



BOARD REPORT

TO:

Chair and Directors

File No: BL 5739

SUBJECT:

Amendment to Regional District Board and Committees Procedure Bylaw No. 5648

DESCRIPTION:

Report from Lynda Shykora, Deputy Manager, Corporate Administration Services, dated May 3, 2018.
Proposed amendments to Procedures Bylaw for electronic meeting attendance at Board/Committee meetings, and minor housekeeping amendment.

RECOMMENDATION #1:

THAT: Regional District Board and Committee Procedure Amendment Bylaw No. 5739 be read a first, second and third time this 17th day of May, 2018.

RECOMMENDATION #2:

THAT: Regional District Board and Committee Procedure Amendment Bylaw No. 5739 be adopted this 17th day of May, 2018.

SHORT SUMMARY:

Staff are proposing amendments to the Board and Committee Procedure Bylaw No. 5648. The amendment proposed is to adjust the maximum number of meetings that a Director may attend a Board meeting by electronic participation from two (2) to four (4) consecutive regular Board meetings.

The minor housekeeping change is to set the submission deadline for delegation requests to noon Monday one week prior to the Board meeting. Currently the deadline is 9 AM the Tuesday prior to the Board meeting.

VOTING:

Unweighted
Corporate



LGA Part 14
(Unweighted)



Weighted
Corporate



Stakeholder
(Weighted)



BACKGROUND:

The existing Board Procedures Bylaw limits the meeting attendance, through electronic means, to two consecutive meetings. The amendment bylaw would set the number of Board meetings for electronic meeting participation to four consecutive Board meetings. Additionally, the existing bylaw provisions specifically relating to meeting attendance is ambiguous, another reason to clarify the bylaw.

The existing provisions for Board or Committee members to take part in a meeting via Zoom/Skype/teleconference, etc., are primarily for reasons of health or poor travel conditions. Staff are recommending that restrictions be omitted so that Directors who cannot attend in person (ie for employment, medical appointments, conflicts with municipal business reasons) are able to do so, particularly when an Alternate Director is unable to attend on his/her behalf.

A minor housekeeping amendment is to adjust the deadline for Delegation to be Monday noon prior to the Board meeting, which is consistent in the existing bylaw for the agenda deadline that applies to staff, Directors, and the public. From an administrative perspective, in relation to the agenda preparation, a Tuesday 9 AM deadline is too late in the agenda process to receive these requests.

POLICY:

Local Government Act Regional Districts Electronic Meetings Regulations, the Local Government Act, and the Community Charter.

FINANCIAL:

Potentially small cost savings in the payment of travel expenses to Board members for travel expenses /hotel accommodations if a Director or Committee member chooses to take part in the Board or Committee meeting through electronic means.

KEY ISSUES/CONCEPTS:

There are practical reasons for allowing a Director to miss in-person attendance at Board meetings to more than two consecutive occasions. For example the many and sometimes unexpected closures on the Trans-Canada Highway over the winter months. Some of the closures last winter affected travel on Board meeting dates.

There are occasions aside from health or poor travel conditions that preclude a Board member from attending a Board or Committee meeting in person. For example, municipal or electoral area business obligations that conflict with a CSRD meeting, vacation, personal emergencies, etc. where a Board member may wish the flexibility to take part in a Board or Committee meeting, particularly where there are business items that are important for the Director to express an opinion on and to take part in voting, especially if an Alternate Director is not available

Also, now that the CSRD has enhanced audio/visual capabilities, taking part in a Board meeting through 'Zoom' is a more user friendly experience in that the participant is able to hear clearly and to see the presentations, versus the previous teleconference system. That said, under the bylaw provisions, electronic meeting attendance is not guaranteed. It is restricted by equipment and facility capability.

The minor housekeeping amendment to change the submission deadline for Delegation requests is for consistency and to assist administration staff in preparing the agenda in a timely way.

IMPLEMENTATION:

The bylaw will take effect immediately upon adoption, May 17, 2018.

COMMUNICATIONS:

The amended bylaw will be distributed to Board Directors, Alternate Directors, Board Committee Chairs and relevant staff.

DESIRED OUTCOMES:

That the Board endorse staff recommendations.

BOARD'S OPTIONS:

1. *Endorse the Recommendation to adopt Amending Bylaw No. 5739.*
2. *Deny the Recommendation and maintain the existing bylaw provisions.*

3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

LIST NAME OF REPORT(S) / DOCUMENT(S) AVAILABLE FROM STAFF:

1. N/A

Report Approval Details

Document Title:	Board and Committee Procedure Amendment Bylaw No. 5739.docx
Attachments:	- BL5739 Regional District Board and Committees Procedure Amendment Bylaw - Electronic Voting (amends 5648) 5739.pdf
Final Approval Date:	May 4, 2018

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink, appearing to read 'C. Hamilton', with a stylized flourish at the end.

Charles Hamilton - May 4, 2018 - 8:31 AM