

**REPORT TO GOVERNANCE AND FINANCE COMMITTEE  
MEETING OF WEDNESDAY, JUNE 05, 2019**

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**SUBJECT**     **Procedures Bylaw Amendments for Notices of Motion**

**ISSUE**

As directed by the Board, staff have drafted an amendment to the CRD Board Procedures Bylaw to remove the current motions with notice provisions and include criteria for consideration of notices of motion at the same meeting as introduction.

**BACKGROUND**

On May 8, 2019, the CRD Board endorsed a recommendation from the Governance and Finance Committee to amend the CRD Board Procedures Bylaw ("bylaw") to draft amendments that removed the provisions for motions with notice (which provide for addition of a motion on the agenda with 7 days' notice) and to add criteria and a voting threshold for consideration of Notices of Motion at the same meeting as introduction.

The proposed amendments to the bylaw are included as Appendix B, and include the following:

- Removal of the sections creating the motion with notice process;
- Add that notices of motion must be read into the record at one meeting for consideration at the following meeting;
- Include criteria for when a notice of motion can be debated at the same meeting as introduction. These include:
  - Items with an urgent deadline; or
  - Advocacy items that do not require significant staff time; and
  - Unanimous approval of those members present.

**ALTERNATIVES**

**Alternative 1**

That the Governance and Finance Committee recommend to the Capital Regional District Board:

1. That Bylaw No. 4313, CRD Board Procedures Bylaw, 2012, Amendment Bylaw No. 9, 2019 be introduced and read a first, second and third time.
2. That Bylaw No. 4313 be adopted.

**Alternative 2**

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

**IMPLICATIONS**

The proposed bylaw amendments will affect future filings of motions. Committees and commissions, who are also subject to the bylaw, will be notified of the change in procedure.

It is anticipated these changes will reduce staff time prior to a meeting; provide more opportunity for public notice and input due to the longer notice of motion process, which will put over most introduced motions to the next regular meeting date; and will still allow flexibility for urgent or time-sensitive decisions to be made with unanimous approval of the Board. This process is not subject

to the former two-thirds majority approval requirement and now requires unanimous approval to be added for the motion to be discussed and decided at its meeting of introduction.

Other items, such as announcements and correspondence that do not require decision in the form of a motion may still be added to meeting agendas with two-thirds majority vote of those present.

### **CONCLUSION**

Direction given at the May 8, 2019 CRD Board meeting has resulted in drafted amendments to the bylaw that removes the current process of motions with notice, and adds additional criteria and process for the existing notice of motions provisions. One month between introduction and consideration of motions will provide Directors and members of the public sufficient time to consider the matter before it is debated and resolved on.

### **RECOMMENDATION(S)**

That the Governance and Finance Committee recommend to the Capital Regional District Board:

1. That Bylaw No. 4313, CRD Board Procedures Bylaw, 2012, Amendment Bylaw No. 9, 2019 be introduced and read a first, second and third time.
2. That Bylaw No. 4313 be adopted.

Submitted by:	Emilie Gorman, MPA, Manager, Legislative Services and Deputy Corporate Officer
Concurrence:	Kristen Morley, JD, General Manager, Corporate Services and Corporate Officer
Concurrence:	Kevin Lorette, P. Eng., MBA, Acting Chief Administrative Officer

Attachments:

Appendix A: CRD Board Procedures Bylaw 3828

Appendix B: Bylaw 4314, Proposed Amendment to CRD Board Procedures Bylaw

Appendix C: Staff Report of May 1, 2019