

NO. 20-053

COUNCIL PROCEDURES BYLAW

A BYLAW OF THE CITY OF VICTORIA

The purpose of this Bylaw is to amend the procedures to be followed by Council and Council committees in conducting their business through electronic participation.

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1 Title

This bylaw may be cited as COUNCIL PROCEDURES BYLAW, AMENDMENT (NO. 1) BYLAW No. 20-053

2 Amendment

Council Procedures Bylaw No. 16-011 is hereby amended by:

- a) deleting section 9 in its entirety and replacing it with the following

Electronic participation by members

- 9 (1) For the purposes of this section, electronic participation in a meeting means participation by use of telephone communications or by Voice Over Internet Protocol (VOIP) that
 - (a) enable the meeting's participants to hear and speak with each other, and
 - (b) enable the public to hear the participation of Council members during that part of the meeting that is open to the public.
- (2) Two members of Council may participate electronically in a Council meeting if:
 - (a) At least 24 hours before the meeting those members notify the City Clerk of their intention to participate electronically, and
 - (b) A majority of the members of Council are physically present at the meeting.

- (3) If more than two members wish to participate electronically in a meeting, the two who may do so must be chosen by lot conducted by the City Clerk.
- (4) Notwithstanding subsection (2) or (3), the Mayor may authorize more than two Council members to participate electronically provided that:
 - (a) a state of local emergency has been declared in the City and in person participation in Council meeting would be inconsistent with the declaration; or
 - (b) in the Mayor's opinion extra-ordinary circumstances exist that make it unsafe or impractical for Council members to physically participate in a meeting.

and for clarity subsection (2)(b) does not apply to a meeting authorized pursuant to this subsection.

- (5) A meeting at which there is electronic participation must not include any of the following public hearings:
 - (a) hearings to which section 890 of the *Local Government Act* applies;
 - (b) hearings for heritage conservation matters under Part 27 of the *Local Government Act*.
- (6) Written material at a meeting at which there is electronic participation, if that material is presented to the meeting without being included in either the agenda package or late agenda items sent to the members participating electronically, must be audibly read into the record.
- (7) A member, who is participating electronically in the voting on a matter, must vote by audibly stating that they vote in favour or oppose.
- (8) If there is an interruption in the communications' link to a member who is participating electronically, the other Council members may
 - (a) decide on a short recess until it is determined whether or not the link can be re-established, or
 - (b) continue the meeting and treat the interruption in the same manner as if a member who is physically present leaves the meeting room.

b) deleting section 10 in its entirety and replacing it with the following

Application of rules of procedure

- 10 (1) In cases not provided for under this Bylaw, Robert's Rules of Order Newly Revised, 11th edition, 2011, apply to the proceedings of Council to the extent that those Rules are

- a) applicable in the circumstances, and
 - b) not inconsistent with provisions of this Bylaw or the *Community Charter*
- (2) The rules of procedure contained in this Bylaw except those that are governed by statutory provisions, may be temporarily suspended by a majority vote of the Council members present.

READ A FIRST TIME the	19th	day of	March	2020
READ A SECOND TIME the	19th	day of	March	2020
READ A THIRD TIME the	19th	day of	March	2020
ADOPTED on the	26th	day of	March	2020

“CHRIS COATES”
CITY CLERK

“LISA HELPS”
MAYOR