

**COMOX-STRATHCONA REGIONAL HOSPITAL DISTRICT**

**BYLAW NO. 297**

**A bylaw to amend the board procedure bylaw to authorize electronic meetings and participation and enact other changes concerning the conduct of meetings**

**WHEREAS** the Comox-Strathcona Regional Hospital District adopted Bylaw No. 248 being the “Comox-Strathcona Regional Hospital District Board Procedure Bylaw No. 248, 2008” on the 1<sup>st</sup> day of October, 2008;

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

- a) authorize electronic meetings and participation;
- b) update legislative references; and
- c) enact other desired changes concerning the conduct of meetings;

**NOW THEREFORE** the board of the Comox-Strathcona Regional Hospital district in open meeting assembled enacts as follows:

**Amendment**

1. Bylaw No. 248 being “Comox-Strathcona Regional Hospital District Board Procedure Bylaw No. 248, 2008” is amended by:

- a. Replacing the definition for Director, under definitions, section 1, which reads as follows:

“Director means an elected official of the Comox-Strathcona Regional Hospital District”

with the following:

“Director means an elected or appointed official of the Comox-Strathcona Regional Hospital District Board of Directors”

- b. Replacing the definition for Corporate officer, under definitions, section 1, which reads as follows:

“Corporate officer means the officer assigned the responsibilities of corporate administration pursuant to section 198 of the Local Government Act;”

with the following:

“Corporate officer means the officer assigned the responsibilities of corporate administration pursuant to the provisions of the Local Government Act;”

- c. Replacing section 3 (Notice of special meetings) which reads as follows:

“Notice of special board meetings is to be provided for in accordance with section 793 of the *Local Government Act*.”

with the following:

"Notice of special board meetings is to be provided for in accordance with the provisions of the *Local Government Act*."

- d. Inserting a new subsection 6 in section 9 (Regular delegations) as follows:

"The number of delegations at any board or committee meeting will be limited to three except under extraordinary circumstances approved by the board or committee chair prior to the meeting."

- e. Replacing subsection 1 of section 11 (Quorum), which reads as follows:

"A quorum for a meeting of the board or committee shall be a majority of its members."

with the following:

"A quorum for a meeting of the board or committee shall be at least half of its members attending either in-person or by electronic means."

- f. Inserting a new section 13 (Electronic meetings and participation) as follows:

**"Electronic meetings and participation**

13. (1) Meetings of the board or one of its committees may be conducted 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 by means of electronic or other communications facilities provided prior arrangements have been made through communication with the Corporate Officer.
- (3) 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
- (4) Although every effort will be made to accommodate electronic participation in meetings, nothing in this bylaw shall be construed to guarantee any director or member electronic access to a meeting. Electronic participation will be restricted by equipment and facility capability. Equipment failure or other occurrence that prevents or limits electronic participation will not result in meeting adjournment unless the failure results in loss of quorum."

and renumbering the remaining sections accordingly.

- g. Replacing subsection 1 of section 18 (Minutes), which reads as follows:

"Minutes of board meetings must be kept in accordance with section 236 of the *Local Government Act*. For purposes of section 236(b) of the *Local Government Act* the designated officer is the corporate officer."

with the following:

“Minutes of board meetings must be kept in accordance with the provisions of the *Local Government Act*.”

- h. Replacing subsection 2 of section 18 (Minutes), which reads as follows:

“Minutes of committee meetings must be kept in accordance with section 237 of the Local Government Act.”

with the following:

“Minutes of committee meetings must be kept in accordance with the provisions of the *Local Government Act*.”

- i. Replacing subsection 4 of section 19 (Committees), which reads as follows:

“Select committees shall be established by resolution of the board pursuant to section 795 of the Local Government Act and in accordance with board policy.

with the following:

“Select committees shall be established by resolution of the board pursuant to the provisions of the *Local Government Act* and in accordance with board policy.”

#### Citation

2. This Bylaw No. 297 may be cited as “Comox-Strathcona Regional Hospital District Board Procedure Bylaw No. 248, 2008, Amendment No. 2.”

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| <b>Read a first and second time this</b> | <b>day of</b> | <b>2021</b> |
| <b>Read a third time this</b>            | <b>day of</b> | <b>2021</b> |
| <b>Adopted this</b>                      | <b>day of</b> | <b>2021</b> |

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Chair

\_\_\_\_\_  
Corporate Legislative Officer

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 297 being “Comox-Strathcona Regional Hospital District Board Procedure Bylaw No. 248, 2008, Amendment No. 2” as adopted by the board of the Comox-Strathcona Regional Hospital District on the     day of     2021.

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Corporate Legislative Officer