

Welcome!

Welcome to your role as a City of Port Moody committee volunteer.

Contained within this package are policies that explain the basics of how the system works. We have included Port Moody City Council's policy on the committee system. This includes an overview of roles and responsibilities and the support that committees receive to assist their work. You will also find meeting guidelines and procedural tips for committee members in this material.

We hope new and seasoned committee members find this information helpful.

Your feedback is always welcome.

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Corporate Policy

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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</u> (<u>CW16/117</u>)
Amended: September 19, 2017	Resolution # <u>RC(CW)17/031</u> (<u>CW17/117</u>)
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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

"Advisory Bodies of Council" means all committees, boards, task forces, commissions, working groups, established by Council in accordance with their right under the *Community Charter*.

"Legislative Services 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 may be 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" and "Working Group" 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. 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 Closed Council meeting, with the appointments ratified at an open meeting. The Chairs and Vice-Chairs of select committees will be appointed by Council, with the exceptions of the Youth Focus Committee, where the Chair and Vice-Chair will be elected by the committee members, and the Advisory Design Panel, where the Chair and Vice-Chair are architects appointed by the Architectural Institute of British Columbia.
- 1.2.4 Appointments to standing and select committees will be made in December, 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 Unless authorized by a majority consensus of Council, a person is limited to serve on one committee at a time.

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- 1.2.8 The terms of reference of individual committees will specify the number of members to be appointed to the committee but will generally be 13 voting members (including the Chair and Vice-Chair).
- 1.2.9 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.
- 1.2.10 Committee members will serve without pay at the pleasure of Council, unless otherwise provided in the enabling statute or establishment bylaw.
- 1.2.11 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 January to December.
- 1.4.2 An individual can serve for up to two consecutive two-year terms on any one committee with the exception of the Youth Focus Committee, which will have no limitation on the number of terms a committee member may serve. Council may choose to waive this rule in the event there are no other eligible candidates to fulfil the role.
- 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/Working Groups

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

Attendance is required for meeting operations. In order to ensure quorum, members must RSVP to the Legislative Services Division no later than 48 hours prior to the meeting.

Unless otherwise provided in the enabling statute or establishment bylaw, and except for honorary members, no committee member shall miss more than four meetings per year and 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 committee member for malfeasance or any other 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 Legislative Services Coordinator. The Legislative Services Division will advise the Mayor of the resignation. The Mayor will undertake the appropriate process to fill the vacancy.

2. 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 a voting member and is counted towards 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 and the Advisory Design Panel, where Council will, upon recommendation of the Mayor, appoint a representative and alternate representative.

The Vice-Chair of the committee is a voting member of the committee and is counted towards quorum..

The Chair and Vice Chair serve to ensure meetings run efficiently and effectively and strive to create an open, safe, and equitable place for discussion by all members.

The Chair and Vice Chair will remain impartial in their roles so as to not influence or disrupt committee decision-making or voting.

The Chair and Vice Chair are to follow the Council Code of Conduct at all times during committee meetings.

- 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. 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 Legislative Services Coordinator or staff member to assist committees and act as committee secretary. The responsibilities of the staff member 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.

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- 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. Meeting Schedule

- 4.1 Standing committees and select committees will establish their own meeting schedules in consultation with the Legislative Services Division, holding meetings in accordance with their terms of reference, 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. 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. 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.
 - 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. 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 Legislative Services 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 Legislative Services Coordinator no later than 12:00pm on the day of the meeting. The Legislative Services Coordinator will prepare, distribute to committee members, and upload to the City website only materials that are received by the deadline.

8. Minutes

- 8.1** Committee minutes, setting out the key discussion points and decisions from meetings, will be recorded by the Legislative Service 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 Legislative Services 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. Rules of Procedure

- 9.1** Unless otherwise noted in the Council approved Terms of Reference, each committee shall follow the guidelines 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 Legislative Services Coordinator, staff liaison, or the Corporate Officer.
- 9.2** Questions of procedure which cannot be resolved by the committee upon the advice of the Legislative Services Coordinator will be referred to the Corporate Officer.

10. 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. 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. 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 Legislative Services 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 The membership of a subcommittee will not consist of a number that is the same or higher than quorum of the parent committee (eg: Parent committee membership is 13, the subcommittee will not consist of more than 6 members).

- 12.8** All subcommittees automatically expire on December 31st each year. A subcommittee that seeks to continue over multiple years or terms must be re-established by its parent committee in January 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. 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 Legislative Services 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 presented as information items for the agenda of a Regular Council meeting. Minutes must be submitted to Legislative Services staff, at least one week prior to the scheduled Regular Council meeting.

13.4 Annual Work Plans

On an annual basis at the beginning of the term select and statutory committees, with the exception of the Advisory Design Panel and the Land Use Committee, will receive and carry-out the Council approved work plans as drafted by staff in accordance with Council's Strategic Plan. The Committees may, with approval from Council, add items to the work plan provided that these items are aligned with and support the Council Strategic Plan.

13.5 Annual Reports

- 13.5.1 On an annual basis, standing, select, and statutory committees, with the exception of the Advisory Design Panel and the Land Use Committee, 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. All committees, with the exception of The Youth Focus Committee, will submit their reports no later than the first meeting in January of the following year. Due to the school year, the Youth Focus Committee shall submit their annual report in June.

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

14. 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. 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 Legislative Services Coordinator.

16. 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. Orientation

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

18. 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. 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. 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:

Leader	⇒ willing to give up personal interests, and willing to work with the whole group
Facilitator	⇒ 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 Legislative Services 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 subcommittee 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 subcommittee 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")

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 Legislative Services Coordinator would then read the motion. Sometimes staff will ask to read a motion if they are unsure what it is or if they feel 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 they feel 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.

Additional Info 1 – Sample Council Report

Council Agenda Information

☐ Regular Council [\[Click and select date of meeting\]](#)



City of Port Moody

Report/Recommendation to Council

Date: [Publish Date]

File No. [Click once and type -
press F11 to go to next field]

Submitted by: [Click once and type name of your Committee]

Subject: Council Committee System Policy

Purpose / Introduction

[Click once to type. Delete text in italics below and press F11 to go to the next field].

Why does this report require Council consideration? Usually, this purpose statement should begin with "To recommend..."

Recommended Resolution

THAT the report dated [Click and choose date report referenced] from [Click once to type name of committee in full. Press F11 to go to the next field] regarding [Click once to type title of report. Press F11 to go to the next field] be received for information.

Background

[Click once to type. Delete text in italics below and press F11 to go to the next field].

Provide the date of the committee/commission meeting during which the items were discussed, and any background information to the item being considered by the committee/commission. Include any relevant Council motions considered by the committee/commission on this issue.

Discussion

[Click once to type. Delete text in italics below and press F11 to go to the next field].

This is the main body of the report. Present any recommendation(s) made by the committee/commission, including relevant points from the discussion that led up to the recommendation(s) being passed by the committee/commission. If there are multiple options, please include them in this section.

Other Options

1. THAT the report dated [Click and choose date report referenced] from [Click once to type name of committee in full. Press F11 to go to the next field] regarding [Click once to type title of report. Press F11 to go to the next field] be referred to staff for information.
2. THAT the report dated [Click and choose date report referenced] from [Click once to type name of committee in full. Press F11 to go to the next field] regarding [Click once to type title of report. Press F11 to go to the next field] be referred to staff for action.

Do not include any other options in this section. All options regarding the recommendations should be included in the Discussion section. This section is meant solely for dispositions of this report, which comprise only three options, the one in the recommended resolution, and the two listed in this section.

Financial Implications

[Click once to type. Delete text in italics below and press F11 to go to the next field]. Further information on financial implications will be provided by staff should this report be referred to staff for action.

Please list all known applicable financial implications of options proposed. Include comments on the implications for staff time in this section. If the committee believes that there are no financial implications please say that – do not use N/A. Do not delete the sentence regarding staff providing information on financial implications.

Communications and Civic Engagement

[Click once to type. Delete text in italics below and press F11 to go to the next field]. Further information on communication and civic engagement requirements will be provided by staff should this report be referred to staff for action.

Are any internal or external communications or engagement initiatives required? Does this plan/service/project require informing or engaging the public? Please list all known applicable communications or engagement initiatives. If no known communications or engagement initiatives are associated with the report, please say that – do not use N/A. Do not delete the sentence regarding staff providing information on communications and civic engagement requirements.

Council Strategic Plan Objectives

[Click once to type. Delete text in italics below and press F11 to go to the next field].

Which objectives of Council's Strategic Plan are being met by the proposed actions? Please be specific – if appropriate, include a reference to Council Policy.

Attachments:

1. [Click once to type. Delete text in italics below and press F11 to go to the next field].
2. [Click once to type. Delete text in italics below and press F11 to go to the next field].
Insert titles of attachments. Insert web references as clickable hyperlinks.

[illegible]

Corporate Policy

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Section:	Human Resources	07
Sub-Section:	Human Resources – General	2510
Title:	Code of Conduct for Advisory Bodies	02

Related Policies

Number	Title
A07-2510-01	Respectful Workplace
03-1200-01	Purchasing
A03-1235-01	Purchase Cards
05-1800-01	Travel and Expense

Approvals

Approval Date: January 13, 2015	Resolution #: <u>RC15/003</u>
Amended: September 19, 2017	Resolution #: <u>RC(CW)17/031 (CW17/117)</u>
Amended:	Resolution #:
Amended:	Resolution #:

Corporate Policy Manual

Code of Conduct for Advisory Bodies

Policy

The residents and businesses of the City of Port Moody are entitled to have fair, honest, and open local government that has earned the public's full confidence for integrity. In keeping with the City of Port Moody's governance and corporate values as described in the *Community Charter*, the City seeks to maintain and enhance the quality of life for all Port Moody residents through effective, responsible, and responsive government. To help achieve this goal, advisory body members (eg: committees, boards, commissions, etc), who are appointed and exist at the pleasure of Council, commit to meeting the following code of conduct.

- Advisory Bodies of Council are created by Council to provide information and advise to Council on issues of interest to the public to assist Council in its decision making process.
- Public business is conducted with integrity in a fair, honest, and open manner.
- Discussions at committee meetings will be focused on the issues and the facts.
- The diverse perspectives of each member, as they reflect the interests of the community, will be respected.
- Members can expect courteous behaviour from each other.
- No member will speak publicly that denigrates the City of Port Moody, other Council Members, committee colleagues, or staff.
- Disagreements will not be taken personally nor made personal.
- Committee members participating at meetings will avoid inflammatory language. They are expected to speak in an objective manner.
- When required (eg: Closed meetings), Members shall respect the confidentiality of information concerning the property, personnel, or legal affairs of the City. They shall neither disclose confidential information without proper authorization, nor use such information to advance their personal, financial, or other private interests.
- Members shall treat other members, the public, and City staff with respect and shall be supportive of the personal dignity, self-esteem, and well-being of those with whom they come into contact during the course of their professional duties.
- Members will recognize that there are demands on City resources and that the commitment of those resources is the responsibility of Council.
- Members will be aware of, and act according to City policies, guidance documents, and legislation including, but not limited to, the *Community Charter* pertaining to Council members.

This code of conduct and declaration will be administered and must be signed by Advisory Body members following their appointment. Failure to comply with the Code of Conduct will result in removal of their appointment.

ADVISORY BODY MEMBER STATEMENT

As an appointed member to a City of Port Moody Advisory Body of Council, I agree to uphold the code of ethics adopted by the City and to conduct myself by the following model of excellence:

I will:

- Recognize the diversity of backgrounds, interests, and views in our community.
- Help create an atmosphere of open and responsive government.
- Conduct public affairs with integrity and in a fair, honest, and open manner.
- Respect other members and the unique role and contribution each of us has in making the City of Port Moody a better place to work and live.
- Strive to keep the decision-making processes open, accessible, participatory, understandable, timely, just, and fair.
- Avoid and discourage conduct which is not in the best interest of the City of Port Moody.
- Treat all people with whom I come into contact in the way in which I would wish to be treated.

I affirm that I have read and understood the City of Port Moody code of ethics.

Advisory Body Member

Date

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Section:	Human Resources	07
Sub-Section:	Human Resources – General	2510
Title:	Anti-Racial Discrimination and Anti-Racism	2020-01

Related Policies

Number	Title
A07-2510-01	Respectful Workplace
A07-2510-02	Serious Complaints
A07-2510-2016-01	Code of Conduct
07-2510-02	Code of Conduct for Elected Officials

Approvals

Approval Date: September 8, 2020	Resolution #: <u>RC20/327</u>
Amended:	Resolution #:
Amended:	Resolution #:
Amended:	Resolution #:

Policy

1. Statement of Principles

- a. The City of Port Moody recognizes the diversity of its community and believes that all members of its community including, but not limited to, residents, elected officials, employees, volunteers, and visitors, have the right to live, work, do business, and play in an environment that asserts and supports their fundamental rights, personal worth, and human dignity.
- b. The City of Port Moody acknowledges and recognizes the existence of racism in all its forms, including Cultural, Environmental, Institutional, Systemic, and Individual.
- c. The City of Port Moody is committed to breaking down barriers, deconstructing biases, and fostering and promoting an inclusive, respectful, and welcoming environment for all, one that is free from racial discrimination and racism.
- d. The City of Port Moody acknowledges its role and responsibility in protecting every person's right to be free from racial discrimination and racism.
- e. The City of Port Moody is further committed to respecting and upholding the vision and principles of British Columbia's *Human Rights Code* and the implementation of the Calls to Action of the Truth and Reconciliation Commission.
- f. This Policy is intended to demonstrate the City of Port Moody's commitment to conducting day-to-day operations and governance in an anti-discriminatory and anti-racist manner and environment. The implementation of this Policy is a public commitment that the City of Port Moody will continue to make best efforts to ensure that all who work and interact with the City of Port Moody are able to do so in an environment and manner free of racism and racial discrimination.

2. Scope

- a. This Policy applies to all employees, elected officials, contractors, volunteers, and students working or volunteering for the City of Port Moody.
- b. This Policy applies to the interpretation and application of current and new Bylaws, regulations, policies, procedures, contracts, procurements, and activities carried out by the City of Port Moody, all of which are required to be compliant with the principles and particular requirements specified within this Policy.
- c. The scope of this Policy includes all aspects of the City of Port Moody's activities, including its working environment, procurement, services, meetings, and various public events. In addition, this scope includes ongoing relationships with individuals, businesses, community groups, and contractors, as well as with other local governments and public and private bodies.
- d. This policy is intended to supplement and support British Columbia's *Human Rights Code* and related City of Port Moody policies, including, but not limited to, those listed on page 1 of this Policy.

3. Glossary of Terms

A glossary of relevant terms is included as Schedule A.

Procedures

4. Roles and Responsibilities

a. Council:

- Take leadership to model inclusive behaviour and language and not participate in racist or racially discriminatory conduct;
- Support, promote, and foster the principles of this Policy in all their work and interactions;
- Ensure that Management is trained on this Policy and is implementing it;
- Report incidents of racial discrimination or racism, experienced or witnessed, immediately to the City Manager or the Mayor;
- Cooperate and participate in good faith in any investigation under this Policy; and
- Maintain the confidentiality of all involved in a complaint under this Policy.

b. Management:

- Ensure that the workplace and the business of the City of Port Moody is free from racial discrimination and racism, and ensure that the principles of this Policy are reflected in the execution of their duties, operational policies, and practices within their area of responsibility;
- Model inclusive behaviour and language and not participate in racist or racially discriminatory conduct;
- Support, promote, and foster the principles of this Policy in all their work and interactions;
- Train Council members on this Policy at the beginning of each term of office and provide refresher training annually thereafter. Training should be meaningful and interactive;
- Train all new employees and volunteers, on this Policy at the commencement of their employment and contractors or services, and provide refresher training annually thereafter.
- Inform all new contractors of this Policy;
- Report incidents of racial discrimination or racism, experienced or witnessed, immediately to a supervisor, the City Manager, or the Mayor;
- Listen to any complaint, treating it sensitively, seriously, and confidentially;
- When appropriate and required, provide a timely, thorough, confidential, and objective investigation of any allegation and answer any complaints in accordance with this Policy;
- If necessary or appropriate, appoint an independent third-party investigator to investigate allegations or complaints when required under section 5;
- Subject to procedures referred to in section 5, review the findings and recommendations and determine, in consultation with Human Resources, Management, legal counsel, and/or Council, as applicable, the outcome and the appropriate action to be taken, which may include education, training, or disciplinary action, dependent upon the results;
- Maintain the confidentiality of all involved in a complaint under this Policy;
- Cooperate and participate in good faith in any investigation under this Policy; and
- Ensure this Policy is reviewed at least every two (2) years for effectiveness.

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Anti-Racial Discrimination and Anti-Racism

- c. Employees, Volunteers, and Contractors:
 - Not engage in racial discrimination or racism;
 - Conduct themselves and speak in an inclusive manner;
 - Report incidents of racial discrimination or racism, experienced or witnessed, immediately to a supervisor, the City Manager, or the Mayor;
 - Maintain the confidentiality of all involved in a complaint under this Policy; and
 - Cooperate and participate in good faith in any investigation under this Policy.
- d. Complainants:
 - Make a complaint and receive a copy of the complaint;
 - Be informed of the status and progress of the investigation;
 - Be provided a summary of the results of the investigation in writing, including a summary of corrective action that has or will be taken as a result of the investigation;
 - Not be subject to retaliation; and
 - Withdraw a complaint at any time during the procedure; however, depending upon the nature and severity of the allegations, the City Manager, or the Mayor may determine that an investigation is required and the process will continue despite the withdrawal.
- e. Respondents:
 - Be informed that a complaint has been filed;
 - Be informed of the status and progress of the investigation;
 - Have the allegations provided to any independent investigator;
 - Be informed of the allegations against them and be provided an opportunity to respond; and
 - Be provided a summary of the results of the investigation in writing.
- f. Investigator:
 - If engaged under the process referred to in section 5, the investigator shall conduct a fair process under the procedures set out in Administrative Policy – A07-2510-01 – Respectful Workplace.

5. Complaint Process

All members of the Council, management, employees, volunteers, and contractors of the City of Port Moody have a responsibility to treat all complaints under this Policy seriously, and the City will investigate all complaints of racism and racial discrimination pursuant to the complaint procedure set out in Administrative Policy – A07-2510-01 – Respectful Workplace.

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Anti-Racial Discrimination and Anti-Racism

6. Remedies

Any individual covered by this Policy, who is found to have engaged in, or known about and took no action to report or stop racial discrimination or racist behaviour contrary to this Policy may be subject to appropriate action depending upon the severity of the misconduct. The range of appropriate remedy may include, but is not limited to, the following:

- a. In the case of an officer or employee:
 - oral and/or written apology from the respondent and/or City of Port Moody;
 - any administrative change that is appropriate (i.e.: job site or position transfer; no contact for a period of time; temporary or permanent changes to reporting structures or work assignments);
 - coaching;
 - counselling;
 - training or education;
 - re-orientation to this Policy and its purpose;
 - discipline up to and including termination of employment for just cause; and
 - termination of contract for service or of a volunteer opportunity.
- b. In the case of an elected official, sanction by Council (including, but not limited to, censure, removal from appointments, referral to police, or legal action).
- c. If the respondent is not covered by this Policy, the City of Port Moody will take any and all steps reasonable and necessary to remedy the substantiated complaint to protect the complainant from future harm.

7. Unsubstantiated Complaints:

If an investigator finds insufficient evidence to support the complainant's allegations, the investigator will submit that finding to the City Manager. There will be no record of the complaint on the complainant's or respondent's file where applicable and there will be no sanction to anyone concerning the incident. A finding of no evidence is a simple reflection of an absence of evidence to support the claim and nothing more.

8. No Reprisals or Retaliation

- a. Any reprisal or retaliatory action that is related, in any way, to the circumstances noted above against a complainant (or person closely related to or associated with the complainant), witness, respondent, elected official, or employee responsible for implementing this Policy and procedure, who in good faith:
 - makes a complaint alleging racial discrimination or racism;
 - identifies or opposes a practice that they reasonably believe to constitute racial discrimination or racism; or
 - implements or participates in an investigation or proceeding under this Policy or pursuant to any applicable statutory complaint process;violates this Policy and will not be tolerated.

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Anti-Racial Discrimination and Anti-Racism

- b. Any officer, employee, volunteer, appointee, or contractor covered by this Policy who is found to have engaged in any reprisal or retaliation in violation of this Policy will be subject to appropriate disciplinary action, which action may include the termination of employment for just cause, termination of a contract for service or of a volunteer opportunity, or legal action.
- c. Any elected official covered by this Policy who is found to have engaged in any reprisal or retaliation in violation of this Policy will be subject to Council consideration of appropriate sanctions, which may include censure, removal from appointments, referral to police, or legal action.

9. Vexatious Allegations and Complaints

Any individual covered by this Policy who makes an allegation or complaint under this Policy that is subsequently found to have been made in a deliberately vexatious or malicious manner, or otherwise to have been made in bad faith, will be subject to appropriate action set out in sections 8.b. or 8.c., as applicable.

10. Limitations

This Policy articulates the position of the City of Port Moody and demonstrates its support and commitment to an environment that is free of racial discrimination and racism. It is not intended to supersede or supplant the other processes available to individuals or groups wishing to pursue avenues of formal complaint or redress under other City of Port Moody policies.

Monitoring/Authority

The City Manager is responsible for the implementation and administration of this Policy.

Schedule A – Glossary of Terms¹

Barrier – An overt or covert obstacle which must be overcome for equality and progress to be possible.

Bias – A subjective opinion, preference, prejudice, or inclination, often formed without reasonable justification, which influences the ability of an individual or group to evaluate a particular situation objectively or accurately.

Cultural Racism – Portrayal of indigenous peoples, people of colour, and different ethnicities in the media, school texts, literature as inherently “inferior”, “savage”, “bad”, “primitive”. The premise by a host society that devalues and stereotypes minority populations.

Discrimination – The denial of equal treatment and opportunity to individuals or groups because of personal characteristics and membership in specific groups, with respect to education, accommodation, health care, employment, access to services, goods, tenancy and facilities. This behaviour results from distinguishing people on that basis without regard to individual merit, resulting in unequal outcomes or adverse effects for persons who are perceived as different. Differential treatment that may occur on the basis of any of the protected grounds enumerated in human rights law, including race, colour, ancestry, place of origin, religion, marital or family status, physical or mental disability, age, sex, sexual orientation, or gender identity or expression.

Diversity – A term used to encompass the acceptance and respect of various dimensions including race, gender, sexual orientation, ethnicity, socio-economic status, religious beliefs, age, physical abilities, political beliefs, or other ideologies.

Environmental Racism – A systemic form of racism in which toxic wastes are introduced into or near marginalized communities. People of colour, indigenous peoples, working class, and poor communities suffer disproportionately from environmental hazards and the location of dangerous, toxic facilities such as incinerators and toxic waste dumps. Pollution of lands, air, and waterways, often causes chronic illness to the inhabitants and change in their lifestyle.

Inclusive Language – The deliberate selection of vocabulary that avoids explicit or implicit exclusion of particular groups and that avoids the use of false generic terms, usually with reference to gender.

Indigenous Peoples – First used in the 1970s, when Aboriginal peoples worldwide were fighting for representation at the U.N., this term is now frequently used by academics and in international contexts (e.g., the United Nations Declaration of the Rights of Indigenous Peoples). Indigenous is understood to mean the communities, peoples, and nations that have a historical continuity with pre-invasion, pre-settler, or pre-colonial societies that developed on their territories, as distinct from the other societies now prevailing on those territories (or parts of them). Can be used more or less interchangeably with “Aboriginal,” except when referring

¹ Source: <https://www.crrf-fcrr.ca/en/resources/glossary-a-terms-en-gb-1>

Corporate Policy Manual

Anti-Racial Discrimination and Anti-Racism

specifically to a Canadian legal context, in which case “Aboriginal” is preferred, as it is the term used in the Constitution.

Individual Racism – Racist assumptions, beliefs, and behaviours that stem from conscious and unconscious personal prejudice.

Institutional Racism (Systemic Discrimination) – The institutionalization of discrimination through policies and practices which may appear neutral on the surface, but which have an exclusionary impact on particular groups. This occurs in institutions and organizations, including government, where the policies, practices, and procedures (e.g. employment systems – job requirements, hiring practices, promotion procedures, etc.) exclude and/or act as barriers to racialized groups.

People of Colour – A term which applies to non-White racial or ethnic groups; generally used by racialized peoples as an alternative to the term “visible minority.” The word is not used to refer to Aboriginal peoples, as they are considered distinct societies under the Canadian Constitution. When including Indigenous peoples, it is correct to say “people of colour and Aboriginal/Indigenous peoples.”

Racial Discrimination – According to the International Convention on the Elimination of All Forms of Racial Discrimination (to which Canada is a signatory), racial discrimination is “any distinction, exclusion, restriction, or preference based on race, colour, descent, or national or ethnic origin, which nullifies or impairs the recognition, enjoyment, or exercise of human rights and fundamental freedoms in the political, economic, social, cultural, or any other field of public life.”

Racism – A belief that one group is superior to others performed through any individual action, or institutional practice which treats people differently because of their colour or ethnicity. This distinction is often used to justify discrimination. There are three types of racism: Institutional, Systemic, and Individual.

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Section:	Administration	01
Sub-Section:	Freedom of Information and Protection of Privacy	0580
Title:	Privacy Breach	2016-02

Related Policies

Number	Title
01-0580-2016-01	Privacy
A04-1490-2016-01	Working Away from the Office

Approvals

Approval Date: June 7, 2016	Resolution #: <u>CW16/083</u>
Amended: September 19, 2017	Resolution #: <u>RC(CW)17/031</u> (<u>CW17/117</u>)
Amended:	Resolution #:
Amended:	Resolution #:

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Privacy Breach

Policy

The City of Port Moody (City) is committed to ensuring the protection and security of all personal information that it collects, uses, maintains, and discloses in the course of carrying out its responsibilities.

The purpose of this policy is to describe the City's process for responding to privacy breaches, and to ensure compliance with the *Freedom of Information and Protection of Privacy Act (FIPPA)*.

Definitions

Records are broadly defined under the *FIPPA* and include any paper or electronic media which is used to store or record information. At the City, this includes all paper and electronic records, books, documents, photographs, audio or visual recordings, computer files, email, and correspondence.

Personal information is recorded information about an identifiable individual, and includes such things as an individual's name, address, birth date, personal contact information, financial information, as well as opinions and statements made about the individual.

Privacy breach is a collection, use, disclosure, access, disposal, or storage of personal information, whether accidental or deliberate, that is not authorized by the *FIPPA*, and includes situations where the unauthorized activity is suspected to have taken place or where records containing personal information have been lost or stolen.

Staff means all employees, independent contractors, service providers, and volunteers employed or engaged by the City.

Procedures

All staff must immediately report actual or suspected privacy breach incidents in accordance with this Policy. If there is any question about whether a privacy breach has occurred or may occur, staff are directed to consult with the Privacy Officer.

All staff are expected to provide their full cooperation with any investigation or response to a privacy breach incident.

Privacy Breach Response

Step One – Duty to Report

Upon discovering or learning of a privacy breach, all staff shall:

- immediately report the privacy breach to their manager, supervisor, or Privacy Officer;
- take immediate action, where possible, to ascertain the extent of the privacy breach and to contain or stop the breach, such as by:
 - isolating or suspending the activity that led to the breach;
 - taking steps to recover personal information, records, or equipment; and
 - determining the extent of the breach, including identification of what records or personal information was involved; and

Corporate Policy Manual

Privacy Breach

- preserve any information or evidence related to the breach for investigative purposes.

Upon discovering or being notified of an actual or suspected privacy breach, the manager or supervisor shall promptly notify the Privacy Officer, and work with the Privacy Officer to contain, investigate, and respond to the breach.

Step Two – Assessment

Upon being notified of a privacy breach, the Privacy Officer shall:

- assess what additional steps are required to contain the breach, and implement such steps as necessary;
- identify the type and sensitivity of the personal information involved in the breach, and any steps that have been taken or can be taken to minimize the harm arising from the breach;
- identify the individuals affected by the breach, or whose personal information may have been involved in the breach;
- estimate the number of affected individuals; and
- make assessments of the types of harm that may flow from the privacy breach.

The Privacy Officer shall be responsible for conducting a detailed investigation into the causes of the privacy breach and other contributing factors. The investigation shall include but not be limited to:

- assessing all information reported to the Privacy Officer;
- engaging in fact-finding to assess the causes of the privacy breach;
- considering other exacerbating factors that may have contributed to the breach or the harm flowing from the breach; and
- considering the foreseeable harm arising from the breach, including but not limited to:
 - the sensitivity of the personal information involved in the privacy breach;
 - the risk of harm to affected individuals, including identity theft, and emotional and mental harm, humiliation, and stigma;
 - risk to public safety;
 - loss of public trust in the City; and
 - financial and legal exposure.

Step Three – Notification

The Privacy Officer shall make a recommendation to the City Manager regarding whether notification of the privacy breach should be made to affected individuals or the Office of the Information and Privacy Commissioner of British Columbia (OIPC). The considerations shall include, but not be limited to:

- whether notification will help to avoid or mitigate harm to affected individuals, the City, or the public;
- provincial, federal, or other legal requirements to notify (i.e. contractual or statutory obligations);
- potential risk of identity theft or fraud flowing from the breach;

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Privacy Breach

- any risk to safety or physical harm arising from the privacy breach (e.g. stalking, harassment);
- any stigma flowing from the breach for affected individuals, including risk to reputation, hurt, hurt feelings, or humiliation;
- any risk of loss to business or employment opportunities for affected individuals;
- loss of confidence or trust in the City or other public bodies; and
- any guidance documents issued by the OIPC concerning notification.

The determination about whether to provide notification of the privacy breach shall be made promptly following the breach. Any notification shall be undertaken as soon as reasonably possible. If any law enforcement agencies are involved in the privacy breach incident, then notification will be undertaken in consultation with such agencies.

Where feasible, direct notification (phone, email, letter, or in person) is preferable, but indirect notification (i.e. public announcement or media release) may be considered in appropriate circumstances depending upon the scope of the breach, the number of affected individuals, cost, effectiveness of notification methods, and other relevant factors.

Step Four – Prevention

The Privacy Officer shall report to the City on the outcome of his or her investigation, and make recommendations concerning what steps can or should be taken to prevent similar privacy breaches from occurring in the future. The City shall take appropriate action to prevent privacy breaches.

Contact Information

Questions or comments about this Policy may be addressed to the Privacy Officer at: foi@portmoody.ca.

Monitoring/Authority

The policy is to be administered and monitored by the Legislative Services Division.

Corporate Policy

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Section:	Information Systems	01
Sub-Section:	Records Management	1490
Title:	Remote Attendance and Work Outside of Canada	2022-01

Related Policies

Number	Title
01-0530-2020-03	Electronic Participation in Council Meetings by Video Conference or Telephone
01-0530-2020-04	Electronic Meeting Participation Requirements
01-0580-2016-01	Privacy
01-0580-2016-02	Privacy Breach
07-2510-02	Code of Conduct for Elected Officials
A04-1345-01	Mobile Device
A04-1430-01	Internet Access and Use
A04-1430-02	Email Use
A04-1490-01	Confidential
A04-1490-2016-01	Working Away from the Office
A07-2510-2016-01	Code of Conduct

Approvals

Approval Date: July 26, 2022	Resolution #: <u>RC22/259</u>
Amended:	Resolution #:
Amended:	Resolution #:
Amended:	Resolution #:

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Remote Attendance and Work Outside of Canada

Policy

This City of Port Moody (City) recognizes that there may be circumstances in which it is necessary or reasonable for Council Members and Staff who are travelling outside of Canada to attend Council meetings and/or staff meetings remotely. It may also be necessary for Council members and Staff who are travelling outside of Canada to temporarily access their City email accounts and the City's server remotely.

This Policy allows for remote access to occur in a similar manner as it does from within Canada. It does not permit the disclosure or storage of personal information outside of Canada. However, the City recognizes that attending meetings and accessing City email accounts and the City's server remotely from outside of Canada may pose an increased risk to the security and privacy of personal information and other confidential information.

The purpose of this Policy is to establish consistent and appropriate standards with respect to remote attendance and work from outside of Canada.

Council Members and Staff are required to comply with all related Corporate Policies listed on page 1 of this Policy. To the extent of a conflict between this Policy and any other City policy, this Policy governs.

Definitions

"Act" means the *Freedom of Information and Protection of Privacy Act*, and regulations thereto, as amended from time to time.

"Council Member" means a member of City Council.

"Privacy Officer" means the head of the City for the purposes of the *Act*, currently the Corporate Officer or their designate.

"Personal Information" means "personal information" as defined in the *Act*, namely recorded information about an identifiable individual other than contact information.

"Sensitive Personal Information" means information pertaining to a person's educational or employment history or discipline records; financial and identity information (social insurance number, date of birth, driver's licence number); personal health information; criminal records; personal characteristics; and any other categories of information the inadvertent disclosure of which may give rise to a reasonable prospect of harm to the individual about whom the information pertains.

"Staff" means an employee, independent contractor, service provider, or volunteer employed or engaged by the City.

"Record" has the meaning set out in the *Act*, and includes all paper Records, electronic Records, photographs, recordings, or any other media or device upon which Personal Information is recorded or stored.

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Remote Attendance and Work Outside of Canada

“User” means a Council Member or Staff who wishes to attend meetings or access their City email accounts or the City’s server remotely from outside of Canada.

Procedures

Council Members and Staff who are travelling outside of Canada and wish to attend meetings or access their City email accounts or the City’s server remotely must comply with the following requirements:

1. Users must notify the City Manager and Corporate Office of their plans to attend meetings while outside of Canada (i.e., meeting date and location from which they will be attending) and/or access their City email accounts or City’s server remotely while outside of Canada (i.e., dates they will be outside of Canada and location(s) from which they will be accessing City email or server).
2. Users must attend meetings and access their City email and the City’s server in the same manner they would if they were within Canada. Without limiting the foregoing, Users must:
 - a. use their own private device (such as a laptop, phone, or iPad);
 - b. access their City email accounts and the City’s server using their password and multi-factor authentication software;
 - c. log-in to the meeting platform (Microsoft Teams or Zoom) using their City email address so that their identity can be authenticated; and
 - d. refrain from accessing City email accounts and the City’s server or attending meetings through unsecured Wi-Fi networks.
3. Users must attend Closed Council meetings or staff meetings from a private location that cannot be accessed by others (such as a hotel room or private Airbnb). Users are not permitted to attend Closed Council meetings or staff meetings from a public location.
4. Users are not permitted to record any Council meetings or staff meetings except with specific authorization from the City Manager or Corporate Officer. Under no circumstances will a User be permitted to record a meeting at which Sensitive Personal Information is discussed.
5. Users are not permitted to disclose or store any personal information outside of Canada.
6. Users are not permitted to take any hard copies of confidential City Records or any Records that contain personal information outside of Canada, unless those Records have been considered at an open meeting or have otherwise been disclosed to the public in accordance with the *Act*.
7. Users must immediately notify the Privacy Officer in the event of a known or suspected privacy breach (such as loss, theft, or unauthorized access to a User’s personal device).

Corporate Policy Manual

Remote Attendance and Work Outside of Canada

Monitoring/Authority

This Policy is to be administered and monitored by the Corporate Officer and the City Manager. Changes to this Policy require Council approval.

Administrative Policy

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

Section:	Human Resources	A07
Sub-Section:	General	2510
Title:	Respectful Workplace	2021-01

Related Policies

Number	Title
A07-2510-02	Serious Complaints
A07-2640-2021-01	Workplace Drug and Alcohol
A07-2680-01	Discipline

Approvals

Policy Approval

Approved by: _____
Tim Savoie, City Manager

Date: November 18, 2021

Amendment Approval

Approved by: _____
City Manager

Date:

Section Amended

Policy

The City of Port Moody (City) is committed to maintaining a work environment that is free from Bullying and Harassment and/or Discrimination, and where all employees are treated with dignity and respect.

The purpose of this Policy is to outline the City's principles and procedures in relation to the prevention, identification, and resolution of issues of Bullying and Harassment and/or Discrimination in the workplace.

Scope

This policy applies to all employees, elected officials, contractors, volunteers, and students working or volunteering for the City.

This Policy applies to alleged incidents of Bullying and Harassment and/or Discrimination that are alleged to have occurred on or off a City worksite in connection with an event or activity sponsored by or under the auspices of the City.

Definitions

Bullying and Harassment is defined as inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment. Bullying and Harassment include, but are not limited to, the following:

- words, gestures, actions, or practical jokes, the natural consequence of which is to humiliate, ridicule, insult, or degrade;
- malicious rumours;
- threats or intimidation;
- vandalizing personal belongings;
- physical assault or violence; and
- persistent rudeness, taunting, patronizing behavior, or other conduct that adversely affects working conditions or work performance.

It is not Bullying and Harassment to:

- comply with professional, managerial, or supervisory responsibilities to evaluate and report on the performance, conduct, or competence of employees;
- express reasonable opinions freely and courteously; or
- respectfully engage in honest differences of opinion.

Administrative Policy Manual

Respectful Workplace

Discrimination is as defined in the *BC Human Rights Code*. A person must not discriminate against or harass a person regarding employment or any term or condition of employment based on the person's sex, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sexual orientation, gender identity or expression, age, or criminal conviction which is unrelated to the person's employment. Harassment and Sexual Harassment are forms of discrimination and are covered by the *BC Human Rights Code*.

Sexual Harassment is defined as conduct or comment of a sexual nature that is unwelcome, and that detrimentally affects the work environment or leads to adverse job-related consequences. Sexual Harassment includes, but is not limited to, the following:

- unwanted touching;
- unwelcome sexual flirtations, advances, or propositions;
- sexually suggestive, obscene, or degrading comments or gestures;
- offensive jokes of a sexual nature;
- leering or staring;
- displaying or circulating pictures or other material of a sexual nature; and
- unwelcome questions or remarks about a person's sex life, appearance, or clothing.

Retaliation means any adverse action taken against a person because that person reports or alleges a violation of this Policy, seeks advice on making a complaint, makes a complaint, or participates in an investigation into a complaint.

Principles

City employees must not engage in Bullying and Harassment and/or Discrimination in the workplace. If an employee is found to have engaged in Bullying and Harassment and/or Discrimination, the City may take disciplinary action, up to and including dismissal.

The City encourages prompt reporting of all alleged incidents of Bullying and Harassment and/or Discrimination, whether experienced or observed.

The City reserves the right to initiate an investigation into alleged Bullying and Harassment and/or Discrimination on its own initiative without the submission of a complaint.

City employees may pursue another process in connection with alleged Bullying and Harassment and/or Discrimination, such as reporting the matter to the police, initiating a civil action, filing a grievance, or filing a complaint under the *BC Human Rights Code*. If another process is pursued, the City may elect to continue with the process under this Policy, or suspend the process under this Policy pending the outcome of the other process.

City employees must not engage in Retaliation. If an employee is found to have engaged in Retaliation, the City may take disciplinary action, up to and including dismissal.

Responsibilities

The City is responsible for:

- maintaining a workplace free from Bullying, Harassment, and Discrimination;
- responding promptly to complaints of Bullying and Harassment and/or Discrimination;
- providing orientation and training on this Policy; and
- conducting a biannual review of this Policy.

Managers and supervisors are responsible for:

- modeling appropriate behavior;
- monitoring the workplace for Bullying and Harassment and/or Discrimination; and
- addressing Bullying and Harassment and/or Discrimination when they know or reasonably ought to know that Bullying and Harassment and/or Discrimination has occurred or is occurring.

Employees are responsible for:

- refraining from Bullying and Harassment and/or Discrimination; and
- promptly reporting incidents of Bullying and Harassment and/or Discrimination, whether experienced or observed.

Procedures

Reporting

Employees who believe that they have experienced Bullying and Harassment and/or Discrimination, or have witnessed the same, may:

- if comfortable doing so, inform the offending individual that their conduct is unwelcome and request that they cease the offensive conduct immediately; or
- if the situation is not resolved, or if the employee does not wish to speak directly to the offending individual, report the conduct to a supervisor, member of the management team, the General Manager of People, Communications, and Engagement, or the Manager of Labour Relations, Learning, and Wellness, who will consider and discuss options for resolution, including assistance in speaking directly with the offending individual, informal complaint resolution, and formal complaint resolution processes.

Informal Complaint Resolution

Employees who believe that they have experienced Bullying and Harassment and/or Discrimination, or have witnessed the same, may elect to have their complaint dealt with informally. Informal Complaint Resolution can include but is not limited to mediation or a similar conflict resolution process, a verbal or written apology, or another resolution agreed upon by the Parties and the City as appropriate for resolving the complaint.

Administrative Policy Manual

Respectful Workplace

Formal Complaint Resolution

Employees who believe that they have experienced Bullying and Harassment and/or Discrimination, or have witnessed the same, may elect to have their complaint dealt with formally, regardless of whether an informal complaint resolution has been pursued.

Formal complaints shall be made in writing to the General Manager of People, Communications, and Engagement or the Manager of Labour Relations, Learning, and Wellness or his or her designate as soon as reasonably possible, but in any event within 12 months of the alleged incident(s). If the complaint concerns a series of related incidents, the complaint should be submitted no later than within 12 months of the most recent incident.

Investigation

The General Manager of People, Communications, and Engagement or the Manager of Labour Relations, Learning, and Wellness or their designate will appoint an internal or external investigator to investigate the allegations in the complaint in accordance with the investigation process set out below and define the terms of reference for the investigator.

The investigator will conduct the investigation in a procedurally fair manner, using a process determined by the investigator and in accordance with the terms of reference set out by the City.

The investigation process may include, but is not limited to, the following:

1. Requesting a written response to the complaint from the respondent;
2. Meeting with or requesting further information from:
 - a. the complainant;
 - b. the respondent;
 - c. any other individuals who may have information relevant to the investigation, including any witnesses identified by the complainant or respondent; and
3. Receiving and reviewing any documentary evidence, including any emails, voicemails, text messages, handwritten notes, photos, or social media communications.

Upon completion of the investigation, the investigator will submit a written investigation report to the General Manager of People, Communications, and Engagement or the Manager of Labour Relations, Learning, and Wellness or their designate.

Confidentiality

Complaints of Bullying and Harassment and/or Discrimination involve confidential and sensitive information. Confidentiality is required to ensure that those who may have experienced Bullying and Harassment and/or Discrimination will feel free to come forward, and the reputations and interests of those accused are protected during the investigation process.

All employees who are involved in complaints or investigations regarding Bullying and Harassment and/or Discrimination must maintain the confidentiality of any information they receive during the process. Any employee who breaches confidentiality may be subject to disciplinary action, up to and including dismissal.

Administrative Policy Manual

Respectful Workplace

The City will make every effort to keep any information pertaining to a complaint of Bullying and Harassment and/or Discrimination confidential. However, confidentiality cannot be guaranteed in all circumstances. The City may be required to disclose information pertaining to a complaint to ensure that it is appropriately investigated and responded to, or to satisfy other legal obligations of disclosure. The City also reserves the right to report, in appropriate circumstances, matters related to complaints to law enforcement officials.

Outcomes

If the investigator finds that Bullying and Harassment and/or Discrimination occurred, the respondent may be subject to disciplinary action, up to and including dismissal.

Frivolous and Vexatious Complaints

If the investigator finds that the complaint is frivolous or vexatious in nature, the City may take appropriate disciplinary action against the complainant, up to and including dismissal.

Record of Complaint

If a complaint is not substantiated, no record of the complaint will be placed on the personnel file of the respondent. However, documentation regarding the investigation of the complaint will be kept in a confidential file by the General Manager of People, Communications, and Engagement or the Manager of Labour Relations, Learning, and Wellness.

ZOOM WEBINAR INSTRUCTIONS FOR COMMITTEE MEMBERS

To support City functions during this time, the City of Port Moody has implemented Zoom Video Conferencing to conduct Committee meetings. The following is a brief introduction and provides instructions for participating in Committee meetings.

For more information please visit <https://portmoody.zoom.us/resources> for quick how-to videos on anything and everything Zoom.

Committee members will receive two emails for Committee meetings. One email will contain the Zoom webinar link – these links are personalized and cannot be shared – and one email will contain the meeting agenda.

You are still required to respond to the email to indicate whether or not you will be participating via Zoom.

A few important notes:

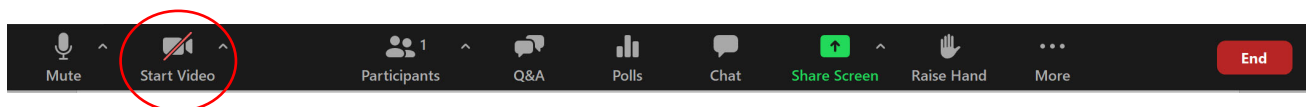
- 1) **Please do not share or forward the Zoom webinar link. If you cannot find your Zoom link prior to the meeting, please send an email to committees@portmoody.ca asking for your link to be resent.**
- 2) **To improve the security of Committee meetings, all Committee members are required to use the personalized Zoom links and use a video feed to participate in meetings. No phone-in participation will be permitted.**
- 3) **During the meetings, please keep your microphone on mute unless you have been called on to speak. This will minimize disruptions to the meeting.**

PC USERS

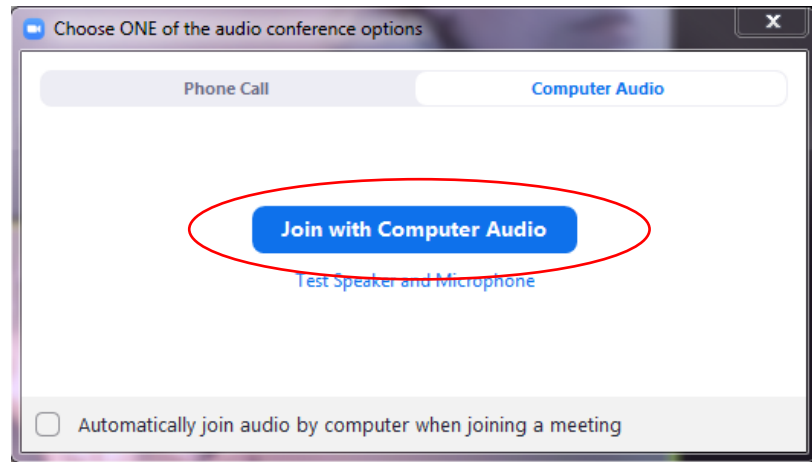
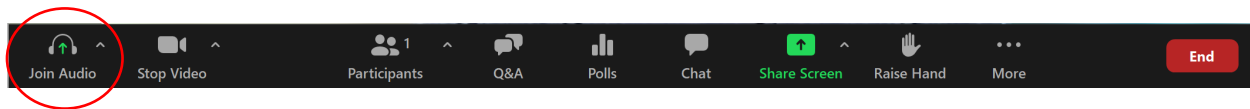
Joining a Webinar

Join a webinar by clicking on the Zoom link provided and follow the prompts to join the Zoom webinar.

Click **Join with Video** to have your video feed start upon admittance to the webinar or click **Join without Video** to start the feed manually once admitted. To start your video feed, click on the **Start Video** button.



Ensure that your audio is working. If **Join Audio** is visible you must click on **Join Audio** and select **Join with Computer Audio**.



When you join a Zoom webinar hosted by the City of Port Moody, you are considered a panelist and City staff will have host controls, including muting audio, using video and presentations, and more.

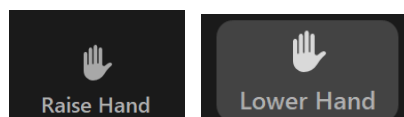
Participating in a Zoom Webinar

Start/Stop Video and Video Settings

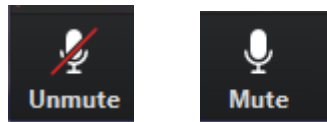
Video feeds are required to participate in Committee meetings. If your video feed is off, you are not in attendance at the meeting. If you must turn off your video briefly, you can turn your camera on or off with the Start/Stop Video button. By clicking on the arrow next to the start/stop video button, you can change webcams, access your Zoom video settings, or select a virtual background.

Speaking

If you click on Participants, you can see who is currently in the meeting. If you would like to speak, please follow the regular meeting procedures and **physically raise your hand visibly in the video** or use the **Raise Hand** button in the bottom left-hand corner to be added to the speaking list. If you use the **Raise Hand** function, please remember to **Lower Hand** after speaking. The Chair will inform you when it is your turn to speak.



You can unmute your microphone when it is your turn to speak by clicking on the **Unmute** button in the bottom left-hand corner. Once you are finished speaking, please re-mute yourself by clicking the button, which will display as **Mute**.



Video Layout

At the upper right corner of the Zoom window, you can switch between active speaker view and gallery view. You can also switch between a shared screen and the video by clicking on a button available in this location during a screen share.

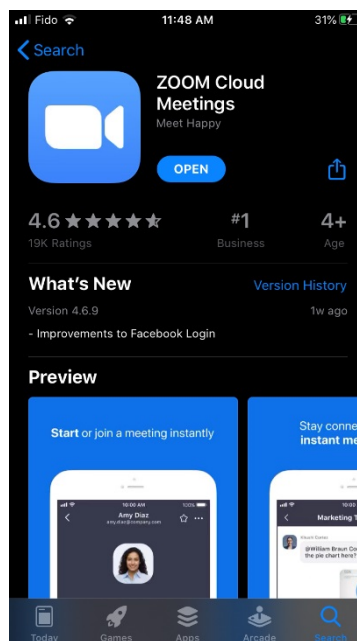
Leave Meeting

You can leave the meeting at any time by clicking on the **Leave Meeting** option at the lower right corner of the Zoom window.

SMARTPHONE USERS

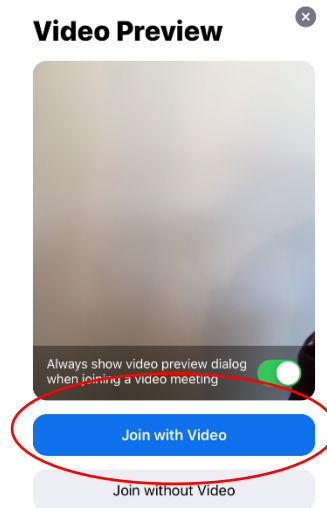
If you are joining through a smartphone you will need to download the app to participate.

Download the app



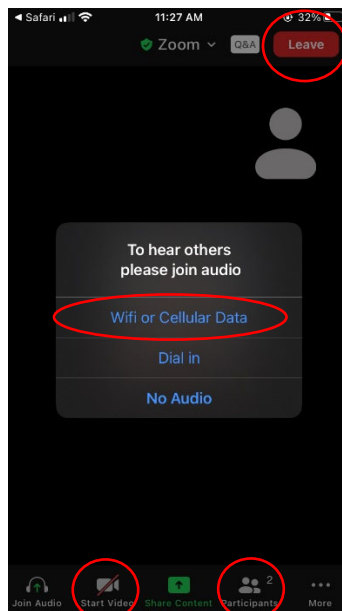
Click on the Zoom link provided by the Committee Coordinator and follow the prompts to open Zoom.

The app will open with a **video** preview of your camera, which you can choose to join with video or without.



Click **Join with Video** to have your video feed start upon admittance to the webinar or click **Join without Video** to start the feed manually once admitted to the webinar.

If you have chosen to **Join without Video**, when you are admitted to the webinar click on the **Start Video** button to start your video feed. you may prompted to choose your **audio** connection and once selected you will join the webinar.



On the bottom of the app you can click on **Participants** to see who is in the webinar and stop your **video**.

To **leave** the webinar, click on the link in the top right hand corner.