

CENTRAL COAST REGIONAL DISTRICT

BYLAW No. 541, 2024

Being a bylaw to regulate the meetings of the Central Coast Regional District Board and to repeal Meeting Procedures Bylaw 519, 2022.

WHEREAS Section 225 of the *Local Government Act* (RSBC 2015) directs the Board of the Central Coast Regional District to regulate Board Meetings by bylaw,

NOW THEREFORE the Board of the Central Coast Regional District in open meeting assembled ENACTS AS FOLLOWS:

SHORT TITLE

This Bylaw may be cited as the “**Central Coast Regional District Board Meeting Procedure Bylaw 541, 2024.**”

BOARD MEETINGS

1. Definitions

In this Bylaw:

“*Board*” means the Board of Directors of the Regional District;

“*CCRD*” means the Central Coast Regional District;

“*CCRD’s notice board*” means the notice board located at the Regional District’s Administration Office.

“*Chair*” means the Chair of the Regional District;

“*Community Charter*” means “Community Charter, Chapter 26, 2003” as amended from time to time by the Provincial Government;

“*Emergency*” the definition of an emergency situation will be determined by the Chief Administrative Officer in conjunction with the Chair.

“*Person responsible for Corporate Administration*” means the Chief Administrative Officer or their alternate to which has also been assigned the corporate officer responsibilities of a director of Corporate Administration for the Regional District; [s. 236 LGA]

“*Local Government Act*” means the “Local Government Act (RSBC 2015)” as amended from time to time by the Provincial Government;

“*Mail*” includes electronic mail constituting of attached documents in Microsoft Word or PDF format.

“*Member*” means a member of the sitting board of directors.

“*Regional District*” means the Central Coast Regional District.

“*Regional District’s administration office*” means the Regional District’s offices located at 626 Cliff Street, Bella Coola, British Columbia.

“*Regular meeting*” means regular and closed monthly meetings of the Board held on the second Thursday of each month (with the exception of January and August) or any meetings approved by the Board when adopting their annual schedule.

“*Special meeting*” means a board meeting other than a statutory, regular or adjourned meeting and includes workshops of the full board.

“*Vice-Chair*” means the Vice-Chair of the Regional District.

“*Workshop*” means a special meeting of the board for the purpose of focus on a particular topic that is timely for the business of the regional district and that may require further depth of review and discussion than time would allow in a regular meeting of the board but that does not intend decision-making by the board. Matters that arise during a workshop requiring decision must be tabled as a resolution at the next regular meeting of the board. A workshop is not a regular meeting, is not the result of statute and that is not the continuation of an adjourned meeting.

2. Application of Rules of Procedure

- a) All meetings of Board shall be governed by:
 - i. the *Local Government Act*;
 - ii. as further regulated in this Bylaw; and
 - iii. where it is not inconsistent with provisions of this Bylaw or the *Local Government Act*, by *The Newly Revised Robert’s Rules of Order, 12th edition, 2020* where applicable.

3. Inaugural Meeting

- a) The inaugural meeting of the Board must be held after November 1st in each year, in accordance with section 215(1) of the *Local Government Act*.

The inaugural meeting shall be chaired by the Person responsible for corporate administration until such time as the Chair and Vice-Chair have been elected. The

Person responsible for corporate administration shall act as the Chair only for the purpose of conducting the election of the Chair and Vice-Chair.

4. Election of Chair and Vice-Chair

- a) The Board shall elect a Chair and Vice Chair from amongst its Members at the first meeting held after November 1st in each year pursuant to section 215(1) and (4) of the *Local Government Act*.
- b) The Chief Administrative Officer shall call for nominations for Chair and conduct a vote by secret ballot in which the person receiving a majority vote of those Members present shall be elected Chair. Each Member shall have only one vote. If only one candidate is nominated for an office, that candidate shall be declared elected by acclamation. The call for nominations for the office of Vice Chair shall be called by the Chair.
- c) Nominations do not need to be seconded and a candidate must consent to the nomination.
- d) If a candidate is not present at the meeting, their written consent to the nomination must be provided to the Person responsible for corporate administration at the meeting.
- e) At the close of nominations, if more than one candidate has been nominated, each candidate will be given a maximum of four (4) minutes to address the Board in favour of their candidacy in the order of their nomination. If a candidate is not present at the meeting, they may have their nominator deliver a prepared speech on their behalf not to exceed four (4) minutes in duration.
- f) At the conclusion of the candidates' speeches, the Person responsible for corporate administration and one other staff member will circulate a ballot box in which the completed ballots will be placed. When all of the ballots have been collected the Person responsible for corporate administration will remove the ballot box to a separate room and the ballots will be counted in accordance with subsection (g).
- g) The counting of the ballots will be conducted by the Person responsible for corporate administration together with the other staff member.
- h) Following the counting of the ballots, the Person responsible for corporate administration shall advise the Chief Administrative Officer of the candidate that has received a majority of the votes.
- i) The number of votes received by each candidate will not be disclosed to the Board unless a resolution requiring disclosure is passed.
- j) In the event that there are more than two candidates for the election of Chair or Vice Chair and if no person receives a majority of the votes of those Members present, the candidate receiving the least number of votes shall be eliminated and subsequent ballots shall be taken until one candidate receives the majority of votes

of those Members present; unless there is a tie between the two candidates with the least votes of those Members present, in which case, subsequent ballots shall be taken until one candidate receives the least number of votes of those Members present and is eliminated. If the tie for the least number of votes of those Members present continues after three elections have been held, the candidate who shall be eliminated will be decided by a lot between the candidates as outlined in section 5(k). The voting on subsequent ballots will then proceed without the eliminated candidate until one candidate receives the majority of votes of those Members present.

- k) In the event of a tie vote for the most votes of two (2) or more candidates, the candidates who are tied remain in the election. If a definitive election result cannot be declared after three (3) elections have been held, then the majority vote shall be deemed to be determined by a lot between the candidates as follows:
 - i. the names of the candidates shall be written on separate pieces of paper and placed in a container;
 - ii. the Person responsible for corporate administration shall be asked to withdraw one paper;
 - iii. and the candidate whose name is on the withdrawn paper shall be declared elected.
- l) Once a candidate has been declared elected, the ballots shall be destroyed by way of a Board resolution.
- m) Following the election of the Chair, the CCRD Board shall elect one of its Members to be Vice Chair. The procedure for determining the Member to be elected Vice Chair shall be as set out in sections 4(b) to (m) for electing the Chair of the Board.

5. Time and Location of Meetings

- a) Unless otherwise determined by resolution of the Board, Regular and Closed Meetings shall be held on the fourth Thursday of each month, excluding the months of August and December.
- b) A board may re-schedule a regular board meeting to a different date and time by resolution of the board.
- c) Regular Meetings and Closed Meetings of the Board are held generally by electronic means, unless the location is changed by resolution of the board.
- d) The Board shall determine their schedule for a calendar year before the last regular meeting of the preceding year including locations, and electronic attendance.

- e) One Regular Meeting a year will be held in either Electoral Area A or Electoral Area B, with the specific location determined in December of the year prior. This location may be re-scheduled to a different date and time by resolution of the board.
- f) Regular Meetings shall be called to order at 9am or, in the event of weather or travel interruptions, as soon as quorum is assembled.
- g) Regular meetings of the Board must be adjourned by 7pm on the day scheduled for the meeting unless the Board resolves by unanimous vote to proceed beyond that time. Items remaining on the agenda will be added to the agenda for the next regular meeting under Unfinished Business.
- h) Special meetings can be called as per section 220 of the *Local Government Act*.
- i) Committee of the Whole meetings will be scheduled by the Chair in consultation with staff.

6. Notice of Regular Meetings

- a) At least 48 hours before any meeting regulated by this Bylaw the Person responsible for corporate administration must give public notice of time, place, and date of the meeting by way of a notice at the CCRD's office and on the CCRD website.
- b) At least 48 hours before a regular meeting of the Board, the person responsible for corporate administration must give further public notice of the meeting by:
 - i. posting a copy of the agenda and supporting materials on the CCRD's website; and
 - ii. leaving copies of the agenda at the reception counter at the Regional District Offices for the purposes of making them available to members of the public.

7. Notice of Special Meetings

- a) Except where notice of a special meeting is waived by a unanimous vote of all directors under Section 220(3) of the *Local Government Act*, before a special meeting of the Board the person responsible for corporate administration must:
 - i. at least 24 hours before the date of the meeting, give notice of the general purpose, time, place, and date of the meeting by way of a notice posted on the CCRD's notice board and website.

8. Notice of Closed Meetings

- a) As per s. 89 of the *Community Charter*, a meeting of the Board must be open to the public except as provided in Division 3 of the *Community Charter*.

- b) Notice of Closed Meetings which are closed to the public pursuant to section 90 of the *Community Charter* shall be deemed to be given in conjunction with the Notice of Regular Meetings under section 6 of this bylaw. In the event that a Closed Meeting is also a Special Meeting provisions of section 7 apply.

9. Electronic Meetings

- a) Subject to the conditions set out in the *Community Charter*, sections 128 (1), (2) and (3) and where sections 221(1), (2) or (3) of the *Local Government Act* are met, a **regular or special** Board meeting may be conducted by means of electronic or other communication facilities if:
 - i. the Chair requires it pursuant to making a declaration of a state of local emergency under *Emergency and Disaster Management Act, S.B.C. 2023, c. 37*; or
 - ii. the Board resolves it through the process outlined in S.5.
- b) Subject to the conditions set out in the *Community Charter*, sections 128 (1)(b) and where sections 221(2) of the *Local Government Act*, a Member who is unable to attend at a **regular or special** Board meeting, in person, may participate in the meeting by means of electronic or other communication facilities.
- c) Any Member participating at a meeting in accordance with section 8(b) must be in receipt of the agenda and any applicable staff reports as have been provided to Members not participating electronically before the Board meeting and any information handed out at the Board meeting must be sent to that Member during the meeting or the matter will be adjourned to the next regular meeting.
- d) The CCRD boardroom, located at the administrative offices, will serve as a viewing area for the public during electronic meetings. Any Director may attend the CCRD board room to participate in the meetings.
- e) A Member participating electronically by audio means only must indicate his or her vote verbally.
- f) Except for meetings which are closed to the public (Closed Meetings), the facilities must enable the public to hear, or watch and hear, the participation of the members attending electronically.
- g) Although every effort will be made to accommodate electronic participation in meetings, nothing in this Bylaw shall be construed to guarantee any Director electronic access to a Board Meeting. In the event of an equipment failure or other occurrence which prevents or limits electronic participation, the Board Meeting will not be adjourned unless a quorum is no longer present. Electronic participation in Board Meetings may be restricted by the capacity or dependability of the equipment employed.

BOARD PROCEEDINGS

10. Attendance at Public Meetings

- a) Subject to Section 226(1) of the *Local Government Act* and Section 89 of the *Community Charter*, all meetings shall be open to the public.
- b) Pursuant to Section 90 of the *Community Charter*, meetings may be closed to the public. Before closing a meeting or part of a meeting to the public, the Board must pass a resolution in a public meeting in accordance with section 92 of the *Community Charter*.
- c) This section applies to all meetings of the bodies referred to in section 93 of the *Community Charter*

11. Attendance at Closed Meetings

- a) Pursuant to s.91 of the *Community Charter* the Chief Administrative Officer and Recorder will attend the meeting unless excused by the Chair. In the event the board excludes the recorder and/or the Chief Administrative Officer from the meeting, the board shall make provision for documenting the proceedings and for recording the meeting minutes.
- b) Members attending a Closed Meeting, or a portion of a regular meeting held closed via electronic means are responsible for ensuring that their participation is not overheard or otherwise accessible to members of the public.

12. Minutes of Meetings

- a) Minutes of the Board meetings shall be administered pursuant to Section 223 of the *Local Government Act*. For the purposes of section 223 of the *Local Government Act*, the designated officer is the person responsible for corporate administration.
- b) In accordance with sections 97(1) and (2) of the *Community Charter*, minutes of the proceedings of the Board or of a body referred to in section 97 must be open for public inspection at the Regional District offices during their regular office hours, unless,
- c) Subsection 97(1)(b) and (c) relates to minutes of a Board meeting for that part of the meeting that is closed to the public pursuant to section 90 of the *Community Charter*.

13. Calling Meeting to Order

- a) A quorum for a meeting of the Board shall be the majority of the Members of a Board.

- b) As soon after the time specified for a Board meeting as there is a quorum present, the Chair, if present, must take the chair and call the Board meeting to order, however, where the Chair is absent, the Vice- Chair must take the chair and call such meeting to order.
- c) If a quorum of the Board is present but the Chair or the Vice-Chair do not attend within 10 minutes of the scheduled time for a Board meeting, the person responsible for corporate administration must call to order the Members present, and:
 - i. the Members present must choose a Member to preside at the meeting;
 - ii. and the Member chosen to preside shall do so unless the Chair or Vice-Chair arrives, in which case, the Chair or Vice-Chair shall preside at the meeting.

14. Agenda

- a) Prior to each Regular Board meeting, the person responsible for corporate administration must prepare an agenda setting out all the items for consideration at that meeting.
- b) The deadline for submissions by the public to the person responsible for corporate administration of items for inclusion on the Regular Board meeting agenda is 4:00 pm seven days prior to the meeting.
- c) At least 48 hours before a regular meeting of the Board, the person responsible for corporate administration must deliver a copy of the agenda with any applicable staff reports to each Member electronically and place a copy of the agenda and supporting documentation on the Regional District website.
- d) At least 24 hours before a Special Closed meeting of the Board, the person responsible for corporate administration must deliver a copy of the agenda notice (noting relevant sections of Section 90 of the *Community Charter*) to each Member at the place where the Member has directed notices be sent and post a copy of the agenda notice on the Regional District website. Supporting documentation will only be handed out to Members present at the start, and collected at the end of the Closed Meeting. Documentation may be delivered electronically to Members attending a Closed Meeting by electronic means using password protected or other reasonably secure means. Members in receipt of Closed Meeting electronic documentation must delete the documentation at the close of the Closed Meeting.
- e) The Board must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as a late item pursuant to Section 16.
- f) Any Member may introduce a Notice of Motion. The motion needs to be written in the appropriate form as determined by the Corporate Administrator and submitted to the person responsible for corporate administration at least ten (10) days before a regular meeting or upon the member being acknowledged by the Chair and the notice of motion being read at a meeting.

The person responsible for corporate administration shall place the motion on the agenda of the next Regular Meeting or other future meeting designated by the member bringing forward the notice of motion. Staff will prepare support information on the motion presented, if appropriate.

15. Order of Proceedings and Business

- a) The business of every Regular Meeting of the Board shall follow an agenda prepared in the form outlined in Schedule “A” attached to and forming part of this Bylaw.
- b) Prior to posting the agenda, the person responsible for corporate administration shall be permitted to vary the format and order of business for the agenda as outlined in Schedule “A”, attached to and forming part of this Bylaw.

16. Late Items

- a) An item of business not included on the agenda must not be considered at a Board meeting unless introduction of the late item is approved by the Board by unanimous resolution at the time allocated on the agenda for such matters.
- b) If the Board makes a resolution under section 16(a), information pertaining to late items must be distributed to the Members.
- c) Only items that require timely consideration should be introduced as a Late Item. Other items should be referred to the Notice of Motion process in section 14(f).

17. Voting at Meetings

- a) The following procedures apply to voting at Board meetings:
 - i. when debate on a matter is closed the Chair must put the matter to a vote of Members;
 - ii. after the Chair finally puts the question to a vote under subsection (i), a Member must not speak to the question or make a motion concerning it;
 - iii. where a Member calls for a recorded vote, the names of the Members voting in favour and those opposed shall be recorded by the Person responsible for corporate administration.

18. Delegations

- a) An individual or a delegation may address the Board on matters that fall within the jurisdiction of the Board, provided written application on a form prescribed by the person responsible for corporate administration has been received by 4:00 pm seven days prior to the meeting. Each address must be limited to 15 minutes unless a longer period is agreed to by unanimous vote of the members present.

- b) The person responsible for corporate administration will set a prescribed form upon which written application is made for the purposes 18 (a). Without limiting the discretion of the person responsible for Corporate Administration in this regard, this form shall require delegation applications to:
 - i. list all subject matter, points to be raised, and supporting information of the delegation's presentation;
 - ii. list desired outcomes or decisions by the Board (if any);
 - iii. submit written materials to be presented; and
 - iv. understand and acknowledge the respectful conduct requirements of all delegations for meetings of the Board.
- c) The Board must not permit a delegation to address a meeting of the Board regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.
- d) The person responsible for corporate administration must not permit the same delegation, whether a person or organization, to present more than once every six months.
- e) A maximum of three (3) delegations are permitted to address the Board per meeting. The person responsible for corporate administration may refer eligible delegations to later meetings to satisfy this requirement.
- f) Delegations must address topics related to the agenda under consideration unless approved by the person responsible for corporate administration.
- g) The person responsible for corporate administration may schedule delegations to another Board meeting (including Committee of the Whole) or Advisory Body as deemed appropriate according to the subject matter of the delegation.
- h) The person responsible for corporate administration may refuse to place a delegation on the agenda if the issue is not considered to fall within the purview of the Board or does not pertain to the subject matter contained in the current agenda.
 - i. If the delegation wishes to appeal the decision of the person responsible for corporate administration, they must do so in writing to the Chief Administrative Officer. If the Chief Administrative Officer is unable to hear the appeal, the appeal will be submitted to the Chair for consideration.
- i) The Chair may deny any person the right to address a meeting if, in the Chair's opinion, the person engages in the following conduct:
 - i. Uses disrespectful, offensive, or derogatory language toward any Member, staff person or member of the public;
 - ii. shouts, immoderately raises his or her voice, or uses profane, vulgar or offensive language, gestures or signs;

- iii. engaging in conduct that attempts to demean, humiliate or intimidate any Member, staff person or member of the public;
- iv. addresses issues not contained within the written application of the individual or delegation;
- v. Behaves in a manner that disrupts the orderly conduct of the meeting, including but not limited to interrupting other speakers or refusing to comply with procedural directions from the Chair.

The Chair is authorized to terminate presentations of delegations or public input period presenters that engage in behavior contrary to this Bylaw or as established in CCRD policy. Before denying the right to speak, the Chair may issue a formal warning outlining the specific behavior that is inappropriate.

- j) If the presiding member feels a member of the public is acting improperly at the meeting, the presiding member may expel that person from the meeting.

19. Public Input Period

- a) An individual may address the Board during the Public Input Period on the subject matter contained in the current agenda or matters that fall within the jurisdiction of the Board, provided written application on a form prescribed by the person responsible for corporate administration has been received by 4:00 pm seven days prior to the meeting.
- b) The Public Input Period allows members of the public to comment on subject matter in accordance with this bylaw for a maximum of two (2) minutes. Section 18 (i) and (j) also applies to public input periods.
- c) A maximum of five (5) persons are permitted to address the Board during the Public Input Period. The person responsible for corporate administration may refer eligible presentations to later meetings or invite submitted correspondence to satisfy this requirement.
- d) Delegations must address topics related to the agenda under consideration unless approved by the person responsible for corporate administration.
- e) The person responsible for corporate administration will set a prescribed form upon which written application is made to take part in the Public Input Period outlined in section 19 (a). Without limiting the discretion of the Corporate Officer in this regard, this form shall require public input period applicants to:
 - i. list all subject matter, points to be raised and supporting information of the applicant's presentation;
 - ii. list desired outcomes or decisions by Council (if any);
 - iii. submit written materials to be presented; and

- iv. understand and consent to the respectful conduct requirements of all public input period participants for meetings of the Board, as established in this bylaw and detailed in CCRD policy.
- f) The person responsible for corporate administration may refuse to place a public input period applicant on the agenda if the issue is not considered to fall within the purview of the Board or does not pertain to the subject matter contained in the current agenda.
 - i. If the applicant wishes to appeal the decision of the person responsible for corporate administration, they must do so in writing to the Chief Administrative Officer. If the Chief Administrative Officer is unable to hear the appeal, the appeal will be submitted to the Chair for consideration.

BYLAWS

20. Adoption of Bylaws

- a) The first three readings of a bylaw may take place at the same meeting.
- b) The Board may proceed with the final adoption of a bylaw at the meeting where such bylaw has received third reading unless specifically prohibited by the *Local Government Act*
- c) After a bylaw is adopted, and signed by the Person responsible for corporate administration, and the Chair of the Board meeting at which it was adopted, the Person responsible for corporate administration must have it placed in the Regional District's records for safekeeping.

ADVISORY BODIES

21. Committees, Commissions and Task Forces

- a) The Board may establish advisory bodies in the form of ad hoc committees, special committees, standing committees, commissions, or task forces. When doing so, the Board shall define the purpose of the advisory body created, and it shall establish the structure, the terms of reference, length of term, and the membership for such body.
- b) Public attendance at meetings of bodies established under this section shall be governed by Division 3 of the *Community Charter*.
- c) Minutes of advisory bodies established under Section 21 of this Bylaw shall be administered pursuant to Section 223(2), 226 and 227 of the *Local Government Act*.
- d) Minutes and reports of advisory bodies shall be presented at the next Regular Meeting of the Board, or as otherwise directed by their respective terms of reference.

22. Committee of the Whole

- a) The Committee of the Whole is scheduled as per Section 5(i).
- b) The Committee of the Whole is a committee of all Members.
- c) The Committee of the Whole will be administered pursuant to section 223(2) of the *Local Government Act*.
- d) The Chair may preside at the Committee of the Whole or may assign presiding duties to another Member.
- e) The quorum for Committee of the Whole is a majority of Members.
- f) The Committee of the Whole may invite discussion from any relevant party through majority resolution.
- g) The Committee of the Whole does not have the authority to pass resolutions but may forward recommendations to the Board for consideration.

23. ENACTMENT

- a) If any section, subsection, sentence or clause of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remaining portions of this bylaw.
- b) Meeting Procedures Bylaw 519, 2022 is hereby repealed.

READ A FIRST TIME this the ____ of November 2024 _____

READ A SECOND TIME this the ____ of November 2024 _____

READ A THIRD TIME this the ____ of _____, _____

RECONSIDERED AND FINALLY ADOPTED this the ____ of _____

Board Chair

Corporate Officer

Certified to be a true and correct copy of **“Central Coast Regional District Board Meeting Procedure Bylaw 541, 2024”**

Corporate Officer

**CENTRAL COAST REGIONAL DISTRICT
BYLAW NO. 541, 2024
SCHEDULE "A"**

REGULAR BOARD MEETING AGENDA – (Date/Time)

PART I - INTRODUCTION

- 1. Territorial Acknowledgement and Call to Order**
- 2. Adoption of Agenda**
 - a. (Introduction of late items and resolution on approval)**
- 3. ADOPTION OF MINUTES**
 - a. (Date) – Previous Board Meeting**
- 4. Reports from Board**
 - a. Report from Chair**
 - b. Report from Area Directors**

PART II– PUBLIC CONSULTATION

- 1. Delegations**
 - a. Registered Delegations (15 minutes maximum)**
 - b. Public Input Period (2 minutes maximum)**
 - c. Public Hearing (if required)**

PART III – LOCAL GOVERNANCE

- 2. Operations Updates & Policy Matters Arising**
 - a. Administrative Services**
 - b. Public Works, Transportation, Operations and Protective Services**
 - c. Financial Services**
 - d. Development Services**
 - e. Community Economic Development and Land Use Planning**
 - f. Emergencment Management**
 - g. Committee, Commissions and Appointed Bodies**
- 3. Bylaws And Policies**
 - a. Approval of Bylaws**
 - b. Review/approval of new or revised policies**
- 4. Motions for Which Notice has been Given**
- 5. New Business**
 - a. Late Items**
- 6. Committee of the Whole Discussions**

- 7. General Correspondence**
- 8. Notice to Close Meeting**
 - a. Sections to close the meeting under**
 - b. Rise and Report after adjournment of closed meeting**
- 9. Adjournment**

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