



Public Information Package

December 7, 2020 at 7:00 pm

*Electronic Council meeting, in accordance with
Ministerial Order M192.*

Council Procedure Amendment Bylaw

Proposed Bylaw:	Council Procedure Amendment Bylaw No. 803 (728-02), 2020
Amendment:	The purpose of this bylaw is to amend the District of Sooke's Council Procedure Bylaw to change the time of Committee of the Whole meetings from 1:00 pm to 7:00 pm.

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*Please note that written and verbal submissions will
become part of the public record.*

Printed December 1, 2020

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Notice of Intent to Adopt

(pursuant to sections 124 and 94
of the Community Charter)

**Council Procedure Amendment
Bylaw No. 803 (728-02), 2020**

NOTE: Please note, members of the public will not be permitted to attend the Council meeting as physical distancing cannot be achieved. Please see instructions for public input below.

Notice is hereby given that the District of Sooke Council will consider adoption, in accordance with Ministerial Order M192, of the *Council Procedure Amendment Bylaw No. 803 (728-02), 2020* at the **December 14, 2020**, Regular Council meeting.

Date: **Monday, December 14, 2020**
Meeting Time: **7:00 p.m.**
Place: **District of Sooke, Council Chambers**
2225 Otter Point Road

The purpose of this bylaw is to amend the District of Sooke's Council Procedure Bylaw. to change the time of Committee of the Whole meetings from 1:00 pm to 7:00 pm.

Copies of the proposed bylaw are available for public inspection starting **Wednesday, December 2, 2020** until **Monday, December 14, 2020** on the District's website www.sooke.ca, as well at the front reception counter of the District of Sooke Municipal Hall, between the hours of 8:30 a.m. and 4:30 p.m., excluding weekends and statutory holiday

Public Input:

Due to the current COVID-19 environment, the Province has provided governments directive in the form of Ministerial Order M192 enabling Councils to hold electronic meetings. Members of the public are invited to participate in one of the following ways:

1. **Submit written comments to Council**

Should you have any concerns or comments you wish to convey to Council, please submit in writing by fax to 250-642-0541, email corp@sooke.ca or deliver in person to the Corporate Officer at the District Municipal Offices no later than **Monday, December 14, 2020 at 12:00 pm**.

2. **Register to Speak Live**

You can register to speak live via phone. Once registered, you will be provided with a phone number and instructions to call to join the live meeting. To register to speak live and to receive further instructions, email corp@sooke.ca or phone 250-642-1634. The deadline to register to speak live is **Monday, December 14, 2020 at 12:00 pm**.

3. **Register to Participate Electronically**

If you have a webcam and microphone, you can register to participate via a Microsoft Teams Meeting with a valid email address. Once registered, an invitation to participate will be sent to your email. To register to participate electronically, email corp@sooke.ca or phone 250-642-1634. The deadline to register to speak live is **Monday, December 14 at 12:00 pm**

Only registered participants will be admitted to the meeting. Please be advised that the opinions you express orally and any submissions to Council will become part of the public record and are subject to disclosure under the *Freedom of Information and Protection of Privacy Act (FOIPPA)*.

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**DISTRICT OF SOOKE
COUNCIL PROCEDURE AMENDMENT
BYLAW No. 803**

A bylaw to amend the “Council Procedure Bylaw No. 728, 2019” to update the time for Committee of the Whole meetings.

The Council of the District of Sooke, in open meeting assembled, enacts as follows:

Citation

1. This Bylaw is cited as the “Council Procedure Amendment Bylaw No.803 (728-02), 2020”.

Amendments

2. Section 37(1) is hereby amended by deleting subsections (b) and (c) and replacing them with new subsections (b) and (c) as follows:

“(b) begin at 7:00 pm; and

(c) be adjourned at 10:00 pm on the day scheduled for the meeting unless the COTW resolves to proceed beyond that time.”

READ a FIRST, SECOND and THIRD time the 23 day of November, 2020.

PUBLIC NOTICE placed the 2 day of December and the 9 day of December, 2020.

ADOPTED the ____ day of December, 2020.

Maja Tait
Mayor

Carolyn Mushata
Corporate Officer

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6.5. Council Procedure Amendment Bylaw No. 803

The Corporate Officer provided an overview of the written staff report, which amends the Council Procedure Bylaw to change the time of Committee of the Whole meetings to occur in the evenings, with the additional suggestion of meetings to begin at 6 p.m..

Council discussion:

- Support for 6 pm start time, however, some members of Council are unavailable at this time and to simplify meeting schedules should remain at the same time as all other Council meetings.

2020-235

MOVED by Councillor Ebony Logins, seconded by Councillor Megan McMath:
THAT Council give First, Second, and Third reading to Council Procedure Amendment Bylaw No. 803 (728-02), 2020.

WITHDRAWN

Council discussion:

- The importance of ensuring Committee of the Whole meetings end at an appropriate time, 11 pm is too late and Council suggested amending to 10:00 p.m.

2020-236

MOVED by Councillor Ebony Logins, seconded by Councillor Megan McMath:
THAT Council give First reading to the Council Procedure Amendment Bylaw No. 803 (728-02), 2020.

CARRIED UNANIMOUSLY

In Favour: Councillor Ebony Logins, Councillor Megan McMath, Mayor Maja Tait, Councillor Jeff Bateman, Councillor Al Beddows, Councillor Tony St-Pierre, and Councillor Dana Lajeunesse

2020-237

MOVED by Councillor Tony St-Pierre, seconded by Councillor Dana Lajeunesse:
THAT Council give Second reading to the Council Procedure Amendment Bylaw No. 803, (728-02), 2020, as amended by striking "11:00 pm" and inserting "10:00 pm".

CARRIED UNANIMOUSLY

In Favour: Councillor Ebony Logins, Mayor Maja Tait, Councillor Jeff Bateman, Councillor Al Beddows, Councillor Megan McMath, Councillor Tony St-Pierre, and Councillor Dana Lajeunesse

2020-238

MOVED by Councillor Jeff Bateman, seconded by Councillor Tony St-Pierre:
THAT Council give Third reading to the Council Procedure Amendment Bylaw No. 803, (728-02), 2020.

CARRIED UNANIMOUSLY

In Favour: Mayor Maja Tait, Councillor Jeff Bateman, Councillor Al Beddows, Councillor Ebony Logins, Councillor Megan McMath, Councillor Tony St-Pierre, and Councillor Dana Lajeunesse

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Council Procedure Amendment Bylaw No. 803

RECOMMENDATION:

THAT Council give First, Second, and Third Reading to "Council Procedure Amendment Bylaw No. 803 (728-02), 2020".

Report Summary:

The amendment to the Council Procedure Bylaw is to change the time of Committee of the Whole meetings to occur in the evenings as directed by Council.

Previous Council Action:

At the November 9, 2020 Regular Council meeting the following resolution was passed: THAT Regular, Special, and In-Camera Council meetings be scheduled with the intent of all Council attending; AND

THAT Council direct staff to bring back the Council Procedure Bylaw with the intent to adjust the time Committee of the Whole meetings to occur in the evenings.

Report:

A Council must establish the general procedures and rules to be followed by Council and Council Committees while conducting business at their meetings. This must be completed by bylaw, as are any amendments to the procedure.

The current Council Procedure Bylaw was adopted on June 10, 2019 and amended on July 27, 2020, for the following:

- incorporate best practices for meeting notices, electronic participation, minute-taking, agenda order and appeals;
- to remove adopted minutes from issues for public input; and
- to change the meeting time of Committee of the Whole meetings to 1:00 p.m.

The bylaw amendment has been drafted to hold Committee of the Whole meetings at 7:00 pm, however, staff encourage Council to consider a 6:00 pm start time and a 10:00 pm adjournment.

Legal Impacts:

In accordance with section 124(3) of the *Community Charter*, notice will be provided regarding the proposed amendment prior to adoption for two consecutive weeks in accordance with s. 94 of this same *Act*.

Attached Documents:

[803 \(728-02\) Council Procedure Amendment, 2020](#)

Approved by
Carolyn Mushata, Corporate Officer
Norm McInnis, Chief Administrative Officer

Approved - 18 Nov 2020
Approved - 18 Nov 2020



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COUNCIL PROCEDURE AMENDMENT
BYLAW No. 803**

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READ a FIRST, SECOND and THIRD time the ____ day of November, 2020.

PUBLIC NOTICE placed the ____ day of November and the ____ day of December, 2020.

ADOPTED the ____ day of December, 2020.

Maja Tait
Mayor

Carolyn Mushata
Corporate Officer