



THE DISTRICT OF NORTH VANCOUVER

COUNCIL PROCEDURE BYLAW

BYLAW 7414

Effective Date – April 19, 2004

CONSOLIDATED FOR CONVENIENCE ONLY

This is a consolidation of the bylaws below. The amending bylaws have been combined with the original bylaw for convenience only. This consolidation is not a legal document. Certified copies of the original bylaws should be consulted for all interpretations and applications of the bylaw on this subject.

Original Bylaw

Bylaw 7414

Date of Adoption

April 19, 2004

Amending Bylaw

Date of Adoption

Bylaw 7485

September 13, 2004

Bylaw 7533

April 5, 2005

Bylaw 7905

November 7, 2011

Bylaw 7980

April 15, 2013

Bylaw 8108

February 5, 2018

Bylaw 8395

October 28, 2019

Bylaw 8519

October 18, 2021

Bylaw 8553

October 3, 2022

The bylaw numbers in the margin of this consolidation refer to the bylaws that amended the principal bylaw (Council Procedure Bylaw – Bylaw 7414). The number of any amending bylaw that has been repealed is not referred to in this consolidation.

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COUNCIL PROCEDURE BYLAW

A bylaw to establish the general procedures to be followed by council and council committees in conducting their business

(8395)

The Council for the Corporation of the District of North Vancouver enacts the following:

PART 1 – INTRODUCTION

1. Title

This Bylaw may be cited as the “Council Procedure Bylaw 7414, 2004”.

(8395)

2. Definitions

In this Bylaw,

“**District**” means the Corporation of the District of North Vancouver;

“**DNV Website**” means the website available at www.dnv.org which is owned and controlled by the Corporation of the District of North Vancouver and is used for providing access to services and information, and for communicating with and seeking feedback from residents, businesses and the public;

“**Municipal Hall**” means the District of North Vancouver Municipal Hall located at 355 West Queens Road, North Vancouver;

“**Clerk**” means the officer assigned responsibility for corporate administration for the District under section 148 [*Corporate officer*] of the *Community Charter*;

“**Committee**” means a standing or select committee of Council constituted as provided in the *Community Charter*.

“**Committee of the Whole**” means a committee comprised of all members of Council and no other persons.

“**Council**” means the Council of the District of North Vancouver;

“**Mayor**” means the Mayor of the District of North Vancouver;

“**Member**” in the case of Council means the Mayor or a Councillor, and in the case of a committee, means a person appointed as a member of that committee.

“**Public Notice Posting Place**” means the notice board at the main entrance of the Municipal Hall.

(7980, 8395)

3. Application of rules of procedure

- (a) The Council Procedure Bylaw in place from time to time, as amended, applies to proceedings of Council, Committee of the Whole, and all committees of Council and the words “Mayor”, “council” and “council meeting” should be read to mean “Chair”,

“committee” and “committee meeting” respectively as they apply in the context of committees of council.

(8519)

- (b) Following the *Community Charter, Local Government Act* or any other Provincial legislation and Council Procedure Bylaw, the current edition of Robert’s Rules of Order shall be the parliamentary authority insofar as it may apply without conflicting with the aforementioned statutes and bylaw.

(7980, 8395)

- (c) A motion to suspend a procedural rule must not create a conflict with legislation and such motion is out of order when proposed or is void if adopted and the purported suspended rule remains in effect.

(8395)

PART 2 – COUNCIL MEETINGS

4. Inaugural meeting

- (a) Following a general local election, the first Council meeting must be held on the first Monday in November in the year of the election.

(8108)

- (b) If a quorum of council members elected at the general local election has not taken office by the date of the meeting referred to in subsection (a) the first Council meeting must be called by the Clerk and held as soon as reasonably possible after a quorum has taken office.

(8395)

5. Time and location of meetings

- (a) Council must meet regularly

- (i) on the first and third Mondays of each month, unless the Monday falls on a statutory holiday or unless otherwise resolved; and,

- (ii) commence at 7:00 p.m.; and,

- (iii) be adjourned at 10:30 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with this bylaw,

- (iv) and at other times in accordance with the notice of a meeting as may be set out in:

- (i) a resolution passed at a meeting of the Council that a meeting will be held at a place and time specified in the resolution; or,

- (ii) a notice made pursuant to the *Community Charter* that a meeting is to be held at the place and time specified in the notice.

(8395)

- (b) Regular Council meetings may

- (i) be cancelled by the Mayor or by a resolution of Council; and,

- (ii) be postponed to a different day, time and place by the Mayor.

(7980)

- (c) The following may be held outside the boundaries of the municipality:
 - (i) council meetings;
 - (ii) council committee meetings;
 - (iii) other public meetings conducted by or on behalf of the council or a council committee;
 - (iv) council hearings that are required by law or authorized by an enactment; or,
 - (v) council proceedings in which a person is entitled under the *Community Charter* to make representations to council.

(8519)

6. Notice of Council meetings

- (a) In accordance with the *Community Charter*, Council must make available to the public a schedule of the date, time and place of regular council meetings and give notice of the availability of the schedule at least once a year.
- (b) The schedule of the date, time and place of regular council meetings will be approved by Council prior to January 1 of the year to which the schedule applies.
- (c) The schedule referred to above will be made available to the public by posting it at the Public Notice Posting Place and on the DNV Website on or before January 1 of the year to which the schedule applies. Notice of the availability of the schedule will be given in accordance with the *Community Charter* prior to January 1 of the year to which the schedule applies.
- (d) Where a revision to the schedule of the date, time and place of regular council meetings is necessary, the Municipal Clerk will, as soon as possible, post an updated schedule at the Public Notice Posting Place and on the DNV Website.

(8395)

7. Notice of special meetings

- (a) Except where notice of a special meeting is waived by unanimous vote of all council members under the *Community Charter*, a notice of the date, time, and place of a special Council meeting must be given at least 24 hours before the time of meeting, by:
 - (i) posting a copy of the notice at the regular council meeting place;
 - (ii) posting a copy of the notice at the Public Notice Posting Place; and
 - (iii) delivering a copy of the notice to each Council member at the place which the Council member has directed notices to be sent.
- (b) The notice under subsection (a) must describe in general terms the purpose of the meeting and be signed by the Mayor or the Clerk.

(8395)

7.1 Notice of committee meetings

(8519)

- (a) Notice of a committee meeting must be given at least 24 hours before the time of the meeting and state the following:

- (i) date;
 - (ii) time;
 - (iii) place;
 - (iv) purpose; and,
 - (v) whether or not the committee permits public input and, if so, how the public may register to speak.
- (b) The notice required under subsection (a) must be given by:
- (i) posting a copy of the notice at the Public Notice Posting Place;
 - (ii) delivering a copy of the notice to each committee member at the place or in the manner they specify; and,
 - (iii) posting a copy on the DNV website.
- (c) Noncompliance with subsection (b)(iii) due to the unavailability of the DNV webpage for technical reasons does not invalidate the proceedings of a committee meeting if subsections (b)(i) and (ii) are complied with.
- (d) The notice required under subsection (a) must be signed by the committee Chair or the designated staff liaison of the committee.

(8519)

8. Electronic meetings and member participation in electronic meetings

- (a) Provided that requirements of the *Community Charter* regulating electronic meetings are met, a regular council meeting, a special council meeting or a council committee meeting may be held by electronic means.
- (b) In addition to notice of meeting requirements in this bylaw, notice of meetings to be held electronic means must include advance public notice of:
 - (i) the way in which the meeting is to be conducted by electronic means; and,
 - (ii) for regular council meetings and special council meetings, the specified place where the public may attend to hear and watch the proceedings that are open to the public.
- (c) A member of council or a council committee who is unable to attend in person at a regular council meeting, a special council meeting or council committee meeting may participate in the meeting by electronic means.
- (d) The electronic means employed for an electronic meeting must enable the meeting participants to hear or hear and watch the proceedings and enable the public and the public in attendance at the specified place to be able to hear and watch the proceedings that are open to the public.
- (e) Members of council or a council committee who participate by electronic means are deemed to be present at the meeting.

(8519)

PART 3 - DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR

9. Designation of a member to act in place of Mayor

- (a) Annually, Council must from amongst its members designate Councillors to serve on a rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.
- (b) Each Councillor designated under subsection (a) must fulfill the responsibilities of the Mayor in his or her absence. (8395)
- (c) If both the Mayor and the member designated under subsection (a) are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting. (8395)
- (d) The member designated under subsection (a) or chosen under subsection (c) has the same powers and duties as the Mayor in relation to the applicable matter. (8395)

PART 4 – COUNCIL PROCEEDINGS

10. Deleted

(7905)

11. Attendance of public at meetings

- (a) Except where the provisions of section 90 [*Meetings that may or must be closed to the public*] of the *Community Charter* apply, all Council meetings must be open to the public.
- (b) Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with section 92 [*Requirements before meeting is closed*] of the *Community Charter*.
- (c) If the person presiding at a meeting considers that another person at the meeting is acting improperly, the person presiding may order that the person is expelled from the meeting.
- (d) This section applies to all meetings of the bodies referred to in section 93 [*Application of rules to other bodies*] of the *Community Charter*.

(8395)

12. Minutes of Council and committee meetings

(8395)

- (a) Minutes of the proceedings of Council and Council committees must be:
 - (i) legibly recorded;
 - (ii) certified as correct by the Clerk; and,
 - (iii) signed by the Mayor or other member presiding at the meeting or at the next meeting at which the minutes are adopted.
- (b) Minutes of meetings are not verbatim but will record:

- those members who are present;
- those members who are absent;
- all motions and resolutions whether adopted or defeated;
- action items decided upon;
- where necessary, a reasonable summary of what was discussed; and,
- where necessary, information to provide context as needed.

Minutes will not provide any personal attribution with respect to specific comments.

(8395)

- (c) Subject to subsection (d) and in accordance with the *Community Charter*, minutes of the proceedings of Council and Council committees must be open for public inspection at Municipal Hall during its regular office hours.

(8395)

- (d) Subsection (c) does not apply to minutes of a Council or Council committee meeting or that part of a Council or Council committee meeting from which persons were excluded under section 90 [*Meetings that may or must be closed to the public*] of the *Community Charter*.

(8395)

- (e) When an item dealt with at a closed meeting is, in the opinion of the Mayor or as resolved by council, deemed to no longer be confidential, the minutes for that item may be released to the public as necessary and shall be received in a council meeting without debate.

(8519)

- (f) The Clerk shall record in the minutes the time when a member withdraws from, and returns to, a meeting of Council.

- (g) The minutes of a previous meeting may be corrected, but not debated or reflected upon, at the time they are considered for adoption.

13. Calling meeting to order

- (a) As soon after the time specified for a Council meeting as there is a quorum present, the Mayor, if present, must take the Chair and call the Council meeting to order, however, where the Mayor is absent, the Councillor designated as the member responsible for acting in the place of the Mayor must take the Chair and call such meeting to order.

(8395)

- (b) If a quorum of Council is present but the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor does not attend within 30 minutes of the scheduled time for a Council meeting:

- (i) the Clerk must call to order the members present; and,
- (ii) the members present must choose a member to preside at the meeting.

(8395)

- 14. Adjourning meeting where no quorum**
- (a) If there is no quorum of Council present within 30 minutes of the scheduled time for a Council meeting, the Clerk must:
- (i) record the names of the members present, and those absent; and,
 - (ii) adjourn the meeting until the next scheduled meeting.
- 15. Regular Council meeting agenda (8395)**
- (a) The Clerk and the Chief Administrative Officer, in consultation with the Mayor, shall prepare a regular Council meeting agenda setting out all the items for consideration at that meeting. (8395)
- (b) On the Monday seven days prior to a regular Council meeting the Clerk will deliver a copy of the agenda to each member of Council in the manner and location specified by that council member. (8395)
- (c) On the Tuesday six days prior to a regular Council meeting the Clerk will:
- (i) post a copy of the agenda at the Public Notice Posting Place;
 - (ii) leave copies of the agenda at the reception counter in the foyer of the Municipal Hall;
 - (iii) post a copy of the agenda to the DNV Website; and,
 - (iv) provide copies of the agenda to the North Vancouver public libraries.
- Failure to comply with subsections (i) to (iv) does not invalidate the proceedings of the associated regular Council meeting. (8395)
- (d) Council must not consider any matters not listed on the agenda unless a new matter for consideration is proposed during Approval of the Agenda at the commencement of the meeting. (8395)
- 16. Deleted (8553)**
- 17. Order of proceedings and business**
- (a) The usual order of business at a regular Council meeting is as follows:
- (i) approval of the agenda;
 - (ii) adoption of minutes;
 - (iii) public input;
 - (iv) recognitions;
 - (v) delegation;
 - (vi) release of closed meeting decisions;

- (vii) committee of the whole report;
- (viii) reports from council or staff;
- (ix) committee reports; and,
- (x) adjournment.

(8553)

- (b) All items standing on the agenda are taken up in the order in which they appear on the agenda, except that, when necessary for the better conduct of business, an item may be taken out of its order by the presiding member or by Council resolution.

(7533, 7905)

18. Consent Agenda Items

- (a) The matters listed on the consent agenda are taken up in order, unless objected to, in which case they are restored to the ordinary process by which they are placed in line for consideration on the regular agenda. The special rule of order establishing a consent agenda may provide that, when the matters on the consent agenda are called up, they may be considered in total and without debate or amendment.
- (b) Within that Section of the Consent Agenda will list those items that, in the opinion of the Chief Administrative Officer and the Municipal Clerk in consultation with the Mayor, require little or no discussion.
- (c) Should any member of Council wish to debate any issue listed within the Consent Agenda, a simple request to have the item excluded would be in order. The item so excluded would be considered along with all the other items on the Regular Council agenda.

In similar fashion, any member of Council may request that an item be included on the Consent Agenda and, if no one objects, it will be so listed and considered.

(7533)

19. Deleted

(8395)

20. Voting at meetings

The following procedures apply to voting at Council meetings:

- (a) when debate on a matter is closed the presiding member must put the matter to a vote of Council;
- (b) the presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative; and,
- (c) the Clerk shall record the vote in the minutes of the meeting.

21. Delegations

- (a) One delegation will be permitted at any regular meeting of council. Under extraordinary circumstances, the Mayor, at his/her discretion, may permit more than one delegation at a regular meeting of council.

(8395)

- (b) Delegations must represent an organized group, society, institution, corporation, etc. Individuals may not appear as a delegation.
- (c) Delegations must apply in writing to the Municipal Clerk who will schedule delegations on a regular Council meeting agenda in accordance with this bylaw. Delegations will be scheduled on a first come, first served basis subject to direction from the Mayor, Council, or Chief Administrative Officer where a delegation appearance is deemed to be a priority. The Municipal Clerk may seek direction from the Mayor or Chief Administrative Officer where a delegation application appears to be suspect, regards an offensive subject, or is vexatious. The Mayor or Chief Administrative Officer may reject a delegation application. Delegation applications will be printed in the agenda to provide basic information on the nature of the delegation and their purpose.
- (d) Delegation requests will not be accepted if they are requesting financial assistance of any kind or are in relation to any potential or current development application with the District.

(8395)

- (e) The maximum time permitted for any one delegation is five minutes. Upon the consent of Council a delegation may be permitted a longer time.
- (f) Council members shall not respond to requests or questions from a delegation nor engage in debate except to ask clarifying questions or to correct incorrect information.
- (g) Following the delegation Council may refer the issue to staff for a report or refer the issue to a committee.

(7980)

22. Public input

- (a) A period of thirty minutes will be made available on each regular Council meeting agenda for public input.
- (b) An individual shall not speak more than once at the meeting or for a period longer than three minutes. No person shall speak on a bylaw that is subject of a closed public hearing and which has not yet been adopted. No person shall speak on an item that is, or has been the subject of a public participation process.
- (c) Speakers shall sign up in advance by email or telephone through the Municipal Clerk between the time the agenda is made public on Tuesday, six days prior to the meeting, and 3:00 pm on the day of the meeting and providing their name and the subject they wish to speak on.
 - (i) The speakers list shall be on a first come, first served basis.
 - (ii) Individuals must sign up directly as one person cannot sign up on behalf of another.
 - (iii) An individual may claim only one speaking slot.
 - (iv) Priority will be given to speakers speaking on reports from council or staff over those speaking on items not on the agenda.
 - (v) Where those on the speakers list have spoken and the allotted thirty minutes has not been filled, the Mayor may ask for speakers from the virtual and in-

person galleries, under the same rules as in this section, to fill any remaining time in the designated thirty minute period.

(8519)

- (d) Speakers wishing to speak on Reports from Council or Staff may sign up to speak during the thirty minute public input period or during the meeting at the time when the report is on the floor. Speakers speaking at the time when a report is on the floor will be limited to one in support of the matter and one opposed to the matter.

- (i) Speakers wishing to speak on a items not on the agenda will only be permitted during the thirty minute public input period if time permits.

(8395)

- (e) Council members shall not respond to public input nor engage in debate except to ask clarifying questions or to correct incorrect information.

- (f) Following a speaker Council may refer an issue to staff for a report or refer the issue to a committee.

(7980)

23. Conduct and debate

- (a) Councillors desiring to speak shall be recognized by the presiding member in the order in which the members indicate their request, preference being given to the mover and to the seconder should either or both wish to speak.

- (b) When the presiding member desires to speak any member of Council desiring to speak at the same time shall cede to the presiding member.

- (c) Members are addressed, as appropriate, in the following manner: the Mayor as Your Worship, or as Mr. Mayor or Madam Mayor, and referred to as His Worship or Her Worship or the Mayor; a presiding member who is not the Mayor as Mr. Chair or Madam Chair; and a Councillor as Councillor (here use the surname).

- (d) A member wishing to speak for the purpose of

- (i) speaking directly and concisely on the matter under debate, may do so after being recognized by the presiding member:

- 1) the first time on the matter for up to 4 minutes;
 - 2) for up to 2 minutes the second time; and
 - 3) for up to an additional two minutes to speak to any amendment,

however, the presiding member may extend the speaking time where deemed necessary, or council may do so by motion;

- (ii) requesting the presiding member to consider and decide on any of the following matters may do so without recognition and, if necessary, by interrupting a member who is speaking:

- 1) a violation of a specific rule or a particular mistake, omission, or error in procedure (point of order); or,
 - 2) a matter of the comfort, convenience or privilege of the Council or of the member (question of privilege),

but a member must cease speaking when called to order and while the point of order is being stated, after which the member may explain.

(8395)

- (e) No member or other person attending the meeting may interrupt a member who is speaking, except that a member may raise a point of order or a question of privilege.
- (f) No member or other person attending the meeting may cause a disturbance, disrupt or delay the conduct of business.
- (g) No member or other person permitted or invited to speak by the presiding member on any matter during the meeting may speak disrespectfully of any other person or use any rude or offensive language or make a statement or allegation which impugns the character of any person.
- (h) A member, other than the presiding member, who wishes to ask staff questions during a meeting may do so only during the member's allocated speaking time, so as not to disrupt the meeting.
- (i) Improper Conduct includes conduct of any member or other person attending a meeting which, in the opinion of the presiding member or by resolution of Council, is contrary to subsections (e) to (h) above.

(8395)

- (j) Improper Conduct will be dealt with by the presiding member, including options available under the *Community Charter* or by resolution of Council.

24. Motions generally

- (a) Council may debate and vote on a motion only if it is first made by one member and then seconded by another.
- (b) A member wishing to make a motion
 - (i) may do so after being recognized by the presiding member; and,
 - (ii) shall immediately state the motion in the form "I move that..."
- (c) A motion
 - (i) to deal with a report;
 - (ii) to give a bylaw first, second or third reading, or all three readings at once;
 - (iii) to issue a permit;
 - (iv) to refer a report for inquiry, comment, further study, or recommendation;
 - (v) to amend a motion that is debatable;
 - (vi) to postpone to a certain day; or,
 - (vii) to deal with routine proceedings including the appointment and conduct of the officers of the municipality, and the correctness of the records of the Council,

is debatable, after it has been seconded, and all other business is decided without debate or amendment, or as otherwise provided in these rules.

(8395)

- (d) When the motion under consideration contains distinct propositions, and a member so requests, the vote shall be taken upon each proposition separately.
- (e) A member may require the motion under discussion to be read.
- (f) When a matter is under debate, no motion is in order unless to amend, to refer to a committee, or to postpone further debate to a certain day, and these motions have precedence in the order named.

(8395)

- (g) Whenever the presiding member is of the opinion that a motion offered to the Council is contrary to the rules of the Council, or relates to matters outside the competence of the Council, he or she must inform the Council immediately, giving reasons, and refuse to accept the motion.

(8395)

25. Amendments generally

- (a) A member may, without notice, move to amend a motion that is being considered at a Council meeting.
- (b) A motion may be subject to only one amendment at any given time.
- (c) An amendment may propose removing, substituting for, or adding to the words of an original motion.
- (d) A proposed amendment must be decided upon before the main question is put to a vote.
- (e) An amendment shall be put in writing upon the request of the presiding member.
- (f) An amendment may be subject to only one amendment at any given time.
- (g) An amendment to an amendment must be decided upon before the primary amendment is put to a vote.

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26. Reconsideration by a Council member

- (a) Subject to subsection (d), a member who voted with the prevailing side either for or against a motion may, at any time within one month of the vote, introduce a motion to reconsider the resolution, motion or proceeding, including the defeat of a motion.
- (b) Council must not discuss the main matter referred to in subsection (a) unless a motion to reconsider that matter is adopted by an affirmative vote of Council.
- (c) A vote to reconsider must not be reconsidered.
- (d) Council may only reconsider a matter that has not
 - (i) had the approval or assent of the electors and been adopted;
 - (ii) been reconsidered under section 131 [*Mayor may require council reconsideration of a matter*] of the *Community Charter*;

(8395)

(8395)

(iii) been acted on by an officer, employee or agent of the District.

(8395)

(e) A motion under subsection (a) must be introduced in compliance with section 16 (*Reports from council members*) of this bylaw.

(8395)

(f) If a motion to reconsider is defeated, the subject matter of the resolution or proceeding may not be open for consideration by the Council within 6 months except by way of a new and substantively different motion.

(8395)

27. Adjournment

(a) A Council may continue a Council meeting

(i) after 10:30 p.m. only by an affirmative vote of the members present; and,

(ii) after 11:00 p.m. only by a unanimous vote of the members present.

(8395)

(b) A motion to adjourn is always in order, but no second motion to the same effect may be made without dealing with another matter or within 10 minutes, whichever is the lesser.

PART 5 – BYLAWS

28. Copies of proposed bylaws to Council members

A proposed bylaw may be introduced at a Council meeting only if a copy of it has been provided to each Council member.

29. Form of bylaws

A bylaw introduced at a Council meeting must:

(i) be printed;

(ii) have a distinguishing name;

(iii) have a distinguishing number;

(iv) contain an introductory statement of purpose; and,

(v) be divided into sections.

30. Bylaws to be considered separately or jointly

Council must consider a proposed bylaw at a Council meeting either:

(i) separately when directed by the presiding member or requested by another Council member; or,

(ii) jointly with other proposed bylaws in the sequence determined by the presiding member.

31. Reading and adopting bylaws

- (a) The presiding member of a Council meeting may;
 - (i) have the Clerk read a synopsis of each proposed bylaw or group of proposed bylaws; and then,
 - (ii) request a motion that the proposed bylaw or group of bylaws be read.
- (b) The readings of the bylaw may be given by stating its title and object.
- (c) A bylaw requiring a public hearing is referred to a public hearing immediately after first reading, and may be amended before the public hearing at second reading, if time permits.
- (d) A proposed bylaw may be debated and amended at any time during first, second or third reading unless prohibited by, or in accordance with, the *Community Charter* or the *Local Government Act*. Bylaws may not be debated or amended at adoption.
(8395)
- (e) Subject to section 477 [*Adoption procedures for official community plan*] of the *Local Government Act*, each reading of a proposed bylaw must receive the affirmative vote of a majority of the members present.
(8108)
- (f) In accordance with the *Community Charter*, Council may give two or three readings to a proposed bylaw at the same Council meeting.
- (g) Despite section 135(3) [*There must be at least one day between the third reading and the adoption of a bylaw*] of the *Community Charter*, and in accordance with sections 477(6) [*a council may adopt an official community plan at the same meeting at which the plan passed third reading*] and 480 [*Adoption of municipal zoning bylaw*] of the *Local Government Act*, Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.
(8108, 8395)
- (h) If a bylaw fails to receive a mover and seconder at any reading or at adoption and no outstanding matter applies to it, the bylaw is deemed to have been abandoned.
- (i) If a bylaw has been deemed to have been abandoned or has been defeated at a vote, it must not be considered again by council for a period of one year unless by way of reconsideration under section 131 [*Mayor may require council reconsideration of a matter*] of the *Community Charter* or by a member of council pursuant to this bylaw.
(8519)

32. Bylaws must be signed

- (a) After a bylaw is adopted, and signed by the Clerk and the presiding member of the Council meeting at which it was adopted, the Clerk must have it placed in the District's records for safekeeping and endorse upon it:
 - (i) the District's corporate seal;
 - (ii) the dates of its readings and adoption; and,
 - (iii) the date of Ministerial approval or approval of the electorate if applicable.

PART 6 – RESOLUTIONS

33. Resolutions

A resolution shall be dealt with on a motion put by a member and seconded by another member.

34. Introducing resolutions

The presiding member of a Council meeting may:

- (i) have the Clerk read the resolution; and
- (ii) request a motion that the resolution be introduced.

34.1 Return of defeated resolution

A resolution of council proposing a particular action that has been defeated at a vote must not be considered again by council for a period of one year unless by way of a new and substantially different resolution or by reconsideration under section 131 [*Mayor may require council reconsideration of a matter*] of the *Community Charter* or by a member of council pursuant to this bylaw.

(8519)

PART 7 – COMMITTEE OF THE WHOLE

35. Meeting date and time

- (a) The Committee of the Whole shall hold regular meetings at 7:00 p.m. in the committee room of the District Hall on the second and fourth Monday of each month, except August, unless otherwise resolved by Council.
- (b) Annually Council must make available to the public a schedule of the dates, times, and places of regular Committee of the Whole meetings in the same manner as is required for regular council meetings. The Committee of the Whole meeting schedule may be combined and made available with the annual notice of regular Council meetings.
- (c) A special meeting of the Committee of the Whole may be called in the same manner as for a special council meeting as provided for in the *Community Charter* and notice for this special committee meeting must be given in the same manner as for a special council meeting.
- (d) At any time during a regular or special Council meeting for which proper notice has been given Council may resolve to go into Committee of the Whole without further notice. Upon the Committee of the Whole rising and reporting, the regular or special Council meeting resumes with the first order of business thereafter being Council considering the report of the Committee of the Whole.

36. No delegated decision making authority

- (a) For certainty, the Committee of the Whole is not delegated any decision making authority.

- (b) The Committee of the Whole shall be for the detailed debate of Council matters in a more informal manner. The Committee makes recommendations to Council who may then accept, amend, or reject them.

37. Mayor to preside

- (a) The Mayor shall preside as Chair of the Committee of the Whole.
- (b) In the absence of the Mayor the Acting Mayor shall preside.
- (c) In the absence of the Mayor or Acting Mayor and quorum is present the Municipal Clerk shall call the meeting to order and the first order of business shall be the election of a Chair *pro tempore*.

38. Rising

- (a) At the conclusion of a Committee of the Whole meeting held under 35(a) or (c), the Committee may rise and report where it has a recommendation to make, or important information to convey, to Council. Where there is no recommendation to make or information to pass to Council the Committee may rise without reporting.
- (b) At the conclusion of a Committee of the Whole meeting held under 35(d), the Committee must rise and report to Council. Rising without reporting is not in order.
- (c) A motion to rise and report is not debatable. The Chair shall rule as out of order motions to rise and report that the Chair determines are vexatious.
- (d) A motion to rise without reporting under (a) above shall be debatable but no member shall speak more than once on the matter.
- (e) The Municipal Clerk must put any Committee recommendations and/or reports on the agenda for the next regularly scheduled council meeting.

(8108)

39. Quorum, motions, debate, and voting

- (a) The quorum for Committee of the Whole shall be the same as for a council meeting.
- (b) The following motions are the only ones in order in Committee of the Whole:
 - (i) to adopt;
 - (ii) to amend;
 - (iii) to appeal from decision of the Chair;
 - (iv) a point of order;
 - (v) a parliamentary inquiry;
 - (vi) a question of privilege;
 - (vii) division calling for vote by secret ballot;
 - (viii) to temporarily recess;
 - (ix) to rise and report; and,
 - (x) to rise without Reporting (only available in a meeting under 35(a)).

For certainty, the Committee may not adjourn, refer matters to committees, create subcommittees, lay items on the table, or postpone items.

- (c) Motions shall be moved and seconded.
- (d) The Chair must preserve order and, subject to an appeal, decide points of order that may arise.
- (e) In keeping with the purpose of a Committee of the Whole there shall be no limit on the number of times or length of time a member may speak on an agenda item although the Chair shall use discretion to ensure that each member has a fair opportunity to speak.
- (f) Debate shall be limited to only those items on the approved agenda for that meeting.
- (g) All votes in Committee of the Whole shall be by show of hands and decided by a majority. The Chair must declare the results of voting. A member may call for division only to request a secret ballot.

40. Agenda, agenda items, and order of business

- (a) The availability of agenda for Committee of the Whole meetings under 35(a) shall be the same as for regular council meetings.
- (b) Agenda items shall be determined by the Mayor and Chief Administrative Officer with direction provided to the Municipal Clerk to assemble and provide the agenda as so ordered. The number and complexity of items on any one agenda shall be closely monitored so as to provide an achievable workload for that meeting.
- (c) The order of business for a Committee of the Whole meeting shall be as follows:
 - (i) call to order;
 - (ii) approval of the agenda;
 - (iii) approval of minutes;
 - (iv) reports from Council or staff;
 - (v) public input; and,
 - (vi) rise and report.

41. Public input

- (a) Members of the public will have a total of ten minutes to make a statement or pose a question to the Committee related to an agenda item at that particular meeting. The Chair shall ensure that a fair opportunity to be heard is made available to as many members of the public as the limited time permits.
- (b) Speakers shall sign up in advance by email or telephone through the Municipal Clerk between the time the agenda is made public on Tuesday, six days prior to the meeting and 3:00 pm on the day of the meeting and providing their name and the subject they wish to speak on.
 - (i) The speakers list shall be on a first come, first served basis.

- (ii) Individuals must sign up directly as one person cannot sign up on behalf of another.
- (iii) An individual may claim only one speaking slot.
- (iv) Where those on the speakers list have spoken and the allotted time has not been filled, the Mayor may ask for speakers from the virtual and in-person galleries, under the same rules as this section, to fill any remaining time in the designated period.

(8519)

- (c) Committee members shall not respond to public input nor engage in debate except to ask clarifying questions or to correct incorrect information. (7980)

PART 8 – COMMITTEES

42. **Creating select or standing committees of Council**

Council may create select committees and the Mayor may appoint standing committees as set out in the *Community Charter*.

43. **Committee meeting procedures**

Council meeting procedures stipulated by this bylaw apply to every select or standing committee of Council.

44. **Reporting to council by committees**

(8519)

A committee:

- (a) may report to council at a regular council meeting if the committee so requests;
- (b) will report to council at a regular council meeting if the council so requests; or,
- (c) will report to council at a regular council meeting not less than once per year.

45. **Mayor a member of All Committees**

The Mayor is an ex-officio member of all committees and is a voting member to the committees of which the Mayor is appointed.

(7980)

PART 9 - PUBLIC HEARINGS

46. **Procedural Guidelines**

Without limiting the discretion of a public hearing Chair to establish rules of procedure for the conduct of a hearing, the following procedural guidelines are established to guide Council:

- (a) Order of business – The order of business for a public hearing may be as follows: Chair introduces procedural rules, Clerk introduces the bylaw, presentation from staff, presentation from applicant, public input, questions from Council, motion with respect to closing the hearing and referral of the bylaw.

- (b) District staff and the applicant for the OCP/Zoning Bylaw amendment (or their agent) are each permitted a maximum of fifteen minutes for their presentations.
- (c) Questions from speakers – If a speaker asks a question during their allotted time, they will be permitted to finish speaking before staff or the applicant answers the question.
- (d) Questions from Councillors – Councillors will provide any questions they may have to staff in writing. Periodically, at the Chair's discretion, the Chair may pause the list of speakers to allow for staff to respond to questions submitted by Councillors.
- (e) Public hearings will adjourn at 10:30 pm without the hearing being closed but may continue:
 - (i) after 10:30 pm only by an affirmative vote of the members present; and,
 - (ii) after 11:00 pm only by a unanimous vote of the members present.

(8395)

46.1 Public input

(8519)

- (a) Speakers shall sign up in advance by email or telephone through the Municipal Clerk between the time the agenda is made public on Tuesday, six days prior to the hearing and 3:00 pm on the day of the hearing and providing their name.
 - (i) The speakers list shall be on a first come, first served basis.
 - (ii) Individuals must sign up directly as one person cannot sign up on behalf of another.
 - (iii) An individual may claim only one speaking slot.
 - (iv) Where those on the speakers list have spoken, the Mayor will ask for speakers from the virtual and in-person galleries, under the same rules as this section, until a reasonable opportunity to be heard has been provided and there are no further speakers.

47. Reports

A motion to request a report from staff on a matter raised in a public hearing is in order at the public hearing, and may be amended.

48. Referral

When the public has been heard, the bylaw shall be referred without debate from the public hearing to the next specified meeting of Council.

49. Closing public hearing

When the presiding member considers that a reasonable opportunity has been provided for all who wished to make submissions and be heard, and the appropriate resolutions have been passed by Council, the presiding member closes the public hearing.

50. No submissions after closure of public hearing

No further submissions from the public, including any applicant concerned with the bylaw, may be received by Council between the close of the hearing and adoption, defeat or abandonment of the bylaw for which the public hearing was held.

PART 10 – GENERAL

51. Severability

If any section, subsection or clause of this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Bylaw.

52. Notice

This Bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with the *Community Charter*.

53. Repeal

District of North Vancouver Procedure Bylaw No. 6959 is repealed.

Amended by: 7485 7533 7905 7980 8108 8395 8519 8553