

**REPORT TO GOVERNANCE COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 02, 2022**

SUBJECT **Bylaw No. 4479 - Delegations Amendment to Board Procedures Bylaw**

ISSUE SUMMARY

To update the procedure for delegations and use of electronic presentations at CRD Board and Committee meetings by adopting a bylaw to amend the Board Procedures Bylaw.

BACKGROUND

On June 2, 2021, the Governance Committee carried the following motions:

“That the Governance Committee be requested to review Section 13 of the Procedures Bylaw related to Delegations, with the goal of providing fair access to delegations and a reasonable use of the Board’s time.”

“Invite staff to bring back any other recommendations on amendments to the Procedure Bylaw”

On December 8, 2021, the Board approved the following Governance Committee recommendations:

- “1. a) That the maximum speaking time for each delegation be reduced to 3 minutes; and
b) That staff review the impact of this procedural change and report back to the committee by the first quarter of 2024.”*

Attached as Appendix A is Bylaw No. 4479, “Capital Regional District Board Procedures Bylaw, 2012, Amendment Bylaw No. 12, 2022”, which amends Bylaw No. 3828, “Capital Regional District Board Procedures Bylaw, 2012”. In accordance with s. 225 of the *Local Government Act* and Bylaw No. 3828, notice of the proposed amendment was mailed to each Director.

ALTERNATIVES

Alternative 1

The Governance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4479, "Capital Regional District Board Procedures Bylaw, 2012, Amendment Bylaw No. 12, 2022" be introduced and read a first, second and third time.
2. That Bylaw No. 4479 be adopted.

Alternative 2

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

IMPLICATIONS

A consolidated redlined copy of Bylaw No. 3828 is attached as Appendix B.

The only change to delegation procedure under Section 13 is reducing the maximum speaking time from 4 minutes to 3 minutes. A minor housekeeping amendment was made to remove the option of having the Corporate Officer provide hard copies of written submissions to Board or Committee Members. All correspondence from delegations should be provided electronically and is distributed via the Board Correspondence Portal. There are no changes to the procedure for applying to address a CRD Board or Committee as a delegation.

The sub-section on video presentation was updated to “electronic presentation” to be consistent with the definition and submission deadline in the Corporate Procedure for Board and Committee Delegation Procedure - Electronic Presentations (attached as Appendix C).

A revision to section 15(6) relating to items on the consent agenda is included. Bylaw No. 4479 deletes the requirement to group items by voting rule for the consent agenda and clarifies that a unanimous vote is required. This section currently requires that only items subject to the same voting rule could be voted on in one motion. It is not necessary to group items by voting rule, as consent agenda items can only be passed by a unanimous vote.

If adopted, the CRD website page on Delegations titled “Addressing the Board” and the instructions e-mailed to delegations prior to the meeting will be updated.

CONCLUSION

A bylaw amendment was drafted to update delegations speaking time to a maximum of three minutes and further clarify the use of electronic presentations. Minor changes to clarify electronic presentations and grouping items on the consent agenda are also proposed. If adopted, the information on delegations will be updated on the CRD website and in the instructions sent to delegations prior to meetings. Staff will review the impact of this procedural change and report back to the Governance Committee by the first quarter of 2024.

RECOMMENDATION

The Governance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4479, "Capital Regional District Board Procedures Bylaw, 2012, Amendment Bylaw No. 12, 2022" be introduced and read a first, second and third time.
2. That Bylaw No. 4479 be adopted.

Submitted by:	Marlene Lagoa, MPA, Manager, Legislative Services & Deputy Corporate Officer
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ATTACHMENTS

Appendix A: Bylaw 4479

Appendix B: Bylaw 3828 Consolidated (redlined)

Appendix C: Delegation Procedures – Electronic Presentations