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CONSOLIDATED FOR CONVENIENCE TO INCLUDE  
BYLAW NO. 1524, 2023, 1536, 2023 and 1547, 2024.

## **REGIONAL DISTRICT OF CENTRAL OKANAGAN**

### **BYLAW NO. 1501, 2022**

A bylaw to regulate the meetings of the Board of the Regional District of the Central Okanagan and the conduct thereof.

WHEREAS pursuant to the *Local Government Act*, the Regional District Board must by bylaw provide for the procedure that is to be followed for the conduct of its business and the business of its committees;

AND WHEREAS, the Regional District of Central Okanagan has enacted the Regional District of Central Okanagan Regional Board Procedure Bylaw No. 1278, 2010 and considers that it is necessary to repeal the bylaw;

NOW THEREFORE, the Regional District of Central Okanagan in open meeting assembled enacts as follows:

### **PART 1 - INTERPRETATION**

#### **Citation**

- 1.1 This bylaw may be cited for all purposes as the "Board Procedure Bylaw No. 1501, 2022"

#### **Application**

- 1.2 The rules of procedure as set out in this Bylaw apply to all Meetings of the Board and Committees of the Board except as otherwise provided.
- 1.3 In cases not provided for under the Act, the Charter or this Bylaw, the current edition of *Robert's Rules of Order, Newly Revised* will apply to the extent that those *Rules* are applicable in the circumstances and are not inconsistent with the provisions of this Bylaw, the Act or the Charter.
- 1.4 A rule of procedure that does not originate in the Act or the Charter and does not affect voting may be suspended on a case-by-case basis if two-thirds (2/3) of the Members present agree.
- 1.5 The headings used in this Bylaw are for convenience of reference only and do not form part of this Bylaw to be used in the interpretation of this Bylaw.

- 1.6 If any section, paragraph, or phrase of this bylaw is for any reason held to be invalid by reason of a Court of competent jurisdiction, such decision will not affect the validity of the remaining portions of the Bylaw.

#### Definitions

- 1.7 In this Bylaw:

**Act** means the *Local Government Act*;

**Board** means the Board of Directors of the Regional District of Central Okanagan;

**Board Chair** means the Chair of the Board elected pursuant to the Act and this Bylaw;

**Chair** means, where the context requires, the Chair of the Board elected pursuant to the Act, or the person appointed as the Chair, the Vice Chair or other person presiding at a meeting of the Board or Committee;'

**Charter** means the *Community Charter*;

**Committee** means a committee established by the Board as the context requires;

**Corporate Officer** means the officer assigned corporate administration responsibilities under the Act and includes that officer's deputy or other designate;

**Director** means a member of the Board, whether as a municipal director or as an electoral area director pursuant to the Act;

**Majority Vote** means more than half of the votes on a motion are cast in the affirmative, with abstentions counted as a vote in the affirmative;

**Meeting** means a meeting of the Board, or a meeting of a Committee of the Board, as the context requires;

**Member** means a Director of the Board, or a person appointed to a Committee, as the context requires;

**Posting Place** means the public bulletin board located in the lobby of the RDCO Administration Building at 1450 KLO Road, Kelowna,

**RDCO** means the Regional District of the Central Okanagan;

**Recording Devices** mean any equipment enabling the recording or transmission of sound or visual images;

**Regular Meeting** means all regularly scheduled meetings;

**Special Meeting** means a meeting other than a statutory or Regular Meeting, or statutory or regular adjourned meeting.

**Specified Place** means the location identified in a notice of electronic meeting where the public can attend to hear or watch and hear an open meeting.

## **PART 2 - ELECTION OF BOARD CHAIR AND VICE CHAIR**

### **General provisions**

- 2.1 At the first meeting of the Board after November 1 of each year the regular business of the Regional Board will be preceded by an election for Chair and an election for Vice Chair.
- 2.2 In the year of a general local election, and in other years as required, a ceremonial making of oaths of office by Directors will precede the election of Chair and Vice Chair.

### **Presiding official**

- 2.3 The Corporate Officer will administer the election process and preside until the elections have been completed
- 2.4 The Chair will preside immediately following the declaration of election results for the position of Vice Chair.

### **Election of Board Chair**

- 2.5 The Corporate Officer will call for nominations for the office of Board Chair:
  - (a) A director who has not made an oath of office, or an alternate director, is not eligible to be nominated.
  - (b) Each nomination must be seconded, and the nominee must consent to the nomination.
  - (c) If the nominee is not present at the Meeting, they must have advised the nominator of their consent in writing, and the written consent must be provided to the Corporate Officer, or else such person will not be considered for the position of Board Chair.
- 2.6 If only one candidate is nominated for the office of Board Chair, that candidate will be declared elected by acclamation.

### **Declaration of election**

- 2.7 If more than one candidate is nominated for an office, each candidate will be given two minutes to speak. If a candidate is not present at the Meeting, they may have another Director deliver a prepared speech on their behalf.
- 2.8 At the conclusion of candidates' speeches, an election will be held, and voting will be conducted by secret ballot.
  - (a) Each Director present at the Meeting has one vote in each election for an office.
  - (b) If a Director is participating in the Meeting electronically as permitted under this Bylaw, to cast a vote for the office of Board Chair, they will, at the time the vote is being conducted, telephone the Corporate Officer who will record their vote on a ballot paper and deposit same in the ballot box.
- 2.9 The counting of ballots will be conducted by the Corporate Officer together with the Deputy Corporate Officer or designate at the meeting location. The number of votes for each candidate will be announced and, immediately thereafter, the ballots will be destroyed.
- 2.10 The candidate with the most votes for the office of Board Chair will be declared elected to that office.

### **Tie Vote**

- 2.11 In the event of a tie vote that makes the election results inconclusive, the candidates who are tied remain in the election and a new election process will be conducted as outlined in sections

2.5 through 2.9 of this Bylaw.

- 2.12 If a definitive election result cannot be declared after three elections have been held, then the result of the election will be determined by lot between those candidates as follows:
- (a) the name of each candidate is to be written on a separate piece of paper, as similar as possible to all other pieces prepared for the determination;
  - (b) the pieces of paper are to be folded in a uniform manner in such a way that the names of the candidates are not visible;
  - (c) the pieces of paper are to be placed in a container that is sufficiently large to allow them to be shaken for the purpose of making their distribution random, and the container is to be shaken for this purpose;
  - (d) a person who is not a candidate will be asked to withdraw one paper;
  - (e) the candidate whose name is on the paper that was drawn will be declared elected to that office.

#### Election of Vice Chair

- 2.13 The election for the position of Vice Chair will be subject to the procedures as set out in Sections 2.5 to 2.11 of this Bylaw and commence immediately following the election of Chair.

### PART 3 - MEETINGS

#### Schedule of meetings

- Bylaw 1536
- 3.1 Regular meetings will be held on Thursdays as approved in the annual schedule of meetings adopted no later than the last meeting in November of each year.
- 3.2 Upon resolution of the Board, the time, date, and location of a scheduled meeting may be changed.
- 3.3 Should the Chair determine that there is insufficient business to justify a regularly scheduled meeting the Chair may cancel the meeting upon 72hrs notice.

#### Location of meetings

- 3.4 All meetings of the Board will be in the Woodhaven Boardroom, RDCO, 1450 KLO Road, Kelowna, B.C. unless the Board agrees in advance to hold the meeting elsewhere.

#### Notice of meetings

- Bylaw 1536
- 3.5 The Corporate Officer will post the annual schedule of meetings for the following year to the posting place no later than November 30.
- 3.6 In the event of a change to the time, date, or location of a scheduled meeting, the Corporate Officer will provide a minimum of 72hrs notice by sending the notice to members of the regional board and posting to the posting place.
- Bylaw 1536

#### Special Meetings

- 3.7 In accordance with the Act, on request of the Chair or any two Directors, a Special Meeting must be called by the Corporate Officer who will, at least twenty-four (24) hours before a Special Meeting:
- (a) give advance notice stating the general purpose of the Special Meeting, and the day, hour, and place of the Special Meeting to members of the members of the board electronically and by posting at the posting place.
- 3.8 The notice of a Special Meeting may be waived by a unanimous vote of the Board.

- 3.9 In an emergency, with the consent of the Chair and two Directors, notice of a Special Meeting may be given less than twenty-four (24) hrs before the date of the meeting, and need not be given in writing.

#### Electronic participation in meetings

- 3.10 Members of the Board who are unable to attend at the Meeting location may participate in a Regular, Special, Committee of the Whole or Standing Committee meeting by means of electronic or other communication facilities under the following conditions:

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- (a) The Corporate Officer is advised at least twenty-four (24) hours in advance of a member's intent to participate electronically;
  - (b) The Chair must be physically present at the meeting;
  - (c) In the event the Chair opts to participate electronically, the Vice-Chair, or other member attending in person and selected by the members, will assume the chair;
  - (d) If a member is attending a closed meeting by electronic or other communication means, the member must state at the beginning of the closed meeting that they have assured adequate privacy for the conversation.
- 3.11 A meeting held with electronic participation must enable the meeting's participants, to hear, or watch and hear, the participation of the member.
- 3.12 The Chair may disconnect an electronic participant 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.
- 3.13 In the event of an equipment failure or other occurrence which prevents or limits electronic participation in a meeting:
- (a) The interruption will be treated as if the member had been in attendance physically and left the meeting room;
  - (b) The meeting will not be adjourned and may continue provided there is quorum;
  - (c) If quorum is lost due to an event of equipment failure for longer than 15 minutes the Corporate Officer will record the names of the members present, and those absent, and adjourn the meeting.
- 3.14 Although every effort will be made to accommodate electronic participation, nothing in this Bylaw shall be construed to guarantee any member electronic access to a meeting.

#### Electronic meetings

- 3.15 With the approval of the Chair, and provided the electronic meeting notice requirements are met, Regular, Special, Committee of the Whole and Standing Committee meetings of the Board may be conducted by electronic or other communication facilities.
- 3.16 The electronic or other communication facilities for an electronic meeting, except for a meeting that is closed to the public, must enable the public to:
- (a) hear, or watch and hear, the meeting, and
  - (b) attend at the specified place to hear, or watch and hear, the proceedings that are open to the public.
- 3.17 If there is an interruption in the communication link of a meeting participant during an electronic meeting, section 3.13 of this Bylaw will apply.
- (a) If the Chair of an electronic meeting leaves the meeting due to equipment failure or other

occurrence, the Vice Chair will be Chair of the meeting until the Chair returns.

3.18 In the event of an interruption of the electronic meeting proceedings due to an event of equipment failure the Corporate Officer will consider the Board proceedings to be suspended until such time the meeting can be resumed.

- (a) If the meeting proceedings are suspended due to an event of equipment failure for longer than 15 minutes the Corporate Officer will record the names of the members present at the time the meeting was suspended, and those absent, and adjourn the meeting.
- (b) Notwithstanding section 3.18 (a), a motion to suspend a meeting beyond 15 minutes may be adopted by at least (2/3) two-thirds of the majority present.

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#### Notice of electronic meetings

3.19 In addition to the notice requirements for Regular, Special, Committee of the Whole and Standing committee meetings, the notice for an electronic meeting must include:

- (a) the way in which the meeting is to be conducted by means of electronic or other communication facilities; and
- (b) the specified place where the public may attend to hear, or watch and hear, the proceedings that are open to the public.

#### Attendance of public at meetings

3.20 Except where provisions of the Act and Charter apply, all Board and Committee Meetings must be open to the public.

- (a) Where public comment is invited on an agenda item by the Board/Committee with a 2/3 majority vote, five (5) minutes will be allocated to each speaker.

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3.21 Before closing a meeting or a portion of a meeting to the public, the Board must pass a resolution in an open meeting closing the meeting in accordance with the Charter *[Meetings that may or must be closed to the public]* and include reference to the section in which the meeting is being closed.

#### Electronic access to public meetings

3.22 Regular Meetings, Standing and Select Committee meetings of the Board will be livestreamed, and a recording made available at rdco.com.

- (a) Due to limitations related to technology nothing in this Bylaw shall be construed to guarantee the live-stream or video recording of a meeting.
- (b) Minutes of a meeting, approved by the Board or Committee are the official record.

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#### Meetings held outside the regional district boundaries

3.23 As provided in the Act, a meeting of the Board may take place outside the boundaries of the RDCO if the Board passes a resolution to that effect.

### PART 4 – QUORUM

4.1 A quorum for a meeting of the Board is a majority of all the Members.

4.2 As soon after the scheduled start of the meeting, the Chair will take the chair and call the meeting to order.

- (a) If the Chair is not present within fifteen (15) minutes after the time appointed for the meeting, the Vice Chair will take the Chair and call the meeting to order.
- (b) If the Vice Chair is absent and no acting Chair has been appointed, the Corporate Officer will call the meeting to order and if a quorum is present, the members will appoint a Chair

for the meeting who will preside for the meeting or until the arrival of the Chair or Vice Chair.

- 4.3 Should there be no quorum present within thirty (30) minutes after the time appointed for the meeting, the Corporate Officer will record the names of the members present and the meeting will stand adjourned until the next meeting.

## **PART 5 – MEETING PROCEDURES**

### **Agenda Preparation**

- 5.1 Prior to each meeting, the Corporate Officer will prepare an agenda of all items for consideration at the meeting of the Board for approval by the Chief Administrative Officer.
- 5.2 Board meeting agendas and supporting documents will be provided to each member of the board electronically and the agenda posted to the posting place, a minimum of seventy-two (72) hours prior to the start time for each meeting.
- 5.3 If required, the Corporate Officer will provide Addenda materials to members of the board electronically by the day of the meeting, with copies available for members and the public at the meeting.

### **Order of Business**

- 5.4 Unless otherwise determined by resolution of the Board, the order of business of all meetings will be as follows:

(a) Regular Meetings

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1. Call to Order and Territorial Acknowledgement
2. Adoption of the Agenda
3. Adoption of Minutes
4. Delegations
5. Removed
6. Department Reports & Bylaws
7. Correspondence
8. Committee and New Business
9. Director Items
10. Motion to Close the meeting
11. Adjourn

(b) Closed

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1. Call to order
2. Adoption of the Agenda
3. Adoption of Minutes
4. Closed Meeting Matters
5. Adjourn and reconvene to open meeting

(c) Special

1. Call to order and Territorial acknowledgement
2. Motion to Close the meeting
3. Adoption of the Agenda
4. Special Meeting Matters
5. Adjourn



### Adoption of Agenda

5.5 An item not included on the agenda may be introduced at the time adoption of the agenda is being considered, however, a motion to amend the agenda must be adopted by at least (2/3) two-thirds of the majority present.

5.6 Items that may be considered as a late item to a published agenda include:

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- (a) items that have been dealt with previously by the board;
- (b) items to receive for information with a decision to be made at a future meeting; and
- (c) items of an emergent nature or circumstance requiring board consideration and action.

### Delegations

5.7 Any Member, person, persons, or organization wishing to present a delegation on the Regular Meeting agenda for consideration by the Board, will follow the Board's Delegation/Presentation Policy.

### Correspondence

5.8 Information addressed to the Board from local government organizations or other levels of government; RDCO funded organizations; or other correspondence upon request of a Board member and approval of the Chair.

### Committee and New Business

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5.9 Rise and report considerations, committee minutes and reports, and/or new business added by amending the agenda.

### Director items

5.10 Each Director will have an opportunity to publicly announce events happening within their jurisdictions; acknowledge or thank a person, or organization for contributions made within their jurisdictions; and to recognize outstanding achievements within the region. This opportunity is neither to raise administrative matters nor to introduce "New Business" to the agenda.

### Adjourn

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5.11 If there is no further business to discuss, the Chair will adjourn the meeting. A resolution to adjourn is not required.

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5.12 A meeting which has been in session for four (4) hours from the time the meeting was convened will be adjourned unless the Board or Committee resolves to extend the meeting by a majority vote of the members present.

### Voting

5.13 When debate on a matter is closed and the Board is ready to vote, the Chair will put the matter to a vote by asking who is in favour of the question, followed by who is opposed.

5.14 Voting will be by a show of hands, by verbal confirmation or as determined by the Chair for electronic participants as permitted under this Bylaw.

5.15 The Chair will state the names of those members voting in the negative and declare the result of the voting by stating whether the motion is carried or is defeated.

5.16 If a member who is present when a vote is taken abstains from voting, the member is deemed to have voted in the affirmative.

5.17 Where the votes on a question are equal for and against, the motion is defeated.

### Motions Generally

5.18 The Board or committee may debate and vote on a motion only if it is first made by one member and then seconded by another.



- 5.19 At the direction of the Chair, the Board or Committee may vote separately on each distinct part of a question that is under consideration at a meeting.
- 5.20 When a motion is under debate it is deemed to be in possession of the Board or committee and no motion will be received unless to amend it, to refer it, to table it, to defer it, to withdraw it, to adjourn, or to call the question.

#### Amendments Generally

- 5.21 Amendments will be voted on in the reverse order to that in which they were moved.
- 5.22 Every amendment submitted will, when requested by any member, be provided verbally by the Corporate Officer, and be decided upon or withdrawn before the main question is called.
- 5.23 Amendments will be allowed to the main motion but only one amendment will be allowed to an amendment.
- 5.24 A motion to refer, until it is decided, will take precedence over the main motion and motions to amend the main motion.
- 5.25 With the approval of the Board, a motion or an amendment may be withdrawn at any time before a vote on the motion or amendment is taken. Motions or amendments that were withdrawn will not be entered into the minutes.

#### Notice of Motion

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- 5.26 A notice of motion will be used when an individual member of the Board would like to request an action of the Board that deviates from current operations, policies, or financial plan.

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- 5.27 A notice of motion is prepared, and a written copy of the motion provided to the Chair and Corporate Officer prior to a Regular meeting.

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- 5.28 A notice of motion will be placed on the agenda of the next regular meeting for consideration, or other future meeting designated by the member bringing forward the notice of motion.

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- 5.29 The motion will be read aloud at the meeting and will appear in the minutes of the meeting as a "Notice of Motion."

#### Minutes.

- 5.30 Minutes of the proceedings of the Board must be legibly recorded and certified as correct by the Chair and Corporate Officer.
- 5.31 The minutes for all Board meetings will note members who are participating electronically and be a decision only format
- 5.32 The results of each vote will be recorded in the minutes, with the name of any Member who voted in the negative recorded.
- 5.33 The Corporate Officer will ensure that a copy of the minutes of each meeting are distributed to each member prior to the meeting at which they are proposed to be adopted, which will, wherever possible, be in the next meeting agenda package.

- 5.34 Minutes adopted by the Board or committee will be available for public inspection at the RDCO office at 1450 KLO Road, Kelowna during regular office hours, and provided for convenience at rdco.com, except minutes from which the public has been excluded as provided for under the legislation and in this Bylaw.

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#### Bylaws

- 5.35 All bylaws will be read and adopted in accordance with the Act.
- 5.36 Every proposed bylaw will be in written form, have a distinguishing name and distinguishing number and be divided into relevant sections.
- 5.37 A written copy of a bylaw under consideration must be provided to each member of the Board in advance of the meeting at which it is to be considered.
- 5.38 A proposed bylaw may be debated or amended at any time during the first three readings unless prohibited by the Act.
- 5.39 A bylaw is deemed to be read when its title or bylaw number is stated and can be given first, second and third readings at the same meeting by one motion for all three readings.
- 5.40 A bylaw that does not require approval, consent or assent under the Act or any other act before it is adopted, may be adopted at the same meeting at which it passes third reading if the motion for adoption receives at least two thirds (2/3) vote of the directors' present.
- 5.41 A motion for readings and adoption of a bylaw may be read together under one resolution using the two thirds (2/3) voting rule.
- (a) The Chair may request that the motion to adopt a bylaw be separated from first three readings.

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- 5.42 After a bylaw is adopted and signed by the Corporate Officer and the Chair of the meeting at which it was adopted, it will be placed in the Regional District's records for safekeeping with the dates of its readings, adoption and any required approvals that have been obtained forming part of the bylaw.

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## PART 6 – KEEPING ORDER

### Conduct and Debate at Meetings

- 6.1 Any member of the Board who wishes to speak to any question or motion will address themselves to the Chair.
- 6.2 The Chair will always conduct the manner and order of speaking so that all sides of the question may be as fully presented as the circumstances warrant, and the Chair will ensure that each member be allowed an equal opportunity to speak.
- 6.3 No member will interrupt another member who is speaking except to raise a point of order, and members will always use respectful language in accordance with the RDCO Board Code of Conduct and Respectful Workplace Policies.
- 6.4 Once the Chair has put the question to a vote, a member of the Board will not speak to the question or make a motion concerning it. The Chair's decision as to whether a question has been finally put is conclusive.

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### Expelling a person

- 6.5 In accordance with the provisions of the Charter, if the Chair considers that another person at the Meeting is acting improperly, the Chair may order that the person is expelled from the Meeting.
- 6.6 If a person who is expelled does not leave the Meeting, a peace officer may enforce the Chair's order as if it were a court order.

### Behavior

- 6.7 Those in attendance will refrain from applause, cheering, heckling, booing, inappropriate language, other expressions of emotion, outbursts or criticisms aimed at individuals or groups whether in favor of, or opposition to, any application or argument.
- 6.8 Placards, posters, signs, and other distracting material are not permitted.

### Recording devices

- 6.9 Except for audio or video devices necessary for conducting the business of the Regional Board, such devices may only be used or operated during meetings in the locations approved for that purpose, or as permitted on a specific basis by the Chair.
- 6.10 Cell phones or other electronic devices must be set to vibrate or be turned off.
- 6.11 In accordance with the provisions of the Local Government Act, a member must request a leave from the Board if the member is to be absent from meetings of the Board for a period of 4 consecutive regularly scheduled board meetings, or a period of 60 consecutive days.
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- (a) Once notified by the member of their absence, and if required, the Corporate Officer will prepare a resolution for board consideration to approve the requested leave.
- (b) this section does not apply if the absence is due to illness or injury.

## PART 7 – COMMITTEES AND COMMISSIONS

In this part ***Terms of Reference*** means a written description of a committee's purpose, objectives and procedures that are in addition to any of the requirements under this Bylaw.

- 7.1 No Board committee may take up business until the terms of reference for that committee have been approved as provided for in this Part.

### Committee of the Whole (COTW)

- 7.2 A Committee of the Whole (COTW) of the Regional Board is a standing committee of the Board with one vote for each Director representing Electoral Area East (1), Electoral Area West (1), Westbank First Nation (1), District of Peachland (1), City of West Kelowna (2), City of Kelowna (6) and District of Lake Country (1) on items considered by the committee.

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- 7.3 The authority to pass resolutions in a Committee of the Whole is restricted to resolutions of direction to RDCO administration and does not permit a resolution or consideration of a bylaw that is required to be dealt with in an open meeting of the Board.

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- 7.4 The Board may resolve to sit as a committee of the whole at any time, upon adoption of a resolution that the Board proceed into Committee of the Whole.

- (a) While in a committee of the whole, Board proceedings will be considered suspended until the committee meeting is terminated, and the Board has passed a resolution to “rise and report to the Board”; or a resolution to “rise without reporting “

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7.5 Removed

7.6 Removed

#### Establishment and Duties of Committees

7.7 A Standing committee, is established, and members are appointed, by the Regional Board Chair.

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- (a) General duties include inquiring into, reporting on, and making recommendations to the Board on matters identified in a terms of reference, or received through resolution of the Board.
- (b) Standing committees are deemed to be continuous subject to direction from the Chair of the board.
- (c) A terms of reference for a standing committee is approved by the Board.

- 7.8 A Select committee may be established by resolution of the Board, to consider or inquire into any matter dealing with a specific subject or issue referred by the Board, and to report to the Board following its consideration and inquiry.
- (a) The Select Committee will cease to exist once it has reported its findings, opinions, and recommendations to the Board.
  - (b) The Board may delegate to the Board Chair the establishment of a Select Committee and the appointment of its members.
  - (c) A terms of reference for a select committee is approved by the Board.

7.9 Community advisory committees are comprised of members of the public to act in an advisory role to the Regional Board as established and approved by the Board through a term of reference.

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7.10 The Board may establish a Commission regarding a service provided by the RDCO within the authorities delegated to it and as mandated by the Board by bylaw.

#### Notice

7.11 Notice of Standing, Select and community advisory committee meetings will be provided at least seventy-two (72) hours before a meeting of the committee, by providing to members electronically and posting the time, place, and date of the meeting in the posting place.

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#### Electronic Meetings and Participation

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7.12 Electronic participation in a standing, select or community advisory committee or commission is permitted in accordance with sections 3.10 to 3.14 of this Bylaw.

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7.13 Notwithstanding section 7.12, electronic participation in a select or community advisory committee meeting will not exceed a number equal to or greater than quorum and may be further limited in the terms of reference for the committee.

7.14 An Electronic Meeting may only be convened for a standing committee, and only in accordance with sections 3.15 to 3.19 of this Bylaw.

#### Quorum

7.15 The quorum for any committee will be a majority of the members of that committee.

- 7.16 The Board Chair and Board Vice Chair will be ex-officio members of all standing committees but will not be entitled to vote, and will not constitute quorum
- 7.17 Members of the Board who are not members of a committee may attend meetings of the committee and participate by permission of a majority of the Committee members present, but will not be entitled to vote, and will not constitute quorum.

#### Minutes

- Bylaw 1524 7.18 Minutes of the proceedings of all Committee meetings must be legibly recorded and signed by the Chair of the committee or Member presiding.
- Bylaw 1524 7.19 Minutes are to capture key themes of discussion that reflect the decision of the committee as a collective body. For clarity, there will be no verbatim minutes of the committee identifying specific member comments or questions.
- Bylaw 1524 7.20 Minutes must be open for public inspection as provided in Section 5.34 of this Bylaw.

#### General

- 7.21 All Standing and Select Committees must include at least one Board Member.
- 7.22 An annual schedule of committee meetings may be established as provided in sections 3.1 to 3.6 of this Bylaw.
- Bylaw 1524 7.23 The term of all community advisory committees and appointment of members will end with the term of the Board as provided through the General Local Election held every four years.  
(a) Following the inaugural meeting of a new Board and the election of Board Chair, community advisory committees will be established through approval of a terms of reference, as provided in this Bylaw, for the following four-year term.
- Bylaw 1524 7.24 A committee at its first meeting of each year will appoint the Chair and Vice chair from among the members of the committee, or as provided in the terms of reference.
- 7.25 No recommendation or decision of a committee, except the election of a Committee Chair, will be binding until it has been accepted and approved by the Regional Board, except where the Board has, by bylaw, delegated administrative powers to a Standing Committee.
- Bylaw 1524 7.26 No member of a select or community advisory committee will give specific direction to any staff member at any meeting beyond the scope provided in the terms of reference of the committee. The responsibility of giving specific direction to staff will reside with the full Board at a duly assembled meeting unless otherwise delegated to the Chief Administrative Officer.

## **PART 8 – PUBLIC HEARINGS: RULES OF PROCEDURE**

- 8.1 Public Hearings will be held in the Woodhaven Board Room at 1450 K.L.O. Road in Kelowna immediately preceding a Regular Board Meeting unless the Regional Board passes a resolution changing the time or location of a particular hearing.
- 8.2 Correspondence received from the date of statutory public notice, until 12:00pm of the business day prior to the Public Hearing, will be circulated to the board and made available as part of the public agenda package.
  - a. Any submissions received after 12:00pm the business day prior to the Public Hearing will not be circulated to the Regional Board, but may be presented verbally at the Public Hearing.
  - b. All correspondence received prior to the date of statutory notification will be available through the Development and Engineering Services department.
- 8.3 All persons with an interest in the proposed bylaw which is the subject of a public hearing will be given the opportunity to be heard or to present written submissions on matters contained in the bylaw, after first providing their name and address, or the name and address of the person or body they represent.
- 8.4 The Chair will conduct the Hearing in the following manner:
  - i. Call the meeting to order;
  - ii. Provide the purpose for the Public Hearing;
  - iii. Provide information on the roles of the Chair, Regional Board members and person(s) wishing to speak at the Public Hearing;
  - iv. Request the Corporate Officer provide a summary on how notice was provided, and any correspondence received;
  - v. Request staff to describe the proposed application/amendment, followed by questions from the board as required;
  - vi. Invite the applicant and/or the applicant's representative to comment or elaborate on the application up to a maximum of ten (10) minutes, followed by questions from the board as required;
  - vii. Invite members of the public in attendance, individually or on behalf of an organization, to present their views on the application up to a maximum of five (5) minutes per speaker, followed by clarifying questions from the board as required;
  - viii. Invite the applicant and/or the applicant's representative to respond to comments or questions raised by the public up to a maximum of five (5) minutes;
  - ix. Invite those in attendance to provide any new additional information;
  - x. Close the Public Hearing once all submissions have been heard and/or received and there are no further comments and/or questions.
- 8.5 A Public Hearing may be adjourned to a future date and no further notice of the Hearing is necessary if the time and place for the resumption of the Hearing is stated to those present at the time the Public Hearing is adjourned.

- 8.6 No decision will be made at the public hearing; bylaws that are the subject of the hearing will be debated at a regular meeting of the Regional Board following the close of the public hearing when the bylaw is presented for reading consideration.
- 8.7 No further information, submissions, correspondence, or representations can be considered by the Regional Board after the Public Hearing is closed.

Bylaw  
1547

## **PART 9 - REPEAL**

### **Repeal**

- 9.1 Regional District of Central Okanagan Regional Board Procedure Bylaw No. 1278, 2010 as adopted by the Regional Board of the Regional District of Central Okanagan on the 25<sup>th</sup> day of October 2010 is hereby repealed

Read a first, second and third time this 17<sup>th</sup> day of February, 2022

Adopted this 17<sup>th</sup> day of February, 2022

“Original signed by”

\_\_\_\_\_  
CHAIR

“Original signed by”

\_\_\_\_\_  
CORPORATE OFFICER