



Making a difference...together

SALT SPRING ISLAND COMMUNITY ECONOMIC DEVELOPMENT COMMISSION

Notice of Meeting on **Thursday, October 20, 2016 at 4:00PM**
Portlock Park Portable, 145 Vesuvius Bay Rd, Salt Spring Island, BC

Wayne McIntyre
Janice Harkley

Darryl Martin
Francine Carlin

Bruce Cameron
Holly MacDonald

Randy Cunningham
Curt Firestone (r)

(r) regrets

AGENDA

1. **Approval of Agenda**
2. **Adoption of Minutes of September 15, 2016 and September 28, 2016**
3. **Delegation/Presentation**
4. **Director, Chair and Commissioner Reports**
5. **Outstanding Business**
 - 5.1 **Salt Spring Accomodation Group Booking Engine proposal**
 - 5.2 **CEDC Rural Accelerator Project Management Proposal.**
6. **New Business**
 - 6.1 **Staff Report-Sept 14, 2016, Email Exchanges Between CRD Directors and the role of the Commission**
7. **Next Meeting – November 17, 2016 Portlock Park Meeting Room from 4:00 to 6:00 pm**
8. **Adjournment**

To ensure quorum, advise Tracey Shaver 250 537 4448 if you cannot attend.



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**Minutes of the Regular Meeting of the
Salt Spring Island Community Economic Development Commission
Held Thursday September 15, 2016, in the Portlock Park Meeting Room, 145 Vesuvius
Bay Road, Salt Spring Island, BC**

DRAFT

Present: **Director:** Wayne McIntyre
 Commission Members: Darryl Martin (Chair), Randy Cunningham, Holly
 MacDonald, Francine Carlin, Curt Firestone
 Staff: Karla Campbell, Senior Manager; Tracey Shaver, Recording Secretary
 Absent: Janice Harkley, Bruce Cameron
 Guest: Li Read, Chamber of Commerce

Chair Martin called the meeting to order at 4:04 pm.

1. Approval of Agenda

MOVED by Commissioner Cunningham, **SECONDED** by Commissioner Firestone,
That the Salt Spring Island Economic Development Commission agenda of September 15,
2016 be approved with the addition of items 2.1 Business arising from past minutes, 5.4
Rural Accelerator, 6.2 Ganges Harbour as Federal Point of Entry.

CARRIED

2. Adoption of Minutes of June 16, 2016

2.1 Business arising from past minutes

Commissioner Cunningham referred to item 6.3 of the June 16, 2016 meeting minutes
where a motion was passed for the CRD Director to consider adding a member of the CEDC
to the newly formed SSIWPA committee studying Integrated Water Management Planning.

Director McIntyre to discuss with the SSIWPA committee and if agreed, Commissioner
Randy Cunningham will be the CEDC representative.

MOVED by Commissioner Cunningham, **SECONDED** by Commissioner MacDonald,
That the Salt Spring Island Economic Development Commission minutes of June 16, 2016
be approved as submitted.

CARRIED

3. Delegation/Presentation

3.1 Salt Spring In The City re: Report of 2016 Event

Event Organizers provided a brief overview:

- CEDC funding was used to hire a local publicity professional
- Increased radio advertising support and print materials
- Lots of excitement generated over door prizes "Get a way to Salt Spring" package
- Event participants cooperated on travel and shipping costs
- New this year: alcohol sales with local wines, beer and cider

3.2 Dragonfly Commons re: Affordable Workforce Housing

Fernando dos Santos presented a vision for a 10 acre parcel near Ganges which he proposes to develop into a 20 to 30 unit micro-housing complex. The cost of the lots will be determined by the initial development costs and potential housing first funding grants. The plan is for bare land strata lots with community service facilities. Initial purchasers will be prequalified and allocated lots by use of a lottery. The future resale of these land lots will be kept at 50% of the current real estate market thereby maintaining affordability. The developers will only recover the BC assessed value of the land and the development costs.

4. Director, Chair and Commissioner Reports

4.1 Director's Report

Director McIntyre briefly reported on the following topics:

- The CRD Board has passed a development plan for a waste treatment plant in Victoria. This is the most expensive project the CRD has ever undertaken. An outside coordinator picked the location.
- University of British Columbia Municipalities Conference will be held at the end of this month. The topic of changing Salt Spring Island's status from "urban" to "rural" is to be voted on by the Municipalities.
- Transitions Salt Spring is being considered for a community award for Electric Car initiatives.

4.2 Chair's Report

Chair Martin reported that Tour de Iles was successful and will be run again in June 2017. Experience the Gulf Islands concept plan consulting project will be completed this fall. Service Review consulting study will be carried out this fall, topics will be SGI busses, and inter-island marine transportation. CRD Victoria is working on a trail planning project that will include Salt Spring Island.

5. Outstanding Business

5.1 Salt Spring In The City- Release of Hold Back

MOVED by Commissioner Carlin, **SECONDED** by Commissioner MacDonald,

That the Salt Spring Island Community Economic Development Commission receive the report from the 2016 Salt Spring In The City event as the final obligation of a fee for service contract and authorize staff the release the 25 % hold back in the amount of \$750.00.

CARRIED

5.2 SSI Accommodation Group Website Online Booking System-Progress Report

Manager Campbell to continue investigation of the CRD regulatory requirements to structure a potential new service

5.3 Solid Waste in Ganges Village- Status Update

CRD Integrated Waste Management will be facilitating local input into the issues of downtown storage and pick up of garbage. CEDC will be participating by looking for ways to support entrepreneurial opportunities.

5.4 Rural Accelerator

A power point presentation was given to outline the target points of the Rural Accelerator program and a related budget proposal.

Three Cohorts per year of like minded businesses:

- Food and Beverage
- Health & Lifestyle
- Green/Sustainable

Each Cohort to last four months and cover:

- Business model
- Sales marketing
- Production logistics
- Operations

The goal of the rural accelerator is to provide mentorship for businesses including training and financial information with a focus on retaining local businesses. The food and beverage sector is anticipated to be the first Cohort and begin late this fall.

MOVED by Director McIntyre, **SECONDED** by Commissioner Cunningham,
That the Community Economic Development Commission provide a presentation of the Rural Accelerator Program to the local Islands Trust Committee and the CRD Electoral Area Services Committee.

CARRIED

6. New Business

6.1 2017 Salt Spring Island Community Economic Development Operating Budget

Staff will revise proposed five year budget based on information submitted by the Economic Development Commission in the rural accelerator presentation.

A follow up meeting will take place on September 28, 2016 to review a revised budget plan to recommend to the Capital Regional District Board.

6.2 Ganges Harbour as Federal Point of Entry

Commissioner Firestone presented a brief description of the concept of having Ganges Harbour be a port of entry for visitors arriving by sea plane or boat. Endorsement of the concept is being sought to further investigate the requirements and potential benefits to the community.

MOVED by Commissioner Firestone, **SECONDED** by Commissioner Martin.
That the Salt Spring Island Community Economic Development Commission supports the concept of Ganges as a Federal Port of Entry. A formal endorsement may be considered at an unknown future date after a firm proposal has been developed and presented to the Salt Spring Island Community Economic Development Commission.

CARRIED

6.3 Chamber of Commerce Business Awards

Li Read provided information on the small business award nominations and events coming up and encouraged Commissioners to attend Chamber Meetings being held the first Wednesday of every month.

7. Next meetings

A Special meeting will be held on September 28, 2016 at 2:30 PM at the Portlock Park Meeting Room.

The next regular meeting will be held on October 20, 2016 at Portlock Park Meeting Room at 4 pm. Commissioner Firestone sends his regrets.

8. Adjournment

MOVED By Commissioner Cunningham, **SECONDED** by Commissioner MacDonald,
That the meeting adjourn at 6:10 pm

CHAIR

SENIOR MANAGER



Making a difference...together

**Minutes of the Regular Meeting of the
Salt Spring Island Community Economic Development Commission
Held Wednesday September 28, 2016, in the Portlock Park Meeting Room, 145 Vesuvius
Bay Road, Salt Spring Island, BC**

DRAFT

Present: **Commission Members:** Darryl Martin (Chair), Randy Cunningham, Holly MacDonald, Francine Carlin, Curt Firestone.
Staff: Karla Campbell, Senior Manager, Salt Spring Island Electoral Area.
Absent: Janice Harkley, Bruce Cameron, CRD Director McIntyre.

Chair Martin called the meeting to order at 1:00 pm.

1. Approval of Agenda

MOVED by Commissioner Cunningham, **SECONDED** by Commissioner MacDonald,
That the Salt Spring Island Economic Development Commission agenda of September 28,
2016 be approved by deferring the adoption of minutes from September 15, 2016 to the
next meeting.

CARRIED

2. Adoption of Minutes of September 15, 2016

Deferred.

3. Delegation/Presentation

No delegations or presentations.

4. Director, Chair and Commissioner Reports

No reports given

5. Outstanding Business

5.1 2017 Salt Spring Island Community Economic Development Operating Budget

MOVED by Commissioner Cunningham, **SECONDED** by Commissioner Firestone,
Whereas the Salt Spring Island Community Economic Development Commission (CEDC)
budget request for \$107,000 has been declined, and:
Whereas the status of the application for Rural Dividend funding of \$72,000 is unknown at
this time, and:
Whereas the Area Director proposed a budget requisition of \$30,000,
Therefore the CEDC wishes to alert the CRD Electoral Area Director and Board that if the
Rural Dividend application is not successful the proposed Rural Accelerator project planned
for 2017 will be dramatically curtailed to pilot project status and the full community benefit
will be delayed until funding is available.

CARRIED

MOVED by Commissioner Cunningham, **SECONDED** by Commissioner Firestone,
That the Salt Spring Island Economic Development Commission recommend to the Capital
Regional District Board approval of the 2017 Operating budget for the Salt Spring Island
Community Economic Development Commission as presented.

CARRIED

6. New Business

No new business

7. Motion to Close the meeting

MOVED Commissioner Firestone, **SECONDED** by Commissioner Carlin,
That the Salt Spring Island Economic Development Commission close the meeting in
accordance with the Community Charter Part 4, Division 3, Section 90 (1): (a) personal
information about an identifiable individual who holds or is being considered for a position
as an officer, employee or agent of the municipality or another position appointed by the
municipality.

The Commission closed the meeting at 2:00 pm.

The Commission returned from the closed meeting without report at 2:30 pm.

8. Next meeting

October 20, 2016 at Portlock Park Meeting Room at 4 pm.

9. Adjournment

MOVED By Commissioner Cunningham, **SECONDED** by Commissioner MacDonald,
That the meeting adjourn at 2:35 pm

CHAIR

SENIOR MANAGER

CEDC Rural Accelerator Project Management Proposal

Brigitte Hayes

17-October-2016

Introduction

This proposal is in response to the Community Economic Development Commission's (CEDC's) need for a project manager to assist in the delivery of a Rural Accelerator program. The Rural Accelerators are packages of training, mentoring, financial and other resources, designed to enable growth and market expansion for small businesses in specific categories on Salt Spring Island. Categories chosen thus far include Food & Beverage, Green Products & Services, and Healthy Lifestyle Products. These packages will be provided to program cohorts of 8-12 businesses over a 4-month period, with each cohort specializing in a specific category.

Project funding was recently obtained, and the direction is to move forward in the most efficient and effective manner to produce the project outcomes listed below to a high standard of quality.

Major Deliverables:

Program Admin

- √ Defined application process completed for launch event
- √ Identify expertise needed, then inventory expertise/talent on SSI

Program Development

- √ Training requirements outline (proposed curriculum) with secured sources (or development vendors identified) by Dec 31st
- √ Develop handbook and toolkit for entrepreneurs and mentors by Feb 15th, 2017
- √ Financing toolkit Jan 31st 2017

Program Promotion

- √ Develop Road Show - set up meetings with key partners to generate interest
- √ Coordinate marketing materials required for launch event

Program Operation

- √ Launch event TBD awaiting commissioner agreement on date
- √ Mentors secured by Feb 15th
- √ Feedback consolidated from cohort 1 to inform program execution of cohorts 2 and 3
- √ Successful program execution for three cohorts
- √ Lessons learned and other key feedback captured from program and consolidated by Nov 30th, 2017
- √ Final report Dec 15th, 2017

Timing

This work can be started at any time at the discretion of the Capital Regional District (CRD) and CEDC, with the expectation that all deliverables will have been completed by Dec 31st, 2017.

Proposed Services

Services included under this proposal are:

1. **Project Management** for the major deliverables above
2. **Marketing services** in support of the above major deliverables, including editing/writing for new or in-draft materials, publicity, and development of testimonials or case studies for successful program graduates

Organizational Structure

1. The contract authority is the CRD, represented by Karla Campbell, Senior Manager, Salt Spring Island Electoral Area, on this project.
2. The Project Lead will be CEDC Commissioner Holly MacDonald, with Francine Carlin standing in as needed if Holly is unavailable. The Project Lead will be the main interface with the CEDC and CRD.
3. Other CEDC commissioners will participate in workplan elements, depending on their areas of expertise and availability.

Assumptions

- The work-in-progress items are in sufficient completion status to be completed in the time period estimated (I have not seen work already initiated)
- Email communications will be responded to within 24 hours
- Reviews of submitted deliverables will be provided by Project Lead within 48 hours
- There will be sufficient flexibility to allow for working from remote locations (I do expect to be off-island for possibly several weeks at a time. During these periods I will work remotely using Skype and other online collaborative tools. In addition, I will have North America wide telephone service during these periods).
- The project management tools support distributed project management and collaboration

Project Estimate

Based on the current workplan the total effort is expected to be 412 hours, or approximately \$20,300.

Terms & Conditions

Fees for the previously stated services are:

- Project management and marketing services: \$50 per hour
- Team or other group meetings: \$25 per hour

Conditions: In the event that work is not satisfactory, services may be cancelled with two weeks notice.

Billing: Invoices will be submitted monthly. Payment is due net 15 days after month end.

**REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, SEPTEMBER 14, 2016**

SUBJECT EMAIL EXCHANGES BETWEEN CRD DIRECTORS

ISSUE

To provide information to the CRD Board about the legislative provisions that relate to email exchanges between Directors.

BACKGROUND

At its meeting of August 10, 2016, the CRD Board passed a resolution directing staff to provide the Board with the provisions of the *Local Government Act* ("LGA") that relate to email exchanges between Directors.

LGA and Community Charter

There are no provisions of the *LGA* that deal directly with Directors' use of email.

While the *LGA* remains the main source of authority for regional districts, provisions of the *Community Charter* also apply to regional districts and consistent rules apply to officials in municipalities and regional districts. There are also no provisions of the *Community Charter* that deal directly with Directors' use of email. Although email is not dealt with directly in the legislation, there are provisions that impact use of email by elected officials.

The *Community Charter* and *Local Government Act* both contain divisions that relate to board process (the relevant sections are set out at Appendix A). These sections build from the same fundamental starting point: the business of local government bodies must be conducted in open meetings that have been advertised in advance to the public (s. 89 of the *Community Charter* and s. 225 of the *LGA*). The provisions are intended to promote transparency and accountability in decision-making and build public trust in the process. Members of the public are provided with advance notice of meeting dates and agenda content and are able to attend meetings to follow the discussion and even request to speak to items in accordance with procedural rules.

In the context of email or electronic communication, the issue is whether an email exchange (or other instant messaging exchange) constitutes a "meeting" that must be advertised and open to the public. The term "meeting" is not defined in the legislation. Court decisions have commented on the definition of "meeting" and have established criteria or factors to consider in determining whether a gathering or other exchange between elected officials is actually a "meeting." These criteria are discussed and summarized in a report on open meetings published by the Office of the Ombudsperson, attached as Appendix B (pgs. 8 – 10). In relation to electronic meetings, the Ombudsperson report notes the following (pg. 11):

If members of a local government are, through electronic communications, advancing matters within their jurisdiction, all of the rules about open meetings apply. For example, the content of instant messaging and group emails between local government members, whether the emails are sent from or to public or private accounts, may unwittingly transition from topics that do not need to be discussed in an open meeting to matters that must be discussed in an open meeting. Local governments need to be conscious that all meetings

of council members, not simply those that take place in an official setting, are subject to the open meeting requirements.

Although the application of the definition of “meeting” to a given set of facts may be debatable and subject to different interpretations, Directors should be aware of these principles and apply common sense to avoid using email to materially advance the business of the Board.

Freedom of Information and Protection of Privacy Act (“FIPPA”)

FIPPA applies to all records under the custody or control of the CRD. Under *FIPPA*, members of the public may request access to records held by the CRD, including work-related emails sent to or received from the CRD email accounts and the personal email accounts of elected officials.

CONCLUSION

Although the legislation governing local governments in BC does not directly address email communications between elected officials, it does establish several fundamental principles that impact communication between Directors outside of the formal meeting setting. CRD Directors should be aware that the rules that apply to formal CRD meetings – such as the open meeting provisions and meeting notice requirements – also apply to email exchanges that could be considered meetings, owing to the scope and nature of the exchange. Directors should also be aware that CRD-related email correspondence is governed by *FIPPA* and subject to disclosure through the CRD records management and freedom of information request process.

RECOMMENDATION(S)

That the Capital Regional District Board receive this report for information.

Submitted by:	Brent Reems, MA, LLB, Senior Manager Legislative & Information Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

BR

Attachments: Appendix A (*Community Charter*, Part 4, Division 3 and *Local Government Act*, Part 6, Division 5)
Appendix B (*Open Meetings: Best Practices Guide for Local Governments*)

Appendix A

Community Charter

Part 4, Division 3 – Open Meetings

General rule that meetings must be open to the public

89 (1) A meeting of a council must be open to the public, except as provided in this Division.

(2) A council must not vote on the reading or adoption of a bylaw when its meeting is closed to the public.

Meetings that may or must be closed to the public

90 (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

(b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;

(c) labour relations or other employee relations;

(d) the security of the property of the municipality;

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;

(g) litigation or potential litigation affecting the municipality;

(h) an administrative tribunal hearing or potential administrative tribunal hearing affecting the municipality, other than a hearing to be conducted by the council or a delegate of council;

(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act* ;

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*];

(m) a matter that, under another enactment, is such that the public may be excluded from the meeting;

(n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

(o) the consideration of whether the authority under section 91 [*other persons attending closed meetings*] should be exercised in relation to a council meeting.

(2) A part of a council meeting must be closed to the public if the subject matter being considered relates to one or more of the following:

(a) a request under the *Freedom of Information and Protection of Privacy Act* , if the council is designated as head of the local public body for the purposes of that Act in relation to the matter;

(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;

(c) a matter that is being investigated under the *Ombudsperson Act* of which the municipality has been notified under section 14 [*Ombudsperson to notify authority*] of that Act;

(d) a matter that, under another enactment, is such that the public must be excluded from the meeting;

(e) a review of a proposed final performance audit report for the purpose of providing comments to the auditor general on the proposed report under section 23 (2) of the *Auditor General for Local Government Act* .

(3) If the only subject matter being considered at a council meeting is one or more matters referred to in subsection (1) or (2), the applicable subsection applies to the entire meeting.

Other persons attending closed meetings

91 (1) If all or part of a meeting is closed to the public, the council may allow one or more municipal officers and employees to attend or exclude them from attending, as it considers appropriate.

(2) If all or part of a meeting is closed to the public, the council may allow a person other than municipal officers and employees to attend,

(a) in the case of a meeting that must be closed under section 90 (2), if the council considers this necessary and the person

(i) already has knowledge of the confidential information, or

(ii) is a lawyer attending to provide legal advice in relation to the matter, and

(b) in other cases, if the council considers this necessary.

(3) The minutes of a meeting or part of a meeting that is closed to the public must record the names of all persons in attendance.

Requirements before meeting is closed

- 92 Before holding a meeting or part of a meeting that is to be closed to the public, a council must state, by resolution passed in a public meeting,
- (a) the fact that the meeting or part is to be closed, and
 - (b) the basis under the applicable subsection of section 90 on which the meeting or part is to be closed.

Application of rules to other bodies

- 93 In addition to its application to council meetings, this Division and section 133 [*expulsion from meetings*] also applies to meetings of the following:
- (a) council committees;
 - (b) a municipal commission established under section 143;
 - (c) a parcel tax roll review panel established under section 204;
 - (d) a board of variance established under Division 15 of Part 14 of the *Local Government Act* ;
 - (e) an advisory body established by a council;
 - (f) a body that under this or another Act may exercise the powers of a municipality or council;
 - (g) a body prescribed by regulation.

Local Government Act

Part 6, Division 5 — Board Proceedings

Regular and special board meetings

219 (1) A board must meet

(a) regularly in accordance with its bylaw under section 225
[procedure bylaws], and

(b) as it decides and as provided in this Act.

(2) A special board meeting is a board meeting other than a statutory, regular or adjourned meeting.

Calling of special board meetings

220 (1) The corporate officer must call a special meeting

(a) on request of the chair, or

(b) on request of any 2 directors.

(2) The corporate officer must call a special meeting by notice that

(a) states the general purpose and the date, hour and place of the meeting, and

(b) is mailed at least 5 days before the date of the meeting to each director at the address given by the director to the corporate officer for that purpose.

(3) The notice of any special meeting referred to in subsection (2) may be waived by a unanimous vote.

(4) In the case of an emergency, notice of a special meeting

(a) may be given, with the consent of the chair and 2 directors, less than 5 days before the date of the meeting, and

(b) need not be given in writing.

Electronic meetings and participation by members

221 (1) If permitted under subsection (3), a board meeting or a board committee meeting may be conducted by means of electronic or other communications facilities.

(2) Members of the board who are participating under this section in a meeting conducted in accordance with subsection (1) are deemed to be present at the meeting.

(3) The Lieutenant Governor in Council may make regulations permitting meetings under subsection (1) and prescribing conditions, limits and requirements respecting such meetings.

Regulations establishing special rules for dealing with urgent issues

222 (1) The minister may, by regulation applicable to one or more regional districts, make provision for obtaining and counting votes of the directors on urgent issues and adopting resolutions and bylaws on those issues without the necessity of holding a board meeting.

(2) Regulations under subsection (1) may establish rules respecting the following:

(a) mechanisms for submitting urgent issues to the directors;

(b) the manner in which votes will be submitted by the directors;

(c) the counting of votes and subsequent ratification by the board of the resolutions and bylaws.

(3) A board member participating in a vote under subsection (1) is deemed to be present at a board meeting and a resolution or bylaw adopted under that subsection is deemed to have been adopted at a board meeting.

Minutes of board meetings and committee meetings

223 (1) Minutes of board meetings must be

(a) legibly recorded,

(b) certified as correct by the designated regional district officer, and

(c) signed by the chair or other member presiding at the meeting or at the next meeting at which they are adopted.

(2) Minutes of a board committee meeting must be

(a) legibly recorded, and

(b) signed by the chair or other member presiding at the meeting.

Meetings and hearings outside regional district

224 (1) If authorized under subsection (2), the following meetings, hearings and other proceedings may be held, and all powers, duties and functions may be exercised in relation to those proceedings, outside the boundaries of the regional district:

(a) board meetings;

(b) board committee meetings;

(c) other public meetings conducted by or on behalf of the board or a board committee;

(d) board hearings that are required by law or authorized by an enactment;

(e) board proceedings in which a person is entitled under this Act to make representations to the board.

(2) A board may do either or both of the following:

(a) by bylaw, provide that meetings, hearings or other proceedings referred to in subsection (1) may be held outside the boundaries of the regional district;

(b) by resolution in a specific case, allow a meeting, hearing or other proceeding to be held outside the boundaries of the regional district.

Procedure bylaws

225 (1) A board must, by bylaw, do the following:

(a) establish the general procedures to be followed by the board and by board committees in conducting their business, including the manner by which resolutions may be passed and bylaws adopted;

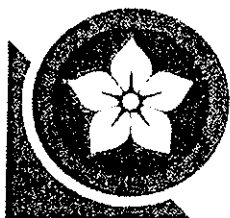
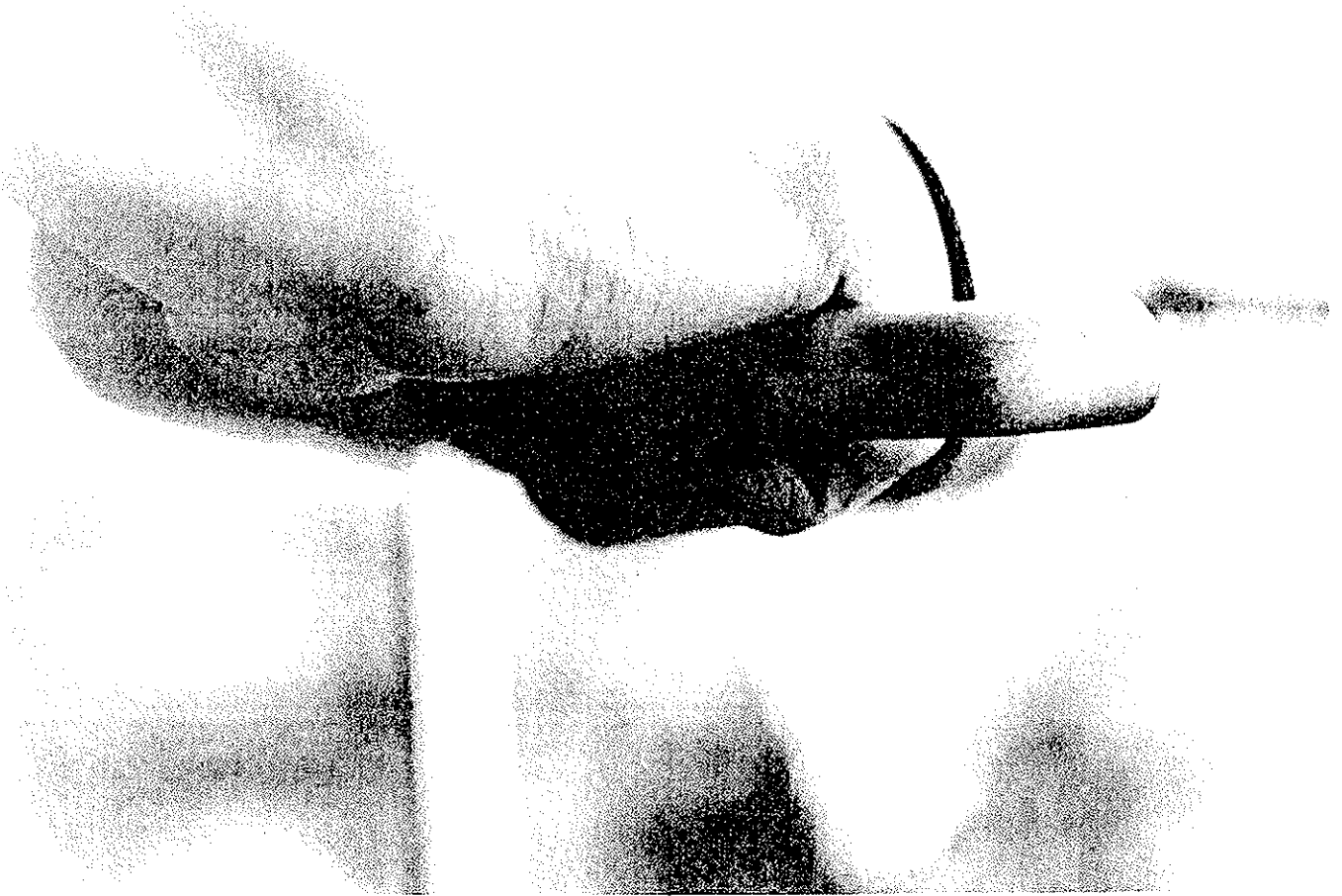
(b) provide for advance public notice respecting the date, time and place of board and board committee meetings and establish the procedures for giving that notice;

(c) identify places that are to be public notice posting places for the purposes of the application of section 94 [*requirements for public notice*] of the *Community Charter* to the regional district.

(2) A procedure bylaw must not be amended unless notice of the proposed amendment is mailed to each director, at the address given by the director to the corporate officer for that purpose, at least 5 days before the meeting at which the amendment is to be introduced.

OPEN MEETINGS:

BEST PRACTICES GUIDE FOR
LOCAL GOVERNMENTS



ombudsperson
B.C.'s Independent Voice For Fairness

Special Report 34 (1997) XPH-34
to the Legislative Assembly of British Columbia