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REPORT TO GOVERNANCE AND FIRST NATIONS RELATIONS COMMITTEE MEETING OF WEDNESDAY, APRIL 2, 2025

SUBJECT **Bylaw No. 4520: CRD Board Procedures Bylaw, 2012, Amendment Bylaw No. 13, 2025**

ISSUE SUMMARY

To amend Bylaw No. 3828, “Capital Regional District Board Procedures Bylaw, 2012” to reflect updates to provincial legislation and to address miscellaneous housekeeping updates.

BACKGROUND

Bylaw No. 3828, “Capital Regional District Board Procedures Bylaw, 2012” (“the Procedures Bylaw”), regulates the conduct of meetings of the CRD Board, its standing and select committees, and other advisory committees and commissions. The Bylaw was last amended on February 9, 2022 and is in need of a review to ensure consistency with the latest provincial statutes impacting regional district boards as well as some housekeeping updates.

On February 12, 2025, the CRD Board endorsed the Governance and First Nations Relations Committee recommendation that staff be directed to prepare an amending bylaw to include provisions related to electronic meetings and electronic participation, as well as miscellaneous updates, as set out in that report.

ALTERNATIVES

Alternative 1

The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4520, “Capital Regional District Board Procedures Bylaw, 2012, Amendment Bylaw No. 13, 2025” be introduced and read a first, second, and third time.
2. That Bylaw No. 4520 be adopted.
3. That the “CRD Best Practices Guide for Meetings” be updated to reflect the changes to electronic meetings and electronic participation.

Alternative 2

That this report be referred back to staff for additional information.

IMPLICATIONS

Statutory Notice & Financial Implications

There is a nominal cost to amending the Board Procedures Bylaw as public notice must be given. The process for amending regional district procedure bylaws was revised in 2022 under section 225(2) of the *Local Government Act*. Regional Districts are now required to give public notice in accordance with section 94 of the *Community Charter* describing the proposed changes in general terms.

In accordance with the CRD Public Notice Bylaw and policy, notice is scheduled for posting on the CRD website and printed once in Times Colonist on April 1, 2025 which is at least 7 days before the date the bylaw amendment is considered by the CRD Board.

CONCLUSION

Staff were directed to prepare a bylaw amending Bylaw No. 3828, “Capital Regional District Board Procedures Bylaw, 2012” to reflect updates to provincial legislation and to address miscellaneous housekeeping updates. The bylaw regulates the conduct of meetings of the CRD Board, its standing and select committees, and other advisory committees and commissions. The bylaw amendments include updating the provisions for electronic meetings and electronic participation of members. During the previous Board term, a motion with notice was proposed to amend the vote for allowing late delegations from requiring a unanimous vote to a lower threshold of only two-thirds vote. Prior to the Board’s consideration of the amending bylaw for readings and adoption, public notice will be published on April 1, 2025 in accordance with the CRD Public Notice Bylaw.

RECOMMENDATION

The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4520, “Capital Regional District Board Procedures Bylaw, 2012, Amendment Bylaw No. 13, 2025” be introduced and read a first, second, and third time.
2. That Bylaw No. 4520 be adopted.
3. That the “CRD Best Practices Guide for Meetings” be updated to reflect the changes to electronic meetings and electronic participation.

Submitted by:	Marlene Lagoa, MPA, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

- Appendix A: Bylaw No. 4520
- Appendix B: Consolidated Bylaw No. 3828 (Redlined)