

CITY OF PORT COQUITLAM

COUNCIL AND COMMITTEE PROCEDURES AMENDMENT BYLAW, 2023

Bylaw No. 4334

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

1. CITATION

This Bylaw is cited as "Council and Committee Procedures Bylaw, 2015, No. 3898, Amendment Bylaw, 2023, No. 4334".

2. ADMINISTRATION

2.1 "Council and Committee Procedures Bylaw, 2015, No. 3898", Inaugural Meeting, is amended in Section 3, by replacing the existing clause 1 as follows:

"Following the general local election, the first Council meeting must be held within the first ten days of November in the year of the election."

2.2 "Council and Committee Procedures Bylaw, 2015, No. 3898" is amended by replacing Section 5 – Notice of Council Meetings, with the following:

"Notice of Council Meetings

5. 1) The annual schedule of regular Council meetings, established pursuant to section 4 (2) of this Bylaw, shall be available to the public through posting on the Public Notice Posting Place, and notice of the availability of the schedule shall be advertised by January 15th of each year in accordance with the City's Public Notice Bylaw and provisions set out in the *Community Charter*.

2) The Corporate Officer must also give notice of the meeting, as soon as possible, including confirmation of the time, place, and date, by:

(a) posting the agenda on the Public Notice Posting Place (bulletin board) at City Hall;

(b) providing a paper or electronic copy of the agenda to each member of Council; and

(c) posting the agenda on the City's website.

3) Where revisions are necessary to the annual schedule of the regular Council or committee meetings, the Corporate Officer must, as soon as possible, post a notice and provide a copy in all the places in section 5 (2) which indicates any revisions to the date, time, and place or cancellation of a regular Council or committee meeting."

2.3 "Council and Committee Procedures Bylaw, 2015, No. 3898" is amended by replacing Section 9 – Electronic Meetings, with the following:

“Electronic Meetings

9. Provided the conditions set out in the *Community Charter* are met;
 - 1) A regular or Special council (or committee) meeting may, upon authorization of the presiding member or during a state of local, provincial, or national emergency, be conducted by means of electronic or other communication facilities.
 - 2) A member of Council who is unable to attend at a council (or committee) meeting, may, participate in the meeting by means of electronic or other communication facilities, at the discretion of the presiding member.
 - 3) The presiding member at a council (or committee) meeting must not participate electronically unless the entire meeting is conducted by means of electronic or other communication facilities. The regular presiding member will appoint a Chair.
 - 4) All council meetings, committee meetings and public hearings shall take place within City Hall unless Council passes a resolution to hold a particular meeting elsewhere or the meeting is conducted by means of electronic or other communication facilities.
 - 5) Where some or all Members are participating by means of electronic or other communication facilities, all participants and members of the public must be able to hear, or watch and hear, those Members participating in the meeting electronically.
 - 6) For meetings that are conducted by means of electronic or other communication facilities, the Corporate Officer will designate a location for the public to hear, or watch and hear, the meeting proceedings. A designated municipal officer must attend at that location.

READ A FIRST TIME this _____ day of _____, 2023

READ A SECOND TIME this _____ day of _____, 2023

READ A THIRD TIME this _____ day of _____, 2023

ADOPTION TIME this _____ day of _____, 2023

Corporate Officer