

**COLUMBIA SHUSWAP REGIONAL DISTRICT**

**BYLAW NO. 5840, 2021**

A bylaw to amend the procedure bylaw to authorize electronic meetings and participation

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The Board of Directors of the Columbia Shuswap Regional District enacts as follows:

1. Procedure Bylaw No. 5820, 2020 is amended as follows:
  - a. "Part 2 – Regular Board Meetings" is amended by inserting a new heading and sections after "Time and Location of Board Meetings":

**"Electronic Meetings**

28. Electronic meetings are permitted for regular, special, and Committee meetings, both open and closed portions of the meeting.
  29. The electronic meeting will be conducted in accordance with the procedure bylaw.
  30. Instructions on how to access a meeting electronically will be posted to the CSRD website.
  31. The public may attend to hear, or watch and hear, the proceedings that are open to the public, at the CSRD office in the Boardroom."
- b. "Part 3 – Attendance" is amended by deleting its sections and replacing it with the following:

**"Electronic Participation at Meetings**

42. A Director who is unable to attend a meeting in person may electronically participate provided prior arrangements have been made through communication with the Corporate Officer.
43. Nothing in this bylaw will be construed to guarantee any Director that they will be able to electronically participate in a meeting.
44. Electronic participation will be restricted by equipment and facility capability.
45. Equipment failure or other occurrence that prevents or limits electronic participation will not result in the meeting adjournment unless the failure results in loss of quorum.

### Public Attendance at Meetings

46. A person, other than a Director or an employee of the Regional District, may only address the Board during a meeting if that person is:
- a) providing a report or presentation that has been scheduled on the agenda;
  - b) giving a presentation as an approved delegation; or,
  - c) invited by the Chair. "
- c. "Part 4 – Rules of Conduct and Debate" is amended by deleting:
- "46. If a Director is electronically participating, the Director will verbally address the Chair and wait to be recognized by the Chair."
- And replacing it with the following:
- "48. If a Director is electronically participating and wishes to speak:
- a) If participating by video conferencing, the Director will use the "raise hand" feature and wait to be recognized by the Chair.
  - b) If participating by phone, the Director will verbally address the Chair and wait to be recognized by the Chair."
- d. "Part 5 – Meeting Agenda" is amended by deleting:
- "72. The Corporate Officer will prepare an agenda for each regular meeting, which will:
- a) be as detailed in Section 73 [Order of Business at Board Meetings],
  - b) state the general nature of each item of business to be dealt with at the regular meeting; and,
  - c) make the agenda available at least five (5) days before the meeting."
- And replacing it with the following:
- "74. The Corporate Officer will prepare an agenda for each regular meeting, which will:
- a) be as detailed in Section 75 [Order of Business at Board Meetings],
  - b) state the general nature of each item of business to be dealt with at the regular meeting; and,
  - c) make the agenda available at least five (5) days before the meeting."
- e. "Part 5 – Meeting Agenda" is amended by deleting:
- "79. By a two-thirds majority, the Board may resolve to waive compliance with Sections 77 and 78."
- And replacing it with the following:
- "81. By a two-thirds majority, the Board may resolve to waive compliance with Sections 79 and 80."

- f. "Part 6 – Notices" is amended by adding a new heading and section after "Notice of Committee Meetings" as follows:

**"Notice of Electronic Meetings"**

- 89. Notice of the electronic meeting will be given at the same time as the regular notice of meeting."

- g. By renumbering all the sections in sequential order to reflect the new sections.

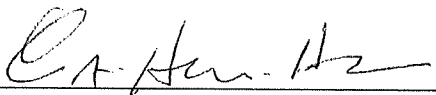
2. This bylaw may be cited as "Procedure Amendment Bylaw No. 5840, 2021".

READ a first time this 21<sup>st</sup> day of October, 2021.

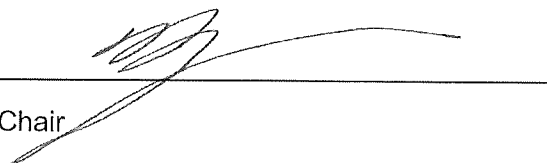
READ a second time this 21<sup>st</sup> day of October, 2021.

READ a third time this 21<sup>st</sup> day of October, 2021.

ADOPTED this 21<sup>st</sup> day of October, 2021.



Corporate Officer



Chair