City of Port Moody
Standing Committee Terms of Reference

Date:	November 17, 2026	File No. 01-0360-20-66
Type:	Standing Committee of Council	
Committee Name:	Council in Committee	

Approvals/Reviews/Amendments

Approval date: November 17, 2026

1. Committee Purpose

Section 141 of the *Community Charter* provides that the Mayor must establish standing committees of Council for matters considered to be better dealt with by committee and must appoint persons to those committees. Standing committees in the City of Port Moody (the City) are comprised of all Council members. Council in Committee agenda items will be scheduled and considered as appropriate under the following section headings:

Planning and Development Items

To review, provide preliminary feedback, and make recommendations to Council regarding items in the early stages of development related to planning, housing, parks, City facilities, economic development, climate action, and/or environment, and provide feedback on other City initiatives.

Strategic Priorities Items

To review and make recommendations to Council regarding the Council Strategic Plan, long-term strategic master plans and priorities, intergovernmental relations, and other related issues that are put forward by the City Manager or referred by Council.

Engineering and Transportation Items

To review and make recommendations to Council regarding engineering matters, transportation, road and utility infrastructure, and other related issues that are put forward by the City Manager or referred by Council.

Governance, Legislation, and Policy Items

To review and make recommendations to Council regarding effective corporate governance, transparency and accountability to the public, Council administrative procedures, Council and Corporate policies, Committees and Council effectiveness, and other related issues that are put forward by the City Manager or referred by Council.

2. Membership

The composition of Council in Committee shall be:

(1) Voting Members

Voting members shall consist of all members of Council. The Mayor is chair and Acting Mayor is vice-chair. The Mayor may appoint a Councillor as chair of the Committee, and another Councillor as vice-chair. If, for any reason, the chair and vice-chair are absent, the Mayor or Acting Mayor has the authority to call and chair a meeting subject to quorum requirements. The terms of appointments of the chairs shall be at the discretion of the Mayor.

(2) Non-Voting Members/Advisors

- City Manager or designate – Staff Liaison
- General Managers (as required)
- Corporate Officer or designate

(3) Quorum

- Majority of Council is required

(4) Chairpersons

- Chair: First Acting Mayor
- Vice-Chair: Second Acting Mayor

(5) Subcommittees

The Committee shall have the right to form subcommittees as required. Subcommittees must provide recommendations to the committee.

3. Operations of Council in Committee

Unless otherwise provided for in these terms of reference, the procedures of the Council in Committee will be governed by the City's Council Procedure Bylaw.

(1) Meeting Schedule

Council in Committee shall meet according to the Council meeting calendar and will be called taking into consideration the significance, urgency, volume, and timing of agenda items. It is recognized that there may be changes in meeting frequencies, durations, and/or meeting start times to facilitate anticipated debate and meet deadlines.

(2) Agendas and Minutes

Agendas and minutes for each Council in Committee meeting shall be prepared and distributed in a timely manner to all Council members and applicable senior staff. Agenda items and approved minutes are to be forwarded to the Corporate Officer. The Staff Liaison, Corporate Officer, and Mayor approve the agenda and review minutes for submission to the Committee. A list of action items arising from each meeting will be prepared by Legislative Services and distributed to staff members accordingly. Action item lists are updated by Legislative Services staff in conjunction with the staff liaison.

(3) Referral to Council

All decisions of Council in Committee will be referred to Council for ratification.