



City of Port Moody

Bylaw No. 3536

A Bylaw to amend City of Port Moody Council Procedure Bylaw, 2025, No. 3510 to incorporate housekeeping changes and update the process for submission of Council Motions.

The Council of the City of Port Moody enacts as follows:

1. Citation

- 1.1 This Bylaw may be cited as “City of Port Moody Council Procedure Bylaw, 2025, No. 3510, Amendment Bylaw No. 1, 2026, No. 3536”.

2. Amendments

- 2.1 City of Port Moody Council Procedure Bylaw, 2025, No. 3510 is amended by replacing the following definition in section 3:

““Advisory Body” means a Committee, board, task force, Commission, or similar group established by a Council-approved terms of reference, mandate, or both;”

with the following definition:

““Advisory Body” means a group of members in an advisory function to Council including:

- (a) a Standing Committee of Council appointed by the Mayor under section 141 of the *Community Charter*;
- (b) a Select Committee of Council appointed by Council under section 142 of the *Community Charter*;
- (c) a commission appointed by Council under section 143 of the *Community Charter*; and
- (d) a special task force or ad hoc group that gathers at the appointment and direction of Council.”.

- 2.2 Bylaw No. 3510 is further amended by adding “or Advisory Body” to the end of the definition of the term “Agenda.”
- 2.3 Bylaw No. 3510 is further amended by alphabetizing all definitions included in section 3.

- 2.4 Bylaw No. 3510 is further amended by replacing the following definition in section 3:

““Closed Council Meeting” means a meeting of Council that is closed to the public in accordance with the Community Charter,”

with the following definition:

““Closed Council Meeting” means a Council meeting or part of a Council meeting that is closed to the public in accordance with section 90 the *Community Charter*,”.

- 2.5 Bylaw No. 3510 is further amended by replacing the following definition in section 3:

““Commission” means a municipal commission established under the *Community Charter*,”

with the following definition:

““Commission” means a municipal commission established under section 143 of the *Community Charter*,”.

- 2.6 Bylaw No. 3510 is further amended by deleting the following definition from section 3:

“Committee” means:

- (a) a Select Committee of Council,
- (b) a Standing Committee of Council, or
- (c) any other body established by Council that is composed solely of Council members;

- 2.7 Bylaw No. 3510 is further amended by replacing the term “City Clerk” with the term “Corporate Officer” in all instances.

- 2.8 Bylaw No. 3510 is further amended by replacing the following definition in section 3:

““City Clerk” and “Corporate Officer” mean the Corporate Officer for the City as defined by the *Community Charter*,”

with the following definition:

““Corporate Officer” means the Corporate Officer for the City as defined by the *Community Charter*,”

- 2.9 Bylaw No. 3510 is further amended by replacing the following definition in section 3:

““Council Standing Committee” means a meeting of the Members other than a Regular or Special Council meeting to conduct Council Standing Committee business;”

with the following definition:

““Council Standing Committee” means a meeting of Council, with the same powers, duties, functions, notice requirements, and procedures as a Regular Council Meeting, that is scheduled for Council to consider and ratify decisions of Advisory Bodies or other expedient matters for Council’s consideration (for clarity purposes, the membership body of the Council Standing Committee is made up of all members of Council);”.

- 2.10 Bylaw No. 3510 is further amended by replacing the following definition in section 3:

““Delegation” means an address to Council or Committee at the request of the person wishing to speak and relates to an item of business on the Agenda of the Meeting at which the person wishes to appear or includes the submission of a request;”

with the following definition:

““Delegation” means an address to Council or Committee by an organization or individual wishing to speak with Council about an issue of municipal concern and may include the submission of a request;”.

- 2.11 Bylaw No. 3510 is further amended by replacing the following definition in section 3:

““Deputy Corporate Officer” and “Legislative Services Advisor” mean the Deputy Corporate Officer for the City under City of Port Moody Officers Bylaw, 2013, No. 2951, as amended;”

with the following definition:

““Deputy Corporate Officer” means the role appointed by Council to act in the absence of the Corporate Officer pursuant to the City of Port Moody Officers Bylaw;”.

- 2.12 Bylaw No. 3510 is further amended by replacing the following definition in section 3:

““Extra-Jurisdictional Matter” means a matter described in section 198 of this Bylaw;”

with the following definition:

““Extra-Jurisdictional Matter” means a matter described in Part 11 of this bylaw;”.

- 2.13 Bylaw No. 3510 is further amended by replacing the following definition in section 3:

““General Local Election” means the election held every four years for the Mayor and Councillors under the *Community Charter*,”

with the following definition:

““General Local Election” means the election held every four (4) years for the Mayor and Councillors under the *Community Charter*,”.

- 2.14 Bylaw No. 3510 is further amended by replacing the following definition in section 3:

““Legislative Services Coordinator” means a Legislative Services staff member assigned to clerk a Committee meeting;”

with the following definition:

““Legislative Services Coordinator” means a Legislative Services staff member assigned by the by the Corporate Officer as the staff person to perform clerical duties as well as provide governance and procedural advice at an Advisory Body meeting;”.

- 2.15 Bylaw No. 3510 is further amended by adding the following definitions in section 3:

““Community Charter” means the *Community Charter*, SBC 2003, c. 26;

“*Local Government Act*” means the *Local Government Act*, RSBC 2015, c. 1;

“Motion” means a formal proposal or series of proposals put forth by a Member, in a meeting to act, provide staff direction, or decide on a matter;

“Motion Arising” means a subsequent additional motion in relation to an item on a meeting agenda but excludes any amending motions to the main recommendation or alternate recommendations provided by staff;

“Notice of Motion” means the act of providing a motion with advance notice during a Member’s verbal report with intent to be considered at the next applicable meeting;”.

- 2.16 Bylaw No. 3510 is further amended by replacing the following definition in section 3:

““Motion Served” means a motion given with notice by a Member at a previous Council Meeting;”

with the following definition:

““Motion Served” means a motion appearing on an agenda that was previously given as a Notice of Motion;”.

- 2.17 Bylaw No. 3510 is further amended by removing the words “the Deputy Mayor” from the definition of “Presiding Member” in section 3.

- 2.18 Bylaw No. 3510 is further amended by replacing the following definition in section 3:

““Public Hearing” means a hearing held pursuant to Part 14, Division 3 of the *Local Government Act*, RSBC 2015, c. 1;”

with the following definition:

““Public Hearing” means a hearing held pursuant to Part 14, Division 3 of the *Local Government Act*;”.

- 2.19 Bylaw No. 3510 is further amended by replacing the following definition in section 3:

““Quorum” means, in the case of:

- (a) a Council meeting, a majority of the Members;
- (b) a Committee meeting, a majority of the Committee members;
- (c) a Commission meeting, a majority of the Commission members; and
- (d) an Advisory Body, a majority of the Advisory Body members;”

with the following definition:

““Quorum” means,

- (a) in the case of Council, a majority of the Members; and
- (b) in the case of an Advisory Body, a majority of the voting members appointed;”.

- 2.20 Bylaw No. 3510 is further amended by replacing the following definition in section 3:

““Select Committee” means a committee created by and appointed by Council under the *Community Charter*,”

with the following definition:

““Select Committee” means an Advisory Body created by and appointed by Council under section 142 of the *Community Charter*,”.

- 2.21 Bylaw No. 3510 is further amended by replacing the following definition in section 3:

““Standing Committee Meeting” means a meeting of the Members other than a Regular or Special Council Meeting held for the purpose of conducting Council Standing Committee business.”.

with the following definition:

““Standing Committee” means an established committee created by and appointed by the Mayor under section 141 the *Community Charter* and is distinct.”.

- 2.22 Bylaw No. 3510 is further amended by replacing section 4 in its entirety with the following:

“This Bylaw governs the proceedings of Council, Advisory Bodies, Commissions, and Committees, as applicable.”.

- 2.23 Bylaw No. 3510 is further amended by replacing the word “Committees” in section 5 with the words “Advisory Bodies”.

- 2.24 Bylaw No. 3510 is further amended by adding the following as an additional subsection to section 5:

“(c) not inconsistent with enacted Council Policies.”.

- 2.25 Bylaw No. 3510 is further amended by replacing section 9 in its entirety with the following:

“Unless Council determines to hold meetings elsewhere, a Council meeting will take place:

- (a) within City Hall; or
- (b) electronically in accordance with sections 28 to 30 of this bylaw.”.

- 2.26 Bylaw No. 3510 is further amended by replacing the clause “143 to 148” with the clause “142 to 147” in all instances.

2.27 Bylaw No. 3510 is further amended by replacing section 10(d) with the following:

“be held on the next day City Hall is open when the scheduled meeting falls on a statutory holiday.”.

2.28 Bylaw No. 3510 is further amended by adding “or the meeting has been scheduled with a defined end time” after “of this bylaw” in section 17.

2.29 Bylaw No. 3510 is further amended by replacing section 24 in its entirety with the following:

“Revision to the annual schedule of Regular Council Meetings:

- (a) (a) Council may, by majority vote, resolve to revise the annual schedule of Regular Council Meetings, including cancelling, rescheduling, or changing the time or location for holding a meeting. When Council makes such revisions, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Place which indicates any revisions to the schedule of Regular Council Meetings.
- (b) The Corporate Officer may cancel a regularly scheduled Council meeting if circumstances arise before Council may resolve to amend the schedule (per subsection 24(a)).”.

2.30 Bylaw No. 3510 is further amended by replacing section 31 in its entirety with the following:

“A Member may only participate electronically in a meeting of Council if the requirements of Corporate Policy – Electronic Meeting Participation Requirements and Corporate Policy – Remote Attendance and Work Outside of Canada are observed.”.

2.31 Bylaw No. 3510 is further amended by replacing section 36 in its entirety with the following:

“If the Mayor or Acting Mayor arrives after the start of a meeting, the Mayor or Acting Mayor must Chair the meeting upon arrival.”.

2.32 Bylaw No. 3510 is further amended by deleting the following in section 39:

“The relevant extracts from the *Community Charter* are appended to this Bylaw for convenient reference.”.

- 2.33 Bylaw No. 3510 is further amended by replacing section 42 in its entirety with the following:
- “This section applies to:
- (a) Council Committees;
 - (b) the Parcel Tax Review Panel;
 - (c) the Board of Variance; and
 - (d) Advisory Bodies, and
- without limitation, all meetings of the bodies referred to in the *Community Charter [application of rules to other bodies]*.”.
- 2.34 Bylaw No. 3510 is further amended by replacing section 44 in its entirety with the following:
- “Members of the public in attendance at any proceedings held pursuant to this Bylaw must conduct themselves in accordance with the Respectful Communications Corporate Policy and the Respectful Workplace Administrative Policy.”.
- 2.35 Bylaw No. 3510 is further amended by replacing the words “member of the public” with the word “person” in section 45.
- 2.36 Bylaw No. 3510 is further amended by replacing the word “open” with the word “available” in section 47.
- 2.37 Bylaw No. 3510 is further amended by replacing section 51 in its entirety with the following:
- “If neither the Chair nor Vice-Chair of an Advisory Body is able to attend a meeting, the Presiding Member or Mayor may request that another Member of Council act in the place of the Presiding Member at the Advisory Body meeting.”.
- 2.38 Bylaw No. 3510 is further amended by adding the following sentence to the introductory paragraph of section 62 and section 65:
- “The Corporate Officer, or their designate, may re-order the Agenda prior to publication if there is a scheduling or operational conflict that would impact the flow and order of business.”.
- 2.39 Bylaw No. 3510 is further amended by adding “Other Business” as subsection (i) in section 65 and renumbering subsequent subsections accordingly.

- 2.40 Bylaw No. 3510 is further amended by replacing the following sentence in section 68:

“The list must take priority and determine the order of speakers.”

with the following:

“Online attendees wishing to speak during Public Input must indicate they wish to do so using the “raise hand” or similar function within the electronic meeting to join the speakers’ list. The Presiding Member will recognize the order of speakers and may alternate between the in-person and online lists.”.

- 2.41 Bylaw No. 3510 is further amended by replacing the words “15-minute increments” with the words “up to 15-minute increments” in section 71.

- 2.42 Bylaw No. 3510 is further amended by replacing section 76 in its entirety with the following:

“On a Regular Council Meeting, a Special Council Meeting, and a Standing Committee meeting Agenda, as determined by the Corporate Officer in consultation with the City Manager and Mayor, non-controversial, routine items which do not require discussion or debate may be grouped together under a Consent Agenda and dealt with under one resolution of Council.”.

- 2.43 Bylaw No. 3510 is further amended by replacing “Committees” with “Advisory Bodies” in subsection 77(a).

- 2.44 Bylaw No. 3510 is further amended by replacing section 85 in its entirety with the following:

“Materials for presentation to Council must be submitted for inclusion as part of an on-table package (e.g.: presentation slides) to the Corporate Officer no later than:

- (a) External Delegations and Presentations – 4:00pm, two (2) business days before the meeting; and
- (b) Staff Presentations – 3:00pm, one (1) business day before the meeting.”.

- 2.45 Bylaw No. 3510 is further amended by adding the following as subsection 87(d):

“the presenter has not appeared before Council to make the same request within the preceding six (6) months.”.

- 2.46 Bylaw No. 3510 is further amended by deleting “, 2024, No. 3448, as amended” in section 101 and section 106.

- 2.47 Bylaw No. 3510 is further amended by replacing section 110 in its entirety with the following:

“Whenever possible, Members are encouraged to share with the City Manager, the Corporate Officer, and all Members of Council in advance wording of motions that they intend to introduce at Council meetings, as amendments, or as Motions Arising.”.

- 2.48 Bylaw No. 3510 is further amended by replacing “Notices of Motion” sections 125 through 130 with the following sections 125 through 129 and renumbering subsequent sections accordingly:

“Council Motions

125. Any member may give a Notice of Motion during the Verbal Reports section of that meeting, by verbally stating and reading into the record the content of the motion.
126. Acceptable structure, content, and processing of Notice of Motions are prescribed in Council Policy – Council Motions.
127. Upon receipt of a Motion Served, the Corporate Officer, shall determine based on the content and intent of the Motion Served, whether the Motion Served must be placed on the Agenda of the next applicable:
- (a) Closed Council meeting, in accordance with section 90 of the *Community Charter*; or
 - (b) the appropriate Advisory Body meeting; or
 - (c) in limited circumstances, Special Council meeting.
128. Members must not discuss, move, debate, or address the Motion Served until it is up on appropriate Agenda for consideration.
129. Notwithstanding section 128, a unanimous vote of Council must be passed to allow for Notice of Motion to be discussed, debated upon, or put to a vote in the same meeting it is first provided by the Member.”.

- 2.49 Bylaw No. 3510 is further amended by replacing “135” with “134” in renumbered section 130.
- 2.50 Bylaw No. 3510 is further amended by replacing “131” with “130” in renumbered section 132.
- 2.51 Bylaw No. 3510 is further amended by replacing “a certain time period” with “six (6) months” in renumbered section 134.
- 2.52 Bylaw No. 3510 is further amended by replacing “131” with “130” in renumbered section 135(b).
- 2.53 Bylaw No. 3510 is further amended by replacing “131” with “130” in renumbered section 137.

- 2.54 Bylaw No. 3510 is further amended by replacing “140” with “139” and replacing “139” with “138” in renumbered section 140.
- 2.55 Bylaw No. 3510 is further amended by adding “and” at the end of renumbered subsection 143(b).
- 2.56 Bylaw No. 3510 is further amended by replacing renumbered section 144 in its entirety with the following:

“Standing Committees:

- (a) a Council Standing Committee meeting may continue for an additional hour beyond the first eight (8) hours only by an affirmative unanimous vote of the Members present. At the expiration of the additional hour, the Council Standing Committee must pass an affirmative unanimous vote to continue the meeting for up to an additional hour, as well as every hour thereafter; and
 - (b) a Standing Committee meeting may continue for an additional hour beyond the first two (2) hours only by an affirmative unanimous vote of the Members present. At the expiration of the additional hour, the Standing Committee must pass an affirmative unanimous vote to continue the meeting for up to an additional hour, as well as every hour thereafter.”.
- 2.57 Bylaw No. 3510 is further amended by replacing both instances of “a Select Committee, Commission, or board” in renumbered section 145 with “an Advisory Body”.
- 2.58 Bylaw No. 3510 is further amended by replacing “147” with “146” in renumbered section 147.
- 2.59 Bylaw No. 3510 is further amended by adding the following as a new section 157 before the heading “Bylaws Must be Signed” and renumbering subsequent sections accordingly:

“The Corporate Officer is hereby authorized to consolidate one or more of the bylaws of the City pursuant to section 139 [*consolidation of bylaws*] of the *Community Charter* and to make minor corrections to bylaws at third reading and after adoption of bylaws, including but not limited to spelling mistakes and sequential numbering errors.”.

- 2.60 Bylaw No. 3510 is further amended by replacing renumbered section 164 in its entirety with the following:

“Standing Committee meetings are intended to be scheduled within a regularly scheduled Council Standing Committee meeting, for the purpose of considering business in a setting that facilitates discussion and collaboration amongst Council Members, staff, and external presenters.

- (a) A Standing Committee may refer bylaw readings to a Council Standing Committee meeting for Council’s consideration.”.

- 2.61 Bylaw No. 3510 is further amended by replacing the words “Agenda of a Standing Committee” with the words “Agenda of a Council Standing Committee” in renumbered subsection 166(a).

- 2.62 Bylaw No. 3510 is further amended by replacing renumbered section 170 in its entirety with the following:

“Presiding Members for Advisory Bodies shall be determined as follows:

- (a) Standing Committees shall be determined and appointed by the Mayor in December of the preceding year; and

- (b) Select Committees shall be determined and recommended by the Mayor and approved by Council in December of the preceding year.”.

- 2.63 Bylaw No. 3510 is further amended by replacing the words “must establish a” with the words “will receive a copy of its” in renumbered section 178 and renumbered section 188.

- 2.64 Bylaw No. 3510 is further amended by adding the words “, subject to the availability of resources,” after the words “scheduled meetings” in renumbered section 179 and renumbered section 189.

- 2.65 Bylaw No. 3510 is further amended by adding the following as section 199 and renumbering subsequent sections accordingly:

“Unless delegated authority under the *Community Charter* or by this bylaw, a member of Council, acting individually, has no authority to bind Council or to make decisions on its behalf as the authority of Council may only be exercised collectively by resolution or bylaw at a duly convened meeting at which quorum is present.”.

- 2.66 Bylaw No. 3510 is further amended by adding the following as section 203:

“A reference to a statute in this Bylaw refers to a statute of the Province of British Columbia, and a reference to any bylaw, enactment, publication, regulation, or standard refers to that bylaw, enactment, publication, regulation, or standard as it may be amended, consolidated, or replaced from time to time.”.

2.67 Bylaw No. 3510 is further amended by adding the following as section 204:

““Schedule A – Procedural Motions and Points of Order” is attached to this Bylaw for convenient reference.”.

2.68 Bylaw No. 3510 is further amended by attaching “Schedule A – Procedural Motions and Points of Order” as a schedule.

3. Attachments and Schedules

3.1 The following schedule is attached to and forms part of this Bylaw:

- Schedule A – Procedural Motions and Points of Order.

4. Severability

4.1 If a portion of this Bylaw is found invalid by a court, it will be severed, and the remainder of the Bylaw will remain in effect.

Read a first time this 14th day of July, 2026.

Read a second time this 14th day of July, 2026.

Read a third time this 14th day of July, 2026.

Adopted this _ day of ___, 2026.

M. Lahti
Mayor

S. Lam
Corporate Officer

I hereby certify that the above is a true copy of Bylaw No. 3536 of the City of Port Moody.

S. Lam
Corporate Officer

Procedural Motions and Points of Order

Motions or Points of Order with Precedence <i>Note: These motions or points are listed in established order of precedence.</i> <i>When any one item is pending, another that is listed below may not be introduced, but one that is above it may be introduced.</i>						
Action/Intent:	Motion:	Interrupt Speaker?	Seconder Needed?	Debatable?	Amendable?	Vote Needed?
Adjourn / end meeting	"I move that we adjourn"	No	Yes	No	No	Majority
Take a break	"I move that we recess until ..."	No	Yes	No	Yes	Majority
Raise concerns on mics, noise, temp., etc.	"Point of privilege regarding..."	Yes	No	No	No	Chair decides
Return to Agenda order of business	"I call for a return to business orders of the day"	Yes	No	No	No	Chair decides
Table discussion / defer for later	"I move to lay the question on the table / defer discussion until"	No	Yes	No	No	Majority
Call for voting / end debate / discussion	"I move to call the question"	No	Yes	No	No	2/3
Limit / Extend debate	"I move to limit/extend debate to ..."	No	Yes	No	Yes	2/3
Postpone Indefinitely / defer to other date	"I move to postpone indefinitely / defer until..."	No	Yes	Yes	Yes	Majority
Refer to staff or Advisory Body	"I move to refer the motion to..."	No	Yes	Yes	Yes	Majority
Modify wording of main motion	"I move to amend the motion by..."	No	Yes	Yes	Yes	Majority
Kill or cancel the main motion	"I move that the motion be postponed indefinitely"	No	Yes	Yes	No	Majority
Main motion	"I move that..."	No	Yes	Yes	Yes	Majority
Unanimous Consent / without objection	"By unanimous Consent / without objection I move that..." then "Seeing no objection, the motion is adopted / unanimously carried."	Yes "I object"	No	No	No	Unanimous OR if objected, requires the item to be a main motion

Procedural Motions and Points of Order

Motions or Points of Order <u>without</u> Precedence						
<i>Note: These motions or points can be introduced at any time except for when the meeting is considering the following motions: adjourn, recess, point of privilege, or call for orders of the day.</i>						
Action/Intent:	Motion:	Interrupt Speaker?	Seconder Needed?	Debatable?	Amendable?	Vote Needed?
Enforce debate rules / procedure bylaw	"Point of order"	Yes	No	No	No	Chair decides
Appeal ruling of decision made by Chair	"Point of order to appeal the ruling of the Chair..."	Yes	No	No	No	50% affirmative required, Chair cannot vote
Request information / clarification	"Point of information"	Yes	No	No	No	Chair handles
Procedural question / Parliamentary inquiry	"Parliamentary inquiry"	Yes	No	No	No	Chair handles
Suspend rules of procedure bylaw or debate	"I move to suspend the rules to allow for..."	No	Yes	No	No	Unanimous
Division of the question (motion)	"I move for a division of the question / motion"	No	Yes	No	Yes	Majority
Consideration in specific order of clauses	"I move the motion be considered in order of"	No	Yes	No	Yes	Majority
Take up matter previously tabled	"I move to take up from the table..."	No	Yes	No	No	Majority
Reconsider motion (during same meeting of vote reconsidered)	"I move to reconsider the previous vote of..."	No	Yes	Yes	No	2/3
Move into Closed session	"I move to go into a closed session under section 90 of the <i>Community Charter</i> to discuss matters regarding section 90(x)..."	No	Yes	Yes	Yes	Majority
Adjourn Closed session and move back into Open meeting	"I move to adjourn the closed session and return to the open meeting"	No	Yes	Yes	Yes	Majority
Adjourn Committee	"I move to adjourn XXXX Committee"	No	Yes	Yes	Yes	Majority