



MEMORANDUM

Date: March 19, 2025 File: 0282-20-0194/0195/0196/0197
 To: Mayor & Council
 From: Hope Dallas, Senior Manager, Legislative Services/Corporate Officer
 Re: **Administrative Updates to Council Policies**

RECOMMENDATION:

THAT “Authority to Execute Documents Policy 02-10-127” be rescinded.

RECOMMENDATION:

THAT:

1. “Taping of Council Meetings Audio & Video Policy 02-10-115” be rescinded; and
2. proposed “Livestreaming and Recording of Open Meetings Policy 0195” be approved.

RECOMMENDATION:

THAT:

1. “Proclamations Policy 02-10-277” be rescinded; and
2. proposed “Proclamations Policy 0196” be approved.

Purpose: The purpose of this memorandum is to present Council with two updated policies related to the livestreaming and recording of open meetings, and requests for proclamations. Staff request Council consider rescinding three outdated policies and approve two proposed policies that are in alignment with the current District Policy template and reflect current operations and processes. The proposed policies are being reviewed within the greater scope of the Legislative Services policy review project, as required by the Policy Framework Procedure 0029 (5.5). Further policies will be brought forward for Council’s consideration over the course of 2025.

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Authority to Execute Documents Policy 02-10-127

Authority to Execute Document Policy 02-10-127 was approved by Council in March 1960 with subsequent amendments approved by the Policy and Planning Committee as recent as February 1988. Pursuant to section 154(1) of the *Community Charter*, Council may delegate, by bylaw, its powers, duties, and functions to a council member or an officer of the municipality (among others). In accordance with this section, Council must delegate the authority to execute legal agreement and documents, on behalf of the District, via a delegated authority bylaw. The District does not currently have a bylaw to delegate Council authority. Staff will bring forward a bylaw for Council's consideration at a future regular meeting.

Livestreaming and Recording of Open Meetings Policy 0195

Taping of Council Meetings Audio & Video Policy 02-10-115 was approved by Council on May 4, 1990. The existing policy does not reflect the current practice of livestreaming and recording of Council meetings. Proposed Livestreaming and Recording of Open Meetings Policy 0195 provides for the livestreaming and recording of open meetings and includes provisions relating to: publishing livestream recordings to the District website and other platforms; exclusion of in-camera meetings; recording of meetings by members of the media and the public; and ownership and retention of meeting recordings.

Proclamations Policy 0196

Proclamations Policy 02-10-277 was approved by Council on December 12, 2002. The proposed Proclamations Policy 0196 expands on the existing policy to include an explanation of why proclamations are not considered by Council, mainly due to the volume of requests and the significant staff resources required to administer the program on an ongoing basis.

The District is aligned with other municipalities in the region in not issuing proclamations, including but not limited to Bowen Island Municipality, City of Burnaby, District of Maple Ridge, and North Cowichan.

Appendices

Appendix A - Authority to Execute Documents Policy 02-10-127

Appendix B - Taping of Council Meetings Audio & Video Policy 02-10-115

Appendix C - Proposed Livestreaming and Recording of Open Meetings Policy 0195

Appendix D - Proclamations Policy 02-10-277

Appendix E - Proposed Proclamations Policy 0196

**District of West Vancouver
CORPORATE POLICY**

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|-------------------------|---------------------------------------|
| Administrative Services | Authority to Execute Documents |
| Policy #02-10-127 | |
| CIS File: 1100-00 | |

1.0 Purpose

- 1.1 To authorize the Mayor and Municipal Clerk to sign and affix the Corporate seal to any document which is necessary for the attainment of that which the said resolution has authorized.

2.0 Policy

- 2.1 When Council has, by resolution, authorized a thing to be done or a matter to proceed, the said resolution shall be deemed to authorize the Mayor and Municipal Clerk to sign and affix the Corporate seal to any document which is necessary for the attainment of that which the said resolution has authorized.
- 2.2 Staff is hereby authorized to deal directly from time to time with all persons and similar matters upon which Council has previously given favourable approval. Staff shall submit for information of Council a report on actions taken.
- 2.3 Where the Corporation is required to sign a plan of subdivision as a result of the Municipality having an interest in the lands proposed for subdivision, the Mayor and Municipal Clerk are authorized to sign the necessary plans and affix the Corporate seal provided the plans Approval Officer has approved the plans and advised the Municipal Clerk that the Municipality's interests in the land are not adversely affected.
- 2.4 Where authority has been given for the Mayor and Municipal Clerk to sign and affix the Corporate seal to documents provided for under this policy, such authority does not bind Council in its legislative role if such is necessary, for example, the passing of a Bylaw pursuant to a local improvement proposal.

2.5 Approval is granted to the execution of any documents required in connection with the following listed matters where such matters follow a pattern and standard form of document similar to the conditions and circumstances previously authorized by Council.

- Attack Warning Signs - D.N.D.
- Banners
- B.C. Rail Undercrossing Agreements
- Building Schemes
- Capital Equipment Lease
- Easements - Taking/Discharge
- Federal/Provincial Joint Funding Project
- Foreshore Sub-Leases/Licences to Occupy
- Local Improvements – Municipal-Property
- Rentals of Municipal Properties
- Rights-of-Way Taking/Discharge
- Sec. 215 Covenants – Fireplaces, Sprinklers, Balconies
- Special Events - Liquor Licences
- Tag Days
- Title to Closed Roads

History of Approval/Amendment Dates

Council March 1960

Policy and Planning Committee of Council July 28, 1980

Policy and Planning Committee of Council December 14, 1981

Policy and Planning Committee of Council January 25, 1982

Policy and Planning Committee of Council May 07, 1984

Policy and Planning Committee of Council October 02, 1984

Policy and Planning Committee of Council July 21, 1989

Policy and Planning Committee of Council September 08, 1986

Policy and Planning Committee of Council March 09, 1987

Policy and Planning Committee of Council March 16, 1987

Policy and Planning Committee of Council May 04, 1987

Policy and Planning Committee of Council May 11, 1987

Policy and Planning Committee of Council July 20, 1987

Policy and Planning Committee of Council February 08, 1988

Policy and Planning Committee of Council January 09, 1989 (N/A)

District of West Vancouver CORPORATE POLICY

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| Administrative Services | Taping Council Meetings – Audio & Video |
| Policy #02-10-115 | |
| File #0120-00 | |

1.0 Purpose

2.0 Policy

2.1 Taping Council Meetings - Audio

There is no objection in principle to the taping of public meetings of Council. Customarily this is done by representatives of the media to achieve the very proper purpose of ensuring accuracy in their various reports on radio, television and in newspapers. Their equipment is in full view of Council.

A very different situation prevails in the event of a surreptitious taping by persons other than members of the media. If there was a proper purpose in such taping, there is little doubt that no objection would be made. But a fundamental principle of not only elementary fairness but also law requires that people whose conversations are being taped are entitled to know, and know in advance. This principle is enshrined in the *Criminal Code and the Privacy Act* with substantial criminal sanctions applicable in the event of a breach.

Persons wishing to tape Council meetings, other than bona fide representatives of the media, shall be required to disclose this fact in advance to the Municipal Clerk for the information of Council.

2.2 Taping Council Meetings – Video

Similar to the policy regarding audio taping of Council meetings, there is no objection in principle to the video taping of public meetings of Council. Customarily this is done by representative of Rogers Cable Television as a community service and will rebroadcast meetings of the Municipal Clerk and available for public viewing by appointment. Their equipment is in full view of Council.

Persons wishing to tape Council meetings, other than bona fide representatives of the media, shall be required to disclose this fact in advance to the Municipal Clerk for the information of Council.

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| Approval Date: May 14, 1990 | Approved by: Council |
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District of West Vancouver
POLICY

Title: Livestreaming and Recording of Open Meetings
Division: Legislative Services
Policy Number: 0195
File Number: 0282-20-0195

1. Purpose

- 1.1. To provide guidelines for the livestreaming, audio/video recording, and management of recordings of open meetings.

2. Scope

- 2.1. This policy applies to all attendees at open meetings.

3. Definitions

- 3.1. "Attendees" means members of Council, committees, staff, the public, invited guests, delegations, and members of the media.
- 3.2. "District" means the District of West Vancouver.
- 3.3. "In-camera" means a meeting or a part of a meeting that is not open to the public, in accordance with section 90 and 92 of the *Community Charter*.
- 3.4. "Livestreaming" means a live, publicly streamed broadcast.
- 3.5. "Member of the media" means news reporters and press photographers who hold valid press identification credentials.
- 3.6. "Council" means the Council of the District of West Vancouver.
- 3.7. "Open meeting" means all meetings of Council that are open to the public.

4. Policy Statement

- 4.1. The official record of all open meetings shall be the adopted minutes. The livestream recording of an open meeting shall in no way detract or undermine the position of the adopted minutes as the official record of decisions.
- 4.2. The District may record and livestream open meetings, and publish the recorded livestreams on the District website or any other platform designated for those purposes.
- 4.3. In-camera meetings are confidential and will not be livestreamed or recorded.

District of West Vancouver

POLICY

- 4.4. The Municipal Manager and/or the Corporate Officer have the discretion and authority to direct the exclusion of all or part of any meeting recording from being published if deemed inappropriate.
- 4.5. Members of the media or persons may record open meetings so long as the recording and required equipment does not impede or disrupt the meeting proceedings.
- 4.6. The District will make reasonable effort to ensure that livestreaming and video recordings are available to the public. There may be situations where, due to technical difficulties, the livestream and video recordings may be unavailable or delayed. The District does not take responsibility, and cannot be held liable, for technical issues beyond its control.
- 4.7. Recordings of open meetings will be retained in accordance with the District Records Management Policy.
- 4.8. Any recordings of open meetings are owned solely by the District. Permission is granted to produce or reproduce posted recordings for personal, non-commercial, educational, and news reporting purposes only, provided that the copied material is not modified or altered, and the ownership of the material is attributed to the District.

5. Authority

- 5.1. *Community Charter*, section 128, 128.1, 2, and 3 apply.

6. Related Policies or Procedures

- 6.1. Records Management Policy 0124
- 6.2. Records Management Procedure 0129

7. Approval

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| Approved by | <input type="checkbox"/> Municipal Manager | <input checked="" type="checkbox"/> Mayor and Council |
| Approval date | Click here to enter a date. | |
| Council minutes eDocs # (Council Policies only) | | |
| Council report eDocs # (Council Policies only) | | |

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| Signature | X _____ |
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8. Additional Information

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|----------------------------|---|---|
| Category | <input checked="" type="checkbox"/> Council | <input type="checkbox"/> Administrative |
| Related procedure | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Date of last review | 2025 | |

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District of West Vancouver CORPORATE POLICY

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| Administrative Services | Proclamations |
| Policy #02-10-277 | |
| File #0285-00 | |

1.0 Purpose

To provide clarification regarding requests for proclamations.

2.0 Policy

The District of West Vancouver does not make proclamations for any agency, organization, individual, association or group.

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| Approval Date: December 13, 2004 | Approved by: Council |
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District of West Vancouver
POLICY

Title: Proclamations
 Division: Legislative Services
 Policy Number: 0196
 File Number: 0282-20-0196

1. Purpose

- 1.1. To provide clarification regarding requests for proclamations.

2. Scope

- 2.1. This policy applies all applicants requesting a proclamation for municipal recognition.

3. Definitions

- 3.1. “Applicant” means an agency, organization, individual, association, or group.
- 3.2. “District” means the District of West Vancouver.
- 3.3. “Proclamation” means a formal declaration of an event, cause or campaign.

4. Policy Statement

- 4.1. Due to the volume of requests and significant staff resources required to administer the proclamation program on an ongoing basis, the District does not issue proclamations.
- 4.2. The Corporate Officer, or designate, will acknowledge requests for proclamations and advise the applicant of this policy.

5. Authority

- 5.1. The *Community Charter*, section 157 gives Council the authority to consider municipal days of recognition.

6. Approval

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| Approved by | <input type="checkbox"/> Municipal Manager | <input checked="" type="checkbox"/> Mayor and Council |
| Approval date | Click here to enter a date. | |
| Council minutes eDocs # | | |

District of West Vancouver
POLICY

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| (Council Policies only) | |
| Council report eDocs # (Council Policies only) | |
| Signature | X <hr style="width: 50%; margin: auto;"/> |

7. Additional Information

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|----------------------------|---|---|
| Category | <input checked="" type="checkbox"/> Council | <input type="checkbox"/> Administrative |
| Related procedure | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Date of last review | 2025 | |