



# City of Port Moody

## Bylaw No. 3496

A Bylaw to amend the Council Procedure Bylaw to incorporate housekeeping and other amendments.

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

### 1. Citation

- 1.1 This Bylaw may be cited as “City of Port Moody Council Procedure Bylaw, 2023, No. 3393, Amendment Bylaw No. 2, 2024, No. 3496”.

### 2. Amendments

- 2.1 City of Port Moody Council Procedure Bylaw, 2023, No. 3393 is amended by replacing the following definition in section 2:

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

with the following definition:

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

- 2.2 Bylaw No. 3393 is further amended by replacing all instances of “Public Notice Posting Places” with “Public Notice Posting Place”.

- 2.3 Bylaw No. 3393 is further amended by replacing “11<sup>th</sup> edition, 2011” with “12<sup>th</sup> edition, 2020” in section 3(2).

- 2.4 Bylaw No. 3393 is further amended by replacing the following in section 6:

“(1) In accordance with section 127 of the *Community Charter [notice of council meetings]*, Council must prepare annually on or before the second Tuesday of December, a schedule of the dates, times, and places of Regular Council Meetings and must make the schedule available to the public by posting it at the Public Notice Posting Places.

(2) In accordance with section 127 of the *Community Charter [notice of council meetings]*, Council must give notice annually on or before the second Tuesday of December of the availability of the annual schedule of the dates, times, and places of Regular Council Meetings

for the following year in accordance with section 94 of the *Community Charter [requirements for public notice]*.”

with the following:

- “(1) In accordance with section 127 of the *Community Charter [notice of council meetings]*, Council must prepare annually before December 31 of the preceding year, a schedule of the dates, times, and places of Regular Council Meetings and must make the schedule available to the public by posting it at the Public Notice Posting Place.
- (2) In accordance with section 127 of the *Community Charter [notice of council meetings]*, Council must give notice annually before December 31 of the preceding year of the availability of the annual schedule of the dates, times, and places of Regular Council Meetings for the following year in accordance with section 94 of the *Community Charter [requirements for public notice]*.”.

2.5 Bylaw No. 3393 is further amended by replacing the following in section 14:

- “(1) As soon after the time specified for a Council meeting as there is a quorum present, the Mayor, if present, must take the Chair and call the Council meeting to order; however, where the Mayor is absent, or where the Mayor wishes not to preside over a Standing Committee meeting for which they are the Chair, the Councillor designated as the Member responsible for acting in the place of the Mayor in accordance with section 10 must take the Chair and call such meeting to order.
- (2) If a quorum of Council is present but the Mayor or the Councillor designated as the Member responsible for acting in the place of the Mayor under section 10 does not attend within 20 minutes of the scheduled time for a Council meeting:
  - (a) the Corporate Officer or their designate must call to order the Members present; and
  - (b) the Members present must choose a Member to preside at the meeting.”

with the following:

- “(1) With the exception of Regular meetings held on the same night as a Public Hearing, as soon after the time specified for a Council meeting as there is a quorum present, the Mayor, if present, must take the Chair and call the Council meeting to order; however, where the Mayor is absent, or where the Mayor wishes not to preside over a Standing Committee meeting for which they are the Chair, the Councillor designated as the Member responsible for acting in the place of the Mayor in accordance with section 10 must take the Chair and call such meeting to order.

(2) With the exception of Regular meetings held on the same night as a Public Hearing, if a quorum of Council is present but the Mayor or the Councillor designated as the Member responsible for acting in the place of the Mayor under section 10 does not attend within 20 minutes of the scheduled time for a Council meeting:

- (a) the Corporate Officer or their designate must call to order the Members present; and
- (b) the Members present must choose a Member to preside at the meeting.”.

2.6 Bylaw No. 3393 is further amended by replacing the following section 16(2):

“The deadline for submissions to the Corporate Officer of items for inclusion on the Council meeting Agenda is 9:30am on the Monday of the week prior to the meeting, as set out in the Administrative Policy on Council Report Standards.”

with the following:

“The deadline for Council submissions to the Corporate Officer of items for inclusion on the Council meeting Agenda is 9:30am on the Monday of the week prior to the meeting.”.

2.7 Bylaw No. 3393 is further amended by replacing the following section 16(4):

“The Corporate Officer must make the Agenda available to the Members of Council and the public at City Hall and on the City Website (publication day):

- (a) for Regular Council Meetings and Public Hearings, before end of day the Thursday prior to the meeting;
- (b) for Special Council Meetings and Council Standing Committee Meetings, as soon as is practicable and at the discretion of the Corporate Officer.”

with the following:

“The Corporate Officer must make the Agenda available to the Members of Council and the public at City Hall and, providing there are no technical difficulties, on the City Website (publication day):

- (a) for Regular Council Meetings and Public Hearings, before end of day the Thursday prior to the meeting;
- (b) for Special Council Meetings and Council Standing Committee Meetings, as soon as is practicable and at the discretion of the Corporate Officer.”.

2.8 Bylaw No. 3393 is further amended by adding “Art at Council” and “Delegations and Presentations” as sub-sections 17(1)(d) and 17(1)(e) respectively and renumbering the subsequent sub-sections accordingly.

- 2.9 Bylaw No. 3393 is further amended by adding the following as section 17(2) and renumbering the subsequent sections accordingly:

“When a Public Hearing has been scheduled on the same night as a Regular meeting, the items that were the subject of the public hearing will be considered following “Adoption of the Agenda”.”

- 2.10 Bylaw No. 3393 is further amended by adding “Adoption of Minutes” as sub-section 17(4)(e) and renumbering the subsequent sub-sections accordingly.

- 2.11 Bylaw No. 3393 is further amended by replacing the following section 33(1):

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

with the following:

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

- 2.12 Bylaw No. 3393 is further amended by replacing the following section 33(5):

“Members of a Standing or Select Committee, Commission, or Board may continue a Committee, Commission, or Board meeting for an additional 30 minutes beyond the first two hours only by an affirmative unanimous vote of the members present. At the expiration of the additional half hour, another affirmative unanimous vote to continue the meeting for an additional half hour is required, as well as every half hour thereafter.”

with the following:

“Members of a Standing or Select Committee, Commission, or Board may continue a Committee, Commission, or Board meeting for an additional 30 minutes beyond the first two hours only by a majority vote of the members present. At the expiration of the additional half hour, an affirmative unanimous vote to continue the meeting for an additional 15 minutes is required, as well as every 15 minutes thereafter.”

- 2.13 Bylaw No. 3393 is further amended by replacing section 46(2) in its entirety with the following:

“Committee Business Report resolutions for ratification (rise and reports) will be noted in the minutes for the record.”

### 3. Severability

- 3.1 If a portion of this Bylaw is found invalid by a court, it will be severed, and the remainder of the Bylaw will remain in effect.

**Read a first time** this 26<sup>th</sup> day of November, 2024.

**Read a second time** this 26<sup>th</sup> day of November, 2024.

**Read a third time** this 26<sup>th</sup> day of November, 2024.

**Adopted** this \_\_\_ day of \_\_\_\_\_, 2024.

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M. Lahti  
Mayor

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S. Lam  
City Clerk

I hereby certify that the above is a true copy of Bylaw No. 3496 of the City of Port Moody.

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S. Lam  
City Clerk