

Closing Summary

Authority: CITY OF PORT MOODY

File Number: 18-164107 /001

Closing Date: 19-Jul-2018

Closing Status: *Closed; Investigation; Ceased (discretion) (s.13); Can consider without further investigation (s.13(e)); No findings*

A person complained to our Office about the City of Port Moody. She was concerned that the City was not including her written input to council for regular council meetings within the minutes of the meeting and therefore public record. She believed that because the comments of individuals who spoke at council meetings were a part of the minutes of the meeting, written input sent to the City should also be a part of the meeting minutes.

We investigated whether the City of Port Moody follows a reasonable procedure when receiving written submissions from the public regarding regular council meetings.

We contacted the City and confirmed that written input is provided directly to council members for their consideration. In addition, the minutes of the meetings are a record of what took place at the meeting and we were unable to find a legislated requirement for written correspondence to be included within the minutes. The City's Minute-taking Standards policy also stipulated that the minutes for regular council meetings are decision-only minutes, with short summaries included of public input that is provided during the meeting. As such, it did not appear unreasonable that the City did not include written correspondence sent to council within the minutes of regular council meetings. Further investigation of this aspect of the complaint was not necessary.

Closing Summary

Authority: CITY OF PORT MOODY

File Number: 18-164107 /002

Closing Date: 19-Jul-2018

Closing Status: *Closed; Investigation; Ceased (discretion) (s.13); Can consider without further investigation (s.13(e)); No findings*

A person complained to our Office about the City of Port Moody's practice regarding on-table documents. She was concerned that the City was not providing on-table documents online prior to the meeting for citizens who are unable to attend public hearings in person and instead watch the meeting via live web stream.

We investigated whether the City of Port Moody follows a reasonable procedure in providing on-table documents online for citizens who are unable to attend public hearings in person.

The City advised our Office that the on-table documents are all those documents submitted between the agenda publication deadline and the end of the public hearing. For materials that have been submitted after the agenda deadline and before noon of the day of the meeting, the City provides the printed first version of this to council and managers. Therefore, the City's council members receive copies of written input for their consideration. Copies of this package are also printed for members of the public who attend the meeting in person. The City advised that it is administratively challenging to complete this package prior to the start of the meetings and it is impractical to place it on the website. In addition, all materials submitted after the end of the agenda publication deadline and before the end of the meeting are placed on the City's website the day following the meeting. This package is permanently retained as on-table items. We noted that there is no legislated requirement that this package of materials be available online for citizens watching live web streamed meetings. Therefore, it did not appear unreasonable that the City does not publish this package of documents online prior to the meetings for those viewing the meetings via live web stream.

Closing Summary

Authority: CITY OF PORT MOODY

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Closing Date: 19-Jul-2018

Closing Status: *Closed; Investigation; Ceased (discretion) (s.13); Can consider without further investigation (s.13(e)); No findings*

A person complained to our Office with a concern about the City of Port Moody. She believed that citizens cannot submit an item for inclusion on the agenda of council meetings, and that this was contrary to the City's Council Procedures Bylaw.

We investigated whether the City follows a reasonable procedure when citizens submit a request to add an item to the agenda for a council meeting.

The City informed our Office that the deadline as stated in the Council Procedures Bylaw pertains to requests from the public that require a response from council but do not require attendance before council as a delegation. They confirmed that if individuals would like council to address a specific issue, they may contact council members directly who can ask for an agenda item to be included. This did not appear unreasonable and therefore further investigation of this aspect of the complaint was not necessary.

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File Number: 18-164107 /003

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Closing Status: *Closed; Investigation; Ceased (discretion) (s.13); Can consider without further investigation (s.13(e)); No findings*

A person complained to our Office regarding the City of Port Moody. She was concerned that the City received materials after the agenda for public hearings had been published and that these did not form part of the public record.

We investigated whether the City follows a reasonable procedure when receiving written submissions from the public regarding public hearings after the agenda has been published.

We contacted the City and were informed that all written input regarding public hearings is retained permanently and made publicly available. For written input that is received before the agenda publication deadline, it is published as part of the agenda. If written input is received after the agenda publication deadline it is published as part of the on-table package of documents. As such, further investigation of this aspect of the complaint was not necessary.