

BYLAW NO. 665	
Bylaw name:	Comox Valley Regional District Procedure Bylaw No. 1, 2008, Amendment No. 6
Participants:	All
Purpose:	To amend the board procedure bylaw to authorize electronic meetings and participation, the assignment of delegations to the Board or one of its committees, and other desired updates
Amends bylaw:	Comox Valley Regional District Procedure Bylaw No. 1, 2008
Repeals bylaw:	N/A
Staff contact:	Manager of Legislative Services

STATUS	
Committee approval:	BRD Oct 26/21: 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 23, 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.
Written notice provided to directors	November 9, 2021
1st & 2nd readings:	November 23, 2021
3rd reading:	November 23, 2021
Referred to CSWM for comment	December 2, 2021 – no feedback received.
Final adoption:	

COMOX VALLEY REGIONAL DISTRICT
BYLAW NO. 665

A bylaw to amend the board procedure bylaw to authorize electronic meetings and participation, the assignment of delegations to the Board or one of its committees, and other desired updates

WHEREAS the board adopted Bylaw No. 1 being the “Comox Valley Regional District Procedure Bylaw No. 1, 2008” on October 28, 2008;

AND WHEREAS the board has requested that the bylaw be amended to:

- a) authorize electronic meetings and full electronic meeting participation;
- b) allow the Corporate Legislative Officer to assign delegations to the board or one of its committees or commission; and,
- c) provide other desired revisions.

NOW THEREFORE the board of the Comox Valley Regional District in open meeting assembled enacts as follows:

Amendment

1. Bylaw No. 1 being the “Comox Valley Regional District Procedure Bylaw No. 1, 2008” on October 28, 2008 is hereby amended by:

a) Inserting after Section 9(3) of Section 9 – Delegations as follows:

- (4) The corporate legislative officer may assign a delegation to the board or one of its committees or commissions depending on the subject matter, and the mandate and/or delegated authority of the board or one of its committees or commissions.

and renumbering the remaining sections.

b) Replacing section 11(1) – Regular meetings, which reads as follows:

11. (1) Regular meetings of the regional district board of directors must take place within the offices of the Comox Valley Regional District unless the location is changed by resolution of the board.

with the following:

11. (1) Regular meetings of the regional district board of directors must take place within the offices of the Comox Valley Regional District unless the location is changed by resolution of the board or direction by the chair.

- c) Replacing Section 12 – Electronic meetings, in its entirety, with the following:

Electronic meetings and Participation

12. (1) Meetings of the board or one of its committees or commissions may be held by electronic means, in accordance with the *Local Government Act*. The meeting must be conducted in such a manner that enables the public to hear, or watch and hear, the proceedings.
- (2) Directors and members may participate in meetings of the board or one of its committees or commissions by means of electronic or other communications facilities provided prior arrangements have been made through communication with the corporate legislative officer or designate.
- (3) Notwithstanding section 10 (quorum), a quorum for an electronic meeting shall be determined by ascertaining the number of members present at the specified meeting place and those members participating by electronic means. Should the connection for those members participating electronically fail during the meeting and quorum be lost, the presiding member or corporate legislative officer shall announce to those present the time and location where the current meeting will reconvene, if possible.
- (4) Notice of the electronic meeting must include notice of the manner in which the meeting is to be conducted and the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public.
- (5) Although every effort will be made to accommodate electronic participation in meetings, nothing in this bylaw shall be construed to guarantee any member electronic access to a meeting. In the event of an equipment failure or other occurrence which prevents or limits electronic participation, the meeting will not be adjourned. Electronic participation in meetings may be restricted by the capacity or dependability of the equipment employed.
- (6) When members are participating in a meeting by electronic means, the presiding member may call for a vote on any motion, by asking whether any member opposes the motion.

Citation

This Bylaw No. 665 may be cited as "Comox Valley Regional District Procedure Bylaw No. 1, 2008, Amendment No. 6".

Read a first and second time this **23rd** day of **November** 2021.

Read a third time this **23rd** day of **November** 2021.

Adopted this day of 2021.

Chair

Corporate Legislative Officer

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 665 being the "Comox Valley Regional District Procedure Bylaw No. 1, 2008, Amendment No. 6" as adopted by the board of the Comox Valley Regional District on the day of , 2021.

Corporate Legislative Officer