

NOTICE OF INTENT TO CONSIDER DISTRICT OF UCLUELET COUNCIL PROCEDURE BYLAW 1300, 2021

Pursuant to section 124(3) of the *Community Charter*, notice is hereby given that the District of Ucluelet Council intends to consider repealing and substituting District of Ucluelet Council Procedure Bylaw No. 1264, 2020 (the "Bylaw No. 1264, 2020") with District of Ucluelet Council Procedure Bylaw No. 1300, 2021 (the "Bylaw No. 1300, 2021") at the Regular Council Meeting scheduled for 4:00 PM on January 11, 2022 at the Ucluelet Community Centre, 500 Matterson Drive, Ucluelet, British Columbia.

In general terms, Bylaw No. 1300, 2021, differs from Bylaw No. 1264, 2020, as follows:

- **Definitions and Section Numbers:** Definitions and section numbers are updated. Unnecessary definitions are deleted.
- **Scope:** The Bylaw's scope is reduced to Public Hearings, Council Meetings, Committee of the Whole Meetings and Committee Meetings. Other District bodies such as the Board of Variance are not included.
- **Place of Meetings and Public Hearings:** The Regular meeting place and place of public hearings is defined as the Ucluelet Community Centre rather than the George Fraser Room within that facility.
- **Annual Meeting Schedule:** Regular Committee of the Whole meetings are not required to be included in the Annual Meeting Schedule. Reference to the date by which the schedule must be adopted is removed.
- **Council Meetings by Electronic Means:** Regular Council, Committee of the Whole, and Committee meetings may be conducted electronically. Notice requirements are specified. Electronic attendance by members is not permitted at Closed meetings held in-person.
- **Annual Report:** Reference to the Annual Municipal Report is removed.
- **Chairing Council meetings:** Where the Mayor and Acting Mayor are absent, Council chooses the Chair by affirmative vote.
- **Agenda and Order of Business:** Heading names and order of headings is changed. Order of headings is determined for Regular Council and Regular Committee of the Whole meetings only. When preparing the agenda for these meetings the Corporate Officer and Mayor are authorized to delete or vary the order of headings.
- **Late Items:** Late items are approved for addition to the agenda by Council when the agenda is adopted. Corporate Officer approval of late items is not required for their addition to the agenda.
- **Delegations:** Council is authorized to refer matters identified by delegations to Staff for a report and provide letters of support, where no additional information is required. Two delegations are allowed per meeting rather than four.
- **Correspondence and Information Items:** Clarifies personal information other than the writers name and address will be redacted. Defines staff reports provided for information only as information items.
- **Minutes:** Minutes are signed by the Mayor, or other member presiding at the meeting, or other member presiding at the meeting in which the minutes are adopted.
- **Motions and Conduct:** Members are not permitted to introduce motions in respect of matters that have not been properly included on the agenda. The mover and seconder of motions are not recorded in the minutes. Determines motions that are privileged, deletes reference to motions that are not open to debate, and creates sections specific to points of order.
- **Reconsideration:** Distinguishes the Mayor's right to require reconsideration from a Council Member's ability to request a reconsideration.
- **Bylaws:** Bylaws must be delivered before a meeting, rather than 24 hours prior to a meeting. Deemed abandonment provisions related to proposed Bylaws are deleted. Eliminates the requirement that the bylaw be printed and include a purpose statement. Deletes several listed bylaw adoption requirements which are already set out in Provincial legislation. Deletes provisions related to force and effect of bylaws.
- **Public Hearings:** Order of business at public hearing is deleted, written submissions must be submitted to the District office by 12:00 PM on the day of the hearing rather than 48 hours before the hearing. All other written submissions may be presented at the hearing.
- **Committee of the Whole:** Authorizes Council to adopt a Regular Committee of the Whole Schedule and determines notice requirements for Special and Regular Committee of the Whole meetings. Authorizes Council to resolve to enter into a Committee of the Whole during a Regular or Special Council meeting without any additional notice.
- **Committees:** Removes reference to Other District Bodies. Requires Terms of Reference for Committees to be approved by Council and requires a Committee to establish a regular schedule at their first meeting.

A copy of Bylaw No. 1300, 2021 is available for download at <https://ucluelet.ca/community/community-notices> and at the District of Ucluelet Office, 200 Main Street, Ucluelet BC, from the posting date, from Monday through Friday (excepting holidays), between the hours of 8:30 a.m. and 4:00 p.m. Requests for copies of the proposed bylaw, questions and comments can be directed to Paula Mason, Administration Clerk, at 726-7744 or pmason@ucluelet.ca.



Joseph Rotenberg
Corporate Officer

Posted: December 15, 2022