



CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE

**Thursday, March 22, 2018
SCRD Boardroom, 1975 Field Road, Sechelt, B.C.**

AGENDA

CALL TO ORDER: 9:30 a.m.

AGENDA

1. Adoption of Agenda

PETITIONS AND DELEGATIONS

REPORTS

2. Senior Manager, Administration and Legislative Services –
Review of Proposed Board Procedures Bylaw
(Voting – All)

Annex A
Pages 1-47

COMMUNICATIONS

NEW BUSINESS

IN CAMERA

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – March 22, 2018

AUTHOR: Angie Legault, Senior Manager, Administration and Legislative Services

SUBJECT: REVIEW OF PROPOSED BOARD PROCEDURES BYLAW

RECOMMENDATION(S)

THAT the report titled Review of Proposed Board Procedures Bylaw be received.

BACKGROUND

The following resolution was adopted at the March 8, 2018 Board meeting:

089/18 **Recommendation No. 4** *Board Procedures Bylaw*

THAT the report titled Board Procedures Bylaw be received;

AND THAT the draft Board Procedures Bylaw be referred to a Special Corporate and Administrative Service Committee meeting for further consideration.

DISCUSSION

Staff have attached the report and supporting information that was provided at the February 22 Corporate and Administrative Services Committee.

STRATEGIC PLAN AND RELATED POLICIES

A Strategic Priority of the Board is to “Enhance Board Structure and Processes”. A revised Procedure Bylaw is one of the success indicators of this Priority.

CONCLUSION

Sunshine Coast Regional District Procedures Bylaw No. 474 has become outdated. Staff have prepared a revised bylaw and recommend that the Committee consider the various options outlined in the February 22nd staff report and provide direction on the proposed bylaw.

Reviewed by:			
Manager		Finance	
GM		Legislative	
CAO	X-J. Loveys	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Corporate and Administrative Services Committee – February 22, 2018
AUTHOR: Angie Legault, Senior Manager, Administration and Legislative Services
SUBJECT: BOARD PROCEDURES BYLAW

RECOMMENDATION(S)

THAT the report titled Board Procedures Bylaw be received;

AND THAT the draft Board Procedures Bylaw be referred to the March Corporate and Administrative Services Committee meeting for consideration.

BACKGROUND

Section 225(1) of the *Local Government Act* requires that a board must, by bylaw, establish the general procedures to be followed by the board and by board committees in conducting their business, including the manner by which resolutions may be passed and bylaws adopted; providing for advance public notice of the date, time and location of board and board committee meetings and establishing the procedures for giving that notice; and identifying places that are to be public notice posting places.

Sunshine Coast Regional District Procedures Bylaw No. 474 has become outdated due to changes in legislation and the passage of time. A new Procedures Bylaw was also identified as a success indicator in the 2015-2018 Strategic Plan.

A draft bylaw has been developed to update procedures and ensure alignment with current legislation (Attachment 1).

The bylaw drafting process was guided by the *Local Government Act* (LGA) and *Community Charter* (CC), as well as provincial resources available through the Ministry of Municipal Affairs and Housing's Local Government Governance and Structure Division. A review of recently updated Procedure Bylaws from other local governments (with an emphasis on regional districts) was also completed. Trends and best practices were considered and an effort was made to enhance readability with the use of plain language.

DISCUSSION

The level of detail contained in procedure bylaws varies from one jurisdiction to another. Some bylaws are lengthy and restate legislation and parliamentary procedure. Staff have attempted to include relevant information without duplicating the content of the CC or LGA or being overly prescriptive. Some matters which are currently addressed by policy have been included in the bylaw for ease of reference.

The draft bylaw is annotated to indicate what content is mandatory and what content is optional and/or recommended. Sections highlighted in blue indicate provisions that also apply to Committees. For comparison, Bylaw 474 has been annotated to cross-reference the related section in the proposed bylaw. (Attachment 2).

Options and Analysis

A bylaw was drafted for discussion purposes.

1. Election of Chair and Vice Chair (section 8)
 - a. Option for candidates to address the Board and time limit for address
 - b. Election by *majority* of votes vs *most* votes (when there are 3 or more candidates)
 - c. Tie vote – repeat voting with all candidates on the ballot or eliminate the candidate with the least number of votes; continue voting until tie is broken vs. drawing lots

The current bylaw simply references the LGA; which is silent on the process for the election.

Staff recommend detailing the procedures for the election of the Chair and Vice Chair to provide clarity and consistency in the process.

2. Quorum and Opening Procedures (section 9)
 - a. Time limit for arrival of Chair before the Vice Chair calls the meeting to order
 - b. Time limit for adjourning a meeting if a quorum is not present

This section is presented as per the current bylaw (15 minutes for arrival of Chair and 30 minutes before meeting is adjourned); however many local governments have shorter time limits.

Staff recommend that the Committee determines the acceptable time limits.

3. Agenda (section 10)
 - a. Deadline for circulating agendas to members

The agenda is normally circulated on the Friday prior to the Thursday meeting. The bylaw references a deadline of at least three (3) days prior to the meeting to provide flexibility in unusual circumstances.

- b. Rules about late agenda items which are currently contained in policy (Attachment 3) could be included in this section; however they would lengthen the bylaw.

Staff recommend approval of this section as presented.

4. Order of Proceedings (section 11)

Local government approaches to Director and CAO reports vary. In the absence of a decision to remove provisions for these reports from the agenda, staff recommend moving them to the end of the Reports section to ensure business decisions are made earlier in the meeting.

Staff recommend approval of the revised order of business as presented.

5. Delegations (section 12)

a. Time limits (currently 10 minutes per delegation)

b. Requests after the deadline

The procedural aspects related to delegations are currently contained in Board policy (Attachment 4). Although including basic information makes the bylaw longer, it may promote transparency by making the information easier to access (one stop source of information).

Staff recommend approval of this section as presented.

6. Closed Meetings (section 14)

Although this content is optional, it documents expectations and organizational practice which contributes to transparency. Further details about who can attend closed meetings is included in Board policy (Attachment 5) and could be incorporated into the bylaw.

Staff recommend approval of this section as presented.

7. Minutes (section 15)

Although this content is optional and does not exist in the current bylaw, it documents expectations and organizational process which contributes to transparency.

Staff recommend its inclusion in the bylaw.

8. Participation in Meetings Electronically (section 16)

This section is consistent with the existing bylaw; however the Board could decide to remove this section or revise the procedures. Staff recommend approval of this section as presented.

9. Chair and Presiding Officers (section 17)

Subsections (1), (3) and (4) are new content and provide additional clarity on presiding over meetings.

10. Debate and Conduct (section 18)

- a. Respectful conduct
- b. Time limits for speaking

This section is mostly consistent with the current bylaw (Section 11 Rules of Conduct and Debate) however time limits for speaking have been included which the Committee may wish to revise or delete.

Staff recommend that the Committee determines the acceptable time limits.

11. Motions (section 19)

The content contained in the current bylaw (Section 18 Motions) was expanded to provide detail around 'notice of motion'.

Staff recommend approval as presented.

12. Reconsideration (section 20)

New content was added to expand on the provisions for reconsideration including a requirement for a two-thirds majority to pass a motion to reconsider. The Committee could choose to use a simple majority. The current bylaw only provides a reference to the *LGA*.

Staff recommend approval as presented.

13. Voting (section 21)

New content was added to address voting by the Chair and members voting through a show of hands.

Staff recommend approval as presented.

14. Resolutions (section 22)

This is a new section that is not included in the current bylaw.

Staff recommend approval as presented.

15. Bylaws (section 23)

New (optional) content was added to allow the Corporate Officer to correct typographical errors.

Staff recommend approval as presented.

16. Notice of Committee meetings (section 25)

Content has been revised to make notice of Committee meetings consistent with Board meetings and clarify the authority to cancel meetings.

Staff recommend approval as presented.

17. Attendance at Committee meetings (section 26)

This section supplements information contained in Committee Terms of Reference by specifying that Directors who are not an appointed member are able to attend the meetings but not vote.

Staff recommend approval as presented.

18. Duties of Committees (section 27)

This section describes the duties of committees and adds a new section to address advisory committees. The Committee may choose to expand or revise the duties.

Staff recommend approval as presented.

19. Quorum (section 28)

This section specifies that the quorum of standing and select committees is the same as the Board (majority of members).

This section conflicts with the current Terms of Reference for the Policing Committee which specifies a quorum of five. Terms of Reference for the Policing and Transportation Committees are scheduled for review as soon as time permits.

Staff recommend approval as presented.

20. Committee Rules of Procedure (section 29)

This section outlines which aspects of the Board procedures apply to committees.

Subsection (2) addresses voting at committee. The current bylaw provides that all members may partake in debate, but only those representing participating areas may move, second or vote on a recommendation respecting a service. This provision was introduced in 2014 in an attempt to reconcile the different voting rules that are followed at the Board with those used at Committee. This has occasionally resulted in confusion at committee meetings.

To simplify the voting rules, staff recommend that all members be allowed to vote at committee meetings and that this section be approved as presented.

21. Committee of the Whole Procedures (section 31)

This section is optional however if Committee of the Whole (COTW) meetings are conducted, rules of procedure must be established. This section could be removed or retained to provide flexibility for possible future use of COTW.

Staff recommend deleting this section.

Organizational and Intergovernmental Implications

Certain aspects of the proposed bylaw conflict with or duplicate existing Board policy. Upon approval of the bylaw, staff would bring forward any necessary housekeeping amendments to ensure policies align with the bylaw.

STRATEGIC PLAN AND RELATED POLICIES

A Strategic Priority of the Board is to “Enhance Board Structure and Processes”. A revised Procedure Bylaw is one of the success indicators of this Priority.

CONCLUSION

Sunshine Coast Regional District Procedures Bylaw No. 474 has become outdated. Staff have prepared a revised bylaw and recommend that it be forwarded to the March Corporate and Administrative Services Committee meeting for discussion and direction on the provisions related to the conduct of Board business.

Attachment 1: Draft Board Procedures Bylaw

Attachment 2: *Sunshine Coast Regional District Procedures Bylaw No. 474* (annotated)

Attachment 3: Policy on Late Items

Attachment 4: Policy on Petitions and Delegations

Attachment 5: Policy on Board Administration

Reviewed by:			
Manager		Finance	
GM		Legislative	
CAO	X-J. Loveys	Other	

SUNSHINE COAST REGIONAL DISTRICT

Bylaw No. ???

A bylaw to provide for the procedures of Board meetings and Committees of the Board

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SUNSHINE COAST REGIONAL DISTRICT

Bylaw No. ???

A bylaw to provide for the procedures of Board meetings and Committees of the Board

The Board of the Sunshine Coast Regional District in open meeting assembled, enacts as follows:

PART 1 – INTRODUCTION

1. Citation

This bylaw may be cited as the *Sunshine Coast Regional District Board Procedures Bylaw No. ???, 2018*.

2. Definitions

In this bylaw:

“**Act**” means the *Local Government Act*;

“**Board**” means the Board of the Sunshine Coast Regional District;

“**Board Chair**” means the member of the Board elected as Chair pursuant to section 215 of the Act;

“**Chair**” means the person presiding at a meeting of the Board, of a committee of the Board, or the person appointed as Chair of a Standing or Select Committee of the Board, as the context requires;

“**Charter**” means the *Community Charter*;

“**Committee**” means a committee of the Board, but does not include the Committee of the Whole;

“**Committee of the Whole**” means all the members of the Board present at a meeting sitting in committee;

“**Corporate Officer**” means the officer of the Regional District assigned the responsibility of corporate administration pursuant to section 236 of the Act;

“**Delegation**” means an individual or organization that has requested or been invited to address the Board, or a committee about a specific issue;

“**Holiday**” has the same meaning as prescribed by the *Interpretation Act*;

“**Meeting**” means a meeting of the Board, unless the context directs otherwise;

“Member” means a member of the Board, whether a municipal director or an electoral area director, and includes their alternates when acting in the place of a director.

“Public Notice Posting Place” means the notice board in the lobby of the Regional District’s Administration office.

“Regional District” means the Sunshine Coast Regional District;

“Regional District’s Administration office” means the Regional District offices located at 1975 Field Road, Sechelt, British Columbia;

“Special Meeting” means a Board meeting other than a regular meeting or an adjourned meeting.

3. Application of Rules of Procedure

- (1) The provisions of this bylaw govern the proceedings of the Board and all Standing and Select Committees of the Board, as applicable.
- (2) In cases not provided for under this Bylaw, the most recent edition of The Newly Revised Robert’s Rules of Order applies to the proceedings of the Board and all Standing and Select Committees of the Board to the extent that those rules are applicable and not inconsistent with provisions of this Bylaw, the Act or the Charter.
- (3) Where a conflict between this bylaw and the Act arises, the Act will apply.

PART 2 - BOARD MEETINGS

4. Time and Location of Meetings

Mandatory with required content

- (1) Regular meetings of the Board must take place at the Regional District’s Administration office except as the Board may otherwise decide from time to time, by resolution.
- (2) Regular meetings of the Board will be held on the second and fourth Thursday of each month commencing at 1:30 p.m. except as the Board may otherwise decide, from time to time, by resolution. In the event that the date of a Regular meeting falls on a Holiday, the meeting may be cancelled or rescheduled by Board resolution.
- (3) Regular meetings of the Board must be adjourned no later than three (3) hours from the scheduled time to call to order, unless otherwise determined by a two-thirds vote of the Members present.

5. Notice of Regular Meetings

Mandatory with required content

- (1) No later than the last Board meeting in November, the Corporate Officer must prepare an annual schedule of regular Board, Standing Committee and Select Committee

meetings including the dates, time and place of meetings, and must make the schedule of meetings available to the public by posting it at the Public Notice Posting Place.

- (2) The Corporate Officer must give further public notice of the meeting by:
 - (a) posting a copy of the agenda outline to the Public Notice Posting Place;
 - (b) posting a copy of the agenda on the Regional District's website, unless prevented due to technical issues.
- (3) Where revisions are necessary to the annual schedule of regular meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Place which indicates any revisions to the date, time, and place or cancellation of a regular meeting.

6. Notice of Special Meetings

Mandatory with required content

- (1) Except where notice of a special meeting is waived by a unanimous vote of all Board Members under section 220(3) of the Act, the Corporate Officer must:
 - (a) give advance public notice of the time, place and date of the meeting by way of a notice posted to the Public Notice Posting Place; and
 - (b) give notice of the special meeting in accordance with section 220(2) of the Act.
- (2) Where a special meeting is called and where notice may be waived by a unanimous vote under section 220(3) of the Act, the Corporate Officer must use reasonable efforts to give advance public notice of the proposed special meeting by posting a notice of the proposed meeting to the Public Notice Posting Place.

7. Inaugural Meeting

Mandatory with optional content

- (1) The Inaugural meeting will be held at the first meeting of the Board after November 1 in each year.
- (2) The Corporate Officer will preside at the inaugural meeting until such time as the Chair has been elected.

8. Election of Chair and Vice Chair

Optional

- (1) At each Inaugural meeting the Corporate Officer will call for nominations for Chair and will conduct a vote by secret ballot in which the Member receiving the majority of votes of those Members present will be elected Chair. Each Member present will have one vote. If only one candidate is nominated, that candidate will be declared elected by acclamation.
- (2) The Corporate Officer will call for nominations three (3) times. Nominations need not be seconded but a candidate must consent to the nomination.

- (3) A Member who is absent from the meeting may be nominated provided that their written consent to the nomination has been delivered to the Corporate Officer prior to the meeting.
- (4) At the close of nominations, if more than one candidate has been nominated, each candidate will be given a maximum of three (3) minutes to address the Board in favour of his/her candidacy in the order of his/her nomination.
- (5) In the case of an election by voting, ballots will be collected by the Corporate Officer or designate and counted together with the Chief Administrative Officer or designate. The outcome of the ballot count will be announced to the Board by the Corporate Officer and the candidate receiving the majority of votes of those Members present will be declared elected.
- (6) The number of votes received by each candidate will not be disclosed to the Board unless a resolution requiring the disclosure is passed.
- (7) Once a candidate has been declared elected, the Corporate Officer must destroy the ballots.
- (8) In the event of a tie vote between two or more candidates, voting will be repeated with all names on the ballot unless a candidate withdraws, until a candidate with a majority of votes emerges. In the event of two (2) tie votes, the Board must pass a resolution to either determine the election of the Chair by the drawing of lots or further repeating the voting to break the tie until a candidate with a majority of votes emerges.
- (9) The newly elected or acclaimed Chair will preside over the election process for the Vice-Chair of the Board and must follow the same procedures set out for the election of the Chair. The Vice-Chair has, during the absence, illness or other disability of the Chair, all the powers of the Chair conferred by the Act and is subject to all the rules applicable to the Chair.

9. Quorum and Opening Procedures

Mandatory with optional content

- (1) The quorum for a meeting of the Board will be a majority of all Members.
- (2) At the scheduled time for commencement of the meeting, the Chair will determine that a quorum is present before proceeding to the business of the meeting.
- (3) If the Chair is not in attendance within fifteen (15) minutes after the scheduled time for a meeting, the Vice-Chair must take the Chair and call the Members to order, or if the Vice-Chair is absent, the Corporate Officer must call the Members to order and, if a quorum is present, the Members must appoint an acting Chair who will preside during the meeting or until the arrival of the Chair or Vice-Chair. A person appointed as acting Chair has all the authority and is subject to the same rules as the Chair.
- (4) If there is no quorum present within thirty (30) minutes after the time scheduled for a meeting, the Corporate Officer will record in the minute book the names of the Members present and the meeting will stand adjourned until the next day of meeting or until another meeting has been called in accordance with this bylaw.

PART 3 - BOARD PROCEEDINGS

10. Agenda

Mandatory with optional content

- (1) The Corporate Officer will prepare an agenda before every regular meeting of the Board, approved by the Chief Administrative Officer or the Chief Administrative Officer's designate, setting out all items for consideration at that meeting and will circulate a copy to each Member at least three (3) days before the meeting.
- (2) At a meeting, other than a regular meeting
 - (a) the agenda will be governed by the specific purpose or purposes for which the special meeting was called; and
 - (b) the order of business will proceed according to the Order of Proceedings and Business set out in section 11 of this bylaw whenever possible.

11. Order of Proceedings and Business

Mandatory with optional content

- (1) The order of business at all Regular Board meetings of the Regional District will be as follows:
 - (a) Call to Order;
 - (b) Adoption of Agenda;
 - (c) Adoption of Minutes of Board Meetings;
 - (d) Business arising from the Minutes and Unfinished Business;
 - (e) Presentations and Delegations;
 - (f) Reports (including the following)
 - i. Committee Recommendations
 - ii. Staff Reports
 - iii. Chief Administrative Officer's Report
 - iv. Directors' Reports;
 - (g) Communications;
 - (h) Motions for Which Notice Has Been Given;
 - (i) Bylaws;
 - (j) New Business;
 - (k) In Camera;
 - (l) Adjournment.
- (2) The order of business may be modified at any Regular Board meeting at the discretion of the Chair or by a two-thirds vote of the Members present.

12. Delegations

Mandatory with optional content

- (1) Requests to appear before a regular meeting of the Board or a Committee of the Board must be addressed to the Corporate Officer and received in writing two weeks before the meeting. The request must specify the names of persons wishing to speak to the Board, the subject matter, and must identify any action that may be requested of the Board.

- (2) Notwithstanding section 12(1), the Chair may grant a delegation not listed on the agenda an opportunity to be heard on a subject matter related to an agenda item provided the Chair is satisfied that circumstances prevented the delegation from giving advance notice of their request to appear before the Board or Committee.
- (3) A delegation must appoint a speaker, or at the discretion of the Board, more than one speaker. A delegation will be limited to a maximum of ten (10) minutes to present, unless agreed to by a two-thirds vote of those Members present.
- (4) Delegations from invited parties, senior government staff or related agencies from outside the Sunshine Coast may:
 - (a) have the ten (10) minute maximum time limit extended;
 - (b) have a special meeting arranged for the sole purpose of receiving the presentation;
 - (c) have the delegation limit for that particular meeting reduced to one.
- (5) The Chair may deny a delegation the right to address the Board or a Committee if in the Chair's opinion, the delegation is acting in an improper, disruptive or disrespectful manner.

13. Attendance of Public at Meetings

Mandatory

- (1) Except where the provisions of section 90 of the Charter apply, all Board meetings must be open to the public.
- (2) Before closing a Board meeting or part of a Board meeting to the public, the Board must pass a resolution in a public meeting in accordance with section 90 of the Charter.
- (3) This section applies to all meetings of the bodies referred to in section 93 of the Charter, including without limitation:
 - (a) Commissions;
 - (b) Advisory Committees;
 - (c) Board of Variance;
 - (d) Parcel Tax Roll Review Panel;
 - (e) Standing and Select Committees;
 - (f) Committee of the Whole.
- (4) Despite section 13(1), the Chair may expel or exclude a person from a Board meeting or meeting of a body referred to in section 13(3) of this bylaw in accordance with section 226(1)(b) of the Act.

14. Closed Meetings

Optional content

- (1) A Member must not disclose the proceedings of a closed meeting to the public unless a resolution has been passed to allow disclosure.

- (2) As soon as practicable, the Corporate Officer must review and determine whether to seek a Board resolution for the release of closed minutes and related information that would no longer undermine the reason for discussing it in a closed meeting.
- (3) Board Members, or Alternate Directors sitting in a Board Member's absence, are the only persons permitted to participate in discussion at a closed meeting unless otherwise approved by a majority of the Board Members present.

15. Minutes

Optional for RDs / Mandatory for Munis

- (1) Minutes of the proceedings of the Board must be:
 - (a) legibly recorded in the format established by the Corporate Officer;
 - (b) certified as correct by the Corporate Officer, and
 - (c) signed by the Chair or the person presiding at such meeting or at the next meeting at which they are adopted.
- (2) Minutes of a Board Committee meeting must be legibly recorded in the format established by the Corporate Officer and signed by the Chair or other Member presiding at the meeting.

16. Participation in Meetings Electronically

Optional

- (1) While it is preferable for Members to attend in person, Members may participate in a Board or Committee meeting by means of electronic or other communication facilities if the Member is unable to be present at the meeting location for reasons pertaining to absence from the Regional District, health reasons or poor travel conditions.
- (2) A Member participating in a meeting under this section is deemed to be present at the meeting.
- (3) Meetings may be conducted by either audio only or a combination of audio and visual means but must be conducted in a manner which allows the public to hear, or watch and hear the proceedings unless the meeting is closed to the public under the authority of section 90 of the Charter.
- (4) The Member presiding over a meeting must be physically present. In the event the designated Chair opts to participate electronically, the Vice Chair must assume the chair. In the absence of the Vice Chair, the Members present must elect a presiding Member for that meeting.
- (5) A minimum of one Member of the Board must be physically present in the designated meeting location identified in the public notice.
- (6) A Member participating by audio means only must indicate their vote verbally.
- (7) If any portion of the meeting is closed to the public under the authority of section 90 of the Charter, the Member who is requesting to participate electronically must state that they have assured adequate privacy for the closed portion of the meeting.

- (8) Although the Regional District will make every effort to accommodate electronic participation in meetings as required, nothing in this bylaw will be construed to guarantee any Member electronic access to a Regional District meeting. Electronic participation in meetings will be restricted by equipment capacity.

17. Chair and Presiding Officers

Mandatory with optional content

- (1) The Chair, if present, will preside at meetings of the Board and preserve order and decorum and rule on all points of order. The ruling of the Chair is subject to an appeal to the Board without debate.
- (2) The preservation of order at meetings and appeals from rulings on points of order are governed by section 226(3) of the Act.
- (3) The Vice Chair will preside in the absence of the Chair or when the Chair vacates the chair.
- (4) In the event that neither the Chair nor the Vice Chair is present, the Members present must elect a presiding Member for that meeting.

18. Debate and Conduct

Mandatory with optional content

- (1) No Member, staff person or other person may speak until recognized by the Chair.
- (2) Every Member must address the Chair before speaking to any question or motion.
- (3) Members will address the Chair as “Mr. or Madam Chair” and will refer to each other as “Director _____”.
- (4) Members speaking at a Board meeting must:
 - (a) use respectful language;
 - (b) not use offensive gestures or signs, or make a disturbance;
 - (b) not leave the Member’s seat or make any noise or disturbance while a vote is being taken and until the result is declared;
 - (c) not interrupt another Member who is speaking, except to raise a point of order;
 - (d) adhere to the rules of the Board and must not resist a decision of the Board or Chair on questions of order or practice or interpretation of the rules of the Board.
- (5) A Member’s interaction with staff, the public and other Members must be respectful at all times.
- (6) If the Chair considers that a Member is acting contrary to sections 18(4) or (5), or is otherwise acting improperly, the Chair may order the Member to leave the meeting, and on refusing to do so may, on the order of the Chair, be removed from the meeting by a peace officer.

- (7) If a Member offending sections 18(4) and (5) apologizes to the Board, the Board may, by majority vote, permit the Member to immediately resume the Member's seat.
- (8) A Member who has made a substantive motion to the Board will be allowed a reply.
- (9) A Member may speak to a question, or speak in reply, for no longer than five (5) minutes unless approved by a majority vote of members present.
- (10) No Member may speak more than once to the same question without leave of the Chair, except to explain a material part of the Member's speech which may have been misunderstood, and in doing so may not introduce new information.
- (11) Generally, a Member may not speak longer than a total time of five (5) minutes unless done so according to sections 18(9) and (10)
- (12) Once a question is called by the Chair, no Member may speak to the question, or make any other motion until after the result of the vote has been declared. The decision of the Chair to call the question is conclusive.

19. Motions

Mandatory with optional content

- (1) Motions must be worded in affirmative terms.
- (2) A motion that has been seconded will be read by the Chair or Corporate Officer before debate, if requested.
- (3) Amendments to a motion must be decided upon before the main question is put to a vote.
- (4) Only one amendment will be allowed to an amendment. Amendments must be voted on in the reverse order to that in which they are moved.
- (5) A motion to commit the subject matter to a Committee, until it is decided, will preclude all amendments of the main question.
- (6) Any Member may bring before the Board any new matter, other than a point of order or privilege, by way of a written motion; provided however, that any new matter of major import, which may require further information than could or would normally be available to the Board at such meeting, may be referred to a Board Committee agenda by the Chair, or may be ruled by the Chair as a notice of motion and will be dealt with as provided by section 19(7).
- (7) Any Member may give notice of a motion to the Board by:
 - (a) providing the Corporate Officer with a written copy of such motion during a meeting of the Board and the Corporate Officer must, upon the Member being acknowledged by the Chair and the notice of motion being read to the meeting, include it in the minutes of that meeting as notice of motion and must add the motion to the next regular Board meeting, or to the agenda of a special Board meeting scheduled for that purpose; or

- (b) providing the Corporate Officer with a written copy of such motion, no later than seven (7) working days prior to the scheduled meeting, and the Corporate Officer must add the motion to the agenda for said meeting.

20. Reconsideration of an Adopted Bylaw, Resolution or Proceeding

Mandatory with optional content

- (1) The Chair may require Board reconsideration of a matter in accordance with section 217 of the Act and section 131 of the Charter.
- (2) Without limiting the authority of the Chair to reconsider a matter, and subject to section 20(4), any Member, other than the Chair, may propose Board reconsideration of a matter after a vote has been taken on a motion if the Member voted in the majority and reconsideration of the motion is moved at the same meeting.
- (3) A motion to reconsider requires two-thirds of the votes cast by the Board to pass. If the motion to reconsider is passed, the matter must be put before those eligible to vote on the original motion for reconsideration and voted upon in accordance with the Act.
- (4) A matter may not be reconsidered if the matter has:
 - (a) been acted upon by any officer, employee or agent of the Regional District;
 - (b) had the approval or assent of electors and been adopted;
 - (b) been reconsidered under the Act or section 20(2) of this bylaw.

21. Voting

Mandatory with optional content

- (1) Voting rules will be in accordance with the Act.
- (2) The Chair or presiding officer must vote at the same time as the other Members.
- (3) All votes pertaining to Board or Committee business must be taken by a show of hands of all Members, unless otherwise required under Section 16, and the Chair must declare the motion carried or defeated as the case may be.
- (4) A Member who is present at the meeting and who abstains from voting or does not indicate their vote on the question by raising their hand will be deemed to have voted in the affirmative.
- (5) On any question where the number of votes are equal, the question is defeated.
- (6) The names of those who vote for and those who vote against the question will be recorded in the minutes whenever a Member calls for a recorded vote, and in cases required by law.
- (7) When the question under consideration contains distinct propositions, a separate vote on each proposition must be taken if requested by a Member who is entitled to vote on the question.

PART 4 – RESOLUTIONS AND BYLAWS

22. Resolutions

Mandatory with optional content

- (1) A resolution may be introduced at a Board meeting by a Member in accordance with section 19 of this Bylaw.
- (2) The Chair or other Member at a Board or Committee meeting may require a Member introducing a lengthy motion to provide the resolution in writing to the Corporate Officer.

23. Bylaws

Mandatory with required content

- (1) No bylaw will be adopted until it has been read three times.
- (2) The title of the bylaw will be read by the Chair or Corporate Officer at each reading of the bylaw, unless a majority of the Members require that it be read in full.
- (3) Where the Act requires that a public hearing be held it must be held after first reading and before third reading of the bylaw.
- (4) A bylaw may be adopted at the same meeting at which it has passed third reading, by or through a motion carried in accordance with section 228 of the Act.
- (5) A Member may request that the whole or any part of the bylaw be read again before the motion for adoption is called.
- (6) If a bylaw requires statutory approval, consent or assent, it must not be adopted until the approval, consent or assent has been obtained, unless the applicable statute or the Letters Patent provide otherwise.
- (7) The Corporate Officer is authorized to correct any typographical error that may not have been corrected at the time of submission to the Board and the bylaw will have the same status as if the Board had corrected the same.
- (8) A copy of every adopted bylaw must be signed by the Chair and the Corporate Officer and be placed, by the Corporate Officer, in the Regional District's records for safekeeping, having endorsed upon it:
 - (a) the Regional District's corporate seal;
 - (b) the dates of its readings and adoption; and,
 - (c) the date of any ministerial approval or approval of the electorate if applicable.

PART 5 – COMMITTEES

24. Establishment of Committees

This section Optional however, if Committee meetings are conducted some content is Mandatory (we must establish rules of procedure)

- (1) Select and Standing Committees may be established in accordance with section 218 of the Act.
- (2) The Board Chair may establish Standing Committees for matters the Chair considers would be better dealt with by committee and may appoint members to those Committees.
- (3) The Board may appoint Select Committees to consider or inquire into any matter and report its finding and opinions to the Board.
- (4) The Board may establish Advisory Committees to provide advice and recommendations to the Board, or to a Board Standing Committee, on matters determined to be within Board approved Terms of Reference.

25. Notice of Committee Meetings

Mandatory with optional content

- (1) Notice of Standing and Select Committee meetings will be provided in accordance with Notice of Regular meetings (section 5) and Notice of Special meetings (section 6) of this bylaw.
- (2) Notice of Advisory Committee meetings will be provided by way of a notice posted at the Public Notice Posting Place indicating the time, date and place of the meeting.
- (3) The regular meeting schedule for Standing and Select Committees may be altered from time to time by Board resolution.
- (4) A meeting of a Standing or Select Committee may be cancelled by the Chief Administrative Officer in consultation with the Committee Chair and Vice Chair.

26. Attendance at Committee Meetings

Mandatory with optional content

- (1) Members of the Board who are attending a meeting of a Standing, Select or Advisory Committee of which they are not a member may take part in any discussion or debate by permission of a majority vote of the Members of the Committee but may not vote.

27. Duties of Committees

Optional

- (1) The general duties of the Standing and Select Committees of the Board are:
 - (a) to consider and report to the Board on all matters referred to them by the Board Chair or the Board or coming within their purview, and to recommend action to the Board in relation to those matters; and
 - (b) to carry out the instructions of the Board expressed by resolution in regard to any matter referred by the Board to a Committee, and to report its action as specified in the instruction of the Board; and
 - (c) to carry out the duties and follow the procedure established by the Board.
- (2) The general duties of the Advisory Committees of the Board are to provide advice and recommendations to the Board on specific matters, as determined by the Committee's Terms of Reference, and to carry out the duties and follow the procedure established by the Board.

28. Quorum and Opening Procedures for Committee Meetings

Mandatory with optional content

- (1) The provisions set out in Section 9 of this bylaw apply to determining quorum and to the opening procedures for meetings of Standing and Select Committees of the Board.

29. Committee Rules of Procedure

Mandatory with optional content

- (1) Subject to subsection (2), the following provisions of this bylaw apply to the conduct of meetings for Standing and Select Committees of the Board:
 - (a) Part 1 – Section 3 (Application of Rules of Procedure);
 - (b) Part 2, Sections 5 (Notice of Regular Meetings), 6 (Notice of Special Meetings), and 9 (Quorum and Opening Procedures); and
 - (c) Part 3 – Board Proceedings.
- (2) Despite sections 21(1) and 21(7), with respect to voting in Standing or Select Committees, each Member will have only one (1) vote and will be entitled to vote on all matters before the Committee.
- (3) The following provisions of this bylaw apply to the conduct of meetings for Advisory Committees:
 - (a) Part 1 – Section 3 (Application of Rules of Procedure);
 - (b) Part 3 – Section 11 (Order of Proceedings and Business), 13 (Attendance of Public at Meetings), 17 (Chair and Presiding Officers) and 19 (Motions);

30. Reports to Board

Mandatory with optional content

- (1) A Standing or Select Committee of the Board may report to the Board at any regular meeting or as required by the Board.

PART 6 – COMMITTEE OF THE WHOLE

31. Committee of the Whole Procedures

This section Optional however, if COTW meetings are conducted some content is Mandatory (we must establish rules of procedure)

- (1) At any time during a Board meeting, a majority of the Members present may agree to resolve into Committee of the Whole.
- (2) The Chair must first appoint a Chair of the Committee of the Whole who must maintain order and report the proceedings to the Board.
- (3) The rules of procedure of the Board must be observed in Committee of the Whole, as far as may be applicable, except that no motion is required to be seconded.
- (4) The number of times speaking on any question will not be limited.
- (5) In taking the ayes and nays, the names of the Members will not be recorded.
- (6) Where a vote on the question is called for, the question will be decided by a show of hands.
- (7) The Corporate Officer will count the number of votes on each side of the question and the Chair must announce the result of the vote.
- (8) A motion in Committee of the Whole to rise without reporting, or that the Chair of the Committee leave the Chair, will always be in order and will take precedence over any other motion. Debate on that motion will be allowed but no Member will speak more than once to the motion. A motion to rise without reporting, if affirmed, will be considered as disposing of the subject referred to the Committee in the negative, and the Chair of the Board will resume the Chair and proceed with the next order of business.
- (9) When all matters referred to the Committee of the Whole have been considered, a motion to rise and report will be adopted.
- (10) The Committee, when it has partly considered a matter, may report progress and ask leave to sit again.
- (11) When the Board meeting resumes, the Chair of the Committee of the Whole must report to the Board and the adoption of the report may be moved.

PART 7 – GENERAL

32. General

- (1) If any section, subsection or clause of this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Bylaw.
- (2) The rules of the Board must be observed in proceedings of the Sunshine Coast Regional Hospital District Board and Standing and Select Committees of the Board as far as may be applicable.

PART 8 – AMENDMENTS

33. Amendments

This bylaw must not be amended except by bylaw passed at a regular meeting of the Regional District, pursuant to a notice in writing mailed to each Member under section 225(2) of the Act.

PART 9 – REPEAL

34. Repeal

Sunshine Coast Regional District Procedure Bylaw No. 474, 1999 is hereby repealed.

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 474

consolidated for convenience to include amendments up to 474.9

**A bylaw to regulate the Sunshine Coast Regional
District Board meetings and their conduct**

The Board of the Sunshine Coast Regional District in open meeting assembled, enacts as follows:

1. Citation (1. CITATION)

This bylaw may be cited as the “*Sunshine Coast Regional District Procedures Bylaw No. 474, 1999*”.

2. Interpretation (2. DEFINITIONS)

In this bylaw:

“Act” means the *Local Government Act*;

“Board” means the Board of the Sunshine Coast Regional District;

“Board Chair” means the member of the Board elected as Chair pursuant to section 792 of the Act;

“Chair” means the person presiding at a meeting of the Board, of a committee of the Board, or the person appointed as Chair of a standing or select committee of the Board, as the context requires;

“Committee” means a committee of the Board, but does not include the Committee of the Whole;

“Committee of the Whole” means all the members of the Board present at a meeting sitting in committee;

“Corporate Seal” means the corporate seal of the Sunshine Coast Regional District;

“Director” means a municipal Director and an electoral area Director elected pursuant to section 784 and 785, respectively, of the Act;

“Holiday” has the same meaning as prescribed by the *Interpretation Act*;

“Meeting” means a meeting of the Board, unless the context directs otherwise;

“Notice Board” means the notice board at the main office of the Sunshine Coast Regional District;

“Regional District” means the Sunshine Coast Regional District;

“Corporate Officer” means the officer of the Regional District assigned the responsibility of corporate administration pursuant to section 198 of the Act;

3. Election of Chair and Vice-Chair (8. ELECTION OF THE CHAIR AND VICE CHAIR)

- (1) At the same meeting at which the Board elects the Board Chair, it shall also elect a Vice-Chair from amongst its members.
- (2) The Vice-Chair shall have the authority of an acting Mayor conferred by section 218 of the Act.

4. Regular Board Meetings (4. TIME AND LOCATION OF MEETINGS)

- (1) Regular meetings of the Board must take place within the Sunshine Coast Regional District Board Room except as the Board may otherwise decide from time to time, by resolution.
- (2) Regular meetings of the Board will be held on the second and fourth Thursday of each month commencing at 1:30 p.m. except as the Board may otherwise decide, from time to time, by resolution. In the event that the date of a Regular meeting falls upon a Holiday, the meeting may be cancelled or rescheduled by Board resolution.

Section 4(2)
replaced by BL
474.8

5. Notice of Regular Board Meetings (5. NOTICE OF REGULAR MEETINGS)

- (1) At least 72 hours before a regular meeting of the Board, the Corporate Officer must give public notice of the time, place and date of the meeting by way of a notice posted on the notice board.
- (2) At least 24 hours before a regular meeting of the Board, the Corporate Officer must give further public notice of the meeting by:

- a) posting a copy of the agenda on the notice board; and
 - b) leaving copies of the agenda at the reception counter at the Regional District office for the purpose of making them available to members of the public;
- (3) At least 24 hours before a regular meeting of the Board, the Corporate Officer must deliver a copy of the agenda to each member of the Board at the place to which the Board member has directed notices to be sent.

6. Notice of Special Board Meetings (6. NOTICE OF SPECIAL MEETINGS)

- (1) Except where notice of a special meeting is waived by a unanimous vote of all Board members under section 223(3) of the *Local Government Act*, at least 24 hours before a special meeting of the Board, the Corporate Officer must:
- a) give advance public notice of the time, place and date of the meeting by way of a notice posted on the notice board at the Regional District office; and
 - b) give notice of the special meeting in accordance with section 223 of the *Local Government Act*.
- (2) Where a special meeting is called and where notice may be waived by a unanimous vote under section 223(3) of the *Local Government Act*, the Corporate Officer shall use reasonable efforts to give advance public notice of the proposed special meeting by posting a notice of the proposed meeting on the notice board at the Regional District office.

7. Attendance of Public at Meetings (13. ATTENDANCE OF PUBLIC AT MEETINGS) Note: this section was a complete re-write

- (1) ~~Subject to sections 242.2 and 793(7) of the Act, all Board, Committee of the Whole and committee meetings must be open to the public.~~
- (2) ~~Despite subsection (1), the Chair or presiding member may expel and exclude from a regular or special Board meeting persons that they consider to be guilty of improper conduct.~~

- ~~(3) — A part of a Board meeting may be closed to the public if the subject matter being considered relates to one or more of the following:~~
- ~~(a) — personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the Regional District or another position appointed by the Regional District;~~
 - ~~(b) — personal information about an identifiable individual who is being considered for a Regional District award or honour, or who has offered to provide a gift to the Regional District on condition of anonymity;~~
 - ~~(c) — labour relations or employee negotiations;~~
 - ~~(d) — the security of property of the Regional District;~~
 - ~~(e) — the acquisition, disposition or expropriation of land or improvements, if the Board considers that disclosure might reasonably be expected to harm the interests of the Regional District;~~
 - ~~(f) — law enforcement, if the Board considers that disclosure might reasonably be expected to harm the conduct of an investigation under or enforcement of an Act, regulation or bylaw;~~
 - ~~(g) — consideration of whether paragraph (e) or (f) applies in relation to a matter;~~
 - ~~(h) — litigation or potential litigation affecting the Regional District;~~
 - ~~(i) — the receiving of advice that is subject to solicitor-client privilege, including communication necessary for that purpose;~~
 - ~~(j) — information that is prohibited from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*;~~
 - ~~(k) — a matter that, under another enactment, is such that the public may be excluded from the meeting;~~
 - ~~(l) — a matter prescribed by regulation under section 242.8 of the *Local Government Act*.~~
- ~~(4) — A part of a Board meeting must be closed to the public if the subject matter~~

~~relates to one or more of the following:~~

- ~~(a) — a request under the *Freedom of Information and Protection of Privacy Act* if the Board is designated as head of the local public body for the purposes of that Act in relation to the matter;~~
 - ~~(b) — a matter that, under another enactment, is such that the public must be excluded from the meeting.~~
- ~~(5) — If the only subject matter being considered at a Board meeting is one or more matters referred to in subsection (3) or (4), the applicable subsection applies to the entire meeting.~~
- ~~(6) — Before a meeting or part of a meeting is closed to the public, the Board must state, by resolution,~~
- ~~(a) — the fact that the meeting is to be closed, and~~
 - ~~(b) — the basis under subsection (3) or (4) on which the meeting is to be closed.~~
- ~~(7) — Board members are expected to keep confidential the nature and details of the matters referred to in subsections (3) and (4) until the Board resolves to reveal the details or the subject matter or discusses it at a public Board meeting.~~
- ~~(8) — A Board member who cannot or will not abide by subsection (7) in respect of any matter is expected to~~
- ~~(a) — disclose that member's inability or intention to the Board before the discussion of the matter begins at the Board meeting, and~~
 - ~~(b) — immediately leave the Board meeting or that part of it during which the matter is under consideration.~~
- ~~(9) — A Board must not vote on the reading or adoption of a bylaw when its meeting is closed to the public.~~
- ~~(10) — This section applies to Committee of the Whole meetings and to meetings of select and standing committees of the Board.~~
- ~~(11) — In accordance with s. 242.7 of the *Local Government Act*, and subject to regulations made under section 242.8 of the *Local Government Act*, this section applies to meetings of the following:~~

- ~~(a) — a body that under an Act may exercise the powers of the Regional District or the Board;~~
- ~~(b) — the board of variance;~~
- ~~(c) — a court of revision;~~
- ~~(d) — an advisory committee, or other advisory body, established by the Board under an Act;~~
- ~~(e) — a body that is prescribed by regulation under the *Local Government Act*.~~

8. **Opening Procedures** **(9. QUORUM AND OPENING PROCEDURES)**

- (1) As soon after the hour of meeting as a quorum is present, the Chair shall take the Chair and call the members to order.
- (2) If the Chair is not in attendance within fifteen minutes after the time appointed for a meeting, the Vice-Chair shall take the Chair and call the members to order, or if the Vice-Chair is absent, the Corporate Officer shall call the members to order and, if a quorum is present, the members shall appoint an acting Chair who shall preside during the meeting or until the arrival of the Chair or Vice-Chair. A person appointed as acting Chair has all the authority and is subject to the same rules as the Chair.
- (3) If there is no quorum present within thirty minutes after the time appointed for a meeting, the Corporate Officer shall record in the minute book the names of the members then present and the meeting shall stand adjourned until the next day of meeting.
- (4) The minutes of the preceding meeting of the Board need not be read prior to the adoption of them.

9. **Agenda**

(10. AGENDA)

- (1) The Corporate Officer shall prepare an agenda before every regular meeting of the Board and shall circulate a copy to each member at least four days before the meeting.

(11. ORDER OF PROCEEDINGS)

- (2) Unless the Board Chair or two-thirds of the Directors, having among them at least two-thirds of the votes present, otherwise direct, the business at all regular meetings of the Regional District shall be as follows, but not necessarily in this order:
- (a) Call to Order
 - (b) Adoption of Agenda
 - (c) Adoption of Minutes of Board Meetings
 - (d) Business arising from the Minutes and Unfinished Business
 - (e) Petitions and Delegations
 - (f) Communications
 - (g) Reports (including the following)
 - Administrator's Report
 - Directors' Reports
 - Committee Recommendations
 - (h) Motions
 - (i) Bylaws
 - (j) New Business
 - (k) Adjournment

(10. AGENDA)

- (3) At a meeting, other than a regular meeting,
- (a) the agenda shall be governed by the specific purpose or purposes for which the meeting was called; and
 - (b) the order of business shall proceed in accordance with subsection (1) whenever possible.

(10. AGENDA)

- (4) When an order, resolution or question is lost for want of a quorum at a meeting of the Regional District Board or a committee, it shall be the first item of business under that particular heading at the next regular meeting of the Board or committee.

10. **Adjournment (4. TIME AND LOCATION OF MEETINGS)**

The Board shall terminate meetings at the hour of 10:30 p.m. if in session at that hour, unless otherwise determined by a two-thirds vote of the members.

11. Rules of Conduct and Debate (20. DEBATE AND CONDUCT)

- (1) Every member shall address the Chair before speaking to any question or motion.
- (2) Members shall address the Chair as “Mr. or Madam Chair” and shall refer to each other as “Director _____”.
- (3) (a) No member shall:
 - i. use offensive words or make a disturbance;
 - ii. leave the member’s seat or make any noise or disturbance while a vote is being taken and until the result is declared;
 - iii. interrupt a Director who is speaking, except to raise a point of order;
 - iv. disobey the rules of the Board or resist a decision of the Board or Board Chair on questions of order or practice or interpretation of the rules of the Board.
- (b) A member who takes any action prohibited in paragraph (a), may be ordered by a majority vote of the Directors of the Board to leave the member’s seat for that meeting, and on refusing to do so may, on the order of the Board Chair, be removed from the meeting by a peace officer.
- (c) If a member offending this subsection apologizes to the Board, the Directors may, by majority vote, permit the member to forthwith resume the member’s seat.
- (4) (a) No member may speak more than once to the same question without leave of the Chair, except to explain a material part of the member’s speech which may have been misconceived, and in doing so the member may not introduce new information.
- (b) A member who has made a substantive motion to the Board shall be allowed a reply.

- (5) (a) After a question is finally put by the Chair, no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared.
- (b) The decision of the Chair as to whether the question has been finally put shall be conclusive.
- (6) If the Chair desires to leave the Chair for the purpose of taking part in the debate or otherwise, the Chair shall call on the Vice-Chair, or if the Vice-Chair is absent, one of the Directors to take the Chair's place until the Chair resumes the Chair.

12. Rulings and Appeals (17. CHAIR AND PRESIDING OFFICERS)

- (1) The preservation of order at meetings and appeals from rulings on points of order are governed by sections 227, 228 and 229 of the Act.

13. Voting (21. VOTING)

- (1) Voting on questions, resolutions and bylaws are governed by the Act, in particular sections 230, 231 and 791.
- (2) A Director present when a question is put is expected to vote upon it unless the Director declares a conflict of interest in accordance with section 231 of the Act, or considers that participation in the vote may raise an apprehension of bias.
- (3) (a) The names of those who vote for and those who vote against the question shall be entered upon the minutes whenever a member calls for the ayes and nays, and in cases required by law.
- (b) The Corporate Officer shall read aloud the names before the result of the vote has been declared in order that any mistake may be corrected.
- (4) A tie vote on any matter shall be deemed to have been decided in the negative. A member of the Board who is present at the meeting and who abstains from voting shall be deemed to have voted in the affirmative.

- (5) When the question under consideration contains distinct propositions, a Director who is entitled by section 791 of the Act to vote upon the question may request that the vote upon each proposition be taken separately, and it shall be done.

14. Petitions and Delegations (12. DELEGATIONS)

- (1) A person desiring to appear before a regular meeting of the Board or a committee of the Board shall register a request in writing with the Corporate Officer before the agenda has been prepared and circulated to the Directors. The request shall specify the names of persons desiring to speak to the Board, the subject matter, and shall include support documents, letters, plans and other material for distribution to members of the Board with the meeting agenda.
- (2)
 - (a) A delegation shall appoint a speaker, or at the discretion of the Board, more than one speaker.
 - (b) A delegation shall be allowed 10 minutes, or a longer time, at the discretion of the Chair, to present its petition or submission.
 - (c) The Board may dispose of the petition or submission at the meeting, refer the subject matter to a committee, or take such other action as it deems expedient.
- (3)
 - (a) A petition presented to the Board shall include the name and mailing address of each petitioner and a description of the property owned or occupied by the petitioner in the Regional District.
 - (b) In the case of a corporation, the authority given by the corporation to sign the petition shall be produced with it.

15. Reports (30. REPORTS TO BOARD)

- (1) A standing or select committee of the Board may report to the Board at any regular meeting or as required by the Board.

16. Motions (18. MOTIONS)

- (1)
 - (a) Motions, other than routine motions (including motions to adopt a report, to receive, to refer to a committee or an official, to give readings to or adopt a bylaw or adjourn) shall, on the request of the

Chair, be put in writing and seconded before being debated or put from the Chair.

- (b) A motion that has been seconded shall be read by the Chair or Corporate Officer before debate, if requested.
- (2)
 - (a) Amendments to a motion shall be decided upon before the main question is put to a vote.
 - (b) Only one amendment shall be allowed to an amendment.
- (3) A motion to commit the subject matter to a committee, until it is decided, shall preclude all amendments of the main question.
- (4) A motion to adjourn a meeting of the Board or to adjourn the debate shall always be in order, but if the motion is negative a second motion to the same effect shall not be made until some intermediate business or matter has been disposed of.

17. Bylaws (23. BYLAWS)

- (1)
 - (a) Except where the Local Government Act permits otherwise, no bylaw shall be adopted until it has been read three times.
 - (b) The title and the intended object only of the bylaw shall be read by the Board Chair or Corporate Officer at each reading of the bylaw, unless a majority of the Directors require that it be read in full.
- (2)
 - (a) Where section 890 of the Act requires that a public hearing be held it shall be held after first reading and before third reading of the bylaw.
- (3)
 - (a) A bylaw is not valid unless it has been given three readings, and has then been adopted by the Board.
 - (b) Nothing in this section shall require the Board to give a bylaw any reading or readings.
- (4)
 - (a) A bylaw may be adopted at the same meeting at which it has passed third reading, upon a motion carried in accordance with section 794 of the Act.
 - (b) A Director may request that the whole or any part of the bylaw shall again be read before the motion for adoption is put.

- (c) If a bylaw requires statutory approval, consent or assent, it shall not be adopted until the approval, consent or assent has been obtained, unless the applicable statute or the Letters Patent provide otherwise.
- (5) Once adopted, a bylaw shall be signed by the Chair and the Corporate Officer as directed by sections 794(5) and 257(5) of the Act and sealed with the corporate seal.
- (6) One copy of every adopted bylaw bearing evidence of approval, if any, and signed, sealed and, where required by the Act, bearing evidence of registration in the office of the Inspector of Municipalities, shall be kept by the Corporate Officer among the records of the Regional District.
- (7) As directed by section 198 of the Act, the Corporate Officer shall be custodian of the corporate seal of the Regional District and shall seal all bylaws and documents as required by law.

18. Reconsideration (19. RECONSIDERATION OF AN ADOPTED BYLAW, RESOLUTION OR PROCEEDING)

- (1) Reconsideration of a bylaw, resolution or proceeding of the Board is governed by sections 219 and 792 of the Act.

19. Committee of the Whole (31. COMMITTEE OF THE WHOLE PROCEDURES)

- (1) At any time during a Board meeting, a majority of the Directors present may agree to resolve into Committee of the Whole.
- (2) The Chair shall leave the Chair, but the Chair shall first appoint a Chair of the Committee of the Whole who shall report the proceedings thereof.
- (3)
 - (a) The rules of procedure of the Board shall be observed in Committee of the Whole, so far as may be applicable, except that no motion is required to be seconded.
 - (b) The number of times speaking on any question shall not be limited.
- (4)
 - (a) In taking the ayes and nays the names of the members shall not be recorded.
 - (b) Where a vote on the question is called for, the question shall be

decided by a show of hands.

- (c) The Corporate Officer shall count the number of votes on each side of the question and the Chair shall announce the result of the vote.
- (5) (a) A motion in Committee of the Whole to rise without reporting, or that the Chair of the Committee leave the Chair, shall always be in order and shall take precedence over any other motion.
- (b) Debate on that motion shall be allowed but no member shall speak more than once to the motion, and, on an affirmative vote, the subject referred to the Committee shall be considered disposed of in the negative, and the Chair of the Board shall resume the Chair and proceed with the next order of business.
- (6) (a) When all matters referred to the Committee of the Whole have been considered, a motion to rise and report shall be adopted.
- (b) The Committee, when it has partly considered a matter, may report progress and ask leave to sit again.
- (c) When the Board meeting resumes, the Chair of the Committee of the Whole shall report to the Board and the adoption of the report may be moved.

20. Standing and Select Committees

(24. ESTABLISHMENT OF COMMITTEES)

Section 20 (1)
replaced by BL
474.9

- (1) The Board chair may appoint standing committees and the Board may appoint select committees. The three standing committees are Corporate and Administrative Services, Infrastructure Services, and Planning and Community Development.

(24. ESTABLISHMENT OF COMMITTEES)

- (2) (a) A Director may be appointed to a standing or select committee, even in the Director's absence.
- (b) The first member named to a committee shall be the Chair of the committee.

(26. ATTENDANCE AT COMMITTEE MEETINGS)

- (3) Members of the Board who are attending a meeting of a standing or select

committee of which they are not a member shall not be allowed to vote, but may be allowed to take part in any discussion or debate by permission of a majority vote of the members of the committee.

(28. DUTIES OF STANDING AND SELECT COMMITTEES)

- (4) The general duties of all the standing committees of the Board shall be as follows:
- (a) to consider and report to the Board from time to time, or whenever desired by the Board and as often as the interest of the Regional District may require, on all matters referred to them by the Board Chair or the Board or coming within their purview, and to recommend such action by the Board in relation to those matters as the committee deems necessary or expedient; and
 - (b) to carry out the instructions of the Board expressed by resolution in regard to any matter referred by the Board to a committee for immediate action upon it, and the instructions of the Board shall be specific, and to report its action in detail at the next regular or other meeting of the Board thereafter, as specified in the instruction of the Board; and
 - (c) In addition to paragraphs (a) and (b), to carry out the duties and follow the procedure established by policy of the Board.

(28. DUTIES OF STANDING AND SELECT COMMITTEES)

- (5) A member who introduces a motion upon any subject which may require the appointment of a select committee shall be a member of the committee.

(27. QUORUM)

- (6) A majority of the Directors appointed to a standing or select committee, having among them a majority of the votes, shall constitute a quorum.

(28. DUTIES OF STANDING AND SELECT COMMITTEES)

- (7) In the transaction of business all standing and select committees shall adhere as far as possible to the rules prescribed by the Act and this Bylaw governing proceedings at meetings of the Board.

(28. DUTIES OF STANDING AND SELECT COMMITTEES)

- (8) A select committee shall, upon completion of its assignment, or upon submitting its report to the Board, be automatically dissolved.

(28. DUTIES OF STANDING AND SELECT COMMITTEES)

- (9) The attendance and examination of witnesses before the Board, or any standing or select committee of it, are governed by section 240 of the Act.

21. Notice of Committee Meetings (25. NOTICE OF COMMITTEE MEETINGS)

- (1) At least 72 hours before a regular meeting of a Standing Committee, the Corporate Officer must give public notice of the time, place and date of the meeting by way of a notice posted on the notice board.
- (2) At least 24 hours before a regular meeting of a Standing Committee, the Corporate Officer must give further public notice of the meeting by:
- a) posting a copy of the agenda on the notice board; and
 - b) leaving copies of the agenda at the reception counter of the Regional District office for the purpose of making them available to members of the public;
- (3) At least 24 hours before a regular meeting of a Standing Committee, the Corporate Officer must deliver a copy of the agenda to each member of the committee at the place to which the committee member has directed notices to be sent;
- (4) At least 24 hours before
- a) a special meeting of a Standing Committee, or
 - b) a meeting of a Select Committee

the Corporate Officer must give advance public notice of the time, place and date of the meeting by way of a notice posted on the notice board.

22. Committee Procedures (29. COMMITTEE PROCEDURES)

Section 22
replaced by BL
474.7

- (1) Subject to Section 22 (2), Sections 9, 10, 11(3) and 14 apply to the conduct of meetings of:
- a) select or standing committees of the Board;
 - b) any other committee composed solely of Board members acting in that capacity.

- (2) Despite Section 22(1), where an Electoral Area or Municipality does not participate in a service, all Directors may partake in the debate on recommendations respecting the service, but only the Directors participating in the service may move, second or vote on recommendations, unless there is only one participating area in a service, in which case all Directors may move, second and vote on recommendations respecting the service.

23. Participation in Meetings Electronically (16. PARTICIPATION IN MEETINGS ELECTRONICALLY)

- (a) While it is preferable for members to attend in person, Directors may participate in a Board or Committee meeting by means of electronic or other communication facilities if the Director is unable to be present at the meeting location for reasons pertaining to absence from the Regional District, health reasons or poor travel conditions.
- (b) The meeting may be conducted by either audio only or a combination of audio and visual means but must be conducted in a manner which allows the public to hear, or watch and hear the proceedings unless the meeting is closed to the public pursuant to the *Community Charter*.
- (c) The member presiding over a meeting must be physically present. In the event the designated Chair opts to participate electronically, the Vice Chair shall assume the chair. In the absence of the Vice Chair, the members present shall elect from among themselves a presiding member for that meeting.
- (d) A minimum of one member of the Board must be present in the designated meeting location identified in the public notice.
- (e) A member participating by audio means only must indicate their vote verbally.
- (f) A member participating in a meeting under this section is deemed to be present at the meeting.
- (g) If the meeting involves in camera discussions, the member who is requesting to participate electronically must state that they have assured adequate privacy for the conversation.

- (h) Although the Regional District will make every effort to accommodate electronic participation in meetings as required, nothing in this bylaw shall be construed to guarantee any member electronic access to a District meeting. Electronic participation in meetings will be restricted by equipment capacity.

24. Unprovided Cases (3. APPLICATION OF RULES OF PROCEDURE)

In situations not provided for in this bylaw, the Board, Committee of the Whole and its committees shall follow the applicable rules contained in Robert's Rules of Order (9th edition).

25. Signing Authority (NOT INCLUDED – DELETE???)

- (1) All documents to which the Regional District is a party shall be signed by the Chair and Corporate Officer and sealed with the corporate seal once the Board has approved the document by bylaw or resolution, unless by law the signatures and seal are not required.
- ~~(2) Cheques issued on behalf of the Sunshine Coast Regional District shall be signed by the Chair and the Treasurer. In the absence of the Chair, cheques shall be signed by the Vice Chair. In the absence of the Treasurer, cheques shall be signed by the Chief Administrative Officer, the Manager of Legislative Services or the Manager of Financial Services.~~

26. Conflict (3. APPLICATION OF RULES OF PROCEDURE)

Where conflict between this bylaw and the Act arises, the Act shall apply.

27. Amendments (32. AMENDMENTS)

This bylaw shall not be amended except by bylaw passed at a regular meeting of the Regional District, pursuant to a notice in writing mailed to each Director under section 794 of the Act.

28. Repeal (33. REPEAL)

Sunshine Coast Regional District Procedure Bylaw No. 418, 1995 is hereby

repealed.

NEW SECTIONS / CONTENT ADDED TO PROPOSED BYLAW:

7. INAUGURAL MEETING

14. MINUTES

15. CLOSED MEETINGS

22. RESOLUTIONS

PART 7 - GENERAL

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Administration	1
Subsection:	Board – Meetings	0550
Title:	Late Agenda Items	8

1.0 POLICY

Late items will only be considered for a Committee or Board Agenda if they meet the following criteria:

- a) Imposed deadline - matters arising after the preparation of the agenda and which if not acted upon in a timely manner, would prejudice or compromise the Regional District position or the position of a constituent or group of constituents ;
- b) Imminent danger or threat to public safety;
- c) High community/public interest;
- d) Legal issue of imminent importance;
- e) Urgent matters which are purely administrative and require no background information to support them; or
- f) Important additional information pertinent to items on the agenda.

2.0 SCOPE

This Policy applies to all submissions received after the preparation of the Committee or Board Agenda.

3.0 REASON FOR POLICY

To provide direction in the handling of late agenda items.

4.0 AUTHORITY TO ACT

The General Manager, Corporate Officer or Chief Administrative Officer is granted the authority to evaluate all submissions received after the preparation of the Committee or Board Agenda.

5.0 PROCEDURE

Prior to the meeting, the applicable Senior Manager (General Manager, Corporate Officer or Chief Administrative Officer) will make the determination of whether a late item meets the criteria. If an item is brought forward at the meeting, the Chair will make the determination.

Amended agendas will be produced prior to the meeting (when required) and delivered to the Director's place at the Board table. In the event that a late agenda item is of significant length, staff will endeavour to email the report to members prior to the meeting.

Amendment Date:	December 10, 2009	Resolution No.	499/09
Amendment Date:		Resolution No.	

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Administration	1
Subsection:	Board – Meetings	0550
Title:	Petitions and Delegations	2

1.0 POLICY

Requests to appear before the SCRD Board or Committee shall be dealt with in the following manner:

- 1.1 Delegations must notify the Corporate Officer no later than two weeks prior to the Board or Committee meeting in writing utilizing the Delegation Request Form (appendix 1) or other form of written communication including email.
- 1.2 Delegations will be limited to two per meeting.
- 1.3 Delegations are limited to a maximum of ten minutes unless agreed to by a 2/3 majority.
- 1.4 Delegations are not to appear for the sole purpose of promoting an individual business.
- 1.5 Delegations who have previously appeared before the Board on a subject matter are to provide new information only in any subsequent presentation relating to the matter.
- 1.6 Preference will be given to delegations wishing to address new topics or subject areas which have not already been considered by the Board.
- 1.7 Delegations are not to appear on matters relating to an application which has been deferred, is held in abeyance or is otherwise inactive unless specifically accepted by the Corporate Officer or Board.
- 1.8 Organizations wishing to address the Board are limited to a maximum of ten minutes regardless of the number of representatives of the group wishing to speak.
- 1.9 Delegations from invited parties, Senior Government staff or related agencies from outside the Sunshine Coast may:
 - (1) have the 10 minute maximum time limit extended.
 - (2) have a special meeting arranged for the sole purpose of receiving the presentation.
 - (3) have the delegation limit for that particular meeting reduced to one.

2.0 SCOPE

- 2.1 This Policy applies to all requests to appear as a delegation to the Board or Committee.

3.0 REASON FOR POLICY

- 3.1 To provide direction in the handling of requests to appear as a delegation to the SCRD Board or Committee.

4.0 AUTHORITY TO ACT

- 4.1 The Corporate Officer is granted the authority to screen and if deemed appropriate deny a request to appear as a delegation if:
- (1) the issue is not within the mandate or jurisdiction of the SCRD;
 - (2) a delegation has addressed the Board on a particular issue and no new significant information is being provided; or
 - (3) if a delegation relates to a matter that has been deferred, is in abeyance or is otherwise inactive.
- 4.2 The General Manager is granted the authority to approve delegation requests for their designated Committee.

5.0 PROCEDURE

- 5.1 The following procedure will be followed for all requests to appear before the Board or Committee:
- (1) Written requests will be directed to the Corporate Officer.
 - (2) The Corporate Officer will review the request and direct to the appropriate meeting.
 - (3) The delegate will be notified of the decision.
 - (4) Delegations approved to appear before the Board or Committee will be:
 - (a) notified of the scheduled time and date of the delegation.
 - (b) requested to forward any supporting documentation for publication in the Agenda no later than the Monday of the week prior (10 days) to the Board or Committee meeting at which they will be appearing.
 - (c) provided a copy of the information on ground rules as outlined on the Delegation Request Form.
 - (5) Delegations denied the opportunity to appear before the Board or Committee will be:

- (a) offered the opportunity to provide written information for distribution to the Board/Committee through an Agenda or Directors' Reading file as appropriate.
- (b) informed of their right to appeal the decision to the Chair of the Board/Committee.

Approval Date:	December 10, 2009	Resolution No.	497/09
Amendment Date:	March 14, 2013	Resolution No.	108/13 rec9

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Administration	1
Subsection:	Board – General	0530
Title:	Board Administration	6

1.0 POLICY

- 1.1 Member municipalities will be requested to convey the appointment of a new municipal director (or alternate) in writing to the Corporate Officer following the adoption of the relevant Council resolution and prior to the new member actively taking part in SCRD meetings.
- 1.2 Directors who are unable to attend a Board or Committee meeting will notify the Chief Administrative Officer and the Board of their impending absence and advise whether the Alternate Director will be in attendance.
- 1.3 Alternate Directors will only attend In Camera meetings in the absence of the Director.
- 1.4 Despite Section 1.3, the Board or Committee may authorize the attendance of an Alternate Director at an In Camera meeting by passing a resolution which includes the rationale for the approval.
- 1.5 Alternate Directors will not be provided with corporate cell phones, other electronic devices or access to In Camera files.

2.0 REASON FOR POLICY

- 2.1 The purpose of the Policy is to outline Board expectations surrounding certain administrative matters.

3.0 AUTHORITY TO ACT

- 3.1 Retained by the Board.

Approval Date:	September 14, 2017	Resolution No.	259/17
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	