

To: Regional and Corporate Services Committee

Date: 2025-05-15

From: Jaime Van Nes, Director of Legislative Services/Corporate Officer

Subject: Fraser Valley Regional District Board and Committee Procedures Bylaw No. 1772, 2025

Reviewed by: Jennifer Kinneman, Chief Administrative Officer

RECOMMENDATION

THAT the Fraser Valley Regional District Board give three readings and adoption to the bylaw cited as Fraser Valley Regional District Board and Committee Procedures Bylaw No. 1772, 2025.

BACKGROUND

Following a tie vote for the position of Vice Chair of the Electoral Area Services Committee (EASC), the Board directed staff to bring forward amendments to the Fraser Valley Regional District (FVRD) Board **and Committee Procedures Bylaw (the 'procedures bylaw) to provide options for methods of** determining results of an election for Chair or Vice Chair following a tie vote.

In March 2025, staff brought forward options for updating the FVRD procedures bylaw including options for additional updates such as the Board meeting start time and other housekeeping amendments. At the March 2025 Regional and Corporate Services Committee (RACS), and EASC meetings, there was discussion regarding the options presented by staff, and Board members provided direction to incorporate the following updates into an updated procedure bylaw at a future meeting:

- results of an election for Chair and Vice Chair to include two rounds of tie voting before determining election results by way of draw by lot;
- change to FVRD Board meeting start time to move to daytime meetings coinciding with the start of the 2026-2030 Board term;
- clarification of timeline required for distributing agendas prior to all FVRD Committee and Board meetings; and

- various housekeeping amendments including updates to reflect recent changes to the *Local Government Act*, and updates to better reflect definitions and the current practice of the Board.

DISCUSSION

As directed by the Board, staff have drafted the Fraser Valley Regional District Board and Committee **Procedures Bylaw No. 1772, 2025 for the Board's consideration.**

The draft bylaw as presented repeals the former procedure bylaw, and incorporates the following updates:

- Section 4.3 of the procedure bylaw has been updated to reflect new legislative requirements for calling a Special Board Meeting under Section 220 of the *Local Government Act*.
- Section 4.9 has been updated to indicate that in the absence of exigent or extraordinary circumstances, agenda packages are to be provided electronically six calendar days before a meeting. This update reflects previous Board direction that Board agendas are to be published the Friday before a Thursday Board meeting. This wording allows staff the flexibility to circulate agendas less than six days in advance, but only in the event of an emergency such as an EOC activation or other extraordinary circumstance. However, legislative services staff make every effort to ensure that agendas are circulated to Board members well in advance, and at least six days ahead of a scheduled meeting.
- Section 4.10 has been updated to provide for procedures in the event of a tie vote for election of Board Chair or Vice Chair. In the event of a tie, voting shall continue for two consecutive rounds. If after two consecutive rounds there still remains a tie, the results of the election will be determined by lot with procedures which require a candidate's name being drawn from a box. The by lot procedures incorporated into the procedure bylaw are taken directly from the election procedures set out in the *Local Government Act*. This section has also been updated to reflect the current practice to have the Chief Administrative Officer conduct the elections, rather than the Corporate Officer.
- Sections 4.14.1, 5.4.8 and 5.5.7 have been updated to reflect the current order for items of business listed on committee and Board agendas.
- Section 4.21.4 has been updated to clarify that in the instance of inconsistency between legislation, letters patent and procedural rules, that legislation prevails first, secondly the FVRD **letters patent, then the procedure bylaw, and lastly Robert's Rules** of Order where the procedure bylaw is silent.
- Section 4.21.8 has been updated to include a previous Board resolution that a Director may speak against their own motion.

- Section 4.23 has been updated to provide that a Board member provide the Corporate Officer with a written Notice of Motion not later than ten (10) calendar days prior to the scheduled meeting. As staff are publishing agendas at least six (6) calendar days prior to the scheduled meeting, requiring Board members to provide any Notices of Motion not later than ten calendar days would provide staff more time to incorporate these items into the meeting agenda.
- Section 4.24 has been updated to remove the requirement to mail copies of proposed **amendments to the FVRD's procedure bylaw to all Directors at least 5 days in advance of the changes being considered.** These updates bring the procedure bylaw in line with recent legislative changes to the *Act*, **as well as FVRD's Public Notice Bylaw** which require 7 days advance notice posted on the FVRD's website, official Facebook page and public notice place.
- Section 5.8 has been updated to include reference to Section 4.8 allowing a select or standing committee to hold a meeting outside of FVRD boundaries.
- Other general housekeeping updates including renumbering, as well as updated wording, terminology and streamlined formatting.

Board Meeting Times

The options presented to the FVRD Board in March 2025 included a start time of 9am or 1pm. Comments were offered noting that a 1pm meeting start time is preferable, as a 9am meeting start time would mean that those Directors who have long distances to travel would be travelling during the early morning hours, and during the winter, in the dark morning hours.

As the Board provided feedback that there was a preference to delay a change of Board meeting start times until the 2026-2030 Board term, staff will return to the Board with an update to the FVRD Procedure Bylaw in fall 2026, to take effect for the inaugural Board meeting in November 2026.

Notice of proposed changes to FVRD's procedure bylaw

Under Public Notice Bylaw No. 1741, 2024, the FVRD is required to give notice of the proposed amendments to the procedure bylaw and will post **notice on the FVRD's website, the FVRD's official Facebook page, and the FVRD's public notice board on the FVRD's lobby front door.** Given that there are no financial impacts associated with the proposed changes, as well as the administrative nature of **the amendments, staff are not recommending any additional public notice as noted under the FVRD's Public Notice Policy.**

COST

No costs associated with this report or draft bylaw.

CONCLUSION

Following a tie vote for the position of Vice Chair for the Electoral Area Services Committee, staff brought forward proposed amendments to the FVRD Board and Committee Procedures Bylaw to provide options for determining results in the event of a tie vote. Staff included additional updates for **the Board's consideration such as changes to the Board meeting start time, and other housekeeping amendments.**

Following discussions on the proposed amendments at the March committee and Board meeting, staff have drafted an update to the **procedures bylaw for the Board's consideration. Updates include** changes to the method of determining the election for the position of Chair or Vice Chair following a tie vote, changes following legislative updates, clarification of the timeline required for distributing agendas prior to all Committee and Board meetings, and other general housekeeping amendments.

Any changes to the FVRD Board meeting start times will be considered by the Board in fall 2026, prior to the start of the 2026-2030 board term.