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## **BYLAW NO. 3708**

# **CAPITAL REGIONAL DISTRICT BOARD PROCEDURES BYLAW, 2010**

**A bylaw to regulate the proceedings  
of the Capital Regional District Board**

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**CAPITAL REGIONAL DISTRICT  
 BYLAW NO. 3708  
 REGIONAL DISTRICT PROCEDURES BYLAW  
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CAPITAL REGIONAL DISTRICT

BYLAW NO. 3708

\*\*\*\*\*  
A BYLAW TO REGULATE THE PROCEEDINGS  
OF THE CAPITAL REGIONAL DISTRICT BOARD  
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The Board of the Capital Regional District enacts as follows:

PART 1 – INTRODUCTION

Definitions

1. In this Bylaw:

“**Board**” means the governing and executive body of the CRD;

“**Chair**” means the Chair or Vice Chair of the CRD elected pursuant to section 792 of the *Local Government Act* or other person presiding at a meeting of the Board or committee, as the context requires;

“**Committee**” means a standing, select, or other committee of the Board, but does not include COW;

“**Corporate Officer**” means the officer of the CRD assigned the corporate administration responsibilities of section 198 of the *Local Government Act*, and includes that officer’s designate;

“**COW**” means the Committee of the Whole Board;

“**CRD**” means the Capital Regional District;

“**CRD Offices**” means the CRD Administrative Offices located at 625 Fisgard Street, Victoria, BC;

“**CRD Website**” means the information resource found at an internet address provided by the CRD;

“**Member**” means a Member of the Board, whether a municipal director or an electoral area director, and includes their alternates if acting in the place of a Member;

“**Public Notice Posting Place**” means the notice board located in the front foyer of the CRD offices and the CRD Website; and, in the case of a Service Committee, means a consistent local public location designated by the Commission;

**“Service Committee”** – means a commission established as a local service committee or service committee by the Board to provide one or more of the following services: water, sewer, street lighting, fire protection and emergency response, search and rescue, small craft harbours, libraries, solid waste and recycling, and theatre; and

**“Vice Chair”** means the Member elected as Vice pursuant to section 792 of the *Local Government Act*.

### **Application of Rules of Procedure**

2. (1) The provisions of this Bylaw govern the proceedings of the Board, COW and all standing and select committees of the Board, as applicable.
- (2) In cases not provided for under this Bylaw, The New Robert's Rules of Order, 2<sup>nd</sup> edition, 1998, apply to the proceedings of the Board, COW, and committees to the extent that those rules are:
  - (a) applicable in the circumstances; and
  - (b) not inconsistent with provisions of this Bylaw, the *Local Government Act* or the *Community Charter*.
- (3) No provision of this bylaw relating to the procedure of the Board shall be altered unless notice of the proposed amendment is given in accordance with section 794 of the *Local Government Act*.

## **PART 2 – BOARD MEETINGS**

### **Inaugural Meeting**

3. (1) The Board shall meet in an inaugural during the month of December at such time as shall be advised by the Corporate Officer in writing.
- (2) The presiding officer of the inaugural meeting shall be the Chief Administrative Officer until such time as the Chair has been elected.
- (3) The Chief Administrative Officer shall announce results of elections and confirm that new Members have completed the Oath of Office and Oath of Allegiance set out in the *Local Government Act*, following which the Chair shall be elected from among the Members of the Board.

### **Election of Chair and Vice Chair**

4. (1) The Chief Administrative Officer shall call for nominations for Chair and conduct a vote by secret ballot in which the person receiving a majority shall be elected Chair. Each Member shall have only one vote. If only one candidate is nominated for an office, that candidate shall be declared elected by acclamation. The call for nominations for the office of Vice Chair shall be called by the Chair.

- (2) In the event of a tie vote for the most votes of two (2) or more candidates, the candidates who are tied remain in the election. If a definitive election result cannot be declared after three (3) elections have been held, then the majority vote shall be deemed to be determined by a lot between the candidates as follows:
  - (a) the names of the candidates shall be written on separate pieces of paper and placed in a container;
  - (b) the Corporate Officer shall be asked to withdraw one paper; and
  - (c) the candidate whose name is on the withdrawn paper shall be declared elected.
- (3) Following the election of the Chair, the CRD Board shall elect one of its Members to be Vice Chair. The procedure for determining the Member to be elected Vice Chair shall be as set out in sections 4(1) and (2) for electing the Chair of the Board.

### **Meetings**

5. Regular meetings shall be held at the CRD Board Room, 625 Fisgard Street, Victoria, B.C. on the second Wednesday of the month commencing at 1:30 p.m. unless otherwise determined by resolution of the Board.

### **Quorum**

6. (1) The quorum for a meeting of the Board shall be a majority of all the Members.
- (2) At the appointed time for commencement of the meeting, the Chair or, in his/her absence, the Vice Chair, shall ascertain that a quorum is present before proceeding to the business of the meeting. If neither the Chair nor the Vice Chair is present within fifteen (15) minutes after the time appointed for a meeting, the Corporate Officer shall call the Members to order, ascertain that a quorum is present and, if so, the Board shall appoint an Acting Chair who shall preside during the meeting or until the arrival of the Chair or Vice Chair. Such person appointed as Acting Chair shall have all the powers and be subject to the same rules as the Chair.
- (3) If a quorum has not been made within sixteen (16) minutes after the appointed time, the Corporate Officer shall record the names of the Members then present and the Board shall stand adjourned until the next meeting date or until another meeting shall have been called in accordance with this bylaw or to such time as the Chair shall appoint.

### **Notice of Regular Meetings**

7. At least seventy-two (72) hours before a regular meeting of the Board, the Corporate Officer must give public notice of the time, place and date of the meeting by way of a notice and agenda posted at the Public Notice Posting Place.

### **Notice of Special Meetings**

8. (1) Except where notice of a special meeting is waived by a unanimous vote of all Members under section 793(4) of the *Local Government Act*, before a special meeting of the Board, the Corporate Officer shall:

- (a) at least twenty-four (24) hours in advance, give notice of the general purpose, time, place and date of the meeting by way of a notice posted at the Public Notice Posting Place; and
  - (b) at least five (5) days before the date of the meeting, mail to each Member the notice of the general purpose, time, place and date of the meeting.
- (2) Despite section 8(1), in the case of an emergency, notice of a special meeting may be given in accordance with section 793(5) of the *Local Government Act*.

### **Notice of Committee Meetings**

9. (1) At least seventy-two (72) hours before a regular meeting of a committee or COW, excluding a service committee, public notice must be given of the time, place and date of the meeting by way of a notice posted at the Public Notice Posting Place.
- (2) At least twenty-four (24) hours before a special meeting of a committee or COW, excluding a service committee, public notice must be given of the time, place and date of the meeting by way of a notice posted at the Public Notice Posting Place.

### **Notice of Service Committee Meetings**

10. (1) At least seventy-two (72) hours before a regular meeting of a service committee, public notice must be given of the time, place and date of the meeting by way of a notice posted in a consistent public location in the area served by the Service Committee.
- (2) At least twenty-four (24) hours before a special meeting of a service committee, public notice must be given of the time, place and date of the meeting by way of a notice posted in a consistent public location in the area served by the Service Committee.

### **Agenda**

11. (1) The Corporate Officer, under the direction of the Chair, shall prepare an agenda and, if necessary, a supplementary agenda for each meeting of the Board and shall circulate a copy of the agenda of every regular meeting to each Member at least four (4) days before the meeting. At any meeting other than a special meeting, the Chair may add items of an emergent or time sensitive nature to the agenda with the consent of the meeting.
- (2) At a meeting, a Member may, at the time adoption of the agenda is being considered, propose to place an additional item of an emergent or time sensitive nature on the agenda. The item must be added to the agenda only if the resolution is adopted by at least two thirds of the votes cast.

## PART 3 – BOARD PROCEEDINGS

### Delegations

12. (1) The Board may, by resolution, allow an individual or a delegation to address the meeting on the subject of an agenda item, provided written application on a prescribed form has been received by the Corporate Officer two (2) calendar days prior to the meeting. Each address shall be limited to five (5) minutes unless a longer period is agreed to by unanimous vote of those Members present. The Corporate Officer may determine the number of copies of any written submissions to be provided by each delegation to the Board. Each delegation shall provide the number of copies as determined by the Corporate Officer, for distribution at the time of the delegation's appearance.
- (2) Where written application has not been received as prescribed in section 12(1), an individual or delegation may address the meeting if approved by a unanimous vote of the Members present.
- (3) The Board shall not permit a delegation to address a meeting of the Board regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.
- (4) The Board shall not permit a delegation to address a meeting of the Board regarding a matter to be dealt with as a grievance under a collective agreement, or that is within the exclusive mandate of the Greater Victoria Labour Relations Association Board.
- (5) Any person, persons or organization wishing to appear before the Board as a delegation shall have first appeared before the appropriate Committee or Commission unless the item is on the Board agenda.
- (6) The subject matter upon which a delegation wishes to speak must:
  - (a) be within the jurisdiction of the Board; and
  - (b) be within the terms of reference of the Committee or Commission for which the delegation wishes to appear.
- (7) The Chair may deny any delegation the right to address a meeting if, in the Chair's opinion, the spokesperson or any Member of the delegation:
  - (a) immoderately raises his or her voice, or uses profane, vulgar or offensive language, gestures or signs; or
  - (b) addresses issues not contained within the written application of the individual or delegation.

### Invited Presentations

13. The CRD may, with the Chair's approval, invite a person, persons, or organization(s) to make a presentation to the Board. Time permitting, the Corporate Officer shall include the subject of the presentation and the designated speaker on the meeting agenda.

## Order of Proceedings and Business

14. (1) The order of business at all regular meetings shall be as follows:
  1. Approval of Agenda
  2. Adoption of Minutes of Previous Meeting
  3. Report of the Chair
  4. Presentations/Delegations
  5. Reports of Committees
  6. Correspondence
  7. Administration Reports
  8. Bylaws and Resolutions
  9. Motions for Which Notice Has Been Given
  10. New Business
  11. Motion to move *in camera* and close meeting in accordance with the applicable provisions of the *Community Charter*
  12. Adjournment
- (2) The order of business at all special meetings shall be as follows:
  1. Approval of Agenda
  2. Special Meeting Matters
  3. Motion to move *in camera* in accordance with the applicable provisions of the *Community Charter*
  4. Adjournment
- (3) The order of business at all *in camera* meetings whether regular or special shall be as follows:
  1. Approval of Agenda
  2. Approval of Minutes of Previous *In Camera* Meeting
  3. *In Camera* Matters
  4. Rise and Report
  5. Adjournment
- (4) A change to the prescribed order of business of other than a special meeting may be ordered by the Chair or by the Board, with unanimous consent.

## Minutes

15. (1) Minutes of all proceedings of the Board shall be kept by the Corporate Officer; such minutes to be concise and to detail proceedings of the Board. The minutes shall be legibly recorded, certified as correct by the Corporate Officer, and signed by the Chair, Vice Chair, or the person presiding at such meeting or at the next meeting at which they are adopted.
- (2) Minutes of proceedings of Standing and Select Committees shall be legibly recorded and signed by the Chair, or Member presiding.

- (3) Subject to section 15(4), and in accordance with sections 97(1)(b) and (c) of the *Community Charter*, minutes of the proceedings of the Board or of a body referred to in section 16(5) must be open for public inspection at the CRD Offices during their regular office hours.
- (4) Section 15(3) does not apply to minutes of a Board meeting or a meeting of a body referred to in section 16(5) for that part of the meeting from which persons were excluded under section 90 of the *Community Charter*.

### **Attendance of Public at Meetings**

16. (1) Except where the provisions of section 90 of the *Community Charter* apply, all Board meetings must be open to the public. Before a meeting or part of a meeting is closed to the public, the Board must pass a resolution in the public meeting in accordance with section 92 of the *Community Charter*.
- (2) No Member shall disclose to the public the proceedings of a closed meeting, unless a resolution has been passed at the closed meeting to allow disclosure.
- (3) Minutes of a closed meeting shall be kept in the same manner as a regular meeting but shall not be filed with the minutes of regular meetings.
- (4) The Board must not vote on the reading or adoption of a bylaw when its meeting is closed to the public.
- (5) This section applies to meetings of bodies referred to in section 93 of the *Community Charter* including, without limitation:
  - (a) Advisory Commissions
  - (b) Advisory Committees
  - (c) Board of Variance
  - (d) Parcel Tax Review Panel
  - (e) Select Committees
  - (f) Standing Committees
  - (g) Committee of the Whole
- (6) Despite section 16(1), the Chair may expel or exclude a person from a Board meeting or meeting of a body listed in section 16(5) of this Bylaw in accordance with section 133 of the *Community Charter*.

### **Chair and Presiding Officers**

17. (1) The Chair, if present, shall preside at meetings of the Board. Any Member of the Board may preside at a COW.
- (2) The Vice Chair shall preside in the absence of the Chair or when the Chair vacates the chair.
- (3) In the event that neither the Chair nor the Vice Chair is able to take the chair, the presiding officer shall be such person, as the Board may choose.

- (4) The Chair shall preserve order and decorum and shall rule on all points of order, stating his/her reasons and the authority for ruling when making a ruling. The ruling of the Chair shall be subject to an appeal to the Board without debate.
- (5)
  - (a) If an appeal be taken from the decision of the Chair, the question "Shall the Chair be sustained?" shall be put forthwith and decided without debate by a simple majority of the Members present (exclusive of the Chair) and in the event of the votes being equal, the question shall pass in the affirmative. The names of the Members of the Board voting for or against the question shall be recorded in the minutes.
  - (b) If the Chair refuses to put the question "Shall the Chair be sustained?", the Board shall forthwith appoint the Vice Chair or, in his/her absence, one of the Members, to preside temporarily in lieu of the Chair. The Vice Chair, or Member so appointed, shall proceed in accordance with paragraph 17(5)(a).
- (6) The Chair shall vote at the same time as the other Members of the Board.

### **Rules of Order**

18.
  - (1) The Chair's ruling on a point of order shall be based on rules of order as stated in section 2 herein.
  - (2) All questions shall be decided by a vote on motion.
  - (3) The Chair shall have the discretion to call the question on completion of debate and the Chair shall then advise that the debate is closed. Following closure of debate no Member shall speak further to the question.

### **Motions**

19.
  - (1) Motions shall be phrased in a clear and concise manner so as to express an opinion or achieve a result.
  - (2) The Chair may divide a motion containing more than one subject if the Chair feels this would produce a fairer or clearer result and the same shall be voted on in the form in which it is divided.
  - (3) A motion to adjourn the meeting or to adjourn the debate shall always be in order.
  - (4) An amendment to a motion does not require notice. Only one amendment to an amendment shall be allowed at one time and the same shall be dealt with before the amendment is decided. Amendments must be strictly relevant to the main motion and not alter in a material way or be contrary to the principle embodied in the main motion.
  - (5) Any Member desiring to bring before the Board any new matter, other than a point of order or privilege, shall do so by way of motion; provided, however, that any new matter of major import, which may require further information than could or would normally be available to the Board at such meeting, may be referred to a Board Standing Committee agenda by the Chair, or may be ruled by the Chair as a notice of motion and shall be dealt with as provided by section 19(6).

- (6) Any Member may give notice of a motion to the Board by either of the following methods:
  - (a) providing the Corporate Officer with a written copy of such motion during a meeting of the Board, and the Corporate Officer shall, upon the Member being acknowledged by the Chair and the notice of motion being read to the meeting, include it in the minutes of that meeting as notice of motion and shall add the motion to the agenda of the next regular Board meeting, or to the agenda of a special Board meeting scheduled for that purpose; or
  - (b) providing the Corporate Officer with a written copy of such motion, no later than seven working days prior to the scheduled meeting, and the Corporate Officer shall add the motion to the agenda for said meeting.
- (7) Despite section 19(6), the notice of motion shall be added to the agenda in accordance with section 11(2).

### **Reconsideration of an Adopted Bylaw, Resolution or Proceeding**

20. (1) The Chair may require a matter to be reconsidered in accordance with Section 219 of the *Local Government Act* and if it has not been acted on by an officer, servant or agent of the Board.
- (2) The Chair may state his/her reasons to the Board. The Corporate Officer shall record in the Minute Book the reasons, suggestions or amendments of the Chair.
- (3) The Board shall, as soon as convenient, consider the reasons and either reaffirm or reject the bylaw, resolution or proceeding, and if rejected, it is deemed repealed and is of no force or effect.
- (4) The rejected bylaw, resolution or proceeding shall not be reintroduced to the Board for six (6) months, except with the unanimous consent of the Board.
- (5) The conditions which apply to the passage of the original bylaw, resolution or proceeding apply to its rejection.

### **Debate and Conduct**

21. (1) Debate shall be strictly relevant to the question before the meeting and the Chair shall warn speakers who violate this rule.
- (2) No Member shall speak until recognized by the Chair.
- (3) Every Member desiring to speak shall address himself to the Chair. No Member shall interrupt a person speaking except to raise a point of order.
- (4) A matter of privilege (a matter dealing with the rights or interests of the Board as a whole or of a Member personally) may be raised at any time and shall be dealt with forthwith before resumption of business.

- (5) Members speaking at a Board meeting:
  - (a) must use respectful language;
  - (b) must not use offensive gestures or signs;
  - (c) must speak only in connection with the matter being debated; and
  - (d) must adhere to the rules of procedure established under this Bylaw and to the decisions of the Chair and the Board in connection with the rules and points of order.
- (6) If a Member does not adhere to section 21(5) or the Chair considers the Member to be acting improperly, the Chair may order the Member to leave the Member's seat.
- (7) A Member may speak to a question, or speak in reply, for no longer than fifteen (15) minutes unless the majority of the votes of the Board support a time extension.
- (8) A Member may speak more than once in connection with the same question only if:
  - (a) every other Member has spoken, or has had the opportunity to speak; and
  - (b) if the Member has already spoken for fifteen (15) minutes, the Member who wishes to speak a second time may request to do so by making a motion that must be approved by at least two-thirds of the votes cast by the Board.
- (9)
  - (a) a Member may not speak for longer than a total time of fifteen (15) minutes unless the Member has done so in accordance with sections 21(7) and (8); and
  - (b) a Member speaking for a second time under section 21(8) shall speak for a maximum of five (5) minutes only.
- (10) The conflict of interest guidelines (*disclosure of conflict and restrictions on participation*) shall be in accordance with section 100 of the *Community Charter*.

## **Voting**

22. (1) Voting rules will be in accordance with the *Local Government Act*.
- (2) On any question where the numbers of votes, including the vote of the person presiding, are equal, the question is defeated.
- (3) Where a Member who is present when a vote is taken abstains from voting, that Member shall be deemed to have voted in the affirmative.
- (4) Whenever a vote of the Board is taken, after the vote is taken the Chair must then state the names of those Members voting in the negative, and the Corporate Officer must enter those names in the minutes.

## **PART 4 – COMMITTEES AND COMMISSIONS**

### **Board Standing Committees**

23. (1) The Chair may establish a Board Standing Committee as a regular permanent committee whose mandate will be in relation to a CRD service or potential service.
- (2) The Chair shall appoint only Board Members to a Board Standing Committee.
- (3) The general duties of Board Standing Committees shall be as follows:
- (a) To consider and report to the Board from time to time or whenever desired by the Board and as often as the interest of the CRD may require, on all matters referred to them by the Chair of the Board, or coming within their purview, and to recommend such action by the Board in relation thereto as they, the Committee, deem necessary or expedient.
  - (b) To carry out the instructions of the Board expressed by resolution in regard to any matter referred by the Board to any Committee for immediate action thereon, but in such cases the instruction of the Board shall be specific and the Committee shall report its action in detail at the next regular or other meeting of the Board thereafter as specified in the instructions of the Board.

### **Advisory Committees**

24. (1) The Board, or Board Standing Committees, may establish an Advisory Committee to provide advice and recommendations to the Board, or to a Board Standing Committee, on matters determined to be within approved terms of reference or within a specific resolution of the Board.
- (2) Members of an Advisory Committee shall be appointed by the Board, a Board Standing Committee, or the appointments may be delegated by the Board to the Chair.
- (3) Persons who are not Members may be appointed to an Advisory Committee but each Advisory Committee should include at least one (1) Member of the Board.
- (4) The term of any person who is appointed to an Advisory Committee who is not a Member of the Board shall not exceed three (3) years.

### **Select Committees**

25. (1) The Board may establish a Select Committee to consider or inquire into any matter dealing with a specific subject or issue referred to it by the Board and report its findings, opinions and recommendations to the Board, following its consideration and inquiry. Select Committees must have terms of reference approved by the Board.
- (2) The Select Committee will cease to exist once it has reported its findings, opinions and recommendations to the Board.
- (3) The Board may delegate to the Chair the establishment of a Select Committee and the appointment of its Members.

## **Commissions**

26. (1) The Board may establish a Commission regarding a CRD service within the authorities delegated to it and as mandated by the Board by bylaw.

## **Attendance at Committee Meetings**

27. Members of the Board who are not Members of a Committee may attend meetings of that Committee and may take part in any discussion or debate by permission of a majority of the Committee Members present but may not vote.

## **Committee Reports**

28. A Standing or Select Committee of the Board may report to the Board at any regular meeting or shall report as required by the Board.

## **Quorum**

29. The quorum in a Standing or Select Committee shall be a majority of the persons appointed to the Committee.

## **Voting at Meetings**

30. (1) On a vote in a Committee each person shall have only one (1) vote.
- (2) (a) The Chair shall be a Member of all Committees and entitled to vote on all matters.
- (b) Despite section 30(2)(a) the Chair, when in attendance, may be counted as one Member for the purpose of constituting a quorum.

## **Operation**

31. No Committee or Commission will operate outside of its express mandate or terms of reference without prior approval of the Board.

## **PART 5 – COMMITTEE OF THE WHOLE**

### **Procedures for COW Meetings**

32. (1) The Board may resolve to sit as a COW at any time.
- (2) The Chair may appoint another Member to preside over the COW who shall maintain order therein and report the proceedings thereof to the Board.
- (3) The rules of the Board shall be observed in COW as far as may be applicable. Motions shall be seconded and the names of Members shall not be recorded in case of a division. Divisions in COW shall be decided by a show of hands. A motion in COW to rise without reporting, or that the Chair of the Committee do leave the Chair, shall always be in order and shall take precedence over any other motion. A motion to rise

without reporting, if affirmed shall be considered as disposing of the matter before the Committee in the negative.

- (4) When all matters referred to the COW have been considered, a motion to rise and report shall be adopted. The Committee may report progress and ask leave to sit again if the matter before it has not been disposed of. On the Committee rising, the Chair shall report to the Board and an adoption of the report shall be moved.
- (5) Discussion in COW shall be strictly relevant to the item or clause under consideration.

## **PART 6 – BYLAWS**

33. (1) Bylaws shall be passed by the following stages:
  - (a) Introduction and first reading shall be decided by the motion "that Bylaw No. \_\_\_\_ be introduced and read a first time". The question shall be decided without amendment or debate.
  - (b) Second Reading - Debate on second reading shall be limited to the general principle of the bylaw.
  - (c) Despite sections 33(1)(a) and (b), every proposed bylaw may be introduced and given first and second readings at the same meeting by one motion for all two readings.
  - (d) Third Reading - A bylaw may be amended at third reading and passed upon the motion "that Bylaw No. \_\_\_\_ (as amended or as presented) be read a third time".
  - (e) Adoption - Not less than one clear day after third reading, the bylaw shall be adopted upon the motion "that Bylaw No. \_\_\_\_ be adopted", unless the Board adopts the bylaw in accordance with subsection (2) and section 794(3) of the *Local Government Act*.
- (2) A bylaw that does not require approval, consent or assent under the *Local Government Act* or any other Act before it is adopted may be adopted at the same meeting at which it passes third reading, so long as the motion for adoption receives at least two thirds of the votes cast.
- (3) A copy of every bylaw shall be endorsed by the Corporate Officer with a record of the stages through which it has proceeded and shall be kept among the records of the Board. A copy of every adopted bylaw signed, sealed and where necessary bearing evidence of registration by the Inspector of Municipalities shall be kept with the records of the Board.

## **PART 7 – RESOLUTIONS**

34. A resolution may be introduced at a Board meeting only if a written copy is given to each Member before consideration unless the Board waives this requirement.

**PART 8 – GENERAL**

- 35. The rules of the Board shall be observed in proceedings of the Capital Regional Hospital District Board and Standing and Select Committees of the Board as far as may be applicable.
- 36. The following bylaw is repealed: Bylaw No. 3187, "Capital Regional District Procedural Bylaw No. 1, 2004", and any amendments thereto.
- 37. This Bylaw may be cited as "Capital Regional District Board Procedures Bylaw, 2010".

READ A FIRST TIME THIS	9 <sup>th</sup>	day of	June	2010
READ A SECOND TIME THIS	9 <sup>th</sup>	day of	June	2010
READ A THIRD TIME THIS	14 <sup>th</sup>	day of	July	2010
ADOPTED THIS	14 <sup>th</sup>	day of	July	2010

Original signed by Geoff Young  
CHAIR

Original signed by Carmen Thiel  
CORPORATE OFFICER