

**REPORT TO GOVERNANCE AND FINANCE COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 05, 2020**

SUBJECT **Notice of Motion Procedure Review**

ISSUE SUMMARY

In June 2019, the Board passed amendments to the CRD Board Procedures Bylaw to revise the notice of motion and motion with notice procedures. Direction was also given to review the amendments and new procedures after 6 months.

BACKGROUND

In June 2019, upon the recommendation of the Governance and Finance Committee, the Board passed amendments to Bylaw No. 3828, the CRD Board Procedures Bylaw (see Appendix A), to amend the procedures related to notices of motion. The updated process (see Appendix B) involves notices to be read into the record at one meeting in order to be considered at the next meeting. The one month notice provision is waived if certain criteria and a 2/3rds majority vote are obtained. At the same time as the bylaw amendments were adopted, the Board resolved to review the amendments in six months' time in order to evaluate the impact and effectiveness of the new procedures.

ALTERNATIVES

Alternative 1

The Governance and Finance Committee recommends to the Capital Regional District Board: That no changes be made to the notice of motion procedures, at this time.

Alternative 2

The Governance and Finance Committee recommends to the Capital Regional District Board: That staff report back with amendments to the CRD Board Procedures Bylaw relating to the notice of motion procedures, as directed.

Alternative 3

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

IMPLICATIONS

Since the new procedures were adopted, approximately 14 notices of motion have been filed, with two given same day consideration. The revised process is slower, as intended by the bylaw changes, and at times the delay is greater than one month given the scheduling of meetings. However, despite the longer timelines, staff have not observed any negative effects or lost opportunities for Directors due to the longer timelines. The intent of the changes was to provide both Directors and members of the public with notice prior to motions being debated (see Appendix C for the staff reports detailing rationale for the amendments), as motions read into the record at one meeting would be included on the following meetings' agenda. In the past six months, there has not been a marked increase in the number of delegations. The general commentary at meetings regarding the updated procedures has been regarding the criteria upon

which to gauge time sensitivity in order to waive the notice requirements.

Staff's view is that the process has been effectively implemented at Board and Committee meetings and has accomplished the stated objective of providing Directors and the public more notice of proposed new initiatives prior to debate and vote on the initiatives.

CONCLUSION

The current notice of motion process has been in place since June 2019. A six month review was requested when the bylaw amendments for the process were adopted. Staff have observed that the new process has accomplished the stated objective of proving more time for consideration of notice and has been effectively implemented at both the Committee and Board level. Staff do not recommend any changes to the motion with notice procedures at this time.

RECOMMENDATION

The Governance and Finance Committee recommends to the Capital Regional District Board: That no changes be made to the notice of motion procedures, at this time.

Submitted by:	Emilie Gorman, MPA, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

Appendix A: CRD Board Procedures Bylaw

Appendix B: Notice of Motion Flow Chart

Appendix C: Staff Reports of March 6, 2019 & May 1, 2019