

FRASER VALLEY REGIONAL DISTRICT  
BYLAW NO. 1772, 2025

A bylaw to provide for the procedures to be followed for the conduct of the business of the  
Fraser Valley Regional District Board of Directors and its Committees

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WHEREAS the Board of Directors of the **Fraser Valley Regional District** (“the Board”) wishes to establish the procedures to be followed by the Board and its Standing and Select Committees as required by Section 225 of the *Local Government Act* (“the Act”);

THEREFORE the Board enacts as follows:

1) **CITATION**

This bylaw may be cited as *Fraser Valley Regional District Board and Committee Procedures Bylaw No. 1772, 2025*

2) **DEFINITIONS**

***Acting Chair*** means the person who is elected by the members present at a meeting to preside over a Board or committee meeting in the absence of the Board or committee Chair or Vice Chair.

***Alternate Director*** means a person duly appointed as an alternate Electoral Area Director in accordance with Section 201 of the *Act*, or an alternate Municipal Director duly appointed by its respective municipal Council in accordance with Section 200 of the *Act*. Alternate Directors take the place of, vote, and generally act in all matters for an absent municipal or electoral area director.

***Board Chair*** means the person elected by the members of the Board to the office of Board Chair in accordance with Section 215 of the *Act*.

***Board Member*** means a member of the Board (“Director” or “Board Member”) whether in the capacity as a municipal director, an electoral area director or an alternate director who has taken an oath of office in accordance with Section 202 of the *Act*.

***Charter*** means the Community Charter.

***Chair of a Standing or Select Committee*** means the person elected by the members of a Standing or Select Committee to the office of committee Chair.

***Closed Meeting*** means a meeting that is closed to the public in accordance with the *Charter*.

***Corporate Officer*** means the Corporate Officer responsible for Corporate Administration in accordance with the *Act*.

***Ex Officio Member*** means a person who has all the rights and privileges of a member of a committee, including, but not limited to the right to attend a meeting, make Motions, speak in debate, and vote on a matter. An Ex Officio Member is not obligated to attend a meeting and is not counted in determining whether a Quorum of members is present.

***Inaugural Meeting*** means the first meeting of the Board or Standing and Select Committees in any given year, as specified in Sections 4.1.1, 5.2.2 and 5.3.2 of this bylaw.

***Motion*** means a formal proposal by a Board or committee member in a meeting, that the governing body take a certain action on a matter.

***Open Meeting*** means meetings that are open to the public to attend.

***Public Notice Posting Places*** means the locations as specified in the Fraser Valley Regional District Public Notice Bylaw.

***Quorum*** means a majority of the members of the Board or a Standing or Select Committee of the Board in attendance at a meeting.

***Regional District*** means the Fraser Valley Regional District.

***Regional District Office*** means the corporate offices of the Fraser Valley Regional District located at 45950 Cheam Avenue, Chilliwack, BC.

***Select Committee*** means a committee appointed by the Board in accordance with Section 218(1) of the *Act* for the purpose of inquiring into any matter and reporting its findings and opinion to the Board.

***Special Meeting*** means a meeting other than a statutory, regular or adjourned meeting convened in accordance with Section 220 of the *Act*.

***Standing Committee*** means a committee appointed by the Chair of the Board in accordance with Section 218(2) of the *Act* for matters the Chair considers would be best dealt with by committee.

***Vice Chair of the Board*** means the person elected by the members of the Board to the office of Vice Chair of the Board in accordance with Section 215 of the *Act*. During the absence, illness or other disability of the Board Chair, the Vice Chair of the Board all the powers of the Board Chair and is subject to all rules applicable to the Board Chair.

***Vice Chair of a Standing or Select Committee*** means the person elected by the members of a Standing or Select Committee to the office of committee Vice Chair.

### 3) APPLICATION

The following rules of procedure shall govern the Board and its Standing and Select Committees established from time to time in accordance with the *Act*.

#### 4) BOARD MEETINGS

##### 4.1 Inaugural Board Meeting

- 4.1.1 An Inaugural Board Meeting shall be convened during the month of November at a time established by the Corporate Officer.
- 4.1.2 The presiding officer of an Inaugural Meeting of the Board shall be the Chief Administrative Officer until such time as the election for Chair takes place, at which time the person elected shall assume the Chair.

##### 4.2 Meeting Schedule - Location and Time of Regular Board Meetings

- 4.2.1 The Board shall meet on a regular basis on the fourth (4<sup>th</sup>) Thursday of each month commencing at 6:00 p.m.
- 4.2.2 Regular Board meetings will take place at the Regional District Office.
- 4.2.3 Where a regular Board meeting falls on a statutory holiday, the meeting shall be held the next day that the Regional District Offices are open with advance public notice.
- 4.2.4 The regular Board meeting schedule may be altered from time to time by resolution of the Board and with advance public notice.

##### 4.3 Special Board Meetings

- 4.3.1 In accordance with Section 220 of the Act, a Special Meeting of the Board shall be called by the Corporate Officer at the request of the Board Chair, or any two Directors, by notice given to each Director at least 24 hours before the time of the meeting. The notice shall state the general purpose of the meeting and the date, time and place of the meeting and must be signed by the Corporate Officer or Board Chair. The notice of any Special Meeting may be waived by a unanimous vote of the Board.
- 4.3.2 Notice of a Special Meeting must be:
  - a. posted at the regular Board meeting place;
  - b. posted at the Public Notice Posting Places; and
  - c. be left for each Board Member at the place to which each Board Member has directed notices to be sent.

##### 4.4 Open Meetings

- 4.4.1 Except as otherwise provided in this bylaw, meetings of the Board shall be open to the public and no person shall be excluded therefrom except for improper conduct.

#### 4.5 Closed Meetings

- 4.5.1 A meeting or part of a meeting may be closed to the public only if the matter falls under Section 90 of the *Charter*.
- 4.5.2 As provided under Section 92 of the *Charter*, before holding a meeting or part of a meeting that is to be closed to the public, the Board must state, by resolution passed in a public meeting, that the meeting, or part of the meeting, is to be closed, and the basis upon which the meeting is to be closed under the applicable subsection of Section 90 of the *Charter*.
- 4.5.3 No Board Member may disclose to the public the proceedings of a meeting held in Closed Meeting unless a resolution has been passed at the Closed Meeting which would permit disclosure to the public.
- 4.5.4 A Closed Meeting resolution or minute may be made a matter of public record where the Board resolves in Closed Meeting that it is in the public interest to make a Closed Meeting resolution a matter of public record. It shall be the responsibility of the Corporate Officer to ensure that the matter is brought into the public record at the next regular meeting.
- 4.5.5 Minutes of a Closed Meeting must be kept in the same manner as a regular meeting, but must be kept in a confidential location and must not be retained with the minutes of regular Open Meetings.
- 4.5.6 The Board must not vote on the reading or adoption of a bylaw during a Closed Meeting.
- 4.5.7 The Board may allow one or more officers or employees to attend, or may exclude them from attending, all or part of a Closed Meeting.
- 4.5.8 The Board may exclude all officers or employees from attending all or part of a Closed Meeting, but minutes of any part of a Closed Meeting where all officers or employees are excluded from attending must be taken and must form part of the corporate record.
- 4.5.9 The Board may allow a person other than an officer or employee to attend a Closed Meeting as deemed necessary.
- 4.5.10 The minutes of a Closed Meeting must record the names of all persons present at the Closed Meeting.

#### 4.6 Duty to Protect Confidentiality

- 4.6.1 In accordance with Section 117 of the *Charter* and 205(1)(d) of the *Act*, Board Members must, unless specifically authorized by the Board, keep in confidence any record or other matter held in confidence by the Board, until the record or other matter is brought into the public domain and released to the public.

#### **4.7 Board Meetings conducted by Electronic or other Communication Facilities**

- 4.7.1 A Board Member who is unable to attend a meeting may participate in the meeting by means of electronic or other communication facilities.
- 4.7.2 A Special Board Meeting may be conducted by means of electronic or other communication facilities.
- 4.7.3 This section applies to Open and Closed Meetings.
- 4.7.4 Members participating in a meeting by way of electronic or other communication facilities are deemed to be present at the meeting.
- 4.7.5 The meeting will be conducted according to the procedures set out in this bylaw and in accordance with the *Regional Districts Electronic Meetings Regulation, B.C. Reg. 271/2005* as amended.
- 4.7.6 Except for a Closed Meeting, the communication facilities must enable the public to hear, or watch and hear the Board Member participating by means of electronic or other communication facilities.
- 4.7.7 Except for a Closed Meeting, the communication facilities must enable the public to hear, or watch and hear a Special Board Meeting at the place specified in the notice of Special Meeting.
- 4.7.8 A resolution or bylaw adopted at a Special Meeting conducted by means of electronic or other communication facilities is deemed to have been adopted at a Board meeting.

#### **4.8 Board Meetings held outside of Fraser Valley Regional District Boundaries**

- 4.8.1 In accordance with Section 224 of the *Act*, Board meetings may be held outside the boundaries of the Regional District and accordingly, all powers, duties and functions of the Board may be exercised outside Regional District boundaries.

#### **4.9 Advance Public Notice of Open and Closed Board Meetings**

- 4.9.1 At least 3 (three) days before a regular Open or Closed Meeting of the Board, the Corporate Officer must give public notice of the date, place and time of the meeting by way of a notice posted at the Public Notice Posting Places.
- 4.9.2 In the absence of exigent or extraordinary circumstances, the Corporate Officer must provide electronic copies of the full Open and Closed Meeting agenda package to all Board Members, at least six (6) calendar days before a regular Open or Closed meeting.
- 4.9.3 Except where notice of a Special Meeting of the Board is waived by unanimous vote of the full Board, at least 24 hours before a Special Meeting of the Board, the Corporate Officer must give advance public notice of the time, place and date of the Special Meeting at the Public Notice Posting Places.
- 4.9.4 Addenda materials shall be circulated electronically to Board Members, within 24 hours of a regular Board meeting. Matters for the addenda must be approved by the Board Chair in advance of circulation to Board Members.

#### **4.10 Elections of the Chair and Vice Chair of the Board**

- 4.10.1 The election of the Chair and Vice Chair of the Board from among the Board Members will be conducted at the Inaugural Meeting of the Board following the procedures set out in this section.
- 4.10.2 The call for nominations for the office of Board Chair and Vice Chair of the Board shall be conducted by the Chief Administrative Officer.
- 4.10.3 Nominees for the office of Board Chair or Vice Chair of the Board must be made by a third party. For greater certainty, a Board Member may not nominate themselves for the position of Board Chair or Vice Chair of the Board.
- 4.10.4 Nominees must consent to be nominated and to stand for election to office as Board Chair or Vice Chair of the Board. A nominee may be nominated in absentia by agreeing in writing to the nomination.
- 4.10.5 The Chief Administrative Officer shall call first for nominations for Board Chair, and shall then call for nominations for Board Chair a second and third time.
- 4.10.6 If only one nominee for Board Chair is nominated for the office of Board Chair that person is declared elected by acclamation by the Chief Administrative Officer.
- 4.10.7 If more than one nominee is nominated for the office of Board Chair, then an election by voting must be held, and voting must be conducted by secret ballot.

- 4.10.8 Prior to the vote being conducted, persons running for office of Board Chair shall be afforded the opportunity to address the Board for one (1) minute prior to the vote on the first ballot being taken.
- 4.10.9 If there is a tie vote between two or more persons with the most votes, the persons who are tied remain in the election for office of Board Chair, and the Chief Administrative Officer will continue with two (2) consecutive rounds of voting to break the tie.
- 4.10.10 Prior to a subsequent ballot(s) being voted upon for Board Chair, persons who are tied shall be afforded the opportunity to address the Board for one additional one (1) minute followed by a (10) ten minute recess between each vote where more than one vote is required.
- 4.10.11 If, after two (2) consecutive rounds of voting, there continues to be a tie vote between two or more persons, these persons become the candidates and the results of the election will be determined by lot in accordance with the following procedures:
- a. The name of each candidate is to be written on a separate piece of paper;
  - 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 is to withdraw one piece of paper;
  - e. The piece of paper is to be given to the Chief Administrative Officer who will declare the candidate whose name is on that drawn paper as the elected Chair;
- 4.10.12 In the case of an election by voting, the counting of ballots will be conducted by the Corporate Officer together with the Chief Financial Officer. The outcome of the ballot count will be announced to the Board by the Chief Administrative Officer. For greater certainty the person with the most votes will be declared to office.
- 4.10.13 Immediately after the person with the most votes has been declared to office, the ballots must be destroyed by the Corporate Officer. For greater certainty, a Board resolution to destroy the ballots is not required.
- 4.10.14 The election for Vice Chair of the Board shall be undertaken in the same manner as the election for Board Chair.
- 4.10.15 In the case where the position of Board Chair or Vice Chair of the Board becomes vacant mid-term, elections for either of these positions will be conducted in accordance with the procedures set out in this section. For greater certainty,

elections for the position of Board Chair and Vice Chair of the Board would then again be conducted at the next Inaugural Meeting.

- 4.10.16 For elections that take place while a meeting is being held by electronic or other communication facilities, if voting by secret ballot is not practical, Board Members may place their vote by way of an individual, confidential phone call or text message to the Corporate Officer.

#### 4.11 Duties of the Board Chair

- 4.11.1 The Board Chair is the head and Chief Executive Officer of the Fraser Valley Regional District and has the powers and duties set out under Section 216 of the *Act*.
- 4.11.2 The Board Chair may return a matter to the Board for reconsideration in accordance with Section 217 of the *Act* and Section 131 of the *Charter*, and as set out more fully in Section 4.26 of this bylaw.
- 4.11.3 The Board Chair may establish Standing Committees and appoint persons thereto in accordance with the *Act*.
- 4.11.4 The Chair is an Ex-Officio Member of all Standing and Select Committees.
- 4.11.5 The Board Chair may assign seating around the Board table and at the Regional and Corporate Services Committee.

#### 4.12 Conduct of Board Meetings

##### 4.12.1 Presiding Officers

The Chair, if present, shall preside at all meetings of the Board. In the absence of the Chair, the Vice Chair of the Board shall preside, and in the absence of both the Chair and the Vice Chair of the Board, a Director elected by the other Board Members then present shall preside as the Acting Chair, and for that purpose has all the powers and is subject to the same rules as the Chair.

##### 4.12.2 Calling Meeting to Order

As soon after the hour of meeting as there shall be a Quorum present, the Chair will take the Chair and the Board Members shall be called to order.

##### 4.12.3 Quorum

A Quorum of the Board must be in attendance at a Board meeting. If a Quorum is not present within thirty minutes (30) after the time fixed for a Board meeting, the Corporate Officer shall record the names of the members present and the meeting shall stand adjourned and no business shall be undertaken.



#### 4.12.4 Exercise of the Board's Power

Unless expressly required to be exercised by bylaw, all powers of the Board may be exercised by bylaw or by resolution.

#### 4.12.5 Expulsion from Meeting

The Chair, or other person presiding at a Board meeting, may order a person expelled from a Board meeting for improper conduct in accordance with Section 226 of the *Act*.

If the person who is expelled does not leave the Board meeting, a peace officer may enforce the order of the person presiding over the Board meeting as if it were a court order.

Without limitation, improper conduct includes:

- a. refusing to address the chair, shouting, using a megaphone;
- b. making statements considered by the chair as profane or defamatory; or
- c. otherwise disrupting or obstructing the meeting.

### 4.13 Alternate Directors

4.13.1 Where an Alternate Director is not acting on behalf of a Municipal or Electoral Area Director, an Alternate Director shall be permitted to attend any regular, Special or Closed Meetings of the Board as an observer, with the proviso that the Alternate Director shall not have any voting rights or privileges.

4.13.2 An Alternate Director is entitled to exercise a vote only when acting on behalf of a Municipal or Electoral Area Director.

4.13.3 Alternate Directors are bound by confidentiality in all matters dealt with in Closed Meeting and shall treat all other matters with discretion and sensitivity.

### 4.14 Board Agenda

4.14.1 The order of business for all regular Open Meetings of the Board shall be as follows:

- Call to Order
- Approval of Agenda
- Approval of Addenda and Late Items
- Delegations and Presentations
- Board Minutes and Matters Arising
- Committee and Commission Minutes and Matters Arising
- Motions for which Notice has been given
- Legislative Services
- Finance
- Bylaws
- Permits

- Contracts, Covenants and Other Agreements
- Other Matters
- Consent Agenda
- Late Items
- Items for Information
- Items for Correspondence
- Reports by Staff
- Reports by Board Directors
- Public Question Period for items relevant to the Agenda
- Resolution to Close Meeting
- Rise and Report from Closed Meeting
- Adjournment

4.14.2 The order of business for Closed Meetings of the Board shall be as follows:

- Call to Order
- Approval of Agenda
- Approval of Addenda
- Delegations and Presentations
- Minutes and Matters Arising
- New Business
- Rise and Report
- Adjournment

4.14.3 Despite Sections 14.14.1 and 14.14.2, the Board may alter the order of the agenda by resolution passed by a majority of the Board Members present.

4.14.4 At a meeting other than an emergency meeting, a member may, at the time the adoption of the agenda is being considered, move that addenda items or late items circulated on table be added to the agenda. The item must be added to the agenda if a resolution is adopted by at least two-thirds of the votes cast, and may not be added otherwise.

4.14.5 After the meeting agenda has been adopted, a member may move to add an additional item of an urgent nature on the agenda. The item may be added to the agenda only if a resolution is adopted by at least two-thirds of the votes cast, and may not be added otherwise.

4.14.6 Consent agenda items are considered to be routine matters not requiring further debate or discussion. The items listed on a consent agenda shall be received in one (1) Motion. If debate or discussion on a particular consent agenda item is desired by a Director, that item shall be removed from the consent agenda and considered separately.

#### 4.15 Delegations to the Board

- 4.15.1 A delegation wishing to appear before the Board in Open Meeting shall submit a written request to appear as a delegation to the Corporate Officer at least ten (10) calendar days prior to the scheduled Board meeting. The request must stipulate the subject matter upon which the delegation wishes to speak, together with any written submissions.
- 4.15.2 In the absence of a written request to appear as a delegation, the matter may not be set to the agenda without the approval of the Chair.
- 4.15.3 The subject matter upon which the delegation wishes to speak must be within the mandate and jurisdiction of the Board, or deemed to be a matter of significance to the Board, otherwise the Chair may refuse the delegation.
- 4.15.4 The Chair must approve of all delegations before the delegation is set on the agenda.
- 4.15.5 The Chair must refuse any request for delegation regarding a bylaw for which a public hearing has already been held and where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.
- 4.15.6 Where the subject matter of a delegation has previously been dealt with in the form of a delegation, the Chair may advise the delegation of such apparent duplication and/or repetition and refuse such delegation.
- 4.15.7 The Corporate Officer shall notify a representative of the delegation as to whether the delegation has been approved or refused and the grounds for refusal.
- 4.15.8 If the delegation is approved, the delegation shall be advised of the time and place of the Board meeting at which the delegation will be heard. The subject of the delegation will be included on the Board agenda, along with any written submissions provided.
- 4.15.9 Each delegation shall be limited to a maximum time of ten (10) minutes unless the time is extended by the Chair.
- 4.15.10 The Board may invite a person or organization to appear as a delegation for purposes of making a presentation.

#### 4.16 Late Delegations to the Board

- 4.16.1 Any person or organization who deems its interests to be affected by an item on a Board agenda, who has appeared before an appropriate committee, or who, because of circumstances, could not have been expected to appear before a committee or give earlier notice, may request to appear as a late delegation before the Board by submitting a written request, along with a written submission to the

Corporate Officer, not later than twelve o'clock noon on the day before the Board meeting.

- 4.16.2 The written request to appear as a late delegation must stipulate the subject matter upon which the late delegation wishes to speak and explain why the late delegation should be entertained.
- 4.16.3 The written submission must detail what the delegation intends to say.
- 4.16.4 The Board Chair must approve any requests for a late delegation before the delegation is set to the addenda.
- 4.16.5 A late delegation appearing before the Board shall be limited to a maximum time of ten (10) minutes unless the time is extended by the Chair.

#### **4.17 Board Minutes**

- 4.17.1 The minutes of all meetings of the Board shall be legibly recorded, certified as correct by the Corporate Officer and signed by the Chair or other member presiding at the meeting or at the next meeting at which they are adopted.
- 4.17.2 Minutes shall contain a record of the decisions of the Board and shall contain limited narrative. Minutes shall be written in an anecdotal format, and shall contain concise, readable point-form summaries of discussions and decisions. Minutes are not intended to be a verbatim transcript of the proceedings of the Board.
- 4.17.3 Minutes shall set out the name of the mover and the seconder of a Motion.
- 4.17.4 Minutes of all meetings of the Board shall be circulated to the members of the Board prior to the next meeting, and after they have received the approval of a majority of the members, shall be deemed to be adopted.
- 4.17.5 Minutes of all Board meetings, except matters dealt with in Closed Meeting, shall be a matter of public record and open for inspection by any person, who may obtain copies thereof and extracts therefrom during regular business hours, subject to any applicable rates and fees as set out by bylaw.

#### **4.18 Use of Audio or Video Recording Devices**

- 4.18.1 No person shall use or operate any audio or video recording device at a meeting unless the device is placed in a location designated by the Chair for that purpose and remains at that location during the course of the meeting.
- 4.18.2 Despite Section 4.18.1, audio or visual recording devices must not be used or operated during a Closed Meeting unless expressly permitted by resolution of the Board.

- 4.18.3 Nothing in this section precludes the Corporate Officer from recording Board meetings for purposes of taking and transcribing meeting minutes.
- 4.18.4 Audio recordings of Board meetings are deemed to be transitory records and shall not be retained once the minutes of the respective meeting have been adopted by the Board.

#### 4.19 Voting at a Board Meeting

- 4.19.1 All resolutions and every reading and the adoption, amendment or repeal of bylaws will be voted on in accordance with the provisions of the *Act*.
- 4.19.2 The Board agenda shall set out who is entitled to vote on a matter.
- 4.19.3 Each Board Member who is present at the time of a vote and is entitled to vote on the matter must vote on the matter and must cast all available votes for the same objective. For greater certainty, the Board Chair shall vote on all matters.
- 4.19.4 Whenever a vote of the Board is taken for any purpose, each Board Member present and eligible to vote must signify they vote on the question, openly and individually, by raising their hand and the Chair shall declare the Motion carried or defeated as the case may be.
- 4.19.5 When the Chair calls for a vote on a matter, no Board Member may leave the room until the vote on the matter has been taken.
- 4.19.6 For purposes of a weighted vote, the number of votes to which each municipality and each electoral area is entitled is the number obtained by dividing the population of the municipality or electoral area by the voting unit specified in the FVRD Letters Patent, in this case 5,000.
- 4.19.7 The votes of a municipality are to be equally distributed by the municipal Council among the Board Members from that municipality. If equal distribution **is not possible, the Council must assign the municipality's votes to each Board Member** from that municipality as evenly as possible, but in no case may the difference between the maximum and minimum number of votes assigned be greater than one.
- 4.19.8 In all cases where the votes of the Board Members present and entitled to vote, including the vote of the Chair or other person presiding, are equal for and against a question, the question shall be declared in the negative and shall be defeated, and it shall be the duty of the Chair or other member presiding to so declare.
- 4.19.9 Any Board Member present who abstains from voting shall be deemed to have voted in the affirmative.

4.19.10 Negative votes will be recorded in the minutes.

#### 4.20 Special Vote by Telephone or Electronic Transmission

4.20.1 In accordance with *Regional District Special Voting Regulation - BC Regulation 41/91*, as amended, a special vote by telephone poll or other means of telecommunication or electronic transmission may be undertaken where a matter is considered urgent in that the matter requires immediate action as a result of unforeseen circumstances.

#### 4.21 Rules of Order

4.21.1 The Chair or other person presiding at a meeting of the Board shall preserve order and decide all points of order which may arise, subject to a challenge by the other Board Members then present.

4.21.2 The Chair must inform the Board of the grounds upon which a ruling on a point of order is made.

4.21.3 Where this bylaw is silent, ***Robert's Rules of Order, Newly Revised (current edition)*** shall apply to the conduct of Board meetings.

4.21.4 Where there is an inconsistency between this bylaw, *Robert's Rules of Order, Newly Revised*, the *Act or Charter*, and/or the FVRD Letters Patent, firstly the *Act or Charter* shall prevail, secondly the FVRD Letters Patent shall prevail, thirdly this procedure bylaw, and finally ***Robert's Rules of Order*** shall prevail where this bylaw is silent.

4.21.5 No Board Member shall speak until recognized by the Chair or other person presiding.

4.21.6 Every Board Member desiring to speak shall address themselves to the Chair or other person presiding.

4.21.7 No Board Member shall interrupt a person speaking except to raise a point of order.

4.21.8 Board Members may speak against their own motion.

4.21.9 Debate shall be strictly relevant to the question before the meeting and the Chair or other person presiding shall warn speakers who violate this rule of procedure.

4.21.10 If a decision of the Chair or person presiding is challenged by a Board Member, the Chair or person presiding shall immediately put the question "*Shall the Chair be sustained?*" and the question shall be decided without debate. The Chair or person presiding shall be governed by the vote of the majority of the Board Members then present and entitled to vote, exclusive of the Chair or person presiding, and in the event of the votes being equal, the question shall pass in the affirmative.

- 4.21.11 If the Chair or person presiding refuses to put the question "*Shall the Chair be sustained?*", the Vice Chair of the Board or other person appointed by the Board shall preside temporarily in place of the Chair, and the Board Member so temporarily appointed shall immediately put the question "*Shall the Chair be sustained?*" and the question shall be decided without debate. In the event of the votes being equal, the question shall pass in the affirmative. Any resolution taken is as effectual and binding as if carried out with the Chair presiding.

#### 4.22 Motions

- 4.22.1 All questions shall be decided by a vote on a Motion.
- 4.22.2 A Motion must be moved and seconded before being debated.
- 4.22.3 Subject to Section 4.22.4, all Motions may be moved and seconded by any Director.
- 4.22.4 Where possible, a Motion, the subject matter of which pertains to the administration and operation of a service, shall be made by a Director of the participating area for the service.
- 4.22.5 Where a Motion is under consideration, no Motion may be made except to:
- Postpone the question to a specified time;
  - Amend;
  - Refer the matter the staff or committee;
  - Limit or extend the debate on the matter; or
  - Table the matter.
- 4.22.6 Any Director may require the question or Motion under discussion to be read at any time during the debate, but not so as to interrupt a Director while speaking.
- 4.22.7 After a Motion has been stated by the Chair or other person presiding or the Corporate Officer, it shall be deemed to be in possession of the Board, but may be withdrawn at any time before decision or amendment with the unanimous consent of the Board.
- 4.22.8 No Director shall speak more than once to the same question without leave of the Chair except in explanation of the material part of their comments which may have been misconstrued, and in doing so, they are not to introduce new subject matter.
- 4.22.9 No Director shall speak on any question for longer than five (5) minutes without leave of the Chair.

- 4.22.10 A Board Member may move that a Motion be amended, but that Board Member may not move any further amendment of that Motion.
- 4.22.11 A Board Member may move to amend an amendment already moved, but only one Motion to amend an amendment may be made.
- 4.22.12 If a Motion to amend is carried, the Motion that has been amended is to be voted on as amended.
- 4.22.13 If a Motion to amend is defeated, the main Motion is voted on in its original wording.
- 4.22.14 When the question under consideration contains more than one distinct proposition, a separate vote upon each such proposition may be requested.
- 4.22.15 After the question is finally put to the Board by the Chair, no Board Member shall speak to the question, nor shall any other Motion be made, until after the result is declared. The decision of the Chair as to whether the question has been finally put is conclusive.
- 4.22.16 When a question is under debate, no Motion shall be received unless to refer it, to amend it, to lay it on the table, to postpone it, to withdraw it, to adjourn, or to call the question.
- 4.22.17 At any time during debate on a Motion, **a Board Member may move “that the question be called”, or “that the vote on the motion be called”**. The Motion to call the question shall be decided without amendment or debate and shall pass if adopted by at least two thirds (2/3) vote of the Board Members present. The Motion previously under debate will immediately be voted upon without further amendment or debate.
- 4.22.18 A question of referral, until it is decided, shall preclude all amendments to the main question.
- 4.22.19 When the Chair is of the opinion that a Motion put before the Board is contrary to the rules of order of the Board, the Chair shall apprise the members thereof immediately before putting forward the question, and shall cite the rule or authority applicable to the case without argument or comment.

#### 4.23 Notice of Motion

- 4.23.1 Any Board Member desiring to bring a new matter before the Board, other than a point of order, shall do so by way of a Notice of Motion.
- 4.23.2 The **Notice of Motion must be within the Board’s mandate as a governing body.**
- 4.23.3 A Notice of Motion may be presented to the Board by either:



- a. The Board Member providing the Corporate Officer with a written copy of the Notice of Motion during a meeting of the Board, at which time the notice of Motion shall be read into the record and recorded in the meeting minutes. The Corporate Officer shall be responsible for including the Motion on the next regular Board agenda, or to the Special Meeting agenda scheduled for that purpose; or
- b. The Board Member may provide the Corporate Officer or deputy with a written copy of the notice of Motion not later than ten (10) calendar days prior to the scheduled Board meeting. The Corporate Officer shall be responsible for including the Motion on the next regular Board agenda.

#### 4.24 Bylaws

- 4.24.1 Prior to the introduction of any bylaw for first reading, each member of the Board who is entitled to vote on the bylaw shall receive a copy of the proposed bylaw in electronic format, or in hard copy where otherwise impractical to provide the bylaw in electronic format.
- 4.24.2 Prior to the adoption of any bylaw, each member of the Board who is entitled to vote on the bylaw shall receive a copy of the proposed bylaw in electronic format, or in hard copy where otherwise impractical to provide the bylaw in electronic format.
- 4.24.3 In accordance with Section 228 of the *Act*, any bylaw which does not require approval, consent, or assent under the provisions of the *Act* or any other enactment prior to the adoption of the bylaw may be adopted at the same meeting of the Board at which it passed third reading, provided the Motion for adoption receives an affirmative vote of at least two-thirds (2/3) of the votes cast.
- 4.24.4 First reading of a bylaw must be given by separate resolution.
- 4.24.5 Second and third readings of a bylaw may be given by one resolution.
- 4.24.6 A bylaw must be adopted by separate resolution.
- 4.24.7 A reading on a bylaw must be rescinded by separate resolution. The resolution required where a reading on a bylaw must be rescinded shall be:  
***"That the motion granting (first/second/third) reading of (official citation of bylaw) be rescinded and that a new reading of (official citation of bylaw) be given."***
- 4.24.8 A series of bylaws with the same corporate vote may be taken together in one resolution as provided for in Sections 4.24.4; 4.24.5 and 4.24.6.
- 4.24.9 When a bylaw is read and adopted at a Board meeting, the Corporate Officer shall certify the readings and dates thereof, thereby confirming its accuracy.

- 4.24.10 Every bylaw which has been adopted by the Board shall immediately be signed by the authorized officers and shall be retained by the Corporate Officer for safekeeping.
- 4.24.11 A bylaw comes into force on the later of the date it is adopted or other date set out in the bylaw.

#### 4.25 Conflict of Interest

- 4.25.1 In accordance the *Act* and the *Charter*, where a Director considers that they are not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter because the Director has a direct or indirect pecuniary interest in the matter, or another interest in the matter that constitutes conflict of interest, the Director must declare this and state in general terms why the member considers this to be the case.
- 4.25.2 Where a Director considers that they are not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the Director must:
- a. not take part in the discussion of the matter and is not entitled to vote on any question in respect of the matter;
  - b. immediately leave the meeting or that part of the meeting during which the matter is under consideration; and
  - c. not attempt in any way, whether before, during, or after the meeting, to influence the voting on any question in respect of the matter.
- 4.25.3 Where a Director declares that they are not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the person taking minutes shall record the Director's declaration, the reasons given for it and the time(s) of the Director's departure from the meeting room and, if applicable, of the Director's return.
- 4.25.4 A Director must not participate in the discussion of or vote on a question in respect of a matter in which the Director has a direct or indirect pecuniary interest, except where:
- a. the pecuniary interest of the Director is a pecuniary interest in common with electors of the Regional District generally;
  - b. the matter relates to remuneration or expenses payable to one or more Board Members in relation to their duties as Board Members; or
  - c. if the pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as to likely influence the Director in relation to the matter.

#### 4.26 Matters Brought Forward for Reconsideration by Board Chair

- 4.26.1 In accordance with Section 217 of the Act and Section 131 of the *Charter*, and without limiting the authority of the Board to reconsider a matter, the Chair may require the Board to reconsider and vote again on a matter that was the subject of a previous vote of the Board.
- 4.26.2 The Chair may only initiate the reconsideration of a matter at the same meeting, or at the Board meeting following the original vote, whether or not this is within the 30 day period referred to in Section 131(2) of the *Charter*.
- 4.26.3 A matter may not be reconsidered if the matter:
- a. Has had the approval or the assent of the electors and was subsequently adopted by the Board;
  - b. Has already been reconsidered by the Board where the Chair has brought the matter forward for reconsideration; or
  - c. The Board has been advised that the matter has already been acted on by an officer, employee or agent of the Regional District further to previous Board direction.
- 4.26.4 On reconsideration of a matter, the Board shall, as soon as convenient, either reaffirm or reject the bylaw, resolution or proceeding which is the subject of reconsideration.
- 4.26.5 If the Motion to reconsider a matter has passed, the matter may be reconsidered at the same meeting, or may be set to the next regular Board meeting agenda for reconsideration by separate resolution of the Board.
- 4.26.6 On reconsideration of a matter, the Board has the same authority it had in its original consideration of the matter.
- 4.26.7 On reconsideration of a matter, if the original decision was the adoption of a bylaw or resolution and that decision is rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.
- 4.26.8 Matters brought forward for reconsideration by the Board Chair will be recorded in the Board minutes.

#### **4.27 Reconsideration initiated by a Board Member**

- 4.27.1 After a bylaw, resolution, or proceeding has been decided by the Board, any Board Member may, at the same meeting, or at the Board meeting following the original vote, initiate the reconsideration of a matter.
- 4.27.2 A matter may not be reconsidered if the matter has:

- a. had the approval or the assent of the electors and was subsequently adopted by the Board;
  - b. already been reconsidered by the Board where the Chair has brought the matter forward for reconsideration; or
  - c. been acted on by an officer, employee or agent of the Regional District further to previous Board direction.
- 4.27.3 The Board shall not reconsider a matter unless the Motion to reconsider the matter has first been considered.
- 4.27.4 If the Motion to reconsider a matter has passed, the matter may be reconsidered at the same meeting, or may, by separate resolution of the Board, be set to the next regular Board meeting agenda for reconsideration by the Board.
- 4.27.5 On reconsideration of a matter, the Board has the same authority it had in its original consideration of the matter.
- 4.27.6 On reconsideration of a matter, if the original decision was the adoption of a bylaw or resolution and that decision is rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.
- 4.27.7 Once a bylaw, resolution, or proceeding has been rejected upon its reconsideration, it shall not be reintroduced to the Board for six (6) months, except with the unanimous consent of the entire Board.
- 4.27.8 Where a matter has been reconsidered, the Board shall not reconsider the matter again subject to Section 4.27.7.
- 4.27.9 Matters brought forward for reconsideration by a Board Member will be recorded in the Board minutes.

## 5) COMMITTEES

### 5.1 Committee Members

- 5.1.1 In accordance with Section 218 of the *Act*, with the exception of the Electoral Area Services Committee, persons who are not Board Members may be appointed by the Board to a Select Committee or by the Chair to a Standing Committee. At least one member of each Select and Standing Committee must be a Board Member.
- 5.1.2 The Board Chair is an Ex Officio Member of all Standing and Select Committees.

### 5.2 Standing Committees

- 5.2.1 In accordance with Section 218 of the *Act*, the Chair may establish Standing Committees. Terms of reference for each Standing Committee shall be drafted by the Corporate Officer in consultation with the Board Chair and shall be adopted by the Board.

- 5.2.2 An Inaugural Meeting of a Standing Committee shall be convened during the month of December in any given year at the regularly scheduled meeting location and time.
- 5.2.3 The presiding officer of the Inaugural Meeting of a Standing Committee shall be the Chief Administrative Officer until such time as the election for Chair takes place, at which time the person elected shall assume the Chair.
- 5.2.4 All Members shall be entitled to one vote each on all Motions and resolutions of a Standing Committee.

### 5.3 Select Committees

- 5.3.1 In accordance with Section 218 of the *Act*, the Board may establish and appoint members to a Select Committee to consider or inquire into any matter and report its findings and opinion to the Board. Terms of reference for each Select Committee shall be drafted by the Corporate Officer in consultation with the Chair of the Select Committee and shall be adopted by the Board.
- 5.3.2 An Inaugural Meeting of a Select Committee shall be convened during the month of December in any given year at the regularly scheduled meeting location and time.
- 5.3.3 The presiding officer of the Inaugural Meeting of a Select Committee shall be the Chief Administrative Officer until such time as the election for Chair takes place, at which time the person elected shall assume the Chair.
- 5.3.4 All members shall be entitled to one vote each on all Motions and resolutions of a Select Committee.

### 5.4 Electoral Area Services Committee

- 5.4.1 The Letters Patent establishing the Regional District provide that the Board must establish and maintain a Standing Committee to be known as the Electoral Area Services Committee ("EASC").
- 5.4.2 Despite Section 218 of the Act, all Electoral Area Directors must be appointed to EASC.
- 5.4.3 The purpose of EASC shall be to review and advise the Board on matters relating to electoral area services.
- 5.4.4 EASC shall meet on a regular basis on the second (2<sup>nd</sup>) Thursday of each month commencing at 1:30 p.m. at the Regional District Office.
- 5.4.5 Where an EASC meeting falls on a statutory holiday, the meeting shall be held the next day the Regional District Office is open.

- 5.4.6 The regular EASC meeting schedule may be altered from time to time with advance public notice.
- 5.4.7 The Chair and Vice Chair of EASC shall be elected in accordance with Section 4.10.
- 5.4.8 The order of the agenda for EASC shall be as follows and may be altered in accordance with Section 4.14.3.
- Call to Order
  - Approval of Agenda, Addenda and Late Items
  - Delegations and Presentations
  - Minutes and Matters Arising
  - Legislative Services
  - Finance
  - Engineering and Utilities
  - Planning, Building Inspection and Bylaw Enforcement
  - Emergency Services
  - Other Matters
  - Late Items
  - Items for Information and Correspondence
  - Reports by Staff
  - Reports by Electoral Area Directors
  - Public Question Period for Items Relevant to the Agenda
  - Resolution to Close Meeting
  - Rise and Report out of Closed Meeting
  - Adjournment

## 5.5 Regional and Corporate Services Committee

- 5.5.1 The Regional and Corporate Services Committee ("RACS") is a Standing Committee whose purpose is to review, and advise the Board on matters pertaining to regional and sub-regional services and matters pertaining to corporate administration as per the established terms of reference.
- 5.5.2 The Board Chair is responsible for appointing members to RACS.
- 5.5.3 The Board Chair shall preside over RACS.
- 5.5.4 The RACS Committee shall meet on a regular basis on the second (2<sup>nd</sup>) Thursday of each month commencing at 10:00 a.m. at the Regional District Office.
- 5.5.5 Where a RACS meeting falls on a statutory holiday, the meeting shall be held the next day the Regional District Office is open.
- 5.5.6 The regular RACS meeting schedule may be altered from time to time by resolution of the Board and with advance public notice.

5.5.7 The order of the agenda for the RACS shall be as follows and may be altered in accordance with Section 4.14.3.

- Call to Order
- Approval of Agenda, Addenda and Late Items
- Delegations and Presentations
- Minutes and Matters Arising
- Legislative Services
- Finance
- Regional Services
- Sub-Regional Services
- Other Matters
- Late Items
- Items for Information and Correspondence
- Reports by Staff
- Reports by Directors
- Public Question Period for Items Relevant to the Agenda
- Resolution to Close Meeting
- Rise and Report out of Closed Meeting
- Adjournment

## 5.6 Committee of the Whole

5.6.1 The Committee of the Whole is comprised of the entire Board constituted as a Committee for the purpose of discussion and debate on a matter in advance of a regular Board meeting.

5.6.2 The Committee of the Whole shall meet at the call of the Board Chair.

5.6.3 The Board Chair shall preside over meetings of the Committee of the Whole.

5.6.4 The order of the agenda for the Committee of the Whole shall be as follows and may be altered in accordance with Section 4.14.3.

- Call to Order
- Approval of Agenda
- Approval of Addenda and Late Items
- Delegations and Presentations
- Minutes and Matters Arising
- New Business
- Late Items
- Rise and Report
- Adjournment

## 5.7 Other Standing and Select Committees

The order of the agenda for all other Standing and Select Committees shall be in accordance with Section 5.6.4.

## 5.8 Procedural Rules for all Standing and Select Committees

- 5.8.1 The following sections of this bylaw shall apply to all Standing and Select Committees:

Section 4.1 - Inaugural Meetings  
Section 4.3 - Special Meetings  
Section 4.4 - Open Meetings  
Section 4.5 - Closed Meetings  
Section 4.6 - Duty to Protect Confidentiality  
Section 4.7 - Electronic Meetings  
Section 4.8 – Meetings held outside of FVRD boundaries  
Section 4.9 - Advance Public Notice of Open and Closed Meetings  
Section 4.10 - Elections of Chair and Vice Chair  
Section 4.11.5 - Seat Assignments  
Section 4.12 - Conduct of Meetings  
Section 4.13 - Alternate Directors  
Section 4.15 - Delegations  
Section 4.16 - Late Delegations  
Section 4.17 - Minutes  
Section 4.18 - Use of Audio or Video Recording Devices  
Section 4.21 - Rules of Order  
Section 4.22 - Motions  
Section 4.23 - Notice of Motion  
Section 4.25 - Conflict of Interest

- 5.8.2 The Board may, by separate bylaw adopted by at least 2/3 of the votes cast, delegate administrative powers to a Standing Committee.
- 5.8.3 A member of a committee shall have one vote each.
- 5.8.4 The Board may establish when regular meetings of a committee will be held. Where the Board has not established regular meetings of a committee, meetings of a committee shall be convened at the call of the Chair.
- 5.8.5 A majority of the members of any committee, may, by written request to the committee Chair, require the committee Chair to call a meeting and it shall be the duty of the committee Chair or, in their absence from the Regional District, the duty of the committee Vice Chair or the Corporate Officer to call such meeting.
- 5.8.6 The committee Chair shall preside at every meeting and shall vote on all questions submitted.
- 5.8.7 In the case of an equal number of votes for and against the question, the question shall be defeated.
- 5.8.8 A Quorum for a Standing or Select Committee shall be a majority of the persons appointed to the committee being present at a meeting and shall include at least one member who is a Board Director.



- 5.8.9 In the absence of the committee Chair, the committee Vice Chair shall preside, and in the absence of both the Chair and Vice Chair, a committee member elected by the other committee members then present shall preside, and for that purpose shall have all the powers and is subject to the same rules as the committee Chair.
- 5.8.10 The Corporate Officer shall attend all meetings of the committee and shall ensure that there is a record of the proceedings.
- 5.8.11 The minutes of all meetings of every committee shall be accurately recorded, shall be circulated to the members of the committee prior to the next meeting and after the minutes have received the approval of a majority of the members, shall be signed by the Chair or other person presiding at the meeting or at the next meeting at which the minutes are adopted.
- 5.8.12 A committee shall consider and report to the Board on any and every matter referred to it by the Board or any matter set to a committee agenda. Such report shall be in the form of the minutes of the meetings of the committees as referred to a meeting of the Board, unless special or exigent circumstances dictate that matters may be otherwise brought forward.
- 5.8.13 The order of business for all Closed Meetings of a committee shall be as follows:
- Call to Order
  - Approval of Agenda
  - Approval of Addenda
  - Delegations and Presentations
  - Minutes and Matters Arising
  - New Business
  - Rise and Report
  - Adjournment

## 5.9 Reconsideration of a matter by Committee

- 5.9.1 The committee Chair or a committee member may, at the same meeting, or at the next committee meeting following the original vote, initiate the reconsideration of a matter.
- 5.9.2 A committee shall not reconsider a matter unless the Motion to reconsider the matter has first been considered.
- 5.9.3 If the Motion to reconsider a matter has passed, the matter may be reconsidered at the same meeting, or may be set to the next regular meeting agenda for reconsideration by separate resolution of the committee.
- 5.9.4 A matter may not be reconsidered if the matter has:

- a. had the approval or the assent of the electors and was subsequently adopted by the Board;
- b. already been reconsidered by the Board where the Chair has brought the matter forward for reconsideration; or
- c. been acted on by an officer, employee or agent of the Regional District further to previous Board direction.

5.9.5 On reconsideration of a matter, the committee has the same authority it had in its original consideration of the matter.

5.9.6 On reconsideration of a matter by a committee, if the original decision was to recommend the adoption of a bylaw or a resolution to the Board, and that decision is rejected on reconsideration, the matter will not proceed to the **Board for the Board's further consideration.**

5.9.7 Matters brought forward for reconsideration will be recorded in the committee minutes.

5.9.8 Once a bylaw, resolution, or proceeding has been rejected upon its reconsideration, it shall not be reintroduced to the Board for six (6) months, except with the unanimous consent of the entire Board.

5.9.9 Where a matter has been reconsidered, the committee shall not reconsider the matter again in accordance with Section 4.27.7 and 4.27.8.

## 6) CONFLICT OF LAW

Where this bylaw conflicts with relevant provisions of the *Act*, *Charter* or other enactment, the *Act*, *Charter* or other enactment shall prevail as the case may be.

## 7) SEVERABILITY

If a portion of this bylaw is found invalid by a court, it will be severed and the remainder of the bylaw will remain in effect.

## 8) REPEAL

*Fraser Valley Regional District Board and Committee Procedures Bylaw No. 1600, 2020* and all amendments thereto are hereby repealed.

9) READINGS AND ADOPTION

READ A FIRST TIME THIS                      day of

READ A SECOND TIME THIS                      day of

READ A THIRD TIME THIS                      day of

ADOPTED THIS                      day of

\_\_\_\_\_  
Chair/Vice-Chair

\_\_\_\_\_  
Corporate Officer/Deputy

10) CERTIFICATION

I hereby certify that this is a true and correct copy of *Fraser Valley Regional District Board and Committee Procedures Bylaw No. 1772, 2025* as adopted by the Board of Directors of the Fraser Valley Regional District on

Dated at Chilliwack, B.C. on

\_\_\_\_\_  
Corporate Officer/Deputy