



## REPORT

Report Date: August 20, 2021  
Contact: Katrina Leckovic  
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RTS No.: 14578  
VanRIMS No.: 08-2000-20  
Meeting Date: September 21, 2021  
[Submit comments to Council](#)

TO: Vancouver City Council  
FROM: City Clerk  
SUBJECT: Amendments to Procedure By-law No. 12577

### **RECOMMENDATION**

- A. THAT Council approve, in principle, the proposed amendments to the Procedure By-law, as set out in Appendix A.
- B. THAT the Director of Legal Services be instructed to prepare a by-law for enactment on October 5, 2021 generally in accordance with the by-law attached as Appendix A.
- C. THAT Council rescind Policy CP-004-02, Meetings – Proceedings.
- D. THAT Council rescind Policy CP-004-01, Meetings – Council Chamber.

### **REPORT SUMMARY**

Since June 17, 2020, Council has operated under the *COVID-19 Related Measures Act (CRMA)* and Ministerial Order M192 which allows all meetings and public hearings to be conducted electronically during the COVID-19 pandemic. The authority to hold electronic meetings under Ministerial Order M192 expires on September 28, 2021. In order for Council to continue to hold electronic meetings or have electronic participation, changes to the Procedure By-law are required.

To inform changes to the Procedure By-law staff conducted a survey with members of Council and an issue specific jurisdictional scan of Lower Mainland municipalities. This report seeks Council's approval of various administrative and substantive changes to the Procedure By-law. The last comprehensive review of the Procedure By-law was conducted in 2019, with administrative amendments on December 10, 2019, and May 26, 2020.

## **COUNCIL AUTHORITY/PREVIOUS DECISIONS**

Section 164.1 of the *Vancouver Charter* requires that Council adopt a by-law to establish the procedures to be followed for the conduct of its business. The by-law must establish the time and place of regular meetings of Council, require advance public notice respecting the time, place and date of Council and Committee meetings and establish the procedures for giving that notice. The by-law can only be altered by a by-law passed at a regular Council meeting provided that notice is given in writing and openly announced at an earlier Council meeting. Notice was given in writing and openly announced at the July 20, 2021, Council meeting.

In response to the requirements of the *Vancouver Charter*, Council has enacted the Procedure By-law. Council adopted the existing Procedure By-law on November 5, 2019, with administrative amendments on December 10, 2019, and May 26, 2020. The existing by-law follows the principles of parliamentary procedure while remaining consistent with the requirements of the *Vancouver Charter*.

## **CITY MANAGER'S/GENERAL MANAGER'S COMMENTS**

The City Manager recommends approval of the foregoing.

## **REPORT**

### ***Background/Context***

Since June 17, 2020, Council has operated under the *COVID-19 Related Measures Act (CRMA)* and Ministerial Order M192 which allows all meetings and public hearings to be conducted electronically during the COVID-19 pandemic, provided certain conditions were met. The authority to hold electronic meetings under the CRMA and M192 expires on September 28, 2021, 90 days after the end of the provincial state of emergency. Electronic meetings are meetings where all members of Council and the public may participate electronically. Electronic participation allows for a hybrid meeting where some members of Council and/or the public attend in person and other members and/or the public attend by electronic means.

It is anticipated that on September 29, 2021, the Province will enact a revised City of Vancouver Electronic Meeting Regulation. This regulation will enable the City of Vancouver to hold electronic Council and Standing Committee meetings and/or have electronic participation provided Council includes these provisions within the Procedure By-law. It is further anticipated that on September 29, 2021, the Province will amend section 566 of the *Vancouver Charter* to enable Council to hold electronic Public Hearings and have electronic participation at Public Hearings. Under the amendments to section 566 of the *Vancouver Charter*, changes to the Procedure By-law would not be required to implement electronic participation at Public Hearings. While Council is considering changes to the Procedure By-law at the Council meeting on September 21, 2021, and can approve changes to the Procedure By-law in principal on that date, the by-law cannot be officially enacted until September 29, 2021, or later, and must be made at a regular Council meeting in accordance with section 164.1(2) of the *Vancouver Charter*. Notice was given in writing on the Council meeting agenda and will be openly announced at the September 21, 2021 that Council will consider amending the Procedure By-law on October 5, 2021.

Under the new City of Vancouver Electronic Meeting Regulation, the City of Vancouver is not required to adopt electronic meeting provisions in the Procedure By-law if there is no intention to hold electronic meetings. Currently, under the existing Procedure By-law, Council may only hold Special Council meetings by electronic means. In order to hold Council and Standing Committee meetings electronically or to allow for electronic participation at these meetings, changes to the Procedure By-law are required.

## ***Strategic Analysis***

### **I. Council Member Survey**

Between August 13 and September 7, 2021, City Clerk's Office circulated a survey to Mayor and Council to explore Council's values and expectations with respect to changes to electronic Council and Standing Committee meetings, public hearings and advisory body meetings. The survey consisted of 21 questions and was issued prior to staff receiving the draft City of Vancouver Electronic Meeting Regulation and draft changes to section 566 of *the Vancouver Charter*. Of the 11 members of Council, 8 Council members completed the survey and 2 Council members partially completed the survey. Results of the survey are included in pertinent sections of this report.

### **II. Jurisdictional Scan**

During August and September of 2021, City Clerk's Office conducted a jurisdictional scan of 9 BC municipalities with respect to how they plan to proceed with Council meetings and public hearings when Ministerial Order M192 expires. The purpose of the jurisdictional scan was to better understand what other municipalities plan to do with regards to operation of electronic Council and Standing Committee meetings and public hearings as of September 29, 2021. Note that at the time of writing this report, potential procedure by-law changes being explored by other municipalities had typically not yet been presented to the respective Councils and therefore these trends may change before implementation. Several jurisdictions also communicated that they are constantly assessing the situation with the pandemic and public health orders and may postpone or modify their plans.

#### ***Members of the public attendance at Council/Public Meetings***

Most jurisdictions plan to offer hybrid attendance participation for members of the public going forward. This means the public can either attend in person or participate electronically. Electronic participation by members of the public was considered popular and reduced barriers to participation. Timelines for allowing the public back into Council Chambers vary, with some jurisdictions already having this in place (based on current Public Health Order event guidelines) and others not having settled on a timeline yet.

#### ***Council meeting attendance for Council members***

There appears to be a strong trend-line towards hybrid meetings in the BC municipalities surveyed. Of the 9 municipalities surveyed, 7 municipalities plan to implement hybrid meetings or a combination of in-person and electronic participation. Some jurisdictions have indicated that they plan to have Council attend meetings in person. These jurisdictions also shared that a fallback to full electronic meetings might be needed depending on how the pandemic evolves. Two of the 9 surveyed planned to return to in person attendance with the option to return to electronic meetings if needed.

Note, hybrid meeting models under discussion are either unconditional (i.e. Mayor and Council can decide for themselves if they prefer to attend in person or electronically) or they can be conditional. Conditional hybrid meetings might mean that a certain number of meetings or specific meetings will have to be in person, that only certain conditions (health or pandemic related) would trigger the ability to attend electronically, or that specific positions will have to attend in person (e.g. Chair).

### III. Summary of proposed changes to the Procedure By-law

As a result of the feedback received from the Council member survey, the jurisdictional scan of other local governments' meeting procedures, and observations of City Clerk's Office staff, staff propose changes to the Procedure By-law that will:

- Enable in person and electronic participation by members of the public;
- Enable electronic participation by members of Council for Council and Standing Committee meetings (electronic participation at Public Hearings will be permitted without changes to the Procedure By-law as the authority is in the Vancouver Charter);
- Improve access to those who require translation; and
- Improve the understanding and clarity in several sections of the by-law.

The proposed Procedure By-law changes are attached as Appendix A. The changes proposed to the Procedure By-law have been categorized as either administrative or substantive changes. Administrative changes are smaller changes to language (generally to provide clarification), grammar, or to the order of sections in the Procedure By-law to improve the clarity or meaning of the section or the by-law overall. These can be found in the redline version of the Procedure By-law. Substantive changes are newly introduced or significantly amended sections of the Procedure By-law. Substantive changes are summarized in Table 1.

Table 1. Summary of proposed changes to the Procedure By-law considered substantive

	<b>Subject and Procedure By-law section</b>	<b>Summary of recommended changes</b>	<b>Rationale</b>
1	Amend section 2.1(1), Council meetings	Strike 'Council Chamber' so that Council meetings can be held anywhere at City Hall if the Council Chamber is unavailable.	This provides the option to hold meetings at an alternate location at City Hall in the event that the Council Chamber is unavailable.

	<b>Subject and Procedure By-law section</b>	<b>Summary of recommended changes</b>	<b>Rationale</b>
2	Amend section 2.9, Meetings in general local election year	Add special Council meeting as a permitted meeting between the last day of the nomination period and general voting day	The current Procedure By-law does not permit any Council meeting, public hearing, standing committee meeting or business licence hearing to be held between the last day of the nomination period and general voting day. This amendment would permit Council to hold a special Council meeting during this period, if needed.
3	Throughout by-law	Remove reference to "Chauffeur's Permit"	The authority to hold Chauffeur's Permit Hearings has been removed from the City and is therefore no longer required in the Procedure By-law.
4	Amend section 7.3, Requests to Speak	Change speaker sign up deadline from one hour before the meeting to noon the day before the meeting for Council and Standing Committee meetings.	<p>It is recommended that the speaker sign-up deadline be shifted from one hour before the meeting to noon the day prior to the meeting. Figure 1 below shows the number of requests received after noon and after 3pm for 2018, 2019, 2020, and 2021 (to July), including the average number of speakers registering to speak during those meetings. The additional time resulting from an earlier speaker sign up deadline will enable staff to send confirmation to speakers in advance of the meeting and complete speakers' list management within working hours. If implemented, City Clerk's staff would update all external communications to ensure the public is aware of the changes.</p> <p>In 2019, the Procedure By-law was amended to require circulation of meeting agendas to Council 6 days prior to the meeting and publication of meeting agendas 5 days prior to the meeting. As such, publication of agendas consistently occurs on the Wednesday before the meeting for Council and the Thursday before the meeting for Standing Committee. This practice provides consistent advanced notice to the public and for members of the public who request to speak to Council.</p>

	Subject and Procedure By-law section	Summary of recommended changes	Rationale																													
			<p><i>Figure 1.</i></p> <table border="1" data-bbox="722 426 1442 1327"> <thead> <tr> <th data-bbox="722 426 865 863">Year</th> <th data-bbox="865 426 1003 863"># requests received <b>after noon</b> the day before the meeting</th> <th data-bbox="1003 426 1149 863">Average speakers per meeting received after noon the day before the meeting</th> <th data-bbox="1149 426 1289 863"># requests received <b>after 3 pm</b> the day before the meeting</th> <th data-bbox="1289 426 1442 863">Average speakers per meeting received after 3 pm the day before the meeting</th> </tr> </thead> <tbody> <tr> <td data-bbox="722 863 865 1026">2021 (January to July)</td> <td data-bbox="865 863 1003 1026">190</td> <td data-bbox="1003 863 1149 1026">7.9</td> <td data-bbox="1149 863 1289 1026">137</td> <td data-bbox="1289 863 1442 1026">5.7</td> </tr> <tr> <td data-bbox="722 1026 865 1125">2020</td> <td data-bbox="865 1026 1003 1125">411</td> <td data-bbox="1003 1026 1149 1125">8.5</td> <td data-bbox="1149 1026 1289 1125">331</td> <td data-bbox="1289 1026 1442 1125">6.9</td> </tr> <tr> <td data-bbox="722 1125 865 1224">2019</td> <td data-bbox="865 1125 1003 1224">212</td> <td data-bbox="1003 1125 1149 1224">5.1</td> <td data-bbox="1149 1125 1289 1224">148</td> <td data-bbox="1289 1125 1442 1224">3.6</td> </tr> <tr> <td data-bbox="722 1224 865 1327">2018</td> <td data-bbox="865 1224 1003 1327">109</td> <td data-bbox="1003 1224 1149 1327">6.4</td> <td data-bbox="1149 1224 1289 1327">76</td> <td data-bbox="1289 1224 1442 1327">4.4</td> </tr> </tbody> </table>					Year	# requests received <b>after noon</b> the day before the meeting	Average speakers per meeting received after noon the day before the meeting	# requests received <b>after 3 pm</b> the day before the meeting	Average speakers per meeting received after 3 pm the day before the meeting	2021 (January to July)	190	7.9	137	5.7	2020	411	8.5	331	6.9	2019	212	5.1	148	3.6	2018	109	6.4	76	4.4
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5	Add new section 7.4A, Speakers list	Chair to call names of speakers who have missed their turn to speak at the end of registered speaker's list.	<p>On February 11, 2020, Council directed staff to implement a pilot initiative for Council meetings that would allow registered speakers who missed their speaking turn to have an opportunity to speak after the registered speaker's list concludes. Council has implemented the pilot project since February 25, 2020.</p> <p>During the pilot project, there were 608 speakers heard at Council and Standing Committee Meetings. 574 of these speakers spoke in sequence and 34 spoke out of sequence, when Council provided them another opportunity to speak at the end of the registered speaker's list. Note that special Council meeting and public hearing speaker data were not collected and are not included in the analysis.</p>																													

	<b>Subject and Procedure By-law section</b>	<b>Summary of recommended changes</b>	<b>Rationale</b>
			While 34 speakers out of 608 (5.6%) may not seem like a particularly high number, this is nevertheless an easily employed practice that increases the overall accessibility of meeting participation. Whether these speakers accidentally missed their sequenced turn or chose to speak at the second opportunity, providing both options makes it more convenient for speakers to participate in the meeting. It is recommended that the Procedure By-law be amended to enable this practice to continue on a permanent basis.
6	Amend section 8.5(b)(viii), Council member's motion restricted while main motion under debate	Strike that receive for information and take no further action as a subsidiary motion.	This section conflicts with section 5.16 of the by-law as a motion to receive a report for information is not required.
7	Amend section 8.14(1), Reconsideration of a defeated motion	Strike that a defeated motion can be rescinded.	A defeated motion cannot be rescinded as it was never adopted. A defeated motion can only be reconsidered. This amendment correct this error in the by-law.
8	Amend section 9.1, Notice of member's motion at Council meeting for future meeting	No changes permitted to titles of members' motions after providing notice at an earlier Council meeting.	Section 9.1 of the Procedure By-law requires that a Council member must first deliver a notice of Council member's motion in written or electronic form, by title, to the City Clerk at the meeting, which must be at least one Council meeting prior to which the Council member intends to move the motion. This notice is recorded publicly in the meeting minutes.  To avoid confusion regarding notice provided to Council and the public, it is recommended Council members submit motions for agenda inclusion with the same title provided when notice was given.
9	Amend section 13.18, Time limit for	Provide individual speakers	At the Standing Committee of Council on Policy and Strategic Priorities of December 19, 2018, Council directed staff to report back on the option of amending

	<b>Subject and Procedure By-law section</b>	<b>Summary of recommended changes</b>	<b>Rationale</b>
	individual speaker and section 13.19 Representative speaker	<p>requiring translation 10 minutes as opposed to 5 minutes.</p> <p>Permit those persons participating as part of a representative speaker group to participate in person or electronically</p>	<p>the Procedure By-law to consider allowing speakers who use translation twice as much time as speakers who do not. A memo regarding the matter was distributed to Mayor and Council December 23, 2020, which noted that staff would report back on amendments to the Procedures By-law regarding the doubling of speaker time for those requiring translation services.</p> <p>Providing translation services is a first step to provide language accommodation at Council and Standing Committee meetings and Public Hearing. It is recommended that Council amend the Procedure Bylaw to double the amount of time available for those who are using an interpreter to participate in a Council or Standing Committee meeting or Public Hearing. As is currently required, members of the public must provide their own interpreter. This is a reasonable accommodation that will ensure members of the public requiring translation have sufficient time to fully communicate their position.</p> <p>When participating by electronic means, those being represented by a representative speaker and the representative speaker may participate by electronic means and do not need to be present in person.</p>
10	Strike and insert Part 14, Electronic meetings	Enable Council and the public to participate in Council and Standing Committee meetings in person or electronically.	<p>Since June 17, 2020, Council has operated under Ministerial Order M192 which permitted all meetings and public hearings to be conducted electronically during the COVID-19 pandemic. Under the order, members of Council and members of the public participated by phone (note that since June 22, 2020, members of the public could participate by phone or in person).</p> <p>10 of 10 Council member survey respondents noted in the Council member survey that they somewhat or strongly agree that Council should have the flexibility to participate in Council meetings, standing committee meetings and public hearings electronically or in person, with 9 of 9 Council member survey respondents noting that they strongly (8 of 9) or somewhat (1 of 9) agree with having the option to fully return to electronic meetings in the Procedure By-law,</p>



	<b>Subject and Procedure By-law section</b>	<b>Summary of recommended changes</b>	<b>Rationale</b>
			<p>especially for situations like COVID or in the event of other emergencies. It is recommended that Council have the flexibility to participate in person or by electronic means (section 14.3 of the proposed Procedure By-law changes).</p> <p>Informal public feedback regarding the electronic meeting model has been positive with most respondents noting it is more convenient than commuting to and waiting to speak at City Hall. Determining when speakers will address Council is unpredictable due to many variables including the length of presentations, the number of questions to staff by Council members, the number of speakers and questions to speakers by Council members, and the length of debate. While it remains difficult to predict when a member of the public will address Council, the process and convenience of electronic participation improves the experience of speaking to Council. Under the current electronic participation procedures, speakers receive a notification by email (or phone if email is not available) approximately 15-20 minutes prior to speaking. Once participants receive this notification they call in to address Council. The wait time is usually fairly short and because they can call from anywhere, it is a convenient model. Members of the public can choose to attend in person and continue to send in written correspondence.</p> <p>7 of 8 Council members noted in the Council Member Survey that they somewhat or strongly agree that the public should have the choice to participate in person or by electronic means (phone), with one Council member having a neutral opinion.</p> <p>It is recommended that the public have the option to participate in person or by electronic means as set out in section 14.11 of the proposed Procedure By-law changes.</p> <p>Please note that it is anticipated that on September 29, 2021, the Province will amend section 566 of the <i>Vancouver Charter</i> to enable Council to hold electronic Public Hearings and have electronic participation at Public Hearings. This would not require</p>

	<b>Subject and Procedure By-law section</b>	<b>Summary of recommended changes</b>	<b>Rationale</b>
			amendments to the Procedure By-law.
11	New section under Part 14, Electronic meetings, section 14.13 Quorum	Update Part 14, Electronic meetings, to include that video must be enabled to establish quorum.	The meeting Chair and City Clerk cannot confirm quorum if video is not enabled. It is recommended that Council members be required to enable video to establish meeting quorum and be considered present for the agenda item.

#### **IV. Electronic meetings for other City bodies**

Under Ministerial Order M192, all bodies listed in *Vancouver Charter* section 165.7 were permitted to hold meetings electronically. Once the Ministerial Order expires on September 28, 2021, it is anticipated that the updated City of Vancouver Council Electronic Meeting Regulation will not include these bodies. As such, the bodies listed under the *Vancouver Charter* section 165.7 (excluding the Park Board which will have its own electronic meeting regulation) will not be permitted to meet electronically after September 28, 2021. This includes all City bodies established under the *Vancouver Charter* except for Council and Standing Committee meetings, and Public Hearings including:

- the Building Board of Appeal;
- the Board of Variance;
- Heritage Commission;
- Court of Revision; and
- advisory committees, or other advisory bodies, established by Council under the *Vancouver Charter* or another Act.

While staff understand there is strong interest from many of these bodies to continue to operate electronic meetings and have electronic participation, Council does not have the proper authority under the *Vancouver Charter* or proposed City of Vancouver Electronic Meeting Regulation to enable this to happen. Consequently, these bodies will be required to meet in person for official meetings of the body starting on September 29, 2021. Informal or working group sessions could continue to be held electronically. Staff have communicated to the Province that there is a strong interest for the Province to provide the City with the authority to enable all City bodies under the *Vancouver Charter* to hold electronic meetings and enable electronic participation.

## **V. Policy review and rescission**

Two policies approved by Council have been identified for rescission which are attached as Appendix B and C. Policy CP 004- 02 – Meeting proceedings procedures for Council meetings was last reviewed in 2001 and is recommended to be rescinded as it refers to out of date practices such as prayer at Council meetings and any current procedures within the policy are contained in more detail in the City’s current Procedure By-law. Policy CP 004 – 02 CP 004- 01- Meetings Council Chambers details seating arrangements in the Council Chambers for Mayor/Council/City Clerk/CM/Director of Legal Services as well as the position of the mace. Again, these practices are not followed by Council and the policy is therefore not required.

### ***Public/Civic Agency Input***

Staff have received informal feedback from a number of advisory committees and City bodies requesting the ability to continue electronic meetings and electronic participation after the expiration of Ministerial Order M192 on September 28, 2021. At this time, the City does not have the proper authority from the Province to permit these bodies to hold electronic meetings or have electronic participation for formal meetings. These bodies can continue to hold informal meetings electronically. Staff have communicated to the Province that there is a strong interest for the Province to provide the City with the authority to enable all City bodies under the *Vancouver Charter* to hold electronic meetings and enable electronic participation.

### ***Implications/Related Issues/Risk***

#### ***Financial***

There are no financial implications.

#### ***Legal***

Council is authorized to make the proposed changes by the *Vancouver Charter*, and the regulations issued under its authority.

## **CONCLUSION**

The current Procedure By-law requires revisions to improve clarity within the by-law and to address the provision of electronic participation once Ministerial Order M192 expires on September 28, 2021, for Council and Standing Committee meetings. The proposed amendments align the by-law with existing practice and principals of good governance.

\* \* \* \* \*

**BY-LAW NO. \_\_\_\_\_**

**A By-law to amend the Procedure By-law No. 12577  
regarding electronic meeting and other amendments**

THE COUNCIL OF THE CITY OF VANCOUVER, in public meeting, enacts as follows:

1. This By-law amends the indicated provisions of the Procedure By-law.
2. Council strikes the definition of “electronic meeting” in section 1.2, which reads:  
  
““electronic meeting” means a special Council meeting at which some or all of the Council members participate by means of electronic or other communication facilities;”,  
  
and replaces it with:  
  
““electronic meeting” means a special Council meeting, regular Council meeting or standing committee meeting at which some or all of the Council members participate by means of electronic or other communication facilities;”.
3. Council strikes the definition of “interested person” in section 1.2, which reads:  
  
““interested person” means a person who has a right to a hearing with regard to:  
  - (a) the refusal of that person’s application for a business license under the License By-law or a chauffeur’s permit or vehicle for hire license under the Vehicles for Hire By-law; or
  - (b) the suspension, revocation, or cancellation of that person’s business license, chauffeur’s permit, or vehicle for hire license;”,  
and replaces it with:  
  
““interested person” means a person who has a right to a hearing with regard to:  
  - (a) the refusal of that person’s application for a business license under the License By-law or vehicle for hire license under the Vehicles for Hire By-law; or
  - (b) the suspension, revocation, or cancellation of that person’s business license, or vehicle for hire license;”
4. Council strikes section 2.1(1), which reads:  
  
“(1) Council meetings must be held in Council Chamber at City Hall, unless Council resolves to hold the meeting elsewhere.”,  
  
and replaces it with:

“(1) Council meetings must be held at City Hall, unless Council resolves to hold the meeting elsewhere.”

5. Council strikes section 2.9, which reads:

**“Meetings in general local election year**

2.9 In the year of a general local election, no Council meeting, public hearing, standing committee meeting, business licence hearing or chauffeur’s permit appeal shall be held between the last day of the nomination period and general voting day.”,

and replaces it with:

**“Meetings in general local election year**

2.9 In the year of a general local election, no Council meeting other than a special Council meeting, and no public hearing, standing committee meeting, or business licence hearing shall be held between the last day of the nomination period and general voting day.”.

6. Council strikes section 3.9, which reads:

**“Minutes**

3.9 The City Clerk must:

- (a) prepare the minutes of every Council, standing committee, and special Council meeting, business licence hearing, public hearing, chauffeur’s permit appeal, and Court of Revision; and
- (b) circulate a copy of the minutes to Council members prior to the Council meeting at which they are to be adopted as provided in section 3.3.”,

and replaces it with:

**“Minutes**

3.9 The City Clerk must:

- (a) prepare the minutes of every Council, standing committee, and special Council meeting, business licence hearing, public hearing and Court of Revision; and
- (b) circulate a copy of the minutes to Council members prior to the Council meeting at which they are to be adopted as provided in section 3.3.”.

7. Council strikes section 7.3, which reads:

**“Requests to speak**

7.3 A person who wishes to speak to an item in accordance with section 7.2, must, at least one hour before the meeting is scheduled to begin:

- (a) submit a request to the City Clerk to speak;
- (b) provide the City Clerk with their contact information;
- (c) identify the item which they wish to speak to; and
- (d) submit any presentations or other materials to be presented during the meeting.”,

and replaces it with:

**“Requests to speak**

7.3 A person who wishes to speak to an item in accordance with section 7.2, must, by noon on the day before the meeting is scheduled to begin:

- (a) submit a request to the City Clerk to speak;
- (b) provide the City Clerk with their contact information;
- (c) identify the item which they wish to speak to; and
- (d) submit any presentations or other materials to be presented during the meeting.”.

8. Council adds a new section 7.4A, as follows:

“7.4A The Chair shall call speakers in the order of the list provided by the Clerk, and if a person is not present to speak at the time they are first called, the person shall be entitled to speak if they are present to speak after the Chair has gone through the complete list and called for them a second time.”.

9. Council strikes subsection 8.5(b)(viii), which reads:

“(viii) receive for information, and take no further action; or”

10. Council strikes section 8.14(1), which reads:

“8.14 (1) A defeated motion may be brought back before Council by a motion to reconsider or rescind provided:”;

and replaces it with:

“8.14 (1) A defeated motion may be brought back before Council by a motion to reconsider provided:”.

11. Council strikes section 9.1, which reads:

**“Notice of member’s motion at Council meeting for future meeting**

9.1 In order to give notice at a Council meeting of the Council member’s intention to move a Council member’s motion at a future Council meeting:

- (a) the Council member must first deliver a notice of Council member’s motion in written or electronic form, by title, to the City Clerk at the meeting, which must be at least one Council meeting prior to which the Council member intends to move the motion;
- (b) the notice of the Council member’s motion must stipulate the date of the Council meeting, which must be a Council meeting that does not follow a standing committee meeting.”

and replaces it with:

**“Notice of member’s motion at Council meeting for future meeting**

9.1 In order to give notice at a Council meeting of the Council member’s intention to move a Council member’s motion at a future Council meeting:

- (a) the Council member must first deliver a notice of Council member’s motion in written or electronic form, by specific title which should not later change, to the City Clerk at the meeting, which must be at least one Council meeting prior to which the Council member intends to move the motion;
- (b) the notice of the Council member’s motion must stipulate the date of the Council meeting, which must be a Council meeting that does not follow a standing committee meeting.”

12. Council strikes the words **“AND CHAUFFEUR’S PERMITS”** from the heading to Part 12.

13. Council strikes sections 12.1 and 12.2, which read:

**“Notice of intention to appeal**

12.1 An interested person who wants a hearing by way of appeal must:

- (a) submit to the City Clerk, within 10 days after the date of the suspension or revocation of a business licence, or of the refusal, suspension or cancellation of a chauffeur’s permit, notice in writing of the person’s intention to appeal; and
- (b) state concisely, in the notice, the grounds upon which the interested person is basing the appeal.

### **Notice of hearing**

12.2 At least 14 days before the date of a hearing, the City Clerk must give written notice of the date, time, and place of the hearing to the interested person:

- (a) by mailing it by registered post to the address set out in the most recent application for the business licence or chauffeur's permit;
- (b) by handing it to the interested person; or
- (c) if the interested person is a corporation, by mailing it by registered post to the registered office of the corporation.”,

and replaces them with:

### **“Notice of intention to appeal**

12.1 An interested person who wants a hearing by way of appeal must:

- (a) submit to the City Clerk, within 10 days after the date of the suspension or revocation of a business licence, notice in writing of the person's intention to appeal; and
- (b) state concisely, in the notice, the grounds upon which the interested person is basing the appeal.

### **Notice of hearing**

12.2 At least 14 days before the date of a hearing, the City Clerk must give written notice of the date, time, and place of the hearing to the interested person:

- (a) by mailing it by registered post to the address set out in the most recent application for the business licence;
- (b) by handing it to the interested person; or
- (c) if the interested person is a corporation, by mailing it by registered post to the registered office of the corporation.”

14. Council strikes subsection 13.14(b), which reads:

- “(b) may make a motion to recess for not more than 10 minutes during a public hearing, to provide a Council member an opportunity to receive a public hearing summary in accordance with section 13.25 or 13.26;”.

and replaces it with:

- “(b) may make a motion to recess for not more than 10 minutes during a public hearing, to provide a Council member an opportunity to receive a public hearing summary in accordance with section 13.22 or 13.23;”.



15. Council strikes sections 13.18 and 13.19, which read:

**“Time limit for individual speaker**

13.18 A speaker who is speaking on their own behalf or on behalf of a corporation, society or other organization as an individual, the speaker must not speak at a public hearing for more than five minutes in total nor more than once.

**Representative speaker**

13.19 A representative speaker may only speak on behalf of other persons or corporations, societies or organizations if those represented are also present at the public hearing, either in person or by a representative of each corporation, society or organization represented by the speaker.”,

and replaces them with:

**“Time limit for individual speaker**

13.18 A speaker who is speaking on their own behalf or on behalf of a corporation, society or other organization as an individual, the speaker must not speak at a public hearing for more than five minutes in total nor more than once, unless the speaker requires and provides a translator, in which case they can speak once for ten minutes.

**Representative speaker**

13.19 A representative speaker may only speak on behalf of other persons or corporations, societies or organizations if those represented are also present at the public hearing, either in person or electronically, by a representative of each corporation, society or organization represented by the speaker.”.

16. Council strikes all of Part 14, including the heading, and replaces it as follows:

**“PART 14  
ELECTRONIC MEETINGS**

**Electronic meeting procedures**

14.1 The definitions in this by-law and the relevant provisions of Parts 2, 3, 4, 5, 6, 7, 8, 9 and 10 apply to electronic meetings, except as otherwise provided in this Part 14.

**Council meetings by electronic means**

14.2 A special Council meeting, a regular Council meeting or a standing committee meeting may be conducted by electronic means.

**Participation of Council member by electronic means**

14.3 A Council member who is unable to attend a special Council meeting, a regular Council meeting or a standing committee meeting, which has been convened in

accordance with this by-law, may participate by electronic means.

### **Communication at electronic meeting**

14.4 Council members who participate in a regular Council meeting, special Council meeting or standing committee meeting conducted by electronic means must be able to hear, or to watch and hear, each other.

### **Convening electronic special Council meeting**

14.5 The Mayor, or a person designated by Council to act in the capacity of the Mayor in the Mayor's absence, may convene a special Council meeting to be conducted by electronic means.

### **Public or in camera electronic meetings**

14.6 A special Council meeting, standing committee meeting or a regular Council meeting which is conducted by electronic means may be open to the public or closed to the public.

### **Notice of public electronic special Council meeting**

14.7 Notice of a special Council meeting, which is not closed to the public and is to be conducted wholly or in part by electronic means, may be given using a means of communication which the Mayor, or a person designated by Council members to act in the capacity of the Mayor in the Mayor's absence, considers most likely to reach the public, and should include a brief description of:

- (a) the nature of the business to be transacted;
- (b) the way the meeting is to be conducted by electronic or other communication facilities; and
- (c) the place the public may attend to hear, or watch and hear, the proceedings.

### **Notice of electronic regular Council meeting or standing committee meeting**

14.8 Notice of a regular Council meeting or standing committee meeting to be conducted by electronic means must be given in the same manner as an in person regular Council meeting or an in person standing committee meeting, and must also include notice of:

- (a) the way the meeting is to be conducted; and
- (b) the place the public may attend to hear, or watch and hear, the proceedings.

**Notice of in camera electronic meeting**

14.9 Before holding an in camera special Council meeting by electronic means, Council must state by resolution, passed in a public meeting:

- (a) the fact that the meeting or part of the meeting is to be closed; and
- (b) the basis under the applicable subsection of section 165.2 of the Vancouver Charter for closing the meeting or part of the meeting.

**Public meeting prior to in camera electronic meeting**

14.10 The public meeting referred to in section 14.9 may be conducted by electronic means.

**Public attendance at electronic meeting**

14.11 If notice is given under this by-law that Council may attend a meeting by electronic means, then members of the public who are eligible to speak at the meeting may participate by electronic means.

**Place public may attend**

14.12 The place the public may attend to hear and participate in the proceedings in accordance with this section 14.7 or 14.8 must provide:

- (a) communication facilities which enable the public to hear, or watch and hear, the meeting and participating Council members; and
- (b) a staff person in attendance who is a designated city representative.

**Quorum**

14.13 The Clerk must confirm quorum at an electronic meeting, and each member must enable their video in order to allow for this.”

17. A decision by a court that any part of this By-law is illegal, void, or unenforceable severs that part from this By-law, and is not to affect the balance of this By-law.

18. This By-law is to come into force and take effect on the date of its enactment.

ENACTED by Council this \_\_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk



# CITY OF VANCOUVER CORPORATE POLICY

SUBJECT: Meetings - Proceedings	
CATEGORY: Governance	POLICY NUMBER: CP-004-02

## PURPOSE

This sets out the City of Vancouver's procedures for Council meetings. See the Procedure By-law, [No. 7253](#), for more information.

## SCOPE

All City staff.

## PROCEDURES

### 1 Order of business

- 1.1 **Normal order.** The order of business for a regular Council meeting is detailed in the Procedure By-law.
- 1.2 **Varied order.** Council can vary the order of business by a vote of two-thirds of those present.

### 2 Prayer

A prayer is read by the City Clerk.

### 3 Call to order

- 3.1 **Bell.** Council is called to session by the ringing of a ship's bell that hangs over the entrance to the Council Chamber.
- 3.2 **Presiding Officer.** The City Clerk announces the arrival of the Mayor or presiding officer.
- 3.3 **Call to order and roll call.** The Mayor or presiding officer calls the Council to order and requests that the roll be called, requiring each member of Council to answer as the City Clerk calls his or her name.

### 4 Minutes

The minutes of the previous meeting are distributed and submitted for approval.

### 5 Committee of the whole

- 5.1 **Operation.** Council operates as a committee of the whole, allowing for free debate and imposing no restrictions on the number of the times a Councillor may speak.

## 5.2 *Motions in committee of the whole*

- In the committee of the whole, motions are not required to be seconded.
- It is not permitted to move to adjourn.

## 6 Unfinished business

Council deals with any items it has considered previously but has not acted upon, or on items for which it has sought additional information.

## 7 Communications and Petitions.

Petitions and letters sent directly to Council and requiring Council actions are usually dealt with at this stage of the proceedings.

## 8 Reports

### 8.1 *City Manager's reports.*

- City Manager reports may take the form of either administrative or policy reports.
- Generally Council acts on the recommendations carried within a report unless the report is offered for Council's consideration.

8.2 *Other reports.* Council acts on the recommendations of the various commissions, committees and boards.

## 9 Committee of the whole rises and reports

9.1 *Rise from committee of the whole.* This signifies that Council has completed its work in the committee of the whole.

9.2 *Report of committee of the whole.* To adopt the report of the committee of the whole, Council first passes a motion to rise from the committee of the whole and then passes a motion to accept the report of the committee as a whole.

## 10 By-laws

By-laws are usually considered at this point for ratification of some previous action of Council.

10.1 *Readings.* By-laws are passed after three concurrent readings.

## 11 Motions

11.1 *Written motion.* A member of Council may present a formal, written motion at this point in the proceedings.

- 11.2 *Mover and seconder.* Motions require both a mover and a seconder before Council will consider them.
- 11.3 *Notice of the motion.* If, at the time a motion is presented to Council, and before debate begins, any member of Council calls for notice of the motion, the motion is then deferred to the next regular meeting of Council.

## 12 Enquiries and other matters

- 12.1 *Council queries.* Any member of Council requiring information may request it at this stage of the Council meeting.
- 12.2 *Staff to respond.* The Mayor directs specific staff members to respond to the query.

### RELATED POLICIES

[CP-004-01](#) Meetings - Council Chamber

### APPROVAL HISTORY

ISSUED BY: Council	APPROVED BY: Council	DATE: 2001/12/14
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# CITY OF VANCOUVER CORPORATE POLICY

SUBJECT: Meetings - Council Chamber	
CATEGORY: Governance	POLICY NUMBER: CP-004-01

## PURPOSE

This policy sets out the City of Vancouver's procedure for meetings held in the Council Chamber.

## SCOPE

All City staff.

## PROCEDURES

### 1 Seating arrangements

- 1.1 *Mayor*. The Mayor sits at a raised dais at the base of a "U"-shaped arrangement of seats.
- 1.2 *Councillors*. Councillors sit, five on each side, along the sides of the "U".
- 1.3 *City Manager and Director of Legal Services*. The City Manager and the Director of Legal Services sit at seats to the right of the Mayor.
- 1.4 *Clerks*. The City Clerk and an assisting clerk sit at a desk in front of the dais.

### 2 Mace

The mace is placed on the long table un the centre of the "U" with the crown of the mace pointing towards the Mayor.

## RELATED POLICIES

[CP-004-02](#) Meetings - Proceedings

## APPROVAL HISTORY

ISSUED BY: Council	APPROVED BY: Council	DATE:
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