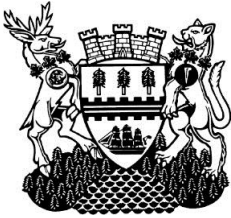


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City of Port Moody Report/Recommendation to Council

Date: November 2, 2022
Submitted by: Legislative Services Division
Subject: Council Procedure Bylaw Amendment

Purpose

To present a proposed amendment to the City of Port Moody Council Procedure Bylaw, 2016, No. 3013, Amendment No. 3, Bylaw, 2022, No. 3384 for consideration of first three readings. The purpose of the amendment is to remove the restriction of Regular Council Meetings and Public Hearings being held on prescribed Tuesdays in order to allow for flexibility and efficiency in workflow.

Recommended Resolution(s)

THAT City of Port Moody Council Procedure Bylaw, 2016, No. 3013, Amendment No. 3, Bylaw No. 3384 be now read a first, second, and third time as recommended in the report dated November 2, 2022 from the Corporate Services Department – Legislative Services Division regarding Council Procedure Bylaw Amendment.

Background

As required by the *Community Charter*, Regular Council meetings and Public Hearings are scheduled in accordance with the rules established in the City's Council Procedure Bylaw. Currently the bylaw requires that Regular Council meetings be held on the 2nd and 4th Tuesday of each month (excluding August), and Public Hearings be held on non-Regular Council meeting days.

Discussion

The 2023 Council calendar is currently in development and requires approval before the end of 2022. Allowing flexibilities for the types of meetings to be scheduled on Tuesdays provides room for better time management and planning of matters before Council.

Other Option(s)

The current format of Regular meetings being held on the 2nd and 4th Tuesday of the month can still be followed with adoption of this bylaw, as that would be Council's direction. Approval of the bylaw would allow flexibility in case there were circumstances where a meeting could not be held on those days of the month (eg: statutory holidays, conferences, etc).

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Financial Implications

There are no financial implications.

Communications and Civic Engagement Initiatives

Per the *Community Charter*, the 2023 Council schedule will be brought to a Regular Council meeting in 2022 for Council's comments and approval. The legislation also requires newspaper advertisements which staff prepare annually.

In addition, the calendar is posted on the website as well as the public notice posting places at City Hall.

Council Strategic Plan Objectives

Updating the Council Procedure Bylaw aligns with the 2019-2022 Council Strategic Plan Objective of providing the public with transparent and open government, and opportunities to provide input on City issues.

Attachment

1. Draft City of Port Moody Council Procedure Bylaw Amendment Bylaw No. 3, 2022, No. 3384

Report Author

Stephanie Lam

City Clerk and Manager of Legislative Services

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Report Approval Details

Document Title:	Council Procedure Bylaw Amendment.docx
Attachments:	- Attachment 1 - Draft City of Port Moody Council Procedure Bylaw Amendment Bylaw No 3 2022 No 3384.pdf
Final Approval Date:	Nov 3, 2022

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

Jennifer Mills, Legislative Services Advisor - Nov 3, 2022 - 1:37 PM

Stephanie Lam, City Clerk and Manager of Legislative Services - Nov 3, 2022 - 1:38 PM

Angie Parnell, General Manager of Corporate Services - Nov 3, 2022 - 1:45 PM

Angie Parnell for Tim Savoie, City Manager - Nov 3, 2022 - 1:45 PM

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City of Port Moody

Bylaw No. 3384

A Bylaw to amend City of Port Moody Council Procedure Bylaw, 2016, No. 3013 to change the Regular Council meeting scheduling requirements to allow for further flexibility.

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

1. Citation

- 1.1 This Bylaw may be cited as “City of Port Moody Council Procedure Bylaw, 2016, No. 3013, Amendment No. 3, 2022, No. 3384”.

2. Amendments

- 2.1 City of Port Moody Council Procedure Bylaw, 2016, No. 3013 is amended by replacing the following Part 5 section (2):

“(2) Regular Council Meetings must:

- (a) be held on the second and fourth Tuesday of each month, except for the month of August and the second half of December, during which no regular meetings shall be scheduled;
- (b) begin at 7:00pm or immediately following a Public Hearing to be held at 7:00pm;
- (c) be adjourned at 10:00pm on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with section 31; and”

with the following Part 5 section (2):

“(2) Regular Council Meetings must:

- (a) be held on Tuesdays, 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 7:00 p.m. and if needed, immediately following a public hearing.

Earlier start times for Regular meetings and Public Hearings will be applied when circumstances, determined by the Mayor and/or staff require them (including but not limited to: high volume of business, special presentation(s) or a large public hearing is anticipated).

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- (c) be adjourned three (3) hours from the scheduled start-time unless Council resolves to proceed beyond that time in accordance with section 31.”

- 2.2 Bylaw No. 3013 is further amended by replacing the following Part 5 section (4)(d):

- “(d) must be immediately followed by a Special Council meeting convened to consider the subjects of the Public Hearing.”

with the following Part 5 section (4)(d):

- “(d) If a Public Hearing is held on a day where a Regular meeting was not scheduled, a Special Council meeting may be held immediately following the Public Hearing to consider the subjects of the Public Hearing.”

- 2.3 Bylaw No. 3013 is further amended by replacing the following Part 5 section (5)(a) as follows:

- “(a) if scheduled on the same day as a Regular Council Meeting, by 6:55pm;”

with the following Part 5 section (5)(a):

- “(a) If scheduled on the same day as a Regular Council Meeting, by 6:30 p.m. if held virtually, or 6:55 p.m. if held entirely in person.”

3. Severability

- 3.1 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 ____, 20__.

Read a second time this ___ day of ____, 20__.

Read a third time this ___ day of ____, 20__.

Adopted this ___ day of ____, 20__.

M. Lahti
Mayor

S. Lam
City Clerk