



# City of Port Moody

## Bylaw No. 3510

A Bylaw to establish rules of procedure for Council Meetings.

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

### PART 1 – INTRODUCTION

#### Citation and Repeal

1. This Bylaw may be cited as “City of Port Moody Council Procedure Bylaw, 2025, No. 3510”.
2. City of Port Moody Council Procedure Bylaw, 2023, No. 3393 and all amendments thereto are hereby repealed.

#### Definitions

3. In this Bylaw,

“Acting Mayor” means 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 Mayor is vacant in accordance with Part 3 of this Bylaw;

“Agenda” means the list of items and order of proceedings for any meeting of Council;

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

“City” means the City of Port Moody;

“City Hall” means Port Moody City Hall located at 100 Newport Drive, Port Moody, British Columbia;

“City Website” means the information resource found at [www.portmoody.ca](http://www.portmoody.ca);

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

“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;

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

“Council” means the Council of the City of Port Moody;

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

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

“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;

“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;

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

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

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

“Mayor” means the mayor of the City;

“Member” means a member of the Council of Port Moody, including the Mayor;

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

“Point of Order” means the procedure by which a Member interrupts another speaker to ask the Chair to rule on a procedural matter immediately;

“Presentation” means an address to Council or Committee for the provision of information of interest to Council and residents, and generally, though not necessarily, relates to a non-business item. Requests are not submitted as part of a presentation;

“Presiding Member” or “Chair” means the Mayor, the Deputy Mayor, the Acting Mayor, or any other Member appointed under the *Community Charter* or this Bylaw to preside over and chair a meeting;

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

“Public Input” means an opportunity for the public to convey information to Council, either verbally at a Council meeting or in a written submission presented to Council as part of an on-table package, and does not include a Public Hearing;

“Public Notice Posting Place” means the notice board located in the breezeway at City Hall;

“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;

“Regular Council Meeting” means a meeting of Council held per the adopted schedule of meetings approved in accordance with the *Community Charter [notice of council meetings]*;

“Robert’s Rules of Order” means Robert’s Rules of Order, Newly Revised, 12<sup>th</sup> Edition by Henry M. Robert (Public Affairs, 2020), or the most recent subsequent edition;

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

“Special Council Meeting” means a meeting of Council other than a Regular Council Meeting;

“Standing Committee” means a committee created by and appointed by the Mayor under the *Community Charter*; and

“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.

### **Application of Rules of Procedure**

- 4. This Bylaw governs the proceedings of Council, Commissions, and Committees, as applicable.
- 5. In cases not provided for under this Bylaw or the *Community Charter*, the most current version of Robert’s Rules of Order applies to the proceedings of Council and Council Committees to the extent that these rules are:
  - (a) applicable in the circumstances; and
  - (b) not inconsistent with this Bylaw, the *Community Charter*, or other applicable enactments.

## **PART 2 – COUNCIL MEETINGS**

### **Inaugural Meeting**

- 6. Following a General Local Election, the first Council meeting must be held on the first Tuesday in November in the year of the election.

7. If a Quorum of Members elected at the General Local Election has not taken office by the date of the meeting referred to in section 6, the Corporate Officer must call and hold the first Council meeting as soon as reasonably possible after a Quorum has taken office.
8. Each Member must make an oath or solemn affirmation of office in accordance with the *Community Charter [oath or affirmation of office]*.

### **Time and Location of Meetings**

9. Unless Council resolves to hold meetings elsewhere, a Council meeting must:
  - (a) take place within City Hall; or
  - (b) be held electronically in accordance with sections 28 to 30 of this Bylaw.
10. Regular Council Meetings must:
  - (a) be held in accordance with the schedule adopted by resolution by Council on or before December 31 of the preceding year;
  - (b) begin generally, but not exclusively, at 7:00pm and if needed, immediately following a Public Hearing;
  - (c) be adjourned three (3) hours from the start time unless Council resolves to proceed beyond that time in accordance with sections 143 to 148 of this Bylaw; and
  - (d) when the scheduled meeting falls on a statutory holiday, be held on the next day City Hall is open.
11. Despite section 10, Council may hold additional Council meetings in a month when establishing the annual schedule of meetings.
12. Council may cancel Regular Council Meetings, provided that two consecutive meetings are not cancelled.
13. If the Mayor gives the Corporate Officer at least two days' prior written notice, the Mayor may postpone Regular Council Meetings to a different day, time, and place.
14. Council Standing Committee Meetings:
  - (a) may be held on a day other than days on which Regular Council Meetings are scheduled or in accordance with the Council Standing Committee Meeting schedule adopted by resolution by Council on or before December 31 of the preceding year;
  - (b) may be held generally, but not exclusively on the third Tuesday of each month;
  - (c) must be adjourned within eight (8) hours from the start time unless Council resolves to proceed beyond that time in accordance with sections 143 to 148 of this Bylaw;
  - (d) may be cancelled by Council; and
  - (e) if the Mayor gives the Corporate Officer at least two days' prior written notice, may be postponed to a different day, time, and place by the Mayor.
15. Public Hearings may be held generally, but not exclusively, on the first Tuesday of each month.

16. If a Public Hearing is held on a day when a Regular Council Meeting was not scheduled, Council may hold a Special Council meeting immediately following the Public Hearing to consider the subjects of the Public Hearing.
17. If a Closed Council Meeting is scheduled on a day other than the day on which a Regular Council Meeting or a Council Standing Committee meeting is also scheduled, the Closed Council Meeting must be adjourned within three (3) hours after the time at which the meeting started, unless Council resolves to proceed beyond that time in accordance with sections 143 to 148 of this Bylaw.
18. A Regular Council Meeting or Closed Council Meeting may be held for longer than three (3) hours if scheduled with a defined end time. The meeting must be adjourned by the scheduled end time, unless Council resolves to proceed beyond that time in accordance with sections 143 to 148 of this Bylaw.
19. Standing Committee Meetings may be held for longer than two (2) hours if scheduled with a defined end time. The meeting must be adjourned by the scheduled end time, unless Council resolves to proceed beyond that time in accordance with sections 143 to 148 of this Bylaw.
20. Select Committee and Commission meetings must be adjourned within two (2) hours after the time at which the meeting started, unless its members resolve to proceed beyond that time in accordance with sections 143 to 148 of this Bylaw.
21. Council may start Regular Council Meetings and Public Hearings earlier than 7:00pm when circumstances determined by the Mayor, staff, or both, require them, including but not limited to a high volume of business, special Presentations, or the anticipation of a large Public Hearing.

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

22. In accordance with the *Community Charter [notice of council meetings]*, Council must prepare annually before December 31 of the preceding year, 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 Place.
23. Council must give notice annually before December 31 of the preceding year of the availability of the annual schedule of the dates, times, and places of Regular Council Meetings for the following year in accordance with the *Community Charter [requirements for public notice]* and the City of Port Moody Public Notice Bylaw.
24. 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.

## **Notice of Special Council Meetings**

25. Except where Council waives notice of a Special Council Meeting by unanimous vote of all Members under the *Community Charter [notice of council meetings]*, the Corporate Officer must give notice of the date, hour, and place of a Special Council Meeting at least twenty-four (24) hours before the time of meeting by:
  - (a) posting a copy of the notice at City Hall;
  - (b) posting a copy of the notice at the Public Notice Posting Place; and
  - (c) advising Members of the Special Council Meeting by electronic means.
26. The notice under section 25 must describe in general terms the purpose of the Meeting and the Mayor or the Corporate Officer must sign it.

## **Notice of Standing Committee Meetings**

27. The Corporate Officer must give notice of the day, hour, and place of a Council Standing Committee Meeting at least twenty-four (24) hours before the time of the meeting by:
  - (a) posting a copy of the notice at the Public Notice Posting Place; and
  - (b) advising Council of the meeting by electronic means.

## **Electronic Participation at Meetings and Electronic Meetings**

### *Electronic Meetings*

28. If the conditions set out in the *Community Charter [electronic meetings and participation by members]* are met, Regular Council Meetings, Standing Committee Meetings, Select Committee meetings, and Advisory Body meetings may be conducted by means of electronic or other communication facilities.
29. If the conditions set out in the *Local Government Act* are met, Public Hearings may be conducted by means of electronic or other communication facilities.
30. Special Council Meetings may be conducted by means of electronic or other communication facilities if:
  - (a) the Mayor calls for a meeting by electronic means; or
  - (b) in extreme emergency situations as determined by the Mayor or Corporate Officer, such as when a state of local emergency has been declared, when Members are unable to physically meet in one location together.

### *Electronic Participation*

31. A Member may only participate electronically in a meeting of Council if the requirements of Corporate Policy – 01-0530-2020-04 – Electronic Meeting Participation Requirements and Corporate Policy – 01-1490-2022 01 – Remote Attendance and Work Outside of Canada are observed, as these policies existed on the date of adoption of this section.

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

32. At least annually, Council must from amongst its Members designate Members to serve on a rotating basis as the Acting Mayor.
33. Each Member designated under section 32 must fulfill the responsibilities of the Acting Mayor in the absence of the Mayor.
34. If the Mayor and the Acting Mayor designated under section 32 are absent from the Council meeting, the Members present must choose a Member to Chair the Council meeting.
35. The Member designated as Acting Mayor under section 32 or chosen under section 34 has the same powers and duties as the Mayor in relation to the applicable matter.
36. If the Mayor or Acting Mayor arrives after the start of a meeting, the Mayor must Chair the meeting upon arrival.
37. If the Mayor is granted a leave of absence for a period greater than one month, or if the Acting Mayor is granted a leave of absence for a period greater than one month and the Member is unable to fulfil their obligations under Part 3 of this bylaw, Council must reconsider the Acting Mayor schedule at its earliest convenience after the Member's leave comes into effect.
38. For the purposes of section 37, Council may, by a majority vote, establish the length of the Acting Mayor assignment and determine the assignments by lot.

### **PART 4 – COUNCIL PROCEEDINGS**

#### ***Community Charter Provisions***

39. Matters pertaining to Council proceedings are governed by the *Community Charter* including those provisions found in Division 3 of Part 4 [*Open Meetings*] and Division 2 of Part 5 [*Council Proceedings*]. The relevant extracts from the *Community Charter* are appended to this Bylaw for convenient reference.

#### ***Attendance of Public at Meetings***

40. Except where the provisions of the *Community Charter* [*meetings that may or must be closed to the public*] apply to have a Closed Council Meeting, all Council meetings must be open to the public.
41. Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in an open meeting in accordance with the *Community Charter* [*requirements before Council meeting is closed*].

42. This section applies to:

- (a) Council Committees;
- (b) the Parcel Tax Review Panel;
- (c) the Board of Variance;
- (d) Advisory Bodies, including the Advisory Design Panel; and
- (e) Commissions, and

without limitation, all meetings of the bodies referred to in the *Community Charter [application of rules to other bodies]*.

43. Despite section 40, the Mayor or Acting Mayor may expel or exclude from a Council meeting a Member in accordance with section 106.

44. Members of the public in attendance at any proceedings held pursuant to this Bylaw must conduct themselves in accordance with Corporate Policy – 07-2510-2023-01 – Respectful Communications and Administrative Policy – A07-2510-2021-01 – Respectful Workplace.

45. If the Presiding member determines a member of the public is not complying with the City's Respectful Communications Policy or Respectful Workplace Policy, they may exclude or expel the member of the public from the meeting pursuant to the *Community Charter [expulsion from meetings]*.

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

46. Minutes of the proceedings of Council must be:

- (a) legibly recorded;
- (b) certified as correct by the Corporate Officer or their designate; and
- (c) signed by the Mayor or the Presiding Member.

47. Subject to section 48, and in accordance with the *Community Charter [other records to which public access must be provided]* minutes of Council proceedings must be open for public inspection at City Hall during its regular office hours.

48. Section 47 does not apply to minutes of a Council meeting or that part of a Council meeting that is a Closed Council Meeting.

#### **Calling Meeting to Order**

49. With the exception of Regular Council Meetings held on the same night as a Public Hearing, as soon after the time specified for a Council meeting as 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, or where the Mayor wishes not to preside over a Standing Committee Meeting for which they are the Chair, the Acting Mayor must take the Chair and call such meeting to order.



50. With the exception of Regular Council Meetings held on the same night as a Public Hearing, if a Quorum of Council is present but the Mayor or the Acting Mayor does not attend within 20 minutes of the scheduled time for a Council meeting:
- (a) the Corporate Officer or their designate must call to order the Members present; and
  - (b) the Members present must choose a Member to preside at the meeting.
51. If neither the Chair nor Vice-Chair of a Committee, Commission, or board 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 Committee, Commission, or board meeting.
52. Council Standing Committee Meetings may be scheduled back-to-back, and when so scheduled may be scheduled at the same time for the purpose of giving notice and on the basis that subsequent Standing Committee Meetings will be called to order once the Council Standing Committee Meeting coming before it is adjourned.

### **Adjourning Meeting if No Quorum**

53. If there is no Quorum of Council present within twenty (20) minutes of the scheduled start time for a Council meeting, the Corporate Officer must:
- (a) record the names of the Members present and those absent;
  - (b) adjourn the meeting until the next scheduled meeting; and
  - (c) place all business on the Agenda that is not dealt with at the meeting on the Agenda for the next meeting.
54. If Quorum is lost during a meeting, the meeting must be recessed, and if not reconvened within fifteen (15) minutes, sections 53(a), (b), and (c) apply.

### **Agenda**

55. Prior to each Council meeting, the Corporate Officer must prepare an Agenda setting out the items for consideration at that meeting and noting in short form a summary for each item on the Agenda.
56. The deadline for Council submissions to the Corporate Officer of items for inclusion on the Council meeting Agenda is 9:30am on the Monday of the week prior to the meeting.
57. Despite the requirements of section 56, the Corporate Officer may, where practical, include on a Council Agenda prior to its publication, an item or report which is not provided by the time and date required.
58. The Corporate Officer must make the Agenda available to the Members and the public at City Hall and, providing there are no technical difficulties, on the City Website (publication day):
- (a) for Regular Council Meetings and Public Hearings, before 9:00pm the Thursday prior to the meeting; and
  - (b) for Special Council Meetings and Council Standing Committee Meetings, as soon as is practicable and at the discretion of the Corporate Officer.

59. For Closed Council Meetings, the Corporate Officer must prepare an Agenda setting out the numbers of all the items for consideration at that meeting, noting the sections of the *Community Charter [meetings that may or must be closed to the public]* under which the discussions must or may be held in a Closed Council Meeting. The Corporate Officer must make this Agenda available to Members and the public before 9:00pm the Thursday prior to the meeting.
60. If the publication day of the Regular Council Meeting or Public Hearing Agenda falls upon a statutory holiday or City Hall is closed for business, the Corporate Officer must publish the Agenda before 9:00pm the Friday of the week prior to the meeting.
61. Council must not consider any matters not listed on the Agenda unless a new matter for consideration is properly introduced as a late item pursuant to sections 83 and 84.

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

62. The Agenda for all Regular Council Meetings contains the following matters in the order in which they are listed below:
  - (a) Call to Order
  - (b) Territorial Land Acknowledgement
  - (c) Adoption of the Agenda
  - (d) General Matters
    - Art at Council
    - Delegations and Presentations
  - (e) Public Input
  - (f) Adoption of Minutes
  - (g) Consent Agenda
  - (h) Items Removed from the Consent Agenda
  - (i) Legislative Matters
  - (j) Unfinished Business
  - (k) New Business
  - (l) Other Business
  - (m) Verbal Reports from Council and Staff
  - (n) Information Items
  - (o) Public Input
  - (p) Adjournment
63. When a Public Hearing has been scheduled on the same night as a Regular Council Meeting, Council will consider the items that were the subject of the Public Hearing following the "Adoption of the Agenda" section and before the General Matters section.
64. Council must take up particular business at a Council meeting in the order in which it is listed on the Agenda unless otherwise resolved by a majority vote of Council.

65. The Agenda for all Council Standing Committee Meetings contains the following matters in the order in which they are listed below:
- (a) Call to Order
  - (b) Territorial Land Acknowledgement
  - (c) Adoption of the Agenda
  - (d) Public Input
  - (e) Adoption of Minutes
  - (f) Recess
    - Standing Committee Business addressed during the recess
  - (g) Reconvene
  - (h) Receive Standing Committee Business (to consider action recommended by or arising from the Standing Committees held that day)
  - (i) Adjournment.

### **Public Input**

66. Regular Council Meetings must include one thirty (30) minute Public Input period after the General Matters section and before the Adoption of Minutes section, and they must include a second thirty (30) minute Public Input period immediately before the Adjournment section.
67. Standing Committee Meetings must include one thirty (30) minute Public Input period after the Adoption of the Agenda section and in advance of the Standing Committee Business section of the Agenda.
68. Anyone wishing to speak during a Public Input period must indicate they wish to do so by registering their name and city of residence on a speakers' list prior to the Public Input period. The list must take priority and determine the order of speakers.
69. During Public Input periods, once recognized by the presiding Member, speakers may address Council to comment on any matter coming within the competence of Council. Each speaker must state their name and city of residence and may speak for up to two (2) minutes.
70. A person must not make a submission regarding a proposed official community plan bylaw or a proposed zoning bylaw in respect of which a Public Hearing has been held, except where a second or subsequent Public Hearing is to be held on the matter.
71. To accommodate speakers who were not given an opportunity to address Council within the 30-minute Public Input period, Council may extend Public Input periods by 15-minute increments by a majority vote.
72. Members of Council must not interact with the speakers during the Public Input period but may call speakers up for questions at the end of the Public Input period.

73. On evenings where notice for Public Input was given in relation to a specific item (e.g.: the annual report, consideration of Development Variance Permits/Temporary Use Permits, etc.), Public Input related to this specific matter will be held when the item is considered on the Agenda.
74. Once the nomination period preceding a General Local Election or by-election begins, Public Input periods must be suspended until the meeting of Council following the election.
75. Once the nomination period preceding a school board election or by-election begins, Public Input periods must be suspended until the meeting of Council following the election.

### **Consent Agenda**

76. On a Regular Council Meeting or a Special Council Meeting Agenda, as determined by the Corporate Officer in consultation with the 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.
77. Items to be included in the consent Agenda are:
  - (a) recommendations from Committees;
  - (b) reports for information; and
  - (c) bylaws and items for which debate is not expected.
78. Any Member may request that an item included on the consent Agenda be removed from the consent Agenda and dealt with separately.
79. Members must request removal of items from the consent Agenda prior to moving adoption of recommendations listed in the consent Agenda.
80. Council must consider any item that is removed from a consent Agenda immediately after the consideration of the consent Agenda.
81. A Member may request that an item be included on the consent Agenda, and if no one objects, it must be so listed and considered.
82. Members may vote on and adopt in one motion all recommendations appearing on the consent Agenda.

### **Late Items**

83. An item of business not included on the Agenda must not be considered at a Council meeting unless Council approves introduction of the late item with a unanimous vote of all Members present.
84. If the Council makes a resolution under section 83, information pertaining to late items must be distributed to the Members.
85. Presenters must submit items for Presentation to Council as part of an on-table package (e.g.: Presentation slides) to the Corporate Officer no later than 12:00pm one business day before the Council meeting.

## Voting at Meetings

86. 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 Members;
- (b) when the Council is ready to vote, the Presiding Member must put the matter to a vote by either stating:
  - (i) “those in favour, raise your hands,” and then, “those opposed, raise your hands.”; or
  - (ii) “please enter your vote electronically,” if electronic voting is being used;
- (c) when the Presiding Member is putting the matter to a vote under paragraphs (a) and (b), a Member must not:
  - (i) cross or leave the room, unless excused as a result of not being entitled to vote under the *Community Charter*;
  - (ii) make a noise or other disturbance; or
  - (iii) interrupt the voting procedure under paragraph (b) except to raise a point of order;
- (d) after the Presiding Member finally puts the question to a vote under paragraph (b), a Member must not speak to the question or make a motion concerning it;
- (e) the Presiding Member's decision about whether a question has been finally put is conclusive;
- (f) whenever a vote of Council on a matter is taken, each Member present must signify their vote by raising their hand or by entering their vote into the electronic voting system if such a system is being used;
- (g) the Presiding Member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative and stating the names of those voting in opposition;
- (h) should any Member refrain from voting when any question is put, the Member must be regarded as having voted in the affirmative and the Member's vote must be so counted; and
- (i) the Corporate Officer or designate may, at any time, request clarification on the motion or voting results for the record.

## Presentations and Delegations

87. Council must receive Presentations and Delegations if:

- (a) at least fifteen (15) days prior to the date of the meeting at which the presenter wishes to appear, the Presenter or Delegation submits their request to appear before Council in writing to the Corporate Officer clearly outlining the intended subject matter to be presented and specific request to be made, the name of the presenter, and, if applicable, the organization being represented;
- (b) the Corporate Officer has advised the Presenter or Delegation of the date of the meeting at which they may appear; and
- (c) the subject matter falls within the jurisdiction of Council in accordance with Part 11 of this Bylaw.

88. Presentations and Delegations must be confined to the subject that was indicated in the written request and limited to:
- (a) fifteen (15) minutes for a Presentation; and
  - (b) five (5) minutes for a Delegation.
89. Council may waive strict compliance with section 88 by a resolution passed by a two-thirds majority vote of all Members present.
90. If approved by unanimous vote of the Members present, an individual or Delegation may address the meeting without prior submission of a written request to the Corporate Officer in accordance with section 87.
91. Council must not permit a Presenter or a Delegation to address a meeting of Council regarding a proposed official community plan bylaw or a proposed zoning bylaw in respect of which a Public Hearing has been held, except where a second or subsequent Public Hearing is to be held on the matter.
92. The Corporate Officer may schedule Delegations and Presentations to another Council or Advisory Body meeting as deemed appropriate according to the subject matter of the Delegation.
93. The City Manager or the Corporate Officer may refuse to place a Delegation or Presentation on the Agenda if the issue is considered Extra-Jurisdictional as provided in Part 11 of this Bylaw; however, Council by a two-thirds majority vote may add the Delegation or Presentation to a Council agenda.
94. Unless Council has specifically resolved otherwise at a previous meeting, the maximum number of Delegations at each meeting is one (1). Council may by a two-thirds majority vote of those present and voting increase the maximum number of Delegations for a subsequent meeting.
95. Despite section 94, the Corporate Officer may schedule up to one (1) additional Delegation in cases where time is of the essence.

### **Points of Order**

96. Without limiting the Presiding Member's duty under the *Community Charter [authority of presiding member]*, 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 Member has raised a point of order in connection with the motion.

97. If 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 Member;
  - (b) another Member must not question or comment on the rule or authority cited by the Presiding Member under subsection 97(a); and
  - (c) the Presiding Member may reserve the decision until the next Council meeting.

### **Conduct and Debate**

98. A Member may speak to a question or motion at a Council meeting only if that Member first addresses the Presiding Member.
99. Members must address the Presiding Member by that person's title of Mayor, Acting Mayor, or Councillor.
100. Members must address other non-Presiding Members by the title Councillor.
101. Members must adhere to the City of Port Moody Council Code of Conduct Bylaw, 2024, No. 3448, as amended.
102. No Member may interrupt a Member who is speaking except to raise a Point of Order.
103. If more than one Member speaks, the Presiding Member must call on the Member who, in the Presiding Member's opinion, first spoke.
104. 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; and
  - (c) may appeal to Council for its decision on the point of order in accordance with the *Community Charter [authority of presiding member]*.
105. Members 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 rescinded;
  - (e) must adhere to the rules of procedure established under this Bylaw and to the decisions of the Presiding Member and Council in connection with the rules and points of order; and
  - (f) must not use cellular phones while a Council meeting is in session.

106. If a Member is considered to be acting contrary to the standards of conduct set out in this Bylaw and the City of Port Moody Council Code of Conduct Bylaw, 2024, No. 3448, as amended, or any other applicable policy or bylaw, 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.
107. 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.
108. The following rules apply to limit speech on matters being considered at a Council meeting:
- (a) a Member may speak more than once in connection with the same question only:
    - (i) with the permission of Council; or
    - (ii) if the Member is explaining a material part of a previous speech without introducing a new matter;
  - (b) a Member who has made a substantive motion to the Council may reply to the debate only to provide clarification, and Council may determine whether the Member's reply is clarification;
  - (c) a Member who has moved an amendment, the previous question, or an instruction to a Committee may not reply to the debate; and
  - (d) a Member may speak to a question, or may speak in reply, for longer than a total time of five minutes only with the permission of Council.

### **Motions Generally**

109. Council may debate and vote on a motion only if it is first made by one Member and then seconded by another.
110. Whenever possible, Members are encouraged to share with the Corporate Officer and with all Members of Council in advance wording of motions that they intend to introduce at Council meetings, as amendments, or as motions arising.
111. A Member may make only the following motions when the Council is considering a question:
- (a) to refer 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; and
  - (g) to adjourn.
112. A member may not amend or debate a motion made under subsections 111(c) to (g).



113. Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Member.

### **Motion to Commit**

114. Until it is decided, a motion made at a Council meeting to refer to Committee precludes an amendment of the main question.

### **Motion for the Main Question**

115. In this section, “main question”, in relation to a matter, means the motion that first brings the matter before the Council.
116. 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 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**

117. A Member may, without notice, move to amend a motion that is being considered at a Council meeting.
118. An amendment may propose removing, substituting, or adding to the words of an original motion.
119. If requested by the Presiding Member, the mover must reproduce a proposed amendment in writing.
120. A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
121. A Member may only amend an amendment once.
122. A Member must not again propose a motion to amend that has been defeated by a vote of Council.
123. A Member may propose an amendment to an adopted amendment.
124. 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 subparagraph (a) is positive; and
  - (c) the main question.

## **Notices of Motion**

125. Any Member has the right to give a notice of motion under the Council Verbal Reports section of the Agenda.
126. The Member must write and submit the associated background memo for the notice of motion in accordance with the City's operational policies, including Corporate Policy – 01-0530-2023-01 – Notice of Motion and Accompanying Submissions by Council Members, as amended, and Administrative Policy – A01-0550-01 – Council Report Standards.
127. The notice of motion will appear on the next appropriate Council meeting or Standing Committee Meeting Agenda, along with the associated background memo, as a “Motion Served” under the “New Business” section of the Agenda, where Council will consider one of the following recommendations:
  - (a) receive for information;
  - (b) refer to staff for a response (staff will determine if the nature of the work warrants a project proposal or a staff report and will include considerations with respect to feasibility, resources, funding source, timeline, strategic plan alignment, and legislative analysis) [Note: A proposed Notice of Motion may have a referral to staff built into the recommendation]; or
  - (c) refer to the City Manager for consideration and, if required, inclusion in the Strategic Priorities Intake process.
128. Any resolution or direction considered from a Motion Served must not take effect unless Council has considered the information provided by staff pursuant to section 127(b).
129. As an exception to section 127(b), the City Manager may indicate that a report is not necessary to move forward.
130. When appropriate, the City Manager may direct staff to include a brief memo if the information is required for Council to make their determination.

## **Reconsideration by Member**

131. Subject to section 135, a Member 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 twenty-four (24) hours following its adoption.
132. A Member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.
133. Council must not discuss the main matter referred to in section 131 unless a motion to reconsider that matter is adopted in the affirmative.
134. A vote to reconsider must not be reconsidered.

135. If a motion to reconsider is defeated, the subject matter may not be open for consideration by Council within a certain time period except by way of a new and substantially different motion.
136. Council may only reconsider a matter that has not:
- (a) had the approval or assent of the electors and been adopted;
  - (b) been reconsidered under section 131 or the *Community Charter* [mayor may require Council reconsideration of a matter]; and
  - (c) been irreversibly acted on by an officer, employee, or agent of the City.
137. The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its reconsideration under this section.
138. A bylaw, resolution, or proceeding that is reaffirmed under section 131 or the *Community Charter* [mayor may require Council reconsideration of a matter] is as valid and has the same effect as it had before reconsideration.

### **Privilege**

139. In this section, a matter of privilege refers to any of the following motions:
- (a) fix the time to adjourn;
  - (b) adjourn;
  - (c) recess;
  - (d) raise a question of privilege of the Council; and
  - (e) raise a question of privilege of a Member.
140. A matter of privilege must be immediately considered when it arises at a Council meeting.
141. For the purposes of section 140, a matter of privilege listed in section 139 has precedence over those matters listed after it.

### **Reports from Committees**

142. Council may take any of the following actions in connection with a resolution it receives from a Standing Committee:
- (a) agree or disagree with the resolution;
  - (b) amend the resolution;
  - (c) refer the resolution back to the Standing Committee; or
  - (d) postpone its consideration of the resolution.

### **Adjournment**

143. A Council may continue a Regular Council Meeting for an additional hour after the three-hour limit has been met only by a majority vote of the Members present. At the expiration of the additional hour, Council must pass an affirmative unanimous vote to continue the meeting for an additional hour, as well as every hour thereafter.

144. The Presiding Member of a Public Hearing may adjourn the Public Hearing provided they inform those in attendance of,
- (a) the time and date of the resumption of the hearing;
  - (b) the place of the resumed hearing, if applicable;
  - (c) the way in which the hearing is to be conducted, by electronic means, other communication facilities, if applicable,

in accordance with the requirements to adjourn a Public Hearing in the *Local Government Act*.

145. A Standing Committee may continue a Standing Committee Meeting 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 Standing Committee must pass an affirmative unanimous vote to continue the meeting for an additional hour, as well as every hour thereafter.
146. Members of a Select Committee, Commission, or board may continue a Select Committee, Commission, or board meeting for an additional thirty (30) minutes beyond the first two (2) hours only by a majority vote of the members present. At the expiration of the additional one-half (1/2) hour, an affirmative unanimous vote to continue the meeting for an additional fifteen (15) minutes is required, as well as every fifteen (15) minutes thereafter.
147. 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.
148. Section 147 does not apply to either of the following motions:
- (a) a motion to adjourn to a specific day; or
  - (b) a motion that adds an opinion or qualification to a preceding motion to adjourn.

## **PART 5 – BYLAWS**

### **Copies of Proposed Bylaws to Members**

149. A Member may introduce a proposed bylaw at a Council meeting only if a copy of it has been delivered to each Member at least twenty-four (24) hours before the Council meeting, or all Members unanimously agree to waive this requirement.

### **Form of Bylaws**

150. A bylaw introduced at a Council meeting must:
- (a) be printed or in electronic format;
  - (b) have a distinguishing name;
  - (c) have a distinguishing number;
  - (d) contain an introductory statement of purpose; and
  - (e) be divided into sections as necessary.

## **Bylaws to be Considered Separately or Jointly**

151. Council must consider a proposed bylaw at a Council meeting either:
- (a) separately when directed by the Presiding Member or requested by another Member; or
  - (b) jointly with other proposed bylaws in the sequence determined by the Presiding Member.

## **Reading and Adopting Bylaws**

152. The Presiding Member of a Council meeting may:
- (a) have the Corporate Officer read a synopsis of each proposed bylaw or group of proposed bylaws; and then
  - (b) request a motion that the proposed bylaw or group of bylaws be read.
153. The readings of the bylaw may be given by stating its title and statement of purpose.
154. Council may debate and amend a proposed bylaw at any time during the first three readings unless prohibited by the *Community Charter*.
155. Subject to the *Local Government Act [OCP adoption procedures]*, each reading of a proposed bylaw must receive the affirmative vote of a majority of the Members present.
156. In accordance with the *Community Charter [requirements for passing bylaws]*, Council may give two or three readings to a proposed bylaw at the same Council meeting.
157. Despite the *Community Charter [requirements for passing bylaws]*, and in accordance with the *Local Government Act [OCP adoption procedures]* and *[zoning bylaw adoption procedures]*, Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw received third reading.

## **Bylaws Must be Signed**

158. After a bylaw is adopted and signed by the Corporate Officer and the Presiding Member of the Council meeting at which it was adopted, the Corporate Officer must have it placed in the City's records for safekeeping and endorse upon it:
- (a) the dates of its readings and adoption; and
  - (b) the date of Ministerial approval or approval of the electorate, if applicable.

## **PART 6 – RESOLUTIONS**

### **Introducing Resolutions**

159. Council must deal with resolutions on a motion put by a Member and seconded by another Member.

## **PART 7 – PUBLIC HEARINGS**

### **Presentations at Public Hearings**

160. Council must afford all persons with an interest in a proposed bylaw which is the subject of a Public Hearing a reasonable opportunity to be heard or to present written submissions on matters contained in the bylaw.
161. A person must not speak until the Presiding Member acknowledges them.
162. Speakers must first identify themselves by stating their name and city of residence, and the name and city of residence of the person or body they represent, if applicable.
163. Persons presenting at a Public Hearing must limit their Presentation to a maximum of five (5) minutes each. If a person has additional information that they are unable to provide within that time, Council must give them further opportunities to address Council after all other interested members of the public have been heard a first time. Without limiting the opportunity provided for in section 160, Council must encourage speakers to confine their comments to new information.

## **PART 8 – STANDING COMMITTEE MEETINGS**

### **Purpose of Standing Committee Meetings**

164. Standing Committee Meetings are intended to be regularly scheduled meetings of Council, other than Regular Council Meetings, for the purpose of considering Standing Committee business.

### **Duties of Standing Committees**

165. Standing Committees must consider, inquire into, report on, and make recommendations to Council about all the following matters:
  - (a) matters that are related to the general subject indicated by the name of the Committee;
  - (b) matters that fit the criteria as defined in the Standing Committee's terms of reference; and
  - (c) matters that are assigned by the Mayor.
166. Standing Committees must report and make recommendations to Council at all the following times:
  - (a) immediately following the adjournment of the Standing Committee meeting when the Standing Committee meets as part of an Agenda of a Standing Committee Meeting;
  - (b) when scheduled by the Corporate Officer or Presiding Member; and
  - (c) on matters that are assigned by Council or the Mayor:
    - (i) as required by the Mayor; or
    - (ii) at the next Council meeting if the Mayor does not specify a time.

## **Schedule of Standing Committee Meetings**

167. Standing Committees are called on an as-needed basis and are generally held on the third Tuesday of each month.
168. A Standing Committee may be scheduled on the same day, at the same place, and may have the same starting time as one or more other Standing Committees.

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

169. Minutes of the proceedings of Standing Committee Meetings must be:
  - (a) legibly recorded;
  - (b) certified by the Corporate Officer;
  - (c) signed by the Mayor or Member presiding at the meeting; and
  - (d) open for public inspection in accordance with the *Community Charter [other records to which public access must be provided]*.

## **Presiding Members**

170. The Mayor must preside over Standing Committee Meetings and may appoint the Acting Mayor to preside in order to participate in the discussion.

## **Conduct and Debate**

171. The rules of Council apply to Standing Committee Meetings.

## **Voting at Meetings**

172. Votes at Standing Committee Meetings must be taken by a show of hands if requested by a Member.
173. The Presiding Member must declare the results of voting.

## **Reports**

174. Standing Committee Meetings may consider reports and bylaws only if:
  - (a) they are included in the Agenda package, and the Members each have a copy; or
  - (b) a majority of the Members present decide without debate that the requirements of paragraph (a) do not apply.
175. Committee business report resolutions for ratification (rise and reports) will be noted in the minutes for the record.

# **PART 9 – SELECT COMMITTEES**

## **Duties of Select Committees**

176. Select Committees must consider, inquire into, report on, and make recommendations to Council about the matters referred to the Committee by the Council.
177. Select Committees must report and make recommendations to Council at the next Council meeting unless Council specifies a different date and time.

### **Schedule of Select Committee Meetings**

178. At its first meeting after its establishment, a Select Committee must establish a regular schedule of meetings.
179. The Chair of a Select Committee may call a meeting of the Committee in addition to the scheduled meetings or may cancel a meeting.

### **Notice of Select Committee Meetings**

180. Subject to section 181, after the regular schedule of Select Committee meetings, including the times, dates, and places of the Select Committee meetings, has been established, notice of the schedule must be given by:
  - (a) posting a copy of the schedule at the Public Notice Posting Place; and
  - (b) providing a copy of the schedule electronically to each member of the Committee.
181. Where revisions are necessary to the annual schedule of Select Committee meetings, the Corporate Officer must, as soon as possible, post a notice that indicates any revisions to the date, time, and place, or cancellation of a Select Committee meeting at the Public Notice Posting Place.
182. The Chair of a Select Committee must cause a notice of the day, time, and place of a meeting called under section 179 to be given to all members of the Select Committee at least twenty-four (24) hours before the time of the meeting.

### **Attendance at Select Committee Meetings**

183. Members who are not members of a Select Committee may attend the meetings of the Select Committee.

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

184. Minutes of the proceedings of a Select Committee must be:
  - (a) legibly recorded;
  - (b) certified correct by the Legislative Services Coordinator;
  - (c) signed by the Chair or member presiding at the meeting; and
  - (d) open for public inspection in accordance with the *Community Charter [other records to which public access must be provided]*.

### **Conduct and Debate**

185. The rules of Council procedure must be observed during Select Committee meetings, so far as is possible and unless as otherwise provided in this Bylaw.
186. Members attending a meeting of a Select Committee of which they are not a member may participate in the discussion only with the permission of a majority of the Select Committee members present.

### **Voting at Meetings**



187. Members attending a meeting of a Select Committee of which they are not a member must not vote on a question.

## **PART 10 – COMMISSIONS**

### **Schedule of Commission Meetings**

188. At its first meeting after its establishment, a Commission must establish a regular schedule of meetings.
189. The Chair of a Commission may call a meeting of the Commission in addition to the scheduled meetings or may cancel a meeting.

### **Notice of Commission Meetings**

190. Subject to section 192, after the Commission has established the regular schedule of Commission meetings, including the times, dates, and places of the Commission meetings, notice of the schedule must be given by:
- (a) posting a copy of the schedule at the Public Notice Posting Place; and
  - (b) providing a copy of the schedule to each member of the Commission.
191. Where revisions are necessary to the annual schedule of the Commission meetings, a notice that indicates any revisions to the date, time, and place for cancellation of a Commission meeting must, as soon as possible, be posted at the Public Notice Posting Place.
192. The Chair of a Commission must cause a notice of the day, time, and place of a meeting called under section 189 to be given to all members of the Commission at least twenty-four (24) hours before the time of the meeting.

### **Minutes of Commission Meetings to be Maintained and Available to the Public**

193. Minutes of the proceedings of a Commission must be:
- (a) legibly recorded;
  - (b) certified correct by the Legislative Services Coordinator; and
  - (c) signed by the Chair or a member presiding at the meeting, and open for public inspection in accordance with the *Community Charter [other records to which public access must be provided]*.

### **Conduct and Debate**

194. The rules of Council procedure must be observed during Commission meetings, so far as is possible and unless as otherwise provided in this Bylaw.

## PART 11 – EXTRA-JURISDICTIONAL MATTERS

195. During the Agenda review process, the Mayor, City Manager, and Corporate Officer must distinguish Extra-Jurisdictional Matters from those that will be placed on the Agenda. Subject to section 196, the Corporate Officer will circulate Extra-Jurisdictional Matters to Council for information but will not include them on the Agenda.
196. Council may add an Extra-Jurisdictional Matter to an Agenda by unanimous vote of Members present and voting.
197. Persons who consider themselves to be aggrieved by a rejection of a requested agenda matter under this Part 11 may appeal in writing to Council for a ruling on the matter, in which case section 196 applies.
198. The following matters are Extra-Jurisdictional for purposes of this bylaw:
- (a) subject matters over which Council does not have legal, financial, geographic, or operational effect;
  - (b) religious faith-based subject matters;
  - (c) subject matters that violate the Canadian Charter of Rights and Freedoms;
  - (d) subject matters that violate Canadian enactments of Canada, the Province, or the City;

and for certainty, advocacy to other orders of government or local government organizations such as the LMLGA, UBCM, or FCM regarding issues of municipal concern are not Extra-Jurisdictional Matters.

## PART 12 – GENERAL

199. This Bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with the *Community Charter* [public notice].
200. Council must review this Bylaw at the beginning of each term of Council and at any other time that Council considers appropriate.
201. If a portion of this Bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed, and the remainder of this Bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause, or phrase.

**Read a first time** this 24<sup>th</sup> day of June, 2025.

**Read a second time** this 24<sup>th</sup> day of June, 2025.

**Read a third time** this 24<sup>th</sup> day of June, 2025.

**Adopted** this \_ day of \_\_\_, 2025.

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M. Lahti  
Mayor

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S. Lam  
City Clerk

I hereby certify that the above is a true copy of Bylaw No. 3510 of the City of Port Moody.

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S. Lam  
City Clerk

DRAFT