Strathcona
REGIONAL DISTRICT

STAFF REPORT

DATE: May 9, 2025 **FILE**: 0550-04 Board

TO: Chair and Directors
Regional Board

FROM: David Leitch
Chief Administrative Officer

RE: BYLAW NO. 609 - RECONSIDERATION OF MOTIONS

PURPOSE/PROBLEM

To consider Bylaw No. 609 which would amend the Board's meeting procedure rules to restrict the timeframe for reconsideration of a motion which has been previously decided to the meeting following the meeting at which the motion was decided.

EXECUTIVE SUMMARY

At its April 23, 2025 regular meeting the Board considered the attached report and passed the following resolution:

> Sinnott/Kerr: SRD 316/25
>
> THAT the use of reconsideration motions be limited to the meeting following the meeting at which the motion being reconsidered was made.

The attached Bylaw No. 609 would remove the option of introducing a reconsideration motion at the same meeting at which the motion was decided, thus restricting the use of reconsideration motions to the meeting following the meeting at which the motion was originally decided. As is currently the case, a motion to reconsider a motion which has already been reconsidered shall always be out of order and this is not proposed to be changed by Bylaw No. 609.

Following third reading of Bylaw No. 609 it will be necessary to provide public notification in accordance with the *Local Government Act* before the Board may consider final passage and adoption.

RECOMMENDATIONS

1. THAT the report from the Chief Administrative Officer be received.

2. THAT Bylaw No. 609, being a bylaw to amend the procedures applicable to meetings of the Regional Board and its committees, be now introduced and read a first time.

3. THAT the rules be suspended and Bylaw No. 609 be given second and third readings.

4. THAT Bylaw No. 609 be returned for further consideration by the Board following the conclusion of the public notification process.

Respectfully:

David Leitch
Chief Administrative Officer

Prepared by: *T. Yates, Corporate Services Manager*

Attachments: Bylaw No. 609
Bylaw No. 544 (consolidated)
Copy of April 17, 2025 report to the Board

BYLAW NO. 609

A BYLAW TO AMEND THE PROCEDURES APPLICABLE TO MEETINGS OF THE REGIONAL BOARD AND ITS COMMITTEES

WHEREAS the Strathcona Regional District has, by Bylaw No. 544, established procedures to govern the proceedings of the Regional Board and its committees including the manner in which bylaws are to be considered;

AND WHEREAS the Regional District wishes to restrict the ability to reconsider motions that have been previously decided;

AND WHEREAS advance notice of this amendment bylaw has been provided to the public in accordance with section 225 of the *Local Government Act*;

NOW THEREFORE the Board of Directors of the Strathcona Regional District, in open meeting assembled, enacts as follows**:**

Amendment

1. Section 46 [*Reconsideration of a Motion*] of Bylaw No. 544 is amended by deleting clause (a) of subsection (1) and substituting the following:

   (a) the motion to reconsider must be made at the meeting following the meeting at which the subject motion was decided and, once accepted for debate, the reconsideration motion must be decided before the consideration of other business.

Effective Date

2. This bylaw shall become effective on the day following its adoption.

Citation

3. This bylaw may be cited for all purposes as Bylaw No. 609, being Regional Board Procedure Bylaw 2024, Amendment No. 2.

READ A FIRST TIME ON THE DAY OF , 2025

READ A SECOND TIME ON THE DAY OF , 2025

READ A THIRD TIME ON THE DAY OF , 2025

PUBLIC NOTIFICATION PROVIDED ON THE AND DAYS OF ,2025

RECONSIDERED, FINALLY PASSED AND ADOPTED ON THE DAY OF , 2025

____

Chair

____

Corporate Officer

REGIONAL BOARD PROCEDURE BYLAW 2024

(CONSOLIDATED)

The following is a consolidated version of Bylaw No. 544, which was adopted May 22, 2024 and includes the following amendment bylaws:

BYLAW NO.	BYLAW NAME	ADOPTED	PURPOSE
SRD 572	Regional Board Procedure Bylaw 2024, Amendment No.1	September 25, 2024 (Effective as of January 1, 2025)	To address abandoned bylaws.

Unless certified on the last page, this bylaw should not be relied upon for legal purposes. There may be pending updates or revisions to this bylaw. Please contact the Corporate Services Department for the Strathcona Regional District for the most current version.

BYLAW NO. 544

A BYLAW TO GOVERN THE PROCEEDINGS OF THE REGIONAL BOARD AND ITS COMMITTEES

WHEREAS the Regional Board has adopted Bylaw No. 1 to govern the proceedings of the Regional Board and Board committees including the procedures for passing bylaws and resolutions, and for providing advance public notice of such meetings:

AND WHEREAS the Regional Board wishes to replace the said Bylaw No. 1 in order to update the provisions thereof;

AND WHEREAS the Regional District desires that its proceedings and those of its committees continue to be guided by principles of efficiency, accountability and procedural fairness;

AND WHEREAS advance public notice of this bylaw has been provided in accordance with the requirements of the *Local Government Act*;

NOW THEREFORE the Board of Directors of the Strathcona Regional District, in open meeting assembled, enacts as follows:

PART 1: INTERPRETATION

Definitions

1. In this Bylaw, unless the context otherwise requires:

"absolute majority" means a majority of all of the votes available on the entire Board or committee, as the case may be;

"adjournment" means the temporary suspension of proceedings until a later day;

"appointment" means the selection of a person to fill a position on the Board, a committee or another agency;

"assembly" means a duly called meeting of the Regional Board or a committee, whether or not a quorum is present;

"associate member" means a person, other than a director, appointed by a treaty first nation to participate in Regional District affairs in a non-voting capacity;

"Board" or **"Regional Board"** means the Board of Directors of the Regional District in session;

“Chair” means the elected Chair of the Board or, as the context requires, the person presiding at a meeting;

“closed meeting” includes a meeting that is closed to the public for only part of its duration;

“committee” means the Committee of the Whole, a standing committee, a select committee or a subcommittee;

“consensus” means the presumed approval of the assembly by the Chair;

“director” includes an alternate director;

“**election”** means the appointment of a person by ballot process;

“electronic format” means in written form but stored on a computer readable medium;

“electronic participant” means a member who is participating electronically in a meeting and who is not physically present at the meeting place;

“electronic participation” means participation in a meeting via telephone, computer or other device that permits the public and other members to hear, or see and hear, the electronic participant.

“emergency” has the meaning set out in the *Emergency Program Act*;

“inaugural meeting” means, with respect to the Board, the first meeting held after November 1 in each year and, with respect to a committee, the first meeting held each calendar year;

“meeting agenda” means an itemized list of matters that are proposed to be considered at a meeting;

“member” means a director who has been elected or appointed to the Regional Board, an associate member, or a person appointed to a committee;

“motion” means a proposal put forward by a member for consideration of the Board that the Regional District undertake an action, make a recommendation or express an opinion;

“mover” means the member who has made a motion;

“negative motion” means a motion proposing that the assembly not undertake an action, make a recommendation or express an opinion;

“notice of meeting” means a notice informing the public of one or more upcoming meetings of the Regional Board, a committee, a commission or other agency for which the Regional District is responsible.

“notice of motion” means a written notice provided by a director advising that they intend to bring a substantive matter before the Board at the next regular meeting;

“out of order” means that consideration of a matter may not proceed due to conflict with this bylaw;

“public consideration” means a process whereby the general public is invited to provide information or make a submission directly to the Regional Board, and includes a public hearing under the *Local Government Act*;

"public notice posting place” means the public notice board in the main floor public reception area of the Regional District corporate office;

“recess” means the temporary suspension of proceedings until a later time on the same day;

“Regional District” means the Strathcona Regional District;

"Regional District boardroom" means the boardroom located at the Regional District corporate office;

"Regional District website" means the Regional District's electronic database which is accessible by the general public through the internet;

"regular meeting" means a meeting of the Board, other than an inaugural meeting, which has been included on the annual schedule of meetings;

"resolution" means a motion which has been passed by a vote of the Board;

"schedule of meetings" means the regular meeting schedule adopted at each inaugural meeting;

"seating arrangements" means the assignment of work stations to be used by members during meetings;

"seconder" means the member who has seconded a motion;

"special meeting" means a meeting that is not a regular or inaugural meeting;

"termination" means the completion of a meeting following the conclusion of its business.

PART 2: INAUGURAL MEETINGS

Proceedings Generally

2. (1) At an inaugural meeting the regular business of the Regional Board shall be preceded by an election for Chair and an election for Vice Chair.
   (2) In the year of a general local election, and in other years as required, there shall be a ceremonial making of oaths of office by directors preceding the business of the Board.

Election of Chair and Vice Chair

3. Immediately after being called to order the Board shall proceed with the election of a Chair and Vice Chair.

Presiding Official

4. (1) The corporate officer shall administer the election process and shall preside until the elections have been completed.
   (2) The Chair shall preside immediately following the declaration of election results for the position of Vice Chair.

Nominations for Chair

5. (1) The selection of candidates for the position of Chair will be determined by nominations from directors in attendance.
   (2) Nominations from the floor shall be called and a list of candidates compiled.
   (3) The call for nominations shall be made 3 times only.
   (4) In order to be confirmed as a candidate, a nominee must state their acceptance of the nomination.
   (5) Candidates may withdraw from an election at any time prior to voting.

Chair Nominations Restricted

6. Nominations will not be accepted for;
   (a) a director who has not made an oath of office,
   (b) a director for whom a successor has been elected or appointed but has yet to take office, or
   (c) an alternate director or associate member.

Confirmation of Candidates

7. (1) When no further nominations are forthcoming the corporate office will close the nomination process.
(2) Before proceeding with voting, the corporate officer will confirm the list of candidates for the election by reading it aloud.
(3) Each candidate will be provided an opportunity to speak for not more than 3 minutes in favour of their candidacy, in the order of their nomination.
(4) If a candidate chooses not to speak to their candidacy the nominator of that candidate will be offered the same opportunity.
(5) No other debate shall be in order.

Election Process

8. (1) If there is only one candidate that director shall be declared elected by acclamation.
(2) If there are 2 or more candidates an election by secret ballot will be declared.
(3) In order to be elected a candidate must receive an absolute majority of votes.

Voting Procedure

9. (1) If an election is required, each director in attendance will be provided with a physical or electronic ballot which may be used to cast their vote.
(2) The distribution and collection of ballots, the counting of the votes and the subsequent destruction of ballots shall be the responsibility of the corporate officer or such other person as may be designated by the corporate officer.

Declaration of Election Results

10. (1) Immediately after reviewing the voting results the corporate officer shall declare the name of the candidate who has been elected.
(2) The number of votes received by each candidate will not be disclosed to the Board unless a resolution requiring disclosure is passed.

Process if Insufficient Votes Received

11. (1) If the voting results confirm that no candidate has received a sufficient number of votes to be elected, the candidate receiving the fewest votes will be removed from the list of candidates and second voting process will be conducted.
(2) In the case of a tie between two or more candidates receiving the fewest votes, all candidates shall be eligible to proceed to the next ballot.
(3) The voting process will be repeated until a candidate receives a sufficient number of votes to be elected or a declaration under section 10(2) is made.
(4) As an exception to subsection (1) if there are only 2 candidates in an election for which no winner can be declared, both of them shall be eligible to proceed to the next round of voting.

Subsequent Ballots

12. (1) If none of the candidates has been declared elected after the third ballot the meeting shall be recessed for 5 minutes, following which a final ballot will be held.
(2) Following the fourth ballot the corporate officer shall either declare that:
(a) one of the candidates has been elected because they have received the required minimum number of votes, or
(b) an election by lot draw will be made in accordance with Section 13 (*Tie Votes and Deadlocks*).

Tie Votes and Deadlocks

13. At any stage in the election process after the second ballot the corporate officer may declare that a deadlock exists and that it will be resolved by drawing lots, utilizing the procedure outlined in s.151 of the *Local Government Act*.

Destruction of Ballots

14. Following the declaration of election results the ballots used in the election shall be destroyed.

Election Procedure for Vice Chair

15. The election for the position of Vice Chair shall be subject to the same rules as, and commence immediately following, the election of the Chair.

Schedule of Meetings

16. (1) Prior to the adjournment or termination of an inaugural meeting the Board shall adopt a schedule of meetings for the following calendar year.
(2) The schedule will identify the time, date and place for all regular meetings and the next inaugural meeting.
(3) The schedule may be amended from time to time by resolution of the Board.

PART 3: MEETING NOTICE AND AGENDAS

Notice of Meeting

17. (1) A notice of meeting shall be posted at the public notice posting place at least 72 hours prior to the start of each meeting.
(2) The notice shall include the date, time and place for each meeting to which it applies.
(3) A notice under this section may be combined with other notices provided that the applicable requirements for each notice are met.
(4) As an exception to subsection (1) the minimum period of notice for a special meeting called to deal with an emergency shall be 1 hour.

Meeting Agendas

18. (1) At least 72 hours prior to the start time for each meeting, the corporate officer shall ensure that an agenda for the meeting is;
(a) provided to each member, and
(b) published on the Regional District website.
(2) The Chief Administrative Officer may submit a report to accompany any agenda item together with recommendations for disposition by the Regional Board provided that no such report shall purport to express the views of any member on the matter.
(3) Reports by members may be prepared in prescribed format or as determined by each director.

Agenda Access Restricted

19. (1) In this section the term 'member' includes an alternate director or a person appointed as the member's alternate.
(2) Where litigation has been initiated or is pending
(a) by a member of the Board against the Regional District,
(b) by a member of the Board against a person who is covered by the Regional Board's indemnification bylaw, or
(c) by the Regional District against a member of the Board access by that member to any items of business on a meeting agenda in relation to the subject of the litigation

shall be restricted to the extent that disclosure could harm the interests of the Regional District.

PART 4: MEETINGS

Meeting Location

20. (1) All meetings shall be held in the Regional District boardroom unless other arrangements have been approved by the Board.
(2) The Chair shall determine the seating arrangements for members.

Chair May Disconnect Electronic Participant

21. The Chair may order that an electronic participant be disconnected if there is significant noise, interference or other disturbance that is disruptive to the proceedings, or if the quality of the connection does not permit the public or other members to hear, or see and hear, the member who is participating electronically.

Meeting Chambers Open to Public

22. The main doors to the meeting chambers shall remain open during meetings except when necessary to reduce the level of noise or when the Board is in closed session.

Quorum and Presiding Official

23. (1) Provided that a quorum is present, the Chair shall call the meeting to order at the scheduled time.
(2) If the Chair is absent at the start of a meeting the Vice Chair will preside.
(3) If the Vice Chair is also absent, or if the position of Vice Chair is vacant, an election for an Acting Chair will be held.
(4) The Acting Chair shall preside until the arrival of the Chair or Vice Chair, or until the meeting is concluded, whichever first occurs.
(5) While presiding, an Acting Chair has all the authority and is subject to the same rules as the Chair.
(6) For clarity, an alternate director is permitted to fill the position of Acting Chair but may not fill the position of Chair or Vice Chair on an ex-officio basis.
(7) In the event that there is no presiding official at any time during the meeting, the proceedings will be suspended until such time as the Chair, Vice Chair or other official authorized by this bylaw is able to preside.
(8) If the position of Chair or Vice Chair has become vacant as a result of resignation, disqualification or death an election to fill the vacancy shall be the first order of business, whether or not scheduled on the agenda.

Order of Proceedings

24. (1) At a regular meeting the proceedings of the Board shall, subject to section 24 (*Order of Business May be Varied*), be conducted in the following sequence:
(a) confirmation of quorum and electronic participants
(b) call to order
(c) first nations territorial acknowledgement
(d) adoption of public agenda
(e) petitions and delegations
(f) adoption of previous meeting minutes
(g) business arising from the minutes
(h) public considerations
(i) notices of motion
(j) Chair's report

(k) consent calendar
(l) committee Chair reports
(m) extraterritorial services
(n) reports
(o) bylaws
(p) correspondence
(q) members' reports
(r) management report
(s) new business
(t) addendum items
(u) closed session
(v) termination

(2) The consideration of items under paragraph (1)(t) shall be subject to a prior resolution authorizing such consideration.

Adoption of Agenda

25. (1) Before proceeding with its regular business the Board shall, by resolution, approve the items of business to be considered at the meeting.
(2) The Board may, by unanimous consent, designate Items for inclusion on a consent calendar provided that those items:
(a) are scheduled for receipt only, and
(b) are items for which all directors are entitled to cast votes on an unweighted basis .

Order of Business May be Varied

26. With the exception of those items for which a scheduled starting time has been provided by advance public notice, the Board may pass a resolution to adjust the order and schedule of proceedings while in session.

Lack of Quorum

27. If a quorum is not present within 30 minutes following the scheduled starting time of a meeting the names of the members who are physically present or participating electronically shall be recorded and the assembly dissolved.

Recording Devices

28. Recording devices that, in the opinion of the Chair, cause a disturbance to the conduct of the Board's business are prohibited.

Meeting May Recess or Adjourn

29. (1) Except when a vote is pending, the Chair may call a recess at any time during a meeting and may stipulate that the meeting will reconvene after a specific period of recess, at a specific time, or at the call of the Chair.
(2) A meeting which has been adjourned may be reconvened on another day without written notice if the details of reconvention were stipulated at the time of adjournment.
(3) When reconvened the Chair will confirm that a quorum exists before advising the Board of the next item of business.

Termination

30. Meetings may be terminated at any time by resolution of the Board, or in the absence of a resolution, by consensus where the Chair is satisfied that all business has been concluded.

PART 5: RULES OF CONDUCT & DEBATE

Chair is Impartial

31. (1) On behalf of the Board, the Chair is responsible for preserving order at meetings and for ensuring that questions are decided with the benefit of fair debate and in accordance with procedural and other rules.
(2) On matters of procedure the Chair shall remain impartial.

Meeting Decorum

32. (1) No person shall use profanity in the meeting chambers or speak disrespectfully while the Board is in session.
(2) Directors shall be referred to as "*Director* (surname)" or "*the director for* (area represented)".
(3) Staff shall be referred to by title or as "*Mr./Mrs./Ms.* (surname)".

Recognition by Chair

33. (1) No person may address the assembly without first being recognized by the Chair.
(2) Recognition shall be confirmed when the Chair acknowledges the name or title of the person.
(3) Every director or other person addressing the assembly shall speak to the Chair.
(4) The Chair shall be addressed as "*Mr. Chairman*" or "*Madame Chairman*" depending on gender.

Acceptance of Motion

34. (1) All matters to be debated shall be in the form of a motion which has been duly moved, seconded and accepted by the Chair.
(2) Before a motion may be put for debate the Chair shall state the names of the directors who have moved and seconded the motion.
(3) The Chair may not move, second or otherwise sponsor a motion.

Order of Debate

35. (1) The order of debate on a motion will be determined by the Chair and those members waiting to speak shall be placed into a queue.
(2) Members wishing to participate in the debate may do so by raising their hand.
(3) The mover and seconder of a motion, or of an amending motion, shall be entitled to speak ahead of other members.

Limit on Debate

36. (1) Debate shall be confined to the subject matter of the motion under consideration and no member may speak more than once to a single motion without the approval of the Chair.
(2) For the purpose of this provision, an amending motion shall be considered a separate motion.

Right of Participation

37. (1) Every member has the right to participate in debate on a motion notwithstanding that the member may not be entitled to vote on the motion.
(2) When a member is speaking in debate they shall not be interrupted except on a point of order.

Conflict of Interest

38. If a member who is participating electronically believes that they have a conflict of interest with respect to a matter being considered by the assembly, they shall advise the assembly and leave the meeting for the duration of consideration of that matter.

Chair May Not Debate While Presiding

39. The Chair may not participate in the debate on a motion while presiding, but may:
    (a) recommend procedural actions to enhance the efficiency of proceedings,
    (b) note procedural implications of a motion being considered,
    (c) provide guidance to the assembly by clarifying the intent of a motion,
    (d) summarize the debate of the assembly prior to the vote being called, and
    (e) advise the assembly whether the Chair will be voting for or against the motion.

Conclusion of Debate

40. When debate on a motion has concluded the Chair shall immediately put the matter to a vote.

PART 6: MOTIONS & PROCEDURAL RULES

Motion in Writing

41. (1) Wherever practical motions shall be clear, concise and in writing.
    (2) It shall be acceptable for a director to refer to a staff recommendation or other written recommendation which has been provided to the Board as the basis for a motion, in which case a verbatim restating of the motion by the mover shall not be required.

Restrictions on Motions

42. (1) Any director may move a motion unless the director would not be entitled to vote on the motion.
    (2) Any director may second a motion.
    (3) No motion, except a procedural motion, may be introduced while another motion is pending before the Board.
    (4) The Chair may refuse to accept for debate any motion considered frivolous, rhetorical, argumentative or disrespectful, or which proposes that an illegal action be taken.

Effective Time

43. Subject to the *Interpretation Act* motions shall come into effect upon adoption unless a later date or time is specified in the resolution.

Amending Current Motions

44. (1) Any director may move an amendment to a motion then under consideration which, upon being duly seconded and accepted for debate, shall be immediately put to the assembly.
    (2) An amendment may propose adding, removing or substituting text of the motion under consideration but may not propose a change which would frustrate the intent of the original motion.
    (3) An amending motion may itself be amended any number of times before being voted on, but no director may move more than one amendment to an amending motion.
    (4) The Chair shall put the original motion and its amendments in the following order for voting:
        (a) firstly, any amendments to an amending motion
        (b) secondly, the amending motion as amended, and
        (c) finally, the original motion as amended by the amending motion.
    (5) An amending motion shall be provided in writing if so requested by the Chair.

Amending Past Motions

45. An amendment to a resolution previously adopted by the Board shall be subject to the same procedural rules as amendments to current motions except that, if the amendment is approved, there shall be no vote on the resolution as amended.

Reconsideration of a Motion

46. (1) In addition to the authority of the Chair to return a matter for reconsideration pursuant to section 219 of the *Local Government Act* a director may, unless otherwise prohibited, propose that a motion which has been previously decided be reconsidered in accordance with the following:

(a) the motion to reconsider must be made at the same meeting at which the subject motion was decided or at the next meeting and, once accepted for debate, the reconsideration motion must be decided before the consideration of other business

(b) the director making the motion to reconsider must have voted with the majority on the original motion

(c) there has been no action initiated which is binding on the Regional District as a result of the original motion, and

(d) the matter cannot be dealt with by other parliamentary means.

(2) No motion to reconsider a previous motion shall be in order if the previous motion has already been reconsidered.

(3) Immediately following the adoption of a motion to reconsider a previous motion, the Chair shall place the previous motion before the assembly for debate and, notwithstanding section 33 (*Order of Debate*), the mover and seconder of the reconsideration motion shall have priority in the speakers queue.

(4) A motion to reconsider shall require the affirmative vote of 2/3 of all the directors entitled to vote on the motion for its passage.

(5) A motion to reconsider a previous motion may not be combined with any other proposition.

Withdrawal of Motions

47. (1) Subject to the concurrence of the seconder, and at the Board's discretion, the mover of a motion may withdraw the motion at any time prior to the vote being taken.

(2) A motion which has been withdrawn may be re-introduced at the same meeting only by a different director.

Negative Motions

48. Negative motions shall not be permitted for readings or final passage of a bylaw, or with respect to any matter for which the result of such a motion could be inconclusive.

Tabling Motions

49. (1) Subject to other procedural rules, a motion to table a matter while it is under debate shall always be in order.

(2) The effect of such a resolution, unless otherwise specified, shall be to put aside the matter until later in the meeting.

(3) Once accepted by the Chair the motion to table shall be debatable but the subject matter of the motion being considered for tabling shall not be debatable.

Motions to Postpone, Refer or Defer

50. Motions to postpone, defer, refer or commit a matter shall be subject to the same procedural rules as tabling motions.

Calling for the Question

51. (1) Provided that each member then present has been provided an opportunity to debate a motion, any member may call for a vote on the motion.

(2) The process for calling for a vote shall be as follows:

(a) a motion to call the question is made.
(b) the Chair calls for a seconder.
(c) if seconded, the motion to call the question is immediately put to a vote.
(d) if the motion passes by a 2/3 majority, a vote on the previous question is immediately put to the members without further debate.

Motions to Adjourn or Terminate

52. A motion to adjourn or terminate the proceedings shall always be in order provided that no other motion is pending.

Notice of Motion

53. (1) Any director may serve a notice of motion on the Board during the new business portion of a meeting or, with leave from the Chair, at any other time during consideration of a related matter.
(2) A copy of the motion so noted shall be given to the corporate officer for inclusion on the next regular meeting agenda.

Motion Introduced Under New Business

54. At the request of any director the Chair may rule that consideration of any motion introduced as new business be postponed until the next meeting.

Unprovided Cases

55. In all unprovided cases Robert's Rules of Order, Newly Revised shall prevail.

PART 7: VOTING

Decision by Voting

56. (1) Except as otherwise provided, all decisions of the Board shall be made by voting on a motion.
(2) The Chair is responsible for the administration of the voting process including the determination of directors who are eligible to vote and the counting of votes.

Clarification of Motion

57. (1) Prior to the calling of the vote, any director may request that the motion be read aloud.
(2) The vote on a motion will be taken when the Chair is satisfied that its intent is clear to directors.
(3) If a motion contains distinct propositions any director may request, or the Chair may require, that a separate vote be held for each proposition.

Voting Procedure

58. (1) Voting will be done by a show of hands, by electronic voting system or, if those methods are inconclusive, by polling the directors individually.
(2) No voting by ballot or other secret method will be permitted except for elections.
(3) For clarity, appointments may be made by election, resolution, or a combination of those methods.

(4) Elections shall be administered in accordance with the procedure set out in Part 2: Inaugural Meetings.
(5) No director may cast a vote in absentia.

Voting Rules

59. (1) During the voting process, directors who are physically present shall remain seated until the tally of votes has been completed and the results announced.

(2) Unless speaking to a point of order there shall be no debate during the voting process.

Determination of Voting Results

60. The Chair shall announce the results of the vote on every motion by declaring that it has been carried or defeated, and by stating the names of the directors who voted against the motion.

Voting by Chair

61. (1) The Chair shall vote while presiding.

(2) The Chair's vote on a motion shall be counted and included in the voting result whether declared orally or shown by hand.

PART 8: MEETING MINUTES

Directors in Attendance to be Recorded

62. The minutes shall record all directors who were present for a meeting or part of a meeting and, if applicable, any votes for which those directors were not present.

Motions to be Recorded

63. The minutes for any meeting shall include all motions that were put to a vote and whether the motion was carried or defeated.

Questions to be Arranged Sequentially

64. Resolutions and motions shall be recorded in the minutes in chronological order using an alphanumeric system that includes the meeting type and year that the resolution or motion was introduced for consideration.

Mover and Seconder to be Recorded

65. The mover and seconder of each motion and resolution shall be recorded in the minutes by surname.

Minutes to Include Written Records

66. Any written reports or other records that were made available with respect to a decision of the Board shall be attached to the minutes of that meeting.

Division on a Question

67. The minutes will record the names of those directors who voted in opposition to any question put before the assembly.

PART 9: CLOSED MEETINGS

Closing Meeting to the Public

68. The Board may close a meeting to the public upon adoption of a resolution pursuant to Section 92 of the *Community Charter*, following which the doors to the meeting chamber shall be closed to the general public.

Attendance by Directors

69. A director may only be excluded from a closed meeting pursuant to Section 133 of the *Community Charter.*

Attendance by Others

70. (1) The Chair is authorized to determine the officers, employees and others permitted to be present during a closed meeting or a part of a closed meeting, and shall advise the Board verbally or in writing at the appropriate time.
(2) The Chair's determination under this provision is subject to a contrary decision by the Board.

Electronic Privacy

71. If a member is participating electronically in a closed session the member must confirm that there are no other persons present at their physical location such that the confidentiality of the meeting could be compromised.

Procedure in Closed Meeting

72. While in a closed meeting the procedures set out in this bylaw shall, to the extent possible, be followed by the Board in the conduct of its business.

Release of Information

73. While in a closed meeting the Board may authorize the release of information considered or decisions made in the closed meeting or in a previous closed meeting upon adoption of a resolution "*THAT the matter of* _____________ *be released to the public".*

Meeting Re-opened to the Public

74. The Board may re-open the meeting to the public upon adoption of a resolution "*THAT the Board rise from its closed session*".

PART 10: BYLAWS

Terms Defined

75. In this Part the following definitions will apply:

"amendment bylaw" means a bylaw which amends, or proposes to amend, another bylaw.

"bylaw" includes an amendment bylaw.

"enacting clause" means the clause which cites the authority for enactment of a bylaw and which is contained in the preamble to the bylaw.

"first reading" means the act of accepting a proposed bylaw for further consideration.

"long title" means the title which explains the purpose of the bylaw and which is located immediately following the bylaw number.

"short title" means the bylaw name authorized in the citation.

Format & Standards

76. (1) All bylaws shall be presented in written form and shall include a unique identification number, long title (intended object), enacting clause, operative provisions and short title (citation).
(2) Bylaws which have been provided to each director in advance of the meeting need not be read aloud.
(3) Bylaws shall comply with such corporate standards as may be approved from time to time.

Introduction and First Reading

77. (1) No bylaw shall be introduced to the Board except in accordance with a corporate policy or a Board directive, or to comply with a statutory requirement.

(2) Every bylaw shall be introduced by its long title and presented for first reading upon the motion "*THAT Bylaw No. ____, being a bylaw to* (intended object) *be now introduced and read a first time*".

(3) The motion for first reading shall be decided without amendment or debate.

(4) If the motion for first reading fails to pass the bylaw is defeated and may not be considered further.

Second Reading

78. (1) Following first reading it shall be in order for the Board to amend the bylaw prior to consideration of second reading.

(2) The bylaw may then be read a second time upon the motion "*THAT Bylaw No. ____ be given second reading*" or "*THAT Bylaw No. ____ be given second reading, as amended*".

(3) If the motion for second reading fails to pass the bylaw is defeated and may not be considered further.

Public Consideration of Bylaw

79. Following second reading a motion to hold a public consideration on the bylaw shall be in order.

Third Reading

80. (1) Following the public consideration or, if no public consideration is to be held, immediately after second reading the Board may consider amendments to the bylaw.

(2) The bylaw may then be read a third time upon the motion "*THAT Bylaw No. ____ be given third reading*" or "*THAT Bylaw No. ____be given third reading, as amended*".

(3) If the motion for third reading fails to pass the bylaw is defeated and may not be considered further.

Bylaw Approval

81. (1) Following third reading of a bylaw it shall be submitted to any person or agency from which approval or consent is required or to the electors for assent, or to both, prior to reconsideration by the Board.

(2) No amendments to a bylaw shall be permitted following third reading.

Final Passage and Adoption

82. (1) Following the receipt of all required assents, consents and approvals, a bylaw may be adopted upon the motion "*THAT Bylaw No. ____, being* (short title) *be now reconsidered, finally passed and adopted*".

(2) If the motion for adoption fails to pass the bylaw is defeated and may not be considered Further.

Bylaw Rules

83. (1) A motion to read, amend or adopt a bylaw may not be combined with any other motion with the exception that second reading and third reading of a bylaw may be given concurrently upon the motion "*THAT the rules be suspended and Bylaw No. ____ be given second and third readings*".

(2) With the exception of a motion for third reading, no motion to read or adopt a bylaw may be rescinded.

(3) If third reading is rescinded, a further motion to rescind the rescinding motion shall be out of order.

(4) An amendment bylaw may not be amended after its adoption.

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(5) Bylaws that have not been considered by the Board within the last 5 years shall be deemed to be abandoned and may not be considered further.

PART 11: PUBLIC CONSIDERATIONS

Term Defined

84. In this Part **"proponent"** means the person requesting that the Board approve a resolution, reconsider a decision or, as the context requires, the owner of property which is the subject of the public consideration.

Presiding Official

85. The Chair shall preside over all public considerations except where the Board has delegated the authority for the holding of a public consideration to another director or group of directors.

Precedence Over Other Business

86. (1) Public considerations shall be conducted according to a pre-determined schedule and shall take precedence over all other regular business.

(2) The Chair may close, recess or adjourn another proceeding in order to give effect to this provision.

Public Consideration Process

87. (1) At the appointed time the Chair shall declare the public consideration to be open and the following procedure shall apply, if applicable;

(a) verbal report by staff

(b) presentation by proponent

(c) questions of proponent by directors

(d) submissions and presentations from the public

(2) Written submissions received prior to the opening of the public consideration will be made available for viewing at the public consideration and will be incorporated into the official record of the proceedings.

(3) Written submissions presented at the public consideration may be read aloud by the presenter or by staff.

(4) When there is more than one member of the public who wishes to make a presentation the Chair shall determine the order in which they will speak.

(5) Each person will be required to identify themselves and state the nature of their interest in the public consideration before making a presentation.

(6) With leave from the Chair, directors may ask questions of any person making a presentation or submission.

Close of Public Consideration

88. (1) The Chair shall close the public consideration when satisfied that all persons having an interest in the subject matter of the proceeding have been provided an opportunity to submit information or make a presentation.

(2) Any motion to close or recess the public consideration, to make a decision on the subject matter of the public consideration, or to otherwise limit the Chair's authority while presiding over a public consideration shall be out of order.

Process Following Public Consideration

89. Following the closing of the public consideration the normal rules of debate shall apply.

PART 12: DELEGATIONS AND PRESENTATIONS

Delegation Requests

90. (1) In order to be placed on a meeting agenda, requests from persons and organizations wishing to make a presentation to the Regional Board must be made in writing and received by the corporate officer prior to publication of the agenda for the meeting at which the delegation wishes to appear.
(2) The purpose or subject matter of the presentation must be clearly described.

Delegation Requests by Directors

91. Requests by directors or alternate directors to appear as a delegation will not be considered.

Committee Review

92. Delegations will be scheduled to appear at a meeting of the appropriate committee or, if there is no appropriate committee, at a meeting of the Regional Board.

Late Requests

93. Delegation requests which are received after publication of the meeting agenda will be tentatively scheduled but no presentation will be permitted unless authorized by resolution of the Board or committee.

Proceedings Must Not Be Compromised

94. Delegations which would compromise the integrity of a public hearing or which would preclude fair and reasonable consideration of any matter by the Board shall not be permitted.

Time Limit for Presentations

95. Delegations shall be limited to 10 minutes unless an extension is granted by resolution of the Board.

Directors May Question Delegates

96. The provisions of section 84(4) apply following presentation by a delegation and the Chair will determine the length of time allowed for questions by members.

PART 13: COMMITTEES

Terms Defined

97. In this Part **"terms of reference"** means a written description of a committee's purpose and objectives.

Quorum

98. The quorum for any committee shall be a majority of the members of that committee.

Establishment of Standing Committees

99. The establishment of a standing committee and the appointment of its members shall be effective when the Chair has so advised the Board in writing.

Terms of Reference

100. No standing committee appointed by the Chair or select committee appointed by the Regional Board may take up business until the Terms of Reference for that committee have been approved by the Regional Board.

Preliminary Matters

101. As an exception to section 91 (*Terms of Reference*) a committee may meet to elect a Committee Chair from among its members or to make recommendations on its Terms of Reference.

Voting at Committee Meetings

102. (1) All acts authorized or required to be done by a committee and all other questions that may come before the committee, including adjournment, shall be done and decided by a majority of the committee members present at a meeting and entitled to vote.
(2) No committee member may have more than one vote on any matter before the committee.

Committee Reports

103. (1) Committee Chairs shall be responsible for reporting the recommendations and other findings of their committee to the Regional Board.
(2) Wherever practical such reports shall be in writing.

Decisions Not Binding

104. No recommendation or decision of a committee, except the election of a Committee Chair, shall be binding until it has been accepted and approved by the Regional Board.

Application of Other Provisions

105. All provisions of this bylaw shall, with necessary changes, apply to committees, committee members and committee meetings except:
(a) Paragraphs (1)(i) and (1)(m.1) of section 22
(b) Part 14 (Joint Meetings and Other Proceedings)
(c) the time limit under section 25 (*Lack of Quorum*) shall be 15 minutes; and
(d) in the case of a committee comprising less than 4 members, the Committee Chair may accept a motion that has not been seconded.

PART 14: COMMITTEE OF THE WHOLE

Establishment

106. (1) A committee is hereby established to be known as the Committee of the Whole.
(2) The Committee shall comprise all of the members on the Board.

Quorum

107. The quorum for the Committee shall be the same as that established for the Board.

Purpose and Mandate

108. (1) The Committee of the Whole is authorized to informally consider the merits, principles and implications of a proposed action or other matter prior to consideration by the Board.
(2) The Committee may consider and advise the Board on any matter referred to it by the Board but may not exercise any of the Board's authority unless such authority has been delegated by bylaw.

Convening Meetings

109. Whether scheduled or not, the Board may convene the Committee of the Whole at any time upon adoption of a resolution "*THAT the Board proceed into Committee of the Whole*", at which time the Committee shall be deemed to be called to order.

Status of Board Meeting

110. (1) While in Committee of the Whole the Board proceedings shall be considered suspended until such time as the Committee meeting is terminated.

(2) No motion to recess, adjourn or otherwise govern the proceedings of the Board shall be in order while the Committee is in session.

Rise and Report

111. The Committee of the Whole may terminate its proceedings at any time upon adoption of a resolution "*THAT the Committee rise and report to the Board*".

PART 15: JOINT MEETINGS AND OTHER PROCEEDINGS

Term Defined

112. In this Part **"joint meeting"** means an informal meeting at which a quorum of Board directors meets with another group to consider matters of mutual interest.

Joint Meetings

113. (1) The Chair may preside over a duly called joint meeting but the making of decisions by voting shall be out of order.

(2) Following the joint meeting the Chair may Introduce an item of business for consideration by the Board and the normal rules of procedure shall apply.

Electronic Participation at Special Meetings

114. The holding of a special Board meeting is hereby authorized in accordance with *B.C. Reg 271/2005 (Regional District's Electronic Meetings Regulation)* where:

(a) it is impractical to hold the meeting in the usual manner,

(b) the Chair believes that there is some urgency involved and that the public interest will be served by holding such a meeting,

(c) the only matters that will be considered at the meeting are those items of business which have been included on the agenda distributed in advance of the meeting, and

(d) there is sufficient time for the corporate officer t make the necessary arrangements to hold the meeting.

Electronic Participation at Regular Meetings

115. Provided at least one member is physically in attendance, members may choose to attend meetings in person or by electronic means but may not attend part of a meeting in person and another part of the same meeting by electronic means.

Electronic Participation Subject to System Capacity

116. Electronic participation in a regular or special meeting is subject to limitations imposed by technology and the Chair is authorized to determine which members will be permitted to participate electronically in the event demand exceeds system capacity.

PART 16: REPEAL AND TRANSITION

Effective Date

117. This bylaw shall come into effect on the day after its adoption.

Repeal

118. Bylaw No. 1, being Regional Board Procedure Bylaw 2011, is repealed in its entirety.

Citation

119. This bylaw may be cited for all purposes as Bylaw No. 544, being Regional Board Procedure Bylaw 2024.

--End--

Strathcona
REGIONAL DISTRICT

STAFF REPORT

DATE: April 17, 2025 **FILE**: 0550-04 Board

TO: Chair and Directors
Regional Board

FROM: David Leitch
Chief Administrative Officer

RE: **RULES GOVERNING THE RECONSIDERATION OF MOTIONS**

PURPOSE/PROBLEM

To consider the rules governing the reconsideration of a motion regardless of whether the motion was passed or defeated by the Regional Board.

EXECUTIVE SUMMARY

At its March 26, 2025 regular meeting the Board passed the following resolution:

> Dahl/Kerr: SRD 242/25
>
> THAT staff prepare a report outlining proposed amendment options to the Procedure Bylaw concerning the language governing reconsideration motions.

The current language regarding the reconsideration of motions is contained in s.46 of the Board's meeting procedure bylaw which reads as follows:

> **Reconsideration of a Motion**
>
> 46. (1) In addition to the authority of the Chair to return a matter for reconsideration pursuant to section 219 of the *Local Government Act* a director may, unless otherwise prohibited, propose that a motion which has been previously decided be reconsidered in accordance with the following:
>   (a) the motion to reconsider must be made at the same meeting at which the subject motion was decided or at the next meeting and, once accepted for debate, the reconsideration motion must be decided before the consideration of other business
>   (b) the director making the motion to reconsider must have voted with the majority on the original motion
>   (c) there has been no action initiated which is binding on the Regional District as a result of the original motion, and
>   (d) the matter cannot be dealt with by other parliamentary means.
>
> (2) No motion to reconsider a previous motion shall be in order if the previous motion has already been reconsidered.
>
> (3) Immediately following the adoption of a motion to reconsider a previous motion, the Chair shall place the previous motion before the assembly for debate and, notwithstanding section 33 (*Order of Debate*), the mover and seconder of the reconsideration motion shall have priority in the speakers queue.
>
> (4) A motion to reconsider shall require the affirmative vote of 2/3 of all the directors entitled to vote on the motion for its passage.
>
> (5) A motion to reconsider a previous motion may not be combined with any other proposition.

The need to provide opportunity for reconsidering a previously decided motion has long been recognized by parliaments and other assemblies. The purpose of having rules governing the use of the reconsideration process is to minimize the possibility that this would be used as a tactic to reverse a bona fide decision of the Board. However, there are instances where the use of a reconsideration motion would be considered legitimate such as new information coming to light that was not available previously. In terms of process, the reconsideration of a motion can be somewhat confusing for directors and the following may clarify the sequence of events to be used when reconsideration of a motion is being contemplated:

Step 1 – Motion A is put to a vote and is passed or defeated.

Step 2 – a motion is put forward to reconsider Motion A (Note: currently such a motion may only be made by a director who voted with the prevailing side, whether in support or opposition, and only at the same meeting where Motion A was decided or at the next meeting).

Step 3 – if the motion to reconsider Motion A is passed, Motion A is then placed back immediately before the Board for another vote.

Step 4 – the result of the second vote on Motion A is determinative and, once decided, precludes further reconsideration of Motion A.

The process for changing any of the parameters for reconsideration motions will require an amendment to the Board's meeting procedure bylaw. If the Board decides that it wishes further changes, staff would be able to bring forward an amendment bylaw for the Board's review.

ALTERNATIVES

For the most part, the Board's current rules for reconsidering motions have worked well. If the Board is interested in further limiting the use of reconsideration motions it may wish to consider Option B below.

Option A – THAT no changes be made at this time to the Board's rules governing reconsideration motions.

Option B – THAT the use of reconsideration motions be limited to the meeting following the meeting at which the motion being reconsidered was made.

RECOMMENDATION

THAT the report from the Chief Administrative Officer be received.

Respectfully:

David Leitch
Chief Administrative Officer

Prepared by: *T. Yates, Corporate Services Manager*