

**DISTRICT OF NORTH VANCOUVER
COMMITTEE OF THE WHOLE**

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Minutes of the Committee of the Whole Meeting of the Council for the District of North Vancouver held at 6:06 p.m. on Monday, September 14, 2015 in the Committee Room of the District Hall, 355 West Queens Road, North Vancouver, British Columbia.

Present: Mayor R. Walton
Councillor R. Bassam
Councillor J. Hanson
Councillor R. Hicks
Councillor D. MacKay-Dunn
Councillor L. Muri

Absent: Councillor M. Bond

Staff: Mr. D. Stuart, Chief Administrative Officer
Mr. B. Bydwell, General Manager – Planning, Properties & Permits
Ms. N. Deveaux, General Manager – Finance & Technology
Ms. C. Grant, General Manager – Corporate Services
Mr. G. Joyce, General Manager – Engineering, Parks & Facilities
Mr. D. Milburn, Deputy General Manager – Planning & Permits
Mr. J. Gordon, Manager – Administrative Services
Ms. C. Archer, Confidential Council Clerk

1. ADOPTION OF THE AGENDA

1.1. September 14, 2015 Committee of the Whole Agenda

MOVED by Councillor MURI

SECONDED by Councillor BASSAM

THAT the agenda for the September 14, 2015 Committee of the Whole be adopted as circulated, including the addition of any items listed in the agenda addendum.

CARRIED

2. ADOPTION OF MINUTES

2.1. July 27, 2015 Committee of the Whole

MOVED by Councillor MURI

SECONDED by Councillor BASSAM

THAT the minutes of the July 27, 2015 Committee of the Whole meeting be adopted.

CARRIED

3. REPORTS FROM COUNCIL OR STAFF

3.1. Council Procedure Workshop

File No. 01.0115.30/002.000

Mr. James Gordon, Manager – Administrative Services, provided an overview of council meeting procedures, highlighting how meetings are convened and run, and the preparation of documents and other materials.

Mr. Gordon explained the differences between different types of meetings, the types of business conducted at each and the differences in procedures. He noted that:

- Notice must be given and minutes must be taken at any type of meeting;
- Regular meetings of Council must have an annual schedule published;
- For any decision to be lawful, it must be made at a lawfully convened meeting at which quorum is present;
- All or part of a Regular or Special meeting may be closed to the public under Section 90 of the *Community Charter*; and,
- Committee of the Whole meetings are not Council meetings and do not have delegated decision-making authority of Council.

Mr. Gordon outlined the timelines and procedures for the preparation of staff and Council reports, agendas and agenda addenda.

Council noted addenda have often contained too much information too late to properly consider or discuss with staff and requested clarification on how to proceed if this is the case in the future. Staff advised that Council members may request late items be struck from the agenda and that the proposed changes to the meeting calendar would more readily allow late items to be moved to a later meeting.

Mr. Gordon explained how motions are brought forward at a meeting, including how to make friendly and formal amendments, refer or defer motions and rules about debate. He provided information on other rules of assembly, including that:

- The majority prevails while the rights of the minority are respected;
- All members of Council have equal rights, privileges and obligations except the Mayor who has additional statutory duties; and,
- Only one speaker may speak at a time so that debate flows and is easy to follow.

Staff requested Council feedback at the next Committee of the Whole meeting on the public input period.

4. PUBLIC INPUT

Nil

5. **RISE AND REPORT**

MOVED by Councillor MURI

SECONDED by Councillor MACKAY-DUNN

THAT the September 14, 2015 Committee of the Whole rise and report.

CARRIED
(6:56 pm)

Mayor

Municipal Clerk