



Notice of Meeting and Meeting Agenda Governance Committee

Wednesday, April 6, 2022

9:30 AM

6th Floor Boardroom
625 Fisgard St.
Victoria, BC V8W 1R7

K. Murdoch (Chair), R. Windsor (Vice Chair), S. Brice, B. Desjardins, B. Isitt, R. Martin,
C. McNeil-Smith, J. Ranns, M. Tait, G. Young, C. Plant (Board Chair, ex officio)

The Capital Regional District strives to be a place where inclusion is paramount and all people are treated with dignity. We pledge to make our meetings a place where all feel welcome and respected.

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes

3.1. [22-232](#) Minutes of the February 2, 2022 Governance Committee Meeting

Recommendation: That the minutes of the Governance Committee meeting of February 2, 2022 be adopted as circulated.

Attachments: [Minutes – February 2, 2022](#)

4. Chair's Remarks

5. Presentations/Delegations

The public are welcome to attend CRD Board meetings in-person.

Delegations will have the option to participate electronically. Please complete the online application for "Addressing the Board" on our website and staff will respond with details.

Alternatively, you may email your comments on an agenda item to the CRD Board at crdboard@crd.bc.ca.

6. Committee Business

6.1. [22-229](#) 2022 General Local Election - Appointment of Chief Election Officer and the Deputy Chief Election Officers

Recommendation: The Governance Committee recommends to the Capital Regional District Board:

1. That pursuant to Section 58 of the Local Government Act, the Board appoint Kristen M. Morley as Chief Election Officer with the power to appoint such other assistance as may be required for the administration and conduct of the 2022 General Local Elections; and
2. That the Board appoint Marlene Lagoa, Kerry Fedosenko, Anthony Kennedy, and Anne Burdett as Deputy Chief Election Officers.

Attachments: [Staff Report: 2022 General Local Election - Appointment of CEO and DCEOs](#)

6.2. [22-231](#) Best Practices Guide for Meetings

Recommendation: The Governance Committee recommends to the Capital Regional District Board:

1. That the CRD Best Practices Guide for Meetings be approved; and,
2. That training on the CRD Best Practices Guide for Meetings be incorporated into the orientation of Directors on meeting procedures following the 2022 General Local Election.

Attachments: [Staff Report: Best Practices Guide for Meetings](#)
 [Appendix A: Best Practices Guide for Meetings](#)

6.3. [22-233](#) Verbal Update - Correspondence received from District of Central Saanich, dated March 11, 2022 re: Withdrawal from Victoria Family Court and Youth Justice Committee and Service

Recommendation: There is no recommendation. This verbal update is for information only.

Attachments: [Correspondence: Letter from C. Saanich re: Withdrawal from YFCYJC Service](#)

7. Motions with Notice

7.1. [22-130](#) Motion with Notice: Notice of Motion Procedure (Directors Taylor, Isitt, and Loveday)

Recommendation: That the Governance Committee recommend to the Capital Regional District Board that: Staff be directed to report back with options for amending the procedures bylaw to reduce the time delay present within the current notice of motion process, with options for a notice period that does not exceed 14 days.

7.2. [22-131](#) Motion with Notice: CRD Appointees to External Boards (Director Plant)

Recommendation: Whereas the Capital Regional District (CRD) appoints both Board Members and members of the public to external organizations as appointees and representatives and nominees,
And whereas the CRD currently has no policy or guidelines to provide direction and/or guidance to external appointees in their work representing the CRD,
Be it resolved that staff report back to the Governance Committee with recommendations for a policy and/or guidelines to assist the board in providing direction and/or guidance to both Board Members and members of the public serving in external positions on behalf of the Capital Regional District.

8. New Business

9. Adjournment

The next meeting is June 1, 2022.

To ensure quorum, please advise Jessica Dorman (jdorman@crd.bc.ca) if you or your alternate cannot attend.

Meeting Minutes

Governance Committee

Wednesday, February 2, 2022

9:30 AM

6th Floor Boardroom
625 Fisgard St.
Victoria, BC V8W 1R7

PRESENT

Directors: K. Murdoch (Chair) (EP), R. Windsor (Vice Chair), J. Brownoff (for S. Brice) (EP), B. Desjardins (EP), B. Isitt (10:00 am)(EP), R. Martin (EP), C. McNeil-Smith (EP), J. Ranns (9:32 am) (EP), M. Tait (EP), G. Young (EP), C. Plant (Board Chair, ex officio) (EP)

Staff: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; K. Morley, General Manager, Corporate Services; S. Byrch, Manager, Information Services; S. Carey, Manager of Legal Services; M. Lagoa, Deputy Corporate Officer; J. Dorman, Committee Clerk, T. Pillipow, Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Director S. Brice

The meeting was called to order at 9:30 am.

1. Territorial Acknowledgement

Acting Chair Windsor provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Desjardins, **SECONDED** by Director Murdoch,
That the agenda for the February 2, 2022 Governance Committee meeting be approved.
CARRIED

3. Adoption of Minutes

3.1. [22-065](#) Minutes of the December 1, 2021 Governance Committee Meeting

MOVED by Director Murdoch, **SECONDED** by Director Young,
That the minutes of the Governance Committee meeting of December 1, 2021 be adopted as circulated.
CARRIED

4. Chair's Remarks

There were no Chair's remarks.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

6.1. [22-078](#) 2022 Governance Committee Terms of Reference

K. Morley spoke to Item 6.1.

**MOVED by Director Desjardins, SECONDED by Director Murdoch,
That the Governance Committee receive the 2022 Terms of Reference attached at
Appendix A.
CARRIED**

6.2. [21-642](#) Capital Regional District Board Policy on Regional Grants-in-Aid

N. Chan spoke to Item 6.2.

Discussion ensued on the following:

- the merit of regional grants in aid
- discussion on levying of funds from a single jurisdiction or electoral area

**MOVED by Director Desjardins, SECONDED by Director Murdoch,
The Governance Committee recommends to the Capital Regional District Board:
That the Capital Regional District Board Policy on Regional Grants-in-Aid report
be received for information.
CARRIED**

Motion Arising:

**MOVED by Director Young, SECONDED by Director McNeil-Smith,
The Governance Committee recommends to the Capital Regional District Board:
That the policy of Grants-in-Aid levied only against the taxpayers of an individual
municipality be removed, and the option of Grants-in-Aid for individual electoral
areas be retained.
CARRIED**

6.3. [22-094](#) Cost Recovery Options and Cost Allocations for Freedom of Information (FOI) Requests

K. Morley spoke to Item 6.3.

Discussion ensued on the following:

- the impact to staff workloads due to the shift of responsibility
- whether other districts or municipalities have implemented this fee
- the regulated maximum fee
- the goals of implementing the fee

MOVED by Director Ranns, SECONDED by Director Young,

The Governance Committee recommends to the Capital Regional District Board:

1. That staff be directed to amend Bylaw No. 3945, "Freedom of Information and Protection of Privacy" to include a \$10 application fee for general FOI requests in accordance with the Freedom of Information and Protection of Privacy Act and the Freedom of Information and Protection of Privacy Regulation.

DEFEATED

OPPOSED: Isitt, McNeil-Smith, Martin, Murdoch, Plant, Tait

MOVED by Director Murdoch, SECONDED by Director Plant,

The Governance Committee recommends to the Capital Regional District Board:

- 2. That staff be directed to further investigate and establish appropriate categories of building and property records which are available to the public without a FOI request in accordance with section 71 of the Freedom of Information and Protection of Privacy Act and the Copyright Act, including setting prescribed fees for providing copies of available records; and,**
- 3. That staff report back with proposed amendments to Bylaw No. 3741, "Building Regulation Bylaw No. 5, 2010" to include a list of routinely available records and their associated fees.**

CARRIED

6.4. [22-095](#) Bylaw No. 4479 - "Delegations Amendment to Board Procedures Bylaw"

K. Morley spoke to Item 6.4.

Discussion ensued on the reason for omission of delegations bringing written submissions for distribution to committee members at time of appearance.

MOVED by Director Plant, SECONDED by Director Desjardins,

The Governance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4479, "Capital Regional District Board Procedures Bylaw, 2012, Amendment Bylaw No. 12, 2022" be introduced and read a first, second and third time.

2. That Bylaw No. 4479 be adopted.

CARRIED

OPPOSED: Isitt

6.5. [22-097](#) Bylaw No. 4453 - "Victoria Family Court and Youth Justice Committee
Commission Bylaw No. 1, 2022"

S. Carey spoke to Item 6.5.

Discussion ensued on the following:

- the funding source that provides the annual grant to this committee
- ensuring the majority of members are qualified individuals as laid out in section 5 of the bylaw
- procedure to withdraw from this service
- appreciation of staff for the work they've done
- who supports the Victoria Family Court and Youth Justice Committee Commission's (VFCYJCC) website
- the importance of the work done by the VFCYJCC

Director Plant left the meeting at 10:24 am.

Director Martin left the meeting at 10:42 am.

**MOVED by Director McNeil-Smith, SECONDED by Director Desjardins,
The Governance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4453, "Victoria Family Court and Youth Justice Committee
Commission Bylaw No. 1, 2022", be introduced and read a first, second, and third
time.**

2. That Bylaw No. 4453 be adopted.

3. That staff be directed to advise service participants of Bylaw No. 4453.

CARRIED

OPPOSED: Isitt

7. Notice(s) of Motion

7.1. Notice of Motion (Directors Taylor, Isitt and Loveday)

Director Isitt provided the following Notice of Motion for consideration at the next meeting of the Governance Committee:

That the Governance Committee recommend to the Capital Regional District Board:

That staff be directed to report back with options for amending the procedures bylaw to reduce the time delay present within the current notice of motion process, with options for a notice period that does not exceed 14 days.

7.2. Notice of Motion (Director Plant)

Director Windsor on behalf of Director Plant, provided the following Notice of Motion for consideration at the next meeting of the Governance Committee:

Whereas the Capital Regional District (CRD) appoints both Board Members and members of the public to external organizations as appointees and representatives and nominees,

And whereas the CRD currently has no policy or guidelines to provide direction and/or guidance to external appointees in their work representing the CRD,

Be it resolved that staff report back to the Governance Committee with recommendations for a policy and/or guidelines to assist the board in providing direction and/or guidance to both Board Members and members of the public serving in external positions on behalf of the Capital Regional District.

8. New Business

There was no new business.

9. Adjournment

**MOVED by Director Murdoch, SECONDED by Director Tait,
That the February 2, 2022 Governance Committee meeting be adjourned at 10:50
am.**

CARRIED

CHAIR

RECORDER

**REPORT TO GOVERNANCE COMMITTEE
MEETING OF WEDNESDAY, APRIL 06, 2022**

SUBJECT **2022 General Local Election – Appointment of Chief Election Officer and the Deputy Chief Election Officers**

ISSUE SUMMARY

To appoint a Chief Election Officer and Deputy Chief Election Officers for the purposes of conducting the upcoming 2022 General Local Elections.

BACKGROUND

The CRD conducts elections in the three Electoral Areas (EA) for EA Directors. In addition, the CRD conducts elections in the EAs on behalf of the Islands Trust and School Districts for Islands Trust Trustees and School District Trustees.

Section 58 of the *Local Government Act* requires a local government to appoint a Chief Election Officer and Deputy Chief Election Officer for the purposes of conducting the upcoming 2022 General Local Election set for Saturday, October 15, 2022. The Chief Election Officer must then appoint election officials required for the administration and conduct of the election, and undertake all the statutory duties set out in the *Local Government Act*.

Pursuant to the *Local Elections Campaign Financing Act* and the *Local Government Act*, local governments and Elections BC share responsibility for local elections. Local governments administer elections and set voting opportunity dates, times and places; accept nomination documents; count ballots; announce election results; and follow a process to determine the successful candidate in the event of election ties. Elections BC administers, investigates and enforces the campaign finance disclosure and election advertising rules.

ALTERNATIVES

Alternative 1

The Governance Committee recommends to the Capital Regional District Board:

1. That pursuant to Section 58 of the *Local Government Act*, the Board appoint Kristen M. Morley as Chief Election Officer with the power to appoint such other assistance as may be required for the administration and conduct of the 2022 General Local Elections; and
2. That the Board appoint Marlene Lagoa, Kerry Fedosenko, Anthony Kennedy, and Anne Burdett as Deputy Chief Election Officers.

Alternative 2

That the Governance Committee recommend the Board consider alternate appointments to the Chief Election Officer and Deputy Chief Election Officer positions.

IMPLICATIONS

A general local election cannot be conducted without the appointment of a Chief Election Officer and at least one Deputy Chief Election Officer. Given the geographic disparity of the three Electoral Areas and our conduct of the election on behalf of the Islands Trust and School Districts #61, #62, #63 and #64 more than one Deputy Chief Election Officer is required to assist with the elections. CRD coordinates and staffs more than 19 polling locations for advance and general voting. Unlike municipal elections which typically have all nominees on one ballot, CRD elections require more than 15 different forms of ballot to reflect the different races in each region or sub-regional area, including: 3 races for EA director; 6 races for Island Trustee; 10 races for School District Trustee; 3 races for the Advisory Planning Commission; and 2 races for the Land Use Committee. In addition, staff anticipate 2 referendum questions will proceed in the SGI and SSI EAs.

CONCLUSION

Preparations are currently underway for the 2022 General Local Election. Appointment of the election officer positions is required and necessary to provide staff and contractors with the proper authority for the successful administration of the election.

RECOMMENDATION

The Governance Committee recommends to the Capital Regional District Board:

1. That pursuant to Section 58 of the *Local Government Act*, the Board appoint Kristen M. Morley as Chief Election Officer with the power to appoint such other assistance as may be required for the administration and conduct of the 2022 General Local Elections; and
2. That the Board appoint Marlene Lagoa, Kerry Fedosenko, Anthony Kennedy, and Anne Burdett as Deputy Chief Election Officers.

Submitted by:	Marlene Lagoa, MPA, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

**REPORT TO GOVERNANCE COMMITTEE
MEETING OF WEDNESDAY, APRIL 06, 2022**

SUBJECT **Best Practices Guide for Meetings**

ISSUE SUMMARY

A Best Practices Guide for Meetings has been prepared in response to the Board's direction for staff to prepare guidelines to supplement the Board Procedures Bylaw and better facilitate discussion at Board and Committee meetings.

BACKGROUND

In November 2020, the Capital Regional District (CRD) Board asked staff to develop a policy to guide discussion at Board and Committee meetings. That direction came out of a notice of motion over concern that Directors were moving motions, making amendments, asking questions and offering discussion in a somewhat disorganized fashion leading to confusion.

The Governance Committee considered subsequent reports to help refine the topic areas that required additional guidance and to determine the best mechanism to do so, including consideration of bylaw amendments, new policy, or guidelines. On October 13, 2021, the CRD Board endorsed the Governance Committee's recommendation that staff report back, through the Governance Committee, with a best practices guide for meetings. A draft of the CRD Best Practices Guide for Meetings is attached to this report as Appendix A.

ALTERNATIVES

Alternative 1

The Governance Committee recommends to the Capital Regional District Board:

1. That the CRD Best Practices Guide for Meetings be approved; and,
2. That training on the CRD Best Practices Guide for Meetings be incorporated into the orientation of Directors on meeting procedures following the 2022 General Local Election.

Alternative 2

That this report be referred back to staff.

IMPLICATIONS

Governance Implications

The Best Practices Guide for Meetings supplements the meeting procedures already prescribed under the *Local Government Act*, *Community Charter* and the *Board Procedures Bylaw*. The guide addresses the concerns raised in the original notice of motion by outlining the best practice for processing motions, amendments to motions, and the moving of recommendations at Committee and Board meetings. The secondary purpose of the guide is to highlight the unique rules contained within the *Board Procedures Bylaw* and fill-in the gaps where the bylaw is silent and Robert's Rules of Order would apply.

Many of the recommendations included in the Guide are practices that have already been informally implemented by the Board and Committee Chairs, such as canvassing for questions on a motion before comments and debate, or providing the written text of an amendment or motion arising for display on the projector screen prior to voting. Other recommendations, like not requiring a motion on information reports, will require a slight shift in how staff draft recommendations and in how the Chair moves the meeting forward on conclusion of discussion of the item.

With continued electronic participation by Directors, the Guide includes direction on best practices for electronic meeting attendance, including conducting a verbal roll call and having video turned on during the meeting session. While this provides some guidance, there may be a need for more formal direction if the Board wishes to continue having hybrid electronic/in-person meetings. Some jurisdictions have recently taken steps to formalize rules for electronic attendance in their procedure bylaw or in policy, which staff may consider bringing forward in future.

CONCLUSION

The Capital Regional District Board asked staff to develop guidelines that would provide the best practice for the moving of motions and handling of questions and debate at the Board and its Standing Committees. The Best Practices Guide for Meetings supplements the meeting procedures already prescribed under the *Local Government Act*, *Community Charter* and the *Board Procedures Bylaw*, in addition to filling the gaps when Robert's Rules of Order apply.

RECOMMENDATION

The Governance Committee recommends to the Capital Regional District Board:

1. That the CRD Best Practices Guide for Meetings be approved; and,
2. That training on the CRD Best Practices Guide for Meetings be incorporated into the orientation of Directors following the 2022 General Local Election.

Submitted by:	Marlene Lagoa, MPA, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

Appendix A: CRD Best Practices Guide for Meetings

BEST PRACTICES GUIDE FOR MEETINGS

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Principles of Parliamentary Procedure

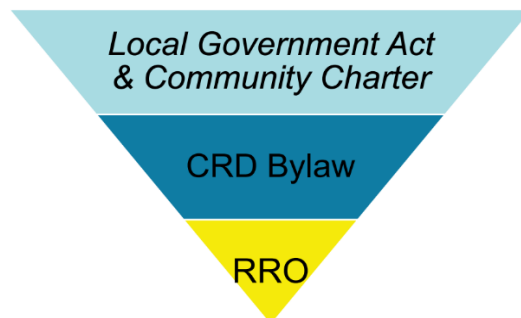
1. **Organization:** organization is first, no individual decision-making
2. **Fairness:** equal rights for all Members
3. **Quorum:** minimum number of voting Members required to do business
4. **Singularity:** only one motion and one speaker at a time
5. **Debate:** allow for full discussion before voting on any proposal
6. **Professionalism:** speak through the Chair not to an individual person
7. **Democracy:** Majority has the right to rule
8. **Inclusion:** Minority has a right for their voice(s) to be heard
9. **Silence:** is considered consent to allow others to make decision
10. **Defeated Motions:** limitations on when a decision may be presented again

Responsible Conduct of Elected Officials

The foundational principles of responsible conduct of local government elected officials are integrity, accountability, respect, leadership and collaboration. For more information, please visit the Province of British Columbia's webpage - [Responsible conduct of locally elected officials](#).

The CRD Procedures Bylaw, more specifically, addresses the conduct of Members when speaking at a meeting such as addressing the Chair, using respectful language, and speaking only in connection to the matter being debated.

Parliamentary Procedure Hierarchy in Local Governments



1.0 Types of Main Motions

Under Robert's Rules of Order ("RRO"), the main motion is a motion whose introduction brings business before an assembly for a decision. The CRD Board makes decisions by passing motions, also known as resolutions, to take a specified action.

Members of the CRD Board may move one of the following types of main motions:

- **Main Motion:** the recommended or alternative motion in a staff report, or the recommendation from a Committee.
- **Motion Arising:** a new motion asking that further action be taken on the business matter being considered.
- **Notice of Motion:** a motion to bring new business before the Board for consideration at a future meeting. The CRD Procedures Bylaw ("Procedures Bylaw" or "Bylaw") allows for same day consideration in very limited situations.

1.1 Main Motion

The CRD practice is to move the recommendation published on the meeting agenda. Recommendations most often originate from the staff report on the meeting agenda. If the report has been to Committee, the Committee may endorse the staff recommendation or submit an amended or different recommendation for the Board's consideration. The staff recommendation is only a recommendation. It is in the purview of the Board, and its Standing Committees, to either:

- a) move the recommendation [from Committee or staff] as published on the agenda; or
- b) move one of the alternatives in the report; or
- c) if there is no interest in the presented options, move a new alternative motion.

The challenge with moving a new alternative motion is determining whether it is feasible and within the scope of possibilities of the regional district from a regulatory and operational lens. The Chair should confirm with staff that the new recommendation is feasible.

Best Practice: All new recommendations are provided in writing to the Corporate Officer (or Deputy).

Best Practice: Where a new recommendation is of major import, staff be directed to report back on implications of the decision before the Members endorse the main motion.

A common challenge for Members is being able to differentiate whether the motion they wish to put forward is an amendment to the main motion, a new motion that is arising from business matters before the Board, or a notice of motion to consider taking on a new action.

The Chair makes the ruling on whether a motion is an amendment, a motion arising, or a notice of motion. If a Member disagree with the Chair's ruling they may raise a point of order. If the

Chair rules the motion is in order, the Member may appeal the Chair's decisions. For more information, refer to the section in this guide on "*Point of Order*" and "*Appeal the Decision of the Chair*".

1.2 Motion Arising

The Board's practice has been to treat motions arising as a stand-alone motion calling for an additional action to complement the main motion before the Board.

Best Practice: Motions arising are voted on separately once the main motion is voted on.

Best Practice: All motions arising are provided in writing to the Corporate Officer (or Deputy) to be visually displayed during debate and voting.

1.3 Notice of Motion

Members may bring forward a new matter for the Board's decision through a notice of motion process in accordance with section 22(6) and (7) of the Procedures Bylaw. The procedure requires that notice be read in at a meeting and provided in writing to staff for the minutes. The motion with notice is then published on the next agenda for discussion and voting.

Best Practice: The Procedures Bylaw provides the Chair with the ability to refer the Notice of Motion to another body if the Chair believes it would be better dealt with in that way.

The notice of motion procedure supports collaborative and transparent governance by providing:

- Directors sufficient time to give thought to the matter and prepare for a fulsome discussion at a future meeting;
- notice that the matter will be discussed on the published agenda; and
- providing an opportunity for the public to provide comments before a decision is made.

1.4 Same Day Consideration

The Procedures Bylaw provides an exception for same day consideration with a 2/3 affirmative vote provided that there is an urgent deadline, the issue is of minor organizational impact, or to support the position of a member local government.

For more information, see Appendix B: Notice of Motion Process (Flowchart).

Table 1.1: Procedure for Notice of Motion/Motion with Notice vs. Same Day Consideration

Notice of Motion (Meeting #1)	Motion with Notice (Meeting #2)	Same Day Consideration
No motion required	Mover and seconder required	2 motions required
Read motion into the record	Motion published on agenda	Move same day consideration If successful, move Motion
Notice recorded in Minutes	Vote recorded in Minutes	Vote(s) recorded in Minutes
No vote	Majority Vote	2/3 vote on Consideration Majority on Motion

2.0 Amendments

All types of main motions may be amended once they have been moved, seconded and are put before the assembly for consideration.

Amendments:

- only one amendment to the main motion at a time
- maximum of one further amendment to an amendment (for a total of 2 max)
- each amendment is voted on separately
- if successful, requires that a vote be taken on the main motion as amended

Best Practice: That amendments be strictly relevant to the main motion and not alter in a material way or be contrary in principle.

Best Practice: The proposed amendment is necessary to support the main motion.

Please note, it is not proper procedure to amend a motion to “grant funds” by inserting a negative word in order to change the intent of the motion to “not” granting those funds. The proper procedure is to vote down the main motion.

Best Practice: That significant amendments be provided in writing to the Corporate Officer (or Deputy) to be visually displayed when debating and voting.

Table 2.1: Types of Main Motions vs. Amendment

Motion Type <i>(Procedures Bylaw)</i>	Example(s)
Main Motion/ Recommendation s. 22(1)	<i>That the Governance Committee recommends to the CRD Board:</i> That staff be directed to conduct public engagement on the proposed design for...
Amendment s. 22(4)	That the motion be amended by adding the following after “public engagement”: “including online and in-person opportunities”
Motion Arising s. 22(5)	<ul style="list-style-type: none"> • That the report be forwarded to municipal councils for information... • That the Board Chair send a letter to the Minister of Municipal Affairs... • That staff provide supplementary information when the report is presented to the Board.
Notice of Motion s.22(6) & 22(7)	That staff be directed to report back through the Governance Committee on options to address

Table 2.2: Amendment Examples

		<i>Example(s)</i>
Main Motion		<i>That the CRD host a public celebration for Canada Day in Centennial Square.</i>
Primary Amendment(s)		<i>That the motion be amended by...</i>
Example A	✓	inserting “and invite City of Victoria to participate” after the words “Centennial Square”
Example B	✓	inserting “with outreach booths, food trucks, and live entertainment” after the words “public celebration”
Example C	✓	striking “Centennial Square” and inserting “Elk/Beaver Lake Regional Park”
Example D	✗	inserting “not consider” before the word “host” [Changes intent of the motion] <i>BP: Vote against the main motion</i>
Example E	✗	striking “Canada Day” and inserting “BC Day” [Alters main motion in a material way] <i>BP: Vote against the main motion</i> <i>BP: Serve Notice of Motion for new event</i>
Example F	✗	Inserting “That the number of attendees be tracked and used to evaluate the success of the event.” [Not directly related to the decision of whether or not to host the event] <i>BP: Move as a Motion Arising if the main motion is carried</i>
Secondary Amendment(s)		<u>Primary Amendment using Example B</u> inserting “ <i>with outreach booths, food trucks, and live entertainment</i> ” after the words “ <i>public celebration</i> ”
Example G	✓	<i>That the motion be FURTHER amended by...</i> inserting “and that free cake be served” after the words “live entertainment”
Example H	✗	<i>That the motion be FURTHER amended by...</i> inserting “from 12 noon to 6 pm” after the words “live entertainment” [Not directly related to amending wording of the amendment on the floor] <i>BP: Wait until current amendment is voted on before moving another amendment</i>

3.0 Moving of Recommendation(s)

In practice, a Member may move the recommendation (from staff report or Committee); or one of the alternatives presented in the report; or move a different motion which they should provide in writing at the meeting.

The first time a report is presented, the Chair may allow Members to move the staff recommendation before any alternative motions or amendments can be raised. This would allow for a fulsome discussion on the staff recommended course of action before discussion is redirected to alternatives.

Best Practice: That the Standing Committee Chair first recognize a Member that wishes to move the recommendation in the staff report before considering other alternatives.

When applied at Board, Members should be made aware of the context of any amendments made at Committee to ensure Committee input is presented before the Board's consideration of the issue. To accomplish this, a note is published on the Board agenda highlighting any changes to the staff recommendation at Committee. The recommendation published on the Board agenda will be the recommendation from the Committee.

Best Practice: That the Board Chair first recognize the Standing Committee Chair to move the recommendation from Committee.

<i>3.1 MOTION PROCESSING AT COMMITTEE (or when a report is direct to Board)</i>
<ol style="list-style-type: none"> 1. First the Chair seeks questions from Members on the report before a motion is put forward. 2. The Chair recognizes a Mover and Secunder on the staff recommendation. 3. If there is no interest in moving the staff recommendation, the Chair recognizes a Mover and Secunder on one of the Alternatives in the staff report. 4. If there is no Mover or Secunder for the recommendation or alternatives presented in the staff report, the Chair recognizes a Member who wishes to Move a new motion arising that is directly related to the report subject matter and issue. 5. Comments are only permitted once a motion has been put on the floor for debate.

<i>3.2 MOTION PROCESSING AT BOARD (when a report has been to Committee)</i>
<ol style="list-style-type: none"> 1. The Board Chair recognizes the Committee Chair to move the Committee recommendation as published on the agenda. 2. Questions and comments are permitted once the motion has been put on the floor for debate.

3.3 Receive for Information

Historically, the staff reports to the Board have included a recommendation to “*Receive for Information*” when no decision is required.

The recommendation is to move away from the practice to “*Receive for Information*” for the following reasons:

- Report was received when it was published on the meeting agenda
- Passing a motion to receive does not endorse the taking of any specific action
- If defeated, the report was already received at the approval of the agenda

Staff have identified a need to update staff report recommendation practices to move away from a recommendation to “*Receive for Information*”. Instead, staff reports will include a statement under recommendation stating that, “***There is no recommendation. This report is for information only.***”

If there is further action being taken by staff, for example, the development of a plan, the recommendation would be more appropriate as, “*That staff proceed with community consultation on the draft plan.*”

Best Practice: For information reports, Chair invites staff to present the report and address any question. At the conclusion of the question period, the Chair announces the completion of the agenda item and introduces the next item.

4.0 Delaying the Vote on a Motion

4.1 Postpone Indefinitely vs. Objection to the Consideration of the Question

To drop the main motion without a direct vote is the motion to “*postpone indefinitely*”. Only before debate has commenced can an “*objection to the consideration of the question be raised*”.

4.2 Table

A common misconception is that tabling a motion puts the matter off to another day or kills the motion. In both cases, this is an improper use of the motion in RRO “*to lay on the table*” or simply to “*table*”. To table is to temporarily pause consideration of a matter in order to address a more urgent matter before returning to pending question in the same meeting.

4.3 Postpone to a Certain Time

Unlike a motion to lay on the table, the motion to “*postpone to a certain time*” must specify the period of time (e.g. next meeting).

4.4 Refer

If the Board is seeking advice from a Committee, the proper motion is to “*refer*” the business matter to the Committee, along with any directions, and ask that they report back.

4.5 Referrals to Other Standing Committees

Section 26(3) of the Procedures Bylaw states that a Board Standing Committee will carry out any matter referred by the Board or the Chair of the Board. The role of the Standing Committee is not to delegate referrals to other Standing Committees. The challenge with sending a matter to multiple Committees is the possibility of contradictory recommendations from two Committees converging on the Board agenda.

Best Practice: Standing Committees should not refer items to other Standing Committees without Board approval, except for service planning reports advancing to Committee of the Whole.

Please note, recommendations of referrals to additional Committees would take up to two months to proceed through Committee to Board, to another Committee, and back to board for final consideration.

Table 4.1: Motions to Delay Consideration of a Matter

Motion	Script	Effect	When to Use
Objection to the Consideration of the Question – <i>before debate</i>	<i>“I object to the consideration of the question.”</i>	<ul style="list-style-type: none"> To drop [defeat] the main motion without debate Two-thirds vote 	<ul style="list-style-type: none"> To stop discussion on an undesirable matter When consideration of a matter is not the best use of time To avoid debate and vote on an undiplomatic matter
Postpone Indefinitely – <i>after debate begins</i>	<i>“I move to postpone the question indefinitely.”</i>	<ul style="list-style-type: none"> To drop [defeat] the main motion without a direct vote Motion will not be considered for six months, except with the unanimous consent of the Board (<i>Procedures Bylaw</i>) Majority vote 	<ul style="list-style-type: none"> To avoid a vote on an undiplomatic matter
Postpone to a Certain Time	<i>“I move to postpone the question until ...”</i>	<ul style="list-style-type: none"> Delay a vote on a matter until a future meeting Majority vote 	<ul style="list-style-type: none"> When more information is indirectly forthcoming (e.g. Provincial announcement) Invite a guest presenter Following a decision to be made in the future
Table	<i>“I move that we table this question until ...”</i>	<ul style="list-style-type: none"> Delay further consideration of a matter until a later time in a meeting Majority vote 	<ul style="list-style-type: none"> When emerging business matters on the agenda needs to be addressed immediately Accommodate a guest presenter (i.e. solicitor) Make a decision on another agenda item which will impact the pending question.
Refer	<i>“I move to refer the matter to ...”</i>	<ul style="list-style-type: none"> Delay a vote until a recommendation is received. Majority vote 	<ul style="list-style-type: none"> When an expert opinion on a matter is favourable.

5.0 Limiting or Extending Time Limits

5.1 Time Limits in Procedures Bylaw

The Procedures Bylaw does not set an overall time limit for debate on each question, instead it has limits on the speaking times for Members. In addition, the Procedures Bylaw includes a number of time limits and specifies that extension to the prescribed times may be done by majority or two-thirds vote as outlined in the below Table. As the Procedures Bylaw is silent on limiting of time, the RRO will apply with any time limitations requiring a two-thirds vote.

Best Practice: A motion to reduce meeting limits will require a two-thirds vote.

Table 5.1: Time Limits in Procedures Bylaws

Bylaw Section	Subject	Maximum Time	Vote to Extend Time	Related Notes
6.1	Meeting	3 Hours	Majority	<i>Based on scheduled start time</i>
13(1)	Delegation	3 Minutes	Two-Thirds	<i>Late Delegation = unanimous vote</i>
14(3)	Presentation	10 Minutes	Majority	-
24(7)	First Time Speaker	15 Minutes	Majority	-
24(8)	Second Time Speaker – with time remaining	Remaining Time	Majority	-
24(8)	Second Time Speaker – spoken for 15 minutes	5 Minutes	Two-Thirds	<i>Vote required before speaking</i>

5.2 Closing Debate

The Procedures Bylaw gives the Chair the discretion to announce the closure of debate and the putting of a question to a vote.

5.3 Previous Question

The Procedures Bylaw states that a motion to adjourn the debate will always be in order regardless if there are Members wishing to speak. Under RRO, the motion to immediately close debate and vote without the making of new subsidiary motions is referred to as the “*Previous Question*”. The motion can only be made when the speaker has the floor, requires a seconder, is not amendable or debatable, and requires a two-thirds vote.

Best Practice: In accordance with RRO, moving the “previous question” is not allowed in Committee to facilitate fulsome discussion of agenda items.

6.0 Emerging Issues and Questions

6.1 Point of Order

A point of order must be raised immediately when a Member believes that the rules of order are being violated and wish for the Chair to enforce the rules or make a ruling. A point of order does not require a seconder and can interrupt another Member who is speaking.

Point of Order Examples:

- limiting comments to the motion on the floor
- prioritizing first time speakers
- objecting to the validity of a motion or amendment

A point of order is often confused with the motions raising a questions of privilege, parliamentary inquiry, and point of information.

6.2 Question of Privilege

Raising a “*Question of Privilege*” is allowed to interrupt the pending business to state an urgent request or motion if a Member or the Board’s rights or privilege are being affected.

Question of Privilege Examples:

- interfering noise
- malfunctioning audio-visual equipment
- discussion of confidential subject matters in an open meeting
- request visual display of a motion

6.3 Parliamentary Inquiry

A parliamentary inquiry is made when a Member has a question about the rules and how they apply to the current proceeding or to something that the Member would like to propose. Unlike a Point of Order, a Member may only interrupt a speaker if the question requires immediate attention such as before the calling of a question.

Parliamentary Inquiry Examples:

- to clarify the question that is being put to a vote
- confirming the voting threshold needed for a motion to be carried
- the result of a vote

6.4 Point of Information

A request for information, commonly referred to as “*point of information*”, is very similar to a parliamentary inquiry. A request for information is to ask a non-procedural question on the facts of business matter before the Board. The question must be directed to the Chair who will then direct the request to the appropriate individual to respond.

Point of Information Examples:

- the budget for the matter under consideration
- the previous time a decision was made on the same matter
- the timing of other decisions that may impact the current matter under consideration

Best Practice: The Chair opens the floor for questions before seeking movers and opening a matter for debate to hear comments.

For clarity, having a question period before moving a motion or opening the floor for debate does not negate the ability for Members to raise more questions during the course of debate.

7.0 Reconsideration

7.1 Appeal the Decision of the Chair

In addition to preserving order and professional conduct during a meeting, the role of the Chair is to rule on all points of order. Once a Member has interjected with “*Point of Order*”, the Chair will recognize the Member to hear their point of order. The Chair will then state the reason they agree or disagree with the point of order by continuing with the current process or correcting it.

Any Member may appeal a decision of the Chair if they do not agree with the Chair’s ruling. In accordance with the Procedures Bylaw, an appeal will be dealt with forthright and without debate by the Chair putting the question, “*Shall the Chair be sustained?*”. The Chair is excluded on the vote on sustaining the Chair and requires a simple majority of 50% to be successful.

7.2 Reconsideration of a Previous Decision

In rare cases, new information on the facts of a matter come to light after a decision has been made by the Board. In accordance with the Procedures Bylaw, only the Chair may initiate a reconsideration by the next regular meeting, if the decision has not already been acted on.

Best Practice: The Chair must state the reason for reconsideration and after moving the motion advise on any recommended amendments.

Table 7.1: Reconsideration Process for CRD, Regional Districts and Municipal Councils

Board Procedures Bylaw	Local Government Act	Community Charter
Section 23	Section 217	Section 131
Chair is only Member who may initiate reconsideration	Chair initiated at same meeting or at next regular meeting	Mayor initiated at same meeting or within 30 days
Limited to matters that have not been acted on		
Conditions that applied to original decision apply to its rejection (i.e. notice and voting threshold)		

7.3 Withdrawal of a Motion

From time to time, the mover of a motion may change their mind once they hear from other speakers on the matter. Under RRO, after a motion has been stated by the Chair and debate opens the motion belongs to the assembly. If it appears that a decision on the matter is not a good use of the assembly’s time, the mover may request of the Chair that the motion be withdrawn.

Best Practice: When a mover requests withdrawal of a motion, the Chair will confirm there is unanimous consent from the assembly for the motion to be withdrawn. Withdrawn motions and debate are not recorded in the minutes.

8.0 Electronic Meetings

8.1 Attendance

In accordance with Procedures Bylaw, the Chair, Vice Chair, or presiding Member, must be physically in attendance at the meeting location provided in the Notice of the Meeting.

Attendance will be taken when there is a Member participating electronically to ensure that the Member can hear the meeting and be heard.

Best Practice: After calling the meeting to order, the Chair calls upon the Members participating electronically to vocalize their attendance, then the Chair introduces the Members present in the room.

Best Practice: A Member participating electronically must log-off the online meeting platform when they have to leave or step-away from the meeting. This is crucial for counting the vote on a Board with 24 Members.

8.2 Use of Video

Members are required to have their video cameras turned on at minimum when speaking and voting, or as required by the Chair. The exception to using a video camera will be when there are technical issues such as limited bandwidth. It is recommended that Members setup a video background filter for confidentiality purposes and to protect the image of people who may walk by in the background, and ensure they are in a private location for discussion of closed meeting matters.

Best Practice: That Members participating electronically have their video turned on at all times when the meeting is in session and avoid any outside distractions.

Best Practice: That Members participating electronically keep their audio on mute except when speaking.

8.3 Use of Chat

The use of chat box is limited to raising issues with the viewing or hearing of the meeting, or to indicate that a Member would like to speak. The chat box should not be used for commentary on the proceedings of the meeting or to discuss matters between Members. Members are not to carry on private conversation with other Members in the meeting. Any questions or concerns should be sent to "EVERYONE" in the group so the matter can be rectified forthright and brought to the attention of the Chair.

8.4 Conflict of Interest

If a Member needs to recuse themselves due to conflict of interest, the Member will be placed in a lobby (waiting room) until the next agenda item. Before leaving a meeting, a Member will raise a point of privilege and announce they will be recusing themselves from discussion on a

matter due to conflict of interest. The Member will be placed in a separate waiting room within the online meeting platform so that they may not hear or view meeting proceedings.

Best Practice: The Member will declare a conflict of interest by stating the nature of the conflict before recusing themselves from the meeting during discussion of the matter.

APPENDIX A: CRD Meeting Rules Cheat Sheet

Motion Type	Script	Interrupt Speaker	Seconders Needed	Debate	Amendable	Vote Needed
Motion	<i>"I move that..."</i>	No	Yes	Yes	Yes	Majority ¹
Objection to the Consideration of the Question	<i>"I object to the consideration of the question."</i>	Yes	No	No	No	2/3
Postpone Indefinitely	<i>"I move to postpone the question indefinitely."</i>	No	Yes	Yes	No	Majority
Amend	<i>"I move to amend the motion by... - Inserting - Striking out - Substituting"</i>	No	Yes	Yes	Yes ²	Majority
Refer	<i>"I move to refer the matter to ..."</i>	No	Yes	Yes	Yes	Majority
Postpone to a Certain Time (future meeting)	<i>"I move to postpone the question until ..."</i>	No	Yes	Yes	Yes	Majority
Limit or Extend Debate	<i>"I move that debate be limited (or extended) to..."</i>	No	Yes	No	Yes	2/3
Previous Question	<i>"I move the previous question..."</i>	No	Yes	No	No	2/3
Table (same meeting)	<i>"I move that we table this question until ..."</i>	No	Yes	No	No	Majority
Point of Order	<i>"Point of Order"</i>	Yes	No	No	No	-
Appeal Chair's Decision	<i>"Shall the Chair be sustained?"</i>	Yes	No	No	No	50% ³
Point of Information / Parliamentary Inquiry	<i>"Point of Information"</i>	Yes	No	No	No	-
Question of Privilege	<i>"Question of Privilege"</i>	Yes	No	No	No	-
Recess	<i>"I move that we recess until ..."</i>	No	Yes	Yes ⁴	Yes	Majority
Adjourn	<i>"I move to adjourn"</i>	No	Yes	No	No	Majority
Adjourn to a Fixed Time	<i>"I move that the meeting be adjourned until ..."</i>	No	Yes	Yes ⁵	Yes	Majority

FOOTNOTES: CRD Procedures Bylaw

¹ **Motion:** Adoption of Bylaw at same meeting as third reading requires at least 2/3 vote.

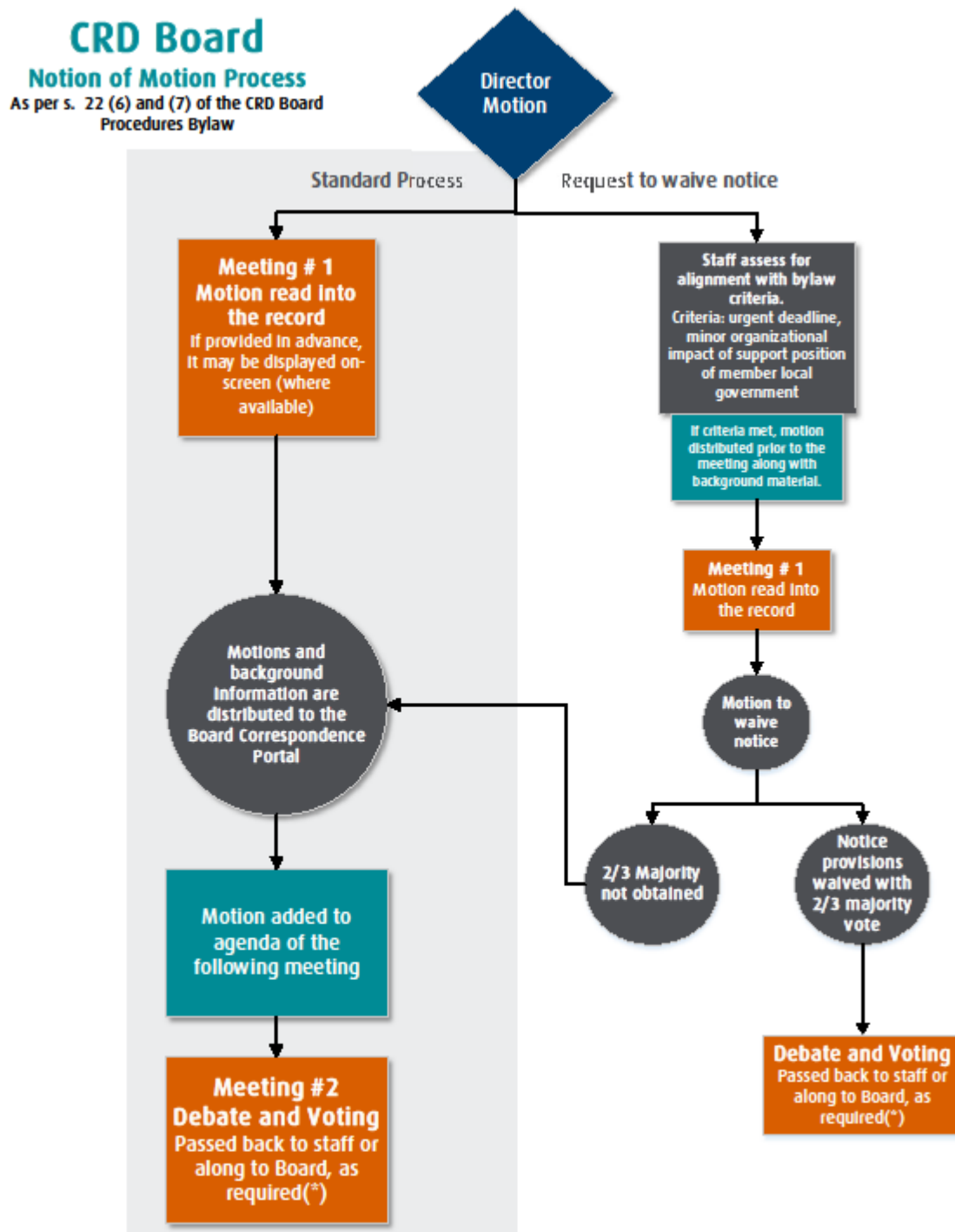
² **Amend:** Maximum of 2 amendments

³ **Appeal Chair's Decision / Sustaining the Chair:** Chair does not vote.

⁴ **Recess:** Not debateable when there is a question pending.

⁵ **Adjourn to a Fixed Time:** Only debateable when there is no other motion on the floor.

APPENDIX B: Notice of Motion Process Flowchart



(*) Guidelines on when items should stay at committee/go to Board: Motions that request more information from staff but do not take a position, require significant revision of staff work plans or commit the Board to a political position can stay at the committee level. Items that do require significant work, take advocacy or political positions, or those that commit the organization to a position should go to the Board prior to reports back or implementation.



March 11, 2022

File No. 0400-60/22

CRD Board
c/o Kristen Morley
Corporate Officer/General Manager, Corporate Services
625 Fisgard Street
Victoria, BC V8W 2S6

Via email: kmorley@crd.bc.ca
crdboard@crd.bc.ca

Re: Withdrawal from Victoria Family Court and Youth Justice Committee and Service

At the Council meeting of February 28, 2022, the District of Central Saanich passed the following motion:

Therefore Be It Resolved that Central Saanich seek approval of the Capital Regional District Board to withdraw from the Victoria Family Court and Youth Justice Committee and Service.

Should you have any questions with respect to the above, please do not hesitate to contact the undersigned by phone at 250-544-4202 or by email at Emilie.Gorman@csaanich.ca.

Regards,

Emilie Gorman
Director of Corporate Services/Corporate Officer