

ATTACHMENT 2

BYLAW INSERTED AS NEXT PAGE

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1862.01

**A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO
BOARD PROCEDURE BYLAW 1862, 2022**

WHEREAS under the *Local Government Act* the Board must, by bylaw, establish the general procedures to be followed for the conduct of its business;

AND WHEREAS the Regional District of Nanaimo Board wishes to amend “Regional District of Nanaimo Board Procedure Bylaw No. 1862, 2022”;

NOW THEREFORE the Board of the Regional District of Nanaimo, in open meeting assembled, enacts as follows:

Citation

1. This bylaw may be cited for all purposes as “Regional District of Nanaimo Board Procedure Amendment Bylaw No. 1862.01, 2024”.

Amendment

2. “Regional District of Nanaimo Board Procedure Bylaw No. 1862, 2022” is here by amended as follows:
 - (1) By deleting the definition of “Advisory Committee” in section 2. Definitions and replacing with the following:

"Advisory Committee" means an Advisory Committee appointed by the Board or Chair as authorized by this bylaw and outlined in Schedule A, which includes at least one Board member, but does not include a Standing or Select Committee.
 - (2) By deleting sections 9(2) and 9(3) and replacing with the following:

“(2) Notice of a special meeting is to be provided in accordance with the *Local Government Act*. The notice of a special meeting may be waived by a unanimous vote of all Members.”
 - (3) By deleting section 13(2), renumbering the entirety of section 13 and replacing with the following:
 - “(2) The deadline for the public to submit items of correspondence related to agenda items to the Corporate Officer for inclusion on the agenda is 24 hours prior to the meeting.
 - (3) The deadline for the public to submit items of correspondence to the Corporate Officer for inclusion on the agenda, for topics unrelated to agenda items, is 11:00 a.m. on the Monday of the week preceding the meeting.

- (4) Correspondence intended to be presented to the Board or a committee must:
 - (a) be legibly written, typed or printed;
 - (b) not be libelous, obscene, impertinent or improper;
 - (c) be dated.”
- (4) To replace in section 14(2)(b) the reference to Section 17(11) with “Section 17(12)”.
- (5) By deleting section 17(1)(c) and replacing with the following:

“(c) Provide any audio/visual presentation to the Corporate Officer or designate no later than 24 hours prior to the scheduled meeting.”
- (6) By inserting the following section after section 17(3) and renumbering the remaining sections:

“(4) The number of delegations permitted at a Board or Committee meeting for non-agenda items is three (3) per meeting.”
- (7) To replace in section 17(6), renumbered to 17(7), the reference to Section 13(6) with “Section 13(8)”.
- (8) By deleting section 17(7) and replacing with the following:

“(8) A person, persons or organizations wishing to speak on a Development Permit with Variance, a Development Variance Permit, or a Temporary Use Permit will be afforded that opportunity at the time the item is being considered on the agenda and will be afforded a maximum of 5 minutes to make their verbal presentation. Visual presentations may be submitted no later than 24 hours prior to the scheduled meeting.”
- (9) By deleting section 17(8) and replacing with the following:

“(9) An owner wishing to speak on an Unsightly Premises or a Building Bylaw Contravention will be afforded that opportunity to verbally present at the time the item is being considered on the agenda. Visual presentations may be submitted no later than 24 hours prior to the scheduled meeting.”
- (10) By deleting section 17(10) and replacing with the following:

“(11) Notwithstanding subsection (3), the Chair may grant individuals or groups not listed on the agenda, an opportunity to be heard on matters related to agenda items in circumstances where the Chair is satisfied that circumstances prevented the person, persons or organizations from giving earlier notice of their desire to appear before the Board or Committee. Such delegation may be afforded a maximum of five (5) minutes to make a verbal presentation.”
- (11) By deleting section 17(12) and replacing it with the following:

“(13) The Board must not permit a delegation to address a meeting regarding:
 - (a) A bylaw in respect of which a public hearing has been held, where

the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw

- (b) Matters where legal proceedings are ongoing and judgement hasn't been rendered
- (c) Other delegation's requests
- (d) Matters that are the subject of a claim for damages
- (e) Personnel matters
- (f) Publicly tendered contracts or proposal calls for the provision of goods, services or construction for the Regional District of Nanaimo between the time that such contract or proposal has been issued and the time such contract or proposal call has been awarded either by the Board or staff."

(12) By deleting section 24(1) Standing Committees and replacing with the following:

"Standing Committees are established with terms of reference as below.

The Committee of the Whole, Electoral Area Services Committee, and Executive Committee are Standing Committees of the Board whose broad terms of reference are as follows:

(a) Committee of the Whole

To consider any matters of the Board, in an environment that provides for less formal discussion and debate. The Committee of the Whole comprises all members of the Board and its meetings are scheduled at the call of the Chair.

(b) Electoral Area Services Committee

To consider matters pertaining to:

- Current Planning Approvals and Long Range Planning
- Community Parks
- Emergency Preparedness
- Fire Protection
- Bylaw Enforcement
- Building Inspection
- Electoral Area Services
- Other matters relating to Electoral Areas only

The Electoral Area Services Committee comprises all Electoral Area Directors.

(c) Executive Standing Committee

To consider matters pertaining to employment contracts, Board procedures or other matters as determined by Board resolution. The Executive Committee comprises of eight members and includes the Chair, Vice Chair and the Chair of the Electoral Area Services Committee.

The Executive Committee will review annually the list of Advisory Committees, Commissions and external organizations to which Board members are appointed, as identified in Schedules A and B to this bylaw for the purpose of recommending any appropriate changes.

(d) Other Standing Committees

As established by the Chair for matters the Chair considers would be better dealt with by Committee and with Terms of Reference applicable to the purpose of the committee.”

- (13) By deleting section 24(3) Advisory Committees and Commissions and replacing with the following:

“Advisory Committees are established and appointed by the Board or Chair, as authorized by this bylaw and outlined in Schedule A. These Committees and Commissions include members of the public and at least one Board member to provide advice and recommendations to the Board (or designated Committee through to the Board) on specific matters, as determined by the Committee's Terms of Reference.”

- (14) By deleting section 24(4)(a) and replacing with the following:

- (a) The Board delegates to the Chair the power to appoint Directors to a Select Committee, and to appoint Directors to an Advisory Committee as identified in Schedule A.

- (15) By deleting section 24(4)(b) and replacing with the following:

- (b) The Chair must review and update annually, as soon as possible after the Inaugural meeting, and not later than December 31st, the list of Standing Committee members, Advisory Committees appointed by the Chair, and Chairs and Vice Chairs.

- (16) By deleting section 24(4)(c) and replacing with the following:

- (c) As soon as possible after the inaugural meeting, and not later than December 31st, the Board will appoint persons to fill vacancies on Advisory Committees appointed by the Board and Commissions.

- (17) By replacing Schedule A with the attached Schedule A attached to and forming part of this bylaw.

- (18) By replacing Schedule B with the attached Schedule B attached to and forming part of this bylaw.

Introduced and read three times this _____ day of _____, 2024.

Adopted with a 2/3's vote this _____ day of _____, 2024.

CHAIR

CORPORATE OFFICER

Schedule 'A' to accompany "Regional District of Nanaimo Board Procedure Amendment Bylaw No. 1862.01, 2024"

Chair

Corporate Officer

SCHEDULE A

1. STANDING COMMITTEES

- Committee of the Whole
- Electoral Area Services Committee
- Executive Committee
- Community Grants Committee
- Oceanside Services Committee
- Oceanside Services Recreation Grants Sub-Committee
- Regional Parks and Trails Committee
- Solid Waste Management Committee
- Transit Committee

2. SELECT COMMITTEES

3. ADVISORY COMMITTEES

(a) ADVISORY COMMITTEES APPOINTED BY THE BOARD

- Agricultural Advisory Committee
- Benson Creek Falls Regional Park Creekside Place Staging Area Advisory Committee
- Electoral Area A Parks, Recreation and Culture Committee
- Gabriola Island Recreation and Electoral Area B Parks and Trails Master Plan Advisory Committee
- Parks and Open Space:

- Electoral Area B Parks and Open Space Advisory Committee
- East Wellington/Pleasant Valley Parks and Open Space Advisory Committee
- Nanoose Bay Parks and Open Space Advisory Committee
- Electoral Area F Parks and Open Space Advisory Committee
- Electoral Area G Parks and Open Space Advisory Committee
- Electoral Area H Parks and Open Space Advisory Committee

The Board delegates to the Chair the power to appoint RDN Board members and to appoint the Committee Chair and Vice Chair to the following committees as shown below:

- Liquid Waste Management Plan Monitoring Committee (Chair and RDN Members)
- Solid Waste Management Plan Monitoring Advisory Committee (Chair, Vice Chair and RDN Members)
- Fire Services Advisory Committee (Chair and Vice Chair)
- Climate Action Technical Advisory Committee (Chair)

4. BOARDS

- Board of Variance
- Nanaimo Regional Hospital District Board

5. PANELS

- Parcel Tax Review Panel

Schedule 'B' to accompany "Regional District of Nanaimo Board Procedure Amendment Bylaw No. 1862.01, 2024"

Chair

Corporate Officer

SCHEDULE B

1. EXTERNAL APPOINTMENTS

- Arrowsmith Water Service Management Board
- Ballenas Track Renewal Steering Committee
- BC Social Procurement Initiative (BCSPI)
- City of Nanaimo/RDN District 68 Sports Field and Recreation Committee
- Early Learning & Childcare Council in Oceanside (ELCCO)
- Englishman River Water Service Management Board
- Island Coastal Economic Trust (ICET) – North Island Sunshine Coast Regional Advisory Committee (NISCRAAC)
- Island Coastal Economic Trust (ICET) – Central South Island Regional Advisory Committee (CSIRAC)
- Island Corridor Foundation
- Mount Arrowsmith Biosphere Region Roundtable
- Municipal Finance Authority
- Municipal Insurance Association of BC
- North Island 911 Corporation
- Oceanside Homelessness Task Force
- Parksville Qualicum Beach Tourism Association
- Port Liaison (Protocol Agreement)
- Qualicum First Nation Cooperation Protocol Working Group
- Snuneymuxw First Nation/Regional District of Nanaimo Protocol Agreement Working Group
- Te'mexw Treaty Negotiations Committee
- Vancouver Island & Coastal Communities Climate Leadership Plan Steering Committee
- Vancouver Island & Coastal Communities Committee on Solid Waste and Circular Economy (VICC-CSWCE)
- Vancouver Island Regional Library Board
- Yellow Point Ecological Society (YES)