

# CENTRAL COAST REGIONAL DISTRICT

## BYLAW No. 496

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Being a bylaw to regulate the meetings of the Central Coast Regional District Board and to repeal Meeting Procedures Bylaw 494, 2020.

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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

1. This Bylaw may be cited as the “**Central Coast Regional District Board Meeting Procedures Bylaw 496, 2020.**”

### BOARD MEETINGS

#### Definitions

2. 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 his/her 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 in camera monthly meetings of the Board held on the second Thursday of each month (with the exception of January and August).

“*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.

### **Application of Rules of Procedure**

3. 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 *Robert’s Rules of Order*.

### **Inaugural Meeting**

4. a) The inaugural meeting of the Board must be held after November 1 in each year, in accordance with section 215(1) of the *Local Government Act*.
- b) The inaugural meeting shall be chaired by the Person responsible for corporate administration or a Member until such time as the Chair and Vice-Chair have been elected. The Person responsible for corporate administration or a Member shall act as the Chair only for the purpose of conducting the election of the Chair and Vice-Chair.

### **Election of Chair and Vice-Chair**

5. a) The Board shall elect a Chair and Vice Chair from amongst its Members at the first meeting held after November 1<sup>st</sup> in each year pursuant to section 215(1) and (4) of the *Local Government Act*

### **Time and Location of Meetings**

6. a) Unless otherwise determined by resolution of the Board, Regular and In Camera Meetings shall be held on the second Thursday of each month, excluding the months of January and August.
- b) A board may from time to time re-schedule a regular board meeting to a different date and time by resolution of the board.
- c) Regular Meetings and In-Camera Meetings of the Board shall be held in the Regional District's administration office, unless the location is changed by resolution of the board.
- d) Regular Meetings shall be called to order at 9 am or, in the event of weather or travel interruptions, as soon as quorum is assembled.
- e) 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, and except for the regular meetings of the Board scheduled for February and September, which shall take place over two days. Items remaining on the agenda will be added to the agenda for the next regular meeting under Unfinished Business.

### **Notice of Regular Meetings**

7. a) At least 72 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 on the CCRD's notice board and on the CCRD website.
- b) At least forty eight (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 notice board and 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.

### **Notice of Special Meetings**

8. 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; and
  - ii) at least 5 days before the date of the meeting, mail to each member the notice of the general purpose, time, place and date of the meeting.
- b) Despite section 8(a), in the case of an emergency, notice of a special meeting may be given in accordance with section 220(4) of the *Local Government Act*, and (a) with the consent of the Chair and 2 Directors, less than 5 days before the date of the meeting, and (b) need not be given in writing.

### Notice of In Camera Meetings

9. 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 In Camera 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 7 of this bylaw. In the event that an In Camera Meeting is also a Special Meeting provisions of section 8 apply.

### Electronic Meetings

9. 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 **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 the *Emergency Program Act, RSBC 2015, c. 111*; or
  - (ii) the Board requires it.
- 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 due to:
  - (i) physical incapacity due to injury or illness;
  - (i) inclement weather;
  - (ii) physical absence from the Regional District boundaries while acting in the capacity as a Member on Regional District Matters; or

- (iii) the presence of an emergency under the *Emergency Program Act. RSBC 1996, c. 111*;
  - (iv) another reason which, in the view of the Board, renders attendance in person by the Member impractical.
- c) Any Member participating at a meeting in accordance with section 9(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) Notice of a special Board meeting required under section 8 and conducted under section 9(a) must contain information of the way in which the meeting is to be conducted and the place where the public may attend to hear, or watch and hear, the proceedings of the meeting that are open to the public.
  - 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 (In Camera 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**

### **Attendance at Public Meetings**

- 10. a) Subject to Section 226(1) of the *Local Government Act* and Section 90 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*

### Attendance at In Camera Meetings

11. a) Pursuant to s.91 of the *Community Charter* the board may allow one or more officers and employees to attend or exclude them from attending, as it considers appropriate. 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 Special In-Camera Meeting or a portion of a regular meeting held in camera via electronic means are responsible for ensuring that their participation is not overheard or otherwise accessible to members of the public.

### Minutes of Meetings

11. 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*.

### Calling Meeting to Order

12. 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 15 minutes of the scheduled time for a Board meeting:
  - i) the person responsible for corporate administration must call to order the Members present, and
  - ii) the Members present must choose a Member to preside at the meeting;

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.

### **Agenda**

13. 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 at the place where the Member has directed notices be sent and place a copy of the agenda and supporting documentation on the Regional District website.
- d) At least 24 hours before a special in-camera 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 Special In-Camera Meeting. Documentation may be delivered electronically to Members attending a Special In-Camera Meeting by electronic means using password protected or other reasonably secure means. Members in receipt of Special In-Camera Meeting electronic documentation must delete the documentation at the close of the Special In-Camera 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 15.

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

14. 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.

### **Late Items**

15. 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 at the time allocated on the agenda for such matters.
- b) If the Board makes a resolution under section 15(a), information pertaining to late items must be distributed to the Members.

### **Voting at Meetings**

16. 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) the Chair's decision about whether a question has been finally put is conclusive;
  - iv) 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.

### **Delegations**

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

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.

- b) 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.
- c) The person responsible for corporate administration may schedule delegations to another Board meeting or Advisory Body as deemed appropriate according to the subject matter of the delegation.



- d) 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. If the delegation wishes to appeal the decision of the person responsible for corporate administration, the person responsible for corporate administration must distribute the information under separate cover to the Board for their consideration.
- e) The Chair may deny any delegation the right to address a meeting if, in the Chair's opinion, the spokesperson or any member of the delegation:
  - i) uses offensive words in referring to any Member or member of the public;
  - ii) shouts, immoderately raises his or her voice, or uses profane, vulgar or offensive language, gestures or signs; or
  - iii) addresses issues not contained within the written application of the individual or delegation.

## BYLAWS

### Adoption of Bylaws

- 18. The procedure for the adoption of bylaws shall be as outlined in Schedule "B" attached to and forming part of this Bylaw.
  - a) The first three readings of a bylaw may take place at the same meeting.
  - b) Unless otherwise authorized by the *Local Government Act*, the Board shall not proceed with the final adoption of a bylaw prior to one day after the meeting where such bylaw has received third reading.
  - 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

- 19.
  - 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 23 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.

**ENACTMENT**

- 20. 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) Bylaw #494 is hereby repealed.

READ A FIRST TIME this 27th day of July, 2020.

READ A SECOND TIME this 27th day of July, 2020

READ A THIRD TIME this 27th day of July, 2020

RECONSIDERED AND FINALLY ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Chief Administrative Officer

Certified to be a true and correct copy of **“Central Coast Regional District Board Meeting Procedures Bylaw 496, 2020”**

\_\_\_\_\_  
Chief Administrative Officer

**CENTRAL COAST REGIONAL DISTRICT**

**BYLAW NO. 496  
SCHEDULE "A"**

**REGULAR BOARD MEETING AGENDA – (Date/Time)**

**PART I - INTRODUCTION**

- 1. Call to Order**
  - a. (Swearing in of Directors/Alternates; appointment of Chair/Acting Chair)**

- 2. Adoption of Agenda**
  - a. (Introduction of late items)**

- 3. Disclosures of Financial Interest**

The Chair to remind Board Members of the requirements of Sections 100(2)(b) and 101(1)(2) and (3) of the *Community Charter* to disclose any interest during the meeting when the matter is discussed.

A declaration under these section(s) requires that the nature of the interest must be disclosed. Consequently a member who has made a declaration must not preside, participate in, or be present during any discussion or decision making procedure relating to the matter the subject of the declaration.

The following pro forma declaration is provided to assist in making the disclosure:

*"I, Board Member \*\*\*\*\* disclose that in accordance with Sections 100(2)(b) and 101(1)(2) and (3) of the Community Charter, I have a \*\*\*\*\* (indirect/direct) \*\*\*\*\*(pecuniary/other) interest that constitutes a conflict of interest in item \*\*\* (\*).*

*The reason for my declaration is: the item being discussed is \*\*\*\*\*.*

*I will leave the room during the discussion of this item, in accordance with Section 101(1) and (2) of the Community Charter. "*

- 4. Disclosures of Interests Affecting Impartiality**

The Chair to remind Board Members that in the interest of good governance, where there is a perceived interest that may affect their impartiality in consideration of a matter, a declaration should be made. This declaration does not restrict any right to participate in or be present during the decision-making procedure.

The following pro forma declaration is provided to assist in making the disclosure.

*"With regard to ..... the matter in item x..... I disclose that I have an association with the applicant (or person seeking a decision). As a consequence, there may be a perception*

*that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly.”*

UNFINISHED BUSINESS

- (A) **IN CAMERA MATTERS**
  - (a) **Matters Brought out of Camera**
- (B) **ADOPTION OF MINUTES**
  - (a) **(Date) – Previous Board Meeting**

**PART II– PUBLIC CONSULTATION**

- 1. **Delegations**
  - a. **Regional District Residents**
  - b. **Others**

**PART III – LOCAL GOVERNANCE**

(C) **OPERATIONS UPDATES & POLICY MATTERS ARISING**

**Administrative Services**

- (a) **Chief Administrative Officer report, includes Strategic Plan Update**
- (b) **Grants in Aid**
- (c) **Other administrative items, not specific to particular functions/services**

**Transportation Services**

Bella Coola Airport/Denny Island Airport

**Public Works**

- (d) **Public Works Manager Report**

**Financial Services**

- (e) **Financial Update – (date)**
- (f) **Other Financial Reports**

**Development Services**

- (g) **Community Economic Development**
- (h) **Land Use Planning**

**Leisure Services**

- (i) **Bella Coola Parks & Recreation Commission**
- (j) **Denny Island Recreation Commission**
- (k) **Centennial Pool Commission**
- (l) **Vancouver Island Regional Library**

**Protective Services**

- (m) Emergency Management**
- (n) Fire Protection**
- (o) House Numbering**

**(D) EXECUTIVE REPORTS**

- (a) Chair's Report**
- (b) Electoral Area Reports**

**(E) BYLAWS AND POLICIES**

- (a) Approval of bylaws – indicate what reading of a bylaw is being proposed**
- (b) Review/approval of new or revised policies**

**PART IV– GENERAL BUSINESS**

**(F) GENERAL CORRESPONDENCE**

**Letters that do not require a Board Decision**

**(G) ADJOURNMENT**

**CENTRAL COAST REGIONAL DISTRICT**

**BYLAW NO. 496  
SCHEDULE "B"**

**BYLAW APPROVAL RESOLUTIONS**

1. For introduction and first reading of a bylaw, a resolution stating:  
*"That Bylaw #..., cited as the ..., be now introduced and read a first time."*
2. For second reading of a bylaw, a resolution stating:  
*"That Bylaw #..., cited as the ..., having been given due and detailed consideration by the Board, be now read a second time".*
3. For third reading of a bylaw, a resolution stating:  
*"That Bylaw #..., cited as the ..., be now read a third time."*
4. Where the Board prefers to give second and third reading to a bylaw in a single resolution, a resolution stating:  
*"That Bylaw ..., cited as the ..., having been given due and detailed consideration by the Board be now read a second and third time."*
5. For the final adoption of a bylaw, not less than one day following third reading of the bylaw, a resolution stating:  
*"That Bylaw #..., cited as the ..., having been reconsidered and having met all prerequisites for final adoption, be now finally adopted, sealed and signed by the Chair and the Person responsible for corporate administration."*

**CENTRAL COAST REGIONAL DISTRICT**

**BYLAW NO. 496  
SCHEDULE "C"**

**DELEGATION to BOARD REQUEST FORM**

Date of Application: \_\_\_\_\_ Board Meeting Date \_\_\_\_\_

Name of person or group wishing to appear before the Board of Directors: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Number of people attending: \_\_\_\_\_ Spokesperson Name: \_\_\_\_\_  
\_\_\_\_\_

Subject of presentation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purpose of presentation:  information only  
 requesting a letter of support  
 Other (provide details) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact person (if different than above): \_\_\_\_\_

Daytime telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_  
\_\_\_\_\_

Will you be providing supporting documentation?  yes  no

- If yes:
- handouts at meeting (recommend delivered in advance)
  - PowerPoint presentation
  - publication in agenda (one original due by 4:00 pm seven days prior to your appearance date)
  - Other (explain)
- 

*\* Delegations will have a maximum of 15 minutes to make their presentation to the Board.*

*\* Delegation speakers, please be advised that: All questions and answers during a delegation must only be directed or received to Board members. No questions are to be directed or received from the public.*