District of West Vancouver

Council Procedure
Bylaw No. 4730, 2013,
Amendment Bylaw No. 4855, 2015

Effective Date:
District of West Vancouver

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District of West Vancouver

Council Procedure Bylaw No. 4730, 2013, Amendment Bylaw No. 4855, 2015

A bylaw to amend Council Procedure Bylaw No. 4730, 2013

WHEREAS the Council of The Corporation of the District of West Vancouver deems it expedient to provide for Council meeting and committee meeting procedures pursuant to the Community Charter;

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

Part 1 Citation

1.1 This Bylaw may be cited as Council Procedure Bylaw No. 4730, 2013, Amendment Bylaw No. 4855, 2015.

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 Amendment

3.1 Council Procedure Bylaw No. 4730, 2013 is amended as follows:

3.1.1 In section 1.4 by adding a comma after “Municipal Hall” and after “District website”.

3.1.2 In Section 2.4 regarding Time and Location of Regular Council Meetings:

- In subsection (a) by replacing “7:00 pm” with “6:00 p.m.”;
- By replacing subsection (b) with new subsection (b):
“(b) concluding at 10:00 p.m. on the day scheduled for the meeting unless Council, by an affirmative vote of the majority of the Council members present, resolves to proceed beyond that time.”

3.1.3 In Section 4.9 regarding Adjourning Meeting where no Quorum:

- By replacing “30 minutes” with “20 minutes”.

3.1.4 In Section 4.13 regarding Business at Regular Meetings:

- By moving “(e) Reports from Mayor and Councillors” to immediately follow “(i) Other Items” and re-ordering the list of business items accordingly;
- By adding “(to include reports on District board, committee and working group meetings, and Metro Vancouver board and committee meetings)” immediately following “(i) Reports from Mayor and Councillors”.

3.1.5 In Section 4.27 regarding Petitions and Delegations:

- By deleting “and, without limitation, the Mayor may refer the request to Council for consideration”;
- By adding “and Council” after “Mayor” throughout the section.

3.1.6 In Section 4.28 regarding Petitions and Delegations:

- By adding “, unless Council by resolution, permits additional petition presentations or delegations at a meeting” after “Council”.

3.1.7 In Section 4.36 regarding Petitions and Delegations:

- By replacing “unanimous vote of those members present” with “an affirmative vote of the majority of the Council members present”.
3.1.8 In Section 4.37 regarding Petitions and Delegations:
- By replacing “to address a Council meeting:” with “at a Council meeting, to address:”; 
- In subsection (a) by deleting “regarding”;
- In subsection (b) by deleting “if the purpose is to address”;
- In subsection (c) by replacing “if the purpose is to request” with “a request for”;
- In subsection (d) by replacing “if the purpose or subject of the delegation” with “a purpose or subject that”.

3.1.9 In section 4.46 regarding Conduct and Debate:
- In subsection (b) by deleting “the member has raised his or her hand and”;
- In subsection (c) by replacing “raise their hands” with “wish to speak”;
- In subsection (e) by replacing “has raised his or her hand” with “wishes to speak”;
- In subsection (i) by replacing “member who, in the presiding member’s opinion, first spoke.” with “first member queued to speak.”

3.1.10 In Section 4.48 regarding Public Speakers and Delegates:
- By replacing ““Mr. or Madam Mayor” or “Your Worship” as the case may be.” with ““Mr. Mayor” or “Madam Mayor”, as the case may be, or “Your Worship”.”

3.1.11 In Section 4.50 regarding Members Speaking at a Council Meeting:
- By deleting subsections (c) and (d);
- By adding new subsection (b):
“(b) before a motion dealing with the substance of the item has been moved and seconded, ask questions pertinent to the item;”;
- By re-ordering the following subsections accordingly.
3.1.12 In Section 4.57 regarding Inquiries or Submissions by those Attending a Council Meeting:

- By replacing subsection (a) with new subsection (a) as follows:

  "(a) relating to a reading or adoption of a Zoning Bylaw, or an Official Community Plan Bylaw, or any other bylaw which is the subject of a public hearing, after the close of a statutory public hearing on the bylaw;"

3.1.13 By adding after section 4.84 a new Notice of Motion procedure as new sections 4.85 to 4.87, as follows, and renumbering the former sections 4.85 and 4.86 as sections 4.88 and 4.89:

"Notice of Motion

4.85 Notice of Motion

(a) a member may provide written notice of a motion, signed by the mover and seconder of the motion, which the member intends to introduce at the meeting on the date specified in the notice, to the Clerk no later than 12:00 p.m. on the Wednesday prior to the next Council meeting;

(b) the written notice of motion must be added to the agenda of the next Council meeting;

(c) after notice of the motion has been given at a Council meeting, it must be scheduled for consideration at the meeting on the date specified in the notice of motion;

(d) when the notice of motion has been scheduled for consideration at the meeting on the date specified in the notice of motion, the member who gave the notice must provide information referred to in section 4.87 for inclusion on the agenda for the meeting on the date specified in the notice of motion.

4.86 A notice of motion may not include procedural motions or motions arising from recommendations of a standing or select committee.

4.87 The introduction of the notice of motion is governed by the following procedure:

(a) the notice must be signed by the mover and seconder of the motion, and must state the date of the meeting to which it is directed;
(b) the motion must be accompanied by information supporting the motion, a statement of the purpose of the motion, and the advantages and disadvantages of passing the motion;

(c) at the Council meeting at which the motion is scheduled for consideration, only the member making the motion may make introductory remarks; and

(d) after a motion is moved and seconded, the motion is open for consideration and is deemed to be in the possession of Council and may be withdrawn only by resolution of Council.

3.1.14 In section 6.10 by adding a comma after "Council meeting" and after "leave", and by adding a semi-colon after "urgent nature".

NOTICE given in accordance with sections 94 and 124(3) of the Community Charter by way of posting notices in the public notice posting places and by publication in the North Shore News newspaper on September 20 and 27, 2015.

READ A FIRST TIME on October 26, 2015

READ A SECOND TIME on October 26, 2015

READ A THIRD TIME on October 26, 2015

ADOPTED by the Council on

________________________________________
Mayor

________________________________________
Municipal Clerk