



AGENDA FOR THE SPECIAL REGULAR MEETING OF COUNCIL, HELD ELECTRONICALLY FROM CITY HALL, 141 WEST 14TH STREET, NORTH VANCOUVER, BC, ON **FRIDAY, OCTOBER 8, 2021 AT 9:00 AM**

CALL TO ORDER

BYLAW – ADOPTION

1. “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 adopted, signed by the Mayor and Corporate Officer and affixed with the corporate seal.

ADJOURN

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 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 written 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 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 29th day of September, 2021.

READ a second time on the 29th day of September, 2021.

READ a third time on the 29th day of September, 2021.

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

MAYOR

CORPORATE OFFICER