



Alberni-Clayoquot Regional District

Bylaw No. A1093

A bylaw to regulate the proceedings of the board of the Regional District of Alberni-Clayoquot

WHEREAS the *Local Government Act* requires that the Board must establish procedures to be followed for the conduct of its business and must, by bylaw:

- (a) establish the general procedures to be followed by the Board and by Board committees in conducting their business, including the manner by which resolutions may be passed and bylaws adopted;
- (b) provide for advance public notice respecting the date, time and place of Board and Board committee meetings and establish the procedures for giving that notice;
- (c) identify places that are to be public notice posting places for the purposes of the application of the *Community Charter* to the Regional District.

NOW THEREFORE the Board of the Regional District of Alberni-Clayoquot, in open meeting assembled, enacts as follows:

1. CITATION

This bylaw may be cited as “Regional District of Alberni-Clayoquot Procedure Bylaw No. A1093, 2026.”

2. DEFINITIONS

In this bylaw, unless the context requires otherwise:

“Board” means the Board of Directors of the Regional District of Alberni-Clayoquot, otherwise known as the Alberni-Clayoquot Regional District (ACRD);

“Chair” means the Chair of the Board who is elected under the *Local Government Act*, and may include the Vice Chair and an acting chair acting where authorized under the *Local Government Act*;

“Corporate Officer” means the Regional District officer assigned corporate administration responsibilities under the *Local Government Act* and includes that officer’s designate; otherwise known as the General Manager of Administrative Services;

“Committee” means a standing committee, select committee, or other committee or commission established by the Board;

“Director” means a member of the Board, whether as a municipal director, as an electoral area director, or as a Treaty First Nation director pursuant to the *Local Government Act*;

“Electronic Meeting” means a meeting where some or all Members are Electronic Participants;

“Electronic Participant” means a Member who participates in a meeting by means of electronic or other communication facilities;

“Hospital Board” means the governing and executive body of the Alberni-Clayoquot Regional Hospital District;

“Member” means a Director of the Board or a Member of any Board or Committee of the Regional District, and includes their alternate director if acting in the place of a Member;

“Public Notice Posting Place” means the notice board at the Regional District of Alberni-Clayoquot Administration Offices and the Regional District Website;

“Quorum” means the number of Members who must be present to conduct business, being a majority of the Board or Committee;

“Regional District” means the Regional District of the Alberni-Clayoquot;

“Select Committee” means a committee established by the Board, pursuant to the *Local Government Act*, to consider or inquire into any matter and report its findings and opinion to the Board, after which the select committee disbands;

“Standing Committee” means a committee established by the Board Chair, pursuant to the *Local Government Act*, that meets regularly to deliberate on matters the Chair considers would be better dealt with by committee; and

“Vice Chair” means the Vice Chair of the Board, who is elected under the *Local Government Act*.

3. APPLICATION OF RULES OF PROCEDURE

- 1) The provisions of this Bylaw govern the proceedings of the Board and all Committees, except as otherwise provided in this bylaw.
- 2) In cases not provided for under this Bylaw, the current edition of *Robert’s Rules of Order, Newly Revised* will apply to the extent that those rules are applicable in the circumstances and are not inconsistent with the provisions of this Bylaw, the *Local Government Act*, or the *Community Charter*.

4. INAUGURAL MEETING

- 1) The inaugural meeting of the Board shall be held at the first meeting of the Board following November 1 in each year where the Board shall elect a Chair and Vice Chair.
- 2) The meeting will be chaired by the Corporate Officer until such time as the Chair has been elected.
- 3) The Corporate Officer shall confirm that all Members have completed the oath of office as required by the *Local Government Act*.

5. ELECTION OF CHAIR AND VICE-CHAIR

- 1) The Corporate Officer shall call for nominations for the position of Chair.
- 2) A candidate must consent to the nomination.
- 3) If only one candidate is nominated for an office, that candidate shall be declared elected by acclamation.
- 4) If more than one candidate is nominated, each candidate or their representative will be given three minutes to address the Board in favour of their candidacy in the order of their nomination.
- 5) The election for Chair shall be conducted by secret ballot immediately thereafter.
 - a) If no candidate receives a majority on the first ballot, the candidate with the lowest votes is dropped and additional ballots are held until a majority is reached; ties after two ballots are resolved by drawing lots.
 - b) The Vice-Chair election follows the same process.
 - c) The Chair serves as Vice-Chair of the Hospital Board; the Vice-Chair serves as Chair of the Hospital Board.

6. TIME AND LOCATION OF MEETINGS

- 1) Regular Board meetings are held at the Regional District Administration Office unless otherwise resolved.
- 2) Regular Board meetings will occur on the second and fourth Wednesday of each month, with the following exceptions: one meeting in July and August held on the fourth Wednesday, and one meeting in December on the second Wednesday; unless otherwise resolved.
- 3) Regular Board meetings begin at 1:30 pm and will adjourn after 3.5 hours unless the Board resolves by 2/3 majority of Members present to proceed beyond that time.
- 4) Notwithstanding subsection 3, a motion to adjourn shall always be in order; if said motion fails, no second motion to the same effect shall be made until some intermediate proceeding shall have taken place.

- 5) The schedule of meetings for the year will be established by the Chair and posted at the Public Notice Posting Place, by the last Board meeting in November each year.

7. NOTICE OF REGULAR BOARD AND COMMITTEE MEETINGS

- 1) At least 48 hours before a regular meeting, the Corporate Officer must give public notice of time, place, and date of the meeting by way of a notice posted at the Public Notice Posting Place.
- 2) At least 24 hours before a regular meeting, the agenda must be posted on the Website, and copies made available in the Boardroom for the public.
- 3) The procedure bylaw must also provide for advance public notice of the way electronic meetings will be conducted and the place where the public may attend to hear, or watch and hear, any open proceedings, where applicable.

8. NOTICE OF SPECIAL MEETINGS

- 1) A special meeting of the Board may be called by the Corporate Officer in accordance with the *Local Government Act* on the request of the Chair or any two Directors.
- 2) Notice of a special meeting is to be provided in accordance with the *Local Government Act*, at least 24 hours in advance of the meeting by posting a copy of the notice at the Public Notice Posting Place, posting a copy of the notice at the regular board meeting place, and by sending to each Director. The notice of a special meeting may be waived by a unanimous vote of all members.
- 3) Notice of a special meeting shall state the general purpose, date, time and place of the meeting.

9. ELECTRONIC MEETINGS AND PARTICIPATION

- 1) Provided the requirements set out in the *Regional District Electronic Meetings Regulation* are met, Regular Board meetings, special Board meetings and Committee meetings will be conducted electronically or as an In-Person meeting.
- 2) Advance notice of electronic meetings will be provided advising the way in which the meeting is to be conducted by means of electronic or other communication facilities, and the public where the public may attend hear, or watch and hear, the proceeding that are open to the public, as follows:
 - a. Notice of the meeting will be provided, pursuant to the *Local Government Act* and *Community Charter*;
 - b. The agenda cover sheet will include details on the way in which the meeting is to be conducted by means of electronic or other communication facilities; and

- c. Details will be included in on the agenda cover sheet and the Regional District's website noting the place where the public may attend to hear, or watch and hear, the meeting.
- 3) For Regular Board or Special Board meetings, the public may attend the meeting at a specified place to hear, or watch and hear, any part of the meeting that is open to the public with a designated Regional District Officer in attendance.
- 4) A member who is unable to attend in-person at a Board meeting, special Board meeting, or committee meeting may participate in the meeting by means of electronic or other communication facilities.
- 5) A member participating in a meeting under this section is deemed to be present at the meeting.
- 6) A member participating by audio means only, must indicate their vote verbally.
- 7) Although every effort will be made to accommodate electronic participation in meetings, nothing in this bylaw shall be construed to guarantee any member electronic access to a meeting, and electronic participation will be restricted by equipment. Equipment failure or other occurrence that prevents or limits electronic participation will not result in meeting adjournment unless the failure results in loss of quorum.
- 8) A member participating by electronic means must, if applicable, ensure no person other than themselves or a person authorized under the *Community Charter* is able to hear, or watch and hear, that part of a meeting that is closed to the public.

10. ATTENDANCE OF PUBLIC AT MEETINGS

- 1) Pursuant to the *Local Government Act* and the *Community Charter*, a meeting must be open to the public, except where it has been resolved to close a meeting to the public in accordance with the *Community Charter*.
- 2) Despite subsection 1, the Chair may expel a person from a meeting if the Chair considers that the person is acting improperly.

11. IN-CAMERA MEETINGS

- 1) In-Camera subject matters are restricted to matters set out in the *Community Charter* and the *Freedom of Information and Protection of Privacy Act*.
- 2) No items may be added to a closed (In-Camera) meeting agenda while such a meeting is in progress unless authorized by resolution at an open meeting.
- 3) The Board, may by motion, bring forward to the open meeting, any of the motions and/or written material received in a closed meeting.
- 4) Directors or Alternate Directors attending on behalf of a Director are the only persons permitted to participate in discussion at an In-Camera meeting unless otherwise authorized by the Chair.

- 5) Alternate Directors will receive In-Camera agendas for meetings if they are replacing their respective absent Director at the meeting, if staff have been advised by the regular Director of the Alternate Director's attendance with sufficient notice.

12. MINUTES

- 1) Minutes of the proceedings of the Board must be legibly recorded in the format established by the Corporate Officer, signed by the Chair or the member presiding at such meeting or at the next meeting at which they are adopted.
- 2) Minutes of proceedings of committees must be legibly recorded in the format established by the Corporate Officer and signed by the chair or member presiding.
- 3) Minutes of proceedings of Board and committee meetings are available for public inspection at the Regional District office during regular office hours.
- 4) Subsection 3 does not apply to minutes of a meeting from which persons were excluded under Section 10 (1).

13. OPENING PROCEDURES

- 1) The Chair of the Board or Committee, if present, shall preside over the meeting. In the absence of the Chair, the Vice-Chair shall preside.
- 2) In the absence of both the Chair and Vice-Chair, the members by resolution, shall select an acting Chair to preside during the meeting, or until the arrival of the Chair or Vice-Chair.
- 3) The Chair will call the meeting to order as soon as quorum is present, but not before the time the meeting was scheduled to commence.
- 4) If quorum is not present within 15 minutes after the time established for a meeting, the Corporate Officer shall record the names of the members present and adjourn the meeting.

14. AGENDA

- 1) The Corporate Officer shall prepare an agenda and circulate a copy of the agenda to each member at least 48 hours prior to the meeting and make the agenda available to the public at least 24 hours before the meeting.

15. LATE ITEMS

- 1) An item not included on the agenda must not be considered at a meeting unless introduction of the late items is approved at the time allocated on the agenda (Approval of the Agenda), by way of a motion passed by 2/3 vote of the members present.
- 2) Items that may be considered as late items include:

- a) Matters arising after the preparation of the agenda and which, if not acted upon in a timely manner, would prejudice or compromise either the Regional District's position or the position of a constituent or group of constituents.
- 3) Information pertaining to late items for possible consideration at any meetings of the Board will be distributed to the Directors prior to the meeting.

16. ORDER OF BUSINESS

1. The order of business for regular Board meetings will ordinarily be as follows, and this order may be modified at any regular Board meeting by a majority vote:
 - a) Call to Order
 - b) Territorial Acknowledgement
 - c) Approval of Agenda
 - d) Invited Presentations
 - e) Delegations
 - f) Consent Agenda
 - g) Items Removed from Consent Agenda
 - h) Public Input Period
 - i) Correspondence for Information
 - j) Correspondence for Action
 - k) Request for Decision Reports
 - l) Planning Matters
 - m) Reports
 - n) Other Business
 - o) Question Period
 - p) In-Camera
 - q) Report out from In-Camera
 - r) Adjourn

17. CONSENT AGENDA

1. The consent agenda portion of a Board agenda shall consist of non-controversial, routine items that typically do not require discussion (e.g., receipt/adoption of minutes).
2. Directors may vote on and adopt in one motion all recommendations appearing on the consent agenda portion of a Board agenda.
3. At any time prior to the vote under subsection 2, a Director may for the purposes of:
 - a) debate or discussion,
 - b) voting in opposition to a recommendation on the consent agenda, or
 - c) declaring a conflict of interest with respect to an item on the consent agenda,

request that an item be removed from the Consent Agenda for separate consideration. The item will be considered immediately after the consideration of the consent agenda.

18. PUBLIC INPUT – COMMENT ON AGENDA ITEMS, DELEGATIONS, QUESTION PERIOD

- 1) The ACRD values public input and provides for members of the public to address the Board during Board meetings at three points in the agenda:
 - a) Public comment on agenda items – up to 15 minutes is provided at the start of regular Board meetings and all Committee meetings (excluding Commissions) for members of the public to address the Board/Committee on agenda items, other than items that are restricted under Section 18 (7). To accommodate as many speakers as possible, each will have up to three (3) minutes to provide comment.
 - b) Delegations – Individuals or organizations that wish to address the Board or Committee (excluding Commissions) on a matter within the ACRD’s jurisdiction may apply to appear as a delegation in accordance with this section, including those wishing to speak on a Development Variance Permit or a Temporary Use Permit, at the Board meeting during which the permit will be considered.
 - c) Question period – up to 15 minutes is provided at the end of regular Board meetings and all Committee meetings (excluding Commissions) for members of the public to ask about matters included on the agenda or discussed during the meeting. To accommodate as many speakers as possible, each will have up to three (3) minutes to ask questions, including up to one follow-up question.
- 2) Individuals wishing to address the Board/Committee on an agenda item(s) must:
 - a) state their name and civic street, for the record;
 - b) subject to Section 18 (7), restrict comments to only matters on the agenda;
 - c) state the agenda items(s) they wish to comment on;
 - d) not utilize video, presentation, handouts or props;
 - e) stay within the three (3) minute speaking time; and
 - f) not speak more than once, unless all others who wish to speak have spoken within the time allotted.
- 3) Subject to the restrictions in Section 18 (7), individuals or organizations may apply to appear as a delegation at a regular Board or Committee meeting (excluding Commissions) by submitting a request to the Corporate Officer on the prescribed form, at least seven (7) days in advance of the meeting. The Corporate Officer may schedule delegations to another Board or Committee meeting as deemed appropriate according to the subject matter of the delegation and available room on an agenda. The Corporate Officer shall make a determination on whether a delegation request is outside the jurisdiction of the ACRD, and will notify the requestor if the request to appear as a delegation is not accepted.

- 4) Delegates may submit an executive summary of up to two (2) pages for inclusion in the agenda, seven (7) days in advance of the meeting.
- 5) Delegations are limited to three (3) per meeting, unless resolved by 2/3 majority of members present. Delegations shall have up to ten minutes to speak unless a longer period is agreed to by a vote of 2/3 majority of members present. Delegations must restrict their remarks to the topic indicated on the application.
- 6) Delegates using an audio-visual presentation must provide a copy of their presentation to the Corporate Officer no later than 48 hours prior to the scheduled meeting.
- 7) Delegates addressing the Board or Committee under this section shall not be heard on:
 - a) a bylaw in respect of which a public hearing has been held, is not required to be held, or must not be held, under the *Local Government Act*;
 - b) a Development Variance Permit or a Temporary Use Permit unless the delegate is addressing the Board at the meeting during which the permit will be considered;
 - c) matters where legal proceedings are ongoing and judgement has not been rendered;
 - d) matters that are subject of a claim for damages;
 - e) personnel matters;
 - f) publicly tendered contracts or proposal calls for the provision of goods, services or construction for the ACRD between the time that such contract or proposal has been issued and the time such contract or proposal call has been awarded by the Board or staff.

19. CONDUCT AND DEBATE

- 1) A Member may speak to a question or motion at a Board meeting only if that Member first addresses the Chair.
- 2) Members will address the Chair as "Chair _____" and refer to each other as "Director_____".
- 3) No Member must interrupt a Member who is speaking except to raise a point of order.
- 4) If more than one Member speaks the Chair must call on the Member who, in the Chair's opinion, first spoke.
- 5) Members who are called to order by the Chair:
 - a) must immediately stop speaking;
 - b) may explain their position on the point of order; and
 - c) may appeal to the Board of its decision on the point of order.
- 6) Members speaking at a Board meeting:
 - a) Must use respectful language;
 - b) Must not use offensive gestures or signs;
 - c) Must speak only in connection with the matter being debated;

- d) Must adhere to the rules of procedure established under the Bylaw and to the decisions of the Chair and the Board in connection with the rules and points of order.
- 7) If a Member does not adhere to subsection 6 or the Chair considers the Member is acting improperly, the Chair may order the Member to leave the Member's seat, and:
 - a) If the member refuses to leave, the Chair may cause the Member to be removed by a peace officer from the Member's seat; and
 - b) If the Member apologizes to the Board, the Board may, by resolution, allow the Member to retake the Members seat.
- 8) A Member may require the question being debated at a Board meeting to be read at any time during the debate if that does not interrupt another Member who is speaking.
- 9) The following rules apply to limit speech on a matter being considered at a Board meeting including allowing a member to speak more than once in connection with the same questions only:
 - a) With the permission of the Board; or
 - b) If the Member is explaining a material part of a previous speech without introducing a new matter;
 - c) A member who has made a substantive motion to the Board may reply to the debate;
 - d) A Member who has moved an amendment, the previous question, or an instruction to a Committee may not reply to the debate; and
 - e) A Member may speak to a question, or may speak in reply, for longer than a total of fifteen minutes only with the permission of the Board.
- 10) If the Chair desires to leave the meeting, they shall call on the Vice-Chair to take their place until they return to the meeting.
- 11) The Chair shall preserve order and decide all points of order which may arise.

20. VOTING

- 1) Voting rules will be in accordance with the *Local Government Act*.
- 2) A vote will be taken when the Chair is satisfied that the intent of the motion is clear.
- 3) The Chair must declare the motion carried or defeated.
- 4) Each Director who does not signify their vote upon the question, will be recorded as voting in the affirmative.
- 5) On any motion where the number of votes are equal, the motion is defeated.
- 6) The names of the members who moved and seconded a motion presented to the Board will not be recorded in the minutes.
- 7) Where a member calls for a recorded vote, the names of the members opposed shall be recorded in the minutes.

- 8) A call for a recorded vote must be made before the question is put forth.
- 9) All votes on motions will be recorded as either:
 - a) Carried unanimously;
 - b) Carried; or
 - c) Defeated.

21. MOTIONS GENERALLY

- 1) A motion shall be made and seconded before being debated or finally put to vote by the Chair.
- 2) If a motion is not seconded, the motion is “lost for lack of a seconder”.
- 3) When a motion is under debate a member may only make the following motions in order of precedence: to refer it, to amend it, to table it, postpone to a certain time, call the question, and adjourn.
- 4) After a motion has been made, it is deemed to be in possession of the Board, but may, with the permission of the Board, be withdrawn at any time by the mover and the seconder, before decision or amendment.
- 5) Upon request of a member, a vote must be conducted separately on each distinct part of a question that is under consideration at a Board meeting.

22. AMENDMENT TO A MOTION

- 1) Any member may move to amend a motion that is under debate provided that the amendment is relevant to the main motion and does not materially change its purpose.
- 2) Amendments shall be voted on in the reverse order to that in which they are moved.
- 3) An amendment may be amended only once.
- 4) An amendment that has been defeated by a vote cannot be proposed again.
- 5) A member may propose an amendment to an adopted amendment.

23. RECONSIDERATION

- 1) After a vote has been taken on any motion, except one of postponing a subject, a Member who voted with the prevailing side may move a reconsideration of the motion.
- 2) A motion to reconsider requires 2/3 of the votes cast by the Board to pass. If the motion to reconsider is passed, the matter must be put before those eligible to vote on the original motion for reconsideration and voted upon in accordance with the *Local Government Act*.
- 3) The Board must not reconsider any motion that:
 - a) has been acted upon by any officer or employee of the Regional District;
 - b) received the assent or approval of the electors and subsequently adopted by the Board; or
 - c) has been reconsidered under the subsection 1 of this Bylaw.
- 4) On a reconsideration under this section, the Board:

- a) must deal with the matter as soon as convenient, and
 - b) on that reconsideration, has the same authority it had in its original consideration of the matter, subject to the same conditions that applied to the original consideration.
- 5) If the original decision was the adoption of a bylaw or resolution and that decision is rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.

24. NOTICE OF MOTION

- 1) Any Director may serve a notice of motion to the Board:
 - a) By providing the Corporate Officer with a written copy of such motion, to be read out during the 'other business' portion of a meeting, recorded in the meeting minutes and added to the agenda of the next Board meeting, or to an agenda of a special Board meeting; or
 - b) By providing the Corporate Officer with a written copy of such motions, no later than seven (7) days prior to the scheduled meeting, and the Corporate Officer must add the motion to the agenda for consideration at said meeting.
- 2) A Notice of Motion may not proceed in the absence of the mover, unless the mover has provided the Corporate Officer with written notification that the Notice of Motion may proceed in their absence.

25. BYLAWS

- 1) A bylaw may be introduced at a meeting only if it is on the agenda and a copy of it has been provided to each Director before the meeting, or if it has been duly added as a late item under Section 15.
- 2) A bylaw is deemed to be read when its title or bylaw number is stated.
- 3) Every proposed bylaw must be given first, second, and third reading before it is passed and finally adopted.
- 4) A bylaw other than a Zoning and Official Community Plan Bylaw, may be introduced and given first, second and third readings at the same meeting by one motion for all three readings.
- 5) Any bylaw which does not require approval, consent, or assent under the provisions of the *Local Government Act* or any act prior to the adoption of the bylaw, may be adopted at the same meeting at which is passed third reading, provided the motion for adoption receives an affirmative vote of at least 2/3 of the votes cast, otherwise, the Board must not adopt a bylaw on the same day it has given third reading.
- 6) After a bylaw is adopted and signed by the Corporate Officer and the Chair of the meeting it was adopted at, the bylaw will be placed in the Regional District's records for

safekeeping with the dates of its reading, adoption and any required approvals that have been obtained forming part of the bylaw.

26. COMMITTEES

- 1) Select and standing committee appointments may be made pursuant to the *Local Government Act* as follows:
 - a) The Chair may establish standing committees for matters that Chair considers would be better dealt with by Committee and may appoint persons to those committees no later than the end of January each year;
 - b) The Board may appoint a select committee to consider or inquire into any matter and report its findings and opinion to the Board and will then be automatically dissolved.
- 2) Voting at Committees:
 - a) A member of a committee shall have one vote only;
 - b) Members of the Board may attend meetings of any committee and may participate in discussions; however, only Directors who have been appointed to a Committee or an Alternate Director attending in the absence of an appointed Director, may introduce a resolution or vote on the proceedings.
- 3) Scheduling of committee meetings will be in accordance with the Terms of Reference.
- 4) All committee recommendations are subject to the approval of the Board, except where the Committee has, by bylaw, been delegated a power, duty or function of the Board.

27. SEVERABILITY

- 1) If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.

28. REPEAL

- 1) Bylaw No. A1075, Regional District of Alberni-Clayoquot Board Procedures Bylaw, 2012 and all amendments thereto are hereby repealed.

Public Notice given this 28th day of January, 2026.

Read a first time this 25th day of February, 2026.

Read a second time this 25th day of February, 2026.

Read a third time this 25th day of February, 2026.

Adopted this 25th day of February, 2026.

John Jack

John Jack
Chairperson

Cynthia Dick

Cynthia Dick
Corporate Officer