



**AGENDA FOR THE SPECIAL REGULAR MEETING OF COUNCIL,  
HELD ELECTRONICALLY FROM CITY HALL,  
141 WEST 14<sup>TH</sup> STREET, NORTH VANCOUVER, BC,  
ON WEDNESDAY, SEPTEMBER 29, 2021 AT 1:00 PM**

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**CALL TO ORDER**

**APPROVAL OF AGENDA**

1. Special Regular Council Meeting Agenda, September 29, 2021

**RECESS TO CLOSED SESSION**

THAT Council recess to the Special Committee of the Whole (Closed Session) pursuant to the *Community Charter*, Section 90(1)(i) [legal advice].

**REPORT**

2. Proposed Amendments to Council Procedure Bylaw  
– File: 09-3900-02-0001/2021

Report: Corporate Officer, September 27, 2021

**RECOMMENDATION:**

PURSUANT to report of the Corporate Officer, dated September 27, 2021, entitled “Proposed Amendments to Council Procedure Bylaw”:

THAT “Council Procedure Bylaw, 2015, No. 8500, Amendment Bylaw, 2021, No. 8880” (Electronic and Hybrid Meetings and Housekeeping Amendments) be considered;

AND THAT notice be published in accordance with Section 124(3) of the *Community Charter*.

*Item 3 refers.*

**BYLAW – FIRST, SECOND AND THIRD READINGS**

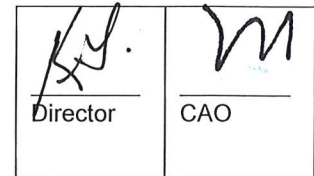
3. “Council Procedure Bylaw, 2015, No. 8500, Amendment Bylaw, 2021, No. 8880” (Electronic and Hybrid Meetings and Housekeeping Amendments)

**RECOMMENDATION:**

THAT “Council Procedure Bylaw, 2015, No. 8500, Amendment Bylaw, 2021, No. 8880” (Electronic and Hybrid Meetings and Housekeeping Amendments) be given first, second and third readings.

**ADJOURN**

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The Corporation of **THE CITY OF NORTH VANCOUVER**  
**CITY CLERK'S DEPARTMENT**

**REPORT**

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To: Mayor Linda Buchanan and Members of Council  
From: Karla Graham, Corporate Officer  
Subject: PROPOSED AMENDMENTS TO COUNCIL PROCEDURE BYLAW  
Date: September 27, 2021 File No: 09-3900-02-0001/2021

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*The following is a suggested recommendation only. Refer to Council Minutes for adopted resolution.*

**RECOMMENDATION**

PURSUANT to the report of the Corporate Officer, dated September 27, 2021, entitled "Proposed Amendments to Council Procedure Bylaw":

THAT "Council Procedure Bylaw, 2015, No. 8500, Amendment Bylaw, 2021, No. 8880" (Electronic and Hybrid Meetings and Housekeeping Amendments) be considered;

AND THAT notice be published in accordance with Section 124(3) of the *Community Charter*.

**ATTACHMENTS**

1. "Council Procedure Bylaw, 2015, No. 8500, Amendment Bylaw, 2021, No. 8880" (Electronic and Hybrid Meetings and Housekeeping Amendments) (CityDocs 2098154)

**SUMMARY**

The purpose of this report is to bring forward amendments to "Council Procedure Bylaw, 2015, No. 8500" to incorporate provisions to provide the option to conduct Council meetings, Council Committee meetings and Commission meetings via electronic or other communication facilities. The amendment would allow for virtual and hybrid meetings to be held, which would offer greater flexibility and encourage public attendance by allowing those who would otherwise be unable to attend an in-person meeting to participate from an offsite location or from home.

## BACKGROUND

On March 13, 2020, a public state of emergency was declared to support BC's province-wide response to the COVID-19 pandemic. During this time, the Province issued several orders to assist local governments to continue their operations, including Order M192, issued on June 17, 2020, empowering local governments to conduct meetings via electronic or other communication facilities. When COVID-19 case rates began to decline, the Province ended the state of emergency, effective on June 30, 2021, and advised that Order M192 would only remain in effect until September 28, 2021. The Province also informed local governments that amendments would be made to the *Community Charter* to allow local governments to continue to hold electronic/virtual meetings should they wish to do so, which would require amendments to be made to Council Procedure Bylaws. The new Municipal Affairs Statutes Amendments Act, Bill 10, takes effect on September 29, 2021. There was no transitional overlap between Order M192 expiring and Bill 10 taking effect.

## DISCUSSION

After September 28, 2021, local governments will lose the ability to hold Regular electronic or hybrid meetings unless they chose to amend their Council Procedure Bylaws to allow for Council meetings, Committee meetings and Commission meetings to be held virtually. Our current Council Procedure Bylaw only allows for Special Regular meetings to be held electronically. Given the timing of Bill 10 coming into force, staff were unable to amend the bylaw until September 29, 2021. The proposed amendments to the Council Procedure Bylaw would provide Council, Committees and Commissions with the ability to hold virtual meetings, while also offering flexibility to the public and presenters to attend meetings in-person or via electronic or other communication facilities.

Given the uncertainty of the ongoing pandemic and in light of technological and physical renovations made to the Council Chamber to allow for hybrid participation, as well as wheelchair accessibility, an approach that empowers Council, staff and the public by providing for flexible meeting formats and attendance options is brought forward for Council consideration.

If the proposed Council Procedure Bylaw amendment is adopted, Council Committees and Commissions would also have the flexibility to hold their meetings in-person or by electronic or other communication facilities.

In addition to the amendments to allow electronic/virtual meetings, staff are proposing some housekeeping amendments to the bylaw, including:

- Removing the words "inclusive of questions, answers and debate" in section 5.2(4), so that the 5 minute timer will pause when the applicant or staff are answering questions of Council;



- As the Council agendas are now provided to Council on the Wednesday prior to a Council meeting, the deadline to submit a Notice of Motion has been changed to 12:00 noon on the Wednesday, 12 days prior to the next Council meeting. This is consistent with the timeline for staff to submit their reports for inclusion on a Council agenda;
- As general local elections are now held every 4 years, on the third Saturday of October, amending section 12.1 to align scheduling of the Inaugural Council Meeting with the wording set out in the Charter to “in the first 10 days of November”; and
- Reducing the requirement of 72 hours’ notice in section 12.15(1) to 24 hours to schedule an electronic Council meeting.

### **FINANCIAL IMPLICATIONS**

Additional staff and security will be required in order to conduct electronic and hybrid meetings successfully. Sufficient staff must be available to accommodate members of the public who wish to speak in-person at City Hall, especially while we are still at Stage 3 of the pandemic. Physical distancing and capacity limits must be managed; masks are also required for all inside meetings. Additional cleaning costs and staffing is estimated at \$1,000 per Council meeting.

Staff suggest the purchase of an “Aeroclave”, at a cost of \$10,000, which is a lightweight and portable decontamination system that can effectively treat spaces up to 5,000 cubic feet. Such a unit could be used throughout City Hall and would not be limited to only the Council Chamber. These costs could be absorbed by the COVID-19 budget.

### **INTER-DEPARTMENTAL IMPLICATIONS**

All departments will benefit from the proposed amendments to the Council Procedure Bylaw, as it allows for electronic and hybrid meetings to continue, as well as greater options and flexibility for attendance.

### **STRATEGIC PLAN, OCP OR POLICY IMPLICATIONS**

The proposed amendments to the Council Procedure Bylaw support all aspects of Council’s Strategic Plan, as it will provide for greater engagement opportunities for the public to become involved and participate in Council and Committee meetings. Further, the Council Chamber upgrades allow for the option of electronic or hybrid participation at meetings and greater flexibility to Council, staff and members of the public.

RESPECTFULLY SUBMITTED:



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Karla Graham  
Corporate Officer

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# THE CORPORATION OF THE CITY OF NORTH VANCOUVER

## BYLAW NO. 8880

### A Bylaw to amend “Council Procedure Bylaw, 2015, No. 8500”

The Council of The Corporation of the City of North Vancouver, in open meeting assembled, enacts as follows:

1. This Bylaw shall be known and cited for all purposes as “**Council Procedure Bylaw, 2015, No. 8500, Amendment Bylaw, 2021, No. 8880**” (**Electronic and Hybrid Meetings and Housekeeping Amendments**).
2. “Council Procedure Bylaw, 2015, No. 8500” is amended as follows:
  - A. Section 2.2(27) is deleted in its entirety and replaced with the following:

2.2(27) “**Motion**” means a formal proposal to consider a specific course of action;
  - B. Section 2.2(38) is deleted in its entirety and replaced with the following:

2.2(38) “**Quorum**”, subject to an order issued pursuant to section 129 of the Charter, means a majority of Council Members in attendance, either in person or electronically;
  - C. Section 5.2(4) is amended by deleting the following:

“inclusive of questions, answers and debate, without the Chair’s permission”;
  - D. Section 8.2 is amended by deleting the words “prior to the next Council Meeting” and replacing with “, 12 days prior to the next Regular Council Meeting”;
  - E. Section 8.36 is amended by inserting the words “verbal or” before the word “written”;
  - F. Section 12.1 is amended by deleting the words “no later than the first Monday in December in the year of the general local election” and replacing with “in the first 10 days of November following a general local election”;
  - G. Section 12.2 is amended by deleting the word “must” after the word “Meetings” and replacing with “shall”;
  - H. Section 12.2(1) is deleted in its entirety and replaced with the following:

12.2(1) be held on three Mondays of each month, where practicable, unless the Corporate Officer determines there are insufficient agenda items to hold a Council Meeting or the Monday falls on a statutory holiday; in either case, a Council Meeting shall not be held that week;

I. Section 12.3 is deleted in its entirety and replaced with the following:

12.3 Regular Council Meetings must be held at City Hall and by electronic or other communication facilities, such that all Council Members, City staff and the public have the option for attendance either in person or by electronic or other communication facilities, unless at least 24 hours before a Regular Council Meeting:

- (1) Council adopts a resolution permitting the Regular Council Meeting to be held at a different location;
- (2) the Corporate Officer posts notice of the alternate location of the Regular Meeting in the Public Notice Places; or
- (3) there is a declared emergency or other situation (e.g. fire, flood, earthquake) that renders City Hall or the Council Chamber inaccessible.

J. Section 12.8 is deleted in its entirety and replaced with the following:

12.8 The agenda for each Regular Council Meeting will contain the following headings, listed in an order deemed appropriate by the Corporate Officer:

- A. Adoption of Agenda;
- B. Adoption of Minutes;
- C. Proclamations;
- D. Public Input Period;
- E. Consent Agenda;
- F. Delegations/Presentations;
- G. Bylaws;
- H. Correspondence;
- I. Reports;
- J. Motions;
- K. Public Clarification Period;
- L. Council Inquiries/Reports;
- M. New Items of Business;
- N. Notice(s) of Motion;
- O. Committee of the Whole, Closed Session;
- P. Report of Committee of the Whole, Closed Session;
- Q. Adjournment.

K. Section 12.10 is amended by deleting the words “prior to the Regular Council Meeting” and replacing with “, 12 days prior to the next Regular Council Meeting”;

L. Sections 12.14 to 12.16 are deleted in their entirety and replaced with the following:

12.14 A Regular Council Meeting may be conducted by means of electronic or other communication facilities if:

- (1) such facilities:



- (a) enable the Regular Council Meeting's participants to hear, or watch and hear, the Regular Council Meeting,
- (b) except for any part of the Regular Council Meeting that is closed to the public, enable the public to hear, or watch and hear, the Regular Council Meeting, and
- (c) except for any part of the Regular Council Meeting that is closed to the public, enable the public to hear, or watch and hear, the Regular Council Meeting at the Council Chamber, and the Corporate Officer or Chair shall be in attendance at the Council Chamber during the Regular Council Meeting.

12.15 At least 24 hours prior to the scheduled time of a Regular Council Meeting that will be conducted by means of electronic or other communication facilities, the Corporate Officer shall:

- (1) post notice at the Public Notice Place and on the City's website that the Regular Council Meeting will be held by electronic or other communication facilities, that the public may attend at the Council Chamber to hear, or watch and hear, that part of the Regular Council Meeting that is open to the public, and provide adequate information on how the public may attend or participate in the Regular Council Meeting by electronic or other communication means; and
- (2) provide to Council instructions for how to participate in the meeting by electronic or other communication facilities.

12.16 If a Regular Council Meeting is conducted by means of electronic or other communication facilities:

- (1) Council Members shall advise when they join the Regular Council Meeting and when they leave the Regular Council Meeting;
- (2) if part of a Regular Council Meeting is closed to the public, each Member shall ensure no person other than themselves or a person authorized under section 91 of the Charter is able to hear, or watch and hear, that part of the Regular Council Meeting;
- (3) the Chair shall repeat the results of each vote, including the names of Council Members voting in favour and opposition, immediately following each vote.

M. The opening clause of Section 12.41 is deleted in its entirety and replaced with the following:

"To make submissions to Council, a Delegation must submit their request to the Corporate Officer in accordance with the Delegation Procedure Guidelines and must include the following information:"

N. Sections 13.10 to 13.12 are deleted in their entirety and replaced with the following:

13.10 A Special Council Meeting may be conducted by means of electronic or other communication facilities if:

(1) such facilities:

(a) enable the Special Council Meeting's participants to hear, or watch and hear, the Special Council Meeting,

(b) except for any part of the Special Council Meeting that is closed to the public, enable the public to hear, or watch and hear, the Special Council Meeting, and

(c) except for any part of the Special Council Meeting that is closed to the public, enable the public to hear, or watch and hear, the Special Council Meeting at the Council Chamber, and the Corporate Officer shall be in attendance at the Council Chamber during the Special Council Meeting.

13.11 If a Special Council Meeting is to be conducted by means of electronic or other communication facilities:

(1) the Special Council Meeting Notice must specify the way in which the Special Council Meeting is to be conducted and that the public may attend at the Council Chamber to hear, or watch and hear, the proceedings that are open to the public, and provide adequate information on how the public may attend or participate in the Regular Council Meeting; and

(2) the Corporate Officer shall provide to Council instructions for how to participate in the meeting by electronic or other communication facilities.

13.12 If a Special Council Meeting is conducted by means of electronic or other communication facilities:

(1) Council Members shall advise when they join the Special Council Meeting and when they leave the Special Council Meeting;

(2) if part of a Special Council Meeting is closed to the public, each Member shall ensure no person other than themselves or a person authorized under section 91 of the Charter is able to hear, or watch and hear, that part of the Special Council Meeting;

(3) the Chair shall repeat the results of each vote, including the names of Council Members voting in favour and opposition, immediately following each vote.

O. The following sections 15.11 to 15.13 are added after section 15.10:

15.11 A Committee Meeting may be conducted by means of electronic or other communication facilities if:

(1) such facilities:

(a) enable the Committee Meeting's participants to hear, or watch and hear, the Committee Meeting, and

(b) except for any part of the Committee Meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the Committee Meeting;

15.12 At least 24 hours prior to the scheduled time of a Committee Meeting that will be conducted by means of electronic or other communication facilities, the Corporate Officer shall:

(1) post notice at the Public Notice Place and on the City's website that the Committee Meeting notice of the way in which the meeting is to be conducted by means of electronic or other communication facilities;

(2) provide to all impacted Committee members instructions for how to participate in the Committee Meeting by electronic or other communication facilities.

15.13 If a Committee Meeting is conducted by means of electronic or other communication facilities:

(1) Committee Members shall advise when they join the Committee Meeting and when they leave the Committee Meeting;

(2) if part of a Committee Meeting is closed to the public, each Member shall ensure no person other than themselves or a person authorized under section 91 of the Charter is able to hear, or watch and hear, that part of the Committee Meeting;

(3) the Chair shall repeat the results of each vote, including the names of Committee Members voting in favour and opposition, immediately following each vote.

P. The following section 16.3 is added after section 16.2:

16.3 Council may, under any terms of reference established under section 16.1(2), allow a Commission to conduct its meetings by electronic or other communication facilities and may amend any existing terms of reference to allow for the same.

Q. The following sections 17.7 to 17.9 are added after section 17.6:

- 17.7 If a Council or Committee Member is unable to attend a Regular Council Meeting, Special Council Meeting or Committee Meeting, as applicable, in person, the Council or Committee Member may participate in the meeting by means of electronic or other communication facilities if:
- (1) the facilities enable the other Council or Committee Members to hear and be heard by the Council or Committee Member;
  - (2) the Member is not a presiding Member at that meeting;
  - (3) except for any part of the Council or Committee Meeting that is closed to the public, the facilities enable the public to hear, or watch and hear, the Council or Committee Member.
- 17.8 A Council or Committee Member who intends to participate in a Regular Council Meeting, Special Council Meeting or Committee Meeting by electronic or other communication facilities shall give the Corporate Officer notice of this intention at least 24 hours prior to the Regular Council Meeting or Special Council Meeting or Committee Meeting. The Corporate Officer shall, as soon as reasonably possible thereafter, provide the Council or Committee Member with instructions on how to connect to and participate in the Regular Council Meeting, Special Council Meeting or Committee Meeting by electronic or other communication facilities.
- 17.9 A Member who participates in a Regular Council Meeting, Special Council Meeting or Committee Meeting by electronic or other communication facilities shall:
- (1) advise Council when they join the Regular Council Meeting and when they leave the Regular Council Meeting; and
  - (2) if applicable, ensure no person other than themselves or a person authorized under section 91 of the Charter is able to hear, or watch and hear, that part of a meeting that is closed to the public.

- R. Replace all instances of the term “City Clerk” with “Corporate Officer” for consistency with the wording set out in the Charter.

READ a first time on the <> day of <>, 2021.

READ a second time on the <> day of <>, 2021.

READ a third time on the <> day of <>, 2021.

ADOPTED on the <> day of <>, 2021.

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MAYOR

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CORPORATE OFFICER