

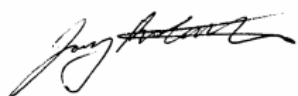
## NOTICE OF INTENT TO CONSIDER COUNCIL PROCEDURES BYLAW 1264, 2020

Pursuant to section 123(3) of the *Community Charter*, notice is hereby given that the District of Ucluelet Council intends to consider repealing and replacing District of Ucluelet Council Procedure Bylaw No. 1166, 2014 with District of Ucluelet Council Procedure Bylaw No. 1264, 2020 at the Regular Council Meetings scheduled for 3:30 PM on June 23, 2020 in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Drive, Ucluelet.

In general terms, the District of Ucluelet Council Procedure Bylaw No. 1264, 2020 differs from District of Ucluelet Council Procedure Bylaw No. 1166, 2014 as follows:

- **Definitions:** Definition updated.
- **Scope:** The proposed bylaw applies to Public Hearings and District of Ucluelet Harbour Authority.
- **Meeting Place and Time:** Regular meetings to occur at the date and time specified in the Annual Meeting Schedule.
- **Cancellation and Rescheduling:** Authorizes Corporate Officer to cancel meetings when there is insufficient business.
- **Council Meetings by Electronic Means:** Permits Special Council Meetings to be conducted by electronic means. Establishes voting rules that apply when the Chair cannot see a member that is participating by electronic means.
- **Agenda and Order of Business:** Sets out order of business for Committees of the Whole and adds Public Hearings and Notice of Motion to the Regular Council order of business.
- **Late Items:** Makes deadline for late items two hours before a Council and Committee of the Whole Meeting.
- **Notice of Motion:** Determines process for Council Members to make a Notice of Motion.
- **Public Input, Delegations and Question Period:** Removes reference to petitions, prohibits a number of representations and authorizes Corporate Officer to screen delegation request.
- **Correspondence:** Establishes procedure for the receipt of correspondence addressed to Mayor and Council.
- **Motions:** Identifies circumstances when the Chair may refuse to accept a motion.
- **Reconsideration:** Identifies circumstances where Council may not reconsider a matter.
- **Bylaws:** Authorizes Council to give a multiple readings to a bylaw in a single motion, identifies the formal elements of a bylaw, and clarifies that a bylaw may be effective at adoption or a later date.
- **Voting:** Authorizes consent voting procedures and removes reference to voting majority as well as the requirement that negative votes be recorded in the Minutes.
- **Rules of Conduct and Debate:** Defines the powers and duties of the Chair as well as questions of privilege. Authorizes the Chair to remove Council and audience members from Chambers if they are out of order. Introduces procedures for Council members to appeal the Chair's decision.
- **Public Hearings:** Introduces procedures that apply to statutory public hearings.
- **Committees, Commissions and Other Bodies:** Consolidates the Commission, Standing Committees and Select Committees sections into a single section.

A copy of "District of Ucluelet Council Procedure Bylaw 1264, 2020" is available for download from [www.ucluelet.ca](http://www.ucluelet.ca) or copies of the proposed bylaw is also available upon request at the District of Ucluelet Office, 200 Main Street, Ucluelet BC, Monday through Friday, between the hours of 1:00 p.m. and 4:00 p.m. Requests for copies of the proposed bylaw, questions and comments can be directed to Joey Rotenberg, Manager of Corporate Services, at 726-7744 ext. 228 or [jrotenberg@ucluelet.ca](mailto:jrotenberg@ucluelet.ca).



Joseph Rotenberg  
Deputy Corporate Officer

# **DISTRICT OF UCLUELET**

## **BYLAW NO. 1264, 2020**

A Bylaw to establish procedures for Council, Committees and Commissions

\*\*\*\*\*

**WHEREAS** the *Community Charter* requires that Council must, by bylaw, establish the general procedures to be followed by council and council committees;

**AND WHEREAS** the Mayor and Council are further empowered to establish additional procedures and otherwise facilitate the conduct of the District's business;

**AND WHEREAS** this table of contents is inserted for purposes of ease of reference only:

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**NOW THEREFORE** the Council of the District of Ucluelet in open meeting assembled enacts as follows:

## **PART 1 – ADMINISTRATION & INTERPRETATION**

### **1. TITLE AND REPEAL**

- 1.1. This bylaw may be cited for all purposes as “District of Ucluelet Council Procedures Bylaw No. 1264, 2020” or the “Council Procedures Bylaw”.
- 1.2. “District of Ucluelet Council Procedure Bylaw No. 1166, 2014” and all amendments thereto are hereby repealed.

### **2. INTERPRETATION AND DEFINITIONS**

- 2.1. In this bylaw, the following terms have the following meanings:
  - (a) **“Acting Mayor”** means the Councillor designated under section 11 of this bylaw to act in place of the Mayor when the Mayor is absent or otherwise unable to act, or when the Office of the Mayor is vacant;

- (b) **"Acting Mayor Schedule"** means a schedule of when each Councillor is to serve as Acting Mayor on a rotating basis for the period January 1 to December 31. The Acting Mayor Schedule for an upcoming year is approved by Council in accordance with section 12 of this bylaw.
- (c) **"Agenda"** means a list of items of business to come before a Public Hearing or Meeting;
- (d) **"Agenda Deadline"** means:
  - (i) 12:00 P.M. five clear days before the Council Meeting or Committee of the Whole, for all matters other than those submitted by District Staff; and
  - (ii) a time at the discretion of the Corporate Officer for matters submitted by District Staff provided advance permission is obtained from the Corporate Officer and the notice requirements of this bylaw are satisfied;
- (e) **"Agenda Package"** means the Agenda and any other associated reports bylaws or other documents;
- (f) **"Annual Meeting Schedule"** means a schedule of the date, time and place of Regular Council, Regular Committee of the Whole and the Ucluelet Harbour Authority Meetings for the period of January 1 to December 31;
- (g) **"Board of Variance"** means the District of Ucluelet's Board of Variance;
- (h) **"Chair"** means a person who has authority to preside over a Meeting or public hearing and is also known as the Presiding Member;
- (i) **"Commission"** means a municipal commission established in accordance with the *Community Charter*;
- (j) **"Committee"** means a standing, select, or other committee of Council but does not include a Committee of the Whole. Committees meet to consider, but not decide, matters of District business. Committees sit in a deliberative capacity only and must forwards their recommendations to Council for consideration;
- (k) **"Committee of the Whole"** means a committee comprised of all Council Members that meets to consider, but not decide, matters of District business. The Committee of the Whole sits in a deliberative capacity only and must forwards its recommendations to Council for consideration;
- (l) **"Committee of the Whole Meeting"** means:
  - (i) a Regular Committee of the Whole Meeting; and
  - (ii) a Special Committee of the Whole Meeting;
- (m) **"Corporate Officer"** means the District of Ucluelet's appointed Corporate Officer and his or her deputy;
- (n) **"Council"** means District of Ucluelet Council;
- (o) **"Council Chambers"** means the George Fraser Room in the District of Ucluelet Community Centre, located at 500 Matterson Drive, Ucluelet, British

Columbia;

- (p) **"Council Committee"** means:
  - (i) a Standing Committee of Council;
  - (ii) a Select Committee of Council; and
  - (iii) any other body established by Council composed solely of Council members but does not include a Committee of the Whole;
- (q) **"Council Meeting"** means:
  - (i) an Inaugural Council Meeting;
  - (ii) a Regular Council Meeting; and
  - (iii) a Special Council Meeting;
- (r) **"Council Member"** means Mayor or a Councillor;
- (s) **"Councillor"** means a person who currently holds office as a District of Ucluelet Councillor;
- (t) **"District"** means the District of Ucluelet;
- (u) **"District Office"** means the District of Ucluelet local government administration office, located at 200 Main Street, Ucluelet, British Columbia;
- (v) **"Inaugural Council Meeting"** means the first Regular Council Meeting following a general local election;
- (w) **"Mayor"** means the Mayor for the District of Ucluelet, and includes the Councillor designated to act as Mayor during such periods necessary;
- (x) **"Majority Vote"** means the majority of the Members present at a duly convened meeting, being a Meeting where Quorum and notice requirements are met;
- (y) **"Meeting"** means a Council Meeting or a meeting of the Committee of the Whole or any Council Committee, Commission, the Board of Variance or Other District Body;
- (z) **"Member"** means a Council Member, Committee of the Whole Member or any member of a Council Committee, Commission, the Board of Variance or other District Body;
- (aa) **"Motion"** includes a resolution;
- (bb) **"Other District Body"** means:
  - (i) a Committee;
  - (ii) a Commission;
  - (iii) the Board of Variance;
  - (iv) the District of Ucluelet Harbour Authority;
  - (v) any advisory body established by Council;
  - (vi) a Court of Revision

- (vii) a parcel tax roll review panel established under the *Community Charter*; and
  - (viii) any body prescribed by regulation;
  - (cc) **"Presiding Member"** means the Mayor, Acting Mayor or other Member who presides over a Council Meeting or a meeting of any Voting Body, and is also known as the Chair;
  - (dd) **"Public Notice Posting Places"** means:
    - (i) the notice board at the District Office; and
    - (ii) the District's website, except when subject to electronic failures.
  - (ee) **"Quorum"** is the number of Members who must be present to conduct business, being a majority of the Voting Body's members, excepts as otherwise provided for in this bylaw;
  - (ff) **"Regular Committee of the Whole Meeting"** means a Committee of the Whole meeting listed on the Annual Meeting Schedule;
  - (gg) **"Regular Council Meeting"** means a Council Meeting listed on the Annual Meeting Schedule;
  - (hh) **"Select Committee"** means a committee established and the members appointed by Council in accordance with the *Community Charter* for a specific purpose. At least one member of a Select Committee must be a Council Member. Select Committees consider, inquire into, report and make recommendations to Council on matters referred by Council;
  - (ii) **"Standing Committee"** means a committee established and members appointed by the Mayor in accordance with the *Community Charter* for matters the Mayor considers would be better dealt with by committee. At least half the members of a standing committee must be Council Members;
  - (jj) **"Special Committee of the Whole Meeting"** means a Committee of the Whole meeting other than a Regular Committee of the Whole Meeting called in accordance with section 46.2. of this bylaw.
  - (kk) **"Special Council Meeting"** means a Council meeting other than a Regular Council meeting or an adjourned Council meeting that is called in accordance with section 9.1. of this bylaw.
  - (ll) **"Voting Body"** means Council, the Committee of the Whole or a Council Committee, Commission, the Board of Variance or Other District Body.
- 2.2. Any legislation or statute referred to in this bylaw is a reference to an enactment of British Columbia and its regulations, as amended, revised, consolidated or replaced from time to time, and any bylaw referred to in this bylaw is a reference to an enactment of the Council of the District of Ucluelet as amended, revised, consolidated or replaced from time to time.
- 2.3. Any section, subsection, sentence, clause or phrase of this bylaw, which is for any reason held to be invalid by the decision of any Court of competent jurisdiction, may be severed from the balance of this bylaw without affecting the validity of the

remaining portions of this bylaw.

### **3. SCOPE AND APPLICATION**

- 3.1. The Bylaw applies to Public Hearings, Council Meetings, Committee of the Whole Meetings, Committee meetings, Commission meetings, Boards of Variance meetings District of Ucluelet Harbour Authority Meetings and meetings conducted by other bodies established by Council.
- 3.2. Nothing contained within this bylaw shall relieve any person from the responsibility to seek and comply with other applicable legislation.
- 3.3. The failure of Council or District staff to observe the provisions of this bylaw does not affect the validity of resolutions passed or bylaws enacted by Council otherwise in compliance with statutory requirements.

### **4. ADDITIONAL AND ALTERNATE PROCEDURAL RULES**

- 4.1. In circumstances not provided for under this bylaw or applicable legislation, the most current edition of Robert's Rules of Order, Newly Revised, apply to the extent that those rules are:
  - (a) applicable in the circumstances; and
  - (b) not inconsistent with provisions of this bylaw, the *Community Charter, Local Government Act* or other applicable legislation.
- 4.2. Any one or more of the procedures in this bylaw, except those required by the *Community Charter, Local Government Act* or any other legislation, may be temporarily suspended by Majority Vote.

## **PART 2 – MEETINGS & NOTICE**

### **5. INAUGURAL COUNCIL MEETING**

- 5.1. Following a general local election, the Inaugural Council Meeting must be held on the first Tuesday in November in the year of the election.
- 5.2. If Quorum of the Council Members elected at the general local election has not taken office by the date of the Inaugural Council Meeting referred to in section 5.1 of this bylaw, the first meeting must be called by the Corporate Officer and held as soon as reasonably possible after quorum has taken office.

### **6. MEETING PLACE AND TIME**

- 6.1. All Council Meetings must take place in Council Chambers unless Council resolves to hold the Council Meeting elsewhere and directs the Corporate Officer to give notice of a different meeting place by posting a notice of the change on the Public Notice Posting Places at least twenty-four (24) hours prior to the time of the Council Meeting.
- 6.2. After the Inaugural Council Meeting, Regular Council Meetings and Regular Committee of the Whole Meetings must occur on the dates and at the times specified

in the Annual Meeting Schedule, except where such a meeting, is cancelled or rescheduled in accordance with section 7 of this bylaw.

6.3. Council Meetings:

- (a) are adjourned no later than two and a half hours after commencement, unless Council otherwise resolves;
- (b) may include two brief recesses for any reason called by the Mayor, who must state the approximate length of time of the recess or the approximate time when the meeting will reconvene; and
- (c) may include a recess of up to thirty (30) minutes, called by the Mayor or by Council Resolution, in order to review this bylaw, the *Community Charter*, other applicable legislation, Robert's Rules of Order or to enter in-camera.

## 7. CANCELLATIONS AND RESCHEDULING

7.1. Council Meetings and Committee of the Whole Meetings may be cancelled or rescheduled:

- (a) by Council resolution;
- (b) by the Mayor;
- (c) if the Corporate Officer determines that there is insufficient business to warrant holding the Meeting; or
- (d) if the Corporate Officer has been notified by a majority of members no later than twenty-four (24) hours prior to the meeting that they will not be present for the meeting

provided notice is given in accordance with section 7.2.

7.2. If a Council Meeting is cancelled or rescheduled, the Corporate Officer must give at least twenty-four (24) hour advanced notice:

- (a) to Council Members, by delivering a copy of the notice to the place that each Council Member designated for receiving notices; and
- (b) to the public, by posting a copy of the notice at the Public Notice Posting Places.

7.3. Council Meetings and Committee of the Whole Meetings may be cancelled if:

- (a) quorum is not present within fifteen (15) minutes after the time appointed for commencement of the meeting, in which case the names of the members present will be entered in the minutes; or
- (b) quorum is lost for the balance of the agenda, in which case the time of conclusion and the names of the members then present shall be entered in the minutes.

7.4. Where a Meeting is cancelled or rescheduled, the business on the Agenda for that meeting is to be included in the next meeting.



## **8. NOTICE OF REGULAR COUNCIL AND REGULAR COMMITTEE OF THE WHOLE MEETINGS**

- 8.1. In accordance with the *Community Charter*, Council must annually:
- (a) on or before November 30 prepare an Annual Meeting Schedule which establishes the date, time and place of Regular Council Meetings and Regular Committee of the Whole Meetings are to be held in the upcoming year;
  - (b) post the Annual Meeting Schedule at the Public Notice Posting Places; and
  - (c) give notice of the Annual Meeting Schedule's availability on or before January 31, in accordance with the *Community Charter*.
- 8.2. Where revisions are necessary to the Annual Meeting Schedule, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a Regular Council Meeting or Regular Committee of the Whole Meeting.

## **9. SPECIAL COUNCIL MEETINGS**

- 9.1. A Special Council Meeting may be called in accordance with the *Community Charter*.
- 9.2. Except where notice of a Special Council Meeting is waived by unanimous vote of all Council Members, a notice of the date, hour, and place of Special Council Meeting must be given at least twenty-four (24) hours before the time of the meeting, by:
- (a) posting a copy of the notice at the Public Notice Posting Places; and
  - (b) by delivering a copy of the notice to the place that each Council Member designated for receiving notices.
- 9.3. The notice under section 9.2. of this bylaw must describe in general terms the purpose of the meeting and be signed by the Mayor or Corporate Officer.

## **10. COUNCIL MEETINGS BY ELECTRONIC MEANS**

- 10.1. Provided the conditions set out in the *Community Charter* are met and the Corporate Officer receives authorization of the Mayor:
- (a) a Special Council Meeting may be conducted by electronic or other communication facilities; and
  - (b) a Member who is unable to attend a Council Meeting, Committee of the Whole Meeting or Committee Meeting, may participate in the meeting by electronic or other communication facilities.
- 10.2. Participation by a Member in a meeting pursuant to 10.1.(b) is only available:
- (i) if the Member is too ill to attend in person or is outside the District's municipal boundaries;
  - (ii) for up to two (2) Members per Meeting; and
  - (iii) for up to four (4) Meetings per year, per Member.
- 10.3. A Member participating in a meeting by electronic or other communication facilities pursuant to 10.1.(b) may not Chair the meeting.

- 10.4. A Member participating by audio means only must indicate his or her name and vote verbally.
- 10.5. Notice of a Special Council Meeting conducted under 10.1.(a) must contain information about the way in which the meeting is to be conducted and place where the public may attend to hear, or watch and hear, the proceeding of the meeting that are open to the public.
- 10.6. If communication facilities fail or malfunction during a Meeting, the affected Member will be deemed to have left the meeting.

## **11. ANNUAL REPORT**

- 11.1. In accordance with *Community Charter*, Council must annually consider the Annual Municipal Report.
- 11.2. The Corporate Officer must give notice in accordance with the *Community Charter* of the date, time and place when Council will:
  - (a) consider the Annual Report; and
  - (b) receive submissions and questions from the public about the Annual Report.

## **PART 3 – DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR**

### **12. DESIGNATION PROCEDURES**

- 12.1. Annually, in December, Council must, from amongst its members, adopt an Acting Mayor Schedule for the upcoming year, which provides for each Councillor to serve as Acting Mayor on a rotating basis when:
  - (a) the Mayor is unable to attend a meeting in person;
  - (b) the Mayor is otherwise unable to act; or
  - (c) the office of the Mayor is vacant.
- 12.2. The Acting Mayor has the same powers as the Mayor and must fulfil the responsibilities of the Mayor in his or her absence.
- 12.3. If both the Mayor and Acting Mayor are absent or unable to act, the Councillor next in succession on the Acting Mayor Schedule shall be the Acting Mayor.

## **PART 4 – COUNCIL PROCEEDINGS**

### **13. OPEN MEETING RULE**

- 13.1. All Council Meetings must be open to the public, except as provided for under the *Community Charter*.
- 13.2. Before holding a meeting or part of a meeting that is to be closed to the public, Council must state, by resolution passed in open meeting:
  - (a) the fact that the meeting or part is to be closed; and

- (b) the basis under the *Community Charter* on which the meeting or part is to be closed.
- 13.3. Despite section 13.1., the Chair may expel or exclude from a meeting of a Voting Body a person in accordance with the rules set out in the *Community Charter*.

#### **14. CALLING TO ORDER**

- 14.1. As soon as there is a Quorum present, at the time specified for a Council meeting, the Mayor, if present, must take the Chair and call the Council meeting to order.
- 14.2. If the Mayor is absent, the Acting Mayor, must take the Chair and call the meeting to order.

#### **15. ADJOURNING THE MEETING – NO QUORUM**

- 15.1. If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Officer must:
  - (a) record the names of the Council Members present and those absent; and
  - (b) adjourn the meeting until the next scheduled meeting.

#### **16. AGENDA AND ORDER OF BUSINESS**

- 16.1. Prior to each Council Meeting and Committee of the Whole Meeting, the Corporate Officer must prepare an Agenda.
- 16.2. The deadline for submission to the Corporate Officer of items for inclusion on the Council Meeting and Committee of the Whole Agenda is the Agenda Deadline.
- 16.3. Items received by the Corporate Officer after the Agenda Deadline must not be placed on the Agenda, but instead must be placed on the Agenda for the consideration at the following Council Meeting or Committee of the Whole Meeting, unless the items is introduced as Late Item pursuant to section 17 of this bylaw.
- 16.4. The Corporate Officer must make the Agenda available to the members of Council and the public:
  - (a) forty-eight (48) hours before a Regular Council Meeting;
  - (b) forty-eight (48) hours before a Regular Committee of the Whole Meeting;
  - (c) twenty-four (24) hours before a Special Council Meeting; and
  - (d) twenty-four (24) hours before a Special Committee of the Whole Meeting.
- 16.5. Only those matters included on the Agenda may be considered or dealt with at the Council or Committee of the Whole Meeting unless a new matter is introduced as a Late Item pursuant to section 17 of this bylaw.
- 16.6. The usual order of business at a Regular Council Meeting and Special Council Meeting is as set out in the Agenda for that meeting under the following headings, as appropriate:
  - (a) CALL TO ORDER;
  - (b) ACKNOWLEDGEMENT OF YUULU?IL?ATH? FIRST NATIONS;

- (c) NOTICE OF VIDEO RECORDING;
- (d) LATE ITEMS;
- (e) APPROVAL OF THE AGENDA;
- (f) ADOPTION OF MINUTES;
- (g) UNFINISHED BUSINESS;
- (h) MAYOR'S ANNOUNCEMENTS;
- (i) PUBLIC INPUT & DELEGATIONS;
- (j) REPORTS;
- (k) LEGISLATION;
- (l) NOTICE OF MOTION;
- (m) CORRESPONDENCE;
- (n) INFORMATION ITEMS;
- (o) COUNCIL COMMITTEE REPORTS;
- (p) OTHER BUSINESS;
- (q) QUESTION PERIOD;
- (r) PUBLIC AND STATUTORY HEARINGS AND THIRD READING OR ADOPTION OF BYLAWS WHERE APPLICABLE AFTER EACH HEARING;
- (s) CLOSED SESSION;
- (t) RECONVENE FROM CLOSED SESSION;
- (u) ADJOURNMENT.

16.7. The usual order of business at a Regular Committee of the Whole Meeting and Special Committee of the Whole Meeting are as set out in the Agenda for the meeting under the following headings, as appropriate:

- (a) CALL TO ORDER;
- (b) ACKNOWLEDGEMENT OF YUUKU?IL?ATH? FIRST NATIONS;
- (c) NOTICE OF VIDEO RECORDING;
- (d) LATE ITEMS;
- (e) APPROVAL OF THE AGENDA;
- (f) UNFINISHED BUSINESS;
- (g) MAYOR'S ANNOUNCEMENTS;
- (h) CORRESPONDENCE;
- (i) INFORMATION ITEMS;
- (j) PUBLIC INPUT & DELEGATIONS;
- (k) REPORTS;

- (l) OTHER BUSINESS;
  - (m) QUESTION PERIOD;
  - (n) CLOSED SESSION;
  - (o) RECONVENE FROM CLOSED SESSION;
  - (p) ADJOURNMENT.
- 16.8. All items on an Agenda must be taken up in the order in which they appear on the Agenda unless the Committee of the Whole or Council resolves otherwise by Majority Vote.
- 16.9. An item of business on a Regular Council, Special Council, Regular Committee of the Whole or Special Committee of the Whole Agenda may by Majority Vote, be:
- (a) deleted; or
  - (b) postponed to a future meeting of the same body.
- 16.10. Agendas are adopted by Majority Vote at the designated point in the agenda (ADOPTION OF THE AGENDA) either as presented or as amended.

## **17. LATE ITEMS**

- 17.1. A late item may be approved for addition to an Agenda by the Corporate Officer and by resolution of Council at the appropriate time in the Agenda (LATE ITEM), if the subject matter is of an urgent nature such that the item cannot be held to the next Council Meeting.
- 17.2. The deadline for late items to be included on an Agenda is two (2) hours before the Council or Committee of the Whole Meeting. Late items must be distributed to Council prior to the commencement of the Council Meeting or Committee of the Whole Meeting.

## **18. NOTICE OF MOTION**

- 18.1. A Council Member must give notice of his or her intention to introduce a motion for Council's consideration by:
- (a) verbally stating at the appropriate point in the agenda (NOTICE OF MOTION) that he or she intends to introduce the motion at a subsequent meeting; and
  - (b) submitting a written copy of the motion to the Corporate Officer by the Agenda Deadline for the next Council Meeting.
- 18.2. Notwithstanding section 18.1., in the case of urgent business a Council Member may introduce a motion for Council's consideration without prior notice by:
- (a) submitting a written copy of the proposed motion to the Corporate Officer at least 24 hours before the Council Meeting; and
  - (b) obtaining the Corporate Officer and Council's approval to introduce the motion as a Late Item.

## **19. PUBLIC INPUT AND DELEGATIONS**

- 19.1. At each Regular Council meeting and Regular Committee of the Whole, ten (10) minutes will be made available for public input on any matter on the Agenda or within the competence of Council, in accordance with the following procedures:
  - (a) when recognized by the Mayor, each person will be allowed up to two (2) minutes to address Council; and
  - (b) if at the end of the ten-minute Public Input period there remain any persons who wish to speak, the Members may, by unanimous resolution, agree to extend the length of the Public Input period.
- 19.2. Persons or groups wishing to address Council for longer than two (2) minutes, or who have been invited by Council, may be received as a delegation in accordance with the following procedures:
  - (a) prospective delegations must be made by prior arrangement through the Corporate Officer before the Agenda Deadline or at the Meeting by resolution of Council;
  - (b) prospective delegations must provide to the Corporate Officer information concerning the subject matter, and the name(s), address(es) and contact information of the spokesperson(s);
  - (c) prospective delegations must provide to the Corporate Officer any materials that they will present to Council by the Agenda Deadline;
  - (d) delegations must limit their presentation to ten (10) minutes, except by prior arrangement through the Corporate Officer before the Agenda Deadline or at the meeting by resolution of Council; and
  - (e) at the Chair's discretion, members of Council may query or converse with delegations, notwithstanding the specified time limit.
- 19.3. The number of delegations on any Council Meeting Agenda will be limited to four (4).
- 19.4. Council must not consider a submission or act on a request made during Public Input and Delegations until at least the next Regular Council Meeting, unless:
  - (a) Council resolves unanimously to consider the matter; or
  - (b) the matter is elsewhere included on the Agenda.
- 19.5. The provisions of this section are suspended from the close of nominations preceding a general local election or by-election until the meeting of Council following the election, except where Council, by resolution, permits a person or delegation to address Council.
- 19.6. Delegates and speakers providing Public Input must not be heard by Council on:
  - (a) any matter that has been the subject of a public hearing held in accordance with a legislation as a pre-requisite to the:
    - (i) adoption of a bylaw; or
    - (ii) passing of a resolution authorizing a permit;

- (b) a reconsideration or appeal of a Council decision held in accordance with an enactment, except for the person entitled to such reconsideration or appeal, or their legal representatives;
  - (c) District employee relations;
  - (d) the promotion of commercial products or services;
  - (e) litigation or potential litigation affecting the District;
  - (f) any matter related to an election campaign; or
  - (g) any matter about records held in confidence by the District, unless that record has been lawfully released to the public by the District.
- 19.7. The Corporate Officer has the authority to screen delegation requests and, if appropriate, refuse to place a delegation on the Agenda if the subject matter of the proposed delegation:
- (a) is listed under section 19.6. of this bylaw;
  - (b) the delegate has previously made a delegation to Council on the same issue and no new information is provided; or
  - (c) is not within the jurisdiction of Council.

## **20. CORRESPONDENCE ADDRESSED TO MAYOR AND COUNCIL**

- 20.1. Correspondence addressed to the Mayor or Council which requires, or requests Council action must:
- (a) be legible
  - (b) be signed by, or identified as being from, at least one person who provides a name;
  - (c) not contain libellous statements about third parties;
  - (d) be submitted to the Corporate Officer by the Agenda Deadline, unless Council so resolves to accept the correspondence as a late item; and
  - (e) be approved by the Corporate Officer or Mayor and placed on the agenda for the next Regular Council Meeting.
- 20.2. District staff must acknowledge receipt of the correspondence and advise the writer of where the correspondence has been referred.
- 20.3. Correspondence referred to the Agenda must be presented in its entirety, excluding contact information, unless the author requests that specific personal information, except the author's name, be redacted.

## **21. INFORMATION ITEMS**

- 21.1. Information items may be placed on the Agenda under the appropriate section (INFORMATION ITEMS).
- 21.2. Information items include:

- (a) correspondence of interest to the public or Council which does not require or request Council action; and
- (b) in-camera items approved for public release.

## **22. QUESTION PERIOD**

- 22.1. At each Regular Committee of the Whole and Council Meeting, ten (10) minutes must be made available for a members of the public to question Council on any matter within the competence of Council, in accordance with the following procedures:
  - (a) persons wishing to ask questions must state their name before asking their question;
  - (b) a person asking a question may ask a supplementary question but must, following the response to the supplementary question, yield to allow other persons opportunity to ask questions; and
  - (c) no speeches are permitted in Question Period.
- 22.2. If at the end of the ten-minute question period there remains any person wishing to speak, Council may, by unanimous resolution, agree to extend the length of the Question Period.
- 22.3. The provisions of this section do not permit verbal representations concerning a bylaw that was subject to a statutory public hearing that has been completed.

## **23. MINUTES**

- 23.1. Minutes of Council meetings must be:
  - (a) legibly recorded;
  - (b) certified as correct by the Corporate Officer; and
  - (c) signed by the Mayor.
- 23.2. The minutes of a previous meeting may be corrected, but not debated or reflected upon, at the time they are considered for adoption.
- 23.3. Subject to section 23.4 of this bylaw and in accordance with the *Community Charter*, Minutes of the proceeding of Council, Committees, Committees of the Whole, Commission and Committees must be available for public inspection at the District Office during regular office hours.
- 23.4. Section 23.3 does not apply to Minutes of a Council Meeting or part thereof which persons were excluded under Section 90 of the *Community Charter*.

## **PART 5 – MOTIONS**

### **24. READING AND CONSIDERATION OF MOTIONS**

- 24.1. Council may debate and vote on a motion only if it is first made by one Council Member and then seconded by another.
- 24.2. A Member may require the motion under consideration to be read.



- 24.3. The Chair may refuse to accept a motion if he or she is of the opinion that the motion is:
- (a) contrary to this bylaw;
  - (b) relates to matters outside the competence of Council or Council's jurisdiction under legislation; or
  - (c) deals with a matter that was voted upon by Council and defeated within the last six (6) months.
- 24.4. If a motion is refused pursuant to section 24.3. the Chair must apprise the Council Members of the refusal to accept and must state the rule or authority applicable.
- 24.5. A Council Member may appeal the Chair's refusal to accept a motion under section 24.3. according to the procedures set out in section 38 of this bylaw.

## **25. RECORDING OF MOTIONS IN THE MINUTES**

- 25.1. The names of the Council Members who moved and seconded a motion must be recorded in the Minutes.

## **26. MOTIONS PERMITTED WHILE MATTER UNDER DEBATE**

- 26.1. When a matter is under debate, no motion is in order except:
- (a) to withdraw, only if made by the original mover;
  - (b) to adjourn;
  - (c) to defer (postpone) to a certain day (time);
  - (d) to refer to a committee or staff for report; or
  - (e) to amend.
- 26.2. The motions listed in 26.1. have precedence in the order listed.

## **27. AMENDMENTS**

- 27.1. A Council Member may, without notice, move to amend a motion that is being considered at a Council Meeting.
- 27.2. An amendment may propose removing, replacing, or adding to the words of an original motion.
- 27.3. A proposed amendment must be reproduced in writing by the mover if requested by the Chair.
- 27.4. A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
- 27.5. An amendment may be amended once only.
- 27.6. A Council Member may propose an amendment to an adopted amendment.
- 27.7. An amendment that has been defeated by a vote of Council cannot be proposed again.

- 27.8. The Chair must put the main question and its amendments in the following order for the vote of Council:
- (a) a motion to amend a motion amending the main question;
  - (b) a motion to amend the main question, or an amended motion amending the main question if the vote under subsection (a) is positive; then
  - (c) the main question.

## **28. RECONSIDERATION**

- 28.1. Reconsideration of a matter voted upon, other than to postpone indefinitely, may only be advanced:
- (a) by the Mayor, in accordance with the *Community Charter*, or
  - (b) by another Member of Council at the next Council meeting, if that member voted as the majority did on the matter.
- 28.2. Council must not discuss the main matter to be reconsidered unless the motion to reconsider that matter is first adopted in the affirmative.
- 28.3. No matter may be reconsidered more than once.
- 28.4. A vote to reconsider must not be reconsidered.
- 28.5. Council may only reconsider a matter that has not:
- (a) had the approval or assent of the electors and been adopted;
  - (b) been reconsidered by the Mayor in accordance with the Community Charter; or
  - (c) been acted on by an officer, employee, or agent of the District.
- 28.6. The conditions that applied to the original bylaw, resolution, or proceeding apply to its reconsideration under this section.
- 28.7. A bylaw, resolution, or proceeding that is reaffirmed under this section is as valid and has the same effect as it had before reconsideration.

## **PART 6 – BYLAWS**

### **29. COPIES OF THE BYLAW**

- 29.1. A proposed bylaw may be introduced at a Council Meeting only if a copy of it has been delivered to each Council Member at least twenty-four (24) hours before the Council Meeting, unless all Council Members unanimously agree to waive this requirement.

### **30. FORM OF BYLAWS**

- 30.1. A bylaw introduced at a Council meeting must:
- (a) be printed;
  - (b) have a distinguishing name;

- (c) have a distinguishing number;
- (d) contain an introductory statement of purpose; and
- (e) be divided into sections.

### **31. BYLAWS TO BE CONSIDERED SEPERATELY OR JOINTLY**

- 31.1. Council must consider a proposed bylaw at a Council meeting either:
  - (a) separately when directed by the Chair or requested by another Council Member; or
  - (b) jointly with other proposed bylaws in the sequence determined by the Chair.

### **32. READING AND ADOPTING BYLAWS**

- 32.1. Every proposed bylaw must receive three readings prior to its final adoption.
- 32.2. The readings of the bylaw may be given by stating the Bylaw title or Bylaws titles.
- 32.3. In accordance with the *Community Charter, Local Government Act or other enactment*, Council may give up to three readings to a proposed bylaw at the same Council Meeting.
- 32.4. Subject to any statutory requirement or a Council Member requesting that the reading be considered separately, a proposed bylaw may be introduced and given first, second and third reading in one motion. Where a public hearing is required, a proposed bylaw may be introduced and given first and second reading in one motion.
- 32.5. Subject to official community plan adoption procedure under the *Local Government Act*, each reading and adoption of a proposed bylaw must receive the affirmative vote of a majority of the Council Members present at a Meeting.
- 32.6. A bylaw subject to statutory public hearing requirements must be referred to a public hearing before third reading, unless the public hearing requirement is waived in accordance with applicable legislation.
- 32.7. A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter, Local Government Act* or other enactment.
- 32.8. There must be at least one day between third reading and adoption of the bylaw except:
  - (a) in the case of an official community plan, zoning or heritage designation bylaw, the proposed bylaw may, in accordance with the *Local Government Act* be adopted at the same meeting it received third reading; and
  - (b) where the *Community Charter, Local Government Act* or any other enactment requires otherwise.
- 32.9. If the bylaw requires approval of the Lieutenant Governor in Council, a Minister or the Inspector of Municipalities, or approval of the electors through a counter petition opportunity or assent of the electors, the approval must be obtained before the bylaw is adopted in accordance with applicable legislation.

32.10. Readings may be reconsidered in accordance with the procedures set out in section 28 of this bylaw.

32.11. A bylaw is deemed to have been abandoned if:

- (a) any bylaw fails to receive a mover and seconder at any reading or at adoption, and the bylaw is not otherwise tabled or dealt with; or
- (b) an Official Community Plan amendment or Zoning Bylaw amendment bylaw has not been advanced for further consideration since its previous reading for a period of 18 months.

### **33. BYLAW MUST BE SIGNED**

33.1. After a bylaw is adopted, and signed by the Corporate Officer and the presiding member of the Council Meeting at which it was adopted, the Corporate Officer must have it placed in the District's records for safekeeping and endorse upon it:

- (a) the District's corporate seal;
- (b) the dates of its readings and adoption; and
- (c) the date of Ministerial approval or approval of the electorate, if applicable.

### **34. FORCE AND EFFECT**

34.1. A bylaw comes into force and effect the later of:

- (a) the date it is adopted by Council; or
- (b) a date established by the bylaw.

## **PART 7 – VOTING**

### **35. GENERAL VOTING RULES**

35.1. Voting is to proceed in accordance with the general voting rules determined by the *Community Charter*.

35.2. When the motion under consideration contains distinct propositions, and a member of Council so requests, the vote may be taken upon each proposition separately.

35.3. When debate on a motion is complete, the Chair must immediately put the motion to a vote.

35.4. In Conducting a vote, the Chair must:

- (a) first call for all members in favour of the motion and then all those opposed to the motion; and
- (b) announce the outcome of the vote by declaring the motion carried or defeated.

35.5. After the Chair has put the motion to a vote, a Member must not speak to the question or make a further motion concerning it. The Chair's decision as to whether a motion has been finally put is conclusive.

- 35.6. Votes must be by show of hand except:
- (a) where votes are taken by unanimous consent according to section 35.9. of this bylaw; or
  - (b) where section 10.4. of this bylaw applies.
- 35.7. A Member present at the meeting at the time of the vote who abstains from voting is deemed to have voted in the affirmative.
- 35.8. If the votes of the members present at the meeting at the time of the vote are equal for and against, the motion is defeated, and the Chair must declare the motion defeated.
- 35.9. Some motions may be voted on by Unanimous Consent, an informal way of taking a vote that is used for routine and non-controversial decisions of a procedural nature. The procedure involves asking if any Member objects to adopting the motion and if no one does, it is adopted. Where one member objects, a vote must be taken.

## **PART 8 – RULES OF CONDUCT AND DEBATE**

### **36. POWERS AND DUTIES OF THE CHAIR**

- 36.1. The Chair at a Council Meetings is:
- (a) the Mayor;
  - (b) in the absence of the Mayor, the Acting Mayor; or
  - (c) in the absence of both the Mayor and Acting Mayor, the next Councillor on the Acting Mayor Schedule that is in attendance.
- 36.2. Where the Mayor or Acting Mayor joins a meeting already in progress, he or she shall Chair the Meeting upon arrival.
- 36.3. If the Mayor wishes to vacate the Chair for any reason during a meeting, he or she shall call upon the Acting Mayor to Chair the Meeting or, in the absence of the Acting Mayor, the next Councillor on the Acting Mayor Schedule that is in attendance.
- 36.4. The Chair is responsible for:
- (a) maintaining order and decorum at Council Meetings;
  - (b) recognizing Council Members, District staff, delegations and other meeting attendees who, in accordance with this bylaw, wish to address Council;
  - (c) ruling on which Council member has a right to speak;
  - (d) ensuring that all Council Members who wish to speak to a motion or an agenda item have spoken;
  - (e) deciding points of order, subject to an appeal to Council under section 38 of this bylaw;
  - (f) deciding questions of privilege according to section 38 of this bylaw;
  - (g) calling a Member or person to order;

- (h) ruling on whether or not a motion is out of order;
- (i) stating motions and announcing the outcome of votes; and
- (j) providing other leadership functions as necessary to conduct Council Meetings in an efficient and effective manner.

36.5. The Chair:

- (a) may make and second motions;
- (b) may participate in debate without vacating the Chair; and
- (c) must vote under the same rules as Members, in accordance with sections 35 of this bylaw.

36.6. The Chair must recognize members desiring to speak in the order in which the members indicate their request, preference being given to the mover and to the seconder should either or both wish to speak.

36.7. Debate is closed by the Chair when in the Chair's opinion there has been adequate debate.

### **37. APPEALING THE CHAIR'S RULING**

37.1. A Member may immediately appeal a ruling of the Chair to Council by requesting that the Chair put the question "Shall the ruling of the Chair be sustained?" This question must be decided without debate by Majority Vote, excluding the Chair. The Chair shall be governed by the result and in cases where the votes are tied, the motion passes in the affirmative.

37.2. If the Chair refuses to put the question in accordance with section 38.1. of this bylaw, Council must immediately appoint another Member to temporarily Chair the Meeting and that Member must proceed in accordance with section 38.1. of this bylaw. A motion passed under this section is as binding as if passed under subsection 38.1.

### **38. QUESTION OF PRIVILEGE**

38.1. Any Member may raise a question of privilege (matter affecting the welfare of Council as a whole or a Member personally that needs to be dealt with immediately) to remedy a pressing matter at any time by pointing to the matter (e.g. room temperature, noise or other distractions). The Chair must immediately decide whether to accept the question of privilege and, if accepted, order any actions necessary to address it. Where a motion results from an accepted point of privilege, it is not debatable or amendable.

### **39. GENERAL CONDUCT**

39.1. When the Chair desires to speak any member desiring to speak at the same time must cede to the Chair.

39.2. Members and other participants should be addressed, as appropriate, in the following manner:

- (a) the Mayor as:
  - (i) Your Worship, or

- (ii) Mayor;
  - (b) a presiding member who is not elected as the Mayor as Chair;
  - (c) a Councillor as Councillor (here use the surname).
- 39.3. No member or other person attending the meeting may:
  - (a) interrupt a member who is speaking, except in accordance with this bylaw;
  - (b) cause a disturbance, disrupt or in any manner delay the conduct of business at a meeting; or
  - (c) use rude or offensive language.
- 39.4. If a person, other than a Member, resists or disobeys an order of the Chair or other person presiding over a Meeting, that person may be removed by the Corporate Officer, or if necessary, by a peace officer at the direction of the Chair. An order issued under this section may be enforced as if it were a court order.
- 39.5. Where the Chair is of the opinion that a Member is conducting themselves in an improper or unparliamentary manner, the Chair may order the member expelled from the meeting and, if necessary, to be removed by a member of the RCMP. An order issued under this section may be enforced as if it were a court order.
- 39.6. If, through the Corporate Officer, an expelled Member advises the Chair that he or she wishes to apologize:
  - (a) the Chair must so advise Council; and
  - (b) Council, without debate and by a two-thirds (2/3) vote of the Members present, may:
    - (i) pass a motion allowing the expelled Member to proceed to the public podium to apologize; and
    - (ii) where an apology is permitted and made, pass a motion allowing the expelled Member to return to the meeting.

#### **40. CONDUCT OF SPEAKER**

- 40.1. A Member wishing to speak for the purpose of making a motion or entering the debate may speak after being recognized by the Chair but only to:
  - (a) make the motion; or
  - (b) speak directly and concisely on the matter under debate.
- 40.2. A Member wishing to speak for the purpose of requesting the Chair consider and decide on any of the following matters may do so without recognition and, if necessary, by interrupting a member who is speaking:
  - (a) a violation of a specific rule or a particular mistake, omission, or error in procedure (point of order); or
  - (b) a matter of the comfort, convenience or privilege of the Council or of the member (question of privilege),

but a Member must cease speaking when called to order and while the point of order or question of privilege is being stated, after which the Member may explain.

#### **41. MATTERS OPEN TO DEBATE**

41.1. Members may debate a motion:

- (a) to deal with a report;
- (b) in relation to any reading, amendment and adoption of a bylaw;
- (c) to issue a permit;
- (d) to refer a report for inquiry, comment, further study, or recommendation;
- (e) to amend a motion that is debatable;
- (f) to postpone to a certain day; or
- (g) to deal with routine proceedings including the appointment and conduct of officers of the Council and the correctness of the records of the Council or the Voting Body.

41.2. All other business is decided without debate or amendment, or as otherwise provided in these rules of procedure.

### **PART 9 – PUBLIC HEARINGS**

#### **42. TIME AND PLACE OF PUBLIC HEARINGS**

42.1. Public hearings required by legislation must occur in Council Chambers unless otherwise advertised, on an as required basis and may be scheduled by the Corporate Officer to occur:

- (a) during a Regular Council Meetings;
- (b) during a Special Council Meetings; or
- (c) as a public hearing held independently of a Special Council Meeting or Regular Council Meeting.

#### **43. ORDER OF BUSINESS AT A PUBLIC HEARING**

43.1. The usual order of business at a public hearing is as set out in the agenda for that public hearing under the following headings, as appropriate:

- (a) CALL TO ORDER;
- (b) ACKNOWLEDGEMENT OF YUULU?IL?ATH? FIRST NATIONS;
- (c) NOTICE OF VIDEO RECORDING;
- (d) LATE ITEMS;
- (e) STATEMENT OF THE CHAIR:
  - (i) REVIEW OF THE PUBLIC HEARING PROCEDURES;
  - (ii) PROPOSED BYLAW OR PERMIT SUMMARY;



- (f) PROPOSED BYLAW OR PERMIT:
  - (i) PUBLIC NOTICE SUMMARY;
  - (ii) RELATED DOCUMENT (BYLAW OR PERMIT AND STAFF REPORTS);
- (g) WRITTEN SUBMISSION RECEIVED DURING THE NOTICE PERIOD;
- (h) APPLICATION/AGENT/STAFF PRESENTATION;
- (i) PUBLIC INPUT;
- (j) ADJOURNMENT.

#### **44. PROCEDURES**

- 44.1. Prior to each public hearing, the Corporate Officer must prepare an Agenda.
- 44.2. The Corporate Officer must make the Agenda available to the members of Council and the public forty-eight (48) hours before the public hearing.
- 44.3. Subject to subsection section 44.4. of this bylaw, any written materials and submissions considered by Council at the public hearing will be available for review by the public during at the hearing.
- 44.4. Written submissions received during the notice period will be added to the public record in their entirety, excluding contact information, unless at the time of submission the author requests that other personal information, except the author's name, be redacted.
- 44.5. Written submissions may be delivered to the District Office via email, mail or hand, up to forty-eight (48) hours before the public hearing or must be delivered at the public hearing.
- 44.6. Individuals that speak during the PUBLIC INPUT portion of the public hearing must:
  - (a) first identify themselves by stating their name and address and, where applicable, the name and address of the person or persons they represent;
  - (b) limit their remarks to matters contained in the proposed bylaw or permit; and
  - (c) not make a reply, rebuttal or further submission without the Chair's/Presiding Member's permission.
  - (d) Only Council Members may ask questions of speakers to clarify what has been said.
- 44.7. The Chair may establish additional rules of conduct that apply to public hearings provided they are consistent with this bylaw, the *Community Charter, Local Government Act* and any other applicable enactment.
- 44.8. A public hearing may be cancelled by the Corporate officer where insufficient public notice is given.
- 44.9. The following sections of this bylaw apply to public hearings with references to the Chair, the body and other provisions modified as appropriate:
  - (a) Sections 7.1 and 7.2 [Cancellations and Rescheduling] except Public Hearings may also be cancelled by the Corporate Officer in the event that the statutory

- notice requirements are not met;
- (b) Section 37 [Powers and Duties of the Chair];
  - (c) Section 39 [General Conduct]; and
  - (d) Section 41 [Conduct of Speakers].

## **PART 10 – COMMITTEES, COMMISSIONS & OTHER BODIES**

### **45. COMMITTEE OF THE WHOLE**

- 45.1. Council must meet regularly as a Committee of the Whole at the place, date and time specified in the Annual Meeting Schedule for Regular Committee of the Whole Meetings, except where the Regular Committee of the Whole Meeting is cancelled or rescheduled in accordance with this section.
- 45.2. Special Committee of the Whole Meetings may be called by the Mayor provided notice of the date, time and location of the meeting is given:
  - (a) to Council Members, by delivering a copy of the Agenda Package to the place to which the member has directed notices be sent twenty-four (24) hours before the Special Committee of the Whole Meeting; and
  - (b) to the public by posting notice on the Public Notice Places twenty-four (24) hours before the Special Committee of the Whole Meeting notice is waived by unanimous vote of all members of Council.
- 45.3. The following sections of this Bylaw apply to meetings of the Committee of the Whole, with references to the Chair, the body and other provisions modified as appropriate:
  - (a) Section 7 [Cancellations and Rescheduling]
  - (b) Section 10 [Council Meetings by Electronic Means] at the discretion of the Chair member noting the cost and availability of electronic meeting facilities;
  - (c) Section 13 [Open Meeting Rule];
  - (d) Section 16 [Agenda and Order of Business];
  - (e) Section 17 [Late Items];
  - (f) Section 19 [Public Input and Delegations];
  - (g) Section 20 [Correspondence Addressed to Mayor and Council];
  - (h) Section 21 [Information Items];
  - (i) Section 22 [Question Period];
  - (j) Section 23 [Minutes] except certification is by the Chair if the Corporate Officer is not in attendance;
  - (k) Part 5 [Motions] except a motion made at a meeting of the Committee of the Whole is not required to be seconded; and
  - (l) Section 48 [Committee Procedures].

- 45.4. The previous section does not apply if alternate provisions are provided for:
- (a) in another District bylaw;
  - (b) in applicable legislation; or
  - (c) when the other body was established.

#### **46. OTHER DISTRICT BODIES**

- 46.1. The rules of the Council procedure must generally be observed during Other District Body meetings:
- (a) so far as is possible in the determination of the Chair recognizing the more informal nature of such bodies; and
  - (b) except strict compliance is required for sections specifically referenced in this section or elsewhere in this bylaw.
- 46.2. The Chair of an Other District Body must give notice of the time, place and date of a meeting by posting a notice at the Public Notice Posting Places:
- (a) seventy-two (72) hours before a regularly scheduled meeting of the Other District Body; and
  - (b) twenty-four (24) hours before a special meeting of the Other District Body.
- 46.3. At least twenty-four (24) hours before an Other District Body meeting, the Chair must make the meeting agenda available by:
- (a) leaving copies of the agenda at the reception counter at the District Office for the purpose of making them available to members of the public; and
  - (b) leaving one copy of the Agenda for each Other District Body member at the place to which the member has directed notices be sent.
- 46.4. Council members attending a meeting of a Committee, of which they are not a member, may participate in the discussion only with the permission of a majority of the committee members present.
- 46.5. A motion made at a meeting of a Committee or Commission is not required to be seconded.
- 46.6. The following sections of this bylaw apply to meetings of an Other District Body with references to the Chair, the body and other provisions modified as appropriate:
- (a) Section 7 [Cancellations and Rescheduling]
  - (b) Section 10 [Council Meetings by Electronic Means] at the discretion of the Chair member noting the cost and availability of electronic meeting facilities;
  - (c) Section 13 [Open Meeting Rule];
  - (d) Section 16 [Agenda and Order of Business];
  - (e) Section 17 [Late Items];
  - (f) Section 19 [Public Input and Delegations];
  - (g) Section 20 [Correspondence Addressed to Mayor and Council];

- (h) Section 21 [Information Items];
- (i) Section 22 [Question Period];
- (j) Section 23 [Minutes] except certification is by the Chair if the Corporate Officer is not in attendance;
- (k) Part 5 [Motions] except a motion made at a meeting of the Committee of the Whole is not required to be seconded; and
- (l) Section 48 [Committee Procedures].

46.7. The previous section does not apply if alternate provisions are provided for:

- (a) in another District bylaw;
- (b) in applicable legislation; or
- (c) when the other body was established.

## **PART 11 – WORKSHOPS**

### **47. COUNCIL WORKSHOPS**

- 47.1. Members of Council may meet informally for educational, political, social or spiritual purposes, including attendance at the annual Union of British Columbia Municipalities conference.
- 47.2. Provided no District business is formally advanced through the taking of votes:
  - (a) such encounters are not to be considered meetings of Council;
  - (b) no notice is required; and
  - (c) the rules of procedures in this Bylaw do not apply.

**READ A FIRST TIME** this **26<sup>th</sup>** day of **May, 2020**.

**READ A SECOND TIME** this **26<sup>th</sup>** day of **May, 2020**.

**READ A THIRD TIME** this **\*\*\*day** of **\*\*\*\*\***, **2020**.

**PUBLIC NOTICE given in accordance with the *Community Charter***, including newspaper notices this **\*\*\*** day of **\*\*\*\*\***, **2020** and this **\*\*\*** day of **\*\*\*\*\***, **2020**.

**ADOPTED** this **\*\*\*day** of **\*\*\*\*\***, **2020**.

**A TRUE AND CORRECT COPY** of "District of Ucluelet Council Procedures Bylaw No. 1264, 2020".

---

Mayco Noël  
Mayor

---

Mark Boysen  
Corporate Officer

**THE CORPORATE SEAL** of  
the District of Ucluelet was  
hereto affixed in the  
presence of:

---

Mark Boysen  
Corporate Officer



# DISTRICT OF UCLUELET

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DRAFT Excerpts from the May 26, 2020 Regular Meeting Minutes

*These Minutes Excerpts have not been adopted by Council and are therefore presented in DRAFT.*

## 13. LEGISLATION

### 13.1 Council Procedure Bylaw Update *Joseph Rotenberg, Manager of Corporate Services*

Mr. Rotenberg presented this report and outlined some of the changes proposed in the new Council Procedure Bylaw.

2020.109.REGULAR **It was moved by Councillor Cole and seconded by Councillor Kemps**  
*THAT Council approve recommendation 1 of report item "Council Procedure Bylaw Update" which states:*

1. *THAT Council give "District of Ucluelet Council Procedures Bylaw No. 1264, 2020" first reading.*

CARRIED.

2020.110.REGULAR **It was moved by Councillor Cole and seconded by Councillor Hoar**  
*THAT Council approve recommendation 2 of report item "Council Procedure Bylaw Update" which states:*

2. *THAT Council give "District of Ucluelet Council Procedures Bylaw N proposed bylaw.*

CARRIED.