



**To:** Chair Samuel Schooner and Board of Directors, CCRD

**From:** Courtney Kirk, CFO

**Meeting Date:** August 10, 2020

**Subject:** Board Meeting Procedures Bylaw Amended and Reintroduced

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**Recommendation:**

*THAT Bylaw 497, cited as the "Central Coast Regional District Board Meeting Procedures Bylaw No. 497, 2020" be now introduced and read a first time.*

*That Bylaw 497, cited as the "Central Coast Regional District Board Meeting Procedures Bylaw No. 497, 2020" having been given due and detailed consideration by the Board be now read a second and third time.*

**Issue/Background Summary:**

Introduction, three readings and adoption were given to the new procedures bylaw at the June 11, 2020 meeting of the Board. The primary changes accommodated the holding of electronic meetings as necessitated by the COVID-19 pandemic. During the Board's review of Bylaw 494 the Board requested a further amendment to the bylaw that involved the insertion of the following line to section 17 as follows:

**In the case where a resolution by the Board has been issued, the requirement for written application is waived.**

Administration recommends simplifying the proposed addition to the following line:

**The board of directors may waive the requirement for written application.**

The amended paragraph would now read:

17. a) The board may, by resolution, allow an individual or a delegation to address the Board at the meeting on the subject of an agenda item, provided written application on a prescribed form has been received by the person responsible for corporate administration 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 those

**Members present. The prescribed form upon which written application is made for the purposes of Section 17(a) is outlined in Schedule “C” attached to and forming part of this Bylaw. The board of directors may waive the requirement for written application.**

Bylaw 497 is being forward for a first, second and third reading with final adoption proposed for September 10, 2020.

**Policy, Bylaw or Legislation:**

The *Local Government Act* s. 225 – regulation of board meetings and other sections  
*Community Charter* – various  
OIC – Electronic Meetings Regulation

**Financial/Budgetary Implications:**

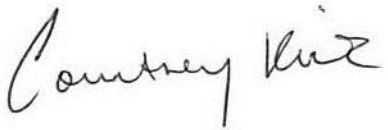
There are no new financial implications associated with this bylaw.

**Time Requirements – Staff and Elected Officials:**

There are no new time requirements associated with the approval of this bylaw.

**Options to Consider:**

1. Three readings of amended Bylaw 497
2. Further revise Bylaw 497
3. Decline to amend the procedures bylaw

Submitted by:   
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Courtney Kirk, Chief Financial Officer