



DISTRICT OF NORTH SAANICH

BYLAW NO. 1532

A BYLAW TO AMEND THE DISTRICT OF NORTH SAANICH COUNCIL PROCEDURE BYLAW NO. 1355, 2014

That the Municipal Council of the District of North Saanich, in open meeting assembled, enacts as follows:

1. That this bylaw may be cited for all purposes as “**District of North Saanich Council Procedure Bylaw No. 1355, 2014, Amendment Bylaw No. 1532, 2021**”.

2. That Bylaw No. 1355, 2014 be amended as follows:

1. Add to **DEFINITIONS**:

- “Electronic meetings” – means a meeting where members of Council may participate by electronic means including but not limited to videoconference, audioconference, or telephone.
- “Presentations” – means information provided at a Council meeting by a representative(s) of an outside organization through a verbal report, PowerPoint, video, or other electronic means.

2. After section 5 **TIME AND LOCATION OF MEETINGS**:

- Add a new section 6. **ELECTRONIC MEETINGS**.
- Section 5(4) will become 6(1) and section 5(5) will become 6(2).

3. Add as section 6(3) **ELECTRONIC MEETINGS** :

- A member who is unable to attend a Council or Committee meeting may participate in the meeting electronically provided that:
 - (a) they are not the presiding Member;
 - (b) a minimum of four Members are participating in-person; and
 - (c) the Corporate Officer has been notified in advance of the meeting.

4. Add as section 6(4) **ELECTRONIC MEETINGS**:

- After the meeting is called Call to Order, the presiding Member must identify any Council or Committee member who is participating electronically.

5. Add as section 6(5) **ELECTRONIC MEETINGS**:

- Any person who has an interest in a matter being considered by Council at a meeting may be afforded an opportunity to provide written submissions or verbal input by electronic participation provided they have registered in advance with the Corporate Officer.

6. Add as section 6(6) **ELECTRONIC MEETINGS**:

- Public notice of the meeting must include the way in which the meeting is to be conducted electronically and *how* the public may participate in order to hear and watch the proceedings that are open to the public.

7. Add as section 6(7) **ELECTRONIC MEETINGS:**

- Delegations and Presentations may participate by electronic means provided the Corporate Officer has been notified in advance of the meeting.

8. Add as Section 17(2) **LATE ITEMS:**

- Items of business received for Council consideration for inclusion in the agenda will be available both in paper format at the meeting and electronically on the municipal website.

9. Add as section 18(1)(i) **VOTING AT MEETINGS:**

- A member may vote by raising their hand or, if attending by electronic means only, by a voice vote. A member who does not indicate how they vote on a matter is deemed to have voted in the affirmative.

10. Add as section 19 **PRESENTATIONS:**

- All Presentations requesting permission to appear before Council shall submit a written request including a written brief outlining their intended presentation.
- All written requests to appear before Council must be received by the Corporate Officer by 12:00 noon on the Wednesday prior to the meeting.
- The number of Presentations at any Council meeting shall be a maximum of two, unless Council authorizes otherwise.
- Each address will be limited to ten minutes unless a longer period is agreed to by unanimous vote of those members present.

11. Remove section 28(1) **ADJOURNMENT** in its entirety:

- A Council may continue a Council meeting after 11:00 p.m. only by an affirmative vote of the Council members present.

And that the District of North Saanich Council Procedure Bylaw No. 1355, 2014, as amended be re-numbered accordingly.

READ A FIRST TIME the 4th day of October, 2021.

READ A SECOND TIME the 4th day of October, 2021.

READ A THIRD TIME the 4th day of October, 2021.

ADOPTED the 18th day of October, 2021.



CORPORATE OFFICER



MAYOR

