

ACRD Procedure Bylaw Review and Rewrite

March 12, 2025

Committee of the Whole Meeting



Meeting #1

Agenda

- Overview of Procedure Bylaw Review Process
- Describe other work that will come from this Review Process
- Review Legal Requirements
- Review Procedure Bylaw Components

Overview of Procedure Bylaw Review Process

- COW meetings
- Staff will guide committee through sections of Bylaw
- Staff will provide recommendations
- Committee will discuss & make decisions regarding changes to Bylaw
- Draft Bylaw will be presented
- Public notification



Considerations

**Procedure
Bylaw**

Policy

**Other
Bylaw**

**Guidance
Document**





Procedure Bylaw Applies to:

**ACRD
Regional
Board
&
ACRD
Hospital
Board**

15 Committees

EA
COW
AV&B
WCC
Personnel
Accessibility (*legally required*)
Transportation
Bamfield Area
Salmon Beach
Beaver Creek Water
Agriculture Advisory
Agriculture Development
Emergency Program Executive
Alberni Valley Regional Airport
Solid Waste Management Plan (Select)

*Local
Gov't
Act*

8 Commissions

Bamfield Parks } Bylaw 416
Sproat Lake Parks } Bylaw 417

Bamfield APC
Beaufort APC
Long Beach APC
Beaver Creek APC } Bylaw A1045
Cherry Creek APC }



Legal Requirements of a Procedure Bylaw *(LGA s. 225)*

- 1) Establish rules for Board & Committee meetings (including how bylaws are adopted & resolutions are passed).
- 2) Provide for advance public notice of the date, time and place of Board & Committee meetings.
- 3) Identify places as the 'Public Notice Posting Place'.

Consent Agenda

A consent agenda can be utilized for non-controversial items where no further debate is required.

Not a separate agenda, rather a separate item on the meeting agenda (near beginning of agenda).

Items can be separated out from consent agenda at the meeting if there are objections from a Board member (without a seconder).

Recommend only including items that are non-controversial such as:

- Meeting minutes for receipt and/or adoption
- Correspondence for Information (no action required)



Existing Area & Member Reports

1st Board Meeting of the Month

10.3 AREA REPORTS

(ALL/UNWEIGHTED)

- a. Electoral Area "A" (Bamfield) – B. Beckett
- b. Electoral Area "B" (Beaufort) – F. Boyko
- c. Electoral Area "C" (Long Beach) – V. Siga
- d. Electoral Area "D" (Sproat Lake) – P. Cote
- e. Electoral Area "E" (Beaver Creek) – S. Roth
- f. Electoral Area "F" (Cherry Creek) – M. Sparrow
- g. City of Port Alberni – S. Minions/D. Haggard
- h. District of Tofino – T. Stere
- i. District of Ucluelet – M. McEwen
- j. Huu-ay-aht First Nations – J. Jack
- k. Toquaht Nation – K. Johnsen
- l. Uchucklesaht Tribe Government – M. Cootes
- m. Yuułu?il?ath̓ Government – L. Mastrangelo

THAT the Board of Directors receive the Area Reports

2nd Board Meeting of the Month

10.3 MEMBER REPORTS

(ALL/UNWEIGHTED)

- a. 9-1-1 Corporation – B. Beckett
- b. Vancouver Island Regional Library – P. Cote
- c. Alberni Valley Chamber of Commerce – S. Minions
- d. Air Quality Council, Port Alberni – M. Sparrow
- e. Association of Vancouver Island & Coastal Communities – P. Cote
- f. Tsawak-qin Public Advisory Group – M. Sparrow
- g. Other Reports

THAT the Board of Directors receives the Member Reports.

Proposed Member Reports

1st Board Meeting of the Month

10.3 MEMBER REPORTS
(ALL/UNWEIGHTED)

2nd Board Meeting of the Month

10.3 MEMBER REPORTS
(ALL/UNWEIGHTED)



Legal Requirements

Provide for advance public notice of the date, time and place of Board & Committee meetings.

Section 6 – Time and Location of Meetings

Section 7 – Notice of Regular & Committee Meetings

Section 8 - Notice of Special Meetings

Section 9 – Electronic Meetings & Participation

Identify places as the ‘Public Notice Posting Place’.

Section 2 – Definitions.

The notice board located at the offices of the Regional District of Alberni-Clayoquot & the Regional District website.



Section 6. Time & Location of Meetings



Section	Content	Proposed Change
6.a.	All Board meetings in ACRD offices, except when the Board resolves to hold elsewhere	No proposed change
6.b.i	Board meetings held on 2 nd & 4 th Wed July & August = Board meeting on 4 th Wed December – Board meeting on 2 nd Wed	No proposed change
6.b.ii	Board meetings begin at 1:30pm	Board has requested discussion
6.b.iii.	Be adjourned at 5:30pm (unless 2/3 of Board resolves to extend time)	No proposed change
6.b.iv.	If Board meeting falls on Stat holiday, meeting will be held next day ACRD office is open	No proposed change
6.b.v. 6.b.vi	Board meetings may be cancelled (provided that 2 consecutive meetings aren't cancelled), or postponed	No proposed change
6.b.vii.	Prior to Jan 15 each year, Chair of Board shall establish a schedule of Board meetings for the year	Recommend changing date to Dec

Section 7. Notice of Regular Board & Committee Meetings

Section	Content	Proposed Change
7.a.	48 hours notice for all Board and Committee meetings by way of notice, posted at the Public Notice Posting Place <i>ACRD's Public Notice Posting Place is the 'notice board' in the lobby & the ACRD website</i>	No proposed change to 48 hour notice period, but recommend changing the ACRD Public Notice Posting Place to 'website only'
7.b.(i)(ii)	At least 24 hours before a regular meeting of Board or Committee, notice must give further public notice by posting a copy of agenda at public notice posting place and leaving copies of the agenda at the reception counter for the public	Modify wording to change from reception counter to boardroom.
7.c.	Send Agenda to Board/Committee members 48 hours in advance	No proposed change
7.d.	Public notice for electronic meetings must be given	No proposed change
7.e.	Notice must be given regarding change of Board/committee meeting	No proposed change

Section 8. Notice of Special Meetings

Section	Content	Proposed Change
8.a.(i)	Provide notice of Special Meetings 24 hours in advance	No proposed change
8.a.(ii)	Notify members of special meeting five days in advance	Local Government Act requires a min of 24 hour notice (and can be waived by unanimous vote of all directors). Recommend to change five days notice to minimum 24 hour notice.
8.b.	In case of emergency, notice can be given to hold a special meeting	Update to reflect new legislation: Notice of a special meeting may be waived by unanimous vote of all directors

Section 9. Electronic Meetings and Participation

Section	Content	Proposed Change
9.a.(i).	A member who is unable to attend in-person may participate by electronic means.	No proposed change
9.a.(ii)	Board members who participates electronically must advise the Corporate Officer at least 24 hours in advance.	Remove this requirement. Not legally required. Not current practice.
	Simplify remainder of section 9.	

Note:

Board meetings must have space for the public to attend to hear, or watch and hear the proceedings.

Committee/Commission meetings don't require a 'physical space' for meetings that are held electronically (ex. Bamfield Area Services Committee & Salmon Beach Committee – virtual only).

Discuss:

Consistency (electronic meeting vs livestream) across ACRD committees and commissions.

Legal Requirements continued

Establish rules for Board & Committee meetings (including how bylaws are adopted & resolutions are passed).

Section 3 – Application of Rules of Procedure

Section 4 – Inaugural Meeting

Section 5 – Election of the Chair and Vice-Chair

Section 11 – Minutes of Meetings to be Maintained & Available to the Public

Section 12 – Calling Meeting to Order

Section 13 – Adjourning Meeting Where No Quorum

Section 14 – Agenda

Section 15 – Order of Proceedings & Business

Section 17 – Voting at Meetings

Section 20 – Points of Order

Section 21 – Conduct & Debate

Section 22 – Motions Generally

Section 23 – Motion to Commit

Section 24 – Motion for the Main Question

Section 25 – Amendments Generally

Section 26 – Reconsideration by Member

Section 29 – Copies of Proposed Bylaws

Section 30 – Form of Bylaws

Section 31 – Readings & Adopting Bylaws

Section 32 – Bylaws Must be Signed

Section 33 – Introducing Resolutions



Section 3. Application of Rules of Procedure

Section	Content	Proposed Change
3.a.	This Bylaw applies to Board, committees, and Hospital Board	No proposed change
3.b.	In cases not covered by this Bylaw, Robert's Rules of Order apply	No proposed change

Section 4. Inaugural Meeting

Section	Content	Proposed Change
4.a.	Inaugural meeting held after Nov 1, Board shall elect Chair & Vice-Chair	No proposed change
4.b.	Inaugural meeting chaired by CAO until a chair is elected.	Propose to change CAO to Corporate Officer

Section 5. Election of the Chair and Vice-Chair

Section	Content	Proposed Change
5. a, c, d, e, f, g	How election of Chair & Vice-Chair is conducted	No proposed change
5.b.	CAO calls for nominations	Propose to change CAO to Corporate Officer

Section 10. Attendance of Public at Meetings

Section	Content	Proposed Change
10.a	All meetings are open to the public	No proposed change
10.b.	Resolution must be passed to close a meeting to the public	No proposed change
10.c.	Applies to all meetings described in <i>Community Charter</i>	Remove as this section applies to all meetings of the Board (commission, committee, Board of Variance, Parcel Tax Review Panel, Advisory Board established by the Board). Listed in Community Charter.
10.d	Chair may expel or exclude a person (who is acting improperly) in accordance with <i>Community Charter</i>	No proposed change

Section 11. Minutes of Meetings to be Maintained & Available to the Public

Section	Content	Proposed Change
11.a.	Minutes of the proceedings of the Board must be kept in accordance with the <i>Local Government Act</i>	No proposed change
11.b.	Minutes must be open for public inspection at the ACRD office	No proposed change
11.C	Inspection of minutes does not apply to in-camera minutes	No proposed change

Note for Discussion:

Advisory Planning Commissions (APC), Agriculture Advisory Committee (AAC), and Parks Commission Minutes have not historically been posted on the website. Minutes are available for inspection at the ACRD office (as per required legislation).

APC & AAC recommendations are included in Planning Application Staff Reports that go to the Board.