

**CITY OF BURNABY**

**BYLAW NO. 14378**

A BYLAW to amend the  
Burnaby Procedure Bylaw

The Council of the City of Burnaby ENACTS as follows:

1. This Bylaw may be cited as **BURNABY PROCEDURE BYLAW 2004, AMENDMENT BYLAW NO. 1, 2021.**
2. Burnaby Procedure Bylaw 2004, as amended, is further amended:
  - (a) at Section 2, by adding the following definitions in alphabetical order:

““electronic meeting” means a meeting where all attendees participate by means of electronic or other communication facilities;

“electronic participation” means participating by means of electronic or other communication facilities;”
  - (b) by deleting subsection 5(1) and replacing it with the following:

“(1) An Inaugural Meeting will be held within first 10 days of November following a general local election. The meeting will be held at a time and a location chosen by the Mayor-elect in consultation with the City Clerk.”
  - (c) by deleting subsection 6(1) and replacing it with the following:

“(1) Regular Open Meetings of Council will be held in Burnaby City Hall in accordance with a schedule for the date and time of meetings adopted by resolution of Council prior to January 1<sup>st</sup> in each year.”
  - (d) at Sections 6 (2), 7 (heading), 7.1, 7(2a), 7(3), 7(3)(ii), 7(3)(iii), 7(4), 7(5), 12(1) and 13(3), by deleting the words “Regular Closed Meeting” and replacing them with “Closed Meeting”;

- (e) by deleting subsection 7(1) and replacing it with the following:
  - “(1) Subject to subsections (2) and (2a), a Closed Meeting of Council will be held in City Hall immediately following the “Call to Order” of the Regular Open Meeting.”
- (f) at Sections 7(2a), 13(3), and 13(4), by deleting the words “City Manager” and replacing them with “Chief Administrative Officer”.
- (g) by deleting subsection 8(1) and replacing it with the following:
  - “(1) A Public Hearing will be held as a Regular Meeting of Council, monthly in City Hall in accordance with a schedule for the date and time of meetings adopted by Council prior to January 1<sup>st</sup> in each year.”
- (h) by deleting subsection 8(3)(ii) and replacing it with the following:
  - “(ii) the members present shall direct that the Public Hearing be held or continued at City Hall at a specified time on the next day that is not a holiday, or on the date of the next scheduled Public Hearing.”
- (i) by deleting Section 10 in its entirety and substituting the following:

**“Electronic Participation**

- 10A. (1)** A member of Council or a member of a board, committee or commission who is unable to attend at a Regular Meeting (including a Public Hearing), Special Meeting or a special or regular board, committee or commission meeting, as applicable, may attend the meeting by electronic participation, provided that:
  - (a) the member presiding at the meeting must not attend by electronic participation;
  - (b) the member must provide written notice to the City Clerk of the intent to attend by electronic participation at least four (4) hours prior to the start of the meeting;

- (c) except in the case of illness or with the permission of the Mayor or Chair, as applicable:
  - (i) a Council member shall not attend a Regular Council meeting by electronic participation more than four (4) times per calendar year;
  - (ii) a Council member shall not attend a Public Hearing by electronic participation more than four (4) times per year; and
  - (iii) a board, committee or commission member shall not attend by electronic participation more than 25% of the regular board, committee or commission meetings scheduled for the calendar year.
- (3) A Council member or board, committee or commission member attending a meeting by electronic participation is deemed to be present in the meeting as though he or she is physically present.
- (4) A delegation or member of the public authorized to address Council or a board, committee or commission may attend the meeting by electronic participation, with the permission of the City Clerk or recording secretary, as applicable, by submitting a written request at least 24 hours prior to the start of the meeting.
- (5) The City Clerk or recording secretary, as applicable, shall record in the minutes of the meeting the members, delegations and members of the public, as applicable, who attended by electronic participation.

### **Electronic Meetings**

- 10B. (1)** Notwithstanding any other provision of this bylaw, an electronic meeting may be held in the following circumstances:
- (a) Special Meeting at the discretion of the Mayor;
  - (b) Special board, committee or commission meeting at the discretion of the Chair, in consultation with the Mayor;
  - (c) Regular Meeting at the discretion of the Mayor, and regular

board, committee or commission meeting at the discretion of the Chair in consultation with the Mayor, in special circumstances which prevent or make it difficult for members to attend the meeting in person, provided the Mayor or Chair, as applicable provides at least 14 days' prior written notice to the City Clerk.

- (2) For a Special Council meeting and Regular Council meeting held by way of an electronic meeting:
  - (a) the specified place where the public may attend to hear, or watch and hear, the proceedings that are open to the public shall be Council Chamber at City Hall or such other place specified by the Mayor; and
  - (b) the designated municipal officer in attendance at the specified place shall be the Deputy City Clerk or such other person specified by the Mayor.
- (3) Notice of an electronic meeting shall be provided in accordance with the following:
  - (a) for a Special Council meeting or special board, committee or commission meeting, in accordance with Sections 127(2) and 128.1(2) of the *Community Charter*;
  - (b) for Regular Council meeting or regular board, committee or commission meeting, by posting the notice of electronic meeting at the posting location at least ten (10) days prior to the meeting and publishing the notice in the last edition of the local newspaper prior to the meeting.”
- (j) by deleting subsection 14(3)(i) and replacing it with the following:
  - “(i) Regular Meetings – by 4:30p.m. on the Friday of the week preceding each such meeting.”

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| Read a first time this        | day of | , 2021 |
| Read a second time this       | day of | , 2021 |
| Read a third time             | day of | , 2021 |
| Reconsidered and adopted this | day of | , 2021 |

MAYOR

CLERK