



# City of Port Moody

## Bylaw No. 3198

A Bylaw to amend City of Port Moody Council Procedure Bylaw, 2015, No. 3013 to change speaking time limits and electronic participation requirements, and to introduce practices to increase meeting efficiency.

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, 2015, No. 3013, Amendment Bylaw No. 2, 2020, No. 3198”.

### 2. Amendments

- 2.1 <deleted>

- 2.2 City of Port Moody Council Procedure Bylaw, 2015, No. 3013 is amended by replacing section 8(1) with the following:

#### *“Electronic Meetings*

- 8 (1) Provided the conditions set out in subsection 128(2) of the *Community Charter* [electronic meetings and participation by members] are met, a Special Council Meeting may be conducted by means of electronic or other communication facilities if:

- (a) the Mayor calls for a Meeting by electronic means; or
- (b) in extreme emergency situations as determined by the Mayor or Corporate Officer, such as when a State of Local Emergency has been declared, Members are unable to physically meet in one location together.

#### *Electronic Participation*

- 8 (2) A Member may only participate electronically in a meeting of Council if the following conditions are met:

- (a) a quorum of Council is physically present at the meeting;
- (b) only one Member is participating electronically at the meeting; and
- (c) the requirements of the Corporate Policy on Electronic Participation are fulfilled.

- 8 (3) A Member may participate electronically for a maximum of one day per calendar year.

*Commencement*

8 (4) Sections 8(2) and 8(3) come into effect upon the adoption of a Corporate Policy on Electronic Participation.”

2.3 <deleted>

2.4 Bylaw No. 3013 is further amended by replacing section 17(1) with the following:

“17(1) One 30-minute Public Input period is available after Council Public Address in a Regular Council Meeting, and another immediately preceding adjournment of the Meeting. One 30-minute Public Input period is available after a COTW Meeting is called to order.”

2.5 Bylaw No. 3013 is further amended by replacing section 17(4) with the following:

“17(4) To accommodate speakers who were not given an opportunity to address Council within the 30-minute Public Input period, Council may extend Public Input periods by 15-minute increments by a majority vote.”

2.6 <deleted>

2.7 Bylaw No. 3013 is further amended by adding the following under Part 11 – GENERAL:

“64. This Bylaw shall be brought forward for review at the beginning of each term of Council and at any other time that Council considers appropriate.”

2.8 Bylaw No. 3013 is further amended by replacing section 20(1)(b) with the following:

“20(1)(b) when the Council is ready to vote, the Presiding Member must put the matter to a vote by either:

- i) stating “those in favour, raise your hands,” and then, “those opposed, raise your hands.”; or
- ii) stating “please enter your vote electronically” if electronic voting is being used;”

2.9 Bylaw No. 3013 is further amended by replacing section 20(1)(f) with the following:

“20(1)(f) whenever a vote of Council on a matter is taken, each Member present shall signify their vote by raising their hand or by entering their vote into the electronic voting system if such a system is being used;”

2.10 Bylaw No. 3013 is further amended by replacing 23(4) with the following:

“23(4) Members must adhere to the Code of Conduct for Elected Officials Corporate Policy and the Council Code of Conduct Bylaw.”

2.11 Bylaw No. 3013 is further amended by repealing sections 35(6) and 35(7) as shown below:

“35(6) In cases where a bylaw is amended prior to receiving third reading, the third reading of the bylaw must be given at a meeting subsequent to the meeting in which it received second reading.

35(7) Each reading of a bylaw must be moved separately.”

2.12 Bylaw No. 3013 is further amended by replacing section 18(2) with the following:

“18(2) Items to be included in the Consent Agenda are:

- (a) Recommendations from Committees;
- (b) Reports for Information; and
- (c) Bylaws and items for which debate is not expected.”

2.13 Bylaw No. 3013 is further amended by adding the following as sections 9(6):

“9(6) If the Mayor is granted a leave of absence for a period greater than one month, or if the Acting Mayor or Second Acting Mayor is granted a leave of absence for a period greater than one month and the Member is unable to fulfil their obligations under section 9, Council must reconsider the Acting Mayor Schedule at its earliest convenience after the Member's leave comes into effect.”

2.14 Bylaw No. 3013 is further amended by adding the following as sections 9(7):

“9(7) For the purposes of section 9(6), Council may, by a majority vote, establish the length(s) of the acting assignment(s) and determine the assignments by lot.”

2.15 Bylaw No. 3013 is further amended by replacing section 5(4) with the following:

“5(4) Public Hearings:

- (a) may be held on a day other than days on which Regular Council meetings are scheduled;
- (b) may begin at 7:00pm;
- (c) must be adjourned at or before the end of the third hour after the start time, unless Council resolves to proceed beyond that time in accordance with section 31; and
- (d) must be immediately followed by a Special Council meeting convened to consider the subjects of the Public Hearing.

2.16 Bylaw No. 3013 is further amended by replacing section 31(2) with the following:

“31(2) Council may continue a Public Hearing for an additional hour beyond the first three hours 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.

2.17 Bylaw No. 3013 is further amended by replacing section 21(1) with the following:

“21(1) Presentations and Delegations to Council shall be received if:

- (e) at least eight days prior to the date of the meeting at which the presenter wishes to appear, the presenter or delegation submits his or her request to appear before Council in writing to the Corporate Officer, clearly outlining the intended subject matter to be presented and the name of the presenter and, if applicable, the organization being represented; and
- (f) the Corporate Officer has advised the presenter or delegation of the date of the meeting at which he or she may appear.”

2.18 Bylaw No. 3013 is further amended by adding the following section 21(8):

“21(8) The maximum number of Delegations is set out in the Corporate Policy on Delegations. A two-thirds majority vote is required to increase the maximum number of Delegations for a subsequent meeting.”

### 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 14th day of January, 2020.

**Read a second time** this 14th day of January, 2020.

**Read a third time** this 14th day of January, 2020.

**Adopted** this \_\_\_ day of \_\_\_\_\_, 2020.

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R. Vagramov  
Mayor

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D. Shermer  
Corporate Officer

I hereby certify that the above is a true copy of Bylaw No. 3198 of the City of Port Moody.

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D. Shermer  
Corporate Officer