

DISTRICT OF SEHELDT

Council Procedure Amendment Bylaw No. 568-04, 2023

A bylaw to amend procedures for Council and Committee meetings.

WHEREAS the Council of the District of Sechelt has adopted "Council Procedure Bylaw No. 568, 2018";

AND WHEREAS Council wishes to amend Bylaw No. 568, 2018 to implement housekeeping updates to bring the Bylaw into alignment with current processes and provide clarity on the intent of the Bylaw;

NOW THEREFORE, the Council of the District of Sechelt in open meeting enacts as follows:

1. Title

This bylaw may be cited for all purposes as "District of Sechelt Council Procedure Amendment Bylaw No. 568-04, 2023".

2. Amendments

That the following changes be implemented to Council Procedure Bylaw 568, 2018:

- 2.1 The capitalization of section titles be updated to title case.
- 2.2 The words "under section 148 of the *Community Charter*" be added to the definition of "Corporate Officer".
- 2.3 Section 7. (3) be deleted in its entirety and replaced with the following:
 - "7. (3) The notice under subsection (1) must include:
 - (a) the purpose of the meeting; and
 - (b) the way in which the meeting is to be conducted by means of electronic or other communication facilities; and
 - (c) the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public; and
 - (d) the signature of the Mayor or the Corporate Officer."
- 2.4 The following be added as Section 9. (3): "9. (3) Members of Council must adhere to the District of Sechelt Council Code of Conduct Bylaw No. 619, and its amendments."
- 2.5 The word "Annually" be removed from Section 10. (1).

- 2.6 The words “including Advisory Commissions” be removed from Section 11. (3) (e).
- 2.7 A new section be added as 11. (3) (f) to read “ 11. (3) (f) Commissions”.
- 2.8 Section 12. (1) (d) be changed to become Section 12. (2) and subsequent subsections be re-numbered accordingly.
- 2.9 Section 12. (3) be deleted in its entirety and be replaced with:
- “12. (3) Subject to subsection (4), and in accordance with section 97(1) (b) of the Community Charter, public records of meetings must be available for inspection at the municipal office during scheduled office hours.”
- 2.10 Section 12. (4) be changed to reference subsection (3) instead of (2).
- 2.11 The word “audio” be removed from section 12. (5).
- 2.12 The words “uploaded to the District’s YouTube channel” be deleted from Section 12. (6) and replaced with “made available to the public”.
- 2.13 Replace the words “presiding member” with Chief Administrative Officer or their delegate” in section 15. (2).
- 2.14 The words “by Councillors and the public” be removed from section 15. (3).
- 2.15 Replace the word “unanimous” with the word “majority” in section 15. (5).
- 2.16 The title “Order of proceedings and business” on page 10 be changed to “Proceedings and Business”.
- 2.17 Section 16 (1) be deleted in its entirety and replaced with the following:

“16 (1) The agenda for all regular Council meetings shall contain the following matters:

1. Land Acknowledgement
2. Call to Order and Declaration of Conflict
3. Adoption of Agenda
4. Delegations & Proclamations
5. Business Items
6. Bylaws
7. Adoption of Minutes of Previous Meetings
8. Business Arising from the Minutes
9. Council Reports
 - (a) Sunshine Coast Regional District Representatives
 - (b) Councillors
10. Correspondence
11. Release of Closed Meeting Items
12. Adjournment

- 2.18 Section 17 (7) be deleted in its entirety and replaced with the following:

17. (7) No member present at the time of discussing the matter and voting on the matter may be absent from the vote – abstaining from the vote will not be noted and is counted as a vote in the affirmative;
- 2.19 Section 20. (12) be added to read “Members must conduct themselves according to Roberts Rules of Order for any meeting protocols not covered in this bylaw.”
- 2.20 Section 26, subsections (1) and (2) be amended to replace “Councillors” with “Any member of Council”.
- 2.21 Section 31 be deleted in its entirety and replaced with the following:
31. A bylaw introduced at a Council meeting must:
- (1) Have a distinguishing name;
- (2) Have a distinguishing number;
- (3) Contain an introductory statement of purpose;
- (4) Be divided into sections.
- 2.22 Section 33 be amended to include a provision following subsection 5, and the remaining subsections be renumbered accordingly:
- “33. (6) Council may give first, second and third reading to a proposed bylaw with one resolution”.
- 2.23 The word “is” be deleted from Section 42 (2) and be replaced with “may be”.

READ A FIRST TIME THIS	20TH	DAY OF DECEMBER, 2023
READ A SECOND TIME THIS	20TH	DAY OF DECEMBER, 2023
READ A THIRD TIME THIS	20TH	DAY OF DECEMBER, 2023
ADOPTED THIS	17TH	DAY OF JANUARY, 2024



 Mayor



 Corporate Officer