



# REGIONAL DISTRICT of Fraser-Fort George

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## REPORT FOR CONSIDERATION

TO: Chair and Directors File No.: BOA 1.14

FROM: M. Connelly, General Manager of Legislative and Corporate Services

DATE: October 1, 2024

SUBJECT: Proposed Amendments to Regional Board Procedure Bylaw No. 3267, 2022

SUMMARY: Purpose: Consider First Three Readings of Amendment Bylaw No. 3368, 2024

Attachments:

1. Regional Board Procedure Bylaw No. 3267, 2022
2. Proposed Amendment Bylaw No. 3368, 2024

Previous Reports: None

### RECOMMENDATION(S):

1. THAT the report dated October 1, 2024 regarding “Proposed Amendments to Regional Board Procedure Bylaw No. 3267, 2022” be received for information.
2. THAT Regional Board Procedure Bylaw No. 3267, 2022, Amendment Bylaw No. 3368, 2024 be now introduced and given first, second and third readings.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority

### ISSUE(S):

At the September Regional Board meeting, Administration was directed to prepare an amendment to Regional Board Procedure Bylaw No. 3267, 2022 to require that votes in opposition to a motion be recorded in the meeting minutes except at the request of a Director that their vote not be recorded.

The proposed amendments are set out in the attached Regional Board Procedure Bylaw No. 3267, 2022, Amendment Bylaw No. 3368, 2024.

### RELEVANT POLICIES:

1. *Local Government Act*, Section 225
  - requires that a board must establish, by bylaw, the general procedures to be followed by the board and board committees in conducting their business
  - requires advance public notice be given describing the proposed changes to the procedure bylaw in general terms
2. *Community Charter*, Section 94
  - provides requirements for the publishing of public notice
3. Public Notice Bylaw No. 3316, 2023
  - as authorized under Section 94.2 of the *Community Charter*, provides for alternate means of publishing a Public Notice for such matters, instead of the default publication requirements
4. Regional District Public Notice Additional Methods of Publication Policy RD-24-23
  - provides additional methods of publishing Public Notices when required under Section 94 of the *Community Charter* for each Electoral Area recognizing the principles of effective Public Notice that include reliability, suitability, and accessibility.

- 5. Regional Board Procedure Bylaw No. 3267, 2022
  - regulates the proceedings of the Regional Board and its Committees

**STRATEGIC PRIORITIES ALIGNMENT:**

- |                                                                        |                                                                   |                                                     |                                                                       |
|------------------------------------------------------------------------|-------------------------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------------------------|
| <input type="checkbox"/> Indigenous and Intergovernmental Partnerships | <input type="checkbox"/> Organizational Strength and Adaptability | <input type="checkbox"/> Quality Community Services | <input type="checkbox"/> Environmental Stewardship and Climate Action |
| <input type="checkbox"/> Awareness and Engagement                      | <input checked="" type="checkbox"/> Statutory or Routine Business |                                                     |                                                                       |

**SERVICE RELEVANCE:**

N/A

**FINANCIAL CONSIDERATION(S):**

There are no financial implications to amending Regional Board Procedure Bylaw No. 3267, 2022.

**OTHER CONSIDERATION(S):**

The recording of Board and Committee meeting minutes is a statutory requirement and important for providing transparency in decision making and governance.

**DECISION OPTIONS:**

- 1. Approve recommendations.
  - Statutory notice would be provided and Regional Board Procedure Amendment Bylaw No. 3368, 2024 will be returned to the Board for consideration of adoption at the November meeting.

Other Options:

- a. do not approve recommendations:
  - provide additional amendments to Regional Board Procedure Bylaw No. 3267, 2022.
- b. postpone decision and provide direction to Administration on the additional information required.

**COMMENTS:**

Within Procedure Bylaw No. 3267, 2022, various sections have been identified for amendment to reflect the proposed change in the procedure of recording the names of those Directors in opposition to a motion. The sections include voting procedures, minutes, and electronic participation. These proposed amendments would apply to Regional Board, Regional Hospital District Board, Committee and Commission meetings.

Subject to the amendment bylaw receiving first three readings, statutory notice would be provided to inform the public of the proposed changes and that the Board will consider adoption of Amendment Bylaw No. 3368, 2024 at their November meeting.

Respectfully submitted,

“M. Connelly”

Maureen Connelly  
General Manager of Legislative and Corporate Services

MC:jg



# **REGIONAL DISTRICT of Fraser-Fort George**

**Procedure Bylaw No. 3267, 2022**

**Regional Board Procedure Bylaw No. 3267, 2022**  
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**REGIONAL DISTRICT  
of Fraser-Fort George**

**BYLAW NO. 3267**

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**A BYLAW TO REGULATE THE PROCEEDINGS OF THE REGIONAL BOARD AND ITS COMMITTEES**

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**WHEREAS** the Regional District Board must, by bylaw enacted pursuant the *Local Government Act*, establish the general procedures to be followed at meetings of the Regional District Board and Board committees including the procedures for passing bylaws and resolutions, and for providing advance public notice of such meetings;

**AND WHEREAS** the Regional District Board desires to establish the general procedures for meetings of the Regional District Board and Board committees which are to be guided by principles of efficiency, accountability and procedural fairness;

**AND WHEREAS** advance public notice regarding this Bylaw has been provided as required under the *Local Government Act*;

**NOW THEREFORE** the Board of Directors of the Regional District of Fraser-Fort George, in open meeting assembled, enacts as follows:

**PART 1: INTERPRETATION**

**1.0 Definitions**

1.1 In this Bylaw, unless the context otherwise requires:

**“adjournment”** means the completion of a meeting due to the conclusion of its business until the next scheduled session;

**“administrative briefing”** means an informal meeting of one or more Members for the purpose of the provision of procedure or process information by Administration at which no decisions are made and no minutes are recorded;

**“agenda”** means an itemized list of matters that are proposed to be considered at a meeting;

**“agenda deadline”** means the date and time established by the corporate officer for ensuring that each meeting agenda complies with the publication, distribution and notification requirements of this Bylaw;

**“appointment”** means the selection of a person to fill a position on the Board, a committee or another agency;

**“assembly”** means a duly called meeting of the Regional Board or a committee, whether or not a quorum is present;

**“Board”** or **“Regional Board”** means the governing and executive body of the Regional District of Fraser-Fort George;

**“Board Meeting Agenda”** means the agenda of a Board meeting and includes the agendas of all committee meetings to be held in conjunction with a monthly Board meeting;

**“Chair”** means the Chair of the Board or a Committee elected pursuant to the *Local Government Act* or other Member presiding at a meeting of the Board or committee, as the context requires and includes the Chair of a public hearing or public consultation meeting;

**“Chief Administrative Officer”** means the officer of the Regional District assigned the chief administrative responsibilities under the *Local Government Act*, and includes that officer’s designate;

**“committee”** includes the Committee of the Whole, a standing committee or a select committee;

**“Committee of the Whole”** means the committee of all Directors established by this Bylaw;

**“Corporate Officer”** means the officer of the Regional District assigned the corporate administration responsibilities under the *Local Government Act*, and includes that officer’s designate;

**“consensus”** means the presumed approval of the assembly by the Chair;

**“delegation”** means an individual or an organization addressing the Board or a Committee about a specific item of business on the agenda of a meeting;

**“Director”** means a person who has been elected or appointed to the Board, and includes their alternate if acting in the place of a Director, unless otherwise noted in this Bylaw;

**“election”** means the appointment of a person by ballot process;

**“electronic meeting”** means a meeting conducted by electronic or other communication facilities that is authorized under this Bylaw and meets the requirements established in this Bylaw;

**“electronic participation”** means attending a meeting as authorized by this Bylaw either:

- a) through electronic or other communication facilities that enable the meeting participants to hear or watch and hear the participation of the Member; or
- b) enables the public to hear or watch and hear the participation of the Member during those portions of the meeting that are open to the public.

**“electronic format”** means in written form but stored on a computer readable medium;

**“extraordinary circumstance”** means a circumstance under which a local, provincial or federal state of emergency has been declared or a pandemic, epidemic, natural disaster, fire, flood, travel advisory, road closure, telecommunication failure or severe weather exists or is expected to exist;

**“extra-territorial”** means, with respect to a participating area, a municipality or electoral area which is not included in the Regional District’s letters patent and, with respect to a Director, the duly elected or appointed representative of an extra-territorial participating area;

**“inaugural meeting”** means, with respect to the Board, the first meeting held after November 1 in each year and, with respect to a committee, the first meeting held in each calendar year;

**“meeting”** means a meeting of the Board or a committee.

**“meeting agenda”** means a Board or committee meeting agenda that is not part of a Board Meeting Agenda;

**“Member”** means a Director of the Board or a person that is not a Director appointed to a committee by the Board;

**“motion”** means a proposal put forward by a Member for consideration of the assembly that the Regional District undertake an action, make a recommendation or express an opinion;

**“mover”** means the Member who has made a motion;

**“negative motion”** means a motion proposing that the assembly not undertake an action, make a recommendation or express an opinion;

**“notice of meeting”** means a notice informing the public of one or more upcoming meetings of the Regional Board, a committee, a commission, or another agency for which the Regional District is responsible in accordance with the relevant provisions of the *Local Government Act* and the *Community Charter*.

**“notice of motion”** means a written notice provided by a Member advising that they intend to bring a substantive matter before the Board at the next regular meeting;

**“out of order”** means that consideration of a matter may not proceed due to conflict with this Bylaw;

**“presentation”** means an opportunity for a person or a group of people to address the Board on a matter as outlined in this Bylaw.

**“presenter”** means a person(s) or organization(s) authorized or invited by the Regional District to make a presentation to the Board or a Committee.

**“Presiding Election Official”** means the Corporate Officer, or the Chief Administrative Officer, as required.

**“public consideration”** means, for the purposes of this Bylaw, a public hearing or a public consultation meeting.

**“public consultation meeting”** means a public consultation meeting to be held regarding a proposed official community plan, the repeal or amendment of an official community plan, the issuance of a temporary use permit, the consideration of a referral application for, or amendment to a cannabis retail licence or liquor licence. For clarity, a public consultation meeting is not a public hearing.

**“public hearing”** means a public hearing on a proposed bylaw pursuant to the *Local Government Act*.

**“public notice posting place”** means the public notice board in the main foyer of the Regional District office and the Regional District’s website;

“**recess**” means the temporary suspension of proceedings;

“**Regional District**” means the Regional District of Fraser-Fort George;

“**Regional District Office**” means the Regional District Office located at 155 George Street, Prince George, BC;

“**regular meeting**” means a meeting of the Board, other than an inaugural meeting, which has been included on the annual schedule of meetings;

“**Regional District Boardroom**” means the boardroom located on the second floor of the Regional District building located at 155 George Street, Prince George, BC;

“**Regional District website**” means the registered website domain of the Regional District;

“**resolution**” means a motion which has been adopted by the assembly;

“**schedule of meetings**” means the regular meeting schedule adopted by the Board each November;

“**seating arrangements**” means the assigning of work stations to be used by Members during meetings;

“**seconder**” means the Member who has seconded a motion;

“**select committee**” means a committee established by Board resolution with appointed Members to consider and make recommendations to the Board on a specific subject matter.

“**special meeting**” means a meeting other than a regular or inaugural meeting;

“**Vice-Chair**” means the Director elected as Vice-Chair pursuant to the *Local Government Act*.

## **PART 2: APPLICATION OF RULES OF PROCEDURE**

### **Application**

- 2.1 The provisions of this Bylaw govern the proceedings of the Board, Committee of the Whole, all committees of the Board and all commissions, as applicable.

### **Robert’s Rules of Order**

- 2.2 In cases not provided for under this Bylaw, The Newly Revised Robert’s Rules of Order, current edition, apply to the proceedings of the Board, Committee of the Whole, committees and commissions to the extent that those rules are:
- a) applicable in the circumstances; and
  - b) not inconsistent with provisions of this Bylaw, the *Local Government Act* or the *Community Charter*.

**Amendment**

- 2.3 No provision of this Bylaw relating to the procedure of the Board shall be altered unless Notice of the proposed amendment is given in accordance with the *Local Government Act*.

**Suspension of Rules of Procedure**

- 2.4 Except for those provisions of this Bylaw that are statutorily mandated, the rules of procedure contained in this Bylaw may be suspended for a temporary time period specified by the Board with a 2/3 vote of those Directors present.

**PART 3: BOARD MEETINGS**

**Inaugural meeting**

- 3.1 At an inaugural meeting of the Board, the regular business of the Board shall be preceded by an election for Chair and an election for Vice-Chair.
- 3.2 In the year of a general local election, and in other years as required, there shall be a ceremonial making of oaths of office on the Wednesday immediately preceding the scheduled inaugural meeting.
- 3.3 The Presiding Election Official shall preside over the inaugural meeting for the purposes of administering the election process.
- 3.4 The Chair shall preside over the inaugural meeting immediately following the declaration by the Presiding Election Official of election results for the position of Vice-Chair.

**Nominations for Chair**

- 3.5 The selection of candidates for the position of Chair will be determined by nominations from Directors in attendance.
- 3.6 The Presiding Election Official shall call for nominations from the floor and a list of candidates compiled.
- 3.7 Nominations do not need to be seconded.
- 3.8 In order to be confirmed as a candidate, a nominee must publicly accept the nomination.
- 3.9 Candidates for an election may withdraw acceptance of their nomination at any time except during voting.

**Restriction on Nominations**

- 3.10 Nominations will not be accepted for:
  - a) a Director who is not present;
  - b) a Director who has not made an oath of office;
  - c) a Director for whom a successor has been elected or appointed but has yet to take office; or
  - d) an Alternate Director.

**Confirmation of Candidates**

- 3.11 When no further nominations are forthcoming the Presiding Election Official will close the nomination process.
- 3.12 Before proceeding with voting, the Presiding Election Official will confirm the list of candidates for the election by reading it aloud.
- 3.13 Each candidate will be provided an opportunity to speak in favour of their candidacy, in the order of their nomination. No other debate shall be in order.
- 3.14 If there is only 1 candidate that candidate shall be declared elected to the position of Chair by acclamation.
- 3.15 If there are 2 or more candidates the successful candidate will be determined in an election by secret ballot in accordance with the procedures of this Bylaw.
- 3.16 A candidate must receive at least 8 votes in order to be declared elected Chair or Vice-Chair.

**Ballots and Voting**

- 3.17 If an election is required, each Director in attendance will be provided with a paper or electronic ballot upon which they may cast their vote.
- 3.18 Directors who are not in attendance before the ballots have been collected for counting shall not be provided with a ballot paper.
- 3.19 Completed ballots shall be placed into a ballot box, and when all of the ballots have been collected the ballot box will be removed to a separate room and the votes counted.
- 3.20 The Presiding Election Official will be provided the election results.
- 3.21 The procedure for and distribution and collection of ballots, including electronic ballots, the counting of the votes and the subsequent destruction of ballots shall be the responsibility of the Corporate Officer.

**Declaration of Election Results**

- 3.22 Immediately after reviewing the voting results the Presiding Election Official shall publicly declare the name of the candidate who has been elected.
- 3.23 The number of votes received by each candidate will not be disclosed.
- 3.24 If no candidate has received a sufficient number of votes to be elected, the candidate receiving the fewest votes will be removed from the list of candidates and a second ballot will be held.
- 3.25 In the case of a tie between two or more candidates receiving the fewest votes, all candidates shall be eligible to proceed to the second ballot. The voting process will be repeated until a candidate receives a sufficient number of votes to be elected or a declaration under Section 3.22 is made.
- 3.26 As an exception to Section 3.24, if there are only two candidates in an election for which no winner has been declared, both of them shall be eligible to proceed to the second ballot.

**Tie Votes and Deadlocks**

- 3.27 At any stage in the election process after the second ballot, deadlocks caused by a tie vote will be resolved by drawing lots, utilizing the procedure outlined in Section 151(2) of the *Local Government Act*.
- 3.28 If no candidate has been declared elected after the third ballot the meeting shall be recessed for 5 minutes, following which a final ballot will be held. The Presiding Election Official shall either declare that:
  - a) one of the candidates has been elected because they have received the required minimum number of votes; or
  - b) an election by lot draw will be made in accordance with Section 3.27.

**Destruction of Ballots**

- 3.29 Following the declaration of election results the ballots used in the election shall be destroyed.
- 3.30 Any secret vote received via email by the persons listed under Section 3.17 are to remain secret and the emails will be destroyed by the person receiving the email following the declaration of the election results.

**Election of Vice-Chair**

- 3.31 The election for the position of Vice-Chair shall commence immediately following the election of Chair and shall be subject to the same rules for election as set out in this Bylaw.

**Schedule of Meetings**

- 3.32 Prior to adjournment of an inaugural meeting the Board shall adopt a Schedule of Meetings of the Board meetings for the following calendar year.
- 3.33 The Schedule of Meetings will identify the time, date and place for all regular Board meetings and the next inaugural meeting.
- 3.34 The Corporate Officer will post the Schedule of Meetings at the public notice posting place and the Corporate Officer will ensure that the Schedule of Meetings is posted on the Regional District's website.
- 3.35 The Schedule of Meetings may be amended from time to time by resolution approved by a 2/3 vote of the Board.
- 3.36 If the Board amends the Schedule of Meetings, the Corporate Officer will post an Amended Schedule of Meetings on the public notice posting place and the Corporate Officer will ensure that an Amended Schedule of Meetings is posted on the Regional District's website.

**PART 4: MEETING NOTICE AND AGENDAS**

**Notice of Meeting**

- 4.1 The Corporate Officer will post a notice of Board and Committee meetings at the public notice posting place at least 5 business days prior to the start of each meeting.

- 4.2 The notice shall identify the Board and Committee meeting(s) and include the date, time and place for each meeting to which it applies.

**Special Board Meeting**

- 4.3 Special Board meetings will be called and notice provided in accordance with Section 220 of the *Local Government Act*.

**Agenda Content**

- 4.4 The Chief Administrative Officer will determine the content for each Board Meeting Agenda.
- 4.5 The Corporate Officer will be responsible to coordinate all reports and matters for each Board Meeting Agenda and each Meeting Agenda, inclusive of Delegations.
- 4.6 No Administration report will purport to express the views of any Member on a matter submitted for Board consideration.

**Late Items**

- 4.7 Where the Chief Administrative Officer believes it is in the public interest to expedite a matter for Board consideration, notwithstanding that it has missed the agenda deadline, the matter may be placed before the Board as an additional item of business.
- 4.8 The Corporate Officer will be responsible to coordinate and prepare an Additional Board Meeting Agenda, as required.
- 4.9 The Corporate Officer will be responsible to prepare an Additional Agenda Items list to be distributed to the Directors prior to the start of a meeting.
- 4.10 Items listed on the Additional Items List will be introduced by the Chair during debate on adoption of the agenda for consideration and amendment of the agenda.
- 4.11 The provisions of Section 4.7 will apply in the case of Directors' reports, except that a reference to the Chief Administrative Officer will mean the Chair, or Vice-Chair, in absence of the Chair.

**Agenda Production**

- 4.12 The Corporate Officer will be responsible for the production, distribution and publication of all Board Meeting Agendas and Meeting Agendas, and for providing statutory notice to Directors and the public.

**Distribution of Agendas**

- 4.13 Except as otherwise provided, all Board Meeting Agendas and Meeting Agendas will be available to Directors in electronic format at least 5 business days prior to the start of the meeting.
- 4.14 In the event of an extraordinary circumstance, the Corporate Officer may arrange for the preparation and distribution of Board Meeting Agendas and Meeting Agendas to Directors in a manner other than electronic format.

**Publication of Agendas**

- 4.15 Agendas for all open meetings of the Board and Committees will be published on the Regional District website at least 5 business days prior to the start of the meeting.
- 4.16 A meeting agenda for any closed meeting will not be published.
- 4.17 In the event of an extraordinary circumstance, the Corporate Officer may arrange for publication of open Board Meeting Agendas and Meeting Agendas by means other than publication on the Regional District website.

**PART 5: MEETINGS****Meeting Location**

- 5.1 All Regular meetings of the Board will be held at the Regional District Board Room, located on the 2<sup>nd</sup> Floor – 155 George Street, Prince George, BC.
- 5.2 All Regular meetings of the Board will be held on the third Thursday of each month commencing at 1:30 p.m. and in accordance with the approved Schedule of Meetings unless otherwise determined by resolution of the Board.
- 5.3 All meetings of Committees will be held at the Regional District Board Room located on the 2<sup>nd</sup> Floor – 155 George Street, Prince George, BC in conjunction with the Board meeting each month at dates and times to be determined by the Chief Administrative Officer.
- 5.4 The Chair will determine the seating arrangements for Members.
- 5.5 The Chair may authorize the holding of a meeting other than in the Regional District Board Room provided that the meeting is held within the boundaries of the Regional District.

**Board Room Open to Public**

- 5.6 The main doors to the Board Room will remain open during open meetings except when necessary to reduce the level of noise or when the meeting is in closed session.

**Lack of Quorum**

- 5.7 A quorum of a Board or a Committee is the majority of Members.
- 5.8 If a quorum has not attended within thirty (30) minutes following the scheduled starting time of a meeting the names of the Members present will be recorded and the assembly dissolved.
- 5.9 In the event a quorum is lost after a meeting has started the Chair shall call a five (5) minute recess following which, if the quorum is still lost, the names of the Members present shall be recorded and the assembly dissolved.

**Presiding Official**

- 5.10 Provided that a quorum is present, all meetings shall commence at the scheduled time.

- 5.11 For a Board meeting, if the Chair is absent the Vice-Chair will preside.
- a) If the Vice-Chair is also absent an election for an Acting Chair will be held by the Presiding Election Official in accordance with this Bylaw.
  - b) The Acting Chair will preside until the arrival of the Chair or Vice-Chair, or until the meeting is adjourned, whichever first occurs.
  - c) While presiding, an Acting Chair has all the authority and is subject to the same rules as the Chair.
  - d) An Alternate Director may not fill the position of Acting Chair.
  - e) For a Committee meeting, if the Chair is absent, an election for an Acting Chair will be held by the Presiding Election Official in accordance with this Bylaw.
  - f) The Acting Chair will preside until the arrival of the Committee Chair, or until the meeting is adjourned, whichever first occurs.
  - g) While presiding, the Acting Chair has all the authority and is subject to the same rules as the Committee Chair.
  - h) For clarity, an Alternate Director may not fill the position of Committee Chair.
- 5.12 If the position of Chair, Vice-Chair or Committee Chair has become vacant as a result of resignation, disqualification or death, an election to fill the vacancy shall be the first order of business, whether or not scheduled on the agenda.
- 5.13 Notwithstanding Sections 5.11 and 5.12 of this Bylaw, the Chair of the Board may Chair any Committee of the Board in the absence of a Committee Chair with approval of a 2/3 vote of the Committee.

#### **Order of Proceedings and Business**

- 5.14 At all regular meetings of the Board, following Call to Order and a Roll Call of Members, as required, the proceedings will, subject to Sections 5.17 and 5.18, be conducted in the following sequence:
- a) Territorial Acknowledgment
  - b) Adoption of Open Meeting Agenda
  - c) Consent Agenda
  - d) Minutes of the previous regular or inaugural meeting
  - e) Minutes of Special Meeting
  - f) Public Considerations
  - g) Development Service Administration Reports
  - h) Petitions and Delegations
  - i) Chair's Report
  - j) Directors' Reports
  - k) Corporate Services Administration Reports
  - l) Financial Services Administration Reports
  - m) Environmental Services Reports
  - n) Community Services Reports
  - o) Correspondence for Consideration
  - p) Correspondence for Information
  - q) New Business
  - r) Adjournment or Recess
- 5.15 At all meetings of Committees, following Call to Order and a Roll Call of Members, as required, the proceedings will, subject to Section 5.17 and 5.18, be conducted in the following sequence:
- a) Territorial Acknowledgment
  - b) Approval of Agenda

- c) Adoption of previous meeting minutes
  - d) Delegations
  - e) Committee Reports
  - f) Correspondence for Consideration
  - g) Correspondence for Information
  - h) New Business
  - i) Adjournment or Recess
- 5.16 At all closed meetings, following Call to Order and a Roll Call of Members, as required, the proceedings will be conducted in the following sequence:
- a) Territorial acknowledgment
  - b) Approval of Agenda
  - c) Adoption of previous closed meeting minutes
  - d) Closed Meeting Matters
  - e) Adjournment or Recess
- 5.17 A change to the prescribed order of business, other than at a special meeting, may be:
- a) ordered by the Chair; or
  - b) moved by a Member, with unanimous consent of the Members present.

### **Authority to Vary Order of Business**

- 5.18 With the exception of those items for which a scheduled starting time has been provided by advance public notice, the Chair is authorized to adjust the order and schedule of proceedings in the interests of efficiency.

### **Consent Agenda**

- 5.19 The consent agenda portion of an agenda shall consist of staff or committee report items that contain receive for information recommendations.
- 5.20 Members may vote on and adopt in one motion all recommendations appearing on the consent agenda that are subject to the same voting rule.
- 5.21 At approval of the consent agenda, a Member may, for the purpose of debate or discussion, request that an item be removed from the Consent Agenda, without debate or vote of the Members.

### **Minutes**

- 5.22 Minutes of all proceedings of the Board, Committees and Commissions will be kept by the Corporate Officer and such minutes will be concise and will detail proceedings of the meeting.
- 5.23 The minutes of Board and Committee meetings shall be legibly recorded, certified as correct by the Corporate Officer, and signed by the Chair, Vice-Chair, Committee Chair or the person presiding at such meeting or at the next meeting at which the minutes are adopted.

- 5.24 Subject to Section 5.25, and in accordance with Sections 97(1)(b) and (c) of the *Community Charter*, minutes of the proceedings of the Board, Committee, a Commission or other assembly referred to in Section 5.32, will be available for public inspection at the Regional District Office, during regular office hours and may be posted to the Regional District website.
- 5.25 Section 5.24 does not apply to minutes of a Board, Committee, a Commission or other assembly meeting referred to in Section 5.32 for that part of the meeting that was closed and from which persons were excluded under Section 90 of the *Community Charter*.
- 5.26 The names of Members opposed to a motion will only be included in the minutes if the Chair confirms a Member wishes their name to be recorded.
- 5.27 Voting results will only be recorded in the minutes as “Carried” or “Defeated”. Individual votes of Members will not be recorded.

**Correspondence**

- 5.28 The Chief Administrative Officer may direct the Corporate Officer to place correspondence from another government or government agency that requests an action from the Board or a Committee, on the agenda of the next convenient Board meeting, or on the agenda of the next convenient meeting of a Committee or Commission whose mandate or Terms of Reference includes the requested action, together with any report from Regional District staff that the Chief Administrative Officer considers advisable.
- 5.29 Any other correspondence addressed to the Board or a committee not accounted for in Section 5.28, and except for correspondence forming part of a public consideration or in relation to an open Land Use Planning Application, may be placed on the meeting agenda at the request of the Chair where the correspondence is to be considered.

**Attendance of Public at Meetings**

- 5.30 Except where the provisions of Section 90 of the *Community Charter* apply, all Board meetings must be open to the public.
- 5.31 Before a meeting or part of a meeting is closed to the public, the Board must pass a resolution in the public meeting in accordance with Section 92 of the *Community Charter*.
- 5.32 The requirement in Section 5.30 applies to meetings of bodies referred to in Section 93 of the *Community Charter* including, without limitation:
- a) Advisory Commissions
  - b) Advisory Committees
  - c) a Commission established under Section 243 of the *Local Government Act*
  - d) Board of Variance
  - e) Parcel Tax Roll Review Panel
  - f) Select Committees
  - g) Standing Committees
  - h) Committee of the Whole
  - i) a body that under the *Local Government Act* or another *Act* may exercise the powers of the Regional District or its Board

- 5.33 Despite Section 5.30, the Chair may expel or exclude a person from a Board meeting or meeting of a body listed in Section 5.32 of this Bylaw in accordance with Section 133 of the *Community Charter*.

**Meeting May Recess**

- 5.34 A Chair may call a recess at any time during a meeting and may stipulate that the meeting will reconvene after a specific period of recess, at a specific time, or at the call of the Chair.
- 5.35 A meeting may be reconvened on another day without written notice if the details of reconvention are stipulated at the time of recess.
- 5.36 When reconvened, the Chair will advise the assembly of the next item of business.

**Adjournment**

- 5.37 Meetings may be adjourned at any time by resolution of the assembly, or by consensus where the Chair is satisfied that all business has been concluded.

**PART 6: RULES OF CONDUCT & DEBATE**

**Chair is Impartial**

- 6.1 The Chair is responsible for preserving order at meetings and for ensuring that questions are decided with the benefit of fair debate and in accordance with procedural and other rules.
- 6.2 On matters of procedure the Chair shall remain impartial.

**Meeting Decorum**

- 6.3 No person will use profanity in the meeting chambers.
- 6.4 Directors will be referred to in a gender-neutral manner as "*Director (surname)*" or "*the Director for (area represented)*".
- 6.5 Staff will be referred to in a gender-neutral manner by using their job title or by their first and last name.
- 6.6 Members that are not Directors, will be referred to in a gender-neutral manner by using their job title or by their first and last name.

**Recognition by Chair**

- 6.7 No person may address the assembly without first being recognized by the Chair.
- 6.8 Recognition shall be confirmed when the name or title of the person is acknowledged by the Chair.
- 6.9 Every Member or other person addressing the assembly shall speak to the Chair. The Chair shall be addressed as *Chairperson*".

**Acceptance of Motion**

- 6.10 All matters to be debated will be in the form of a motion which has been duly moved, seconded and accepted by the Chair.
- 6.11 Before a motion may be put for debate the Chair will state the names of the Members who have moved and seconded the motion.
- 6.12 The Chair may not move or second a motion except a motion to be considered under *B.C.Reg 41/91 (Regional District Special Voting Regulation)*.

**Order of Debate**

- 6.13 The order of debate on a motion will be determined by the Chair and those waiting to speak shall be placed into a queue.
- 6.14 Members wishing to participate in the debate may do so by using the 'REQUEST TO SPEAK' function of the audio-visual system or, if not available, by raising their hand.
- 6.15 After those attending in person have finished speaking, the Chair will ask if any Director attending electronically wishes to speak and if a Director wishes to speak will verbally make the request at that time.
- 6.16 The mover and seconder of a motion, or of an amending motion, will have the right to speak ahead of other Members whether attending in person or electronically.

**Limit on Debate**

- 6.17 Debate shall be confined to the subject matter of the motion under consideration.
- 6.18 No Member may speak more than once to a single motion without the approval of the Chair.
- 6.19 For the purpose of this provision, an amending motion shall be considered a separate motion.

**Right of Participation**

- 6.20 Every Member shall have the right to participate equally in debate on a motion notwithstanding that the Member may not be entitled to vote on the motion.
- 6.21 When a Member is speaking in debate they shall not be interrupted except on a point of order or by the Chair.

**Chair May Not Debate**

- 6.22 The Chair may not participate in the debate on a motion while presiding, but may:
- a) recommend procedural actions to enhance the efficiency of proceedings;
  - b) note procedural implications of a motion being considered;
  - c) provide guidance to the assembly by clarifying the intent of a motion;
  - d) summarize the debate of the assembly prior to the vote being called;
  - e) advise whether the Chair will be voting for or against the motion; or

- f) in order to participate in debate on a motion the Chair must first allow the Vice-Chair or another Director to temporarily preside over the meeting.

**End of Debate**

- 6.23 When debate on a motion has concluded the Chair shall immediately put the matter to a vote.
- 6.24 The Chair shall be the final authority in determining when debate has concluded.

**PART 7: MOTIONS AND PROCEDURAL RULES****Motion in Writing**

- 7.1 Wherever practical motions shall be clear, concise and in writing.
- 7.2 It shall be acceptable for a Member to refer to a staff recommendation or other written recommendation which has been provided to the assembly as proposed language for a motion, in which case a verbatim restating of the motion shall not be required prior to debate.
- 7.3 The Chair may refuse to accept for debate any motion considered rhetorical, argumentative or disrespectful, or which proposes that an illegal action be taken.

**Effective Time**

- 7.4 Subject to the *Interpretation Act*, resolutions shall come into effect upon adoption unless a later date or time is specified in the resolution.

**Amending Current Motions**

- 7.5 Any Member may move an amending motion to a motion then under consideration which, upon being duly seconded and accepted for debate, shall be immediately put to the assembly.
- 7.6 An amendment may propose adding, removing or substituting text of the motion under consideration but may not propose a change which would frustrate the intent of the original motion.
- 7.7 An amending motion may itself be amended any number of times before being voted on, but no Member may move more than one such amendment, nor may such amendments be further amended.
- 7.8 The Chair shall put the original motion and its amendments in the following order for voting by the Board:
  - a) firstly, any amendments to an amending motion;
  - b) secondly, the amending motion as amended, and
  - c) lastly, the original motion as amended by the amending motion.
- 7.9 An amending motion shall be provided in writing if so requested by the Chair.

**Amending Past Motions**

- 7.10 An amendment to a resolution previously adopted by the Board shall be subject to the same procedural rules as amendments to current motions except that there shall be no vote on the resolution as amended.

**Reconsideration of a Motion**

- 7.11 Unless otherwise prohibited, the Board may reconsider a motion which has been previously decided in accordance with the following:
- a) the motion to reconsider must be made at the same meeting at which the subject motion was decided, or at the next meeting;
  - b) the Member making the motion to reconsider must have voted with the majority on the original motion;
  - c) there has been no action initiated which is binding on the Regional District as a result of the original motion; and
  - d) the matter cannot be dealt with by other parliamentary means.
- 7.12 A motion to reconsider shall require the affirmative vote of 2/3 of the Board Members for its passage.
- 7.13 Immediately following its adoption the mover of the reconsideration motion shall be permitted to move the original motion.
- 7.14 No motion to reconsider a previous motion shall be in order if the previous motion has already been reconsidered.
- 7.15 A motion to read or adopt a bylaw may not be reconsidered.

**Withdrawal of Motions**

- 7.16 Subject to the concurrence of the seconder, and at the Chair's discretion, the mover of a motion may withdraw the motion at any time prior to the vote being called.
- 7.17 A motion which has been withdrawn may be re-introduced at the same meeting only by a different Member.

**Negative Motions**

- 7.18 Negative motions shall not be permitted with respect to any matter for which the defeat of such a motion would fail to dispense with the matter.

**Tabling Motions**

- 7.19 Subject to other procedural rules, a motion to table a matter while it is under debate shall always be in order.
- 7.20 The effect of such a resolution, unless otherwise specified, shall be to put aside the matter until later in the meeting.
- 7.21 Once accepted by the Chair the motion to table shall be debatable but the subject matter of the tabling motion shall not be debatable.

**Motions to Postpone, Refer or Defer**

- 7.22 Motions to postpone, refer or defer a matter shall be subject to the same procedural rules as tabling motions.

**Calling for the Question**

- 7.23 At any time during debate on a motion a Member may call for the question which, if seconded, shall permit the Chair in their absolute discretion to end further debate and call for the vote on the motion.
- 7.24 The calling for the question shall require neither the recording of a motion in the minutes of the meeting nor the holding of a vote.

**Notice of Motion**

- 7.25 Any Member may serve a notice of motion on the Board during the new business portion of a meeting or, with the Chair's acceptance, at any other time during consideration of a related matter.
- 7.26 A copy of the motion so noted shall be given to the Corporate Officer for inclusion on the next regular meeting agenda.

**Motion Introduced Under New Business**

- 7.27 At the request of any Member the Chair may rule that any motion introduced as new business must be deferred to the next meeting.

**PART 8: VOTING**

**Decision by Voting**

- 8.1 Except as otherwise provided, all decisions of the Board or a committee shall be made by voting on a motion.
- 8.2 The Chair is responsible for the administration of the voting process including the determination of Members who are eligible to vote and the counting of votes.

**Clarification of Motion**

- 8.3 Prior to the calling of the vote, any Member may request that the motion be read aloud.
- 8.4 The vote on a motion will be taken when the Chair is satisfied that its intent is clear to Members.
- 8.5 If a motion contains distinct propositions the Chair may require that a separate vote be held for each proposition.

**Voting Procedure**

- 8.6 Voting shall be done by a show of hands from those in favour of the motion, followed by a show of hands from those opposed to the motion.
- 8.7 The Chair may require Members to verbally state their vote if a show of hands is inconclusive.
- 8.8 No voting by ballot or other secret method will be permitted, except for elections.

- 8.9 In the case of electronic meetings or electronic participation the Chair will determine the outcome of each vote based on a poll of individual Members.
- 8.10 For clarity, appointments may be made by election, resolution, or a combination of those methods.
- 8.11 Elections shall be administered in accordance with the procedure set out in Part 3: Board Meetings.

**Abstention from Voting**

- 8.12 Pursuant to the relevant provisions of the *Local Government Act*, a Director in attendance who is entitled to vote and who does not indicate how they vote, will be deemed to have voted in the affirmative.

**Conflict of Interest**

- 8.13 Any Director who is entitled to vote on a motion but wishes to declare a conflict of interest may do so by raising a point of order, announcing the reason for the perceived conflict of interest and leaving the meeting room prior to the vote being called.
- 8.14 The declaration of a conflict of interest and time of departure and return to the meeting room will be recorded in the minutes of the meeting.
- 8.15 A Director attending electronically who has declared a conflict of interest will be placed into an electronic “waiting room” by the Corporate Officer whereby the Member cannot see or hear the proceedings.
- 8.16 Upon the vote on the matter being concluded the Director who has declared a conflict of interest will be re-admitted to the meeting.

**Voting Rules**

- 8.17 During the voting process, Members shall remain seated until the tally of votes has been completed and the results announced.
- 8.18 Unless speaking to a point of order there shall be no debate during the voting process.

**Voting Results**

- 8.19 The Chair shall announce the results of the vote on every motion by declaring that it has been carried or defeated.
- 8.20 The Chair will ask those Members that voted against a motion if they would like their vote recorded in the minutes and identify those Directors for the minutes.

**Voting by Chair**

- 8.21 The Chair shall vote while presiding. The Chair’s vote on a motion shall be counted and included in the voting result whether or not shown by hand.

**PART 9: CLOSED MEETINGS**

**Closed Meeting**

- 9.1 A meeting may be closed to the public upon adoption of a resolution pursuant to Section 92 of the *Community Charter*, following which the doors to the meeting room shall be closed and the audio-visual system shall be adjusted to closed meeting standards.
- 9.2 Closed meetings will not be livestreamed on the Regional District's website.

**Procedure in Closed Meeting**

- 9.3 While in a closed meeting the procedures set out in this Bylaw shall, to the extent possible, be followed by the assembly in the conduct of its business.

**Attendance by Directors**

- 9.4 A Director may only be excluded from a closed meeting pursuant to Section 133 of the *Community Charter*.

**Attendance by Others**

- 9.5 The Chair is authorized to determine the officers, employees and others permitted to be present during a closed meeting or a part of a closed meeting, and shall advise the assembly at the appropriate time.

**Release of Information**

- 9.6 No Member shall disclose to the public the proceedings of a closed meeting, unless a resolution has been passed at the closed meeting to allow disclosure.
- 9.7 While in a closed meeting the Board may, by resolution, authorize the release of information considered or decisions made in the closed meeting or in a previous closed meeting.
- 9.8 The Corporate Officer may bring a report to a closed session seeking authorization to release information that would no longer undermine the reason for discussing it at a closed session.

**Meeting Re-opened to the Public**

- 9.9 The Board may re-open the meeting to the public upon adoption of a resolution "*That the meeting be re-opened to the public*".

**PART 10: BYLAWS**

**Terms Defined**

- 10.1 In this Part the following definitions will apply:
  - “**bylaw**” includes an amendment bylaw.
  - “**draft bylaw**” means a bylaw which has not received any readings.

“**enacting clause**” means the clause which cites the authority for enactment of a bylaw and which is contained in the preamble to the bylaw.

“**first reading**” means the act of accepting a proposed bylaw for further consideration.

“**short title**” means the bylaw name authorized in the citation.

### **Format & Standards**

- 10.2 All bylaws shall be prepared and presented in written form and shall include a unique identification number, long title (intended object), enacting clause, statutory provisions and short title (citation).
- 10.3 Bylaws shall comply with such corporate standards as may be approved from time to time.

### **Introduction and First Reading**

- 10.4 No bylaw shall be introduced to the Board except in accordance with a corporate policy, a Board directive, or to comply with a statutory requirement.
- 10.5 Every bylaw shall be introduced by its short title and presented for first reading upon the motion “*THAT* \_(short title)\_ *Bylaw No. \_\_\_\_\_ be now introduced and read a first time*”.
- 10.6 The motion for first reading shall be decided without amendment or debate. If the motion for first reading fails to pass the bylaw is defeated and may not be considered further.
- 10.7 Following first reading a motion to refer the bylaw to the Committee of the Whole shall be in order.

### **Second Reading**

- 10.8 Following review by the Committee of the Whole or, if not referred to the Committee of the Whole, immediately after first reading the Board may consider amendments to the bylaw.
- 10.9 The bylaw may then be read a second time upon the motion “*THAT Bylaw No. \_\_\_\_\_ be given second reading*” or “*THAT Bylaw No. \_\_\_\_\_ be given second reading, as amended*”.
- 10.10 If the motion for second reading fails to pass the bylaw is defeated and may not be considered further.

### **Third Reading**

- 10.11 If a public hearing was held and was delegated, prior to consideration of third reading or amendments to the bylaw, a written report of the public consideration meeting will be provided in accordance with the provisions of Section 470 of the *Local Government Act*.
- 10.12 Following the public consideration meeting or, if no public consideration meeting is held, immediately after second reading the Board may consider amendments to the bylaw.
- 10.13 The bylaw may then be read a third time upon the motion “*THAT Bylaw No. \_\_\_\_\_ be given third reading*” or “*THAT Bylaw No. \_\_\_\_\_ be given third reading, as amended*”.
- 10.14 If the motion for third reading fails to pass the bylaw is defeated and may not be considered further.

**Bylaw Approval**

- 10.15 Following third reading of a bylaw it shall be submitted to any agency or person from which approval or consent is required, or to the electors for assent, or to both prior to further consideration by the Board.
- 10.16 No amendments to a bylaw shall be permitted following third reading.

**Final Passage and Adoption**

- 10.17 Following the receipt of all required approvals, consents and assents a bylaw may be adopted upon the motion "***THAT*** *(short title)* ***Bylaw No. \_\_\_ be adopted.***"
- 10.18 If the motion for adoption fails to pass the bylaw is defeated and may not be considered further.
- 10.19 A bylaw that does not require approval, consent or assent under the *Local Government Act* or any other Act before it is adopted may be adopted at the same meeting at which it passes third reading, so long as the motion for adoption receives at least 2/3 of the votes cast.

**Draft Bylaws**

- 10.20 Notwithstanding Sections 10.4, 10.5, 10.6 and 10.7 of this Bylaw, a draft bylaw may be reviewed by the Committee of the Whole prior to consideration of first reading by the Regional Board.

**Bylaw Rules**

- 10.21 Unless a Member requests that the readings of a proposed bylaw be considered separately, a proposed bylaw may be introduced and given first, second and third readings in one motion, except in the case of a proposed bylaw which will be the subject of a public consideration, in which case such bylaw may only receive first and second reading in one motion.
- 10.22 No reading and no adoption of a bylaw may be rescinded except second reading or third reading.
- 10.23 A copy of every bylaw shall be endorsed by the Corporate Officer with a record of the stages through which it has proceeded and shall be kept as a corporate record.
- 10.24 A copy of every adopted bylaw signed, sealed and where necessary bearing evidence of approval or registration by the Inspector of Municipalities or other ministry shall be kept with the bylaw that is a corporate record.

**PART 11: PUBLIC CONSIDERATION MEETINGS**

**Determination to Hold a Public Consideration Meeting**

- 11.1 The determination for holding a public consideration meeting will be in accordance with Development Applications Procedure Bylaw No, 3268, 2022.

**Presiding Official**

- 11.2 The Chair shall preside over all public consideration meetings except where the Board has delegated the authority for the holding of a public consideration meeting to another Director or group of Directors.

**Precedence Over Other Business**

- 11.3 Public consideration meetings shall be conducted according to a pre-determined schedule and shall take precedence over all other regular business. The Chair may close, recess or adjourn another proceeding in order to give effect to this provision.

**Public Consideration Meeting Procedure**

- 11.4 The procedure for all public consideration meetings will be in accordance with the provisions of this Bylaw:
- a) at the appointed time, a declaration by the Chair that the public consideration meeting is open;
  - b) reading aloud by the Chair, or a staff member upon request of the Chair, of the opening statement that may include an outline of procedural rules for the public consideration meeting;
  - c) reading aloud of a verbal report by staff;
  - d) reading aloud the names of person(s) that written submissions have been received from prior to the proceeding;
  - e) opportunity for the proponent to make a presentation;
  - f) opportunity for the Chair or Directors to ask the proponent questions;
  - g) opportunity for any member of the public in attendance to present and speak to the matter or submit a written submission;
  - h) opportunity for the Chair or Directors to ask questions of any member of the public in attendance that has spoken to the matter under (g);
  - i) written submissions that presenter is unable to read aloud at the public consideration meeting will be received by staff for inclusion into the minutes;
  - j) the Chair may set a time limit and/or limit the number of opportunities to make a presentation at a public consideration meeting; and
  - k) reading aloud by the Chair, or a staff member upon request of the Chair, of the closing statement; and
  - l) a person or group of people can be removed from the public consideration meeting by the Chair if they do not follow the procedural rules of conduct for the public consideration meeting.
- 11.5 Where a delegated public consideration meeting has been reconvened during a Board meeting a summary of the public consideration meeting pursuant to Section 470 of the *Local Government Act* shall be presented immediately prior to the resumption of the public consideration meeting.
- 11.6 The public consideration meeting process as identified in Section 11.4 shall be the same regardless of the location and date of the public hearing or public consideration meeting with the exception that questions by Directors shall be confined to questions by the Chair of the public consideration meeting when the public consideration meeting is not held at a Regional Board meeting sanctioned under this Bylaw.

**Close of Public Consideration Meeting**

- 11.7 The Chair shall close the public consideration meeting when satisfied that all persons, organizations and authorities having an interest in the subject matter of the proceeding have been provided an opportunity to make a presentation or provide written submission.
- 11.8 Any motion to close or adjourn the public consideration meeting, to make a decision on the subject matter of the public consideration meeting, or to otherwise limit the Chair's authority while presiding over a public consideration meeting shall be out of order.

**PART 12: DELEGATIONS AND CORRESPONDENCE TO BOARD OR COMMITTEE**

**Delegations**

- 12.1 A person or a group of people may be afforded the opportunity to make a presentation to the Board or a committee which recognizes the rights of individuals to request an audience with the elected representatives, the corporate obligations of the Regional District and the public interest of the broader community.
- 12.2 The subject matter of a presentation may include:
  - a) funding;
  - b) a matter of general interest to the community at large; or
  - c) a matter requested by the Board.
- 12.3 In order for a presentation to be considered for placement on an agenda, a presenter must submit a request in writing to the Corporate Officer and addressed to the Chair and Board of Directors outlining:
  - a) who the presenter is;
  - b) the general purpose of the presentation; and
  - c) specific requests to be made of the Board.
- 12.4 The request letter will be placed on a public agenda as part of the presentation background information.
- 12.5 The Chief Administrative Officer will determine whether or not a presentation will be placed on an agenda and if so, which meeting agenda.
- 12.6 Unless in the belief of the Chief Administrative Officer, a presentation requested to be made to a particular meeting is in the public interest, not more than two presentations will be scheduled for one Board meeting agenda.
- 12.7 If the Chief Administrative Officer does not approve a request for a presentation, the presenter may appeal the Chief Administrative Officer's decision to the Chair and the Chair may authorize a presentation to proceed.
- 12.8 Upon a determination by the Chief Administrative Officer or authorization to proceed by the Chair, the Corporate Officer will schedule the presentation on the appropriate agenda and ensure presentation guidelines, as determined by the Corporate Officer, are provided to the presenter.
- 12.9 If the presentation has not been approved by the Chief Administrative Officer or authorized by the Chair, the Corporate Officer will advise the presenter in writing that the request has not been approved.
- 12.10 Presentations will be:
  - a) scheduled for 2:00 p.m. on the identified agenda of the Board;
  - b) scheduled at an appropriate time on the appropriate committee agenda;
  - c) allowed to be done in person or virtually;
  - d) limited to 15 minutes in length, including time for questions and answers; and
  - e) part of the agenda public record, including visual presentations.
- 12.11 Delegations are not permitted to address a meeting of the Board or a Committee as a presentation as defined in this Bylaw, regarding:
  - a) a Bylaw or other matter in respect of which a public consideration meeting will be held;

- b) a development permit, development variance permit, or temporary commercial or industrial use permit application, other than at a public consideration meeting;
  - c) matters related to a legal action involving the Regional District;
  - d) matters on which the Regional District has commenced prosecution and on which judgment has not been rendered;
  - e) matters relating to a claim or potential claim against the Regional District, against a Member of the Board, or against an officer or employee of the Regional District;
  - f) reconsideration of remedial action requirement hearings under Section 78 of the *Community Charter*;
  - g) a dispute between third parties not falling within the jurisdiction of the Board;
  - h) the promotion of commercial products or services which in the opinion of the Chair, have no connection to the business of the Regional District; and
  - i) publicly tendered contracts or proposal calls for the provision of goods or services for the Regional District between the time that such contract or proposal call has been authorized and the time such contract or proposal call has been awarded, either by the Board or Regional District staff.
- 12.12 A Member must not, when hearing a delegation, enter into debate on the item which is the subject of the delegation, but may ask questions to obtain clarification or additional information.
- 12.13 A delegation to a Board or a Committee must not speak disrespectfully of any person and where, in the opinion of the presiding Member, a delegation has done so the presiding Member may request the delegation from doing so.
- a) If the delegation refuses to refrain from speaking disrespectfully the presiding Member may end the presentation and request the presenter to return to gallery seating, if attending in person.
  - b) If the presenter is attending virtually, the presiding Member may direct the Corporate Officer, or delegate, to end the presentation and remove the presenter virtually.

### **Correspondence to Board**

- 12.14 Correspondence from members of the public intended to be presented to the Board must be delivered to the Corporate Officer and must:
- a) be addressed directly to the Chair and Board of Directors;
  - b) be dated, legible and clear on purpose;
  - c) be signed by or identified as being from at least one person who provides a name and mailing address;
  - d) not be libelous, discriminatory, racist or prejudicial; and
  - e) not contain offensive language.
- 12.15 The Corporate Officer may file and not distribute to Board any correspondence that, in the judgment of the Chief Administrative Officer, does not meet the requirements outlined in Section 12.14 of this Bylaw.
- 12.16 Subject to the direction of the Chief Administrative Officer, the Corporate Officer may refer correspondence addressed to the Chair and Board of Directors that relates to matters that fall within the scope of responsibility of a particular Regional District business unit, to the General Manager of that business unit.
- 12.17 A copy of correspondence that, in the judgment of the Chief Administrative Officer, meets the requirements outlined in Section 12.16 of this Bylaw:
- a) may be emailed to each Board Member at the email address designated by each respective Board Member from time to time; or

- b) may be included for information in the correspondence section of a Board or Committee agenda, with an indication of any referral to a Regional District business unit
- 12.18 Correspondence may be emailed to each Board Member as contemplated in Section 12.17(a) of this Bylaw, where:
- a) time is of the essence for awareness
  - b) purpose of correspondence is for general public information only and not directed specifically to the Chair and Board of Directors; and
  - c) the correspondence does not contemplate or require a decision of the Board or Committee.

## **PART 13: STANDING AND SELECT COMMITTEES**

### **Terms Defined**

- 13.1 In this Part “**terms of reference**” means a written description of a standing or select committee’s purpose and objectives.

### **Quorum**

- 13.2 The quorum for any committee shall be a majority of the Members of that committee.

### **Establishment of Standing and Select Committees**

- 13.3 The establishment of a standing committee and the appointment of its Members shall be effective when the Chair has so advised the Board in accordance with Section 13.6.
- 13.4 The establishment of a select committee shall become effective when the Board has passed a resolution establishing the committee.
- 13.5 Appointments to a select committee may be made at any time prior to the first meeting of a select committee.
- 13.6 A report from the Chair and Vice-Chair will be presented at the December regular meeting each year providing appointments to standing committees and external agencies and asking the Board to confirm appointments to existing select committees.

### **Terms of Reference**

- 13.7 No standing committee established by the Chair, or select committee appointed by the Board, may take up business until a Terms of Reference for that committee has been approved by the Board.
- 13.8 As an exception to Section 13.7, a committee may meet to:
- a) elect a Committee Chair from among its Members; or
  - b) make recommendations on its Terms of Reference.

### **Voting at Committee Meetings**

- 13.9 All acts authorized or required to be done by a committee and all other questions that may come before the committee, including adjournment, shall be done and decided by a majority of the committee Members present at a meeting.

13.10 No committee Member may have more than one vote on any matter before the committee.

**Committee Reports**

13.11 A report from a Committee Chair to the Regional Board will be prepared by Administration for the agenda from which the Chair will report the recommendations and other findings of their committee to the Regional Board.

13.12 The report from the Committee Chair to the Regional Board will be amended with any findings from the Committee not included on the agenda unless the findings will be reported to the Board at a meeting not being held on the same day.

**Decisions Not Binding**

13.13 No recommendation or decision of a committee, except the election of a Committee Chair, shall be binding until it has been accepted and approved by the Regional Board.

**Application of Other Provisions**

13.14 All provisions of this Bylaw shall, with necessary changes, apply to commissions, committees, committee Members and committee meetings except:

- a) Section 3.31;
- b) the time limit under Section 5.8 shall be 15 minutes; and
- c) in the case of a commission or a committee comprising less than 4 Members, the Chair may accept a motion that has not been seconded.

**PART 14: COMMITTEE OF THE WHOLE**

**Establishment**

14.1 A committee is hereby established to be known as the Committee of the Whole. The Committee shall comprise all of the Directors on the Board.

**Quorum**

14.2 The quorum for the Committee of the Whole shall be the same as that established for the Board.

**Purpose and Mandate**

14.3 The Committee of the Whole may consider and advise the Board on any matter referred to it by the Board but may not exercise any of the Board's authority unless such authority has been delegated by bylaw.

14.4 The Committee of the Whole may consider for approval all annual individual service budgets and individual service financial plans.

14.5 Voting on annual individual service budgets by the Committee of the Whole will be in accordance with Section 210(1) of the *Local Government Act*.

**Convening Meetings**

- 14.6 The Committee of the Whole may be scheduled to meet as required and included on a Board meeting agenda.
- 14.7 Whether scheduled or not, the Board may convene the Committee of the Whole at any time upon adoption of a resolution “*THAT the Board proceed into Committee of the Whole*”, at which time the Committee shall be deemed to be called to order.

**Status of Board Meeting if Convened During Board Meeting**

- 14.8 While in Committee of the Whole the Board proceedings shall be considered suspended until such time as the Committee is adjourned. No motion to recess, adjourn or otherwise govern the proceedings of the Board shall be in order while the Committee is in session.

**Adjournment**

- 14.9 The Committee of the Whole may adjourn its proceedings at any time upon adoption of a resolution “*THAT the meeting be adjourned*” or, if convened during Board proceedings “*THAT the Committee adjourn and report to the Board*”.

**PART 15: JOINT MEETINGS AND OTHER PROCEEDINGS**

**Term Defined**

- 15.1 In this Part “**joint meeting**” means an informal meeting at which a quorum of Board Directors meets with another group to consider matters of mutual interest.

**Reconsideration of Delegated Decision**

- 15.2 In the event reconsideration of a delegated decision is required, the process will be as outlined in the current delegation bylaw adopted by the Board.

**Joint Meetings**

- 15.3 The Chair may preside over a joint meeting but the making of motions shall be out of order.

**Administrative Briefings**

- 15.4 Administrative briefings may be authorized by the Board, by the Board Chair or by the Chief Administrative Officer but shall not be considered meetings for the purposes of this Bylaw.

**PART 16: ELECTRONIC PARTICIPATION**

- 16.1 A Member of the Board or of a Committee who is unable to participate in a meeting of the Board or Committee in person may participate in the meeting by means of electronic or other communication facilities provided that:
  - a) the conditions set out in *B.C. Reg. 271/2005 Regional District Electronic Meetings* are met; and
  - b) the electronic attendance is in accordance with the provisions of this Bylaw.

- 16.2 The Member participating electronically will advise the Corporate Officer of their intention 24 hours prior to the start of the meeting.
- a) A Member will not be precluded from participating in a meeting electronically if notice is not provided under this Section due to unforeseen circumstances.
- 16.3 If the Chair of the Board opts to participate in a meeting of the Board electronically under this Part, the Vice-Chair shall assume the chair.
- 16.4 A Chair of a Committee may participate in a meeting of the Committee electronically, and the following procedure will apply:
- a) The Committee Chair will call only for those Directors attending remotely to state if they are opposed to the motion.
  - b) The Committee Chair will recommend the mover and the seconder.
    - (i) If a Member is uncomfortable with that, the Member will advise the Committee Chair at the time the Committee Chair states the Member's name.
  - c) The Committee Chair will clarify the motion that is on the floor.
  - d) The Committee Chair will ask for those participating in person that are in favour.
    - (i) Members attending in person are to hold up their hand and the Chief Administrative Officer, or delegate, will assist the Committee Chair by advising how many Members attending in person are in favour.
  - e) The Committee Chair will ask for those attending in person that are opposed.
    - (i) Members attending in person are to hold up their hand and the Chief Administrative Officer, or delegate, will assist the Committee Chair by advising how many Members attending in person are in opposed.
  - f) The Committee Chair will ask if any Member participating electronically is opposed.
    - (i) Those Members participating electronically will verbally advise if opposed.
  - g) The Committee Chair will call whether the motion is carried or defeated.
    - (i) If any Member is opposed, the Committee Chair will ask whether the Member would like their vote recorded.
- 16.5 A Member participating electronically must verbally advise the presiding Member during consideration of adoption of the agenda, if there are additional agenda items that the Member is not in receipt of.
- 16.6 A Member participating electronically in a Board or Committee meeting is deemed to be present and forms part of the quorum for that meeting.
- 16.7 A Member who is participating electronically in the voting of a matter must verbally state their name and verbally state their vote.
- a) When a Member who is participating electronically is stating their vote, they may indicate their vote only if they are opposed to the question.
- 16.8 It is the responsibility of the presiding Member to ensure that the Member participating electronically states their vote verbally as required by Section 16.7.
- 16.9 If there is an interruption in the communications' link to a Member who is participating electronically:
- a) the meeting may continue provided that there is a quorum; and
  - b) the interruption shall be treated as if the Member had been in attendance in person and left the meeting room.
- 16.10 A Board or Committee meeting shall not be adjourned due to an event of equipment failure or other occurrence which prevents or limits electronic participation by Members, unless there is no quorum.

- 16.11 If a Member is participating electronically in a closed meeting of the Board or Committee, the Member participating electronically will ensure that they have ensured adequate privacy for the conversation.
- 16.12 If a Member participating electronically wishes to declare a conflict of interest:
- a) The Member participating electronically will advise the presiding Member of their conflict of interest and the reasons for the conflict, prior to consideration of a matter.
  - b) Upon the Member's declaration under Section 16.12(a), the Corporate Officer, or delegate, will place the declaring Member in an electronic "waiting room" where the proceedings cannot be seen nor heard until such time as consideration of the matter has been completed.

### **PART 17: ELECTRONIC MEETINGS**

- 17.1 The following meetings may be held by means of electronic or other communication facilities:
- a) regular meetings of the Board;
  - b) special meetings of the Board; and
  - c) committee meetings.
- 17.2 Meetings under this section may only be held if:
- a) the conditions set out in Regional District Electronic Meetings Regulation No. 271/2005 are met; and
  - b) the electronic meeting is held in accordance with the provisions of this Bylaw.
- 17.3 The Chair, or Vice-Chair in the absence of the Chair, may authorize the electronic attendance by all Directors of the Board to attend a regular or special meeting of the Board if circumstances are such that gathering in person is not possible.
- 17.4 Advance public notice of an electronic meeting under this Section will:
- a) be provided as soon as practical and not less than 24 hours prior to the start of the meeting;
  - b) will be provided in accordance with the requirements of Section 94.1 of the *Community Charter* and will include:
    - (i) the way in which the meeting is to be conducted by means of electronic or other communication facilities; and
    - (ii) the place where the public may attend to hear, or watch and hear, the meeting.
- 17.5 The Chair, or the Vice-Chair in the absence of the Chair, may also attend the meeting electronically.
- a) The Chair, or the Vice-Chair in the absence of the Chair, may direct that the business of all standing committee meetings and the Committee of Whole be moved to the Regional Board agenda for consideration.
  - b) During the meeting, the presiding Member may request that Directors attending electronically state their vote only if opposed.
  - c) Sections 16.2 and 16.3 of this Bylaw do not apply regarding attendance under this Section.
  - d) All other provisions of this Bylaw apply.
- 17.6 An electronic meeting under this Section shall not be adjourned due to an event of equipment failure or other occurrence which prevents or limits electronic participation by Members, unless there is no quorum.

**PART 18: SPECIAL VOTING – URGENT ISSUES**

- 18.1 A special vote on an urgent matter may be held in accordance with Regional District Voting Regulation No. 41/191.
- 18.2 Carrying out the requirements for conducting a special vote under Regional District Voting Regulation No. 41/91 will be the responsibility of the Corporate Officer.

**PART 19: GENERAL PROVISIONS**

- 19.1 If any section, subsection, sentence, clause or phrase of this Bylaw is held to be invalid by a court of competent jurisdiction, that section, subsection, sentence, clause or phrase, as the case may be, shall be severed and the validity of the remaining portions of the bylaw shall not be affected.
- 19.2 A reference in this Bylaw to any enactment of British Columbia is a reference to the enactment as amended, revised, consolidated or replaced from time to time, and a reference to any bylaw of the Regional District is a reference to the bylaw as amended, revised, consolidated or replaced from time to time.

**PART 20: REPEAL AND TRANSITION**

**Effective Date**

- 20.1 This Bylaw shall come into effect on the day after its adoption.

**Repeal**

- 20.2 Regional District of Fraser-Fort George Board Procedure Bylaw No. 2372, 2007, and all amendments thereto, is repealed.

**Title**

- 20.3 This Bylaw may be cited for all purposes as “Regional Board Procedure Bylaw No. 3267, 2022”.

**READ A FIRST TIME ON THE 21<sup>ST</sup> DAY OF JULY, 2022**

**READ A SECOND TIME ON THE 21<sup>ST</sup> DAY OF JULY, 2022**

**READ A THIRD TIME ON THE 21<sup>ST</sup> DAY OF JULY, 2022**

**ADOPTED THIS 21<sup>ST</sup> DAY OF JULY, 2022**

Original signed by "Art Kaehn"  
Chair

Original signed by "Karla Jensen"  
General Manager of Legislative and  
Corporate Services



**REGIONAL DISTRICT  
of Fraser-Fort George**

**BYLAW NO. 3368**

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**A BYLAW TO AMEND REGIONAL BOARD PROCEDURE BYLAW NO. 3267, 2022**

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**WHEREAS** the Regional Board of the Regional District of Fraser-Fort George has, by Bylaw No. 3267, established the general procedures to be followed at meetings of the Regional District Board and Board committees including the procedures for passing bylaws and resolutions, and for providing advance public notice of such meetings;

**AND WHEREAS** the Regional District wishes to amend the provisions of Bylaw No. 3267;

**AND WHEREAS** advance public notice regarding this Bylaw has been provided as required under the *Local Government Act*;

**NOW THEREFORE** the Board of Directors of the Regional District of Fraser-Fort George, in open meeting assembled, enacts as follows:

1. Regional Board Procedure Bylaw No. 3267, 2022 is hereby amended as follows:

(a) deleting sections 5.26 and 5.27 – “Minutes” in their entirety and substituting the following:

“5.26 The names of Members opposed to a motion will be recorded in the minutes, unless the Chair confirms a Member request that their vote not be recorded.”

“5.27 Voting results will be recorded in the minutes as “Carried” or “Defeated”. Subject to section 5.26, individuals votes of Members will only be recorded when in opposition.”

(b) deleting section 8.20 – “Voting Results” in its entirety and substituting the following:

“8.20 The Chair will identify those Members that voted against a motion and those Directors will be recorded as opposed in the minutes, unless the Member specifically requests that their vote in opposition not be recorded.”

(c) deleting subsection 16.4 g) (i) – “Electronic Participation” in its entirety and substituting the following:

“16.4 g) (i) If any Member is opposed, the Committee Chair will identify those Members that voted against a motion and those Members will be recorded as opposed in the minutes, unless the Member specifically requests that their vote in opposition not be recorded.”

2. This bylaw may be cited for all purposes as “Regional Board Procedure Bylaw No. 3267, 2022, Amendment Bylaw No. 3368, 2024”.

**READ A FIRST TIME THIS DAY OF , 2024**

**READ A SECOND TIME THIS DAY OF , 2024**

**READ A THIRD TIME THIS DAY OF , 2024**

**ADOPTED THIS DAY OF , 2024**

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Chair

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General Manager of Legislative and  
Corporate Services

**DRAFT**