on any one

question without leave of the Committee of the Whole, and no member shall speak continuously for a longer time than five minutes on any one question.

- (4) A motion in Committee of the Whole to rise without reporting, or that the Chair leave the Chair shall always be in order, and shall take precedence over any other motion. On such motion debate shall be allowed but no member shall speak more than once to such motion. On an affirmative vote the subject referred to the Committee of the Whole shall be considered as disposed of in the negative. The Council shall then proceed with the next order of business.
- (5) When all matters referred to a Committee of the Whole have been considered, only a motion to rise and report shall be in order provided, however, that the Committee of the Whole, when it has partly considered the matter, may report progress and ask leave to sit again. On resumption of business in Council, the Chair of the Committee of the Whole shall report to the Council and a motion to adopt the report shall be in order and shall take precedence.

## **RESOLUTIONS**

26. A resolution shall be dealt with on a motion put by a member and seconded by another member.

## **ADOPTION OF BYLAWS**

27.
  - (1) Every bylaw shall be introduced upon motion for leave to introduce the bylaw, specifying its title or number.
  - (2) At the request of any member the Clerk shall specify the title of the bylaw and its intended object.
  - (3) Every bylaw shall receive three readings before it is adopted.
  - (4) Subject to this Bylaw and any other enactment, the Council may give any or all three readings of a bylaw at one meeting. Unless expressly authorized to do so by statute, Council may not adopt a bylaw at the same meeting at which it gives third reading.
  - (5) The Council may postpone consideration of a bylaw to a later time or date following a vote on any reading.
  - (6) A bylaw shall be deemed to have been read one time, two times, or three times upon adoption of a motion that it be read one time, two times or three times, respectively.

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- (7) Subject to any other enactment, the Council may rescind the most recent reading of a proposed bylaw, other than first reading and then give the proposed bylaw that reading with or without amendment.
  - (8) A resolution is required to rescind a reading of a proposed bylaw and to amend the proposed bylaw.
  - (9) After a bylaw has been read a first time, a motion that Council resolve itself into a Committee of the Whole to consider the bylaw may be adopted.
  - (10) While in Committee of the Whole, if the majority of the Committee then present require it, the whole of the bylaw shall be read clause by clause.
  - (11) The proceedings of a Committee of the Whole shall be concluded by a motion that the Committee rise and report progress or rise and report the bylaw
    - (i) with amendments,
    - (ii) without amendment, or
    - (iii) defeatedand shall be followed by a motion that the report of the Committee be adopted.
  - (12) The following motions shall be used when dealing with a bylaw:
    - (a) THAT the bylaw be introduced,
    - (b) THAT the bylaw be read
      - (i) one time,
      - (ii) two times, or
      - (iii) three times,
    - (c) THAT the bylaw be now reconsidered and finally adopted, and signed by the Mayor and Clerk.
  - (13) Two or more bylaws may together be given three readings and may together be reconsidered and adopted, but upon the request of any member, any bylaw shall be considered separately
  - (14) A copy of every bylaw, signed by the Mayor and Clerk, shall be filed by the Clerk in his or her office.



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## OTHER PROCEDURES

28. (1) In all cases not provided for in this Bylaw, the Act or the Charter, the proceedings of the Council shall be governed by the most recent edition of Robert's Rules of Order.
- (2) Council, by a two-thirds affirmative vote of Council members present, without debate, may suspend a rule of order for the remainder of the meeting or stipulated portion of the meeting. (BYLAW 13933)

## BOARDS, COMMITTEES AND COMMISSIONS

29. (1) The Mayor may establish standing committees for matters he or she considers would be better regulated and managed by means of committee, and appoint members to the committees. The Mayor shall appoint a member of Council as Chair of every standing committee.
- (2) The Council may, by resolution, create a select committee of members to consider or inquire into any matter and to report its findings and opinion to the Council. The Council shall appoint a member of Council as Chair to every select committee.
30. A committee or commission shall meet when directed to meet by resolution of the Council, or at such other times as may be established pursuant to section 35. (BYLAW 13461)
31. (1) The rules of procedure in this section govern every committee, board or commission.
- (2) Subject to the other rules contained in this section, the rules of procedure and order which govern Regular Meetings of Council govern every committee, board or commission meeting.
- (3) The number of times a member may speak on any matter is not limited.
- (4) A member of the public may be invited by the Chair to speak to the committee, board or commission on a matter before the committee or commission.
- (5) Without limiting subsection (2), the Chair shall have the same powers with respect to a committee, board or commission meeting as the Mayor has under section 19 (4) with respect to a Council meeting

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32. The Clerk shall give at least 24 hours notice of a meeting to the members of the committee, board or commission and keep minutes of the proceedings of the committee, board or commission. Failure to give the required notice does not invalidate the conduct of the business at the meeting if the majority of the members of the committee present, by resolution, declare the business to be urgent and waive the giving of the notice.
  33. If the committee, board or commission wishes to present a written report to a Regular Meeting of Council, its Administrative Officer shall deliver the report to the Clerk at least five days before the next Regular Meeting and the Clerk shall deliver that report to the Council at least 24 hours before the date of the Regular Meeting, whereupon the Council shall include the presentation of the report on the Council agenda. The Council may resolve to abridge the time for delivery of the report and receive the report.
  34. A quorum of a committee, board or commission is a majority of the committee, board or commission members.
  35.
    - (1) The chair of a committee or commission may cancel a meeting, call an additional meeting or change the time or place of a meeting of that committee or commission. (BYLAW 13461)
    - (2) The decision of the chair to cancel or reschedule a meeting of that commission or committee postpones the business on the agenda of that commission or committee until the next or the rescheduled meeting. (BYLAW 13461)
  36. Where a scheduled meeting of a committee or commission has been cancelled or rescheduled or a new meeting called pursuant to section 35 the Clerk shall, as soon as possible, post at the posting location a public notice stating, as the case may be
    - (a) that the meeting has been cancelled;
    - (b) that an additional meeting has been called, and the time and place of that meeting; or
    - (c) that the meeting has been rescheduled, and the time and place of the rescheduled meeting.(BYLAW 13461)
  37. Subject to section 33, a committee, board or commission may report to Council at any Regular Meeting of Council.
  38. Notwithstanding section 33, a committee, board or commission shall report to the Council when directed by resolution of the Council.
  39. The proceedings of a committee or commission are subject to the approval of Council.

- 40.** A select committee is dissolved on delivering its report to the Council unless
- (1) the report is delivered as an interim report for the information of Council, or
  - (2) the Council resolves to request the committee to consider or enquire into a further matter and to report its findings to the Council.

**REPEAL**

- 41.** Burnaby Procedure Bylaw 1999 is hereby repealed.

Read a first time this 5<sup>TH</sup> day of APRIL 2004  
Read a second time this 5<sup>TH</sup> day of APRIL 2004  
Read a third time this 5<sup>TH</sup> day of APRIL 2004  
Reconsidered and adopted this 19<sup>TH</sup> day of APRIL 2004