



# City of Port Moody

## Report/Recommendation to Council

Date: March 30, 2022  
Submitted by: Legislative Services Division  
Subject: Updated Heritage Commission and Parks and Recreation Commission Bylaws

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### Purpose

To present for Council consideration updated Bylaws and Terms of References for the Heritage Commission and the Parks and Recreation Commission.

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### Recommended Resolution(s)

**THAT City of Port Moody Heritage Commission Bylaw, 2022, No. 3340 and City of Port Moody Parks and Recreation Commission Bylaw, 2022, No. 3347 be read a first, second, and third time as recommended in the report dated March 30, 2022 from the Legislative Services Division regarding Updated Heritage Commission and Parks and Recreation Commission Bylaws;**

**AND THAT the Heritage Commission Terms of Reference and the Parks and Recreation Commission Terms of Reference be approved.**

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### Background

The Heritage Commission and the Parks and Recreation Commission are established by bylaw pursuant to s. 143(1) of the *Community Charter*, SBC 2003 Chapter 26. The establishing bylaws, which include the Commissions' Terms of Reference, were last updated in 2016.

### Discussion

During a regular review of City of Port Moody Heritage Commission Bylaw, 2016, No. 3062 (**Attachment 1**) and City of Port Moody Parks and Recreation Commission Bylaw, 2016, No. 3063 (**Attachment 2**), staff identified several errors and inconsistencies, as well as numerous clauses in need of updating. Staff are recommending that the Heritage Commission Bylaw and the Parks and Recreation Commission Bylaw be amended to remove the Terms of Reference to:

- ensure that the Heritage Commission and the Parks and Recreation Commission are operated in alignment with the Council Committee System Policy (**Attachment 3**);
- ensure that the Terms of Reference for the Heritage Commission and the Parks and Recreation Commission are consistent with the Terms of Reference for the City's other Committees of Council; and

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- enable Council to revise the Terms of Reference without being required to amend the establishing Bylaws for the Commissions.

Draft revised establishing Bylaws for the Heritage Commission (**Attachment 4**) and the Parks and Recreation Commission (**Attachment 5**), as well as draft Terms of Reference for each Commission (**Attachments 6 and 7**) are attached for Council consideration.

### Other Option(s)

1. THAT City of Port Moody Heritage Commission Bylaw, 2022, No. 3340 be read a first, second, and third time with the following amendments...
2. THAT City of Port Moody Parks and Recreation Commission Bylaw, 2022, No. 3347 be read a first, second, and third time with the following amendments...
3. THAT the Heritage Commission Terms of Reference be approved with the following amendments...
4. THAT the Parks and Recreation Commission Terms of Reference be approved with the following amendments...
5. THAT staff be directed to report back with a revised Heritage Commission Bylaw and a revised Parks and Recreation Commission Bylaw that incorporate the Terms of Reference.

### Financial Implications

There are no financial implications associated with the recommendations in this report.

### Communications and Civic Engagement Initiatives

There are no communications or civic engagement initiatives associated with the recommendations in this report.

### Council Strategic Plan Objectives

The recommendations in this report align with the following Council Strategic Plan Objectives:

- ensure our customers are highly satisfied with the quality of our service; and
- provide the public with transparent and open government, and opportunities to provide input on City issues.

### Attachment(s)

1. City of Port Moody Heritage Commission Bylaw, 2016, No. 3062.
2. City of Port Moody Parks and Recreation Commission Bylaw, 2016, No. 3063.
3. Corporate Policy – 01-0360-2016-01 – Council Committee System.
4. Draft City of Port Moody Heritage Commission Bylaw, 2022, No. 3340.
5. Draft City of Port Moody Parks and Recreation Commission Bylaw, 2022, No. 3347.
6. Draft Terms of Reference – Heritage Commission.
7. Draft Terms of Reference – Parks and Recreation Commission.

### Report Author

Tracey Takahashi

Deputy Corporate Officer

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## Report Approval Details

Document Title:	Updated Heritage Commission and Parks and Recreation Commission Bylaws.docx
Attachments:	<ul style="list-style-type: none"><li>- Attachment 1 - City of Port Moody Heritage Commission Bylaw, 2016, No. 3062.PDF</li><li>- Attachment 2 - City of Port Moody Parks and Recreation Commission Bylaw, 2016, No. 3063.PDF</li><li>- Attachment 3 - Corporate Policy - 01-0360-2016-01 - Council Committee System.pdf</li><li>- Attachment 4 - Draft City of Port Moody Heritage Commission Bylaw, 2022, No. 3340.pdf</li><li>- Attachment 5 - Draft City of Port Moody Parks and Recreation Commission Bylaw, 2022, No. 3347.pdf</li><li>- Attachment 6 - Draft Terms of Reference - Heritage Commission.pdf</li><li>- Attachment 7 - Draft Terms of Reference - Parks and Recreation Commission.pdf</li></ul>
Final Approval Date:	May 2, 2022

This report and all of its attachments were approved and signed as outlined below:

Dorothy Shermer, Corporate Officer - Apr 27, 2022 - 5:15 PM

Tim Savoie, City Manager - May 2, 2022 - 12:39 PM



# City of Port Moody

## **Bylaw No. 3062**

A bylaw to establish a Heritage Commission, pursuant to s. 143 (1) of the *Community Charter*, SBC 2003 Chap. 26.

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

### 1. Citation

1.1 This Bylaw may be cited for all purposes as "City of Port Moody Heritage Commission Bylaw, 2016, No. 3062".

### 2. Repeal

Bylaw No. 2451 "City of Port Moody Heritage Commission Bylaw, 1997" and all amendments thereto are hereby repealed.

### 3. Commission Establishment

There is hereby established a commission known as the Heritage Commission hereinafter referred to as the "Commission".

### 4. Definitions

In this Bylaw

"*Council*" means the Council of the City of Port Moody.

"*Member*" or "*Members*" means a duly appointed member or members of the Parks and Recreation Commission.

"*Meeting*" or "*Meetings*" means a meeting or meetings of the Commission.

### 5. Composition and Membership of Commission

5.1 The Commission shall be composed of a minimum of ten (10) members appointed by Council as follows:

a) Two (2) members of Council who shall be the Chair and Vice-Chair;

b) A minimum of seven (7) members from the City at large who shall be residents of the City and who may have knowledge of local history, local architecture, landscape architecture, or building conservation and restoration; and

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c) One (1) member recommended by the Port Moody Heritage Society from its membership.

5.2 Nominations for Commission appointments will be sought from as wide a group of citizens as possible who will represent the City at large. Where possible and without discrimination, the following criteria should be considered with respect to each nomination: geographic representation, age group representation, community association representation, and areas of special knowledge

5.3 The term of appointment is two years, with half of the members appointed each year.

5.4 Each term shall run from September to August.

5.5 All Members shall hold office until their successors are appointed and retiring members shall be eligible for re-appointment to a maximum of two consecutive two-year terms.

5.6 In the event of a vacancy, a person appointed by Council to fill such vacancy shall hold office for the remainder of the term of the vacated member.

5.7 Any Member who is absent from two (2) consecutive regular meetings without leave of absence by resolution from the Commission, will cease to be a member of the Commission, and Council shall be advised by the Legislative Services Division of the vacancy.

5.8 Any Member may resign upon sending a written notice to the Chair and the Committee Coordinator.

5.9 At the request of the Commission or on Council's initiative, Council may remove or request the resignation of any member for malfeasance in office, or any other good and sufficient cause.

5.10 No Member shall receive compensation for services to the Commission, other than allowances for actual expenses incurred in the discharge of official duties for the Commission pursuant to current City policies.

## 6. Purpose of Commission

The Commission shall act as an advisory body to Council on matters relating to Port Moody's natural and cultural heritage resources, including heritage buildings, sites, and neighbourhoods.

## 7. Duties and Powers of Commission

7.1 The Commission shall:

a) Submit an annual report to Council that summarizes activities over the past year;

b) Develop and implement educational and public awareness programmes around issues of Heritage and Heritage Conservation which Council has approved for implementation; and

c) Review issues and provide recommendations on matters relating to the conservation of local heritage resources when requested by Council.

7.2 With the approval of Council, the Commission may raise funds for local conservation projects.

7.3 The powers delegated to the Commission do not include:

- a) The authority to authorize expenditures or to control budget funds except those provided for in the annual budget as approved by Council and in accordance with procedures approved by Council;
- b) The authority to officially represent the City to outside agencies, bodies, or other governments unless approved by Council; or
- c) The authority to pledge the credit of, or indebt the City.

## 8. Procedures

8.1 Meetings of the Commission shall be held at minimum bimonthly or at the call of the Chair.

8.2 Special Meetings may be called by the Chair, or by a majority of Members, giving at least twenty four (24) hours written notice to each member, the staff liaison, and the Committee Coordinator, which states the date, time, location, and purpose for which the meeting is being called.

8.3 A majority of Members shall constitute a quorum at all Meetings.

8.4 The minutes of the proceedings of all Meetings shall be legibly recorded. The minutes shall be certified as correct by the Committee Coordinator, and shall be signed by the Chair, or other Member presiding at such Meeting, following their adoption. Copies of the adopted minutes shall be forwarded to Council and circulated to all members.

8.5 Subject to the provisions of this Bylaw and the *Community Charter*, the Commission shall have the power to prescribe its own rules of procedure which shall not be inconsistent with the rules of procedure or policies of the City.

8.6 All Members, including the Chair, shall have a vote on any question before it, and in all cases in the event of a tie, the motion shall be defeated. Any Member who abstains from voting shall be deemed to have voted in the affirmative.

8.7 The Chair shall preserve order and decide all points of order that may arise, subject to an appeal by other Members present. All such appeals shall be decided without debate.

8.8 No act or other proceeding of the Commission shall be valid unless it is authorized by resolution at a regular or special Meeting of the Commission.

8.9 The Commission may establish subcommittees pursuant to Section 12 of the Council Committee System Policy.

8.10 Should the Commission wish to appoint from among its Members a representative to an external organization, prior approval of Council is required.

9. Personal Liability

No Member of the Commission shall be liable in the Member's personal capacity for any debt or liability of the Commission. It is the responsibility of the City to insure the Members against all liabilities related to fulfilling their responsibilities as a Member.

10. Severability

Read a first time this 25<sup>th</sup> day of October, 2016.

Read a second time this 25<sup>th</sup> day of October, 2016.

Read a third time this 25<sup>th</sup> day of October, 2016.

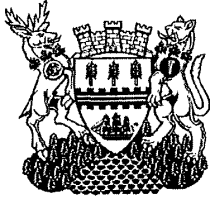
Adopted this 8<sup>th</sup> day of November, 2016.



M.E. Clay  
Mayor



D. Shermer  
Corporate Officer



# City of Port Moody

## **Bylaw No. 3063**

A bylaw to establish a Parks and Recreation Commission, pursuant to s. 143 (1) of the *Community Charter*, SBC 2003 Chap. 26.

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

### 1. Citation

1.1 This Bylaw may be cited for all purposes as "City of Port Moody Parks and Recreation Commission Bylaw, 2016, No. 3063".

### 2. Repeal

Bylaw No. 2508 "Parks and Recreation Commission Bylaw" and all amendments thereto are hereby repealed.

### 3. Commission Establishment

There is hereby established a commission known as the Parks and Recreation Commission hereinafter referred to as the "Commission".

### 4. Definitions

In this Bylaw

"*Council*" means the Council of the City of Port Moody.

"*Member*" or "*Members*" means a duly appointed member or members of the Parks and Recreation Commission.

"*Meeting*" or "*Meetings*" means a meeting or meetings of the Commission.

### 5. Composition and Membership of Commission

5.1 The Commission shall be composed of a minimum of eleven (11) members appointed by Council as follows:

- a) Two (2) members of Council who shall be the Chair and Vice-Chair;
- b) A minimum of seven (7) members from the City at large who shall be residents of the City of Port Moody;
- c) One (1) representative from the Youth Focus Committee; and



d) One (1) representative from the Seniors Focus Committee.

5.2 Nominations for Commission appointments will be sought from as wide a group of citizens as possible who will represent the City at large. Where possible and without discrimination, the following criteria should be considered with respect to each nomination: geographic representation, age group representation, community association representation, and areas of special knowledge such as outdoor or indoor recreation.

5.3 The term of appointment is two years, with half of the members appointed each year.

5.4 Terms shall run from September to August.

5.5 All Members shall hold office until their successors are appointed and retiring members shall be eligible for re-appointment to a maximum of two consecutive two-year terms.

5.6 In the event of a vacancy, a person appointed by Council to fill such vacancy shall hold office for the remainder of the term of the vacated member.

5.7 Any Member who is absent from two (2) consecutive regular meetings without leave of absence by resolution from the Commission, will cease to be a member of the Commission, and Council shall be advised by the Legislative Services Division of the vacancy.

5.8 Any Member may resign upon sending a written notice to the Chair and the Committee Coordinator.

5.9 At the request of the Commission or on Council's initiative, Council may remove or request the resignation of any member for malfeasance in office, or any other good and sufficient cause.

5.10 No Member shall receive compensation for services to the Commission, other than allowances for actual expenses incurred in the discharge of official duties for the Commission pursuant to current City policies.

## 6. Purpose of Commission

The Commission shall act as an advisory body to Council regarding the public use and needs of amenities, facilities, programs, and services provided by the Parks Division and Recreation Division.

## 7. Duties and Powers of Commission

7.1 The Commission shall:

a) Make recommendations to Council on the long-term planning, management, maintenance, improvement, operation, control, construction, and use of Parks and Recreation facilities;

b) Make recommendations to Council on the public use of Parks and Recreation facilities;

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- c) Make recommendations to Council on the planning, organizing, operating, and facilitating of Parks and Recreation programs;
- d) Review and make recommendations to Council annually on a fee schedule for all facilities, programs, and operations on which fees shall be levied;
- e) Cooperate with and encourage all public, private, civic, social, and other such organizations within the City that support, promote, and work for recreation;
- f) Hear and consider representations by any individual, organization, or delegation of citizens with respect to parks and recreation activities, and with Council approval, act on such recommendations arising as the Commission shall deem to be in the best general interest of all citizens;
- g) Seek public input and assistance in the development of master plans and procedures for Parks and Recreation operations;
- h) Develop a ten (10) year Master Plan, which shall be reviewed and updated annually by October of each year and provided to Council for consideration and approval;
- i) Work closely with Community Services Department administration staff in providing the best possible services for citizens of the City;
- j) Provide and complete reports as requested by Council; and
- k) Undertake any other matters referred to the Commission by Council.

7.2 The powers delegated to the Commission do not include:

- a) The authority to authorize expenditures or to control budget funds except those provided for in the annual budget as approved by Council and in accordance with procedures approved by Council;
- b) The authority to officially represent the City to outside agencies, bodies, or other governments unless approved by Council; or
- c) The authority to pledge the credit of, or indebt the City.

## 8. Procedures

8.1 Meetings of the Commission shall be held at minimum bimonthly or at the call of the Chair.

8.2 Special Meetings may be called by the Chair, or by a majority of Members, giving at least twenty four (24) hours written notice to each member, the staff liaison, and the Committee Coordinator, which states the date, time, location, and purpose for which the meeting is being called.

8.3 A majority of Members shall constitute a quorum at all Meetings.

8.4 The minutes of the proceedings of all Meetings shall be legibly recorded. The minutes shall be certified as correct by the Committee Coordinator, and shall be signed by the Chair, or other Member presiding at such Meeting, following their adoption. Copies of the adopted minutes shall be forwarded to Council and circulated to all members.

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- 8.5 Subject to the provisions of this Bylaw and the *Community Charter*, the Commission shall have the power to prescribe its own rules of procedure which shall not be inconsistent with the rules of procedure or policies of the City.
- 8.6 All Members, including the Chair, shall have a vote on any question before it, and in all cases in the event of a tie, the motion shall be defeated. Any Member who abstains from voting shall be deemed to have voted in the affirmative.
- 8.7 The Chair shall preserve order and decide all points of order that may arise, subject to an appeal by other Members present. All such appeals shall be decided without debate.
- 8.8 No act or other proceeding of the Commission shall be valid unless it is authorized by resolution at a regular or special Meeting of the Commission.
- 8.9 The Commission may establish subcommittees pursuant to Section 12 of the Council Committee System Policy.
- 8.10 Should the Commission wish to appoint from among its Members a representative to an external organization, prior approval of Council is required.

## 9. Personal Liability

No Member of the Commission shall be liable in the Member's personal capacity for any debt or liability of the Commission. It is the responsibility of the City to insure the Members against all liabilities related to fulfilling their responsibilities as a Member.

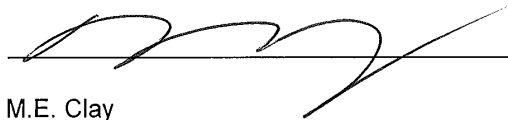
## 10. Severability

**Read a first time** this 25<sup>th</sup> day of October, 2016.

**Read a second time** this 25<sup>th</sup> day of October, 2016.

**Read a third time** this 25<sup>th</sup> day of October, 2016.

**Adopted** this 8<sup>th</sup> day of November, 2016.



M.E. Clay  
Mayor



D. Shermer  
Corporate Officer

# Corporate Policy

100 Newport Drive, Port Moody, BC, V3H 5C3, Canada  
Tel 604.469.4500 • Fax 604.469.4550 • www.portmoody.ca

Section:	Administration	01
Sub-Section:	Committees, Commissions, and Boards	0360
Title:	Council Committee System Policy	2016-01

## Related Policies

Number	Title

## Approvals

Approval Date: October 18, 2016	Resolution # <u>RC16/360 (CW16/117)</u>
Amended: September 19, 2017	Resolution #: <u>RC(CW)17/031 (CW17/117)</u>
Amended:	Resolution #
Amended:	Resolution #

## Policy

Pursuant to the *Community Charter*, section 141, the Mayor must establish standing committees for matters the Mayor considers would be better dealt with by committee, and pursuant to section 142, the Council of the City of Port Moody may establish and appoint select committees to inquire into any matter and to report its findings and opinions to the Council.

## Definitions

**“Committee Coordinator”** means the staff member assigned by the Corporate Officer to provide administrative support to a committee.

**“Honourary Member”** means a member who does not have a vote, is not obliged to attend meetings, and shall not be counted for purposes of forming quorum.

**“Select Committee”** means a committee established by Council resolution pursuant to section 142 of the *Community Charter*, and to which Council may appoint citizens. At least one member of a select committee must be a Council member.

**“Staff Liaison”** means the staff member assigned by the City Manager to assist a committee in a non-voting advisory and resource capacity.

**“Standing Committee”** means an advisory body to Council established by the Mayor pursuant to section 141 of the *Community Charter* to which the Mayor shall appoint Council representatives and may appoint citizen members. The *Charter* requires that at least half the members be members of Council.

**“Statutory Committee”** means a board, commission, or committee established pursuant to a specific enabling statute, including a Library Board established pursuant to the *Library Act*, a Police Board established pursuant to the *Police Act*, a commission including a Parks and Recreation Commission and a Heritage Commission, established pursuant to section 953 of the *Local Government Act*, a Family Court Committee established pursuant to the *Provincial Court Act*, and any other body established pursuant to enabling legislation which serves in an arms-length capacity on behalf of or in cooperation with the municipality.

**“Task Force”** means a short-term select committee established to inquire into a specific issue within a bounded time period. After the task force reports its findings and opinions to Council, its work will be concluded and the task force will be disbanded.

## Procedures

### 1.0 Membership

#### 1.1 Diversity

Membership of committees will be diverse, and broadly reflective of the community.

Membership will also reflect desired experience, knowledge, expertise, and geographic representation in the community.

#### 1.2 Appointments

1.2.1 Annually, the opportunities to serve as committee members will be widely advertised so that interested citizens can apply.

1.2.2 The Mayor will appoint members to standing committees.

1.2.3 Upon recommendation of the Mayor, Council will appoint members to select committees at a Regular Council meeting. The Chairs and Vice-Chairs of select committees will be appointed by Council, with the exception of the Youth Focus Committee where the Chair and Vice-Chair will be elected by the committee members.

1.2.4 Appointments to standing and select committees will be made in July, except in an election year when the timing of appointments may be varied by the Mayor, and as vacancies arise for the remainder of the committee's term.

1.2.5 Appointments to statutory committees will be made in accordance with the relevant committee's enabling statute or establishment bylaw. The Mayor will provide recommendations as required for any appointments to statutory committees that are to be made by Council.

1.2.6 Appointments to task forces will be made by Council as required, upon the Mayor's recommendation.

1.2.7 The terms of reference of individual committees will specify the number of members to be appointed to the committee but will normally not be more than 13 members (including the Chair).

1.2.8 Where external agencies are invited to nominate one of their members to a committee and choose not to do so, Council may fill the vacancy with a member of the community.

1.2.9 Committee members will serve without pay at the pleasure of Council, unless otherwise provided in the enabling statute or establishment bylaw.

1.2.10 Committee members appointed by Council must be Port Moody residents, except as provided in a statutory committee enabling statute or establishment bylaw, and except for the eligibility criteria as specified below:

- All Port Moody business owners are eligible for the Economic Development Committee;
- All students attending a Port Moody school are eligible for the Youth Focus Committee; and
- ICBC and HUB nominees to the Transportation Committee are not subject to residency requirements.

### **1.3 Applications for Membership are Protected**

All applications for membership on committees will be protected in accordance with the *Freedom of Information and Protection of Privacy Act* when submitted to the City.

### **1.4 Terms of Appointment for Standing and Select Committees**

1.4.1 The term of appointment for standing and select committees is two years from September to August.

1.4.2 An individual can serve for up to two consecutive two-year terms on any one committee with the exception of the Community Planning Advisory Committee and the Youth Focus Committee, which will have no limitation on the number of terms a committee member may serve.

1.4.3 Committee stability and membership continuity will be taken into account when considering re-appointments for a consecutive term.

### **1.5 Terms of Appointment of Task Forces**

The term of appointment of task force members is concurrent with the time frame provided to the task force to complete its work; after which the members' terms expire unless extended by Council resolution.

### **1.6 Terms of Appointment of Statutory Committees**

The term of appointment of statutory committee members is as provided in the enabling statute or establishment bylaw.

**1.7 Committee Vacancy Replacement Term**

In the event of a vacancy, the person appointed to fill the vacancy shall be a committee member for the remainder of the term.

**1.8 Attendance of Members at Meetings**

Unless otherwise provided in the enabling statute or establishment bylaw, and except for honorary members, any member who is absent from two (2) consecutive regular meetings without leave of absence by resolution from the committee will cease to be a member of the committee, and Council shall be advised by the Legislative Services Division of the vacancy.

**1.9 Removal of Member from Committee**

At the request of the committee or on its own initiative, Council may remove or request the resignation of any of its committee appointees for malfeasance or any other good and sufficient cause.

**1.10 Resignation of Member**

Any member of a committee wishing to resign from the committee is requested to provide the resignation in writing to the committee Chair with a copy to the Committee Coordinator. The Legislative Services Division will advise the Mayor of the resignation. The Mayor will undertake the appropriate process to fill the vacancy.

**2.0 Council Liaison/Council Membership**

**2.1** The Mayor will appoint members of Council to serve as Chair and Vice-chair of standing committees.

The Vice-Chair of a committee is not obligated to attend meetings and is not counted in determining if a quorum is present, except in cases where the Vice-Chair is present and can contribute to establishing quorum.

**2.2** Upon recommendation of the Mayor, Council will appoint Council members to select committees and designate the Chair and Vice-Chair, with the exception of the Youth Focus Committee where Council will, upon recommendation of the Mayor, appoint a representative and alternate representative.

The Vice-Chair of the committee is not obligated to attend meetings and is not counted in determining if a quorum is present, except in cases where the Vice-Chair is present and can contribute to establishing quorum.



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Council representatives and Council alternate representatives are not voting members and are not counted toward quorum.

- 2.3 Upon recommendation of the Mayor, Council will appoint Council members to task forces and designate the Chair and Vice-Chair as needed.
- 2.4 Council Chairs, Vice-Chairs, and representatives serve for a one-year term.
- 2.5 The Council liaison serves as a communication channel to Council.
- 2.6 Any member of Council not appointed to a committee may attend committee meetings as an observer but is not entitled to vote.
- 2.7 If neither the Chair nor Vice-Chair of a committee is able to attend a meeting, the Chair or Mayor may request that another member of Council act in the place of the Chair at the committee meeting.
- 2.8 The Mayor is an ex-officio member of every standing committee, select committee, and task force, and as such, has the same rights as other committee members, but is not obligated to attend meetings and is not counted in determining if a quorum is present, except in cases where the Mayor is present and can contribute to establishing quorum.

## 3.0 Staff Support

- 3.1 Staff liaisons will be appointed to standing committees, select committees, statutory committees, and task forces by the City Manager. The staff liaison is not a member of the committee and therefore is not entitled to vote. The responsibilities of the staff liaison include:
  - 3.1.1 Providing information and professional advice.
  - 3.1.2 Supporting the Chair in developing agendas, arranging meetings, and promoting effective committee functioning.
  - 3.1.3 Reviewing draft minutes.
  - 3.1.4 Preparing presentations for the committee that may also be shared with the general public.
  - 3.1.5 Providing an annual orientation to the work of the committee, the structure of the City, and Council's annual goal setting and budgeting processes.
  - 3.1.6 Assisting with the annual membership recruitment by providing timely responses to requests for information concerning re-appointment.

3.1.7 Any other projects or tasks approved by the City Manager.

**3.2** The Corporate Officer may assign a Committee Coordinator to assist committees and act as committee secretary. The responsibilities of the Committee Coordinator include:

3.2.1 Preparing and distributing committee agendas and on-table items at the direction of the staff liaisons.

3.2.2 Attending committee meetings to record the minutes.

3.2.3 Preparing draft minutes within four business days after the meeting.

3.2.4 Preparing final minutes in prescribed format for appropriate distribution and submission to the Corporate Officer.

3.2.5 Ensuring that appropriate arrangements for committee meetings, including room bookings, are made in accordance with prescribed City procedures.

3.2.6 Maintaining and distributing the schedule of committee meetings.

3.2.7 Preparing reports to Council on matters relating to committee resolutions using the committee report template established by the Legislative Services Division.

3.2.8 Other duties as prescribed by the City Manager or Corporate Officer from time to time.

#### **4.0 Meeting Schedule**

**4.1** Standing committees and select committees will establish their own meeting schedules in consultation with the Legislative Services Division, holding meetings at minimum bi-monthly, or at the call of the Chair. Committee meetings will not be scheduled in August.

**4.2** Statutory committees will meet as provided in their enabling statute or establishment bylaw.

**4.3** Task Forces will establish their own meeting schedules in consultation with the Legislative Services Division, within the time frame provided to complete their recommendations to Council.

- 4.4 Committee meetings shall have priority over other requests for meeting room bookings at City facilities.

**5.0 Quorum**

- 5.1 For select committees and task forces, a majority of the members constitutes a quorum, provided that one Council member is in attendance. Committees to which Council members are appointed as representatives do not require the attendance of a Council representative in order to proceed with a meeting.
- 5.2 For standing committees, a majority of the members constitutes a quorum, and at least half of the quorum must be made up of members of Council.
- 5.3 For statutory committees, quorum is determined in accordance with the committee's enabling statute or establishment bylaw.
- 5.4 In the event of no quorum after 20 minutes past the scheduled start time, or if quorum is lost during a meeting, the committee's official business will cease, the names of those present will be recorded, members will be permitted to leave, and staff will excuse themselves from the meeting.

**6.0 Chair and Vice-Chair**

- 6.1 Each committee will, at its first regular meeting, or as provided in its enabling statute or establishment bylaw, elect a Chair and Vice-Chair, if the Mayor or Council has not already appointed a Chair and Vice-Chair, for a period of one year.
- 6.2 The role of the Chair is to carry out the following duties:
  - 6.2.1 Set the agenda.
  - 6.2.2 Ensure the committee follows the agenda.
  - 6.2.3 Prevent new issues from side-tracking the agenda.
  - 6.2.4 Limit additions to the agenda.
  - 6.2.5 Limit meeting length to two hours and seek a unanimous resolution to extend the meeting beyond two hours.
  - 6.2.6 Establish and maintain order and decorum.
  - 6.2.7 Respect members' views and be open-minded.

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6.2.8 Ensure all members have the opportunity to participate by encouraging those who hold back and preventing others from dominating the discussion.

6.2.9 Seek agreement and build consensus.

6.2.10 Close debate and guide the group to resolution in a timely manner.

6.2.11 Assist members to word motions clearly and succinctly.

6.2.12 Participate in discussion but focus on presiding over the meeting.

**6.3** The role of the Vice-Chair is to chair meetings as required in the absence of the Chair.

## **7.0 Agendas and On-Table Items**

**7.1** The Chair, in consultation with the staff liaison, sets the committee agendas, which are prepared and distributed to committee members and posted on the City website one week in advance of the meeting by the Committee Coordinator.

**7.2** All materials to be presented on-table must be approved by the Chair in advance of the meeting and submitted to the Committee Coordinator no later than 12:00pm on the day of the meeting. The Committee Coordinator will prepare, distribute to committee members, and upload to the City website only materials that are received by the deadline.

## **8.0 Minutes**

**8.1** Committee minutes, setting out the key discussion points and decisions from meetings, will be recorded by the Committee Coordinator.

**8.2** Following review by the staff liaison and the Chair, the minutes will be presented for adoption at the next meeting.

**8.3** Following adoption, minutes will be:

8.3.1 Certified as correct and signed by the Committee Coordinator and the Chair or the presiding member.

8.3.2 Provided to the Corporate Officer for circulation to Council on the Regular Council agenda for information.

8.3.3 Posted on the City website.

**9.0 Rules of Procedure**

- 9.1** Each committee shall prescribe its own rules, using the guideline attached as Appendix A, providing they are not inconsistent with its enabling statute, establishment bylaw, the *Local Government Act, Community Charter, Council Committee System Policy*, or the Council Procedure Bylaw. The committee may request advice from the Committee Coordinator, staff liaison, or the Corporate Officer.
- 9.2** Questions of procedure which cannot be resolved by the committee upon the advice of the Committee Coordinator will be referred to the Corporate Officer.

**10.0 Voting**

All members of a committee, including the Chair and Vice-Chair, will have a vote on any question before it, and in all cases, in the event of a tie vote, the motion will be defeated. Any member who abstains from voting, without having declared a conflict of interest and leaving the meeting, will be deemed to have voted in the affirmative. Proxy votes are not permitted.

**11.0 Conflict of Interest**

- 11.1** Committee members are subject to sections 100 to 104 of the *Community Charter*.
- 11.2** Committee members will not use the committee member contact list for personal or non-City related business purposes.

**12.0 Subcommittees**

- 12.1** Committees may establish subcommittees by resolution at any time without the approval of Council.
- 12.2** Subcommittees may include any member of the public, but must have at least two members of the parent committee serving as Chair and Vice-Chair.
- 12.3** Subcommittees receive no staff support, and must coordinate meetings and conduct research independently.
- 12.4** Subcommittees' requests for City information will be made and fulfilled as they are for members of the public.
- 12.5** Parent committees may, by resolution, request meeting rooms for subcommittee meetings, subject to availability. These requests are to be directed to the Committee Coordinator, who will coordinate with the subcommittee Chair to determine availability.

- 12.6 All subcommittees must report only to their parent committees, and are not recognized as official advisory bodies by Council.
- 12.7 All subcommittees automatically expire on August 31<sup>st</sup> each year. A subcommittee that seeks to continue over multiple years or terms must be re-established by its parent committee in September of each year. The requirement of having at least two members of the parent committee serving as Chair and Vice-Chair must be fulfilled.

### **13.0 Reporting**

#### **13.1 Establishment and Authority**

Members will not misrepresent themselves as having any authority beyond that delegated by Council.

- 13.1.1 Standing and select committees must refer recommendations to Council for authority to act.
- 13.1.2 Task forces conduct their business within the time prescribed by Council following which they report their findings and opinions to Council for consideration.
- 13.1.3 Statutory committees conduct their business in accordance with the terms of their enabling statute, establishment bylaw, and the policies of the authority that established the committee.

#### **13.2 Reporting on Issues**

When responding on an issue referred by Council, standing and select committees, with the assistance of the staff liaison and the Committee Coordinator, will submit reports to Council in accordance with the Council Committee System Policy and Council Procedure Bylaw. If deemed appropriate by the City Manager, committee reports will be accompanied by a staff report. Committees shall not reconsider a decision of Council except with a referral from Council.

#### **13.3 Reports and Minutes to Council**

- 13.3.1 Reports from committee meetings will be submitted for the agenda of the next Regular Council meeting, at least six business days prior to the Regular Council meeting, or as soon as possible.
- 13.3.2 Approved and signed minutes from committee meetings will be submitted as information items for the agenda of the next Regular Council meeting,

at least one week prior to the Regular Council meeting, or as soon as possible.

#### **13.4 Annual Work Plans**

On an annual basis, in October, standing, select, and statutory committees will submit for approval a report to Council that outlines their annual work plans and how initiatives align with the Council Strategic Plan and the Five-Year Financial Plan.

#### **13.5 Annual Reports**

13.4.1 On an annual basis, in July, standing, select, and statutory committees will submit a report to Council that summarizes their activities over the past year and how these activities relate to the Council Strategic Plan and Five-Year Financial Plan. The Youth Focus Committee shall submit their annual report in June.

13.4.2 Task forces will submit a report to Council upon completion of their mandates.

#### **14.0 Authority**

Committees do not have the authority to communicate with other levels of government, pledge the credit of the City, or authorize any expenditures to be charged against the City, except as may be provided in their enabling statutes or establishment bylaws.

#### **15.0 Budget**

**15.1** Unless otherwise provided in their enabling statutes or establishment bylaws, committees may request budget funds from Council in accordance with the City budget preparation schedule and procedure.

**15.2** Any solicitation of funds from other organizations requires prior approval of Council.

**15.3** Committees shall have reasonable use of miscellaneous City services, such as photocopying, paper supplies, and meeting areas, which are primarily provided through the Committee Coordinator.

#### **16.0 Personal Liability**

No member of a committee shall be liable in his or her personal capacity for any debt or liability of the committee. It is the responsibility of the City to insure the members of committees against all liabilities related to fulfilling their responsibilities as members of committees.

**17.0 Orientation**

The first meeting of the year will serve as the orientation session for each committee.

**18.0 New Committees**

In considering the formation of a new select committee, standing committee, statutory committee, or task force, Council will request staff to prepare a report to Council that includes a terms of reference for consideration by Council prior to establishing the committee.

**19.0 Meetings Open to Public**

All meetings of Council committees are open to the public and no person shall be excluded except in cases of improper conduct, or where the committee is considering an item where, in accordance with section 90 of the *Community Charter*, the exclusion of the public is permitted or required.

**20.0 Delegations to Committees**

Delegations to committees must be limited to 10 minutes unless a longer period is agreed to by unanimous vote of committee members present or in advance by the Chair. Once the delegation has presented their remarks, committee members may ask questions for clarification if permitted to do so by the Chair. Once the delegation presentation is concluded and questions have been addressed, the delegation must not be permitted to participate further in the committee deliberations on the issues raised by the delegation.

**Monitoring/Authority**

The Legislative Services Division will administer this policy.



## APPENDIX A

### Committee Meeting Guidelines

#### *The Agenda*

- Have an agenda and stick to it.
- The agenda is like a contract between the Chair and the members: “In return for your preparation, time, and participation, we will deal with these issues.”
- The agenda package may have supporting material attached for members to read in advance.

#### *Rule of the Clock*

- Start on time and end on time – do not reward latecomers.
- Keep the meeting to 1½ to 2 hours. If the meeting is longer than that, people leave, bodily or otherwise. If the meeting is shorter than that, there is not enough time to develop the team, something that has to be redone at every meeting.

#### *Handling the Business of the Meeting*

- Agendas may have many items, sometimes seemingly too many items. Some items are for action, while others may be updates or items just for information. Focus on those that are for discussion or decision, are important and urgent, and where the background work has been done. Keep the time spent just informing people to a minimum.
- Most groups do their most effective work at about 2/3 of the way through the meeting. You could plan the most difficult decisions and discussions at that point.

Good decision-making requires:

- background information;
- options and recommendations;
- preparation before the meeting; and
- the participation of committee members.

#### *Role of Chair*

The role of the Chair is critical for effective meetings. The Chair should be:

<b>Leader</b>	⇒ willing to give up personal interests, and willing to work with the whole group
<b>Facilitator</b>	⇒ able to encourage people to participate, help people to listen to each other, and to reflect back the common threads of the discussion

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The Chair's duties are to:

- check if a quorum is present and open the meeting at the prescribed time;
- announce the business in the proper sequence (as on the agenda);
- recognize members entitled to speak, in the order in which they request to speak;
- state and put the questions (resolutions which have been moved and seconded) to a vote;
- enforce the rules of decorum;
- expedite business;
- decide questions of order and respond to parliamentary enquiries; and
- declare the meeting adjourned when business is complete.

## *Decision-making*

Committees should strive for consensus in their decision-making. However, final decisions are made by resolution adopted by a majority vote.

## *Voting and Debating Rights*

Each member of a committee, including the chair, may make or second motions, may debate motions, and may vote.

## **Common Terms and Procedures**

**Unanimous General Consent** is an informal method of resolving a routine and non-controversial procedural issue. For example, the presiding member may seek unanimous general consent as follows:

**“Is there any objection to moving item 7 forward on the agenda and considering it now? Hearing none, we will proceed now with item 7.”**

**Friendly Amendment** is an informal method of making a minor change to a motion or amendment. For example, during debate, it may be indicated that a minor change to a motion or amendment would better achieve the intent of the mover. The Chair may then ask:

**“Is there any objection to adding the words ‘....’? Hearing no objection, the words are added and the motion now reads: ‘....’ OR “Hearing no objection, the words are added. Would the Committee Coordinator please read the motion? ... Is there any further discussion on the motion?”**

**\*\*Caution: Overuse of this method could result in confusion.**

### **Motions and Amendments**

A **main motion** is a proposal to take action or give direction. The steps of handling a main motion are:

1. A member makes a motion (*"I move that ....."*)
2. Another member seconds the motion (*"Second" or "I second the motion"*)
3. The chair states the motion or moves directly to debate (*"It is moved and seconded that ....." AND/OR "Is there any discussion?"*)
4. Debate, and amendment if any, takes place.
5. The Chair puts the motion to a vote: (*"We are now voting on the motion to ..... Those in favour? [Those voting in the affirmative indicate by raising a hand.] Opposed? [Those voting against indicate by raising a hand]"*)  
Members should always clearly indicate their vote by raising their hand at the appropriate time. Those who do not vote by raising a hand are counted as voting in the affirmative.
6. The Chair announces the result (*"Motion passes." "Motion defeated." "Tie Vote - motion defeated."*)

### **Amending Motions**

An amendment is a motion to change the wording of another motion before voting on it. An amendment is always dealt with before the original motion. In effect, the amendment temporarily sets aside the motion which it proposes to modify. A motion to amend a debatable motion is debatable and requires the same steps as a main motion.

### **Three Methods of Amending a Motion**

1. By inserting or adding words  
*"I move that the motion be amended by inserting the word[s] ... between the word ... and the word ...." OR... "I move that the motion be amended by adding the word[s] ..."*
2. By striking out words  
*"I move that the motion be amended by deleting the words ...."*
3. By striking out words and inserting replacement words  
*"I move that the foregoing motion be amended by deleting the words ... and inserting the words ... in their place."*

Only two levels of amendment are allowed. A main motion can be amended (primary amendment) and an amendment can be amended only once (secondary amendment). No amendment is permitted to a secondary amendment. If further amendments are desired, the question on the amendment to the amendment must be called before another amendment to the amendment can be made.

The steps in the process are:

1. A motion is made.
2. An amendment to the motion is made.
3. An amendment to the amendment is made.
4. The question on the amendment to the amendment is called. (A further amendment to the amendment could be made here.)
5. The question on the amendment is called. (A further amendment to the main motion could be made here).
6. The question on the main motion is called.

### **Debate on Motions and Amendments**

When an amendment is made, discussion is allowed on the amendment only, not on the main motion. Once the vote on the amendment is taken, discussion proceeds on the motion (as amended if the amendment passed).

### **Motions Permitted While Matter is Under Debate**

During debate on a motion, there are a limited number of other motions which would be considered to be in order. These are: a motion to adjourn or recess the meeting, a motion to withdraw if made by the original mover, to amend, to refer to a sub-committee or to the Staff Liaison for report, or to postpone to a certain day. Questions of Privilege and Points of Order can also interrupt proceedings.

### **Replacement Motion**

A replacement motion is like an amendment in that it sets aside the motion which it proposes to modify. If a replacement motion passes, there is no need to call the question on the original motion - the original motion is in effect gone. ("I move that the foregoing motion be replaced with the following: ...")

### **Motion to Withdraw a Motion**

A motion which has been duly moved and seconded may only be withdrawn with the consent of the original mover and seconder. Once a motion to withdraw a motion has been carried, there is no record made in the minutes of the original motion having existed. It will not appear in the minutes.

### **Motion to Refer**

A motion to refer is a motion to send a main motion to a sub-committee or to staff for further study and report back. ("I move that the foregoing motion be referred to the committee's subcommittee for review and report back to the committee by ....")

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## **Motion to Defer Indefinitely**

A motion to decline to take a position on an issue or motion. Note: with the limited authority of committees, such an action could require endorsement by Council. The Staff Liaison can assist in this event. (“I move that this item be deferred indefinitely” OR “I move that no action be taken on this issue at this time.”)

## **Motion to Defer to a Specific Date**

A motion to stop debate and amendment and postpone consideration of an issue or motion to a specific future date.

## **Division of a Question**

A motion to divide a main motion into separate motions if each part can stand on its own.

## **Adjourn**

When a motion to adjourn is made, it means the meeting stops and will reconvene at another date and time. A motion to adjourn is not required if the agenda is completed – the chair simply declares the meeting “closed” or “concluded”.

## **Recess**

A motion to take a break in the meeting. A motion or call for a recess should specify the amount of time to be taken for the recess.

## **Point of Order**

A statement that a rule of the committee is being violated. It is ruled on by the chair whose decision may be appealed to committee and decided by committee resolution.

## **Question of Privilege**

Raising a request or motion relating to the rights or comfort of the committee or an individual. It is decided by the chair.

## **Point of Information**

A request for information (e.g. from staff during debate).

## **Reading of Motions**

A member may require the motion under consideration to be read. The Committee Coordinator would then read the motion. Sometimes the Committee Coordinator will ask to read a motion if she/he is unsure what it is or if she/he feels others may not understand the exact motion being considered.

### **Rules of Decorum and Debate**

Committee meetings tend to be more informal than would a City Council meeting. The Chair of the committee has the duty and authority to allow the level of informality he or she feels would best facilitate the work of the committee.

Here are some meeting rules which may be helpful and may be used by the committee:

- the maker of a motion has a right to speak first to their motion;
- to speak a second time, a member should wait until all those who wish to speak have done so for the first time;
- members must remain courteous and avoid personal attacks on each other and staff;
- remarks must be confined to the motion before the committee;
- remarks are always directed “through the chair”;
- members should not interrupt another speaker;
- there are no limitations on the number of times a member may speak, or the length of speeches;
- motions should be phrased concisely and to the point; and
- a decision to close debate can be made by unanimous general consent, by resolution, or by the Chair.

## **Bylaw No. 3340**

A Bylaw to establish a Heritage Commission pursuant to s. 143(1) of the *Community Charter*, SBC 2003 Chapter 26.

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 Heritage Commission Bylaw, 2022, No. 3340".

### **2. Repeal**

- 2.1 City of Port Moody Heritage Commission Bylaw, 2016, No. 3062 and all amendments thereto are hereby repealed.

### **3. Commission Establishment**

- 3.1 There is hereby established a commission known as the Heritage Commission.

### **4. Operations of the Commission**

- 4.1 The Heritage Commission shall operate in accordance with the Council Committee System Corporate Policy.
- 4.2 The Heritage Commission shall operate in accordance with Terms of Reference approved by Council.

### **5. Severability**

- 5.1 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 \_\_\_ day of \_\_\_\_\_, 2022.

**Read a second time** this \_\_\_ day of \_\_\_\_\_, 2022.

**Read a third time** this \_\_\_ day of \_\_\_\_\_, 2022.

**Adopted** this \_\_\_ day of \_\_\_\_\_, 2022.

---

R. Vagramov  
Mayor

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D. Shermer  
Corporate Officer

I hereby certify that the above is a true copy of Bylaw No. 3340 of the City of Port Moody.

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D. Shermer  
Corporate Officer



## **Bylaw No. 3347**

A Bylaw to establish a Parks and Recreation Commission, pursuant to s. 143(1) of the *Community Charter*, SBC 2003 Chapter 26.

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 Parks and Recreation Commission Bylaw, 2022, No. 3347".

### **2. Repeal**

- 2.1 City of Port Moody Parks and Recreation Commission Bylaw, 2016, No. 3063 and all amendments thereto are hereby repealed.

### **3. Commission Establishment**

- 3.1 There is hereby established a commission known as the Parks and Recreation Commission.

### **4. Operations of the Commission**

- 4.1 The Parks and Recreation Commission shall operate in accordance with the Council Committee System Corporate Policy.
- 4.2 The Parks and Recreation Commission shall operate in accordance with Terms of Reference approved by Council.

### **5. Severability**

- 5.1 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 \_\_\_ day of \_\_\_\_\_, 2022.

**Read a second time** this \_\_\_ day of \_\_\_\_\_, 2022.

**Read a third time** this \_\_\_ day of \_\_\_\_\_, 2022.

**Adopted** this \_\_\_ day of \_\_\_\_\_, 2022.

---

R. Vagramov  
Mayor

---

D. Shermer  
Corporate Officer

I hereby certify that the above is a true copy of Bylaw No. 3347 of the City of Port Moody.

---

D. Shermer  
Corporate Officer



# City of Port Moody

## Council Committee Terms of Reference

Date: March 30, 2022

File No. 01-0360-20-09

Type: Statutory

Committee Name: Heritage Commission

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## Approvals/Reviews/Amendments

### Approval date:

## 1. Purpose of the Commission

To act as an advisory body to Council on matters relating to Port Moody's natural and cultural heritage resources, including heritage buildings, sites, and neighbourhoods, within the terms of the Council Committee System Policy and the Council Strategic Plan.

## 2. Duties

### 2.1 The Commission shall:

- a) submit for Council approval an annual Work Plan of activities planned for the coming year;
- b) develop and seek Council approval to implement educational and public awareness programs around Heritage Conservation;
- c) review issues and provide recommendations on matters relating to the conservation of local heritage resources when requested by Council; and
- d) submit an Annual Report to Council that summarizes the Commission's activities over the past year.

### 2.2 With the approval of Council, the Commission may raise funds for local conservation projects.

### 2.3 The powers delegated to the Commission do not include:

- a) authority to authorize expenditures or to control budget funds, except those approved by Council;
- b) authority to officially represent the City to outside agencies, bodies, or other governments, unless approved by Council; or
- c) authority to pledge the credit of or indebted the City.

### 3. Membership

- 3.1 In addition to the two (2) Council representatives serving as Chair and Vice-Chair, the Commission will comprise the following:
  - a) up to seven (7) members-at-large, who must be residents of Port Moody and who may have knowledge of local history, local architecture, landscape architecture, or building conservation and restoration; and
  - b) one (1) member recommended by the Port Moody Heritage Society from its membership.
- 3.2 The term of appointment shall be two years from January to December, with half of the members appointed each year.
- 3.3 An individual can serve for up to two consecutive two-year terms.
- 3.4 No member shall receive compensation for services to the Commission.
- 3.5 No member of the Commission shall be liable in the member's personal capacity for any debt or liability of the Commission.

### 4. Operations of the Commission

- 4.1 The Commission shall operate in accordance with the Council Committee System Policy, unless otherwise provided herein.
- 4.2 Meetings of the Commission shall be held at minimum bi-monthly or at the call of the Chair.
- 4.3 Special meetings may be called by the Chair, or by a majority of members, giving at least 24 hours' written notice to each member, the Staff Liaison, and the Committee Coordinator, which states the date, time, location, and purpose for which the meeting is being called.
- 4.4 A majority of members shall constitute quorum at all meetings, provided that the Chair or Vice-Chair is in attendance.
- 4.5 Should the Commission wish to appoint from among its members a representative to an external organization, prior approval of Council is required.



# City of Port Moody

## Council Committee Terms of Reference

Date: March 30, 2022

File No. 01-0360-20-10

Type: Statutory

Committee Name: Parks and Recreation Commission

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## Approvals/Reviews/Amendments

### Approval date:

## 1. Purpose of the Commission

To act as an advisory body to Council on matters relating to the public use and needs of amenities, facilities, programs, and services provided by the Parks Division and the Recreation Division.

## 2. Duties

### 2.1 The Commission shall:

- a) make recommendations to Council on the long-term planning, management, maintenance, improvement, operation, control, construction, and use of Parks and Recreation facilities;
- b) make recommendations to Council on the public use of Parks and Recreation facilities;
- c) make recommendations to Council on the planning, organizing, operating, and facilitating of Parks and Recreation programs;
- d) review and make recommendations to Council annually on a fee schedule for all facilities, programs, and operations on which fees shall be levied;
- e) cooperate with and encourage all public, private, civic, social, and other such organizations within the City that support, promote, and work for recreation;
- f) hear and consider representations by any individual, organization, or delegation of citizens with respect to parks and recreation activities, and with Council approval, act on such recommendations arising as the Commission shall deem to be in the best general interest of all citizens;

- g) seek public input and assistance in the development of master plans and procedures for Parks and Recreation operations;
- h) develop a 10-year Master Plan, which shall be reviewed and updated annually by October of each year and provided to Council for consideration and approval;
- i) work closely with Community Services Department administration staff in providing the best possible services for citizens of the City; and
- j) undertake any other matters referred to the Commission by Council.

2.2 The powers delegated to the Commission do not include:

- a) authority to authorize expenditures or to control budget funds, except those approved by Council;
- b) authority to officially represent the City to outside agencies, bodies, or other governments, unless approved by Council; or
- c) authority to pledge the credit of or indebt the City.

### 3. Membership

3.1 In addition to the two (2) Council representatives serving as Chair and Vice-Chair, the Commission will comprise the following:

- a) a minimum of 11 members-at-large, who must be residents of Port Moody;
- b) one (1) member recommended by the Youth Focus Committee from its membership; and
- c) one (1) member recommended by the Seniors Focus Committee from its membership.

3.2 Nominations for Commission appointments shall be sought from as wide a group of citizens as possible, taking the following criteria into consideration: geographic representation, age group representation, community association representation, and areas of special knowledge such as outdoor or indoor recreation.

3.3 The term of appointment shall be two years from January to December, with half of the members appointed each year.

3.4 An individual can serve for up to two consecutive two-year terms.

3.5 No member shall receive compensation for services to the Commission.

3.6 No member of the Commission shall be liable in the member's personal capacity for any debt or liability of the Commission.

## 4. Operations of the Commission

- 4.1 The Commission shall operate in accordance with the Council Committee System Policy, unless otherwise provided herein.
- 4.2 Meetings of the Commission shall be held at minimum bi-monthly or at the call of the Chair.
- 4.3 Special meetings may be called by the Chair, or by a majority of members, giving at least 24 hours' written notice to each member, the Staff Liaison, and the Committee Coordinator, which states the date, time, location, and purpose for which the meeting is being called.
- 4.4 A majority of members shall constitute quorum at all meetings, provided that the Chair or Vice-Chair is in attendance.
- 4.5 Should the Commission wish to appoint from among its members a representative to an external organization, prior approval of Council is required.