

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4262**

**A BYLAW TO AMEND BYLAW 3828, "CAPITAL REGIONAL DISTRICT PROCEDURES BYLAW,
2012"**

WHEREAS:

- A. Bylaw No. 3828 regulates the proceedings of the Capital Regional District Board and the Board wishes to amend the bylaw to update minor issues as well as provide modernized procedures relating to consent agendas;

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

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

Bylaw modernization

- (a) By replacing the following *Local Government Act* references listed below in Column A wherever they appear with the corresponding references listed below in Column B:

Column A Prior <i>LGA</i> reference	Column B Current <i>LGA</i> reference
176	263(1)(g)
198	236
219	217
792	215
793(4)	220(3)
793(5)	220(4)
794	225
794(3)	228

- (b) By replacing section 6 in its entirety with the following:

6. Regular meetings shall be held at the CRD Board Room, 625 Fisgard Street, Victoria, BC on the second Wednesday of the month commencing at 1 pm unless otherwise determined by resolution of the Board.

- (c) By replacing section 12(1) in its entirety with the following:

12.(1) The Corporate Officer, under the direction of the Chair, shall prepare an agenda and shall circulate a copy of the agenda to each Member at least four (4) days before the meeting. If necessary, a supplementary agenda for a meeting of the Board will be circulated at least 24 hours before the meeting. At any meeting other than a special meeting, the Chair may add items of an emergent or time sensitive nature to the agenda.

- (d) By replacing section 15(1) in its entirety with the following:

15.(1) The order of business at all regular meetings shall be as follows:

1. Approval of Agenda
2. Adoption of Minutes of Previous Meeting
3. Report of the Chair
4. Presentations/Delegations
5. Consent Agenda
6. Administration Reports
7. Reports of Committees (not included in the Consent Agenda)
8. Correspondence
9. Bylaws and Resolutions
10. Motions for Which Notice Has Been Given
11. New Business
12. Motion to close the meeting in accordance with the applicable provisions of the *Community Charter*
13. Adjournment

(e) By replacing section 15(4) in its entirety with the following:

15.(4) A change to the prescribed order of business other than a special meeting may be ordered by the Chair or moved by a Member, with unanimous consent.

(f) By inserting the following sections after section 15(4):

- (5) The Consent Agenda portion of the agenda shall consist of staff or committee report items that contain clear take action, give approval, or receive for information recommendations.
- (6) Members may vote on and adopt in one motion all recommendations appearing on the Consent Agenda that are subject to the same voting rule.
- (7) At approval of the Consent Agenda, a Member may for the purpose of:
 - (a) debate or discussion;
 - (b) voting in opposition to a recommendation on the consent agenda or to propose an amendment to the motion; or
 - (c) declaring a conflict of interest with respect to an item on the consent agenda;

request that an item be removed from the consent agenda, without debate or vote of the Members.

(g) By removing section 36.(1)(c) and (d) in their entirety and replacing them with the following:

(c) Third Reading – A bylaw may be amended at third reading and passed upon the motion “that Bylaw No. ____ (as amended or as presented) be read a third time”.

(d) Despite sections 36(1)(a), (b) and (c) every proposed bylaw may be introduced and given first, second, and third readings at the same meeting by one motion for all three readings.

(h) By removing re-numbering the first 29.1(6) to 29.1(5) to allow the as-amended 29.1(5) and 29.1(6) to read as follows:

(5) Subject to section 29.1(9), no more than one person at one time may participate electronically.

(6) The person wishing to participate in a Commission meeting electronically must advise the Corporate Officer at least 24 hours in advance of the meeting;

(i) By removing section 29.1(7) in its entirety and replacing it with the following:

(7) Subject to section 29.1(9), if more than one person wishes to participate electronically at a Commission meeting, the Corporate Officer will by lot choose the person who is entitled to participate electronically.

2 This bylaw may be cited for all purposes as "Capital Regional District Board Procedures Bylaw, 2012, Amendment Bylaw No. 7, 2018".

READ A FIRST TIME THIS	th	day of	2018
READ A SECOND TIME THIS	th	day of	2018
READ A THIRD TIME THIS	th	day of	2018
ADOPTED THIS	th	day of	2018

CHAIR

SECRETARY