



District of West Vancouver

**Council Committee Procedure
Bylaw No. 5020, 2019,
Amendment Bylaw No. 5390, 2025**

Effective Date:

District of West Vancouver

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District of West Vancouver

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A bylaw to update the Council Committee Procedure bylaw.

Previous amendments: Amendment bylaw 5144.

WHEREAS the Council of The Corporation of the District of West Vancouver deems it expedient to update the procedure bylaw for select and standing committees;

NOW THEREFORE, the Council of The Corporation of the District of West Vancouver enacts as follows:

Part 1 Citation

- 1.1 This bylaw may be cited as “Council Committee Procedure Bylaw No. 5020, 2019, Amendment Bylaw No. 5390, 2025”.

Part 2 Severability

- 2.1 If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

Part 3 Amendments

- 3.1 Part 3 Definitions is amended by adding the following definitions in alphabetical order:

“Committee Orientation Session” means a mandatory presentation led by District staff designed to provide Members with information regarding meeting procedures and the roles, duties, and responsibilities of Members.

“District Staff” means any staff person assigned to support a committee;

“electronic meeting” means a meeting that is conducted via electronic communication facilities with a District facility designated as the place where the public may hear, or watch and hear, the meeting but with no participating Member present at that District facility;

“hybrid meeting” means a meeting conducted both in-person and via electronic communication facilities with a District facility designated as the place where the public may hear, or watch and hear, the meeting and where participating Members may or may not be present at that District facility;

“in-person meeting” means a meeting conducted in-person in a District facility and without the use of electronic communication facilities with all participating Members and members of the public present at that District facility;

“meeting format” means whether a meeting is an in-person meeting, an electronic meeting, or a hybrid meeting;

“Staff Representative” means the District Staff designated to the Committee as a subject matter expert;

- 3.2 In Part 3 Definitions, the definition for “Chair” is deleted and replaced with the following:

“Chair” means the Member elected by the Committee to preside over meetings of the Committee and to work with District Staff to establish meeting agendas;

- 3.3 In Part 3 Definitions, the definition for **“Committee”** is deleted and replaced with the following:

“Committee” means a select committee of Council or a standing committee;

- 3.4 In Part 3 Definitions, the definition for “meeting” is amended by deleting “of Council”.

- 3.5 In Part 3 Definitions, the definition for “motion” is deleted and replaced with the following:

“motion” means a formal proposal moved and seconded by voting Members to consider a specified course of action;

3.6 In Part 3 Definitions, the definition for “procedural motion” is amended by replacing “7.44” with “7.43”.

3.7 In Part 3 Definitions, the definition for “voting member” is deleted and replaced with the following:

“voting Member” means a Member who, pursuant to a Committee’s Terms of Reference, is entitled to move, second, and/or vote on Committee motions.

3.8 In Part 5 Committee Meetings, the sub-title “Date, Time and Place of Committee Meetings” is deleted and replaced by the following:

Date, Time, Place, and Meeting Format of Committee Meetings

3.9 Sections 5.1, 5.2, and 5.3 are deleted and replaced with the following, with subsequent sections of Part 5 Committee Meetings being renumbered accordingly:

5.1 A Committee’s first meeting of the year is set by:

- a) resolution by the Committee at its final meeting of the previous year or, where such resolution is not feasible;
- b) District Staff.

5.2 The schedule of meetings must include the date, time, place, and meeting format for each meeting.

5.3 In-person meetings must have a designated staff member in attendance at the District Facility designated as the meeting location. Electronic meetings and hybrid meetings must have a designated staff member in attendance at the designated District Facility equipped with means for Members to participate and for the public to hear, or watch and hear, the proceedings that are open to the public.

5.4 Select committees shall not schedule any meetings for August or December.

5.5 Meetings shall, whenever possible, be scheduled: to take place on a consistent day of the week; and to take place no more than once per month.

3.10 Newly-numbered section 5.6 is amended by replacing “the Clerk” with “District Staff”.

3.11 Newly-numbered section 5.7 is deleted and replaced with the following:

5.7 District Staff must give notice:

- (a) of the date, time, place, and meeting format of a meeting by posting a copy of the notice at the public notice posting places at least 48 hours prior to that meeting; and
- (b) if it is an electronic meeting or a hybrid meeting, the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public including instructions on how to participate by electronic communication facilities.

3.12 Newly-numbered section 5.8 is deleted and replaced with the following:

5.8 A Committee may by resolution:

- (a) cancel a meeting;
- (b) change the date, time, place, or meeting format for holding the meeting; or
- (c) call an additional meeting at the date, time, and place stipulated in the resolution, including by indicating the meeting format.

3.13 Newly-numbered section 5.9 is deleted and replaced with the following:

5.9 If it is not practicable for a Committee to cancel, reschedule, or call a meeting, the Chair may, by providing written confirmation to the District Staff:

- (a) cancel a meeting;
- (b) change the date, time, place, or meeting format for holding the meeting; or
- (c) call an additional meeting, including the date, time, place, and meeting format.

3.14 Newly-numbered section 5.11 is deleted and replaced with the following:

5.11 District Staff must:

- (a) in the event of a cancelled meeting, post a notice at the public notice posting places informing of the cancellation of that meeting and provide a digital copy of that notice to Members as soon as is practicable;
- (b) in the event of an additional or rescheduled meeting, post a notice at the public notice posting places which indicates the date, time, place, and meeting format of that meeting at least 48 hours prior to that meeting including, for electronic meetings or hybrid meetings,

instructions on how to participate in the meeting and where the public may attend to hear, or watch and hear, the proceedings that are open to the public; and

- (c) in either event, revise and repost the meeting schedule referred to in section 5.6 as soon as practicable.

3.15 Section 6.2 is deleted and replaced with the following:

6.2 At its first meeting each year, a Committee must designate, by resolution, a Member from among its Members to serve as the Acting Chair.

3.16 Section 6.4 is deleted.

3.17 Sections 7.1(b) and 7.1(c) are deleted and replaced with the following:

- (b) certified as correct by the Clerk or Staff Representative; and
- (c) signed by the Clerk or Staff Representative and by the Chair of the meeting.

3.18 Section 7.3 is deleted and replaced with the following:

7.3 Discussion will not be recorded in the minutes except at the discretion of District Staff.

3.19 Section 7.4 is amended by inserting the word “draft” between the words “deliver” and “meeting”.

3.20 Section 7.9 is deleted with subsequent sections of Part 7 Committee Proceedings being renumbered accordingly.

3.21 Newly-numbered sections 7.10(a) and 7.10(b) are amended by replacing the word “take” with the word “assume”.

3.22 Newly-numbered section 7.12 is amended by replacing “7.12(b)” with “7.11(b).”

3.23 Newly-numbered sections 7.13 and 7.14 are amended by replacing “he or she” with “they”.

3.24 Newly-numbered sections 7.15 and 7.16 are amended by inserting “, or longer at the discretion of the Chair or District Staff,” after the words “15 minutes”.

3.25 Newly-numbered section 7.16 is amended by replacing “7.16(a) and (b)” with “7.15(a) and (b)”.

- 3.26 Newly-numbered section 7.19 is amended by replacing “The Clerk” with “District Staff”.
- 3.27 Newly-numbered section 7.28 is amended by deleting the word “unanimously” and by inserting “or at the discretion of the Chair” after “present and voting”.
- 3.28 Newly-numbered section 7.28(d) is amended by deleting “that a Member may speak more than twice to a matter with the approval of the Chair”.
- 3.29 Newly-numbered section 7.41 is amended by deleting “(including the Chair)” and by adding “voting Member” after the word “another”.
- 3.30 Newly-numbered section 7.43 is amended by replacing “7.58” with “7.57”, and by deleting all subsequent text in newly-numbered section 7.43.
- 3.31 Newly-numbered section 7.45 is amended by replacing the word “question” with the word “motion”.
- 3.32 Newly-numbered section 7.59(a) is amended by replacing the word “made” with “moved and seconded”.
- 3.33 Newly-numbered section 7.60 is deleted and replaced with the following:
- 7.60 The Committee may either:
- (a) adjourn a meeting to a specific date, time, place, and meeting format, in which case the date, time, place, and meeting format at which the meeting will be reconvened must be specified in the adjournment motion; or
 - (b) adjourn a meeting without specifying a date, time, place, and meeting format in which case all agenda business that was not dealt with at that meeting must be placed on the agenda for the next scheduled meeting.
- 3.34 In Part 7 Committee Proceedings, the sub-title “Confidentiality” is deleted and replaced by the following:
- Confidentiality and Committee Orientation**
- 3.35 New Section 7.62 is added as follows:
- 7.62 No Member other than a Councillor may attend a meeting as a Member until they have attended a Committee Orientation Session to the satisfaction of the Corporate Officer.

3.36 New Part 8 Working Groups is added as follows, with subsequent Parts and Sections renumbered accordingly:

- 8.1 A Committee may, by resolution, form one or more Working Groups as described in this Part for the purpose of conducting research and gathering information for the Committee.
- 8.2 Working Group meetings are exempt from the requirements of the following Parts of this bylaw: Part 5 Committee Meetings; Part 6 Designation of Committee Chair; and Part 7 Committee Proceedings.
- 8.3 Working Groups do not have the authority to make any decisions on behalf of the Committee or on behalf of the District.

READ A FIRST TIME on September 8, 2025

READ A SECOND TIME on September 8, 2025

READ A THIRD TIME on September 8, 2025

ADOPTED by the Council on

Mayor

Corporate Officer

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