RECOMMENDATIONS

1. That “Regional District of Nanaimo Board Procedure Amendment Bylaw No. 1754.04, 2020” be introduced and read three times.

2. That “Regional District of Nanaimo Board Procedure Amendment Bylaw No. 1754.04, 2020” be adopted.

SUMMARY

Under the Board Procedure Bylaw, a Notice of Motion may be provided to the Corporate Officer as well as directly to members of the Board during the New Business portion of a meeting. When a Notice of Motion is provided to the Corporate Officer instead of at a meeting, the Corporate Officer adds the Notice of Motion on the next regular meeting agenda and Directors do not see the motion until it is published on the agenda the Thursday before the meeting. It is recommended that the process be changed so that upon receipt of the Notice of Motion, the Corporate Officer notifies the Board of the upcoming agenda item so that Directors will be aware of the motion and will have more time to look into the item and/or consult with staff regarding any questions they may have. Additionally, it is proposed that the Corporate Officer notify the Board of Notice of Motions that are made at committees that are not comprised of the entire Board so that all Directors are equally aware of the motion and have an equal opportunity to look into the matter. It is recommended that the Board Procedure Bylaw be amended accordingly.

BACKGROUND

Regional District of Nanaimo Board Procedure Bylaw No. 1754, 2017 establishes the general procedures to be followed by the Board in conducting their business, and sets out the current process for providing Notice of Motion to the Board as follows:

21. NOTICE OF MOTION

Any Member may serve a notice of motion on the Board:

(1) during the new business portion of a meeting, or with the Chair’s consent, at any other time during consideration of a related matter;
(2) by providing the Corporate Officer with a written copy of such motion, no later than seven (7) working days prior to the scheduled meeting, and the Corporate Officer must add the motion to the agenda for consideration at said meeting; or

(3) A copy of the motion under subsection (1) must be given to the Corporate Officer for inclusion on the next regular meeting agenda.

Under the current process, Notice of Motion may be provided to the Corporate Officer as well under the New Business portion of a meeting which is a fairly common practice in local governments in BC. When a Notice of Motion is provided to the Corporate Officer instead of at a meeting, the Corporate Officer adds the Notice of Motion on the next regular meeting agenda and Directors do not see the motion until it is published on the agenda the Thursday before the meeting. It is proposed that the option for providing Notice of Motion to the Corporate Officer remain as it provides the opportunity for Directors to make more timely Notice of Motions; however, it is recommended that the process be changed so that upon receipt of the Notice of Motion, the Corporate Officer promptly notifies the Board of the upcoming agenda item. Additionally, it is proposed that the Corporate Officer notify the Board of Notice of Motions that are made at committees that are not comprised of the entire Board.

The benefits of this process over the current practice is that it would facilitate a more equitable and timely notice to Directors of Notice of Motions that are provided to the Corporate Officer or at committees that are not comprised of the entire Board so that all Directors will be equally aware of the motion and will have more time to look in to the item and/or consult with staff regarding any questions they may have. The advance time will also provide staff with more time to research and respond to any inquiries regarding the motion that is on the agenda.

It is recommended that the Board Procedure Bylaw be amended to change the Notice of Motion provisions so that the Corporate Officer notifies Directors of Notice of Motions as set out above.

ALTERNATIVES

1. That the Board give three readings to and adopt Regional District of Nanaimo Board Procedure Amendment Bylaw No. 1754.04, 2020.

2. That the Board provide alternate direction.

FINANCIAL IMPLICATIONS

There are no financial implications to the proposed amendment.

STRATEGIC PLAN IMPLICATIONS

This report supports the Board 2019-2022 Strategic Plan Values of Respect and Good Governance.

Jacquie Hill
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December 31, 2019
Reviewed by:
  • D. Wells, General Manager, Corporate Services
  • P. Carlyle, Chief Administrative Officer

Attachment:
  • Regional District of Nanaimo Board Procedure Amendment Bylaw No. 1754.04, 2020