



# City of Port Moody

## Report/Recommendation to Council

Date: February 24, 2026  
Submitted by: Legislative Services Division  
Subject: Council Committee System Policy Update – Housekeeping Amendments

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### Purpose

To provide housekeeping updates to the Council Committee System Policy and ensure the policy reflects the City's current practices.

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### Recommended Resolution(s)

**THAT the Council Committee System Policy be amended as recommended in the report dated February 24, 2026, from the Legislative Services Division regarding Council Committee System Policy Update – Housekeeping Amendments.**

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### Background

The Council Committee System Policy (**Attachment 1**), subject to the Council Procedure Bylaw (**Attachment 2**), directs Committee operations and practices. The policy was last amended September 9, 2025. Staff review the policy at regular intervals to identify omissions or necessary updates.

### Discussion

Several housekeeping amendments are included in the draft amended Council Committee System Policy (**Attachment 1**). These amendments include:

#### Updating Wording of Consecutive Term Limits

Section 1.4.2 of the policy has been updated to simplify the wording to “four consecutive years” rather than “two consecutive two-year terms”. This update is to reduce confusion for members who have served three consecutive years and would like to continue serving on a committee for a fourth consecutive year.

The policy retains that terms of appointment are typically two years, with consideration also being given to committee stability and membership continuity, which may result in some one-year appointments.

#### Serving on a Second Committee as a Representative from a Community Organization

Section 1.2.7 of the Council Committee System Policy denotes that Youth Seat Members are the only individuals who may serve on more than one committee at a time. There are several

seats on committees that allow community organizations to choose who represents their organization. This includes but is not limited to the Seniors Friendship Society, HUB Cycling, and the Tri-Cities Chamber of Commerce.

The suggested amendment to the policy allows for community organizations to make their appointment and acknowledges that if their chosen representative already serves on a different Select Committee, the member is eligible to serve on a second committee as that organization's representative.

#### Update to Residency Requirements for Community Organization Representatives

Currently, section 1.2.11 exempts representatives from HUB Cycling and ICBC from the residency requirements for the Transportation Committee. Staff are suggesting that the policy be amended to extend this exemption to all community organization representatives, as representative appointments are made by the organization via notice to the City. One example where this broadened scope can be applied is the Tri-Cities Chamber of Commerce Representative seat on the Economic Development and Tourism Committee. This representative may live somewhere in the Tri-Cities, and the policy does not currently enable that representation. Staff recommend that the policy be broadened to include all community representative seats, as similar scenarios may arise for other representatives, and staff want to ensure eligibility and organization representation is enabled.

#### Appointment Process for Representatives from Community Organizations

This policy amendment formalizes the process for community organization representative appointments that are made by those organizations, per the Terms of Reference of that committee. As confirmed at the October 28, 2025, Regular Council meeting, a Council resolution is not required for these appointments, and they will be provided to Council for information. Upon receiving the organization's selection for their representative, staff will email this information to Council. The policy retains that Council may remove a representative from a committee for any reason.

#### Updated Wording for Term Limit Exception Appointments

Section 1.4.2 of the policy notes that Council may re-appoint a committee member contrary to the term limits. The wording has been adjusted for clarity to ensure that this is done at Council's discretion and not solely due to there being no other alternative candidates.

#### Chair Role and Voting

An additional line was added in section 2.5 to reiterate that, although chairs should not dominate decision making and disrupt voting, that they still possess the ability to cast their own vote.

Additionally, section 2.11 was clarified that when a member of Council who is not appointed to a committee is asked to fill in when both the Chair and Vice-Chair are unavailable, that they have the right to vote in place of the Chair they are substituting.

## Other Option(s)

1. THAT staff be directed to amend the Council Committee System Policy to:
  - [insert addition/removal/modification]

AND THAT the amended Council Committee System Policy be approved as amended at the February 24, 2026, Regular Council meeting, from the Legislative Services Division regarding Council Committee System Policy Update – Housekeeping Amendments.

2. THAT the report dated February 24, 2026, from the Legislative Services Division regarding Council Committee System Policy Update – Housekeeping Amendments be received for information.

## Financial Implications

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

## Communications and Public Engagement Initiatives

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

## Council Strategic Plan Goals

The recommendation in this report aligns with the following Council Strategic Plan Goal(s):

- Strategic Goal 1.3 – Lead with Good Governance.

## Attachment(s)

1. Draft Amended Council Committee System Policy.
2. Council Procedure Bylaw, No. 3510.

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## Report Approval Details

Document Title:	Council Committee System Policy Update – Housekeeping Amendments.docx
Attachments:	- Attachment 1 - Draft Amended Council Committee System Policy.pdf - Attachment 2 - Council Procedure Bylaw, No. 3510.pdf
Final Approval Date:	Feb 17, 2026

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

Kate Zanon, General Manager of Corporate Services - Feb 13, 2026

Anna Mathewson, City Manager - Feb 17, 2026