

AGENDA

COUNCIL WORKSHOP

Monday, May 13, 2019

5:00 p.m.

Committee Room, Municipal Hall

355 West Queens Road,

North Vancouver, BC

Council Members:

Mayor Mike Little

Councillor Jordan Back

Councillor Mathew Bond

Councillor Megan Curren

Councillor Betty Forbes

Councillor Jim Hanson

Councillor Lisa Muri



www.dnv.org

THIS PAGE LEFT BLANK INTENTIONALLY

COUNCIL WORKSHOP

5:00 p.m.
Monday, May 13, 2019
Committee Room, Municipal Hall,
355 West Queens Road, North Vancouver

AGENDA

1. ADOPTION OF THE AGENDA

1.1. May 13, 2019 Council Workshop Agenda

Recommendation:

THAT the agenda for the May 13, 2019 Council Workshop is adopted as circulated, including the addition of any items listed in the agenda addendum.

2. ADOPTION OF MINUTES

2.1. April 8, 2019 Council Workshop

p. 7-11

Recommendation:

THAT the minutes of the April 8, 2019 Council Workshop are adopted.

2.2. April 16, 2019 Council Workshop

p. 13-16

Recommendation:

THAT the minutes of the April 16, 2019 Council Workshop are adopted.

3. REPORTS FROM COUNCIL OR STAFF

3.1. MOTI Lower Lynn Improvements Project – Phases 1,2,3 and 4 Update

p. 19-21

File No. 11.5250.20/092.000

Report: Project Engineer, May 3, 2019

Attachment 1: Highway 1 Lower Lynn Improvements Project Overview Map

Recommendation:

THAT the May 3, 2019 report of the Project Engineer entitled MOTI Lower Lynn Improvements Project – Phase 1,2,3 and 4 Update is received for information.

3.2. Official Community Plan (OCP) Targeted Review – Scope, Timeline and Budget

p. 23-42

File No. 13.6480.30/002.002

Report: Senior Community Planner, May 2, 2019

Attachment 1: PowerPoint Presentation – Targeted OCP Review: Scope, Timeline and Budget, May 13, 2019

Recommendation:

THAT the May 2, 2019 report from the Senior Community Planner entitled Official Community Plan (OCP) Targeted Review – Scope, Timeline, and Budget is received for information;

AND THAT the scope, timeline and budget outlined in the May 2, 2019 report from the Senior Community Planner entitled Official Community Plan (OCP) Targeted Review – Scope, Timeline, and Budget is endorsed;

AND THAT staff present this at the next regular meeting of council for formal approval.

3.3. Council Procedure Bylaw Review

p. 43-71

File No. 01.0115.30/002.000

Report: Municipal Clerk, April 9, 2019

Attachment 1: Council Procedure Bylaw 7414

Recommendation:

THAT staff are directed to prepare, for Council's consideration, an amendment to Council Procedure Bylaw 7414 reflecting the direction provided by Council at the May 13, 2019 workshop.

4. PUBLIC INPUT

(maximum of ten minutes total)

5. ADJOURNMENT

Recommendation:

THAT the May 13, 2019 Council Workshop is adjourned.

MINUTES

THIS PAGE LEFT BLANK INTENTIONALLY

DISTRICT OF NORTH VANCOUVER COUNCIL WORKSHOP

Minutes of the Council Workshop for the District of North Vancouver held at 6:12 p.m. on Monday, April 8, 2019 in the Committee Room of the District Hall, 355 West Queens Road, North Vancouver, British Columbia.

Present: Mayor M. Little
Councillor J. Back
Councillor M. Bond
Councillor M. Curren
Councillor B. Forbes
Councillor J. Hanson
Councillor L. Muri

Staff: Mr. D. Stuart, Chief Administrative Officer
Ms. C. Grant, General Manager – Corporate Services
Mr. G. Joyce, General Manager – Engineering, Parks & Facilities
Mr. D. Milburn, General Manager – Planning, Properties & Permits
Mr. A. Wardell, General Manager – General Manager – Finance/CFO
Mr. R. Danyluk, Manager – Financial Planning
Mr. B. Dwyer, Manager – Development Services
Mr. J. Gordon, Manager – Administrative Services
Ms. J. Paton, Manager – Development Planning
Ms. A. Reiher, Confidential Council Clerk

Also in

Attendance: Mr. Brian Bydwell, B. Bydwell Consulting Services

1. ADOPTION OF THE AGENDA

1.1. April 8, 2019 Council Workshop Agenda

MOVED by Councillor MURI

SECONDED by Councillor BACK

THAT the agenda for the April 8, 2019 Council Workshop is adopted as circulated.

CARRIED

2. ADOPTION OF MINUTES

Nil

3. REPORTS FROM COUNCIL OR STAFF

3.1. Budget Discussion

File No.

Mr. Rick Danyluk, Manager – Financial Planning, provided an overview of the five-year financial plan and advised that the plan is adopted annually. He provided an

overview of the guiding principles of the financial planning process, the long-term financial plan, priorities and suggested plan amendments.

Mr. Danyluk spoke about the principles of the financial plan, including sustainable service delivery, capital renewal funding levels, fairness in taxation and user fees, growth management and maintaining a long-term rolling plan to support decision making. He reviewed the funding models and the revenue required for amenities such as parks, transportation, utilities, development services and recreation. He noted that financial strategies are in place to guide fairness between customer classes and reported that utility rates, tax rates and user fees are adjusted annually to keep pace with inflation. The District tax rate has remained at 3% every year since 2009, ensuring a stable and predictable rate.

Mr. Danyluk spoke about growth management, housing reserves and the long-term financial planning process. He discussed collaboration with the Province on housing, tax matters and grant opportunities and transportation improvements, including the Lower Lynn Interchange and the B-line service along Main Street and Marine Drive. He provided an overview of new community amenities including the community recreation centres, upgraded parks, artificial turf fields and public safety improvements.

Mr. Danyluk reported that the five-year capital plan is valued at approximately \$70 million per year and that the combined utility rate increase is under 4% and expected to continue at approximately 4% for the next 10 years. He advised that Council can amend the Financial Plan at any time before the tax rate is approved.

In response to a question from Council, staff advised that any unused capital funds are returned to reserves each year.

In response to a question from Council, staff advised that the total amount for the Trail Maintenance Agreement is \$300,000.

In response to a question from Council, staff advised that a plan is being developed for the trails in Seymour in addition to the Fromme Mountain trails. Staff noted that an overall budget is not available for the Seymour area trails work as multiple stakeholders are involved.

In response to a question from Council, staff advised that funding to the North Shore Mountain Biking Association (NSMBA) includes staff, supplies and volunteers.

In response to a question from Council, staff advised that a priority is to create a long-term financial plan and options, and reported that a discussion on the allocation of Community Amenity Contribution's (CAC's) will be brought back to Council.

In response to a question from Council, staff advised that the funding allocated in the budget for Fromme Mountain is \$50,000 which is often supplemented by grants. Staff advised that a work plan is created annually.

In response to a question from Council, staff advised that there is a certain amount of money that can be allocated from CAC's for affordable housing projects.

In response to a question from Council, staff advised that a strategic plan encompasses high level items, whereas the Financial Plan provides greater detail and may be amended at any time.

In response to a question from Council, staff advised that the projects that are DCC or CAC funded have reference to a particular plan that has been previously accepted by Council and are Council driven.

In response to a question from Council, staff advised that the contracts identified will not be awarded on projects discussed without prior information to Council.

Council discussion ensued and the following comments and concerns were noted;

- Requested a budget and capital projects discussion and that plans for the capital projects be provided to Council;
- Expressed support for NSMBA and trail maintenance program volunteers as long as the work is carried out equally across all District trails;
- Commented about the funding model for the NSMBA and queried if the core principle of the work is as a trail building organization or mountain biking association;
- Commented about the protected bike network project and requested further information on the plans;
- Commented about the implementation of playgrounds and expressed concern about the playground at Panorama Park;
- Commented about transit priorities and needs on the North Shore;
- Requested further information on work plans and funding for parks;
- Expressed concern about the Lynn Canyon park resurfacing project and the Lynn Creek Recreation Centre;
- Expressed concern about the lack of lighting and sidewalks on Riverside Drive; and,
- Requested that Community Energy and Emissions Plan be incorporated into future plans.

Public Input:

Mr. Peter Teevan, 1900 Block Indian River Crescent:

- Expressed concern about staff reports being made available to the public;
- Requested information regarding the cost to run a municipality each year; and,
- Expressed concern about the perceived lack of engagement with community associations.

Mr. David Cesar, Valley Road:

- Expressed concern about municipal costs and Council wishes and requested that the Council be strict with the use of tax payer funds.

Mr. Corrie Kost, 2800 Block Colwood Drive:

- Commented about capital maintenance and inquired regarding street-level imaging.

A District Resident:

- Requested that the staff presentation be made available to the public.

A District Resident:

- Commented about the work of the NSMBA and the desire to be transparent with information and projects.

Council recessed at 7:25 p.m. and reconvened at 7:32 p.m.

3.2. Design Guidelines, Process and Vision

File No. 08.3030.01/000.000

Mr. Brian Bydwell, B. Bydwell Consulting Services, provided an overview of design principles, tools, process and implementation and advised that the characteristics of good design is influenced by good architecture. He commented about buildings and how they shape places and communities. He discussed the challenges and opportunities this presents and the broad characteristics required for these types of neighbourhoods and the wide range of services and key design principles they require. He spoke about urban design principles and the need for buildings to be visually cohesive.

Mr. Bydwell noted that tools and processes available to Council include Development Permits (DP) and rezoning. The Province attaches limitations to municipal powers on DP's to focus on the general character of the development and not the particulars of the landscaping or the exterior design and finish of buildings and other structures. He provided an overview of the Village and Town Centre design guidelines.

In response to a question from Council, staff advised that the consolidation of lots can be obtained by the land owner.

In response to a question from Council, staff advised that parking can be further explored for Marine Drive and that there is the ability to provide a cash payment towards transportation demand management in lieu of parking.

In response to a question from Council, Mr. Bydwell advised that design lessons can be learned from Marine Drive and that further ways to facilitate small businesses can be researched.

Council discussion ensued and the following comments and concerns were noted:

- Commented about Marine Drive design and the lack of pedestrian traffic and vibrancy;
- Spoke about Mountain Highway and opined it is important to review building designs;
- Spoke about the research by Mr. Charles Montgomery with respect to Happy Cities;
- Commented about parking restrictions and accommodations;
- Commented about the need to measure green house gas emissions;

- Spoke about small businesses, land use and transportation priorities to make retail spaces more viable;
- Commented about the Burnaby Heights area, its walkability and accessible parking lots;
- Commented about Ambleside and it's design which supports local businesses;
- Commented about the Advisory Design Panel and issues and thoughts identified by Council for solutions;
- Asked about the tools available by the District to retain and recruit locally operated businesses;
- Commented about the Business Improvement Area (BIA) along Lonsdale; and,
- Commented about the need to review where applications are for future developments ahead of a review of other town centres.

Mr. Millburn advised that a direct benefit cannot be given to an individual business; however, local governments can support business with a progressive regulatory environment and with the creation of BIA's.

Public Input:

Mr. Peter Teevan, 1900 Block Indian River Crescent:

- Commented about function over form and expressed that businesses need to be viable;
- Spoke about his experience as an employee of a locally-owned business on Marine Drive; and,
- Expressed concern about the effects of increased density on traffic.

Mr. Corrie Kost, 2800 Block Colwood Drive:

- Expressed that food dispensaries need to be a part of design features; and,
- Spoke about Edgemont Village and the future parking spaces.

A District Resident:

- Suggested lowering parking requirements on Marine Drive.

Mr. Peter Teevan, 1900 Block Indian River Crescent:

- Requested that Council be mindful to attract businesses.

4. **ADJOURNMENT**

MOVED by Councillor MURI

SECONDED by Councillor BACK

THAT the April 8, 2019 Council Workshop is adjourned.

CARRIED
(8:50 p.m.)

Mayor

Municipal Clerk

THIS PAGE LEFT BLANK INTENTIONALLY

**DISTRICT OF NORTH VANCOUVER
COUNCIL WORKSHOP**

Minutes of the Council Workshop for the District of North Vancouver held at 7:00 p.m. on Tuesday, April 16, 2019 in the Council Chambers of the District Hall, 355 West Queens Road, North Vancouver, British Columbia.

Present: Mayor M. Little
Councillor J. Back
Councillor M. Bond
Councillor M. Curren
Councillor B. Forbes
Councillor J. Hanson
Councillor L. Muri

Staff: Mr. D. Stuart, Chief Administrative Officer
Mr. A. Wardell, General Manager – Finance/CFO
Mr. J. Gordon, Manager – Administrative Services
Mr. E. Iorio, Revenue & Taxation Manager
Ms. A. Reiher, Confidential Council Clerk

1. ADOPTION OF THE AGENDA

1.1. April 16, 2019 Council Workshop Agenda

MOVED by Councillor MURI

SECONDED by Councillor CURREN

THAT the agenda for the April 16, 2019 Council Workshop is adopted as circulated.

CARRIED

2. ADOPTION OF MINUTES

2.1. March 4, 2019 Council Workshop

MOVED by Councillor MURI

SECONDED by Councillor BACK

THAT the minutes of the March 4, 2019 Council Workshop are adopted.

CARRIED

2.2. March 5, 2019 Council Workshop

MOVED by Councillor MURI

SECONDED by Councillor BACK

THAT the minutes of the March 5, 2019 Council Workshop are adopted.

CARRIED

2.3. March 11, 2019 Council Workshop

MOVED by Councillor MURI

SECONDED by Councillor BACK

THAT the minutes of the March 11, 2019 Council Workshop are adopted.

CARRIED

3. REPORTS FROM COUNCIL OR STAFF

3.1. 2019 Tax Distribution Workshop

File No.

Mr. Andy Wardell, General Manager – Finance/CFO, provided an overview of the 2019 Tax Rates Bylaw for adoption before May 15, 2019 in accordance with Section 197 of the *Community Charter*. He spoke about the property tax bill, reviewed the impacts of Council's tax competitiveness strategy on Major Industry tax rates since 2010 and profiled the current state of land values for Major Industry (non-capped) and business classes.

Mr. Wardell also noted that under the *BC Assessment Act*, pollution is a reason for reduced land values for property taxation purposes. Mr. Wardell discussed tax strategy impacts and risks and presented five options for the Major Industry (non-capped) tax rate for Council's consideration.

In response to a question from Council, staff advised that if option two were selected, the tax loss risks would shift from residential and business to non-capped Heavy Industry.

In response to a question from Council, staff advised that Seaspan's land values as of 2013 are under appeal for pollution reductions. In general terms the complexities of each appeal can result in lengthy waits before they are settled.

In response to a question from Council in regard to the appeal process, staff advised if there is a ruling it may be applied to other appeals and result in similar outcomes.

In response to a question from Council, staff advised that if there were no appeals, option five would be the recommended option due to the rapid increase of assessed values.

In response to a question from Council, staff advised that the pollution abatement land value that applies to Seaspan is under the *Assessment Act* and beyond Municipal control.

In response to a question from Council, staff advised that the appeal process is conducted by the Property Assessment Review Panel and that a second level of appeal is conducted by the Property Assessment Appeal Board.

In response to a question from Council, staff advised that the Deputy Minister of Finance has advised further information about potential Provincial legislation changes is expected in the fall.

Council discussion ensued and the following comments and concerns were noted:

- Commented about the different classes, previous Council discussions and opined that the tax rates have been a hardship on local businesses;
- Commented about the Official Community Plan and *BC Assessment Act* in regards to land use valuations;
- Expressed concern about Provincial legislation and capped and non-capped properties;
- Expressed concern that some local businesses have left the North Shore;
- Commented about the pollution tax and expressed that small business are hurt by the highest and best use tax;
- Expressed confusion about the capped and non-capped tax and the need to address it at the Provincial level;
- Commented about the Waterfront Task Force and resident support at that time; and,
- Suggested that the tax classes need to be reviewed.

Public Input:

Mr. Chuck Ko, 1800 Block Harbour Road:

- Spoke as the President of Allied Shipbuilders Ltd. in regards to Major Industry tax; and,
- Expressed concern that Allied Shipbuilders is being overtaxed and requested that option five not be selected.

Mr. Corrie Kost, 2800 Block Colwood Drive:

- Expressed concern about the options to Council regarding tax rates; and,
- Expressed concern about the staff presentation.

Mr. Billy Garton, 50 Block Pemberton Avenue:

- Spoke as the General Counsel, Seaspan;
- Expressed concern about the staff presentation and tax rate options; and,
- Commented about pollution abatement and tax appeals.

MOVED by Councillor HANSON

SECONDED by Councillor BOND

THAT staff are directed to prepare the 2019 Tax Rates Bylaw in accordance with option two.

CARRIED

Opposed: Mayor LITTLE, Councillors FORBES and MURI

4. ADJOURNMENT

MOVED by Councillor MURI

SECONDED by Councillor FORBES

THAT the April 16, 2019 Council Workshop is adjourned.

CARRIED
(8:51 p.m.)

Mayor

Municipal Clerk

REPORTS

THIS PAGE LEFT BLANK INTENTIONALLY

AGENDA INFORMATION	
<input type="checkbox"/> Council Workshop	Date: _____
<input type="checkbox"/> Finance & Audit	Date: _____
<input type="checkbox"/> Advisory Oversight	Date: _____
<input type="checkbox"/> Other:	Date: _____



The District of North Vancouver REPORT TO COMMITTEE

May 3, 2019
File: 11.5250.20/092.000

AUTHOR: Erin Moxon, Project Engineer

SUBJECT: MoTI Lower Lynn Improvements Project - Phases 1, 2, 3 and 4 Update

RECOMMENDATION:

THAT COUNCIL RECEIVE THIS REPORT FOR INFORMATION

REASON FOR REPORT:

The Ministry of Transportation and Infrastructure (MoTI) will be updating Council on the progress of the Lower Lynn Improvements Project at the May 13th Council Workshop. Jay Porter, MoTI's Senior Project Manager will be presenting and will include a discussion on upcoming major works. This report provides Council summary information in advance of the presentation.

SUMMARY:

MoTI's Lower Lynn Improvements Project includes four phases:

Phase 1 – Mountain Highway Interchange Upgrade

Phase 2 – Keith Rd/Seymour Parkway Interchange Upgrade

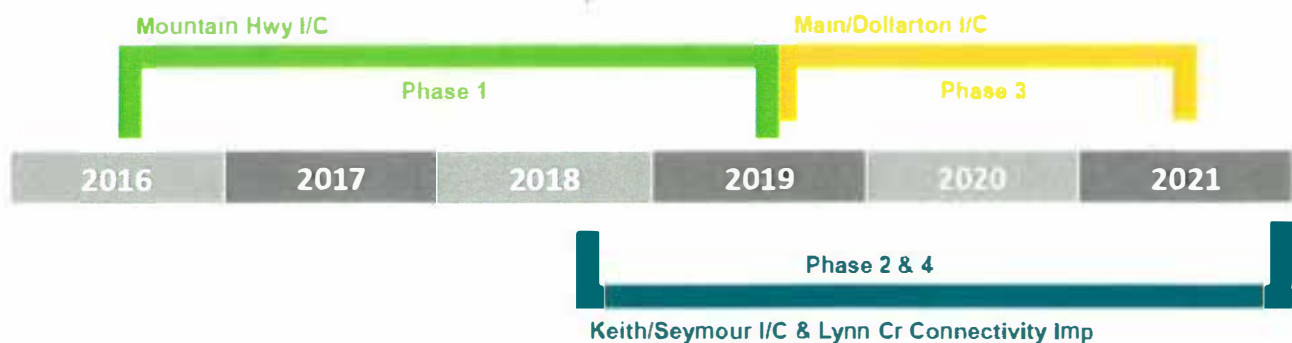
Phase 3 – Main St/Dollarton Hwy Interchange Upgrade

Phase 4 – Lynn Creek Connectivity Improvements

An overview of Phases 1, 2, 3 and 4 are attached in Figure 1.

The Mountain Highway Interchange (Phase 1) is nearing completion and is expected to be fully complete by late August 2019. The Keith Rd/Seymour Parkway Interchange and Lynn Creek Connectivity Improvements (Phases 2 and 4) were tendered together in the fall of 2018 and are now underway with a completion date of December 2021. The Main St/Dollarton Hwy Interchange (Phase 3) is at 90% detail design, with an anticipated tender date of late summer 2019.

The following shows the anticipated timeline of each phase:



Public Consultation:

MoTI has hosted three public open houses typically timed in advance of tendering. During construction, they engage adjacent residents and businesses through regular direct communication, the surrounding neighbourhoods through community liaison outreach and notices, and the broader District community through social media platforms (such as project website and twitter), digital message boards at key locations, and notices in the North Shore News. The project website is www.gov.bc.ca/lowerlynninterchanges.ca.

The District has a dedicated staff liaison to the project who meets weekly with MoTI and City of North Vancouver representatives to review construction progress and emerging issues relevant to municipal residents so that issues can be addressed quickly and collaboratively.

Respectfully submitted,

Erin Moxon, P.Eng.
Project Manager

REVIEWED WITH:		
<input type="checkbox"/> Community Planning	<input type="checkbox"/> Clerk's Office	External Agencies: <input type="checkbox"/> Library Board <input type="checkbox"/> NS Health <input type="checkbox"/> RCMP <input type="checkbox"/> NVRC <input type="checkbox"/> Museum & Arch. <input type="checkbox"/> Other:
<input type="checkbox"/> Development Planning	<input type="checkbox"/> Communications	
<input type="checkbox"/> Development Engineering	<input type="checkbox"/> Finance	
<input type="checkbox"/> Utilities	<input type="checkbox"/> Fire Services	
<input type="checkbox"/> Engineering Operations	<input type="checkbox"/> ITS	
<input type="checkbox"/> Parks	<input type="checkbox"/> Solicitor	
<input type="checkbox"/> Environment	<input type="checkbox"/> GIS	
<input type="checkbox"/> Facilities	<input type="checkbox"/> Real Estate	
<input type="checkbox"/> Human Resources	<input type="checkbox"/> Bylaw Services	



Figure 1 – Highway 1 Lower Lynn Improvements Project Overview Map

THIS PAGE LEFT BLANK INTENTIONALLY

AGENDA INFORMATION	
<input type="checkbox"/> Regular Meeting	Date: _____
<input checked="" type="checkbox"/> Other: <u>WORKSHOP</u>	Date: <u>MAY 13, 2019</u>

 Dept. Manager	 GM/ Director	 CAO
---	--	--

The District of North Vancouver REPORT TO COUNCIL

May 2, 2019

File: 13.6480.30/002.002.000

AUTHOR: Natasha Letchford, Senior Community Planner

SUBJECT: Official Community Plan (OCP) Targeted Review - Scope, Timeline, and Budget

RECOMMENDATION:

THAT the report from the Senior Community Planner entitled "Official Community Plan (OCP) Targeted Review - Scope, Timeline and Budget" dated May 2, 2019 is received for information;

AND THAT the scope, timeline and budget outlined in the report are endorsed;

AND THAT staff present this at the next regular meeting of council for formal approval.

REASON FOR REPORT

At the March 4, 2019 Council Workshop, Council indicated their preference for a targeted OCP review. The purpose of this report is to provide the scope, timeline, and budget for the targeted OCP review and to seek Council's endorsement of the approach.

SUMMARY

This report provides a summary of the scope, timeline, and budget for the targeted OCP Review as directed by Council at the March 4, 2019 Council Workshop. Council wishes to undertake a targeted review of the following four key strategic areas: housing, transportation, climate change, and economy and employment lands. The objective is to develop White Papers on each of the four areas which will inform an action plan for implementation.

BACKGROUND

Official Community Plans describe the long term vision of communities. They are a statement of objectives and policies that guide decisions on planning and land use management. In June 2011, Council adopted the District's Official Community Plan, after an extensive

process including research, technical analysis, and robust public and stakeholder engagement. As part of the engagement for the 2011 OCP over 75 community events were held and input was received from approximately 5,000 participants.

At the March 4, 2019 Council Workshop, staff provided three OCP review options of varying breadth and scope, for Council's consideration. Council indicated their preference for a targeted OCP Review as outlined in Option 3.



The scope of the targeted OCP review will include a series of White Papers focussed on issues arising from implementation of the OCP; new pressures and changing conditions; and emerging priorities.

EXISTING POLICY:

The District of North Vancouver Official Community Plan, Bylaw 7900, 2011, was prepared as an Integrated Sustainable Community Plan. As such, it integrates social, environmental, and economic aspects within the vision, strategies and policies contained in the Plan towards the achievement of a more sustainable future. The OCP identifies a range of land uses along with the transportation network, housing, and infrastructure provisions, environmental, social, and economic policies and financial implications. A key concept of the OCP is the creation of a “network of centres” by advancing a District-wide system of compact, mixed-use, highly liveable and connected village and town centres with new growth focused in four key centres: Lynn Creek, Lynn Valley, Lions Gate, and Maplewood.

The OCP provides direction for a community that supports the health and well-being of all residents. Within the OCP are policies and strategic directions to foster a safe, socially inclusive and supportive community; to support a diverse and resilient economy; to conserve

the ecological integrity of our natural environment; and, to provide infrastructure and facilities to support community health, and cultural activity.

Overall, the OCP is a high level document setting broad policy to guide a path to 2030. The OCP is intended to be adapted and amended from time to time to respond to changing conditions and community needs.

ANALYSIS

Scope

In accordance with direction received from Council, the targeted OCP Review will focus on the following four strategic areas:

- Housing
- Transportation
- Climate Change
- Economy and Employment Lands

A White Paper will be delivered on each of the above noted strategic areas. The purpose is to identify the current state, challenges, and opportunities within each strategic area and to provide recommendations towards achieving the key goals and policies to implement the vision of the OCP. Public and stakeholder workshops will be held on the White Paper topic areas. Each White Paper will be tailored to the specific strategic area; however, the general working outline for all is as follows:

- Summary of the issue and current conditions
- Data collection
- Trends, opportunities, and constraints
- Emerging issues and changing pressures
- Review of best practices and innovative approaches within the region and beyond
- Specific targets, where appropriate
- Priority actions and implementation plan
- Recommended refinements to the OCP

As outlined in the 2011 OCP, none of these focus areas can be addressed in isolation. While four separate White Papers will be developed, the interdependence of the strategic areas will be explored. In addition to the four White Papers, there will be a report, or Action Plan, to summarize the White Papers and to identify a set of actionable items for the short to medium term that can be implemented to move the community forward.

Housing White Paper

The second goal of the OCP specifically states that the District should “*encourage and enable a diverse mix of housing type, tenure and affordability to accommodate the lifestyles and needs of people at all stages of life.*” Since the adoption of the 2011 OCP, housing has

emerged as a crisis issue for the region with many District of North Vancouver residents spending more than 30% of their gross household income on housing. Housing affordability, availability, and diversity that accommodate the needs of current and future residents are key indicators of healthy communities. The cost of housing, both locally and regionally, continues to be out of reach for many, resulting in fewer opportunities in the District of North Vancouver for people to live, work, and age in place.

The White Paper on housing will explore best practices and innovative housing options in the region and beyond with a goal to ensure there is a supply of secure and stable housing for a diversity of incomes. The OCP outlines policies to diversify housing types and tenures while enhancing and respecting neighbourhood character. It does so by concentrating growth in Town Centres and along key transit corridors to provide opportunities for current and future residents to access amenities and commute to work by foot, bicycle or transit. Some of the tactics that will be explored to help achieve the housing goals outlined in the OCP include residential rental tenure rezoning, sensitive infill options in single family neighbourhoods, alternative ownership models, and various partnership options.

Transportation White Paper

The OCP strives to provide *“a safe, efficient and accessible network of pedestrian, bike, and road ways and to enable viable alternatives to the car...”* Transportation is inextricably linked with housing and many of the areas explored with housing will impact the opportunities for improving transportation. The liveability and health of our community continues to be challenged by transportation constraints and road congestion. The District's unique geography, coupled with few existing east-west connections and a car-dependent land use pattern contribute to increased incidences of congestion and commuting times. With few options for moving around, many residents are forced to use personal vehicles for short trips around the North Shore.

The goal of the transportation White Paper is to explore how best to move people and will be informed by the Integrated North Shore Transportation Planning Project (INSTPP) study. The White Paper will seek out opportunities to achieve the recommendations from INSTPP, including: implementing upper levels bus on shoulder lane; B-lines and transit priority measures; expanded transit priority infrastructure at bridgeheads and along key corridors; alignment of land use and transportation; bus service between Squamish and Vancouver; commuter rail from Whistler to Seabus/Phibbs; and expansion of North Shore passenger ferry network. The transportation White Paper may also explore various items including bike share programs; autonomous vehicles; and, improved cycling and pedestrian routes.

Climate Change White Paper

Environmental sustainability is deeply integrated into the vision, goals, and strategic directions of the District's Official Community Plan. The OCP describes a key strategic direction to: “conserve energy and reduce greenhouse gas emissions through compact, connected, and “green” communities; and encourage the protection and enhancement of our natural systems.” Urgent and transformative action is required to address and adapt to the

SUBJECT: Official Community Plan (OCP) Targeted Review - Scope, Timeline, and Budget

May 2, 2019

Page 5

challenges of climate change. The District has taken significant steps towards reducing its carbon emissions by proposing ambitious GHG reduction targets in refining a Community Energy and Emissions Plan. The revised target is to achieve net zero GHG emissions below 2007 levels by 2050. Strategies to achieve this target include switching fuel sources from gas to electricity; reducing energy consumption; and, by investing in carbon sequestration initiatives, among other strategies.

Further work will be done as part of the White Paper on Climate Change to identify innovative strategies and actions for mitigation and adaptation that can support emerging areas such as zero emission buildings, zero emission vehicles, and sea level rise adaptation.

Economy and Employment Lands White Paper

The OCP provides direction to encourage “the protection, intensification, and diversification of our employment lands, and a customer-oriented and business friendly environment. Additional work is needed to evaluate existing conditions and to identify economic opportunities. The White Paper on economy and the employment lands will include research on employment lands, worker housing, and the impacts of the growth in tourism such as at Quarry Rock and Lynn Canyon. Further work will be done to examine the impacts of escalating assessments, land values, and displacement on small and independent businesses.

Timeline

As discussed in previous Council Workshops it is expected that the time needed to complete the targeted review will be 10 to 12 months after resources are in place. It is anticipated the White Papers will be delivered in Summer 2020. The timeline may change depending on input received during the public engagement process. The timeline is discussed in more detail in the Public Engagement and Communications section of this report.

Financial Impacts

To complete the Targeted OCP Review as outlined a total budget of \$360,000 to \$395,000 is anticipated. Consulting professionals with housing, transportation, climate change, and economy and employment

Targeted OCP Review (000's)

	Low		High	
Consulting	\$	300	\$	320
Technical Analysis & Engagement		50		60
Publication & Documentation		10		15
Total	\$	360	\$	395

expertise will be required for each key strategic area. Outside expertise and additional support is required for technical analyses and for comprehensive public and stakeholder engagement. Publication of a variety of documents including the final White Papers, communications, and public information is also included. These are early estimates and may fluctuate based on results from the request for proposals and Council direction. The financial plan will be amended based on Council direction with additional funding from general surplus.

PUBLIC ENGAGEMENT AND COMMUNICATIONS:

It is recommended that this project fall within the CONSULT area of the District's public engagement spectrum.

The promise we are making is that the District will keep the public informed, listen to and acknowledge their concerns and aspirations in developing solutions, and that the District will report back to the public on how their input has influenced final decisions.

PUBLIC ENGAGEMENT SPECTRUM

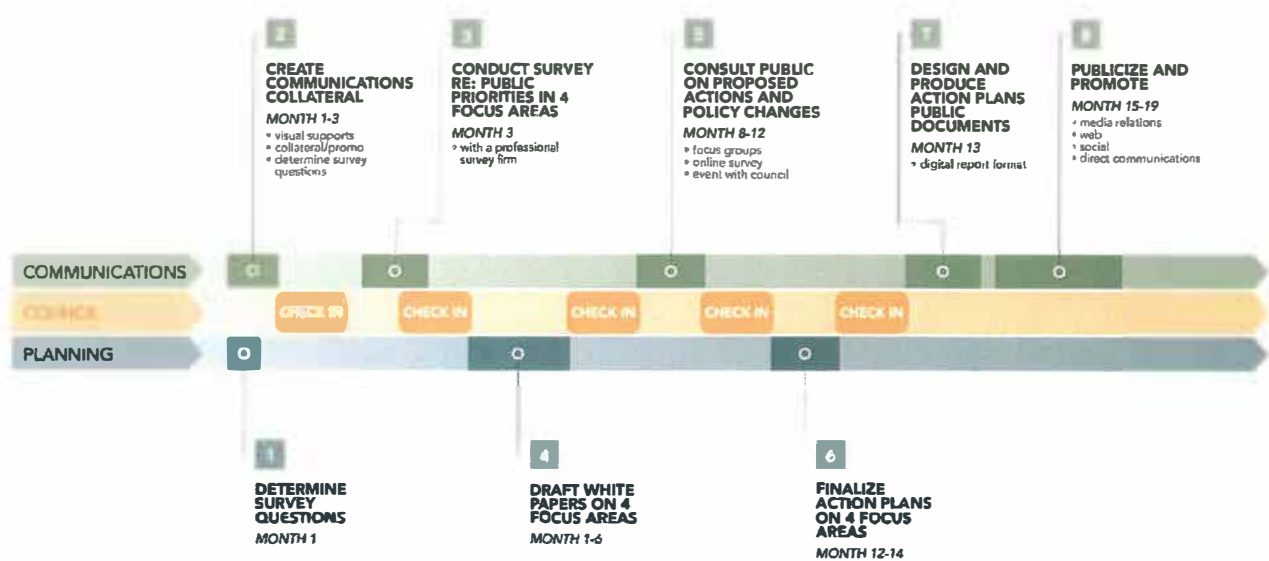
Adapted and used with permission from the International Association for Public Participation (IAP2 Federation)

Inform	Listen & Learn	Consult	Involve	Collaborate	Empower
<p>"We will keep you informed. We will provide information that is timely, accurate, balanced, objective, and easily understood. We will respond to questions for clarification and direct you to sources of additional information."</p> <p>Example:</p> <ul style="list-style-type: none"> • Website • Advertising • Signage • Fact sheet 	<p>"We will listen to you and learn about your plans, views, and issues; and work to understand your concerns, expectations, and ideas."</p> <p>Example:</p> <ul style="list-style-type: none"> • Face to face • Survey • Focus Group 	<p>"We will keep you informed, and listen to and acknowledge your concerns and aspirations in developing final solutions, and we will report back to you on how your input influenced the decision."</p> <p>Example:</p> <ul style="list-style-type: none"> • Survey • Focus Group • Public meeting 	<p>"We will work with you to ensure your concerns and aspirations are directly reflected in the alternatives developed, and we will report back on how your input influenced the decision."</p> <p>Example:</p> <ul style="list-style-type: none"> • Workshop • Design charrette 	<p>"We will look to you for advice and innovation in formulating solutions, and we will incorporate your recommendations into the decisions to the maximum extent possible."</p> <p>Example:</p> <ul style="list-style-type: none"> • Deliberative Dialogue • Workshop 	<p>"We will implement what you decide"</p> <p>Example:</p> <ul style="list-style-type: none"> • Alternative Approval Process • Assent Voting/Referendum • Election

Public engagement and communications for this project will:

- Provide input for the development of the White Papers
- Provide input for the development of the Action Plan and proposed policy changes.
- Ensure residents are aware of the opportunities to provide input, and the Council approved action plans and policy changes.

Public Engagement timeline for Communications, Planning, and Council:



Communications & Engagement steps on timeline are:

Create communications collateral

Develop visual look and feel, visual support materials, promotional and advertising materials.

Work with Planning to develop draft public survey questions.

Public survey on priority areas

To support development of the White Papers on the four strategic areas of Housing, Transportation, Climate Change, and Economy and Employment with a sound understanding of the public's concerns and priorities, the District will work with a professional survey firm to conduct a statistically relevant and demographically representative survey of its residents. A sample of approximately 300 people, which mirrors the demographic make-up of the District as depicted in the latest Statistics Canada census, will provide a reliable basis upon which to gauge public sentiment.

Communications will develop the survey questions in partnership with Planning and the professional survey firm. Council will have the opportunity to review the questions before the survey is conducted.

A deeper dive with focus groups representing the different age groups and demographics of the District will provide input on the findings of the draft White Papers.

The timeline ensures that public consultation is not undertaken through the summer or other school holidays.

SUBJECT: Official Community Plan (OCP) Targeted Review - Scope, Timeline, and Budget

May 2, 2019

Page 8

Once completed, the results of the survey will be provided to Council, and will be used by Planning in further development of the White Papers.

Conclusion

This report provides a summary of the scope, timeline, and budget for a targeted OCP Review. The goal is to deliver White Papers in Summer 2020 on the four strategic areas: housing; transportation; climate change; and economy and employment lands. Staff are seeking Council's confirmation for the targeted OCP review approach as outlined in this report.

Recommendation

THAT the report from the Senior Community Planner entitled "Official Community Plan (OCP) Targeted Review - Scope, Timeline and Budget" dated May 2, 2019 is received for information;

AND THAT the scope, timeline and budget outlined in the report are endorsed;


AND THAT staff present this at the next regular meeting of council for formal approval.

Respectfully submitted,



Natasha Letchford
Senior Community Planner

REVIEWED WITH:		
<input type="checkbox"/> Community Planning	<input type="checkbox"/> Clerk's Office	External Agencies:
<input type="checkbox"/> Development Planning	<input type="checkbox"/> Communications	<input type="checkbox"/> Library Board
<input type="checkbox"/> Development Engineering	<input type="checkbox"/> Finance	<input type="checkbox"/> NS Health
<input type="checkbox"/> Utilities	<input type="checkbox"/> Fire Services	<input type="checkbox"/> RCMP
<input type="checkbox"/> Engineering Operations	<input type="checkbox"/> ITS	<input type="checkbox"/> NVRC
<input type="checkbox"/> Parks	<input type="checkbox"/> Solicitor	<input type="checkbox"/> Museum & Arch.
<input type="checkbox"/> Environment	<input type="checkbox"/> GIS	<input type="checkbox"/> Other:
<input type="checkbox"/> Facilities	<input type="checkbox"/> Real Estate	
<input type="checkbox"/> Human Resources	<input type="checkbox"/> Bylaw Services	



Targeted OCP Review Scope, Timeline and Budget

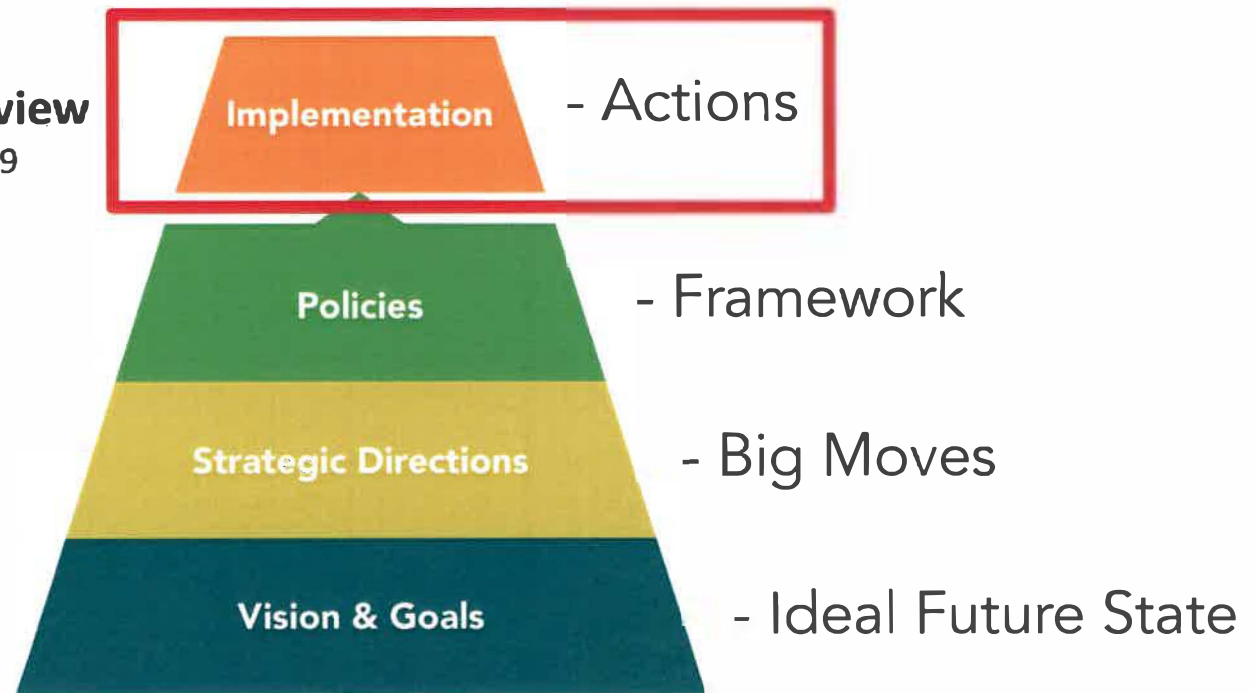
Council Workshop

May 13, 2019

Targeted OCP Review Focus

Option 3 – Targeted Review

Selected by Council, Mar 4, 2019



1

Housing



2

Transportation



3

**Climate
Change**



4

**Economy and
Employment
Lands**



Housing



Transportation



Climate Change



Economy and Employment Lands



Budget

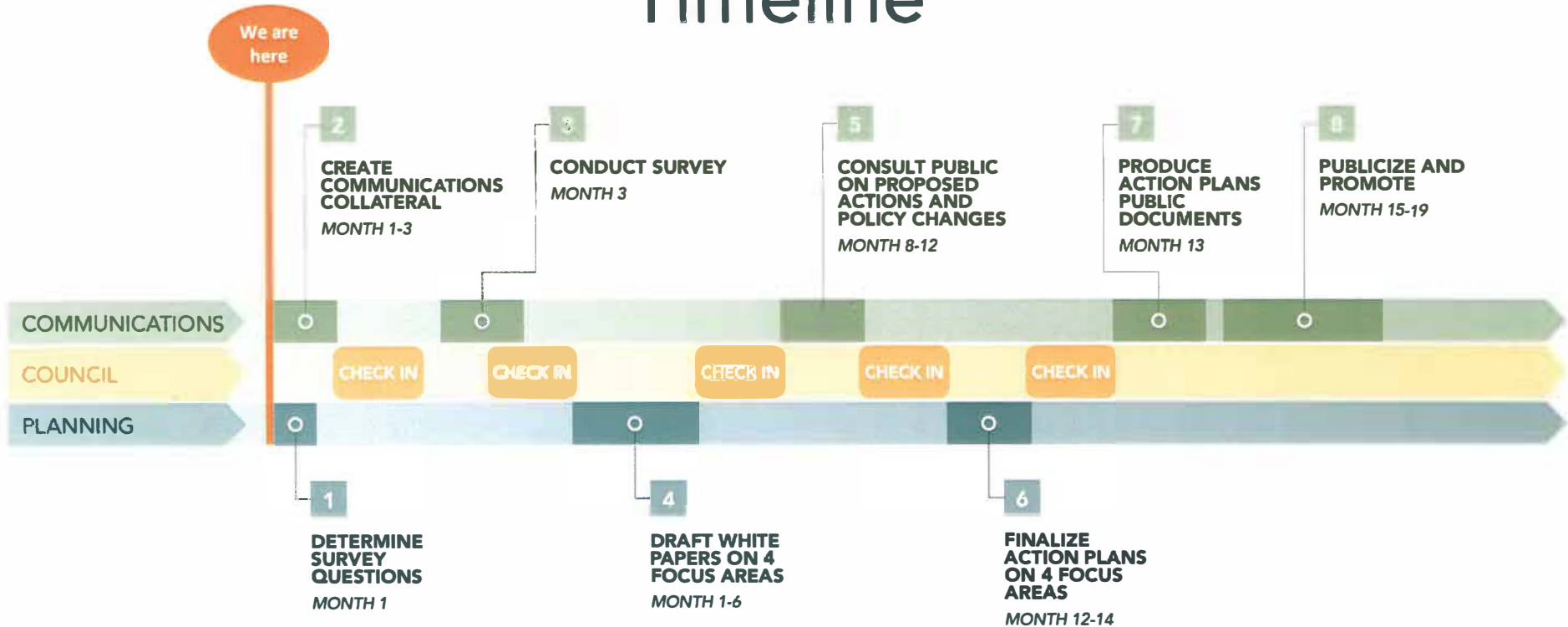


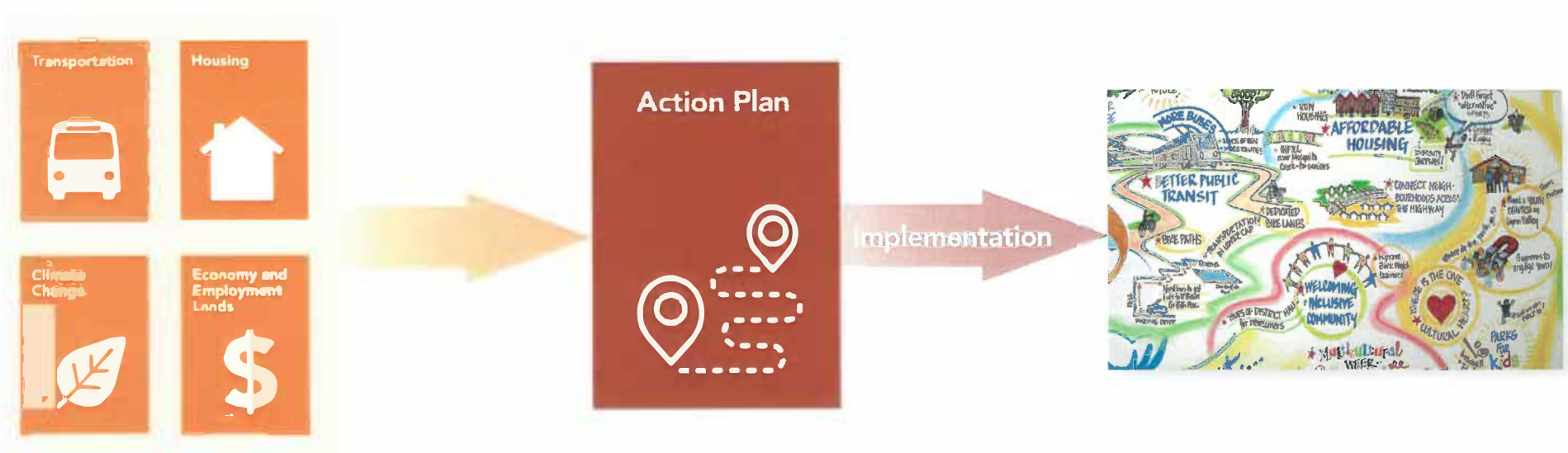
OCP Targeted Review

10 - 12 months

\$360K - 395K

Timeline






Resolution

- THAT the report from the Senior Community Planner entitled “Official Community Plan (OCP) Targeted Review - Scope, Timeline and Budget” dated May 2, 2019 is received for information;
- AND THAT the scope, timeline and budget outlined in the report are endorsed;
- AND THAT staff present this at the next regular meeting of council for formal approval.



AGENDA INFORMATION	
<input checked="" type="checkbox"/> Council Workshop	Date: <u>May 13, 2019</u>
<input type="checkbox"/> Finance & Audit	Date: _____
<input type="checkbox"/> Advisory Oversight	Date: _____
<input type="checkbox"/> Other:	Date: _____


Dept.
Manager


GM/
Director


CAO

The District of North Vancouver REPORT TO COMMITTEE

April 9, 2019
File: 01.0115.30/002.000

AUTHOR: James Gordon, Municipal Clerk

SUBJECT: Council Procedure Bylaw Review

RECOMMENDATION:

THAT staff are directed to prepare, for Council's consideration, an amendment to Council Procedure Bylaw 7414 reflecting the direction provided by Council at the May 13, 2019 workshop.

BACKGROUND:

Council has expressed a desire to review the Council Procedure Bylaw. In absence of any specific direction, staff have identified areas it believes Council may want to discuss. This is section A – *Potential Areas of Change*. This is followed by section B – *Other Housekeeping Items* which are miscellaneous amendments staff feel are required to improve the document but may not necessarily be of interest to Council.

A. Potential Areas of Change

1. Day and time of regular Council meetings – sections 5(a) and 27

Currently

First and third Monday of each month starting at 7:00 pm and ending at 10:30 pm

To continue after 10:30 pm requires a majority vote of Councillors present while continuing after 11:00 pm requires a unanimous vote of Councillors present.

Proposal

Leave as is.

2. Electronic meetings – section 8

Currently

- (a) a special meeting may be conducted by means of electronic or other communication facilities;
- (b) a member of Council or a Council committee who is unable to attend a council meeting or a council committee meeting, as applicable, may participate in the meeting by means of electronic or other communication facilities.

Proposal

Delete and replace with:

- (a) Provided that the conditions set forth in the *Community Charter* regulating electronic meetings are met, as well as subsections (b), (c) and (d) also being met, a member of Council or a member of a Council committee who is unable to attend at a Council meeting or Council committee meeting may participate in the meeting by electronic or other communications means, and are deemed to be present at the meeting and counted towards quorum.
- (b) A quorum must not participate by electronic or other communications means.
- (c) The presiding member shall not participate by electronic or other communications means.
- (d) In instances where both the Mayor or Acting Mayor, or the Chair of a Council committee as the case may be, will participate in a meeting of the Council or committee by electronic or other communications means, the Council or committee will elect from among the members physically present, a member to preside for that meeting.
- (e) A special meeting of Council where notice is waived due to urgent circumstances is exempt from 8(b), (c) and (d).

3. Proclamations – new section

Currently

Proclamations are listed in the Order of Business but has no corresponding section to explain its use.

Proposal

Council must determine if they want to make proclamations at regular Council meetings.

If no, then Proclamations will be removed from the Order of Business.

If yes, Council must determine how many proclamations per meeting are acceptable and then a new section will be added between sections 20 and 21 as follows:

Proclamations

A maximum of X proclamations will be permitted at any regular meeting of Council.

4. Delegations – section 21

Currently

A maximum of two delegations per meeting and five minutes each.

Proposal

Council may want to consider limiting this to one per meeting and/or changing the permitted time.

5. Public Input – section 22

Currently

A thirty minute time slot at the beginning of regular Council meetings with ten speakers taking three minutes each. Speakers may address both agenda and non-agenda items.

Also, one speaker for and one speaker against (also three minutes each) is permitted at each agenda item.

Proposal

Council may want to consider:

- the length of individual speaking time (two or three minutes)
- the length of the speaking period (twenty or thirty minutes)
- when public input occurs (beginning or end of the regular meeting)
- if speakers at agenda items is still desirable
- if priority in the main public input period should be given to agenda items over non-agenda items

6. Councillor speaking time limits and time for answers to questions to staff – section 23(d)

Currently

Speaking time is four minutes for the first time and two minutes for the second time. Two additional minutes are permitted to speak to an amendment.

Also, the time required for staff to respond to questions from Council members is included in the speaking time limit (means the timer keeps running).

Proposal

Leave the speaking time limits as they are but delete the clause requiring staff answers to questions from Council members to be included in the speaking time limit (meaning the clock will stop while an answer is given – which is our current practice).

7. Bylaw readings, adoption and debate – sections 24(c)(ii), 31(d) and 31(h)

Currently

24(c)(ii) [A motion] to give a bylaw second reading, third reading, or all three readings at once, or to amend the bylaw at adoption [is debatable...]

31(d) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.

31(h) A proposed bylaw may be amended while being considered for adoption except that a zoning bylaw may be amended only to the extent permitted by section 470(1)(b) of the *Local Government Act*.

These sections collectively mean that a bylaw is both debatable and amendable at first, second and third readings and adoption. Clarity is required.

Proposal

Staff will clean up these various subsections to make it clear that Council is free to debate and amend bylaws at any stage of the bylaw adoption process, of course subject to the various miscellaneous restrictions of the *Community Charter* and *Local Government Act* – such as OCP and zoning bylaws, bylaws subject to Ministerial approval or approval of the electors, etc.

8. Reconsideration by a Council member – section 26(a)

Currently

26(a) Subject to subsection 26(d) a member who voted with the majority 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.

This creates a problem of no majority where a motion is defeated on a tie vote, thereby preventing reconsideration of the matter by a Councillor.

Proposal

Add a new subsection to section 26 as follows:

26(?) In case of a tie vote yielding defeat of a motion, any member of Council that was present and voted may, at any time within one month of the vote, introduce a motion to reconsider the resolution, motion or proceeding.

9. Committee of the Whole – Part 7 (sections 35 to 41)

Currently

This is a complete and comprehensive Part that permits Council to use the relaxed rules of the Committee of the Whole process for less formal discussion and education sessions.

Proposal

Leave as is.

10. Public Hearings – Part 9 (sections 46 to 49)

Currently

46 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.

47 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.

48 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.

- 49 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.

Proposal

Based on issues raised at the last public hearing, and recognizing the public hearing Chair's authority to establish procedural rules for the conduct of the hearing, Council may want to agree upon some general practices for the conduct of hearings.

Council may also want to consider whether or not Councillors are permitted to participate in a public hearing by electronic means (default would be it is not permitted if the wording of the proposed section on electronic participation is accepted – limits electronic participation to "meetings" which does not include "hearings").

As a suggestion, the following new section could be added between sections 45 and 46 while sections 46 to 49 would also be retained:

- X Without limiting the discretion of a public hearing Chair to establish rules of procedure for the conduct of a hearing, the following procedural practices 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) 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.
 - (c) 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.

B. Other Housekeeping Items

1. Definitions - section 2

A definition of *District of North Vancouver Website* will be added.

2. Meetings and hearings outside the municipality – new section

A new section will be added at the beginning of Part 2 *Council Meetings* to permit meetings, hearings and other proceedings to be held outside the municipal boundaries (useful when entire Council is at FCM).

3. Expelling person from a meeting – section 11(d)

Wording will be improved to make the authority of the Chair to expel a person from a meeting consistent with wording in the *Community Charter*.

4. Minute taking standards – new subsection to section 12

A new subsection to section 12 will clarify that minutes are not verbatim but a reasonable summary of what was discussed, they record action items and provide context as needed, and include no personal attribution.

5. Recording of mover and seconder – new subsection to section 12

A new subsection will be added to clarify the requirement in the minutes to record the mover and seconder of all motions.

6. Suspending procedural rules – new subsection to section 12

A new subsection will be added stating the suspension of a procedural rule must not conflict with legislation.

7. Distribution of Council meeting agenda – section 15(b)

This section will be cleaned up by ensuring Council meeting agenda are distributed the Wednesday (to Council) and Thursday (to the public) prior to a meeting to members of Council, posted on the District's webpage, and copies made available in the District Hall lobby and at libraries.

8. Any Other Business – sections 15(c) and 19

Delete section 19 (and remove from the Order of Business) as it is never used and is not the proper way to introduce a new item to the agenda.

Amend section 15(c) to read:

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.

9. Requirement for a motion to be on the floor before debate – new subsection to section 23 *Conduct and Debate*

A new subsection with wording such as “A properly constituted motion must first be on the floor prior to an agenda item being discussed or debated” will be added.

10. Primary and secondary amendments – section 25

Wording will be added to section 25 to clarify that a main motion may be subject to only one amendment at any one time, that an amendment to a main motion is subject to only one amendment at any one time and that the respective amendments must be addressed first and in proper order.

11. Bylaws deemed abandoned after two years – new subsection to section 31

A new subsection will be added to section 31 to clarify that bylaws not advanced to the next reading within two years are deemed to have been abandoned. This is necessary to effectively manage bylaws by concluding matters that otherwise would remain outstanding indefinitely.

TIMING/APPROVAL PROCESS:

Public notice must be provided before Council adopts an amendment to the Council Procedure Bylaw.

OPTIONS:

Council may review the observations and suggestions of staff noted above and accept, modify or reject any combination thereof. If Council determines that amendments to the bylaw are required, clear direction to staff would assist in preparing the necessary amending bylaw.

Respectfully submitted,


James Gordon
Municipal Clerk

Attachment: Council Procedure Bylaw 7414

REVIEWED WITH:					
<input type="checkbox"/> Community Planning	_____	<input type="checkbox"/> Clerk's Office	_____	External Agencies:	
<input type="checkbox"/> Development Planning	_____	<input type="checkbox"/> Communications	_____	<input type="checkbox"/> Library Board	_____
<input type="checkbox"/> Development Engineering	_____	<input type="checkbox"/> Finance	_____	<input type="checkbox"/> NS Health	_____
<input type="checkbox"/> Utilities	_____	<input type="checkbox"/> Fire Services	_____	<input type="checkbox"/> RCMP	_____
<input type="checkbox"/> Engineering Operations	_____	<input type="checkbox"/> ITS	_____	<input type="checkbox"/> NVRC	_____
<input type="checkbox"/> Parks	_____	<input type="checkbox"/> Solicitor	_____	<input type="checkbox"/> Museum & Arch.	_____
<input type="checkbox"/> Environment	_____	<input type="checkbox"/> GIS	_____	<input type="checkbox"/> Other:	_____
<input type="checkbox"/> Facilities	_____	<input type="checkbox"/> Real Estate	_____		
<input type="checkbox"/> Human Resources	_____	<input type="checkbox"/> Bylaw Services	_____		

THIS PAGE LEFT BLANK INTENTIONALLY



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

Bylaw 7485

Bylaw 7533

Bylaw 7905

Bylaw 7980

Bylaw 8108

Date of Adoption

September 13, 2004

April 5, 2005

November 7, 2011

April 15, 2013

February 5, 2018

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.

THE CORPORATION OF THE DISTRICT OF NORTH VANCOUVER

BYLAW 7414

COUNCIL PROCEDURE BYLAW 2004

Table of Contents

	<u>Page</u>
PART 1 – INTRODUCTION	1
1. <i>Title</i>	<i>1</i>
2. <i>Definitions</i>	<i>1</i>
3. <i>Application of rules of procedure</i>	<i>1</i>
PART 2 – COUNCIL MEETINGS	2
4. <i>Inaugural meeting</i>	<i>2</i>
5. <i>Time and location of meetings</i>	<i>2</i>
6. <i>Notice of Council meetings</i>	<i>2</i>
7. <i>Notice of special meetings</i>	<i>3</i>
8. <i>Electronic Meetings</i>	<i>3</i>
PART 3 - DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR	3
9. <i>Designation of a member to act in place of Mayor</i>	<i>3</i>
PART 4 – COUNCIL PROCEEDINGS	4
10. <i>Deleted</i>	<i>4</i>
11. <i>Attendance of public at meetings</i>	<i>4</i>
12. <i>Minutes of Council and committee meetings to be maintained and available to public</i>	<i>4</i>
13. <i>Calling meeting to order</i>	<i>4</i>
14. <i>Adjourning meeting where no quorum</i>	<i>5</i>
15. <i>Agenda</i>	<i>5</i>
16. <i>Reports from Council Members</i>	<i>5</i>
17. <i>Order of proceedings and business</i>	<i>5</i>
18. <i>Consent Agenda Items</i>	<i>6</i>
19. <i>Any Other Business</i>	<i>6</i>
20. <i>Voting at meetings</i>	<i>7</i>
21. <i>Delegations</i>	<i>7</i>
22. <i>Public input</i>	<i>7</i>
23. <i>Conduct and debate</i>	<i>8</i>
24. <i>Motions generally</i>	<i>9</i>
25. <i>Amendments generally</i>	<i>10</i>

26.	<i>Reconsideration by a Council member</i>	10
27.	<i>Adjournment</i>	10
PART 5 – BYLAWS		11
28.	<i>Copies of proposed bylaws to Council members</i>	11
29.	<i>Form of bylaws</i>	11
30.	<i>Bylaws to be considered separately or jointly</i>	11
31.	<i>Reading and adopting bylaws</i>	11
32.	<i>Bylaws must be signed</i>	12
PART 6 - RESOLUTIONS		12
33.	<i>Resolutions</i>	12
34.	<i>Introducing resolutions</i>	12
PART 7 – COMMITTEE OF THE WHOLE		12
35.	<i>Meeting date and time</i>	12
36.	<i>No delegated decision making authority</i>	13
37.	<i>Mayor to preside</i>	13
38.	<i>Rising</i>	13
39.	<i>Quorum, motions, debate, and voting</i>	13
40.	<i>Agenda, agenda items, and order of business</i>	14
41.	<i>Public input</i>	15
PART 8 – COMMITTEES		15
42.	<i>Creating select or standing committees of Council</i>	15
43.	<i>Committee meeting procedures</i>	15
44.	<i>Reporting to Council by Committees</i>	15
45.	<i>Mayor a member of All Committees</i>	15
PART 9 - PUBLIC HEARINGS		15
46.	<i>Reports</i>	15
47.	<i>Referral</i>	15
48.	<i>Closing public hearing</i>	16
49.	<i>No submissions after closure of public hearing</i>	16
PART 10 – GENERAL		16

**CONSOLIDATION OF BYLAW 7414 AS OF FEBRUARY 5, 2018
UP TO AND INCLUDING BYLAW 8108**

THE DISTRICT OF NORTH VANCOUVER

BYLAW 7414

COUNCIL PROCEDURE BYLAW 2004

A bylaw establishing rules of procedure for the Council and its committees pursuant to the *Community Charter SBC 2003 c.26*

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 2004**”.

2. Definitions

In this Bylaw,

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

“**Municipal Hall**” means the District of North Vancouver Municipal Hall located at 355 West Queens Road, North Vancouver, British Columbia, V7N 4N5;

“**Clerk**” means the officer assigned responsibility for corporate administration for the District under section 148 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)

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.

- (b) Following the *Community Charter* 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 statute and bylaw.

(7980)

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 4(a) the first Council meeting must be called by the Clerk and held as soon as reasonably possible after a quorum has taken office.

5. Time and location of meetings

All Council meetings must take place within the Municipal Hall except when Council resolves to hold meetings elsewhere.

- (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 section 27,
 - (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 at a time specified in the resolution; or,
 - (ii) a notice made pursuant to section 126 of the *Community Charter* that a meeting is to be held at the place and at the time specified in the notice.
- (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)

6. Notice of Council meetings

- (a) In accordance with section 127 of the *Community Charter*, Council must prepare annually on or before January 1, a schedule of the dates, times and places of regular Council meetings and must make the schedule available to the public by posting it at the Public Notice Posting Place.

- (b) In accordance with section 127 of the *Community Charter*, Council must give notice annually on or before December 1 of the time and duration that the schedule of regular Council meetings will be available beginning on January 1.
- (c) Where revisions are necessary to the annual schedule of regular Council meetings, the Clerk must, as soon as possible, post a notice at the Public Notice Posting Place, which indicates any revisions to the date, time and place or cancellation of a regular Council meeting.

7. Notice of special meetings

- (a) Except where notice of a special meeting is waived by unanimous vote of all council members under section 127(4) of the *Community Charter*, a notice of the date, hour, 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 in the Council Chamber at Municipal Hall;
 - (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.

8. Electronic Meetings

Subject to the *Community Charter*

- (a) a special meeting may be conducted by means of electronic or other communication facilities;
- (b) a member of Council or a council committee who is unable to attend a council meeting or a council committee meeting, as applicable, may participate in the meeting by means of electronic or other communication facilities.

(7485)

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 section 9(a) must fulfill the responsibilities of the Mayor in his or her absence.
- (c) If both the Mayor and the member designated under section 9(a) are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.
- (d) The member designated under section 9(a) or chosen under section 9(c) has the same powers and duties as the Mayor in relation to the applicable matter.

PART 4 – COUNCIL PROCEEDINGS

10. Deleted

(7905)

11. Attendance of public at meetings

- (a) Except where the provisions of section 90 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 of the *Community Charter*.
- (c) This section applies to all meetings of the bodies referred to in section 93 of the *Community Charter*.
- (d) Despite section 11(a), the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 9 may expel or exclude from a Council meeting a person in accordance with section 23(j).

12. Minutes of Council and committee meetings to be maintained and available to public

- (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) Subject to subsection 12(c) and in accordance with the *Community Charter*, minutes of the proceedings of Council must be open for public inspection at Municipal Hall during its regular office hours.
- (c) Subsection 12(b) does not apply to minutes of a Council or Committee meeting or that part of a Council or Committee meeting from which persons were excluded under section 90 of the *Community Charter*.
- (d) When an item dealt with at a closed meeting is no longer confidential, in the opinion of the Mayor or as resolved by Council, the minutes for that item shall be received without debate in a Council meeting.
- (e) The Clerk shall record in the minutes the time when a member withdraws from and returns to a meeting of Council.
- (f) 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 in accordance with section 9 must take the Chair and call such meeting to order.

- (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 under section 9 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.

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. Agenda

- (a) The Clerk and the Chief Administrative Officer, in consultation with the Mayor, shall prepare an Agenda setting out all the items for consideration at that meeting.
- (b) At least three clear days before the day of the meeting, the Clerk shall give public notice of the time, place and date of the meeting by:
 - (i) delivering a copy of the agenda to each member at the place to which the member has directed notices to be sent;
 - (ii) posting a copy of the agenda on the Public Notice Posting Place at Municipal Hall ;
 - (iii) delivering copies of the agenda to the public libraries in the municipality; and
 - (iv) leaving copies of the agenda at the reception counter at Municipal Hall for the purpose of making them available for the public.
- (c) Council must not consider any matters not listed on the Agenda unless a new matter for consideration is properly introduced as an item pursuant to section 19, Any Other Business.

16. Reports from Council Members

A Council member may submit, in the proper "Report to Council" format, a report on an item to be included on a future Council meeting agenda. Such reports shall be submitted to the Clerk who will place the item on the next agenda. The report shall contain relevant explanatory information and background, and shall make a clear recommendation for Council action.

(7905)

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) Public Input;
 - (iii) Proclamations;

- (iv) Recognitions;
- (v) Delegations;
- (vi) Adoption of Minutes;
- (vii) Release of Closed Meeting Decisions;
- (viii) Committee of the Whole Report;
- (ix) Consent Agenda;
- (x) Reports from Council or Staff;
- (xi) Committee Reports;
- (xii) Other Business; and,
- (xiii) Adjournment.

(7980)

- (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. **Any Other Business**

A member wishing to add an item to the agenda may raise the matter under Any Other Business by making the appropriate motion and, if requested to do so, briefly explaining the matter; and if the motion to add the item to the agenda is adopted and the member's motion respecting the matter is seconded, the item is immediately debated.

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.
- (c) the Clerk shall record the vote in the minutes of the meeting.

21. Delegations

- (a) A maximum of two delegations will be permitted at any regular meeting of Council.
- (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) The maximum time permitted for any one delegation is five minutes. Upon the consent of Council a delegation may be permitted a longer time.
- (e) 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.
- (f) 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 through the Municipal Clerk by providing their name, approximate residential location, and the subject they wish to speak on. The speakers list shall be on a first come, first served basis. Individuals must sign up in person. Speaking slots will not be reserved nor can someone sign up on behalf of another. Where the speakers list has not filled the allotted thirty minutes and those signed up have already spoken, the Mayor may ask for speakers from the gallery on a first come, first served basis to fill any remaining time under the same rules of this section.

- (d) Speakers wishing to speak on an agenda item may sign up to speak during the thirty minute public input period or during the meeting at the time when the agenda item is on the floor. Speakers speaking at the time when the agenda item is on the floor shall be limited to one in support of the item and one opposed. Speakers wishing to speak on an item not on the agenda shall do so only during the thirty minute public input period.
- (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,

with the time required for staff to respond to questions from Council members included in the speaking time, 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.
- (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 23(e) to 23(h) of this Bylaw.
- (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 second reading, third reading, or all three readings at once, or to amend the bylaw at adoption;
 - (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 Council, 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.
- (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 withdraw, to amend, to refer to a committee or for report, or to postpone further debate to a certain day, and the several motions have precedence in the order named.
- (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 informs the Council immediately, giving reasons, and refuses to accept the motion.

25. Amendments generally

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

26. Reconsideration by a Council member

- (a) Subject to subsection 26(d), a member who voted with the majority 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 26(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 subsection (1) of section 131 of the *Community Charter*;
 - (iii) been acted on by an officer, employee or agent of the District.
- (e) A motion under subsection 26(a) must be introduced in compliance with section 16.
- (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.

27. Adjournment

- (a) A Council may continue a Council meeting
 - (i) after 10:30 p.m. only by an affirmative of the members present; and,
 - (ii) after 11:00 p.m. only by a unanimous vote of the members present.

- (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 the first three readings unless prohibited by the *Community Charter*.
- (e) Subject to section 477 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) of the *Community Charter*, and in accordance with section 477(6) 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)
- (h) A proposed bylaw may be amended while being considered for adoption except that a zoning bylaw may be amended only to the extent permitted by section 470(1)(b) of the *Local Government Act*. (8108)
- (i) 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.

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.

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. (8108)
- (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.

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) As a courtesy, speakers will be requested to state their name and approximate residential location.
- (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

A committee:

- (a) may report to Council at any Regular meeting of Council; and,
- (b) must report to the Council when directed by resolution of Council.

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. 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.

47. 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.

48. 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.

49. 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

50. 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.

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

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

Amended by: 7485 7533 7905 7980 8108

THIS PAGE LEFT BLANK INTENTIONALLY