



City of Port Moody

Report/Recommendation to Council

Date: December 21, 2019
Submitted by: Corporate Services Department – Legislative Services Division
Subject: Council Procedure Bylaw

Purpose

To present draft City of Port Moody Council Procedure Bylaw, 2015, No 3013, Amendment Bylaw No. 2, 2020, No. 3198 for consideration of first three readings as directed by Council on January 22 and March 19, 2019, and to propose additional amendments based on feedback received in 2019.

Recommended Resolution(s)

THAT City of Port Moody Council Procedure Bylaw, 2015, No. 3013, Amendment Bylaw No. 2, 2020, No. 3198 be now read a first time as recommended in the report dated December 21, 2019 from the Corporate Services Department – Legislative Services Division regarding Council Procedure Bylaw.

THAT Bylaw No. 3198 be now read a second time.

THAT Bylaw No. 3198 be now read a third time.

Background

At the Special Council (Committee of the Whole) meetings held on January 22, 2019 and on March 19, 2019, Council considered a report dated January 11, 2019 from the Corporate Services Department – Legislative Services Division regarding Council Procedure Bylaw Review and Amendments (**Attachment 1**). The resolutions passed regarding amendments to the Council Procedure Bylaw are listed in **Attachment 2**. Staff have drafted an amendment bylaw based on the direction provided in those resolutions, and are proposing several additional changes based on concerns expressed throughout 2019. Both sets of amendments are included in the attached draft Bylaw (**Attachment 3**) and are outlined in the discussion below.

Discussion

The following table provides a brief summary of amendments drafted based on the Council resolutions in **Attachment 2**; these include sections 2.1 to 2.12 of the draft Council Procedure Bylaw Amendment Bylaw.

Section Number in Draft Amendment Bylaw	Council Resolution Number	Summary
2.1	<u>CW19/003</u>	This amendment allows the speaker introducing a motion to speak for a maximum of 10 minutes.
2.2	<u>CW19/004</u>	This amendment authorizes electronic participation. Additional details regarding electronic participation, including options and costs, are included in a separate report regarding the Corporate Policy on Electronic Participation. This amendment is consistent with all options proposed in the report, and comes into effect upon adoption of a Corporate Policy on Electronic Participation.
2.3	<u>CW19/006</u>	This amendment adds a "Council Public Address" section into the Order of Proceedings.
2.4 and 2.5	<u>CW19/007</u>	This amendment increases Public Input Time Limits to 30 minutes
2.6	<u>CW19/008</u>	This amendment changes the approval requirements to add late items to the agenda to two-thirds of all Council Members.
2.7	<u>CW19/009</u>	This amendment adds a provision to require Council to review the Council Procedure Bylaw following each General Local Election.
2.8 and 2.9	<u>CW19/011</u>	This amendment adds references to electronic voting through the electronic meeting management system; voting by show of hands will continue to be valid where electronic voting is not used.
2.10	<u>CW19/037</u>	This amendment updates references to Council Code of Conduct Bylaw.
2.11	<u>CW19/040</u>	This amendment removes the requirement to give each bylaw reading separately.
2.11	<u>CW19/041</u>	This amendment removes the requirement to separate third reading with additional meeting when a bylaw is amended prior to third reading.
2.12	<u>CW19/042</u>	This amendment allows the addition of Bylaw Readings and Adoptions to the Consent Agenda. The Council resolution directs staff to report back on adding bylaw readings to the Consent Agenda; staff confirmed that bylaw readings and adoption may be included in the consent agenda, and drafted this section accordingly.

In addition to the amendments listed above, staff are presenting an additional six amendments as outlined below for Council consideration. These amendments have been drafted based on feedback received from Council during 2019 and concern three issues: 1) Acting Mayor Schedule; 2) Public Hearing Schedules; and 3) Delegations. The proposed amendments are outlined in the table below. Council may wish to include, amend, or exclude the amendments as appropriate prior to consideration of first reading of the draft bylaw.

Section Number in Draft Amendment Bylaw	Summary
2.13	This amendment adds a requirement for Council to review the Acting Mayor Schedule in case an extended leave of absence is granted to the Mayor or any Council Member whose absence of over one month would interfere with their ability to fulfil their assignments.
2.14	This amendment adds a reference to Council's option to determine the Acting Mayor Schedule by lot if desired. While Council may determine the Acting Mayor schedule through other means, the addition of this section provides clarity that determination of assignments by lot is an acceptable method.
2.15	This amendment allows Public Hearings to be held on any day other than a Regular Council meeting day and requires that Public Hearings be followed by a Special Council meeting to consider the subjects of the Public Hearing. This will allow Public Hearings to be scheduled for the first, third, or fifth Tuesday of each month, as well as any other day Council sees fit to convene a Public Hearing. The convening of a Special Council meeting immediately after the Public Hearing ensures that the subjects of the Public Hearing are promptly considered.
2.16	This amendment aligns Public Hearing time limits with those of Regular Council meetings and Committee of the Whole meetings by stipulating that Public Hearings extending beyond three hours must have the approval of all members present.
2.17	This amendment removes the reference to receiving delegations only at Committee of the Whole meetings. This will allow Council the flexibility of receiving delegations at other meetings as appropriate.
2.18	This amendment makes reference to the introduction of a maximum number of delegations per meeting in the Corporate Policy on Delegations, and allows for additional delegations to be approved for subsequent meetings with a two-thirds vote. The addition of a maximum number of delegations in the Corporate Policy will be presented to Council for consideration at an upcoming meeting.

Draft City of Port Moody Council Procedure Bylaw, 2015, No. 3013, Amendment Bylaw No. 2, 2020, No. 3198 is attached for consideration of first three readings. If third reading is given on January 14, 2020, the earliest date on which the Bylaw can be adopted would be January 28, 2020. The amendments would take effect upon adoption unless specifically otherwise stated. Changes to Council meeting agendas can be applied as early as February 11, 2020.

Other Option(s)

Council may wish to amend the draft Bylaw by amending or removing sections as appropriate prior to giving the draft Bylaw first reading. Complex amendments should be referred to staff to ensure that the proposed amendments achieve the stated objectives and are consistent throughout the document. Council may also proceed with the first three readings of the Bylaw with minimal changes and direct staff to present additional amendments for consideration at an upcoming meeting.

Financial Implications

The cost of Public Notice for amending the Council Procedure Bylaw is expected to be approximately \$600, inclusive of Communications resources. These costs are covered under Legislative Services operating budgets.

Communications and Civic Engagement Initiatives

Amendments to the Council Procedure Bylaw requires Public Notice to be given pursuant to the *Community Charter*. Procedures for Public Notice (newspaper advertising) will be followed.

Council Strategic Plan Objectives

A Council Procedure Bylaw update contributes to the development of responsive and sustainable service excellence, community engagement, and a culture of transparency.

Attachment(s)

1. Report considered on January 22 and March 22, 2019.
2. Council Resolutions regarding Council Procedure Bylaw.
3. DRAFT Bylaw – BL3198 – City of Port Moody Council Procedure Bylaw, 2015, No. 3013, Amendment Bylaw No. 2, 2020, No. 3198.

Report Author

Dorothy Shermer
Corporate Officer

Report Approval Details

Document Title:	Council Procedure Bylaw.docx
Attachments:	<ul style="list-style-type: none">- Report Considered on January 22 and March 19, 2019.PDF- Council Resolutions re Council Procedure Bylaw.pdf- DRAFT City of Port Moody Council Procedure Bylaw, 2015, No. 3013, Amendment Bylaw No. 2, 2020, No. 3198_.pdf
Final Approval Date:	Jan 2, 2020

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

Dorothy Shermer, Corporate Officer - Jan 2, 2020 - 1:26 PM

Paul Rockwood, General Manager of Finance and Technology - Jan 2, 2020 - 2:57 PM

Rosemary Lodge for Angie Parnell, General Manager of Corporate Services - Jan 2, 2020 - 3:26 PM

Paul Rockwood for Tim Savoie, City Manager - Jan 2, 2020 - 3:38 PM