



## BYLAW NO. 368

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### A BYLAW TO AMEND THE PROCEDURES APPLICABLE TO MEETINGS OF THE REGIONAL BOARD AND ITS COMMITTEES

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**WHEREAS** the Strathcona Regional District has, by Bylaw No. 1, established procedures to govern the proceedings of the Regional Board and its committees;

**AND WHEREAS** the Regional District wishes to amend the aforesaid Bylaw No. 1 to clarify procedures related to meeting minutes;

**AND WHEREAS** advance notice of this bylaw has been provided to each director in accordance with section 225 of the *Local Government Act*;

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

#### Amendments

1. Bylaw No. 1 is amended by adding a new **Part 7A: Meeting Minutes** as shown on Appendix 'A', attached to and forming part of this bylaw.

#### Citation


2. This bylaw may be cited for all purposes as Bylaw No. 368, being Regional Board Procedure Bylaw 2011, Amendment No. 6.

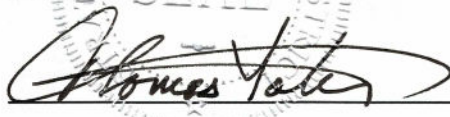
**READ A FIRST TIME ON THE 9<sup>TH</sup> DAY OF OCTOBER, 2019**

**READ A SECOND TIME ON THE 9<sup>TH</sup> DAY OF OCTOBER, 2019**

**READ A THIRD TIME ON THE 9<sup>TH</sup> DAY OF OCTOBER, 2019**

**RECONSIDERED, FINALLY PASSED AND ADOPTED ON THE 9<sup>TH</sup> DAY OF OCTOBER, 2019**

  
\_\_\_\_\_  
Chair

  
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Corporate Officer

**APPENDIX 'A'**

**PART 7A – MEETING MINUTES**

**Directors in Attendance to be Recorded**

59A. The minutes shall record all directors who were present for a meeting or part of a meeting and, if applicable, any votes for which those directors were not present.

**Motions to be Recorded**

59B. The minutes for any meeting shall include all motions that were put to a vote and whether the motion was carried or defeated.

**Questions to be Arranged Sequentially**

59C. Resolutions and motions shall be recorded in the minutes in chronological order using an alphanumeric system that includes the meeting type and year that the resolution or motion was introduced for consideration.

**Mover and Seconder to be Recorded**

59D. The mover and seconder of each motion and resolution shall be recorded in the minutes by surname.

**Minutes to Include Written Records**

59E. Any written reports or other records that were made available with respect to a decision of the Board shall be attached to the minutes of that meeting.

**Division on a Question**

59F. The minutes will record the names of those directors who voted in opposition to any question put before the assembly.