



**AGENDA FOR THE REGULAR MEETING OF COUNCIL TO COMMENCE AT 6:00 PM, IN THE COUNCIL CHAMBER, CITY HALL, 141 WEST 14<sup>TH</sup> STREET, NORTH VANCOUVER, BC, ON MONDAY, OCTOBER 26, 2015.**

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**MONDAY, OCTOBER 26, 2015  
COUNCIL MEETING – 6:00 PM**

**“LIVE” BROADCAST VIA CITY WEB SITE [www.cnv.org](http://www.cnv.org)**

**LIVE TV COVERAGE COMMENCES AT 7:00 PM**

**CALL TO ORDER**

**ADOPTION OF MINUTES**

1. Regular Council Meeting Minutes, October 5, 2015.

**PUBLIC INPUT PERIOD – 6:00 PM – File: 01-0550-07-0001/2015**

The Public Input Period is addressed in sections 12.20 to 12.28 of “Council Procedure Bylaw, 2015, No. 8500.”

The time allotted for each speaker appearing before Council during the Public Input Period is two minutes, with the number of speakers set at five persons. Speakers’ presentations will be audio and video recorded, as well as live-streamed on the Internet, and will form part of the public record.

To make a submission to Council during the Public Input Period, a person must complete the paper Public Input Period sign-up form at City Hall prior to the Regular Council Meeting. A person who fails to complete, or only partially completes, the Public Input Period sign-up form will not be permitted to make submissions to Council during the Public Input Period. The sign-up sheet will be available on the table in the lobby outside the Council Chamber from 5:30 pm until 6:00 pm on the night of the Council meeting.

When appearing before Council, speakers are requested to state their name and address for the record. Speakers may display materials on the document camera at the podium in the Council Chamber and provide written materials to the City Clerk for distribution to Council, only if these materials have been provided to the City Clerk by 4:00 pm on the date of the meeting.

The Public Input Period provides an opportunity for input only, without the expectation of response from Council, and places the speaker’s concern on the record.

Speakers must comply with the General Rules of Conduct set out in section 5.1 of “Council Procedure Bylaw, 2015, No. 8500” and may not speak with respect to items as set out in section 12.25(2).

Speakers are requested to omit addressing matters that refer to items on the agenda from a concluded Public Hearing/Public Meeting and to Public Hearings, Public Meetings, Policy Committee and Finance Committee meetings, when these meetings are scheduled on the same evening’s agenda.

Please address the Mayor as “Mayor Mussatto” or “Your Worship” and address Councillors as “Councillor, followed by their surname.”

## **CONSENT AGENDA ITEMS**

### **(Items \*2, \*3, \*4, \*5, \*6, \*7, \*8, and \*9)**

The following Items \*2, \*3, \*4, \*5, \*6, \*7, \*8, and \*9 (see Agenda pages 2, 3 and 4) are listed in the Consent Agenda and may be considered separately or in one motion:

#### **RECOMMENDATION:**

**THAT** the resolutions listed within the “Consent Agenda”, be approved.

## **START OF CONSENT AGENDA**

## **CORRESPONDENCE**

### **\*2. Board in Brief, Greater Vancouver Regional District, Metro Vancouver, October 9, 2015**

Re: Board in Brief – File: 01-0400-60-0006/2015

## **BYLAWS – FINAL ADOPTION**

### **\*3. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2015, No. 8434” (Trifecta Ventures Inc., Vernacular Design, 1337 Jones Avenue, CD-663)**

#### **RECOMMENDATION:**

**THAT** “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2015, No. 8434” (Trifecta Ventures Inc., Vernacular Design, 1337 Jones Avenue, CD-663), be finally adopted, signed by the Mayor and City Clerk and affixed with the Corporate Seal.

### **\*4. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2015, No. 8435” (S. Azizbaigi and A. Ostadsaraie / Vernacular Design Inc., 212-214 West 5th Street, CD-664, Schedule No. 119)**

#### **RECOMMENDATION:**

**THAT** “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2015, No. 8435” (S. Azizbaigi and A. Ostadsaraie / Vernacular Design Inc., 212-214 West 5th Street, CD-664, Schedule No. 119), be finally adopted, signed by the Mayor and City Clerk and affixed with the Corporate Seal.

**CONSENT AGENDA ITEMS – Continued**

**BYLAWS – FINAL ADOPTION – Continued**

- \*5. "Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2015, No. 8438"  
(Bill Curtis and Associates Design Ltd., 231 West 18th Street, CD-665)

**RECOMMENDATION:**

**THAT** "Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2015, No. 8438" (Bill Curtis and Associates Design Ltd., 231 West 18th Street, CD-665), be finally adopted, signed by the Mayor and City Clerk and affixed with the Corporate Seal.

- \*6. "Taxation Exemption Bylaw, 2015, No. 8443"

**RECOMMENDATION:**

**THAT** "Taxation Exemption Bylaw, 2015, No. 8443", be finally adopted, signed by the Mayor and City Clerk and affixed with the Corporate Seal.

**REPORT OF THE COMMITTEE OF THE WHOLE (CLOSED SESSION)**

- \*7. **Appointment to the Board of Variance – File: 01-0360-20-0007/2015**

Report: City Clerk, September 30, 2015

**RECOMMENDATION:**

**PURSUANT** to the report of the City Clerk, dated September 30, 2015, entitled "Appointment to the Board of Variance":

**THAT** Anna Hardy be appointed for a term to conclude on January 31, 2019;

**AND THAT** the report of the City Clerk, dated September 30, 2015, entitled "Appointment to the Board of Variance", remain in the Closed session.

- \*8. **Appointment to the North Vancouver Recreation and Culture Commission – File: 01-0360-20-0074/2015**

Report: City Clerk, September 30, 2015

**RECOMMENDATION:**

**PURSUANT** to the report of the City Clerk, dated September 30, 2015, entitled "Appointment to the North Vancouver Recreation and Culture Commission":

**THAT** Darren Woodworth be appointed for a three-year term to conclude on November 30, 2018;

*Continued...*

**CONSENT AGENDA ITEMS – Continued**

**REPORT OF THE COMMITTEE OF THE WHOLE (CLOSED SESSION) – Continued**

**\*8. Appointment to the North Vancouver Recreation and Culture Commission  
– Continued**

**AND THAT** the report of the City Clerk, dated September 30, 2015, entitled “Appointment to the North Vancouver Recreation and Culture Commission”, remain in the Closed session.

**\*9. Appointments to the Parks and Environment Advisory Committee  
– File: 01-0360-20-0077/2015**

Report: City Clerk, September 9, 2015

**RECOMMENDATION:**

**PURSUANT** to the report of the City Clerk, dated September 9, 2015, entitled “Appointments to the Parks and Environment Advisory Committee”:

**THAT** Jessica McIlroy and Roger Baron be appointed for a partial term to conclude on January 31, 2017;

**AND THAT** the report of the City Clerk, dated September 9, 2015, entitled “Appointments to the Parks and Environment Advisory Committee”, remain in the Closed session.

**END OF CONSENT AGENDA**

**PROCLAMATION**

**“FOSTER FAMILY MONTH” – OCTOBER 2015**

**POLICY COMMITTEE MEETING – 6:30 PM**

**Review of Municipal Controls on Licensed Retail Liquor Stores and Policy Options**

*See Report of the City Planner and Manager, Business Services, July 15, 2015.*

**AGENDA**

**Chair: Councillor Back**

- Staff presentation
- Representations from the public (3 minutes)
- Questions and comments from the Policy Committee
- Recommendation
- Motion to conclude the Policy Committee Meeting

**RECOMMENDATION OF THE POLICY COMMITTEE**

**PUBLIC HEARING – 7:00 PM**

**“Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2015, No. 8439”  
(R. Moghaddam / A. Seradj, 1345 Forbes Avenue RS-3)** to rezone the property from Two-Unit Residential 1A (RT-1A) Zone to One-Unit Residential 2 (RS-2) Zone in order to subdivide the two existing lots into four lots with a new single family home and a detached garage on each lot.

**PUBLIC MEETING** (in conjunction with the Public Hearing)

**Development Variance Permit No. DVP2015-00009 (1345 Forbes Avenue RS-3)**  
To vary the maximum top-of-plate from 4.6 m. (15 ft.) to 5.6 m. (18.5 ft.), with a maximum overall permitted height of 9.14 m. (30 ft.), including roof top decks.

*See Information Report of the Planning Analyst, October 20, 2015.*

*Council will consider Bylaw No. 8439 under Item 10 and  
DVP2015-00009 under Item 11.*

**AGENDA**

**Chair: Mayor Darrell Mussatto**

- Staff presentation
- Applicant’s presentation
- Representations from the public
- Questions and comments from Council
- Motion to conclude the Public Hearing and Public Meeting

**BYLAW – SECOND AND THIRD READINGS**

**10. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2015, No. 8439”  
(R. Moghaddam / A. Seradj, 1345 Forbes Avenue, RS-3)**

**RECOMMENDATION:**

**THAT** “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2015, No. 8439”  
(R. Moghaddam / A. Seradj, 1345 Forbes Avenue, RS-3), be given second and third readings.

**MOTION**

**11. Development Variance Permit No. DVP2015-00009 (1345 Forbes Avenue RS-3)**

**RECOMMENDATION:**

**THAT** Development Variance Permit No. DVP2015-0009 be issued following adoption of “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2015, No. 8439”;

**AND THAT** the Mayor and City Clerk be authorized to sign and seal DVP2015-00009.

**PUBLIC HEARING – Following Item 11**

**“Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2014, No. 8442” (J.C. Henderson and C.L. Henderson / Halex Architecture, 340-344 East Keith Road, RS-2)** to rezone the property from Two-Unit Residential 1A (RT-1A) Zone to One-Unit Residential 2 (RS-2) Zone in order to subdivide the two existing lots into four lots with a new single family home and a detached garage on each lot.

**PUBLIC MEETING (in conjunction with the Public Hearing)**

**Development Variance Permit No. DVP2015-00011 (340-344 East Keith Road)** to allow four new single family homes within height envelopes up to 6.52 m. (21.4 ft.) plus roof top decks, and permit a 5.9 sq.m. (63.5 sq.ft.) basement in each detached garage.

*See Information Report of the Planner, October 20, 2015.*

*Council will consider Bylaw No. 8442 under Item 12 and DVP2015-00011 under Item 13.*

**AGENDA**

**Chair: Mayor Darrell Mussatto**

- Staff presentation
- Applicant’s presentation
- Representations from the public
- Questions and comments from Council
- Motion to conclude the Public Hearing and Public Meeting

**BYLAW – SECOND AND THIRD READINGS**

12. **“Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2015, No. 8442”  
(J.C. Henderson and C.L. Henderson, Halex Architecture, 340-344 East  
Keith Road, RS-2)**

**RECOMMENDATION:**

**THAT** “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2015, No. 8442”  
(J.C. Henderson and C.L. Henderson, Halex Architecture, 340-344 East Keith  
Road, R.S-2), be given second and third readings.

**MOTION**

13. **Development Variance Permit No. DVP2015-00011 (340-344 East Keith  
Road)**

**RECOMMENDATION:**

**THAT** Development Variance Permit No. DVP2015-00011 be issued following  
adoption of “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2015, No. 8442”;

**AND THAT** the Mayor and City Clerk be authorized to sign and seal DVP2015-  
00011.

**BYLAWS – FINAL ADOPTION**

14. **“Official Community Plan Bylaw, 2014, No. 8400, Amendment Bylaw, 2015,  
No. 8428” (450 East 5th Street, Residential Level One)**

**RECOMMENDATION:**

**THAT** “Official Community Plan Bylaw, 2014, No. 8400, Amendment Bylaw,  
2015, No. 8428” (450 East 5th Street, Residential Level One), be finally adopted,  
signed by the Mayor and City Clerk and affixed with the Corporate Seal.

15. **“Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2015, No. 8429”  
(Anthem Ridgeway Developments/Matthew Hansen Architect, 450 East 5th  
Street, RS-1)**

**RECOMMENDATION:**

**THAT** “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2015, No. 8429”  
(Anthem Ridgeway Developments/Matthew Hansen Architect, 450 East 5th  
Street, RS-1), be finally adopted, signed by the Mayor and City Clerk and affixed  
with the Corporate Seal.

**REPORT OF THE COMMITTEE OF THE WHOLE (CLOSED SESSION)**

**16. Lifeways Child Care Centre - 532 East 4<sup>th</sup> Street – File: 10-4750-01-0001/2015**

Report: Community Planner and Manager, Bylaw Services  
September 30, 2015

**RECOMMENDATION:**

**PURSUANT** to the report of the Community Planner and Manager, Bylaw Services, dated September 30, 2015, entitled “LifeWays Child Care Centre - 532 East 4<sup>th</sup> Street”:

**THAT** staff be directed to pursue Option #1, Standard Enforcement, and continue to monitor the LifeWays Child Care Centre on the basis of public complaints;

**AND THAT** the report of the Community Planner and Manager, Bylaw Services, dated September 30, 2015, entitled “Lifeways Child Care Centre - 532 East 4th Street”, remain in the Closed session.

**17. Development Application: 119-131 West Esplanade and 120 Carrie Cates Court (Polygon / Nigel Baldwin Architects) REZ2013-00013/OCP2013-00003 – File: 13-6700-01-0001/2015**

Report: Planner 2, September 29, 2015

**RECOMMENDATION:**

**PURSUANT** to the report of the Planner 2, dated September 29, 2015, entitled “Development Application: 119-131 West Esplanade and 120 Carrie Cates Court (Polygon / Nigel Baldwin Architects) REZ2013-00013/OCP2013-00003”:

**THAT** staff continue to process the revised development application received September 15, 2015, including the contemplated density transfer from 105 Carrie Cates Court;

**THAT** a Town Hall Meeting be scheduled at the applicant’s expense;

**AND THAT** the report of the Planner 2, dated September 29, 2015, entitled “Development Application: 119-131 West Esplanade and 120 Carrie Cates Court (Polygon / Nigel Baldwin Architects) REZ2013-00013/OCP2013-00003”, remain in the Closed session.



**REPORTS OF COMMITTEES, COUNCIL REPRESENTATIVES AND STAFF**

**18. Mahon Park Artificial Turf Field Funding Appropriation  
– File: 12-5920-01-0001/2015**

Report: Manager, Parks and Environment, October 21, 2015

**RECOMMENDATION:**

**PURSUANT** to the report of the Manager, Parks and Environment, dated October 21, 2015, entitled “Mahon Park Artificial Turf Field Funding Appropriation”:

**THAT** (Funding Appropriation #1525) an amount of \$2,300,000 be appropriated from the Civic Amenity Reserve for the purpose of funding the Mahon Park Artificial Turf Field;

**AND THAT** should any of the above amounts remain unexpended after December 31, 2018, the unexpended balance shall be returned to the credit of the said Reserve Fund.

**19. Compass Card and Transit Fare Changes – File: 16-8700-02-0002/2015**

Report: Manager, Transportation, October 21, 2015

**RECOMMENDATION:**

**PURSUANT** to the report of the Manager, Transportation, dated October 21, 2015, entitled “Compass Card and Transit Fare Changes”:

**WHEREAS** a frequent, accessible, reliable and efficient transit service is essential for the City of North Vancouver to increase transit mode share, reduce vehicle use and achieve reductions in community GHG emissions;

**WHEREAS** the recent change for bus travel to a one-zone fare anywhere in the region may shift some SeaBus users to already crowded buses on the bridges due to the higher cost to travel via SeaBus across Burrard Inlet;

**THEREFORE BE IT RESOLVED THAT** TransLink be requested to introduce a temporary one-zone fare on the SeaBus in line with the bus system fare;

**AND THAT** a copy of this resolution be forwarded to the District of North Vancouver, District of West Vancouver and City of Vancouver for their support.

**REPORTS OF COMMITTEES, COUNCIL REPRESENTATIVES AND STAFF**

**20. Business Licence Bylaw – 2016 Fee Increase (Schedule B) and Housekeeping Amendments (Schedule A) – File: 05-1810-01-0001/2015**

Report: Manager, Business Services, October 19, 2015

**RECOMMENDATION:**

**PURSUANT** to the report of the Manager, Business Services dated October 19, 2015, entitled “Business Licence Bylaw – 2016 Fee Increase (Schedule B) and Housekeeping Amendments (Schedule A)”:

**THAT** “Business Licence Bylaw, 2004, No. 7584, Amendment Bylaw 2015, No. 8449 (Schedule B – Business Licence Fees) and Housekeeping Amendments (Schedule A),” be considered (Attachment #1 - 2% increase).

*Item 21 refers.*

**BYLAW – INTRODUCTION AND THREE READINGS**

**21. “Business Licence Bylaw, 2004, No. 7584, Amendment Bylaw, 2015, No. 8449” (Schedule B – Business Licence Fees) and (Schedule A - Housekeeping Amendments)**

**RECOMMENDATION:**

**THAT** “Business Licence Bylaw, 2004, No. 7584, Amendment Bylaw, 2015, No. 8449” (Schedule B – Business Licence Fees) and (Schedule A - Housekeeping Amendments), be given introduction and three readings.

**REPORTS OF COMMITTEES, COUNCIL REPRESENTATIVES AND STAFF**

**22. Rezoning Application: 253 and 255 East 6<sup>th</sup> Street (Cobblestone Homes Ltd.) – File: 13-3360-01-0001/2015**

Report: Planner 2, October 21, 2015

**RECOMMENDATION:**

**PURSUANT** to the report of the Planner 2, dated October 21, 2015, entitled “Rezoning Application: 253 and 255 East 6th Street (Cobblestone Homes Ltd.)”:

**THAT** “Zoning Bylaw 1995, No. 6700, Amendment Bylaw, 2015, No. 8447” (Cobblestone Homes Ltd. / Jka Architecture Planning Interior Design, 253 and 255 East 6th Street, CD-667) be considered and referred to Public Hearing;

**REPORTS OF COMMITTEES, COUNCIL REPRESENTATIVES AND STAFF**  
**– Continued**

**22. Rezoning Application: 253 and 255 East 6<sup>th</sup> Street (Cobblestone Homes Ltd.) – Continued**

**AND THAT** additional offsite works and community amenities listed in the October 21, 2015 report in the section “Community Amenities/Infrastructure Contributions” be secured, through agreements at the applicant’s expense and to the satisfaction of staff, as conditions of rezoning.

*Item 23 refers.*

**BYLAW – INTRODUCTION AND FIRST READING**

**23. “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2015, No. 8447” (Dave Iaquina / Cobblestone Homes Ltd., 253-255 East 6th Street, CD-667)**

**RECOMMENDATION:**

**THAT** “Zoning Bylaw, 1995, No. 6700, Amendment Bylaw, 2015, No. 8447” (Dave Iaquina / Cobblestone Homes Ltd., 253-255 East 6th Street, CD-667), be given introduction and first reading.

**REPORTS OF COMMITTEES, COUNCIL REPRESENTATIVES AND STAFF**

**24. Residential Water Metering Options – File: 11-5600-03-0001/2015**

Report: Deputy City Engineer, October 21, 2105

**RECOMMENDATION:**

**PURSUANT** to the report of the Deputy City Engineer, dated October 21, 2015, entitled “Residential Water Metering Options”:

**THAT** Option 1 (maintain the current pace of the “meter ready” strategy) of the report be endorsed.

**COUNCIL REPORT – File: 01-0550-04-0001/2015**

**NOTICES OF MOTION**

**25. Official Community Plan – File: 13-6520-20-0026/1**

Submitted by: Councillor Linda Buchanan

**WHEREAS** there is an increase number of families with children living in Lower Lonsdale; and,

**WHEREAS** the Official Community Plan (OCP) identifies additional growth capacity in the East 3<sup>rd</sup> Street area; and,

**WHEREAS** the City is currently in process of community consultation for development permit guidelines for the Moodyville area to guide the form and character of ground oriented townhouses and multi-family housing in proximity to employment, services and schools; and,

**WHEREAS** School District No. 44 (North Vancouver) owns the Cloverly site; and,

**WHEREAS** the City's success in the implementation of the OCP will be achieved through the ongoing collaboration with community partners which includes the NVSD;

**THEREFORE IT BE RESOLVED THAT** staff be directed to work with School District No. 44 (North Vancouver) and continue to coordinate planning in Lower Lonsdale, Moodyville and Cloverly neighborhoods for the location of a new school to address future growth in these areas and to identify additional community amenities.

*See Information Report of Director, Community Development, October 21, 2015*

**26. Council Support for Improvements to North Van Transit Route 232  
– File: 16-8700-02-002/2015**

Submitted by: Councillor Don Bell

**WHEREAS** reliable, affordable and frequent public transit and Seabus service serving the North Shore is necessary if residents are to be encouraged to help reduce automobile traffic congestion and reduce Greenhouse Gas Emissions; and,

**WHEREAS** a recent Translink decision to institute a one-zone fare for bus riders, but not include the SeaBus in this one-zone policy, means a higher cost for SeaBus users and a resultant shift to increased use of bus routes to Vancouver; and,

**NOTICES OF MOTION – Continued**

**26. Council Support for Improvements to North Van Transit Route 232  
– Continued**

**WHEREAS** the Route 232 bus service has been recently identified by North Vancouver residents as not meeting the needs for transit users;

**THEREFORE** be it resolved that City Council express its concern to Translink about the need at this time for improved service on the Route 232 bus service, and ask Translink to provide a response to this request;

**AND FURTHER THAT** copies of this motion be forwarded to the District of North Vancouver Council and our North Shore MLA's for their information and support.

**PUBLIC CLARIFICATION PERIOD**

The Public Clarification Period is limited to 10 minutes in total and is an opportunity for the public to ask questions for clarification regarding an item on the Regular Council Agenda. If more than one person wishes to ask a question, the Mayor will divide the 10 minutes equally. The Mayor will ask each person "What is your question?" and decide if the question is related to an item on the Regular Council Agenda. After 10 minutes, the Public Clarification Period concludes and the Regular Council Meeting reconvenes.

**NEW ITEMS OF BUSINESS**

**INQUIRIES**

**CITY CLERK'S RECOMMENDATION:**

**THAT** Council recess to the Committee of the Whole, Closed session, pursuant to Section 90 (1) (g) and (i) of the *Community Charter*.

Sections 89, 90 and 92 of the *Community Charter* are listed in their entirety within this agenda package.

**ADJOURN**



## COMMUNITY CHARTER

### DIVISION 3 – OPEN MEETINGS

General rule that meetings must be open to the public.

- 89** (1) A meeting of a council must be open to the public, except as provided in this Division.
- (2) A council must not vote on the reading or adoption of a bylaw when its meeting is closed to the public.

#### Meetings that may or must be closed to the public

- 90** (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:
- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
  - (b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
  - (c) labour relations or other employee relations;
  - (d) the security of the property of the municipality;
  - (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
  - (f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
  - (g) litigation or potential litigation affecting the municipality;
  - (h) an administrative tribunal hearing or potential administrative tribunal hearing affecting the municipality, other than a hearing to be conducted by the council or a delegate of council;
  - (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
  - (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*;
  - (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

*Continued...*



## COMMUNITY CHARTER

### DIVISION 3 – OPEN MEETINGS

#### Meetings that may or must be closed to the public – *Continued*

- (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*];
  - (m) a matter that, under another enactment, is such that the public may be excluded from the meeting;
  - (n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);
  - (o) the consideration of whether the authority under section 91 [*other persons attending closed meetings*] should be exercised in relation to a council meeting.
- (2) A part of a council meeting must be closed to the public if the subject matter being considered relates to one or more of the following:
- (a) a request under the *Freedom of Information and Protection of Privacy Act*, if the council is designated as head of the local public body for the purposes of that Act in relation to the matter;
  - (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;
  - (c) a matter that is being investigated under the *Ombudsman Act* of which the municipality has been notified under section 14 [*ombudsman to notify authority*] of that Act;
  - (d) a matter that, under another enactment, is such that the public must be excluded from the meeting.
- (3) If the only subject matter being considered at a council meeting is one or more matters referred to in subsection (1) or (2), the applicable subsection applies to the entire meeting.

#### Requirements before meeting is closed

- 92** Before holding a meeting or part of a meeting that is to be closed to the public, a council must state, by resolution passed in a public meeting:
- (a) the fact that the meeting or part is to be closed; and
  - (b) the basis under the applicable subsection of section 90 on which the meeting or part is to be closed.



## PUBLIC HEARING PROCESS

### GUIDELINES

Public Hearings are generally held on the third Monday of every month on a Council meeting night in the Council Chamber when Council is considering the adoption of, or amendments to, either the City's Official Community Plan or Zoning Bylaw. Public Hearings are regulated by the *Local Government Act*.

The Mayor, when opening the Public Hearing, may restrict the public to a certain defined number of minutes to speak once, and may offer other restrictions on the presentations by the public, provided that everyone is given a reasonable opportunity to be heard and indicate their concerns (Section 890(3.1) of the *Local Government Act*).

All written submissions and representations made in person at the Public Hearing will form part of the public record with respect to the Public Hearing. Minutes of the Public Hearing and a video of the proceedings will be posted to the City's website.

A sign-up sheet is located on the table outside the Council Chamber 1½ hours prior to the advertised start time of the Public Hearing for all members of the public to sign if they wish to speak at the Public Hearing. The sign-up sheet will remain until the commencement of the Public Hearing scheduled for that evening. The sign-up sheet is restricted to "In Person" sign-up only. Other people are not permitted to sign the sheet on another speaker's behalf. The City does not pre-register speakers.

If members of the public do not sign the sign-up sheet, the Chair will ask if anyone else in the Chamber wishes to speak, after all the people who signed the sign-up sheet have been given the chance to speak at the Public Hearing.

Speakers will be requested to provide their name and address for the record.

Members of the public who wish to display material on the overhead projector in the Council Chamber or distribute material to Council members are required to provide the document to the City Clerk ([kgraham@cnv.org](mailto:kgraham@cnv.org)) prior to 4:00pm on the date of the Public Hearing.

Once the Public Hearing has concluded, no further information or submissions can be considered by Council.

If you require further information on the Public Hearing process, please contact either the City Clerk ([kgraham@cnv.org](mailto:kgraham@cnv.org) or 604-990-4234) or the Deputy City Clerk ([jficocelli@cnv.org](mailto:jficocelli@cnv.org) or 604-990-4233).