



**AGENDA FOR THE REGULAR MEETING OF COUNCIL TO COMMENCE AT 6:00 PM, AND A FINANCE COMMITTEE MEETING TO COMMENCE AT 7:00 PM, AND A POLICY COMMITTEE MEETING TO COMMENCE AT 7:30 PM, IN THE COUNCIL CHAMBER, CITY HALL, 141 WEST 14<sup>TH</sup> STREET, NORTH VANCOUVER, BC, ON MONDAY, NOVEMBER 25, 2013**

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**MONDAY, NOVEMBER 25, 2013  
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**

**ADOPTION OF MINUTES**

1. Regular Council Meeting Minutes, November 18, 2013.

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

The time allotted for each speaker appearing before Council during the Public Input Period is two minutes. The number of speakers during the Public Input Period is set at five persons. Should more than five speakers wish to address Council, a resolution approved by the majority of the Council members present at the meeting is required to extend the Public Input Period to allow for the additional speakers. Speakers' presentations will be audio and video recorded, as well as webcast, and will form part of the public record.

The Public Input Period provides an opportunity for the public to speak directly to Council on items on the Council agenda and to any topic the speaker feels is of relevance to City Council.

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 are requested to place their name on the sign up sheet in order to speak 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. The Mayor will invite those wishing to speak in the order that their name appears on the sign up sheet.

Speakers are requested to omit addressing items 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.

Speakers may not speak disrespectfully of any Council Member, staff member, or any other person and must not use offensive words or gestures.

Speakers may speak only once at the Public Input Period.

When appearing before Council, speakers are requested to state their name and address for the record.

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

## **CONSENT AGENDA ITEMS**

### **(Items \*2 and \*3)**

The following items \*2 and \*3 (See Agenda Page 2) 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 ITEMS**

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

#### **\*2. Amendment to the 2014 - 2023 Financial Plan Schedule – File: 1610-01**

Report: Deputy Director of Finance, November 19, 2013

#### **RECOMMENDATION:**

**PURSUANT** to the report of the Deputy Director of Finance, dated November 19, 2013, entitled “Amendment to the 2014 – 2023 Financial Plan Schedule”:

**THAT** the Finance Committee Meeting scheduled for March 17, 2014 be moved to March 31, 2014 as detailed on Attachment 1.

#### **\*3. Integrated Transportation Committee – Revisions to the Terms of Reference – File: 0360-20 ITC-06**

Report: Transportation Planner, Engineering, Parks and Environment,  
November 12, 2013

#### **RECOMMENDATION:**

**PURSUANT** to the report of the Transportation Planner, dated November 12, 2013, entitled “Integrated Transportation Committee – Revisions to the Terms of Reference”:

**THAT** the Terms of Reference for the Integrated Transportation Committee be adopted with immediate effect;

**AND THAT** the additional member be appointed for January 31, 2014.

## **END OF CONSENT AGENDA ITEMS**

**CITY CLERK'S RECOMMENDATION:**

**THAT** Council recess to the Committee of the Whole Closed Session, to consider the items as listed under the Committee of the Whole Section of the Council Agenda, for the following reasons respectively for each item:

4. Section 92 (2)(b) of the *Community Charter*
5. Section 90 (1)(k) of the *Community Charter*
6. Section 90 (1)(i) of the *Community Charter*

Sections 89 (1), 89 (2), 90 (1), 90 (2), 90 (3) and 92 are listed in their entirety within this agenda package.

**COMMITTEE OF THE WHOLE (CLOSED SESSION) CONFIDENTIAL REPORTS**

**4. DELEGATION: Intergovernmental Relations – File: 0400-01**

*See Confidential Information Report of the Manager of Transportation, dated November 20, 2013.*

**5. Contract Negotiations – File: 5380-09-01**

Report: Manager, Parks and Environment, November 19, 2013

**6. Legal Matter – File: 7380-01**

Report: Assistant Fire Chief - Prevention, November 19, 2013

**REPORT OF COMMITTEE OF THE WHOLE**

**FINANCE COMMITTEE MEETING – 7:00 PM**

**Re:** City of North Vancouver 2014 – 2023 Preliminary Project Plan  
– File: 0540-20

**Chair:** Mayor Darrell R. Mussatto

**Purpose:** Finance Committee will be receiving the Preliminary 2014 – 2023 Project Plan. Members of the public are invited to attend the Finance Committee to comment on the proposals.

**AGENDA**

- (a) Introduction of 2014 – 2023 Preliminary Project Plan – Deputy Director of Finance
- (b) Public Input – 5 minutes per speaker  
During the Public Input, any questions the speaker may have for staff will be dealt with as part of the minute timeline and will be responded to after the conclusion of the presentation by the speaker.
- (c) Questions/Comments – Finance Committee
- (d) **RECOMMENDATION:**

**PURSUANT** to the report of the Deputy Director of Finance, dated November 20, 2013 entitled “Preliminary 2014 – 2023 Project Plan”:

**THAT** the 2014 – 2023 Preliminary Project Plan for the City of North Vancouver be endorsed;

**THAT** \$75,000 for “Studio in the City – New Media/Public Youth Employment/Art Project” be reconsidered for inclusion in Year 1 of the 2014 – 2023 Preliminary Project Plan;

**THAT** \$50,000 for “Sam Walker Park - Improvements” be added in Year 1 of the 2014 – 2023 Preliminary Project Plan;

**AND THAT** resolutions or bylaws to appropriate funding for the projects included in the 2014 Project Budget be brought forward by staff in a timely manner.

- (e) Adjournment

**POLICY COMMITTEE MEETING – 7:30 PM**

**Re:** Draft Policy for Events in Parks and Public Open Spaces  
– File: 0340-50 ENG-01

**Chair:** Councillor Rod Clark

**Purpose:** The purpose of the Policy Committee Meeting is to receive public input on the “Draft Policy for Events in Parks and Public Open Spaces”.

At a Regular Meeting of Council, held on June 11, 2012, staff were directed to prepare an amendment to the “Policy for Events in Parks and Open Spaces”. The draft policy was presented to the Parks and Environment Advisory Committee for comment and staff reported back to Council with an updated draft policy, which was referred to the Policy Committee for consideration.

**AGENDA**

- (a) Staff Presentation
- (b) Representations from the Public
- (c) Questions and comments from members of the Policy Committee of Council
- (d) **RECOMMENDATION:**

**THAT** the draft Policy for Events in Parks and Public Open Spaces be endorsed;

**THAT** staff proceed with the development of an implementation and communication plan for the dissemination of the new policy to the North Vancouver Recreation Commission, the Arts Office, event organizers and relevant community groups;

**AND THAT** the new Policy for Events in Parks and Public Open Spaces take effect as of January, 2014.

- (e) Adjournment

*See Report of the Landscape Technician, Engineering, Parks and Environment, dated July 8, 2013.*

*Item 7 refers.*

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

**7. Draft Policy for Events in Parks and Public Open Spaces  
– File: 0340-50 ENG-01**

RECOMMENDATION: Policy Committee – November 25, 2013

**THAT** the draft Policy for Events in Parks and Public Open Spaces be endorsed;

**THAT** staff proceed with the development of an implementation and communication plan for the dissemination of the new policy to the North Vancouver Recreation Commission, the Arts Office, event organizers and relevant community groups;

**AND THAT** the new Policy for Events in Parks and Public Open Spaces take effect as of January, 2014.

**DELEGATION**

**Robert Wyckham, Norwest Cycle Club**

Re: Cycling Safety Issues in North and West Vancouver - Survey Results  
– File: 0230-01

*Item 8 refers.*

**CORRESPONDENCE**

**8. Robert Wyckham, Norwest Cycle Club, September 9, 2013**

Re: Cycling Safety Issues in North and West Vancouver - Survey Results  
– File: 0230-01

**MOTIONS AND NOTICES OF MOTIONS**

**9. Harry Jerome Recreation Complex – File: 6520-20 HJRC-01**

Submitted by: Councillor Clark

**RECOMMENDATION:**

**BE IT RESOLVED THAT** City Council commit to having a shovel ready project in place for the replacement / refurbishment of the Harry Jerome Recreation Complex by the time of the opening of the new William Griffin Recreation Centre in 2016.

*Deferred from Council meeting of November 18, 2013.*

**MOTIONS AND NOTICES OF MOTIONS – Continued**

**10. Preparation and Release of Upcoming Council Agendas to Members of Council and the Public – File: 0550-02-01**

Submitted by: Councillor Bell

**RECOMMENDATION:**

**WHEREAS** Council considered the January 11, 2011 Civic Engagement Task Force recommendation #10 on May 9, 2011 and by resolution deferred it “for consideration until sometime after the next local election”;

**WHEREAS** the next local election was held in November 2011 and the recommendation #10 has not since been considered by Council;

**WHEREAS** the Civic Engagement Task Force recommendation #10 states:

*“THAT City Council provide more notice to residents of upcoming Council agenda items by publishing Council meeting agendas at least 5 calendar days prior”;*

**WHEREAS** it is desirable that both members of Council and the public receive knowledge of the upcoming agenda items in time to adequately consider the agenda items;

**WHEREAS** some other Greater Vancouver area municipal Councils do receive their Council agendas by mid-week prior to their next meeting;

**THEREFORE BE IT RESOLVED THAT** City staff be directed, as soon as possible, to have Council agenda packages available for Council members by the Wednesday evening preceding the next Council meeting, and that the agendas be available for the public by Thursday noon preceding the next Council meeting.

*See Confidential Information Report of the City Clerk, dated October 10, 2012.*

**RECESS: Public Question Period Limited to Items on the Agenda  
- TEN MINUTES TOTAL**

The recess for the Public Question Period is limited to items on the Council agenda only. The entire recess period cannot be longer than ten minutes and this is for everyone, not just one individual. If there are two or more persons asking questions, the Mayor will divide the ten minutes equally between each individual. Then the Mayor will ask each individual "What is your question"? and decide if the question is related to an item on the Council agenda. Once the ten minute recess period is up, the recess shall be declared over and the Council meeting reconvened.

**INQUIRIES**

**ANY OTHER BUSINESS – NEW ITEMS**

**ADJOURNMENT**



**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...*

## 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.



## THE CORPORATION OF THE CITY OF NORTH VANCOUVER

### City Clerk's Department Procedures

## DELEGATIONS

"Delegation" is the term used to define the process whereby an individual appears before the City Council in order to make a presentation, enter a request for action, register a complaint, bring Council up to date on a project/idea/concept, or to provide further information on an issue currently before the Council for a decision.

The procedure for a member of the public to appear as a delegation is as follows:

- Submit a written request to the City Clerk by <sup>1</sup>fax, email, letter, or memo no later than noon on the Wednesday preceding the regular Monday Council meeting at which they wish to appear. Such written request should include the subject matter to be discussed with Council, complete with all relevant information, and specify the preferred date they wish to be received (heard). The earlier this request is submitted, the better the chance to obtain the preferred meeting night.  
Please Note: The written request will form part of the public agenda package, therefore, if you do not wish personal information such as your home address to be made public, you should only include your name on the correspondence.
- The City Clerk will assign an appropriate date. Every effort is made to assign a date as soon as possible depending on various factors such as whether or not a staff report is pending that should be considered by Council at the same time as the delegation appears, or upon whether timeliness is an issue.
- The City Clerk will respond to the request by telephone or in writing advising the date of the Monday Council meeting when they are scheduled, the time they should appear and advising that they are limited to a 10 minute presentation. (The Clerk's response will clarify that the presentation is limited to 10 minutes regardless of the number of people in the delegation, i.e. one person gets 10 minutes, two or more people split up the 10 minutes however they wish.) The response will also affirm that the City must be in receipt of any presentation brief to be put to Council no later than noon of the Wednesday (5 days) prior to the scheduled Council Monday meeting delegation appearance.

Those persons appearing before Council as a delegation should be aware of the following matters of protocol:

- The Mayor should be addressed as "Your Worship" or "Mayor Mussatto";
- the Councillors should be addressed as "Councillor <name>" (being certain to include the title Councillor in front of their name);
- staff should be addressed either by title, e.g. the 'City Clerk', 'Director, Community Development', 'Chief Administrative Officer', 'Director of Finance', or by name, e.g. Ms. Graham, Mr. Penway, Mr. Tollstam, or Ms. Gordon, respectively

and all responses to Council or staff should be addressed through the Mayor.

Please note that your presentation to Council will be recorded on audio and video and will form part of the public record.

It is understandable that delegates will be nervous, but remember that Council is very familiar with this process and is very understanding of the nervousness and tries to set a comfortable and welcoming scenario for all. Council is very sympathetic, wants to entertain delegations, and wants to encourage participation. So, remember Council wants you to come forward and be heard; so 'speak up' because you are important and 'you do make a difference'.

The opportunity to appear as a delegation is at the privilege of Council so use the time wisely to make succinct, salient points. Upon completion of your presentation, Council will ask questions if they feel clarification is required.

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<sup>1</sup> Fax: 604-985-9417  
Email: [kgraham@cnv.org](mailto:kgraham@cnv.org)  
Address: 141 West 14<sup>th</sup> Street, North Vancouver BC V7M 1H9



## THE CORPORATION OF THE CITY OF NORTH VANCOUVER

### PUBLIC INPUT PERIOD - GUIDELINES

The following guidelines apply to the Public Input Period held before Council to afford citizens an opportunity to address Council:

- The time allotted for each speaker appearing before Council during the Public Input Period is two minutes.
- The number of speakers during the Public Input Period is set at five persons. Should more than five speakers wish to address Council, a resolution approved by the majority of the Council members present at the meeting is required to extend the Public Input Period to allow for the additional speakers.
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- Speakers may speak only once at the Public Input Period.
- When appearing before Council, speakers are requested to state their name and address for the record.
- Please address the Mayor as Mayor Mussatto or Your Worship.
- Please address Councillors as Councillor followed by their surname.