

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4520

A BYLAW TO AMEND THE CAPITAL REGIONAL DISTRICT BOARD PROCEDURES BYLAW, 2012 (BYLAW NO. 3828)

WHEREAS:

- A. Under Bylaw No. 3828, "Capital Regional District Board Procedures Bylaw, 2012", the Regional Board established a bylaw to regulate the proceedings of the Capital Regional District Board; and
- B. The Board wishes to amend Bylaw No. 3828 to reflect updates to provincial legislation and to address miscellaneous housekeeping updates;

NOW THEREFORE, the Capital Regional District Board in open meeting assembled hereby enacts as follows:

- 1. Bylaw No. 3828, "Capital Regional District Procedures Bylaw, 2012" is hereby amended as follows:

- (a) By inserting the following in alphabetical list order under section 1 [Definitions]:

"**Electronic Meeting**" means a meeting that is conducted by electronic means where all Members, including the Chair, may participate by electronic or other communication facilities in accordance with the *Regional District Electronic Meetings Regulation B.C. Reg. 271/2005*; and

"**Electronic Participation**" or "**Participating Electronically**" means participation in a meeting by means of electronic or other communication facilities that enable meeting participants and the public to hear, or watch and hear, the meeting proceedings (except for a meeting that is closed to the public) in accordance with the *Regional District Electronic Meetings Regulation B.C. Reg. 271/2005*;

- (b) By replacing section 29.1 in its entirety with:

29.1 Electronic Participation at Board, Standing and Select Committees

- (1) Members must make reasonable efforts to attend meetings in person unless an Electronic Meeting is scheduled in accordance with section 29.2 of this Bylaw.
- (2) All members, except for the Chair or the person presiding, may attend by Electronic Participation, where technological facilities at meeting location allow, in accordance with the *Regional District Electronic Meetings Regulation B.C. Reg. 271/2005*;

- (3) Members attending by Electronic Participation must:
 - (a) make reasonable efforts to have a camera on during participation and voting in a meeting;
 - (b) ensure that closed meeting content remains confidential, including but not limited to, having cameras turned on to ensure the Member is in a private location and that quorum is always met during closed session discussion and voting;
 - (c) voice their vote to be counted, where facilities or the electronic platform does not allow for a camera.
 - (4) As set out in 29.1(2), prior to participating electronically in a meeting, a Member must provide written notice to the Chair and Corporate Officer.
 - (5) The minutes must record which Members were present in person and which attended electronically.
- (c) By replacing section 29.2 in its entirety with:

29.2 Electronic Meetings at Board, Standing and Select Committees

- (1) An Electronic Meeting is permitted at the call of the Chair and Corporate Officer due to any of the following circumstances:
 - (a) emergency situations, including but not limited to, when a special meeting is called with less than 24 hours advance notice, and in accordance with section 220(4) of the *Local Government Act*;
 - (b) public health event that prevents or restricts Members from being able to physically meet in one location; and
 - (c) special circumstance, including but not limited to the following:
 - (i) when it is not possible for the Chair to attend the meeting location in person; or
 - (ii) when the facilities to host an in person meeting are not available.
- (2) For all Electronic Meetings, a public viewing room must be open to the public and a designated officer must be in attendance.
- (3) The public viewing room location must be published on the agenda for the Electronic Meeting.

- (d) By inserting section 29.3 as follows:

29.3 Electronic Participation at Advisory Committees and Commissions

- (1) Electronic Participation is permitted for Advisory Committees and Commissions in accordance with section 29.1 of this Bylaw.

- (e) By inserting section 29.4 as follows:

29.4 Electronic Meetings at Advisory Committees and Commissions

- (1) Electronic Meetings are permitted for Advisory Committees and Commissions in accordance with section 29.2(1) of this Bylaw.

- (2) In addition to section 29.2(1) of this Bylaw, Electronic Meetings of Advisory Committees and Commissions are permitted in the following special circumstances:

(a) when an Electronic Meeting would ensure quorum is met to hold a meeting; or

(b) when the Advisory Committee or Commission oversees a service that includes:

(i) the Southern Gulf Islands Electoral Area; or

(ii) more than one Electoral Area.

- (3) A public viewing room must be open to the public and a staff member must be in attendance.

- (4) The public viewing room location must be published on the agenda for the Electronic Meeting.

- (f) By replacing the words “two thirds” and “two-thirds” wherever it appears, with the word “2/3”;

- (g) In section 2(1), inserting the words “advisory committees and” between the words “all” and “commissions,”;

- (h) In section 2(2), replacing the word “11th” with the word “12th” and replacing the word “2011” with the word “2020”;

- (i) In section 2(3), appending subsection “(2)” to “section 225”;

- (j) In section 5(9), replacing the reference to subsection “5(3)” with subsection “5(10)”;

- (k) In section 9(1), replacing the reference to subsection “220(3)” with subsection “220(4)”;

- (l) In section 9(1)(b), replacing the word “mail” with the word “circulate”;

- (m) In section 13(2), replacing the word “unanimous” with the word “2/3”;
- (n) By amending section 13(5) as follows:
 - (5) The Board shall not permit a delegation to address a meeting of the Board regarding a bylaw in respect of which a public hearing has been held, is not required to be held, or must not be held, under section 464 of the *Local Government Act*.
- (o) In section 15(1), removing the subheading “Correspondence”;
- (p) In section 16.1(2), inserting subsection “(1)” between “13” and “(a)”;
- (q) In section 21(2), inserting the word “the” between the words “on” and “motion”; and
- (r) By adjusting the Table of Contents as required.

2. This bylaw may be cited for all purposes as the “Capital Regional District Board Procedures Bylaw, 2012, Amendment Bylaw No. 13, 2025”.

READ A FIRST TIME THIS	th	day of	2025
READ A SECOND TIME THIS	th	day of	2025
READ A THIRD TIME THIS	th	day of	2025
ADOPTED THIS	th	day of	2025

CHAIR

CORPORATE OFFICER