



## STAFF REPORT TO COUNCIL

Council Meeting: November 9, 2021  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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**FROM:** JOSEPH ROTENBERG, MANAGER OF CORPORATE SERVICES

**FILE NO:** 3900-25 BYLAW 1300

**SUBJECT: COUNCIL PROCEDURE BYLAW NO. 1300, 2021 (READINGS 1-3)**

**REPORT NO:** 21-162

**ATTACHMENT(S):** APPENDIX A – REDLINED VERSION OF BYLAW NO. 1264, 2020  
APPENDIX B – PROPOSED COUNCIL PROCEDURE BYLAW NO. 1300, 2021  
APPENDIX C – 2021 REPORT TEMPLATES

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### **RECOMMENDATION(S):**

**THAT** Council give District of Ucluelet Council Procedure Bylaw No. 1300, 2021, first, second and third reading; and further,

**THAT** Staff be authorized to provide notice to the public in accordance with Sections 94 and 124(3) of the Community Charter.

### **PURPOSE:**

The purpose of this report is to introduce:

- changes to Council, Committee of the Whole and Committee meeting procedure as proposed in the District of Ucluelet Council Procedure Bylaw No. 1300, 2021 (the “Draft Bylaw”) for Council consideration;
- new report templates; and
- a new approach to minute taking.

### **BACKGROUND:**

#### **The Draft Bylaw**

In response to the COVID-19 Pandemic, the Provincial Government issued Ministerial Orders including Ministerial Order M192, which allowed all meetings and public hearings to be conducted electronically. Ministerial Order M192 expired on September 28, 2021 and the *Municipal Affairs Statutes Amendment Act* came into force on September 29, 2021. This *Act* includes change to the *Community Charter* to provide permanent authority for municipalities to choose, by bylaw, whether to conduct regular and committee meetings electronically (in addition to special meetings already authorized under the Charter).

When considering how best to integrate this new authority into District of Ucluelet Council Procedure Bylaw No. 1264, 2020 (the “Bylaw 1264”), Staff noted several additional improvements that could be made. As these improvements are numerous, Staff recommend Bylaw 1264, 2020, be replaced rather than amended.

The proposed changes are shown in a redlined version of the Bylaw 1264 attached as Appendix A to this report. The changes are also discussed below.

### Report Templates

Currently there is one template used for all Staff Reports. This report introduces three new templates (See Appendix C):

- Report to Council (used for Staff reports seeking Council motions)
- Information Report (used to provide information to Council)
- Report to Committee of the Whole (used for Staff to obtain informal direction from the Committee or for the Committee to consider adopting a formal recommendation to Council)

Introducing these new templates:

- distinguishes closed meeting reports from open meeting reports
- distinguishes reports provided for information only, from reports seeking direction
- Reports to Council outline pros and cons of all options and identifies next steps
- Reports to Committee of the Whole – may promote Committee discussion on specific issues, seek informal direction, and recommend that the Committee provide recommendations to Council.

### Minutes

Historically Staff have taken minutes in an anecdotal or summary fashion. These minutes record Council resolutions and summarize presentations and Council discussion. Significant Staff time is required to complete these minutes.

Staff recommend moving to a decision-based minute taking model. This common type of minute taking is limited to Council resolutions and does not include a summary of presentations and Council discussion. Adopting this form of minute taking would drastically decrease Staff time allocated to drafting minutes and would eliminate the need for Staff to interpret and summarize Council discussions. This approach is also supported by the District's practice of video recording and streaming Council meetings online.

### DISCUSSION:

This section summarizes and discusses the proposed changes to Council, Committee and Committee of the Whole procedure as presented in the Draft Bylaw. It will first identify key changes for Council discussion, and then summarize other administration changes.

### KEY CHANGES:

#### *Public Input Period (Section 15.6 and 15.7. and Formerly Part of Section 18)*

According to the Draft Bylaw, the Public Input section of the agenda is not included in usual order of business for Regular Council Meetings. It would therefore not be part of a Council agenda. This change would reduce confusion among the public about the difference between the public input section, public hearings and other legislated opportunities for input. It would also result in one fewer Agenda Item. Risks associated with receiving public input about bylaws that have not been adopted, but were subject to public hearing would also be reduced.

Public input could still be received through the Correspondence and Delegation sections of the Agenda. These avenues of providing input ensures that Council has advanced notice of the subject but may be perceived as too formal.

#### *Questions Period (Section 21)*

If the Proposed Bylaw were adopted, the question period would be limited to questions about agenda items. Questions about other matters within Council's purview could be submitted to Staff or to Council as correspondence. Similarly to the above, correspondence could be perceived as too formal.

#### *Committee of the Whole Scheduling (Section 41.1. and 41.2.)*

If the Draft Bylaw were adopted, Council would not be required to schedule Regular Committee of the Whole Meetings in the Annual Meeting Schedule. This change allows Council to decide whether to hold regularly scheduled Committee of the Whole meetings. A regular meeting schedule could be adopted at any time in the year. It also clarifies that notice of Special Committee of the Whole Meetings is provided in the same manner as Special Council Meetings.

#### *Moving into Committee of the Whole During Council Meetings (Section 41.4 – 41.8)*

If the Draft Bylaw were adopted, Council could, by resolution, move into a Committee of the Whole at any Special or Regular Council Meeting. This allows for extended, less formal discussions. It would also allow for Council to solicit public input, for Staff to answer questions more freely, and would be an opportunity for the Committee to provide direction to the CAO and Staff. This change could also result in Special and Regular Council meetings being longer.

#### *Electronic Meetings – Regular, Committee and Committee of the Whole (Section 10.1 – 10.3.)*

Bylaw 1264 only allows Special Council meetings to be held entirely electronically. The Draft Bylaw would allow all Council, Committee and Committee of the Whole Committee meetings to be held electronically, provided electronic meetings are authorized by the Mayor/Chair and legislated requirements are met.

Convening Council Meetings of all kinds by electronic means, may address concerns associated with holding in-person gatherings during the COVID-19 Pandemic, and offers a new tool for Council's use during other emergency circumstances. On the other hand, electronic meetings may be perceived as less transparent, and Council may be perceived as less accessible. Electronic meetings also require additional Staff time to both provide IT support and to attend the location provided for members of the public to hear, or watch and hear the electronic meeting.

#### *Electronic Participation in in-person Closed Meetings (Section 10.6.)*

The Draft Bylaw would prohibit members from attending closed meetings that are held in-person. This change would enhance confidentiality.

#### *Delegations (Sections 18.2. and 18.4.)*

The Draft Bylaw decreases the number of Delegations allowed at any given meeting from four to two. This change aligns with demand and may result in shorter meetings, which may decrease Staff overtime.

The Draft Bylaw also clarifies that Council may, by resolution, refer requests made by Delegates to Staff or a Committee for a report or letter of support. This new authority reflects Council's current practice of granting letters of support at the same meeting they are requested.

## ADMINISTRATIVE CHANGES

The proposed changes have been tracked in the redlined version of Bylaw 1264, 2020 (Appendix A). The following reviews the changes which were not discussed above.

### *Scope (Section 3.1.)*

The Draft Bylaw is limited in scope to Council Meetings, Committee Meetings and Committee of the Whole Meetings. This allows other voting bodies, such as the Board of Variance, Harbour Authority and Commissions to establish rules of procedure that reflect their mandates. The rules of the Draft Bylaw could be adopted by these voting bodies by reference.

### *Order of Business (Sections 15.6., 15.7., 15.10 and 20)*

Under the Draft Bylaw the order of business is set out for Regular Council Meetings and Regular Committee of the Whole Meetings, but not for Special Council meetings. This allows the business on Special Meeting agendas to be limited to the subject matter for which notice has been given.

The order of business for both Council Meetings and Committee of the Whole Meetings has been reordered and the title of “Legislation” was changed to “Bylaw” for clarity. A standing item for Committee of the Whole is introduced to allow for Committee of the Whole reports to be received if and when Council resolves to go into a Committee of the Whole.

The Draft Bylaw clarifies that items may be deleted if there is no business under the heading. Reports for information would now fall under the Information Item heading rather than the Report heading.

### *Meeting Place and Meeting Duration (Section 6.1. and 6.3.)*

The Draft Bylaw defines the Council meeting place as the Ucluelet Community Centre rather than the George Fraser Room in the Ucluelet Community Centre. This allows for meetings to be held anywhere in that building, without resolution of Council being required to change the location. This section also allows Council to resolve to hold a Council meeting outside of Ucluelet.

The Draft Bylaw eliminates limits on the number of recesses that may be called during a Council meeting and requires a Council motion to extend a meeting beyond 3.5 hours rather than 2.5 hours.

### *Notice of Regular Council Meetings (Section 8)*

The Draft Bylaw removes reference to the date by which the Annual Meeting Schedule for Regular Council meetings must be adopted. This allows for increased flexibility regarding when this schedule is adopted. The date that the meeting schedule must be advertised remains the same.

This section also removes the requirement that Committee of the Whole Meetings be listed in the Annual Meeting Schedule. This allows Council to decide on an annual basis whether they would like to meet regularly as a Committee of the Whole or schedule them on an as needed basis.

### *Council by Electronic Means (Section 10.4.)*

In addition to the matters described above related to electronic Council Meetings, the Draft Bylaw allows members to attend in-person meetings of Council, Committees and Committee of the Whole electronically any time they are unable to attend in-person.

### *Annual Report (Formally Section 11)*

Reference to the Annual Municipal Meeting and Report are removed. This report, meeting and corresponding notice are a legislative requirement, which a Procedure Bylaw is not required to address.

### *Late Items and Notices of Motion (Section 16 and 17)*

The Draft Bylaw allows for a late item to be introduced to the agenda with Council's approval through a motion to amend the agenda to include the late item, rather than requiring both Council and the Corporate Officer approval. This ensures that a matter of importance to Council, which is urgent, can be included with or without the approval of the Corporate Officer.

### *Information Items (Section 20)*

According to the Draft Bylaw, Staff reports provided for information only would be housed in this section of the Agenda. This would allow for a clear delineation between information reports and reports provided for Council resolution.

### *Motions (Section 23.3, 24 and 26)*

According to the Draft Bylaw, motions would be limited to matters on the Agenda. Additional matters can be added to the agenda as late items and motions can be introduced through the notice of motion procedure. The change would ensure that Council has notice of the matters that they will be considering at any given Council meeting.

Under this Bylaw, the mover and seconder of motions would not be recorded in the minutes.

This bylaw also introduces a section that identifies those motions which have privileged status. This ensures that these matters are dealt with immediately upon being raised.

### *Reconsideration (Section 28)*

This section was redrafted to clarify that the Mayor's right to require reconsideration of a motion is in no way limited by bylaw.

### *Bylaws (Part 6)*

According to the Draft Bylaw, Council could consider a bylaw provided they received a copy of it before the Council meeting, rather than 24 hours in advance of the Bylaw. This change would allow for drafting errors to be addressed when they are discovered within 24 hours of a meeting.

Several legislative requirements identified in the Bylaw 1264 are deleted from the Draft Bylaw. It is unnecessary to repeat such provisions and the bylaw would have to be updated if these legislative requirements were changed. A provision regarding the force and effect of a bylaw was also deleted as this matter is dealt with in the overarching legislation.

The Draft Bylaw would delete the requirement to deem Zoning and OCP Amendment Bylaws to be abandoned if 18 months elapses between readings/or adoption. This allows for bylaws that are subject to conditions prior to adoption, to be adopted if that condition is met after 18 months.

### *Point of Order and Matters Open to Debate (Section 38 and what was formerly Section 41)*

The Draft Bylaw introduces a new section which clarifies how the Chair must address points of order. It then clarifies that the Chair ruling may be appealed to Council in accordance with the

*Community Charter* rather than reiterating the process determined in that legislation. This avoids unnecessary amendments to the procedure bylaw if the *Community Charter* was amended.

The Draft Bylaw also deletes reference to matters which may not be debated. Such a provision is confusing, and uncommon. If this issue arises, Roberts Rules would be determinative.

#### *Public Hearings (Section 39 and 40)*

The Draft Bylaw specifies that public hearings are held in the Ucluelet Community Centre rather than the George Fraser Room unless otherwise advertised and deletes the order of business for any public hearing. This allows some flexibility in location and the items on any given public hearing agenda. The order of business may will be dealt with through a public hearing policy at a later date.

This section of the Draft Bylaw also changes the deadline for delivering public hearing correspondence to the District Office, to noon on the day of the public hearing. This will allow Staff to prepare and distribute the late correspondence and will limit the amount of correspondence either read or distributed to Council and the public at the hearing. Public hearing correspondence practices could be addressed by policy considered by Council at a later date.

Several cross references related to the Chair's powers, general conduct and conduct of speakers are deleted as the Chair is already authorized to establish rules of conduct.

#### *Committees (Section 42)*

This section defines the quorum requirements for select and standing committees and notes that the terms of reference for these committees must be adopted by Council. It also removes the requirement for Committee Agendas to be printed and available at the District Office for pickup by members of the public.

#### **TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:**

If the recommended motion is adopted, Staff time would be required to draft notice of the proposed bylaw for publishing. Further Staff time would be required for Staff to draft a report for adoption of this Draft Bylaw, which includes feedback received from the public.

Further Council time would be required to consider adoption of the Draft Bylaw at a future Council meeting.

#### **FINANCIAL IMPACTS:**

Adoption of the Draft Bylaw requires that two consecutive advertisements be placed in the Westerly News newspaper. The approximate costs of these advertisement would be about \$350.00 per advertisement.

#### **POLICY OR LEGISLATIVE IMPACTS:**

Municipal Councils are required by the *Community Charter* to adopt a procedure bylaw which addresses specific subject matter. The Draft Bylaw addresses those matters. It also provides additional flexibility for Council proceedings and clarification.

#### **NEXT STEPS:**

If the recommended motion was adopted, Staff would:

1. provide notice of the Draft Bylaw in accordance with the Community Charter;
2. collect any public input received; and
3. present the public input for consideration and the Draft Bylaw for adoption at the Regular meeting in December. Staff also anticipate presenting a public hearing policy at that meeting.

**OPTIONS REVIEW:**

Alternatively, Council could make a motion that amends the Draft Bylaw and give the Amended Draft Bylaw first, second and third reading by making the following motions:

**THAT** District of Ucluelet Council Procedure Bylaw No. 1300, 2021 be amended as follows:

- a. Section \_\_\_\_\_ be deleted and replaced with \_\_\_\_\_;
- b. Section \_\_\_\_\_ be deleted and replaced with \_\_\_\_\_;  
and
- c. Section \_\_\_\_\_ be deleted and replaced with \_\_\_\_\_;

**THAT** District of Ucluelet Council Procedure Bylaw No. 1300, 2021, as amended by given first, second and third reading; and further

**THAT** Staff be authorized to provide notice to the public in accordance with Sections 94 and 124(3) of the Community Charter.

**-OR-**

**THAT** Council direct Staff to redraft District of Ucluelet Council Procedure Bylaw No. 1300, 2021 to achieve:

- a. \_\_\_\_\_;
- b. \_\_\_\_\_;
- c. \_\_\_\_\_, And further,

**THAT** Council direct Staff to present the redrafted bylaw at a future meeting.

**-OR-**

Council could also take no action at this time.

**Respectfully submitted:**      Joseph Rotenberg, Manager of Corporate Services  
   Duane Lawrence, Chief Administrative Officer

## Appendix A

### DISTRICT OF UCLUELET

#### BYLAW NO. 1264, 2020

A Bylaw to establish procedures for Council and Committees ~~and Commissions~~

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**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:

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## PART 1 – ADMINISTRATION & INTERPRETATION

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### 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.

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### 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

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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.~~

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- ~~(c) **"Agenda"** means a list of items of business to come before a Public Hearing or Meeting;~~

- ~~(d)~~(c) **"Agenda Deadline"** means:

- (i) 12:00 P.M. five clear days before ~~the Council Meeting or Committee of the Whole~~ meeting, 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)~~(d) **"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)~~(e) **"Chair"** means a person who has authority to preside over a ~~M~~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)~~(f) **"Committee"** means a ~~S~~standing, ~~S~~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 ~~of Ucluelet~~ 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)(g) a Special Committee of the Whole Meeting;~~

- ~~(m)~~(h) **"Corporate Officer"** means the District of Ucluelet's appointed Corporate Officer and his or her deputy;

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~~(a)~~(i) **"Council"** means District of Ucluelet Council;

~~(e)~~ **"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;

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~~(q)~~(j) **"Council Meeting"** means:

(i) an Inaugural Council Meeting;

(ii) a Regular Council Meeting; and

(iii) a Special Council Meeting;

~~(r)~~(k) **"Council Member"** means Mayor or a Councillor;

~~(s)~~(l) **"Councillor"** means a person who currently holds office as a District of Ucluelet Councillor;

~~(t)~~(m) **"District"** means the District of Ucluelet;

~~(u)~~(n) **"District Office"** means the District of Ucluelet local government administration office, located at 200 Main Street, Ucluelet, British Columbia;

~~(v)~~(o) **"Inaugural Council Meeting"** means the first Regular Council Meeting following a general local election;

~~(w)~~(p) **"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)~~(q) **"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)~~(r) **"~~Mm~~ Motion"** includes a resolution;

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~~(bb)~~ **"Other District Body"** means:

~~(i)~~ a Committee;

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- ~~(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;

~~(ee)~~ (s) **“Presiding Member”** means the Mayor, Acting Mayor or other Member who presides over a Council Meeting, Committee meeting or Committee of the Whole Meeting or a meeting of any Voting Body, and is also known as the Chair;

~~(dd)~~ (t) **“Public Notice Posting Places”** means:

- (i) the notice board at the District Office; ~~and~~
- (ii) the notice board at the Ucluelet Community Centre; and
- ~~(ii)~~ (iii) the District’s website, except when subject to electronic failures.

~~(ee)~~ (u) **“Quorum”** ~~means a majority of all Members of Council, Committee of the Whole, or Committee, as the case may be; 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)~~ (v) **“Regular Committee of the Whole Meeting”** means a Committee of the Whole meeting listed on the Regular Committee of the Whole Annual Meeting Schedule;

~~(gg)~~ (w) **“Regular Council Meeting”** means a Council Meeting listed on the Annual Meeting Schedule;

~~(hh)~~ (x) **“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)~~ (y) **“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)~~ (z) **“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.~~

(aa) **“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.~~

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~~(kk)~~(bb) **"Ucluelet Community Centre"** means the District of Ucluelet Community Centre, located at 500 Matterson Drive, Ucluelet, British Columbia.

~~(ii)~~ **"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 provisions of this bylaw govern public hearings, Bylaw applies to Public Hearings, Council Meetings, Committee of the Whole Meetings, and Committee meetings, as applicable, 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.~~
- 3.2. 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.

~~3.3.~~

### 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 Mmmajority yVote.

### PART 2 – MEETINGS & NOTICE

### 5. INAUGURAL COUNCIL MEETING

- 5.1. Following a general local election, the Inaugural Council Meeting must be held on the

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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 subsection 5.1 of this bylaw](#), the first meeting must be called by the Corporate Officer and held as soon as reasonably possible after [Q](#)uorum has taken office.

## 6. MEETING PLACE AND TIME

- 6.1. All Council Meetings must take place [with in the Ucluelet Community Centre Council Chambers](#) unless Council resolves to hold the [meeting 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 [m](#)Council Meeting.

6.1.  

- 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 [threetwo](#) and a half hours after commencement, unless Council otherwise resolves; [and](#)
- (b) may include [two brief](#) recesses for any reason called by the Mayor [or by resolution of Council. The ,who must state the approximate length of time or the approximate time when the meeting will reconvene of the recess must be stated 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.~~

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## 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

~~(c)~~  

- ~~(d)~~ if the Corporate Officer has been notified by a majority of members no later than [twenty-fourthirty-six \(24\)](#) hours prior to the meeting that they will not be present for the meeting.

- ~~(d)~~ provided notice is given in accordance with [subsection 7.2.](#)

- 7.2. If a Council Meeting is cancelled or rescheduled, the Corporate Officer must give at

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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.~~

~~7.3.~~

## 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~~ adopt an Annual Meeting Schedule which establishes the date, time and place ~~of that~~ 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.

~~—~~ The notice under subsection 9.2. of this bylaw must describe in general terms the

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purpose of the meeting and be signed by the Mayor or Corporate Officer.

9.3.

9.3.

## 10. COUNCIL MEETINGS BY ELECTRONIC MEANS

~~10.1. Council, Committee of the Whole, and Committee meetings may be conducted by electronic or other communications facilities p~~ Provided the conditions set out in the *Community Charter* are met and the Corporate Officer receives authorization of the Mayor, ~~or Committee Chair, as applicable.~~

~~a Special Council Meeting may be conducted by electronic or other communication facilities; and~~

10.1.

~~(a) At least twenty-four hours before a 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.~~

10.2. A Member participating by audio means only must indicate his or her name and vote verbally. ~~Committee of the Whole Meeting, Committee meeting, or Regular Council Meeting is conducted by electronic means pursuant to subsection 10.1., notice must be posted to the Public Notice Posting Places which describes:~~

- ~~(a) the way in which the meeting is to be conducted by electronic or other communication facilities; and~~
- ~~(b) the place where the public may attend to hear, or watch and hear, the proceeding of the meeting that areis open to the public.~~

~~10.4.~~

10.3. Notice of a Special Council Meeting to be conducted by electronic means pursuant to subsection 10.1. must describe:

- (a) the way in which the meeting is to be conducted by electronic or other communication facilities; and
- (b) the place where the public may attend to hear, or watch and hear, the

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proceeding of the meeting that are open to the public.

10.4. A Member who is unable to attend an in-person Council Meeting, Committee of the Whole Meeting, or Committee meeting may participate by electronic means.

10.5. Participation by a Member by electronic means in an in-person meeting pursuant to subsection 10.4. is only available:

(i) for up to two Members per meeting; and

(ii) for up to four meetings per year, per Member, unless Council resolves otherwise.

10.6. A Member that is participating in an in-person meeting electronically pursuant to subsection 10.4. of this bylaw may not:

(a) Chair the meeting; or

(b) attend a meeting or any part of a meeting that is closed to the public.

10.7. 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.~~

~~1.1.10.8.~~ 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**

### **~~2-11. DESIGNATION PROCEDURES~~**

~~2-1.11.1.~~ Annually, in December, Council must, from amongst its Mmembers, adopt an Acting Mayor Schedule for the upcoming year, which designates provides for each Councillors to serve as Acting Mayor on a rotating basis when:

(a) the Mayor is absentunable to attend a meeting in person;

(b) the Mayor is otherwise unable to act; or

(c) the office of the Mayor is vacant.

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~~(e)11.2. Each Councillor so designated must fulfil the responsibility of the Mayor in his or her absence.~~

~~2.2. The Acting Mayor has the same powers as the Mayor and must fulfil the responsibilities of the Mayor in his or her absence.~~

~~11.3. If both the Mayor and Councillor designated as Acting Mayor are absent from the Council meeting or unable to act, the Council Members present must choose, by an affirmative vote of the Majority of the Council Members present, a Councillor to Chair the Council Meeting. for next in succession on the Acting Mayor Schedule shall be the Acting Mayor.~~

~~2-3.11.4. The Councillor designated under subsection 11.1. or chosen under subsection 11.3. has the same power and duties as the Mayor in relation to the applicable matter.~~

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## PART 4 – COUNCIL PROCEEDINGS

### ~~3-12.~~ OPEN MEETING RULE

~~3-1.12.1.~~ All Council Meetings must be open to the public, except as provided for under the *Community Charter*.

~~3-2.12.2.~~ 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.

~~3-3.12.3.~~ Despite subsection 12.1., 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*.

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### ~~4-13.~~ CALLING TO ORDER

~~4-1.13.1.~~ 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.

~~13.2.~~ If the Mayor is absent, the Acting Mayor, must take the Chair and call the meeting to order.

~~13.3.~~ If Quorum of Council is present but the Mayor and Acting Mayor do not attend within fifteen minutes of the scheduled time for a Council meeting:

- (a) the Corporate Officer must call the Council meeting to order; and
- (b) by resolution the Council must appoint a Councillor as Chair for that meeting until the Mayor or Acting Mayor arrives.

~~13.4.~~ If the Mayor arrives after commencement of a meeting, he or she will preside upon arrival.

~~13.5.~~ The acting Chair of a meeting has the power and duties of the Mayor in respect of that meeting.

~~4.2.~~

#### 5-14. ADJOURNING THE MEETING – NO QUORUM

~~5-4.14.1.~~ 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.

If 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.

~~(e)~~14.2.

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#### 6-15. AGENDA AND ORDER OF BUSINESS

~~11.3.~~ Prior to each Council Meeting and Committee of the Whole Meeting, the Corporate Officer must prepare an aAgenda setting out all the items for consideration at the meeting. -

15.1.

~~6-1.15.2.~~ The deadline for submission to the Corporate Officer of items for inclusion on the Council Meeting or and Committee of the Whole Agenda is the Agenda Deadline.

~~6.2.~~ Items received by the Corporate Officer after the Agenda Deadline must not be placed on the aAgenda, but instead must be placed on the aAgenda for ~~the~~ consideration at the following Council Meeting or Committee of the Whole Meeting as applicable, unless the items ~~is are~~ introduced as late items pursuant to section ~~167~~ of this bylaw.

15.3.

~~6-3.15.4.~~ The Corporate Officer must make the aAgenda available to ~~the members of~~ Council Members and ~~and~~ the public:

- (a) ~~fourty-eight (48)~~ hours before a Regular Council Meeting;
- (b) ~~fourty-eight (48)~~ hours before a Regular Committee of the Whole Meeting;
- ~~(a)(c)~~ twenty-four ~~(24)~~ hours before a Special Council Meeting; ~~and; and~~
- ~~(b)(d)~~ twenty-four ~~(24)~~ hours before a Special Committee of the Whole Meeting.

~~6-4.15.5.~~ Only those matters included on the aAgenda 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 ~~167~~ of this bylaw.

~~6-5.15.6.~~ The usual order of business at a Regular Council Meeting ~~and Special Council Meeting~~ is as set out in the aAgenda for that meeting under the following headings, as appropriate:

- (a) CALL TO ORDER;
- ~~(b)(i)~~ ACKNOWLEDGEMENT OF THE YUULUPILPATH FIRST NATIONS;
- ~~(c)(ii)~~ NOTICE OF VIDEO RECORDING;

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~~(d)~~(b) LATE ITEMS;

~~(e)~~(c) APPROVAL OF THE AGENDA;

~~(d)~~ ADOPTION OF MINUTES;

~~(e)~~ DELEGATIONS;

~~(f)~~ PUBLIC HEARINGS (if required);

~~(f)~~ —

~~(a)~~ UNFINISHED BUSINESS;

~~(g)~~ —

~~(g)~~ COMMITTEE OF THE WHOLE (if required); MAYOR'S ANNOUNCEMENTS;

~~(h)~~ PUBLIC INPUT & DELEGATIONS;

~~(i)~~ BYLAWS;

~~(j)~~(j) REPORTS;

~~(j)~~ LEGISLATION;

(k) NOTICE OF MOTION;

(l) CORRESPONDENCE;

(m) INFORMATION ITEMS;

(n) MAYOR'S ANNOUNCEMENTS AND COUNCIL COMMITTEE REPORTS;

~~(o)~~ OTHER BUSINESS;

~~(p)~~(o) QUESTION PERIOD;

~~(q)~~ PUBLIC AND STATUTORY HEARINGS AND THIRD READING OR ADOPTION OF BYLAWS WHERE APPLICABLE AFTER EACH HEARING;

~~(r)~~(p) CLOSED SESSION (if required);

~~(s)~~ RECONVENE FROM CLOSED SESSION;

~~(t)~~(q) ADJOURNMENT.

~~6.6.15.7.~~ The usual order of business at a Regular Committee of the Whole Meeting ~~and Special Committee of the Whole Meeting are is~~ as set out in the ~~a~~Agenda for the meeting under the following headings, as appropriate:

(a) CALL TO ORDER;

~~(b)~~(i) ACKNOWLEDGEMENT OF YUULU?IL?ATH? FIRST NATIONS;

~~(c)~~(ii) NOTICE OF VIDEO RECORDING;

~~(d)~~(b) LATE ITEMS;

~~(e)~~(c) APPROVAL OF THE AGENDA;

~~(f)~~(d) ADOPTION OF MINUTES UNFINISHED BUSINESS;

~~(g)~~(e) DELEGATIONS; MAYOR'S ANNOUNCEMENTS;

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- ~~(h)(f)~~ BYLAWS CORRESPONDENCE;  
~~(h)(g)~~ REPORTS INFORMATION ITEMS;  
~~(h)(h)~~ NOTICE OF MOTION PUBLIC INPUT & DELEGATIONS;  
~~(h)(i)~~ CORRESPONDENCE REPORTS;  
~~(h)(j)~~ INFORMATION ITEMS OTHER BUSINESS;  
~~(m)(k)~~ QUESTION PERIOD;  
~~(h)(l)~~ CLOSED SESSION (if required);  
~~(e)~~ RECONVENE FROM CLOSED SESSION;  
~~(p)(m)~~ ADJOURNMENT.

15.8. When preparing the agenda prior to the meeting, the Mayor and Corporate Officer may, in their discretion:

- (a) vary the order set out in the subsections 15.7.6. or 15.8.7.; and  
11.4.(b) delete agenda headings if there is no business under those items.

6-7-15.9. All items on an a Agenda must be taken up in the order in which they appear on the a Agenda unless the Committee of the Whole or Council resolves otherwise by Majority Vote.

6-8-15.10. An item of business on a Regular Council, Special Council, Regular Committee of the Whole or Special Committee of the Whole Agenda may by Council resolution Majority Vote, be:

- (a) deleted; or  
(b) postponed to a future meeting of the same body.

15.11. Agendas are adopted by resolution Majority Vote at the designated point in the agenda (ADOPTION OF THE AGENDA) either as presented or as amended.

~~6-9-~~

## ~~7-16.~~ LATE ITEMS LATE ITEMS

~~7-1-16.1.~~ A late item may be approved for addition to an a Agenda by the Corporate Officer and by resolution of Council at: the time Council adopts the agenda 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.

16.2. 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.

~~7.2.-~~

## ~~8.-~~ NOTICE OF MOTION

~~17.-~~

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~~8-1-17.1.~~ A Council Member must give notice of his or her intention to introduce a ~~m~~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 ~~m~~motion at a subsequent meeting; and
- (b) submitting a written copy of the ~~m~~motion to the Corporate Officer by the Agenda Deadline for the next Council Meeting.

~~8-2-17.2.~~ Notwithstanding ~~subsection 17.21.18-1.~~, in the case of urgent business a Council Member may introduce a ~~M~~motion for Council's consideration without prior notice by:

- (a) submitting a written copy of the proposed ~~m~~motion to the Corporate Officer at least ~~twenty-four~~24 hours before the Council Meeting; and
- (b) obtaining Council's approval to introduce the motion as a late item.

## **~~9-18.~~ PUBLIC INPUT AND DELEGATIONS**

~~9-1.~~ 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.~~

~~9-2.18.1.~~ 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 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.

~~11.5.~~ The number of delegations on any Council Meeting Agenda will be limited to ~~two~~four (4).

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~~9-3-18.3.~~ Council must not consider a submission or act on a request made during Public Input and Delegations, including but not limited to requests that may affect District bylaws, policies, resources or finances, 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.

~~18.4.~~ Notwithstanding subsection 18.3., following a delegation Council may, by resolution:

- (a) refer the issue to staff for a report or refer the issue to a Committee;
- (b) provide a letter of comment or support if requested, where Council determines no additional information is necessary.

~~9-4.~~ 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.

~~9-5-18.5.~~ 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.

~~9-6-18.6.~~ 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 ~~sections~~ subsection 18-19.56. of this bylaw;
- ~~(a)~~ the delegate has previously made a delegation to Council on the same issue and no new information is provided; or
- (b) is not within the jurisdiction of Council.
- (c)

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## **10-19. CORRESPONDENCE ADDRESSED TO MAYOR AND COUNCIL**

**10-1-19.1.** 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 ~~Hate item~~; and
- (e) be approved by the Corporate Officer or Mayor and placed on the agenda for the next Regular Council Meeting.

**10-2-19.2.** District staff must acknowledge receipt of the correspondence and advise the writer of where the correspondence has been referred.

**10-3-19.3.** Correspondence referred to the Agenda must be presented in its entirety, excluding personal contact information other than the author's name and address, unless the author requests that specific personal information, except the author's name, be redacted.

## **11-20. INFORMATION ITEMS**

~~11-1. Information items may be placed on the Agenda under the appropriate section (INFORMATION ITEMS).~~

**11-2-20.1.** Information items include:

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

## **12-21. QUESTION PERIOD**

**12-1-21.1.** 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 agenda items~~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 during~~in~~ Question Period.

**12-2-21.2.** 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 qQuestion pPeriod.

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21.3. The provisions of this section do not permit verbal representations regarding any matter that has been the subject of a public hearing held in accordance with a legislation as a pre-requisite to the:

(a) adoption of a bylaw; or

(b) passing of a resolution authorizing a permit.

~~12.3.~~ concerning a bylaw that was subject to a statutory public hearing that has been completed.

## **~~13-22.~~ MINUTES**

~~13.1-22.1.~~ Minutes of Council meetings must be:

- (a) legibly recorded;
- (b) certified as correct by the Corporate Officer; and
- (c) signed by the Mayor or other Member presiding at the meeting or at the next meeting at which the minutes are adopted.

~~13.2-22.2.~~ The minutes of a previous meeting may be corrected, but not debated or reflected upon, at the time they are considered for adoption.

~~13.3-22.3.~~ Subject to sections subsection 232.4 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.

~~13.4.~~ Section Subsection 232.3 does not apply to Minutes of a Council Meeting or part thereof which persons were excluded under Section 90 of the *Community Charter*.

22.4.

## **PART 5 – MOTIONS**

### **~~14-23.~~ READING AND CONSIDERATION OF MOTIONS**

~~14.1-23.1.~~ Council may debate and vote on a motion only if it is first made by one Council Member and then seconded by another.

23.2. A Member may require the motion under consideration to be read.

~~14.2-23.3.~~ A Member may not introduce a motion in respect of a matter that has not been properly included on the agenda.

~~14.3-23.4.~~ 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.

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~~14.4-23.5.~~ If a motion is refused pursuant to ~~section subsection 23.4.34.~~ the Chair must apprise the Council Members of the refusal to accept and must state the rule or authority applicable.

~~14.5-23.6.~~ A Council Member may appeal the Chair's refusal to accept a motion according to the *Community Charter*, under section 24.3. according to the procedures set out in section 38 of this bylaw.

#### ~~15-24.~~ RECORDING OF MOTIONS IN THE MINUTES

~~24.1.~~ The names of the Council Members who moved and seconded a motion will not be recorded in the Minutes.

~~15.1.~~ —

#### ~~16-25.~~ MOTIONS PERMITTED WHILE MATTER UNDER DEBATE

~~16.1-25.1.~~ 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;~~
- ~~(a) to defer (postpone) to a certain day (time);~~
- ~~(b) to postpone indefinitely;~~
- ~~(c) to lay on the table;~~
- ~~(e)(d) to move the previous question;~~
- ~~(e)(e) to refer to a committee or staff for report; or~~
- ~~(e)(f) to amend.~~

~~25.2.~~ The motions made under subsection 25.1 (a) to (d) is not amendable or debatable listed in 26.1. have precedence in the order listed.

#### 26. PRIVILEGE

~~26.1.~~ In this section a matter of privilege refers to any of the following motions:

- ~~(a) fix a time to adjourn;~~
- ~~(b) adjourn;~~
- ~~(c) recess;~~
- ~~(d) raise a question of privilege of Council;~~
- ~~(e) raise a question of privilege of a member of Council.~~

~~26.2.~~ A matter of privilege must be immediately considered when it arises at a Council meeting.

~~16-2-26.3.~~ For the purpose of subsection 26.2., a matter of privilege listed in subsection 26.1. has precedence over those matters listed after it.

#### ~~17-27.~~ AMENDMENTS

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~~17-1-27.1.~~ A Council Member may, without notice, move to amend a motion that is being considered at a Council Meeting.

~~17-2-27.2.~~ An amendment may propose removing, replacing, or adding to the words of an original motion.

~~17-3-27.3.~~ A proposed amendment must be reproduced in writing by the mover if requested by the Chair.

~~17-4-27.4.~~ 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.

~~17-5-27.5.~~ An amendment may be amended once only.

~~17-6-27.6.~~ A Council Member may propose an amendment to an adopted amendment.

~~17-7-27.7.~~ An amendment that has been defeated by a vote of Council cannot be proposed again.

~~17-8-27.8.~~ 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.

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## **48-28. RECONSIDERATION**

~~28.1. The Mayor may require Council reconsideration of a matter in accordance with the Community Charter.~~

~~11-6. Subject to subsection 28.6, a Councillor who voted with the majority either for or against a motion may, at any time within one month of the vote, introduce a motion to reconsider the resolution, motion or proceeding, including the defeat of a motion. Reconsideration of a matter voted upon, other than to postpone indefinitely, may only be advanced:~~

~~28.2.~~

- ~~(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.~~

~~18-2-28.3.~~ Council must not discuss the main matter to be reconsidered unless the motion to reconsider that matter introduced under subsection 28.2. is first adopted in the affirmative.

~~18-3-28.4.~~ No matter may be reconsidered more than once.

~~18-4-28.5.~~ A vote to reconsider must not be reconsidered.

~~18-5-28.6.~~ Council may only reconsider a matter under subsection 28.2. 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.

~~18.6.28.7.~~ The conditions that applied to the original bylaw, resolution, or proceeding apply to its ~~rejection~~reconsideration under this section.

~~28.8.~~ A bylaw, resolution, or proceeding that is reaffirmed after reconsideration under this section is as valid and has the same effect as it had before reconsideration.

~~18.7.~~

## PART 6 – BYLAWS

### ~~19.29.~~ COPIES OF THE BYLAW

~~19.1.29.1.~~ A proposed bylaw may be introduced at a Council Meeting only if a copy of it has been delivered to each ~~Member~~ Council Member at least twenty-four (24) hours before the Council Meeting, unless all Council Members unanimously agree to waive this requirement.

### ~~20.30.~~ FORM OF BYLAWS

~~20.1.30.1.~~ A bylaw introduced at a Council meeting must:

~~(a) be printed;~~

~~(b)(a)~~ have a distinguishing name;

~~(c)(b)~~ have a distinguishing number; and

~~(d) contain an introductory statement of purpose; and~~

~~(e)~~ be divided into sections.

~~(e)~~

### ~~21.31.~~ BYLAWS TO BE CONSIDERED SEPERATELY OR JOINTLY

~~21.1.31.1.~~ 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.

### ~~22.32.~~ READING AND ADOPTING BYLAWS

~~22.1. Every proposed bylaw must receive three readings prior to its final adoption.~~

~~22.2.32.1.~~ The readings of the bylaw may be given by stating the Bylaw title or Bylaws titles.

~~22.3.32.2.~~ 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.

~~22.4.32.3.~~ Subject to any statutory requirement or a Council Member requesting that the reading be considered separately, a proposed bylaw may be introduced and given

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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.~~

~~22.5-32.4. Each reading of a proposed bylaw must receive the affirmative vote of a majority of Council Members present, unless the *Community Charter* or the *Local Government Act* stipulates otherwise. 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.~~

~~22.6. 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.~~

~~22.7-32.5. 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.~~

~~22.8-32.6. 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, land use contract amendment bylaw, 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.

~~22.9. 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.~~

~~32.7. Readings may be reconsidered in accordance with the procedures set out in section 228.8 of this bylaw.~~

~~22.10. —~~

~~22.11. 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.~~

### **23.33. BYLAW MUST BE SIGNED**

~~23.1-33.1. 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;

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- (b) the dates of its readings and adoption; and
- (c) the date of Ministerial approval or approval of the electorate, if applicable.

## 24. FORCE AND EFFECT

~~24.1. 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

### 25.34. GENERAL VOTING RULES

~~25.1-34.1.~~ Voting is to proceed in accordance with the general voting rules determined by the *Community Charter*.

~~25.2-34.2.~~ When the motion under consideration contains distinct propositions, and a ~~Council Member member of Council~~ so requests, the vote may be taken upon each proposition separately.

~~25.3-34.3.~~ When debate on a motion is complete, the Chair must immediately put the motion to a vote.

~~25.4-34.4.~~ 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.

~~25.5-34.5.~~ 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.

~~25.6-34.6.~~ Votes must be by show of hand except:

- (a) where votes are taken by unanimous consent according to ~~section~~subsection ~~345.99~~ of this bylaw; or
- (b) where ~~section~~subsection 10.74. of this bylaw applies.

~~25.7-34.7.~~ A Member present at the meeting at the time of the vote who abstains from voting is deemed to have voted in the affirmative.

~~25.8-34.8.~~ If the votes of the ~~M~~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.

~~25.9.~~ Some motions may be voted on by ~~u~~unanimous ~~c~~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 ~~M~~member objects, a vote must be taken.

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## PART 8 – RULES OF CONDUCT AND DEBATE

### **26-35. POWERS AND DUTIES OF THE CHAIR**

26-1-35.1. The Chair at a Council Meetings or a Committee of the Whole 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 appointed according to subsection 11.3 on the Acting Mayor Schedule that is in attendance.

26-2-35.2. Where the Mayor or Acting Mayor joins a meeting already in progress, he or she shall Chair the Meeting upon arrival.

26-3-35.3. 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.

26-4-35.4. 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 ~~M~~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.

26-5-35.5. 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~~4 of this bylaw.

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~~26-6-35.6.~~ The Chair must recognize ~~M~~members desiring to speak in the order in which the ~~M~~members indicate their request, preference being given to the mover and to the seconder. should either or both wish to speak.

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~~26-7-35.7.~~ Debate is closed by the Chair when in the Chair's opinion there has been adequate debate.

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## 27- APPEALING THE CHAIR'S RULING

~~27.1.~~ 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.

~~27.2.~~ 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.

## 28- QUESTION OF PRIVILEGE

~~28.1.~~ 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.

## 29- GENERAL CONDUCT

### 36.

~~29-1-36.1.~~ When the Chair desires to speak, any ~~M~~member desiring to speak at the same time must cede to the Chair.

~~29-2-36.2.~~ 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 ~~P~~residing ~~M~~member who is not elected as the Mayor as Chair;
- (c) a Councillor as Councillor (here use the surname).

~~29-3-36.3.~~ No ~~M~~member or other person attending the meeting may:

- (a) interrupt a ~~M~~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.

~~29-4-36.4.~~ If a ~~M~~ember or person, other than a Member, resists or disobeys an order

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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 in accordance with the *Community Charter*. An order issued under this section may be enforced as if it were a court order.

~~29.5. 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.~~

~~29.6-36.5.~~ 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.

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### **30-37. CONDUCT OF SPEAKER**

~~30.1-37.1.~~ 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.

~~30.2-37.2.~~ 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 a~~ 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.

### **38. POINTS OF ORDER**

~~38.1. When a point off order is raised, the Chair must:~~

- ~~(a) interrupt a matter of consideration on the agenda;~~
- ~~(b) interrupt a Member who had been speaking, until the point off order is ruled upon;~~
- ~~(c) ask the Member raising the point of order to state the substance of and basis of the point of order; and~~

(d) state the provision of the bylaw or other rule of order applicable to the point of order, which the Chair must do at once without debate.

38.2. A Member may immediately appeal a ruling of the Chair under 38.1. in accordance with the *Community Charter*.

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### **31. MATTERS OPEN TO DEBATE**

31.1. 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.

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

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## **PART 9 – PUBLIC HEARINGS**

### **42-39. TIME AND PLACE OF PUBLIC HEARINGS**

39.1. Public hearings required by legislation must occur in the Ucluelet Community Centre Council Chambers unless otherwise advertised.

42-1-39.2. Public hearings are held 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.

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

13.1. 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 YUULUTILPATH FIRST NATIONS;
- (c) NOTICE OF VIDEO RECORDING;

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- ~~(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.~~

#### **14.40. PROCEDURES**

~~14.1.40.1.~~ Prior to each public hearing, the Corporate Officer must prepare an Agenda.

~~14.2.40.2.~~ The Corporate Officer must make the Agenda available to the ~~M~~members of Council and the public ~~fourty-eight (48)~~ hours before the public hearing.

~~14.3.40.3.~~ Subject to ~~subsection sections~~subsection 4044.4. 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.

~~14.4.40.4.~~ Written submissions received during the notice period will be added to the public record in their entirety, including the writer's civic address and name but excluding other personal contact information, unless at the time of submission the author requests that other personal information, except the author's name, be redacted.

~~40.5.~~ Written submissions submitted to the ~~may be delivered to the~~ District Office via email, mail or hand ~~delivery.~~ up must be received by noon on the day of the to forty-eight (48) hours before the public hearing. ~~-After this time written submissionse or may be presented at the must be delivered at the~~ public hearing.

~~14.5.~~ 

~~14.6.40.6.~~ Individuals that speak during the public input ~~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 ~~or~~ or Presiding Member's permission.

~~(d)40.7.~~ Only Council Members may ask questions of speakers to clarify what has been said.

~~14.7.40.8.~~ The Chair may establish additional rules of conduct that apply to public

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hearings provided they are consistent with this bylaw, the *Community Charter, Local Government Act* and any other applicable enactment.

~~14.8.~~ A public hearing may be cancelled by the Corporate Officer where insufficient public notice is given.

~~40.9.~~

~~14.9.~~ 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

### 15. COMMITTEE OF THE WHOLE

#### 41. COMMITTEE OF THE WHOLE

41.1. Council may annually adopt a Regular Committee of the Whole Schedule which specifies the date, time and location of Regular Committee of the Whole Meetings.

41.2. If a Regular Committee of the Whole Meeting Schedule is adopted:

(a) Council must meet regularly in accordance with the Regular Committee of the Whole Schedule except where a Regular Committee of the Whole Meeting is cancelled or rescheduled in accordance with section 7; as a Committee of the Whole at the place, date and time specified in and 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.

(b) forty-eight hours before a Regular Committee of the Whole Meeting, the Corporate Officer must provide notice:

(i) to Members, by delivering a copy of the Regular Committee of the Whole Schedule to the place to which each Member has directed notices be sent; and

(ii) to the public, by posting a copy of the Regular Committee of the Whole Schedule to the Public Notice Posting Places.

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~~15.1.—~~

41.3. Special Committee of the Whole Meetings may be called in the same manner as a Special Council Meeting and notice must be given in the same manner as a Special Council Meeting by the Mayor

~~15.2.—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 onto 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.~~

41.4. At any time during a Council Meeting for which proper notice has been given, Council may, by resolution, go into Committee of the Whole.

41.5. There is no notice requirement for a Committee of the Whole Meeting that takes place during a Council Meeting for which notice has already been provided.

41.6. If Council resolves to go into a Committee of the Whole under subsection 41.4. and a motion to rise without reporting is adopted by the Committee of the Whole, the Council Meeting resumes and proceeds to the next order of business.

41.7. A motion made during Committee of the Whole to rise without reporting:

(a) is always in order and takes precedence over all other Motions;

(b) may be debated; and

(c) may not be addressed more than once by any one Member.

~~15.3-41.8.~~ If Council resolves to go into a Committee of the Whole under subsection 41.4, and a motion to rise and report is adopted, the Council meeting resumes and the first order of business thereafter being Council considering the report of the Committee of the Whole.

41.9. Quorum is a majority of the Committee of the Whole's Members.

~~(a)–~~

~~(b)–~~

~~1.2-41.10.~~ 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 2 [Interpretation and Definitions];

(b) Section 4 [Additional and Alternate Proceduresal Rules];

(c) Subsections 6.1. and 6.3 [Meeting Place and Time];

~~(a)(d)~~ Section 7 [Cancellations and Rescheduling]

~~(b)(e)~~ Section 10 [Council Meetings by Electronic Means] at the discretion of the Chair member noting the cost and availability of electronic meeting facilities;

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- ~~(e)(f) Section 13 Part 4 [Council Proceedings] [Open Meeting Rule];~~
- ~~(e) Section 16 [Agenda and Order of Business];~~
- ~~(d) Section 17 [Addition to the Agenda];~~
- ~~(e) Section 19 [Public Input and Delegations];~~
- ~~(f) Section 20 [Correspondence Addressed to Mayor and Council];~~
- ~~(g) Section 21 [Information Items];~~
- ~~(h) Section 22 [Question Period];~~
- ~~(i) Section 23 [Minutes] except certification is by the Chair if the Corporate Officer is not in attendance; and;~~
- ~~(g) Part 4 [Council Proceedings];~~
- ~~(h) Part 5 [Motions] except a motion made at a meeting of the Committee of the Whole is not required to be seconded;~~
- ~~(i) Part 7 [Voting];~~
- ~~(d)(j) Part 8 [Rules of Conduct and Debate].~~

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~~1.3. 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.~~

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## ~~2-42. OTHER DISTRICT BODIES COMMITTEES~~

~~42.1. Council may establish Select Committees and the Mayor may establish Standing Committees in accordance with the *Community Charter*.~~

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~~42.2. The rules of the Council procedure must generally be observed during Committee meetings:~~

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- ~~(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.~~

~~42.3. The terms of reference for each Committee must be approved by Council.~~

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~~42.4. Quorum for a Committee is a majority of its members.~~

~~42.5. At its first meeting after its establishment, a Committee must establish a regular schedule of meetings.~~

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~~45.4. The rules of the Council procedure must generally be observed during Other District Body meetings:~~

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- ~~(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~~

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~~section or elsewhere in this bylaw.~~

~~42.6. The Chair of a Committee may call a meeting of the Committee in addition to the scheduled meetings and may cancel or reschedule a meeting.~~

~~2.1-42.7. Notice of The Chair of an Other District Body must give notice of the time, place and date of a meeting must be given by posting a notice at the Public Notice Posting Places:~~

- ~~(a) seventy-two (72) hours before a regularly scheduled Committee meeting of the Other District Body; and~~
- ~~(b) twenty-four (24) hours before a special meeting of the Committee meeting called under subsection 42.6. Other District Body.~~

~~2.2. At least twenty-four (24) hours before an Other District Body a Committee meeting, the Chair must make the meeting agenda must be available by delivered to Members and made available to the public, except for closed committee meetings.~~

~~(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~~

~~42.8. leaving one copy of the Agenda for each Other District Body member at the place to which the Member has directed notices be sent.~~

~~(b)~~

~~2.3-42.9. 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.~~

~~2.4. A motion made at a meeting of a Committee or Commission is not required to be seconded.~~

~~2.5-42.10. The following sections of this bylaw apply to meetings of a Committee Other District Body with references to the Chair, the Committee body and other provisions modified as appropriate:~~

~~(a) Section 2 [Interpretation and Definitions]~~

~~(b) Section 4 [Additional and Alternative Proceduresal Rules]~~

~~(a)(c) Section 7 [Cancellations and Rescheduling]~~

~~(b)(d) Section 10 [Council Meetings by Electronic Means] at the discretion of the Chair Member noting the cost and availability of electronic meeting facilities;~~

~~(e) Section 12 [Open Meeting Rule];~~

~~(e)~~

~~(f) Section 13 [Calling to Order];~~

~~(e) Section 14 [Adjourning the Meeting – No Quorum]; Section 16 [Agenda and Order of Business];~~

~~(d)(g) Section 17 [Addition to the Agenda];~~

~~(e) Section 19 [Public Input and Delegations];~~

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- ~~(f) Section 20 [Correspondence Addressed to Mayor and Council];~~
- ~~(g) Section 21 [Information Items];~~
- ~~(h) Section 22 [Question Period]; and,~~
- ~~(h) Section 223 [Minutes], except minutes are certified by the recording secretary;~~
- ~~(i) Section 23 [Reading and Consideration of Motions], except a motion is not required to be seconded;~~
- ~~(j) Section 227 [Amendments];~~
- ~~(k) Part 7 [Voting];~~
- ~~(d) Part 5 except certification is by the Chair if the Corporate Officer is not in attendance;~~
- ~~(l) Part 8 [Rules of Conduct and Debate] excluding subsection 35.1 to 35.3.~~

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

- ~~(i) in another District bylaw;~~
- ~~(j) in applicable legislation; or~~
- ~~(e) when the other body was established.~~

## PART 11 – WORKSHOPS

### ~~3-43.~~ COUNCIL WORKSHOPS

~~3-1-43.1.~~ Members of Council may meet informally for educational, political, social or spiritual purposes, including attendance at the annual Union of British Columbia Municipalities conference and other such conferences.

~~3-2-43.2.~~ 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.

~~(e)~~

**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.

**SECOND READING RESCINDED** this 23<sup>rd</sup> day of June, 2020.

**READ A SECOND TIME AS AMENDED** this 23<sup>rd</sup> day of June, 2020.

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**READ A THIRD TIME** this 23<sup>rd</sup> day of June, 2020.

**PUBLIC NOTICE given in accordance with the *Community Charter***, including newspaper notices this 10<sup>th</sup> day of June, 2020, this 17<sup>th</sup> day of June, 2020, this 1<sup>st</sup> day of July, 2020 and this 8<sup>th</sup> day of July, 2020.

**ADOPTED** this 14<sup>th</sup> day of July, 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



## Appendix B

### DISTRICT OF UCLUELET

#### **Bylaw No. 1300, 2021**

A Bylaw to establish procedures for Council and Committees

\*\*\*\*\*

**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 Procedure Bylaw No. 1300, 2021” or the “Council Procedure Bylaw”.
- 1.2. “District of Ucluelet Council Procedures Bylaw No. 1264, 2020” 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;

- (c) **"Agenda Deadline"** means:
  - (i) 12:00 P.M. five clear days before a Council Meeting or Committee of the Whole Meeting, 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;
- (d) **"Annual Meeting Schedule"** means a schedule of the date, time and place of Regular Council Meetings for the period of January 1 to December 31;
- (e) **"Chair"** means a person who has authority to preside over a meeting or public hearing and is also known as the Presiding Member;
- (f) **"Committee"** means a Standing, Select, or other committee of Council but does not include a Committee of the Whole;
- (g) **"Committee of the Whole"** means a committee comprised of all Council Members that meets to consider, but not decide, matters of District of Ucluelet business. The Committee of the Whole sits in a deliberative capacity only and must forwards its recommendations to Council for consideration;
- (h) **"Corporate Officer"** means the District of Ucluelet's appointed Corporate Officer and his or her deputy;
- (i) **"Council"** means District of Ucluelet Council;
- (j) **"Council Meeting"** means:
  - (i) an Inaugural Council Meeting;
  - (ii) a Regular Council Meeting; and
  - (iii) a Special Council Meeting;
- (k) **"Council Member"** means Mayor or a Councillor;
- (l) **"Councillor"** means a person who currently holds office as a District of Ucluelet Councillor;
- (m) **"District"** means the District of Ucluelet;
- (n) **"District Office"** means the District of Ucluelet local government administration office, located at 200 Main Street, Ucluelet, British Columbia;
- (o) **"Inaugural Council Meeting"** means the first Regular Council Meeting following a general local election;
- (p) **"Mayor"** means the Mayor for the District of Ucluelet, and includes the Councillor designated to act as Mayor during such periods necessary;
- (q) **"Member"** means a Council Member, Committee of the Whole Member or any member of a Committee;
- (r) **"Motion"** includes a resolution;

- (s) **"Presiding Member"** means the Mayor, Acting Mayor or other Member who presides over a Council Meeting, Committee meeting or Committee of the Whole Meeting, and is also known as the Chair;
  - (t) **"Public Notice Posting Places"** means:
    - (i) the notice board at the District Office;
    - (ii) the notice board at the Ucluelet Community Centre; and
    - (iii) the District's website, except when subject to electronic failures.
  - (u) **"Quorum"** means a majority of all Members of Council, Committee of the Whole, or Committee, as the case may be;
  - (v) **"Regular Committee of the Whole Meeting"** means a Committee of the Whole meeting listed on the Regular Committee of the Whole Schedule;
  - (w) **"Regular Council Meeting"** means a Council Meeting listed on the Annual Meeting Schedule;
  - (x) **"Select Committee"** means a committee established and the members appointed by Council in accordance with the *Community Charter* for a specific purpose;
  - (y) **"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;
  - (z) **"Special Committee of the Whole Meeting"** means a Committee of the Whole meeting other than a Regular Committee of the Whole Meeting.
  - (aa) **"Special Council Meeting"** means a Council meeting other than a Regular Council Meeting or an adjourned Council meeting;
  - (bb) **"Ucluelet Community Centre"** means the District of Ucluelet Community Centre, located at 500 Matterson Drive, Ucluelet, British Columbia.
- 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 provisions of this bylaw govern public hearings, Council Meetings, Committee of the Whole Meetings, and Committee meetings, as applicable.
- 3.2. 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 subsection 5.1, 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 within the Ucluelet Community Centre unless Council resolves to hold the meeting elsewhere and the Corporate Officer gives notice of a different meeting place by posting a notice of the change on the Public Notice Posting Places at least twenty-four hours prior to the time of the meeting.
- 6.2. After the Inaugural Council Meeting, Regular Council 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 subsection 7.
- 6.3. Council Meetings:
  - (a) are adjourned no later than three and a half hours after commencement, unless Council otherwise resolves; and
  - (b) may include recesses for any reason called by the Mayor or by resolution of Council. The approximate length of time or the approximate time when the meeting will reconvene must be stated.

#### **7. CANCELLATIONS AND RESCHEDULING**

- 7.1. Council 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 thirty-six hours prior to the meeting that they will not be present for the meeting, provided notice is given in accordance with subsection 7.2.
- 7.2. If a Council Meeting is cancelled or rescheduled, the Corporate Officer must give at least twenty-four 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. 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 MEETINGS**

- 8.1. In accordance with the *Community Charter*, Council must annually:
  - (a) adopt an Annual Meeting Schedule which establishes the date, time and place that Regular Council 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.

## **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 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 subsection 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. Council, Committee of the Whole, and Committee meetings may be conducted by electronic or other communications facilities provided the conditions set out in the *Community Charter* are met and the Corporate Officer receives authorization of the Mayor, or Committee Chair, as applicable.



- 10.2. At least twenty-four hours before a Committee of the Whole Meeting, Committee meeting, or Regular Council Meeting is conducted by electronic means pursuant to subsection 10.1., notice must be posted to the Public Notice Posting Places which describes:
- (a) the way in which the meeting is to be conducted by electronic or other communication facilities; and
  - (b) the place where the public may attend to hear, or watch and hear, the proceeding of the meeting that is open to the public.
- 10.3. Notice of a Special Council Meeting to be conducted by electronic means pursuant to subsection 10.1. must describe:
- (a) the way in which the meeting is to be conducted by electronic or other communication facilities; and
  - (b) the place where the public may attend to hear, or watch and hear, the proceeding of the meeting that is open to the public.
- 10.4. A Member who is unable to attend an in-person Council Meeting, Committee of the Whole Meeting, or Committee meeting may participate by electronic means.
- 10.5. Participation by a Member by electronic means in an in-person meeting pursuant to subsection 10.4. is only available:
- (i) for up to two Members per meeting; and
  - (ii) for up to four meetings per year, per Member, unless Council resolves otherwise.
- 10.6. A Member that is participating in an in-person meeting electronically pursuant to subsection 10.4. of this bylaw may not:
- (a) Chair the meeting; or
  - (b) attend a meeting or any part of a meeting that is closed to the public.
- 10.7. A Member participating by audio means only must indicate his or her name and vote verbally.
- 10.8. If communication facilities fail or malfunction during a Meeting, the affected Member will be deemed to have left the meeting.

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

#### **11. DESIGNATION PROCEDURES**

- 11.1. Annually, in December, Council must, from amongst its Members, adopt an Acting Mayor Schedule for the upcoming year, which designates Councillors to serve as Acting Mayor on a rotating basis when:
- (a) the Mayor is absent;
  - (b) the Mayor is otherwise unable to act; or
  - (c) the office of the Mayor is vacant.

- 11.2. Each Councillor so designated must fulfil the responsibility of the Mayor in his or her absence.
- 11.3. If both the Mayor and Councillor designated as Acting Mayor are absent from the Council meeting, the Council Members present must choose, by an affirmative vote of the Majority of the Council Members present, a Councillor to Chair the Council Meeting.
- 11.4. The Councillor designated under subsection 11.1. or chosen under subsection 11.3. has the same power and duties as the Mayor in relation to the applicable matter.

## **PART 4 – COUNCIL PROCEEDINGS**

### **12. OPEN MEETING RULE**

- 12.1. All Council Meetings must be open to the public, except as provided for under the *Community Charter*.
- 12.2. 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.
- 12.3. Despite subsection 12.1., the Chair may expel or exclude from a meeting a person in accordance with the rules set out in the *Community Charter*.

### **13. CALLING TO ORDER**

- 13.1. 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.
- 13.2. If the Mayor is absent, the Acting Mayor, must take the Chair and call the meeting to order.
- 13.3. If Quorum of Council is present but the Mayor and Acting Mayor do not attend within fifteen minutes of the scheduled time for a Council meeting:
  - (a) the Corporate Officer must call the Council meeting to order; and
  - (b) by resolution the Council must appoint a Councillor as Chair for that meeting until the Mayor or Acting Mayor arrives.
- 13.4. If the Mayor arrives after commencement of a meeting, he or she will preside upon arrival.
- 13.5. The acting Chair of a meeting has the power and duties of the Mayor in respect of that meeting.

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

- 14.1. 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.
- 14.2. If Quorum is lost for the balance of the agenda, the time of conclusion and the names of the members then present shall be entered in the minutes.

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

- 15.1. Prior to each Council Meeting and Committee of the Whole Meeting, the Corporate Officer must prepare an agenda setting out all the items for consideration at the meeting.
- 15.2. The deadline for submission to the Corporate Officer of items for inclusion on the Council Meeting or Committee of the Whole agenda is the Agenda Deadline.
- 15.3. 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 consideration at the following Council Meeting or Committee of the Whole Meeting, as applicable, unless the items are introduced as late items pursuant to section 16 of this bylaw.
- 15.4. The Corporate Officer must make the agenda available to Members and the public:
  - (a) forty-eight hours before a Regular Council Meeting;
  - (b) forty-eight hours before a Regular Committee of the Whole Meeting;
  - (c) twenty-four hours before a Special Council Meeting; and
  - (d) twenty-four hours before a Special Committee of the Whole Meeting.
- 15.5. 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 16 of this bylaw.
- 15.6. The usual order of business at a Regular Council Meeting is as set out in the agenda for that meeting under the following headings, as appropriate:
  - (a) CALL TO ORDER;
    - (i) ACKNOWLEDGEMENT OF THE YUULU?IL?ATH;
    - (ii) NOTICE OF VIDEO RECORDING;
  - (b) LATE ITEMS;
  - (c) APPROVAL OF THE AGENDA;
  - (d) ADOPTION OF MINUTES;
  - (e) DELEGATIONS;
  - (f) PUBLIC HEARINGS (if required);
  - (g) UNFINISHED BUSINESS;
  - (h) COMMITTEE OF THE WHOLE (if required);
  - (i) BYLAWS;
  - (j) REPORTS;

- (k) NOTICE OF MOTION;
  - (l) CORRESPONDENCE;
  - (m) INFORMATION ITEMS;
  - (n) MAYOR'S ANNOUNCEMENTS AND COUNCIL COMMITTEE REPORTS;
  - (o) QUESTION PERIOD;
  - (p) CLOSED SESSION (if required);
  - (q) ADJOURNMENT.
- 15.7. The usual order of business at a Regular Committee of the Whole Meeting is as set out in the agenda for the meeting under the following headings, as appropriate:
- (a) CALL TO ORDER;
    - (i) ACKNOWLEDGEMENT OF YUUKU?I?ATH? FIRST NATIONS;
    - (ii) NOTICE OF VIDEO RECORDING;
  - (b) LATE ITEMS;
  - (c) APPROVAL OF THE AGENDA;
  - (d) ADOPTION OF MINUTES ;
  - (e) DELEGATIONS;
  - (f) BYLAWS;
  - (g) REPORTS;
  - (h) NOTICE OF MOTION;
  - (i) CORRESPONDENCE;
  - (j) INFORMATION ITEMS;
  - (k) QUESTION PERIOD;
  - (l) CLOSED SESSION (if required);
  - (m) ADJOURNMENT.
- 15.8. When preparing the agenda prior to the meeting, the Mayor and Corporate Officer may, in their discretion:
- (a) vary the order set out in subsections 15.6. or 15.7.; and
  - (b) delete agenda headings if there is no business under those items.
- 15.9. 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.
- 15.10. An item of business may by Council resolution be:
- (a) deleted; or
  - (b) postponed to a future meeting of the same body.
- 15.11. Agendas are adopted by resolution either as presented or as amended.

## **16. LATE ITEMS**

- 16.1. A late item may be approved for addition to an agenda by resolution of Council at the time Council adopts the agenda, if the subject matter is of an urgent nature such that the item cannot be held to the next Regular Council Meeting.
- 16.2. The deadline for late items to be included on an Agenda is two 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.

## **17. NOTICE OF MOTION**

- 17.1. 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.
- 17.2. Notwithstanding subsection 17.1., 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 twenty-four hours before the Council Meeting; and
  - (b) obtaining Council's approval to introduce the motion as a late item.

## **18. DELEGATIONS**

- 18.1. Persons or groups wishing to address Council 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 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.
- 18.2. The number of delegations on any Council Meeting Agenda will be limited to two.

- 18.3. Council must not consider a submission or act on a request made during Delegations, including but not limited to requests that may affect District bylaws, policies, resources or finances, 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.
- 18.4. Notwithstanding subsection 18.3., following a delegation Council may by resolution:
- (a) refer the issue to staff for a report or refer the issue to a Committee;
  - (b) provide a letter of comment or support if requested, where Council determines no additional information is necessary.
- 18.5. Delegates 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) District employee relations;
  - (c) the promotion of commercial products or services;
  - (d) litigation or potential litigation affecting the District;
  - (e) any matter related to an election campaign; or
  - (f) any matter about records held in confidence by the District unless that record has been lawfully released to the public by the District.
- 18.6. 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 subsection 18.5. 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.

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

- 19.1. 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.
- 19.2. District staff must acknowledge receipt of the correspondence and advise the writer of where the correspondence has been referred.
- 19.3. Correspondence referred to the Agenda must be presented in its entirety, excluding personal contact information other than the author's name and address, unless the author requests that specific personal information, except the author's name, be redacted.

## **20. INFORMATION ITEMS**

- 20.1. Information items include:
  - (a) staff reports provided for information only;
  - (b) correspondence of interest to the public or Council which does not require or request Council action; and
  - (c) in-camera items approved for public release.

## **21. QUESTION PERIOD**

- 21.1. At each Regular Council Meeting, ten minutes must be made available for members of the public to question Council on agenda items, 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 during Question Period.
- 21.2. 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.
- 21.3. The provisions of this section do not permit verbal representations regarding any matter that has been the subject of a public hearing held in accordance with a legislation as a pre-requisite to the:
  - (a) adoption of a bylaw; or
  - (b) passing of a resolution authorizing a permit.

## **22. MINUTES**

- 22.1. Minutes of Council meetings must be:
  - (a) legibly recorded;
  - (b) certified as correct by the Corporate Officer; and
  - (c) signed by the Mayor or other Member presiding at the meeting or at the next

meeting at which the minutes are adopted.

- 22.2. The minutes of a previous meeting may be corrected, but not debated or reflected upon, at the time they are considered for adoption.
- 22.3. Subject to subsection 22.4 of this bylaw and in accordance with the *Community Charter*, Minutes of the proceeding of Council, Committees of the Whole, and Committees must be available for public inspection at the District Office during regular office hours.
- 22.4. Subsection 22.3 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**

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

- 23.1. Council may debate and vote on a motion only if it is first made by one Council Member and then seconded by another.
- 23.2. A Member may require the motion under consideration to be read.
- 23.3. A Member may not introduce a motion in respect of a matter that has not been properly included on the agenda.
- 23.4. 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 months.
- 23.5. If a motion is refused pursuant to subsection 23.4. the Chair must apprise the Council Members of the refusal to accept and must state the rule or authority applicable.
- 23.6. A Council Member may appeal the Chair's refusal to accept a motion according to the *Community Charter*.

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

- 24.1. The names of the Council Members who moved and seconded a motion will not be recorded in the Minutes.

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

- 25.1. When a matter is under debate, no motion is in order except:
  - (a) to defer (postpone) to a certain day (time);
  - (b) to postpone indefinitely;
  - (c) to lay on the table;
  - (d) to move the previous question;



- (e) to refer to a committee or Staff for report; or
- (f) to amend.

25.2. A motion made under subsection 25.1 (a) to (d) is not amendable or debatable.

## **26. PRIVILEGE**

26.1. In this section a matter of privilege refers to any of the following motions:

- (a) fix a time to adjourn;
- (b) adjourn;
- (c) recess;
- (d) raise a question of privilege of Council;
- (e) raise a question of privilege of a member of Council.

26.2. A matter of privilege must be immediately considered when it arises at a Council meeting.

26.3. For the purpose of subsection 26.2., a matter of privilege listed in subsection 26.1. has precedence over those matters listed after it.

## **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. The Mayor may require Council reconsideration of a matter in accordance with the *Community Charter*.

- 28.2. Subject to subsection 28.6. a Councillor who voted with the majority either for or against a motion may, at any time within one month of the vote, introduce a motion to reconsider the resolution, motion or proceeding, including the defeat of a motion.
- 28.3. Council must not discuss the main matter to be reconsidered unless the motion to reconsider that matter introduced under subsection 28.2. is first adopted in the affirmative.
- 28.4. No matter may be reconsidered more than once.
- 28.5. A vote to reconsider must not be reconsidered.
- 28.6. Council may only reconsider a matter under subsection 28.2., 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.
- 28.7. The conditions that applied to the original bylaw, resolution, or proceeding apply to its rejection under this section.
- 28.8. A bylaw, resolution, or proceeding that is reaffirmed after reconsideration 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 Member 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) have a distinguishing name;
  - (b) have a distinguishing number; and
  - (c) 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. The readings of the bylaw may be given by stating the Bylaw title or Bylaws titles.
- 32.2. 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.

- 32.3. 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.
- 32.4. Each reading of a proposed bylaw must receive the affirmative vote of a majority of Council Members present, unless the *Community Charter* or the *Local Government Act* stipulates otherwise.
- 32.5. 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.
- 32.6. 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, land use contract amendment bylaw, 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.
- 32.7. Readings may be reconsidered in accordance with the procedures set out in section 28. of this bylaw.

### **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.

## **PART 7 – VOTING**

### **34. GENERAL VOTING RULES**

- 34.1. Voting is to proceed in accordance with the general voting rules determined by the *Community Charter*.
- 34.2. When the motion under consideration contains distinct propositions, and a Council Member so requests, the vote may be taken upon each proposition separately.
- 34.3. When debate on a motion is complete, the Chair must immediately put the motion to a vote.
- 34.4. 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.
- 34.5. 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.
- 34.6. Votes must be by show of hand except:
  - (a) where votes are taken by unanimous consent according to subsection 34.9.; or
  - (b) where subsection 10.7. applies.
- 34.7. A Member present at the meeting at the time of the vote who abstains from voting is deemed to have voted in the affirmative.
- 34.8. 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.
- 34.9. 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**

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

- 35.1. The Chair at a Council Meeting or a Committee of the Whole Meeting 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 Councillor appointed according to subsection 11.3.
- 35.2. Where the Mayor or Acting Mayor joins a meeting already in progress, he or she shall Chair the Meeting upon arrival.
- 35.3. 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.
- 35.4. 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;

- (f) deciding questions of privilege;
- (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.

35.5. 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 section 34 of this bylaw.

35.6. 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.

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

## 36. GENERAL CONDUCT

36.1. When the Chair desires to speak, any Member desiring to speak at the same time must cede to the Chair.

36.2. 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).

36.3. 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.

36.4. If a Member, or person other than a Member, resists or disobeys an order of the Chair, that person may be removed at the direction of the Chair in accordance with the *Community Charter*.

36.5. 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 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.

### **37. CONDUCT OF SPEAKER**

37.1. 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.

37.2. 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 a 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.

### **38. POINTS OF ORDER**

38.1. When a point of order is raised, the Chair must:

- (a) interrupt a matter of consideration on the agenda;
- (b) interrupt a Member who had been speaking, until the point of order is ruled upon;
- (c) ask the Member raising the point of order to state the substance of and basis of the point of order; and
- (d) state the provision of the bylaw or other rule of order applicable to the point of order, which the Chair must do at once without debate.

38.2. A Member may immediately appeal a ruling of the Chair under 38.1. in accordance with the *Community Charter*.

## **PART 9 – PUBLIC HEARINGS**

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

39.1. Public hearings required by legislation must occur in the Ucluelet Community Centre unless otherwise advertised.

- 39.2. Public hearings are held on an as required basis and may be scheduled by the Corporate Officer to occur:
- (a) during a Regular Council Meeting;
  - (b) during a Special Council Meeting; or
  - (c) as a public hearing held independently of a Special Council Meeting or Regular Council Meeting.

#### **40. PROCEDURES**

- 40.1. Prior to each public hearing, the Corporate Officer must prepare an Agenda.
- 40.2. The Corporate Officer must make the Agenda available to the Members of Council and the public forty-eight hours before the public hearing.
- 40.3. Subject to subsection 40.4., any written materials and submissions considered by Council at the public hearing will be available for review by the public at the hearing.
- 40.4. Written submissions received during the notice period will be added to the public record in their entirety, including the writer's civic address and name but excluding other personal contact information, unless at the time of submission the author requests that other personal information, except the author's name, be redacted.
- 40.5. Written submissions submitted to the District Office via email, mail or hand delivery, must be received by noon on the day of the public hearing. After this time written submissions may be presented at the public hearing.
- 40.6. 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; and
  - (c) not make a reply, rebuttal, or further submission without the Chair or Presiding Member's permission.
- 40.7. Only Council Members may ask questions of speakers to clarify what has been said.
- 40.8. 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.
- 40.9. A public hearing may be cancelled by the Corporate Officer where insufficient public notice is given.

### **PART 10 – COMMITTEES**

#### **41. COMMITTEE OF THE WHOLE**

- 41.1. Council may annually adopt a Regular Committee of the Whole Schedule which specifies the date, time and location of Regular Committee of the Whole Meetings.
- 41.2. If a Regular Committee of the Whole Meeting Schedule is adopted:

- (a) Council must meet in accordance with the Regular Committee of the Whole Schedule except where a Regular Committee of the Whole Meeting is cancelled or rescheduled in accordance with section 7; and
  - (b) forty-eight hours before a Regular Committee of the Whole Meeting, the Corporate Officer must provide notice:
    - (i) to Members, by delivering a copy of the Regular Committee of the Whole Schedule to the place to which each Member has directed notices be sent; and
    - (ii) to the public, by posting a copy of the Regular Committee of the Whole Schedule to the Public Notice Posting Places.
- 41.3. Special Committee of the Whole Meetings may be called in the same manner as a Special Council Meeting and notice must be given in the same manner as a Special Council Meeting.
- 41.4. At any time during a Council Meeting for which proper notice has been given, Council may, by resolution, go into Committee of the Whole.
- 41.5. There is no notice requirement for a Committee of the Whole Meeting that takes place during a Council Meeting for which notice has already been provided.
- 41.6. If Council resolves to go into a Committee of the Whole under subsection 41.4. and a motion to rise without reporting is adopted by the Committee of the Whole, the Council Meeting resumes and proceeds to the next order of business.
- 41.7. A motion made during Committee of the Whole to rise without reporting:
  - (a) is always in order and takes precedence over all other Motions;
  - (b) may be debated; and
  - (c) may not be addressed more than once by any one Member.
- 41.8. If Council resolves to go into a Committee of the Whole under subsection 41.4. and a motion to rise and report is adopted, the Council meeting resumes and the first order of business thereafter being Council considering the report of the Committee of the Whole.
- 41.9. Quorum is a majority of the Committee of the Whole's Members.
- 41.10. 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 2 [Interpretation and Definitions];
  - (b) Section 4 [Additional and Alternate Procedural Rules];
  - (c) Subsections 6.1. and 6.3 [Meeting Place and Time];
  - (d) Section 7 [Cancellation and Rescheduling];
  - (e) Section 10 [Council Meetings by Electronic Means];
  - (f) Part 4 [Council Proceedings];



- (g) Part 5 [Motions];
- (h) Part 7 [Voting];
- (i) Part 8 [Rules of Conduct and Debate].

## **42. COMMITTEES**

- 42.1. Council may establish Select Committees and the Mayor may establish Standing Committees in accordance with the *Community Charter*.
- 42.2. The rules of the Council procedure must generally be observed during Committee 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.
- 42.3. The terms of reference for each Committee must be approved by Council.
- 42.4. Quorum for a Committee is a majority of its members.
- 42.5. At its first meeting after its establishment, a Committee must establish a regular schedule of meetings.
- 42.6. The Chair of a Committee may call a meeting of the Committee in addition to the scheduled meetings and may cancel or reschedule a meeting.
- 42.7. Notice of the time, place and date of a meeting must be given by posting a notice at the Public Notice Posting Places:
  - (a) seventy-two hours before a regularly scheduled Committee meeting; and
  - (b) twenty-four hours before a Committee meeting called under subsection 42.6.
- 42.8. At least twenty-four hours before a Committee meeting, the meeting agenda must be delivered to Members and made available to the public, except for closed committee meetings.
- 42.9. 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.
- 42.10. The following sections of this bylaw apply to meetings of a Committee with references to the Chair, the Committee and other provisions modified as appropriate:
  - (a) Section 2 [Interpretation and Definitions];
  - (b) Section 4 [Additional and Alternative Procedural Rules];
  - (c) Section 7 [Cancellation and Rescheduling];
  - (d) Section 10 [Council Meetings by Electronic Means] at the discretion of the Chair Member noting the cost and availability of electronic meeting facilities;
  - (e) Section 12 [Open Meeting Rule];
  - (f) Section 13 [Calling to Order];

- (g) Section 14 [Adjourning the Meeting – No Quorum];
- (h) Section 22 [Minutes], except minutes are certified by the recording secretary;
- (i) Section 23 [Reading and Consideration of Motions], except a motion is not required to be seconded;
- (j) Section 27 [Amendments];
- (k) Part 7 [Voting];
- (l) Part 8 [Rules of Conduct and Debate] excluding subsection 35.1 to 35.3.

## **PART 11 – WORKSHOPS**

### **43. COUNCIL WORKSHOPS**

- 43.1. Members of Council may meet informally for educational, political, social or spiritual purposes, including attendance at the annual Union of British Columbia Municipalities conference and other such conferences.
- 43.2. 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    day of    ,    .

**READ A SECOND TIME** this    day of    ,    .

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

**PUBLIC NOTICE** given in accordance with the *Community Charter*,

**ADOPTED** this    day of    ,    .

**A TRUE AND CORRECT COPY** of "District of Ucluelet Council Procedures Bylaw No. 1300, 2021".

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Mayco Noël  
Mayor

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Joseph Rotenberg  
Corporate Officer

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

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Joseph Rotenberg  
Corporate Officer

## Appendix C



## REPORT TO COUNCIL

Council Meeting: xxxxxx

500 Matterson Drive, Ucluelet, BC V0R 3A0

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FROM:

FILE NO: XXXX-XX

SUBJECT:

REPORT NO: 21- XXX

ATTACHMENT(S):

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### RECOMMENDATION(S):

The recommendation(s) that Staff is presenting to Council for consideration.

### BACKGROUND:

Staff will provide Council with general information regarding the report topic and why Council is receiving the report.

### ANALYSIS OF OPTIONS

This section will provide analysis of options that Council could consider when considering whether to move the matter forward. Staff will outline the rationale for the proposed action they are requesting Council to consider and potential impacts of the decision.

The below table will provide a brief overview of options that Council could consider, highlighting pros and cons to the action and the implications the decisions may have. Option A will always be the recommended option for consideration with Options B onward as viable options that Council could also consider. With any report Council retains their prerogative to refer the report back to Staff for additional information, resolve to take an alternate course of action, or defer or drop the matter.

A	Option A (Recommended)	<u>Pros</u>	<ul style="list-style-type: none"><li>• xxx</li></ul>
		<u>Cons</u>	<ul style="list-style-type: none"><li>• xxx</li></ul>
		<u>Implications</u>	<ul style="list-style-type: none"><li>• Information on how the recommendation will impact the District on financial, policy and/or personnel.</li></ul>
B	Option B	<u>Pros</u>	<ul style="list-style-type: none"><li>• xxxx</li></ul>
		<u>Cons</u>	<ul style="list-style-type: none"><li>• xxxx</li></ul>

C		<u>Implications</u>	<ul style="list-style-type: none"> <li>Information on how the recommendation will impact the District on financial, policy and/or personnel.</li> </ul>
		<u>Suggested Motion</u>	Proposed alternate recommendation for Council to consider.
	Option C	<u>Pros</u>	<ul style="list-style-type: none"> <li>xxxx</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>xxxx</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>Information on how the recommendation will impact the District on financial, policy and/or personnel.</li> </ul>
		<u>Suggested Motion</u>	Proposed alternate recommendation for Council to consider.

#### POLICY OR LEGISLATIVE IMPACTS:

This section will provide a review of any policy or legislative impacts related to the subject matter to ensure the recommendations are in-line with the current policies, bylaws, provincial and federal legislation.

#### NEXT STEPS

This section will provide a summary of the next steps Staff will be undertaking to move the matter forward. This will include communications, filings, follow up reports, procedural processes etc.

**Respectfully submitted:**



## INFORMATION REPORT

Council Meeting: XXXXX

500 Matterson Drive, Ucluelet, BC V0R 3A0

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FROM:

FILE NO: XXXX-XX

SUBJECT:

REPORT NO: 21- XXX

ATTACHMENT(S):

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### PURPOSE

This report format will be utilized to provide Council with general information updates. These reports are intended for information purposes only and Staff is not requesting direction from Council.

### BACKGROUND

This section will provide an overview of the subject matter contained with the report.

### REPORT

This section will contain the reports subject matter and may be provided as an attachment.

Respectfully submitted:



## REPORT TO COMMITTEE OF THE WHOLE

Council Meeting:

500 Matterson Drive, Ucluelet, BC V0R 3A0

---

FROM:

FILE NO: XXXX-XX

SUBJECT:

REPORT NO: 21- XXX

ATTACHMENT(S):

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### SUMMARY OF DESIRED OUTCOME

This report is designed to gain understanding for Staff on the direction Council wishes to proceed with respect to policy, bylaws, objectives, new and existing priorities of Council. Staff will present an overview of the matter and ask specific questions of Council to clarify direction prior to developing a policy, bylaw or implementation of a priority.

### BACKGROUND

This section will provide an overview of the subject matter that Staff is requesting clarification on.

### KEY QUESTIONS

In this section Staff will be outlining various questions to which they are seeking clarification.

1. Which policy direction does Council wish Staff to pursue?
2. If so, what tools/options would Council like Staff to pursue?
3. What type/level of public engagement would Council like to see?

Respectfully submitted: