

DATE: October 21, 2021

FILE: 3900.01

TO: Chair and Directors
Comox Valley Regional District Board

FROM: Russell Dyson
Chief Administrative Officer

Supported by Russell Dyson
Chief Administrative Officer

J. Warren for:

RE: Procedure Bylaw Updates for Electronic Meetings and Participation

Purpose

To propose an amendment to the Comox Valley Regional District Procedure Bylaw to include provisions for the conduct of electronic meetings and participation, the assignment of delegations to the Board or one of its committees and other administrative updates.

Recommendation from the Chief Administrative Officer:

THAT staff prepare an amendment to Bylaw No. 1 being “Comox Valley Regional District Procedure Bylaw No. 1, 2008” for first, second, third readings at the November 9, 2021 meeting to include provisions regarding electronic meetings and participation;

AND FURTHER THAT the proposed bylaw amendment be referred to the Comox Strathcona Waste Management Board for feedback.

Executive Summary

- In the wake of the COVID-19 pandemic Ministerial Order M192 was issued to implement limitations on in-person public participation in all local government meetings to ensure the health and safety of members and employees of local governments and the public. In July 2020, the Ministerial Order became part of the *COVID Related Measures Act*, which set the expiration date for the Ministerial Order as 90 days after the Provincial COVID-19 State of Emergency ended. The Ministerial Order expired on September 28, 2021.
- Bill 10, a permanent replacement for the temporary authority of Ministerial Order M192 to hold meetings and public hearings by electronic means, came into force on September 29, 2021. Local governments wishing to continue to hold electronic meetings are required to amend their procedure bylaws to permit them to do so.
- The CVRD procedure bylaw currently contains provision for electronic attendance. This has allowed for a hybrid meeting format that includes a physical location with some limited in-person attendance and electronic attendance. This hybrid model is likely to remain as the desired model going forward as it has proven to be a safe, effective, efficient and convenient option for directors, staff and the public. The proposed amendment will allow for fully electronic participation by the directors and the CAO or designate should the need arise.
- The proposed amendments to Bylaw No. 1 will broadly provide the Board with a range of options going forward, from full electronic meetings to continued electronic attendance in order to respond to the changing landscape of public health advisories and the needs and desires of directors and the public.
- In addition to the electronic meeting and participation provisions, staff are also proposing to amend the Section 9 – Delegations to add provision for the Corporate Legislative Officer to assign delegations to the Board or one of its committees according to subject matter and

mandate and delegated authority of the body, as well as a few other minor administrative amendments.

- Under Section 225 of the *Local Government Act*, each director must be provided notice of an amendment to a procedure bylaw a minimum of five days before the meeting at which the amendment is to be introduced. Should the recommendation be adopted, notice will be provided in accordance with this section prior to introduction of the amending bylaw at the November 9, 2021 Board meeting.

Prepared by:

L. Dennis

Lisa Dennis
Manager of Legislative
Services

Concurrence:

J. Martens

Jake Martens
General Manager of
Corporate Services

Government Partners and Stakeholder Distribution

N/A	
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