



**District of  
North Saanich**

**MEMORANDUM**

To: Tim Tanton  
Chief Administrative Officer

Date: March 13, 2020

From: Curt Kingsley  
Deputy CAO / Director of Corporate Services

File:

Re: **Council Procedure Bylaw Amendment – Electronic Meetings**

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**RECOMMENDATION:**

That Council proceed with Bylaw No. 1491.

**BACKGROUND:**

Municipalities are taking precautionary measures in response to the COVID-19 outbreak. Some municipalities are amending their council procedure bylaws to enable their councils to attend meetings by electronic means. Electronic meeting provisions would ensure Council has the ability to still conduct essential municipal business in the event that less than a quorum of members of Council are able to physically attend a meeting.

Section 128 of the Community Charter permits Council, by way of its procedure bylaw, to permit members of Council to participate by means of electronic or other communications facilities, if those members are otherwise unable to attend the meeting. There are conditions for electronic meetings are required under the Community Charter:

1. The meeting must be conducted in accordance with Council's Procedure Bylaw;
2. The technology used must enable the meeting's participants to hear, or watch and hear, each other; and
3. The technology used must enable the public to hear, or watch and hear, the participation of all the members of Council.

Proposed Bylaw 1491 provides the necessary amendments to the Procedure Bylaw to permit Council members to attend meetings by way of electronic or other communications facilities.

**LEGAL IMPLICATIONS:**

The *Community Charter* requires Council to give notice of an amendment to its procedure bylaw, prior to the adoption of the amendment. Two notices must be given in the local newspaper once per week for two consecutive weeks. Staff have pre-arranged for the required notices to appear in the March 18 and 25 editions of the Peninsula News Review, should Council wish to proceed with the proposed Amendment Bylaw. Council would be able to adopt the bylaw at the next available Council meeting after March 25<sup>th</sup>.

**SUMMARY:**

Some municipalities are amending their procedure bylaws to ensure Council meetings can still be held throughout the duration of COVID-19 outbreak. Proposed Procedure Bylaw Amendment Bylaw No. 1491 would enable the attendance of Council members by electronic means at Council meetings. If Council wishes to change the Procedures Bylaw for the reasons outlined above, Staff respectfully submits the following recommendation.

**RECOMMENDATION:**

That Council proceed with Bylaw No. 1491.

Respectfully submitted,

Concurrence:

  
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Curt Kingsley  
Deputy CAO / Director of Corporate Services

  
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Tim Tanton  
Chief Administrative Officer



## DISTRICT OF NORTH SAANICH

### BYLAW NO. 1491

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

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

#### Amendments

1. The District of North Saanich Council Procedure Bylaw No. 1355, 2014, is hereby amended as follows:
  - (a) Section 5 is amended by inserting the following subsections after subsection (3):
    - “(4) Meetings of Council and Committees may be conducted by means of electronic or other communications facilities, if necessary to ensure the minimum number of members required are present for the conduct of the intended business.
    - (5) The communications facilities used for electronic meetings must permit the meeting participants to hear each other and, except for any part of the meeting that is closed to the public, permit the public present at the meeting to hear the participation of all members during the meeting.”

#### Citation

2. This bylaw may be cited for all purposes as “**District of North Saanich Council Procedure Bylaw No. 1355, 2014, Amendment Bylaw No. 1491, 2020**”.

READ A FIRST TIME the        day of March, 2020.

READ A SECOND TIME the        day of March, 2020.

READ A THIRD TIME the        day of March, 2020.

FINALLY ADOPTED the        day of        , 2020.

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MAYOR

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CORPORATE OFFICER