



The Corporation of the Village of Salmo

REGULAR MEETING (#19-25) INCLUDING ITEMS CLOSED TO THE PUBLIC

A Regular Meeting of the Council of the Village of Salmo to be held in Council Chambers at 423 Davies Avenue in Salmo, B.C. on **Tuesday, November 25, 2025 at 7:00 p.m.**

The public may attend in person or electronically. The electronic link will be available on our website on Tuesday.

Traditional Lands Acknowledgement Statement: We acknowledge and respect the indigenous peoples within whose traditional lands we are meeting today.

AGENDA:

1. Call to Order
2. Adoption of Agenda

STAFF RECOMMENDATION:

Pg.1

That the agenda of Regular Meeting #19-25 of Tuesday, November 25, 2025 be adopted as amended from *Council Procedure Bylaw No. 663, 2014* Schedule "B" to include a New Business section, an Assignment section, a Policy Development & Review section, a Bylaw Development & Review section, a Public Question Period, and an *In Camera* section.

3. Delegations

(1) Jessica Chant, Salmo Community Resource Society - #44

Pg.5

(2) Taylor Caron & Jennifer Gawne, Salmo Valley Public Library - #59

Pg.7

4. New Business

5. Adoption of the Minutes

(1) STAFF RECOMMENDATION:

Pg.13

That the minutes of the Regular Council meeting #17-25 of Tuesday, October 14, 2025 be adopted as presented.

(2) STAFF RECOMMENDATION:

Pg.19

That the minutes of the Committee-of-the-Whole meeting of Monday, November 3, 2025 be adopted as presented.

(3) STAFF RECOMMENDATION:

Pg.21

That the minutes of the Special Council meeting of Monday, November 10, 2025 be adopted as presented.

6. Referrals from Delegations - NIL

7. Referrals from Prior Meetings

Financial Report - Third Quarter Financial Statement

Pg.25

STAFF RECOMMENDATION:

That Council receive for information the updated Third Quarter Financial Statement dated September 30, 2025.

8. Assignment

- (1) That Council review the current portfolio/liaison assignments. Pg.29
- (2) That Council appoint the Regional District of Central Kootenay Director position by secret ballot if more than one individual applies.
- (3) That Council appoint the Regional District of Central Kootenay Alternate Director position by secret ballot if more than one individual applies.
9. **Policy Development & Review**
 - (1) **Non-Profit Organization Taxation Support and Funding Release Policy F-011** Pg.31
STAFF RECOMMENDATION:
That Council approve Policy F-011, Non-Profit Organization Taxation Support & Funding Release Policy as presented.
10. **Bylaw Development & Review**
 - (1) **Council Procedure Bylaw #663, 2014** Pg.35
RECOMMENDATION:
That Council approve the 2026 Regular Council Meeting schedule as presented.
 - (2) **Official Community Plan** Pg.59
STAFF RECOMMENDATION:
That Council direct approve the first draft of the Official Community Plan & direct staff to distribute the first draft of the Official Community Plan to the stakeholders stated within the OCP Public Consultations Policy.
That Council approve the OCP Survey as presented & direct staff to distribute. Pg.141
That Council direct staff to book a public hearing at the Salmo Valley Youth & Community Centre for discussion of the OCP for December 2025.
11. **Operational Reports**
 - (1) **Public Works Department** Pg.161
STAFF RECOMMENDATION:
That Council receive for information the written report as presented by Public Works Foreman Fred Paton for the period of August 22 to November 20, 2025.
 - (2) **Fire Department** Pg.163
STAFF RECOMMENDATION:
That Council receive for information the written report dated November 1, 2025 provided by Fire Chief David Hearn for the period of August to October 2025.
 - (3) **Bylaw Enforcement** Pg.165
STAFF RECOMMENDATION:
That Council receive for information the written report on bylaw enforcement for the period of September 1 to October 31, 2025.
 - (4) **Administration** Pg.167
 - a. **CAO Report – General Updates**

STAFF RECOMMENDATION:

That Council accepts the CAO report for information.

- b. **KP Park Masterplan** Pg.169

STAFF RECOMMENDATION:

That Council accepts the CAO report for information.

- c. **Christmas Office Closure** Pg.171

STAFF RECOMMENDATION:

That Council accepts the CAO report for information.

- (5) **Strategic Plan** Pg.173

STAFF RECOMMENDATION:

That Council accepts the strategic plan for information.

11. Financial Reports

- (1) **STAFF RECOMMENDATION:** Pg.175

That Council receive for information the list of accounts payable cheques and electronic fund transfers from October 10, 2025 to November 20, 2025 totaling \$192,605.07.

- (2) **STAFF RECOMMENDATION:** Pg.179

That Council receive for information the Treasurer's Report for October 2025.

12. Correspondence Requiring a Council Decision

- (1) **Community Grant Application: Salmo Valley Youth & Community Centre - #61** Pg.181

STAFF RECOMMENDATION:

That Council approve the request for a community grant in the amount of \$300 for the Salmo Valley Youth & Community Centre's New Year's Eve fundraiser.

(Note: there is \$700 remaining in the community grant budget)

13. Correspondence for Information Only

STAFF RECOMMENDATION:

That Council receive for information the following correspondence from:

- (1) **Sparc BC Re: November is Accessible Parking Awareness Month - #55** Pg.183
- (2) **Philip Perras Re A Call for Municipal Solidarity and Transparency on PFAS and Microplastic Contamination in our Province - #56** Pg.185
- (3) **Housing Reset Re: An Open Letter to the Government of British Columbia - Urging Restraint on Bill M216, the Professional Reliance Act - #57** Pg.189
- (4) **MLA George Anderson Re: Working Together, the Professional Reliance Act - #58** Pg.193
- (5) **Philip Perras Re: A Mandate of Reform — Restoring Principled Leadership and Democratic Integrity - #60** Pg.207

14. Member Reports & Inquiries

- (1) Councillor Heatlie
- (2) Councillor Lins
- (3) Councillor McKellar
- (4) Councillor Neil
- (5) Mayor Lockwood

STAFF RECOMMENDATION:

Pg.213

That the verbal and written reports of Mayor and Council be received for information.

15. Public Question Period

16. In Camera Resolution

That the meeting be closed to the public under Community Charter Section 90(1)(c) labour relations or other employee relations.

17. Reconvene Open Meeting

18. Adjournment

The next regularly scheduled Council meeting will be on December 9, 2025 at 7:00 p.m.



SCHEDULE "E"

The Corporation of the Village of Salmo DELEGATION APPLICATION FORM

DATE Oct. 7/25
NO 44 TO M+C - Nov. 25/
FILE NO 0230-20

Delegate(s) Name: Jessica Chant and a Board Member (TBD)

Mailing Address: 311 Railway Ave, PO Box 39, Salmo BC

Email Address: jess@scrs.ca

Phone No.: (250) 357-2277

Delegation Status: (select one)

- [☒] Representing a Group/Organization/Business Salmo Community Resource Society
(Name of Group/Organization/Business)
- [☐] Attending as an Individual

Council Date Requested for Meeting: November 25, 2025

Purpose of the Delegation Request:

We would like to present to council about community engagement and activities at Salmo Community Resource Society, including current areas of focus. We will include statistics, demographic information, program information, and trends that we are seeing in our programs.

Note:

- A copy of all information regarding the presentation **must** accompany this application.
- Delegation requests are subject to approval by the Mayor and Corporate Officer. Submission of an application is not a guarantee that you will be approved to appear before Council. Where the subject matter of a delegation pertains to legal matters, personnel, and/or private property issues, the Village of Salmo reserves the right not to approve the delegation.
- The Village of Salmo cannot guarantee you will be scheduled on the date requested

I/We acknowledge that only the above matter will be discussed during the presentation:

Signature: _____

Date: October 7, 2025

This information is collected by the Village of Salmo in accordance with Section 124 of the *Community Charter* and is protected under the *Freedom of Information and Protection of Privacy Act*. The information will be used to facilitate processing this request to appear as a delegation before Council. Should you have any questions about the collection of this personal information, please contact the Village of Salmo, Corporate Officer at 250.357.9433.

The applicant, in the process of submitting or authorizing this application, hereby recognizes and accepts that this material will become available to the public as part of the application, review and approval process.

JAC _____ Applicant's Initials

Return completed form along with the information regarding the presentation to the Corporate Officer either by mail, in person, by fax, or by email

Completed forms can be faxed to (250)357-9633 or emailed to info@salmo.ca.

FOR OFFICE USE ONLY

Delegation Approved?

Y



Scheduled for Council Meeting on Nov. 25, 2025

N

Reason not approved: _____

Response sent to requestor by: letter _____ email ☒ on Oct. 8, 2025



VILLAGE OF SALMO

SCHEDULE "E"
The Corporation of the Village of Salmo
DELEGATION APPLICATION FORM

Delegate(s) Name: Taylor Caron & Jennifer Gawne

Mailing Address: PO BOX 458, 104 4th St, Salmo BC

Email Address: tcaron@salmo.bc.libraries.coop

Phone No.: (250) 357-2312

Delegation Status: (select one)

- [☒] Representing a Group/Organization/Business Salmo Valley Public Library
(Name of Group/Organization/Business)
[☐] Attending as an Individual

Council Date Requested for Meeting: Nov 25th, 2025

Purpose of the Delegation Request:

To share successes and challenges of 2025 and to present the Salmo Library 2026 Budget

Note:

- A copy of all information regarding the presentation **must** accompany this application.
- Delegation requests are subject to approval by the Mayor and Corporate Officer. Submission of an application is not a guarantee that you will be approved to appear before Council. Where the subject matter of a delegation pertains to legal matters, personnel, and/or private property issues, the Village of Salmo reserves the right not to approve the delegation.
- The Village of Salmo cannot guarantee you will be scheduled on the date requested

I/We acknowledge that only the above matter will be discussed during the presentation:

Signature: [Signature]

Date: Nov 14th, 2025

This information is collected by the Village of Salmo in accordance with Section 124 of the *Community Charter* and is protected under the *Freedom of Information and Protection of Privacy Act*. The information will be used to facilitate processing this request to appear as a delegation before Council. Should you have any questions about the collection of this personal information, please contact the Village of Salmo, Corporate Officer at 250.357.9433.

The applicant, in the process of submitting or authorizing this application, hereby recognizes and accepts that this material will become available to the public as part of the application, review and approval process.

Applicant's Initials

Return completed form along with the information regarding the presentation to the Corporate Officer
either by mail, in person, by fax, or by email

Completed forms can be faxed to (250)357-9633 or emailed to info@salmo.ca.

FOR OFFICE USE ONLY

Delegation Approved? Y ☒ Scheduled for Council Meeting on Nov. 25, 2025
N ☐

Reason not approved: _____

Response sent to requestor by: letter ☐ email ☒ on Nov. 25, 2025



Salmo Valley Public Library
106-4th Street
Box 458,
Salmo, B.C.
V0G 1Z0

Phone: 250-357-2312
salmolibrary@salmo.bc.libraries.coop

2025 Year-to-Date Report (Jan–Oct)

November 25, 2025, Library Delegation to the Village of Salmo

SVPL continues to be an essential community resource. Statistics from January through October 2025 show strong community engagement across our collections, programs, and digital access. We continue to see a steady increase in library usage and access, but with that comes some challenges.

In 2025, we redid our Library Strategic Plan, and we are excited to be working toward these new goals that will benefit the whole community. For 2026, we will be asking the community for their thoughts to help us work through these goals – so look for our upcoming community survey in Jan 2026!

2025 Successes

Collection Use

Library usage remains high. Between January and October:

- 24,172 items were checked out.
- 1,974 items were used in-house.
- Digital collections saw 4,649 uses (2,459 audiobooks, 1,941 eBooks, 182 digital magazines, 67 Kanopy sessions).

Program Participation

Programs continued to draw strong attendance from all community members:

- 3,603 total program attendees across adult, child, youth, outreach, and other programs.

Online Engagement

- Website traffic is at 4,636 visits so far this year
- Increased usage of the Community Calendar

Community Impact

The library remains a safe, inclusive space offering:

- Reliable tech support and digital literacy help
- After-school space for children and youth
- After the bell snack bags
- Cooling/warming services during climate extremes
- Access to printing, scanning, Wi-Fi, and public computers

Challenges & Pressures for 2026

Budget Pressures

Even after requesting a significantly higher amount from the Village and the RDCK, the library is projecting a deficit in 2026. We will use funds from our reserve and the remaining BC One-Time Funding to cover the remaining deficit, if the full ask from our funders is supported.

Key cost pressures include:

- Rising staffing and operational costs
- Inflation on library materials
- Increased technology maintenance needs

Summary

SVPL continues to deliver high-impact services with strong usage across all areas. Sustaining these services in 2026 will require continued support from local government partners to address rising costs and ensure the library remains a vital heart to the community of Salmo and Area G.

REVENUE	2026 DRAFT	2025 Final	2024 Final
RDCK/ Village Grant	\$ 125,000.00	107,523	100,880
Library Services Branch	\$ 8,928.00	8,928	8,928
BC Program Grants	\$ 8,450.00	8,450	9,150
ILL Resource Sharing Grant	\$ 5,024.00	5,024	4,216
Canada Summer Jobs (Friends)	\$ 4,000.00	4,000	4,000
Young Canada Works (Canada Council)	\$ 2,000.00	2,000	3,000
Transfer from Reserves (for RRSP)	\$ 2,400.00	2,400	
Grants, Other	\$ 10,000.00	10,425	11,700
Total Grants	\$ 165,802.00	148,750	141,874
Fundraising			
Friends Donations	\$ 4,000.00	4,000	4,000
Donations	\$ 4,000.00	4,000	4,000
Fundraising (T-shirts, etc.)	\$ 300.00	1,000	1,000
Magazine Drive	\$ 2,300.00	2,300	2,300
Total Fundraising	\$ 10,600.00	11,300	11,300
General Revenue			
Book Sales	\$ 1,400.00	1,400	1,300
Book Replacement	\$ 200.00	-	700
Interest Income	\$ 700.00	1,000	500
Photocopy/Printing	\$ 2,000.00	1,800	1,600
Total General Revenue	\$ 4,300.00	4,200	4,100
TOTAL REVENUE	\$ 180,702.00	164,250	157,274
EXPENSES			
Collection Expense			
Books - Adult	\$ 6,500.00	6,500	6,500
Books - Junior	\$ 5,500.00	5,500	5,000
Audiovisual/Digital	\$ 500.00	500	1,700
Digital (OverDrive)	\$ 1,000.00	1,000	-
Magazines	\$ 2,200.00	2,200	2,200
Online Databases	\$ 2,010.00	780	1,470
Cataloguing Supplies	\$ 800.00	800	700
Total Collection Expense	\$ 18,510.00	17,280	17,570
Payroll Expenses			
Wages & Salaries Regular Staff	\$ 101,875.00	89,427	84,794
Staff Extended Medical	\$ 5,450.00	4,281	1,000
Staff Benefits RRSP	\$ 2,400.00	2,400	
Summer Reading Club Wages (One-Time)			
Young Canada Works (Canada Council)	\$ 4,680.00	4,630	4,355
Canada Summer Jobs (Friends)	\$ 3,370.00	4,000	3,136
CPP Expense	\$ 4,900.64	5,231	4,998
EI Expense	\$ 2,508.48	2,618	2,522
WCB Expense	\$ 182.86	189	168
Total Payroll Expense	\$ 125,366.98	112,776	100,973
Programming			
Author Visits	\$ 200.00	300	300
Adult Programs incl Literacy	\$ 200.00	300	200
Summer Reading Club	\$ 100.00	100	100

SVPL 2026 Budget

Children's Programs	\$	500.00	500	500
Total Programming Expense	\$	1,000.00	1,200	1,100

Administrative Expenses

Bank Charges	\$	100.00	100	100
Board Expense	\$	100.00	100	100
Bookkeeper	\$	2,200.00	2,200	2,200
Capital Asset Purchases			-	-
Computer Hardware (from reserves)			-	-
Computer Software	\$	4,360.00	5,492	5,250
Education & Training – Staff & Board	\$	200.00	500	200
Fundraising Expense (T-shirts, etc.)	\$	-	50	50
Furniture and Equipment			-	-
Memberships (ABCPLD, BCLA, BCLTA)	\$	815.00	650	900
Office Supplies	\$	1,000.00	1,100	1,100
Photocopier (all inclusive)	\$	3,000.00	3,000	3,000
Postage	\$	3,000.00	4,000	3,500
Courier	\$	2,000.00		
Volunteer Expense	\$	20.00	20	20
Total Administrative Expense	\$	16,795.00	17,212	16,420

Occupancy

Insurance	\$	2,200.00	2,200	2,200
Internet	\$	1,500.00	1,500	1,500
Janitorial	\$	8,000.00	8,509	7,665
Maintenance	\$	1,100.00	1,100	600
Rent	\$	9,600.00	9,600	9,600
Security	\$	300.00	300	200
Telephone	\$	1,100.00	1,100	
Total Occupancy Expense	\$	23,800.00	24,309	21,765

TOTAL EXPENSE	\$	185,471.98	172,777	157,828
OPERATING (DEFICIT) SURPLUS	\$	(4,769.98)	-8,527 -	554



The Corporation of the Village of Salmo

REGULAR MEETING #17-25 MINUTES

Minutes of the Regular Meeting of the Council of the Village of Salmo held in Council Chambers at 423 Davies Avenue in Salmo, B.C. on Tuesday, October 14, 2025 at 7:00 p.m.

PRESENT:

In Person:

Mayor Diana Lockwood
Councillor Jonathon Heatlie
Councillor Kenzie Neil

CAO Derek Kwiatkowski
Members of the Public -2
Electronically:
Councillor Jennifer Lins
Members of the Public -0

CALL TO ORDER:

Mayor Lockwood called the meeting to order at 7:00 p.m.

AGENDA:

R1-17-25

Moved and seconded, that the agenda of Regular Meeting #17-25 of Tuesday, October 14, 2025 be adopted as amended from *Council Procedure Bylaw #663, 2014* Schedule "A" to include a New Business section, an Administrative Report section, a Public Question period, and an *In Camera* section.

Carried.

DELEGATIONS: NIL

NEW BUSINESS: NIL

MINUTES:

R2-17-25
Regular Meeting
September 9, 2025

Moved and seconded, that the minutes of the Regular Council meeting #15-25 of Tuesday, September 9, 2025 be adopted as presented.

Carried.

REFERRALS FROM DELEGATIONS: NIL

REFERRALS FROM PRIOR MEETINGS:

R3-17-25

Moved and seconded, that Council approve a Community Development Grant of \$1,200 for the Salmo Fitness Center to support extra hours for the youth.

Carried.

POLICY DEVELOPMENT & REVIEW: NIL

BYLAW DEVELOPMENT & REVIEW:

R4-17-25
OCP Bylaw

Moved and seconded, that Council direct staff to create a first draft of the Official Community Plan based on Council's recommendations to bring forward to the October 28th, 2025 meeting.

Carried.

R5-17-25
Zoning Bylaw

Moved and seconded, that Council direct staff to create a first draft bylaw of the Zoning Bylaw based on Council's recommendations to bring forward to the October 28th, 2025 meeting.

Carried.

ADMINISTRATIVE REPORTS:

R6-17-25
UBCM Community
Emergency
Preparedness Fund
Emergency Support
Services Grant

Moved and seconded, that the Council of the Village of Salmo approve the RDCK to apply for, receive, and manage the UBCM Community Emergency Preparedness Fund (CEPF) ESS Equipment and Training grant funding on behalf of Salmo. (See *Appendix A*).

Carried.

R7-17-25
UBCM Community
Emergency
Preparedness Fund
Emergency Support
Services Grant

Moved and seconded that Council will direct staff to apply to the UBCM Community Emergency Preparedness Fund (CEPF) ESS Equipment and Training grant if the RDCK Board declines to apply. (See *Appendix A*).

Carried.

R8-17-25
2025 Erie Creek Dike
Inspection Report

Moved and seconded, that Council accepts the CAO report for information. (See *Appendix A*).

Carried.

R9-17-25
Fire Truck Purchase -
AAP Next Steps

Moved and seconded, that Council approve the Report for Determining the Number of Eligible Electors. (See *Appendix A*).

Carried.

R10-17-25

Moved and seconded, that:

WHEREAS the municipal council has given three readings to "*Fire Truck Loan Authorization Bylaw #767, 2025*" which proposes that a new fire truck be purchased and a debenture not to exceed \$1,020,000 be obtained to finance the purchase of the new fire truck which will be repaid over a period not to exceed 20 years;

AND WHEREAS the municipal council cannot adopt bylaw #767 until the approval of the electors has been obtained;

THEREFORE BE IT RESOLVED that the Corporate Officer undertake an alternative approval process to determine the opinion of the electors with regard to the matter.

AND THAT IT BE FURTHER RESOLVED that 41 days for submitting receiving elector response forms is established.

Carried.

R11-17-25
2025 By-Election
Update

Moved and seconded, that Council accepts the CAO report for information. (See *Appendix A*).

Carried.

ACCOUNTS PAYABLE:

R12-17-25

Moved and seconded, that Council receive for information the list of account payable cheques and electronic fund transfers from September 5 to October 9, 2025 totaling \$190,318.59.

Carried.

CORRESPONDENCE REQUIRING A COUNCIL DECISION:

R13-17-25
RDCK Re: Letter of
Consent Bylaw #3057

Moved and seconded, that Council support the letter of consent for the "*Salmo and Electoral Area G Swimming Pool Financial Aid Local Service Area Amendment Bylaw #3057, 2025*" and further, that the Mayor and CAO be authorized to execute the letter of consent.

Carried.

R14-17-25
RDCK Re: Letter of
Consent Bylaw #3058

Moved and seconded, that Council support the letter of consent for the "*Salmo and Electoral Area G (Rec #7) Recreational Program Amendment Bylaw #3058, 2025*" and further, that the Mayor and CAO be authorized to execute the letter of consent.

Carried.

R15-17-25
Selina Birk Re: Western
Communities
Foundation - Request
for Support - #37

Moved and seconded, that Council support the Salmo Climbing Society's application to the Western Financial Group's Community Infrastructure Grant Program and agree to receive and disperse the funds if they are successful.

Carried.

R16-17-25
Salmo Valley Youth &
Community Centre Re:
Community
Development Grant
Proposal - #38

Moved and seconded, that Council approve the request for \$1,000 from the Community Development Grant to assist the Salmo Valley Youth & Community Centre's retrofitting of the lights in the building.

Carried.

R17-17-25
Salmo Climbing Society
Re: Letter of Support
for the Salmo Valley
Fund - #46

Moved and seconded, that Council approve the request of the Salmo Climbing Society to provide a letter of support for their application to the Salmo Valley Fund in the amount of \$2,000 to purchase rental climbing shoes and equipment.

Carried.

R18-17-25
Salmo Ski Team Re:
Letter of Support for

Moved and seconded, that Council approve the request of the Salmo Ski Team to provide a letter of support for their application to the Salmo Valley Fund in the amount of \$1,000 to help offset the cost of insurance for their programs.

the Salmo Valley Fund -
#48

Carried.

R19-17-25
Salmo Valley Trail
Society Re: Letter of
Support for the Salmo
Valley Fund - #49

Moved and seconded, that Council approve the request of the Salmo Valley Trail Society to provide a letter of support for their application to the Salmo Valley Fund in the amount of \$2,000 to assist with the wages for the seasonal maintenance team.

Carried.

CORRESPONDENCE FOR INFORMATION ONLY:

R20-17-25

Moved and seconded, that Council receive for information the following correspondence from:

- (1) Cathy Peters Re: 3 ASKS to Stop Child Sex Trafficking in British Columbia - #39
- (2) FortisBC Re: Attendance at UBCM and Importance of Building Energy Resiliency - #40
- (3) Andy Thomsen Re: Awarding Cowichan Tribes Titles on Lands - #41
- (4) Society of Open Social Servers of BC Re: SocialBC.ca - The Time Is Now For a BC Alternative - #42
- (5) Youth Parliament of BC Alumni Society Re: British Columbia Youth Parliament, 97th Parliament - #43
- (6) Philip Perras Re: Restoring Accountability in British Columbia A Path Forward Through Principled Leadership - #45
- (7) RDCK Re: Flood Hazard Policy & Regulations Bylaw - #47
- (8) BC Hydro Re: Sheep Creek Nutrient Addition Program - #50

Carried.

MEMBER REPORTS & INQUIRIES:

Councillor Heatlie

NIL

Councillor Lins

Attended the Salmo Valley Youth Community Centre annual meeting. The SVYCC hired a new Executive Director & they are setting a positive direction for the organization

Councillor Neil

Attended Library Report

Mayor Lockwood

See Appendix B.

R21-17-25
Verbal & Written
Reports of Mayor &
Council

Moved and seconded, that the verbal and written reports of Mayor and Council be received for information.

Carried.

PUBLIC QUESTION PERIOD: Member of the gallery requested that the Village reach out to determine the hours of the Salmo Valley Museum.

Councillor Neil responded that she will reach out to the museum.

IN CAMERA RESOLUTION:

R22-17-25

Moved and seconded, that the meeting be closed to the public under *Community Charter* Section 90(1)(c) labour relations or other employee relations.

Carried.

RECONVENE OPEN MEETING: Council reconvened the meeting at 8:46 p.m.

ADJOURNMENT:

R23-17-25

Moved and seconded, that the meeting be adjourned.

Carried @ 8:47 p.m.

I hereby certify the preceding to be a true and correct account of the Regular Meeting of Council held on Tuesday, October 14 2025.

Mayor

Chief Administrative Officer/CO



The Corporation of the Village of Salmo

COMMITTEE-OF-THE-WHOLE MINUTES

Minutes of the Committee-of-the-Whole Meeting of the Village of Salmo held in Council Chambers at 423 Davies Avenue on Monday, November 3, 2025 at 6:00 p.m.

PRESENT:

In Person:

Mayor Diana Lockwood
Councillor Jonathon Heatlie
Councillor Jennifer Lins
Councillor Kenzie Neil

CAO Derek Kwiatkowski
Members of the Public – 6

Electronically:

Members of Public - 3

CALL TO ORDER:

The Mayor called the meeting to order at 6:00 p.m.

AGENDA:

CW1-1103-25

Moved and seconded, that the agenda of the Committee-of-the-Whole meeting of Monday, November 3, 2025 be adopted as presented.

Carried.

OFFICIAL COMMUNITY PLAN BYLAW DISCUSSION:

CW2-1103-25

Moved and seconded, that Council direct staff to bring back a first draft of the 2025 Official Community Plan to the November 25th Regular Council Meeting.

Carried.

ADJOURNMENT:

The meeting be adjourned at 9:31 p.m.

I hereby certify the preceding to be a true and correct account of the Committee-of-the-Whole meeting held on Monday, November 3, 2025.

Mayor

CAO/Corporate Officer



The Corporation of the Village of Salmo

SPECIAL MEETING MINUTES

Minutes of the Special Meeting of the Council of the Village of Salmo held in Council Chambers at 423 Davies Avenue in Salmo, B.C. on Monday, November 10, 2025 at 7:00 p.m.

PRESENT:

In Person:

Mayor Diana Lockwood
Councillor Jonathon Heatlie
Councillor Jennifer Lins
Councillor Payton McKellar

Finance Officer Nathan Russ
CAO Derek Kwiatkowski
Members of Public - 4
Electronically
Members of Public - 2

REGRETS:

Councillor Kenzie Neil.

CALL TO ORDER:

Mayor Lockwood called the meeting to order at 7:01 p.m.

OATH OF OFFICE:

Chief Administrative Officer Derek Kwiatkowski administered the Oath of Office to Councillor-Elect Payton McKellar.

AGENDA:

R1-1110-25

Moved and seconded, that the agenda of Special Meeting of Monday, November 10, 2025 be adopted as presented.

Carried.

FINANCIAL REPORT – FINANCIAL OFFICER RUSS:

R2-1110-25

Moved and seconded, that Council receive for information the Third Quarter Financial Statement dated September 30, 2025 as presented by Financial Officer Nathan Russ, which will include an update at the November 25, 2025 Regular Council Meeting.

Carried.

ADMINISTRATIVE REPORTS:

R3-1110-25

RDCK Fire Services
Agreement Extension

Moved and seconded, that Council direct staff to work with the RDCK to pursue an extension to the RDCK Fire Services Agreement on the condition that it includes an increase to account for the purchase of capital purchases, with the Village pursuing a preferred one-year extension.

Carried.

R4-1110-25

Request for Community
Development Funds

Moved and seconded, that Council direct staff to apply to the Community Development Fund for an amount of \$4,600 for the replacement of the Public Works shop furnace.

Carried.

R5-1110-25

Request for Community
Development Funds

Moved and seconded, that Council direct staff to apply to the Community Development Fund for a maximum amount of \$5,000 for the repairs to the Village plow truck.

Carried.

R6-1110-25
Request for Community
Development Funds

Moved and seconded, that Council direct staff to apply to the Community Development Fund for an amount of \$10,000 for the repairs to the Village fire truck.

Carried.

R7-1110-25
Development Variance
Application – 203
Second Street

Moved and seconded, that Council approve the major development variance of the parcel located at 203 2nd Street, allowing for a variance of 8.16' for the setback of the deck, and further, approve the 1.11' variance for the setback of the residence.

Carried.

R8-1110-25
Building Assessment
Contractor Selection

Moved and seconded, that Council approve the selection of ASI Engineering to complete the Asset Management Plan's building assessments.

Carried.

R9-1110-25
1st Street Culvert
Replacement
Contractor Selection

Moved and seconded, that Council approve the staff recommendation to select Custom Dozing Ltd. to complete the 1st Street Culvert Replacement.

Carried.

R10-1110-25
Glendale Bridge
Handrail Replacement

Moved and seconded, that Council direct staff to reach out to WSA Engineering Ltd. to conduct project management services to complete the Glendale Bridge handrails.

Carried.

CORRESPONDENCE REQUIRING A DECISION:

R11-1110-25
Salmo & District
Chamber of Commerce
Re: Road Closure for
Outdoor Christmas
Market - #51

Moved and seconded, that Council approve the request to close the 100 & 200 blocks of Fourth Street (from Railway Ave. to Sayward Ave.) and a portion of Davies Ave. for the Christmas Market on December 19th, 2025 from 3pm to 9pm.

Carried.

R12-1110-25
Erie Creek Brewery
Patio

Moved and seconded, that Council allow Erie Creek Brewery to set up an outside patio space contingent on appropriate insurance coverage for the Christmas Market on December 19th, 2025 from 3pm to 9pm.

Carried.

R13-1110-25
RDCK Re: Letter of
Consent Bylaw #3036

Moved and seconded, that Council support the letter of consent for the "Kootenay Lake West Transit Service Establishment Amendment Bylaw #3036, 2025" and further, that the Mayor and CAO be authorized to execute the letter of consent.

Carried.

R14-1110-25 Royal Canadian Legion Re: Parade Permit Application - #52	Moved and seconded, that Council approve the request of the Royal Canadian Legion to hold a Remembrance Day Parade on November 11, 2025.	Carried.
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R15-1110-25 Salmo Valley Youth & Community Centre Re: Flow-Through for Charitable Donation - #53	Moved and seconded, that Council approve the request of the Salmo Valley Youth & Community Centre to act as a flow-through for the charitable donation from Chance's Casino in Castlegar on the condition that the Village is not responsible for any funding via the flow-through application.	Carried.
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R16-1110-25 Salmo Valley Youth & Community Centre Re Approval of Roof Replacement and Support for Interim Repairs - #54	Moved and seconded, that Council approve the roof replacement of the Salmo Valley Youth Community Centre & to approve the potential use of Public Works staff to assist with temporary repairs.	Carried.
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PUBLIC QUESTION PERIOD: NIL

ADJOURNMENT: R17-1110-25	Moved and seconded, that the meeting be adjourned.	Carried at 8:49 p.m.
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I hereby certify the preceding to be a true and correct account of the Special Meeting of Council held on Monday, November 10, 2025.

Mayor

Chief Administrative Officer/CO

VILLAGE OF SALMO
STATEMENT OF OPERATIONS - OPERATING FUND
For the Period Ended September 30, 2025

	YTD	2025	Balance	%	YTD	2024	Balance	%
	Actual	Total	Remaining	Rem	Actual	Total	Remaining	Rem
		Budget				Budget		
REVENUES								
Taxes	\$ 552,049	\$ 546,030	\$ (6,019)	(1)%	\$ 501,009	\$ 502,851	\$ 1,842	- %
Sales of Services	118,145	121,414	3,269	3 %	145,067	114,259	(30,808)	(27)%
Other revenue	119,459	160,858	41,399	26 %	111,335	168,290	56,955	34 %
Investment income	35,996	36,000	4	- %	36,673	35,684	(989)	(3)%
Grants - unconditional	438,000	451,000	13,000	3 %	451,000	459,000	8,000	2 %
Grants - conditional	248,951	8,197,492	7,948,541	97 %	591,387	749,743	158,356	21 %
Water user fees	219,197	222,140	2,943	1 %	204,431	204,461	30	- %
Sewer user fees	362,526	365,522	2,996	1 %	342,494	344,019	1,525	- %
Total revenue	<u>2,094,323</u>	<u>10,100,456</u>	<u>8,006,133</u>	<u>79 %</u>	<u>2,383,396</u>	<u>2,578,307</u>	<u>194,911</u>	<u>8 %</u>
EXPENSES								
General Government	448,899	677,582	228,683	34 %	524,227	947,481	423,254	45 %
Protective services	51,389	164,850	113,461	69 %	65,706	269,147	203,441	76 %
Transportation services	166,716	349,006	182,290	52 %	199,572	358,054	158,482	44 %
Environmental health services	74,321	124,850	50,529	40 %	78,961	118,762	39,801	34 %
Public health and welfare services	12,037	16,050	4,013	25 %	10,929	15,250	4,321	28 %
Recreation and cultural services	53,942	63,800	9,858	15 %	47,753	68,400	20,647	30 %
Interest and other debt charges	20,348	22,118	1,770	8 %	22,120	22,118	(2)	- %
Water utility operations	110,775	220,825	110,050	50 %	111,552	157,176	45,624	29 %
Sewer utility operations	217,921	317,085	99,164	31 %	249,229	418,239	169,010	40 %
Total expense	<u>1,156,348</u>	<u>1,956,166</u>	<u>799,818</u>	<u>41 %</u>	<u>1,310,049</u>	<u>2,374,627</u>	<u>1,064,578</u>	<u>45 %</u>
NET REVENUE (EXPENSE)	<u>937,975</u>	<u>8,144,290</u>	<u>(7,206,315)</u>	<u>(88)%</u>	<u>1,073,347</u>	<u>203,680</u>	<u>869,667</u>	<u>427 %</u>
CAPITAL								
General	127,240	7,987,700	7,860,460	98 %	121,743	70,000	(51,743)	(74)%
Water	-	161,000	161,000	100 %	40,255	112,000	71,745	64 %
Sewer	39,445	69,000	29,555	43 %	39,890	140,000	100,110	72 %
	<u>166,685</u>	<u>8,217,700</u>	<u>8,051,015</u>	<u>98 %</u>	<u>201,888</u>	<u>322,000</u>	<u>120,112</u>	<u>37 %</u>
NET SURPLUS (DEFICIT)	<u>\$ 771,290</u>	<u>\$ (73,410)</u>	<u>\$ 844,700</u>	<u>151 %</u>	<u>\$ 871,459</u>	<u>\$ (118,320)</u>	<u>\$ 989,779</u>	<u>837 %</u>

NOTES

Revenue:

Taxes:

Tax revenues were collected as expected, showing an increase over the previous year due to the annual tax rate adjustment.

Sales of Services:

Sales of services are on budget and performing as anticipated. The primary contributor is garbage collection fees, which were increased in 2025 to offset the 10% rise in RDCK tipping fees. Overall, service sales are lower than in 2024 due to a one-time \$34,000 in water and sewer connection fees from a large development project last year.

Other Revenue:

Permit and license revenues are tracking with budget expectations, although building permits are down by \$1,600 (22%) compared to last year. Rental income is comparable to 2024, with increased revenue from the Wellness Center balancing out the reduced rental from the Railway Ave property, which was only partially rented last year.

Investment Income:

Investment income is consistent with last year and is projected to slightly exceed budget by year-end. Key factors influencing investment returns include bank balances (affected by expenditures and grant inflows) and interest rates, both of which can vary annually.

Grants:

- *Unconditional Grants:* The Village received \$438,000 from the Small Communities Grant, down from \$451,000 last year. This \$13,000 reduction places additional pressure on tax rates, as the shortfall must be offset to maintain operational funding and reserve contributions. Grant amounts are determined by the BC government based on factors such as population and property assessments relative to other communities, and are not within the Village's control.
- *Conditional Grants:* These vary significantly year to year depending on capital projects, grant timing, and completion of funded work. Grants received to date align with expectations. The 2025 budget includes a \$7.7 million active transportation infrastructure grant for sidewalk replacements. In contrast, 2024 saw several large one-time grants early in the year, including a \$147,000 LGCAP payment and a \$156,000 provincial development grant, resulting in higher figures last year.

Water and Sewer User Fees:

User fees are in line with budget and expectations. Revenue increases are attributed to rate adjustments: water fees rose by \$25 per household annually, and sewer fees by \$32. These increases support infrastructure investments and operational costs.

Expenses:

General Government:

Overall expenses are tracking with budget. IT services, software, and internet costs have exceeded budget (\$19,500 spent vs. \$16,000 budgeted), but underspending in other areas is helping maintain balance. Asset management planning has begun, with \$9,000 spent by the end of September against a \$75,000 annual budget. Administration expenses were higher in 2024 due to staff turnover, but 2025 wages are on budget.

Protective Services:

Fire services expenses are well below budget, with minimal maintenance activity through September. Turnout gear costs are also down 25% from last year (\$15,000 vs. \$20,000).

Transportation Services:

Expenses are consistent with last year, except for winter road maintenance. Costs for plowing and sanding from January to March 2025 totaled \$22,300—just 52% of the \$43,000 spent during the same period in 2024.

Recreation and Culture:

Expenses are on budget. Labour, materials, and supplies for Lions Park, KP Park washrooms, the playground, campground, and ball field have increased compared to Q3 2024.

Interest Expense:

Interest expenses on Village loans are expected to increase from approximately \$22,000/yr in 2024 to approximately \$38,000 in 2025. With MFA long term loans, interest rates are reset every 10 or 5 years in-line with the terms of the loan. The interest rate was reset at 4.1% (from 2.25%) for the Wellness Center loan which increases the interest expense in 2025 until the next rate reset in late 2029. Recall, this specific loan matures in 2039.

Water and Sewer Utilities:

Water operations are on budget and consistent with last year. Notable expenses include a scheduled reservoir inspection, an unexpected leak repair, and increased labour for water distribution. Electricity costs for pumping at both wells rose 18% (\$26,700 vs. \$22,600). Sewer operations are within budget and comparable to last year, excluding a one-time \$36,000 sewer inspection expense in 2024.



2026 Portfolio/Liaison Assignments

Established at the _____, 2025 Regular Council Meeting

Council representation on external agencies and coordinating bodies

Chamber of Commerce
Ktunaxa Kinbasket Local Government Treaty
Library Board
Museum
Salmo Arts Council
Salmo Valley Youth & Community Centre

Councillor Heatlie
Vacant
Councillor Neil
Councillor Heatlie
Mayor Lockwood
Councillor Lins

Council role on external governance

Citizen Engagement
Economic Development
Education
Environment
Seniors
Transportation

Entire Council
Councillor Heatlie
Councillor Neil
Entire Council
Councillor Lins
Vacant

Standing Committee

Housing

Vacant
Councillor Lins
Councillor Neil

*Mayor Lockwood is the media spokesperson for the Village Council.
The Mayor and CAO are responsible for Emergency Preparedness.
Labour/Legal goes through the Mayor to Council.*



The Corporation of the Village of Salmo

Request for Decision

Report Date: October 29th, 2025

Meeting Date: November 10, 2025 (#15-25)

From: Derek Kwiatkowski, Chief Administrative Officer

Subject: Policy F-011- Non-Profit Organization Taxation Support & Funding Release Policy

1. **OBJECTIVE**

For Council to adopt Policy #F-011- Non-Profit Organization Taxation Support & Funding Release Policy.

2. **DISCUSSION AND ANALYSIS**

The Village is committed to supporting non-profit organizations in their efforts to make Salmo a better place to call home. The positive differences that these groups make in the community are tangible.

The Village is also committed to ensuring that public funds are distributed in a transparent and equitable manner. The Village represents all residents & having a transparent process in which the Village distributes funds is paramount in representing all taxpayers.

Administration is requesting that a Council approve a policy that requires documented transparency in requesting funds. This will give the Village the ability to receive & process these requests more successfully. The policy will give the community groups a clear document list to provide the Village when making funding requests. These documents will also give Council a clearer path to approving requests but making the application requirements a set standard for all funding requests.

Administrations is requesting that the adoption of the policy be immediate so that the Village can use this standard for all 2026 funding requests.

RECOMMENDATION

That Council approve Policy F-011, Non-Profit Organization Taxation Support & Funding Release Policy as presented.

ALTERNATIVES

1. That Council approve Policy F-011, Non-Profit Organization Taxation Support & Funding Release Policy as amended.
2. That Council deny the purchase.

	Corporate Policy Guide		
	Non-Profit Organization Taxation Support and Funding Release Policy		
Section:	Finance		
Policy Number:	F-011		
Authorized by:	Council		
Effective Date:		Revision Date:	

1. Policy Statement

1.1 The Village of Salmo is committed to ensuring that public funds collected through taxation are allocated to non-profit organizations in a transparent, equitable, and accountable manner. Funding support must demonstrate measurable community benefit, align with the Village of Salmo strategic priorities, and ensure fiscal responsibility.

1.2 No taxation-supported funds shall be released to a non-profit organization without a clear demonstration of financial need, a defined community benefit, and compliance with the Village of Salmo reporting and accountability requirements.

2. Objective

To establish a consistent, transparent, and accountable framework for the evaluation, approval, and release of taxation-based funding to eligible non-profit organizations that contribute to community well-being, sustainability, and regional priorities.

3. Policy Objectives

3.1 Accountability & Transparency: Ensure that all non-profit organizations receiving taxation support maintain clear financial and operational accountability, including the submission of required reports and documentation.

3.2 Alignment with Village of Salmo Strategic Plan: Ensure that funded initiatives support one or more Village of Salmo strategic priorities, including but not limited to:

- (a) Environmental stewardship
- (b) Social and community well-being
- (c) Economic development
- (d) Recreation and cultural enhancement
- (e) Emergency preparedness and resilience

3.3 Fiscal Responsibility: Require all organizations to demonstrate sound financial management practices, including balanced budgets, diversified funding sources, and sustainable operations.

3.4 Equity and Community Impact: Prioritize funding for initiatives that provide measurable benefits to the greatest number of residents, reduce inequalities, and promote inclusivity across the region.

3.5 Evaluation and Reporting: Require annual submission of:



- (a) A Strategic Plan or equivalent outlining goals, objectives, and expected community outcomes
- (b) A Detailed Budget showing revenues, expenditures, and taxation allocation
- (c) An Annual Report summarizing activities, achievements, and financial statements

3.6 Funding Release Criteria: RDCK Directors shall authorize the release of taxation-based funds only when the non-profit organization:

- (a) Has submitted all required documentation (budget, strategic plan, annual report)
- (b) Has demonstrated compliance with Village of Salmo funding agreements and reporting requirements
- (c) Has not been identified as being in financial or operational default

3.7 Review and Evaluation: Village of Salmo staff shall conduct an annual review of all funded organizations to ensure ongoing eligibility, proper use of funds, and alignment with community priorities.

4. Implementation

4.1 Responsible Authority: Village of Salmo staff and council. This allows the RDCK Director to release the funding.

4.2 Frequency: Annual review and funding release

4.3 Reporting: Village of Salmo staff shall prepare a summary report for the Council outlining compliance status, funding recommendations, and community outcomes.

5. Review

5.1 Review Date: Review cycle every 2 years unless it is a new service than every year for 4 years and if in good standing change to every 2 years.

Revision History

Approved at meeting #__ on _____, ____





The Corporation of the Village of Salmo

Request for Decision

Report Date: November 17, 2025
Meeting Date: November 25, 2025 (#19-25)
From: Derek Kwiatkowski, Chief Administrative Officer
Subject: 2026 Regular Council Meeting Schedule

1. **OBJECTIVE**

For Council to approve the Regular Council Meeting Schedule for 2026.

2. **DISCUSSION AND ANALYSIS**

Each year the Village advertises the upcoming Regular Council Meetings. Administration is bringing forward the 2026 Regular Council Meeting schedule. Normally, the Village cancels 2 consecutive Regular Council Meetings for summer break, however, this is not consistent with the requirements of Procedure Bylaw #663. Administration is requesting the following meetings to be cancelled:

July 14th, 2026 - To allow for a summer break

August 11th, 2026 – To allow for a summer break

December 22nd, 2026 - To allow for a winter break

2026 has no statutory holidays that occur on Tuesdays that conflict with the scheduling of any meetings. The 2026 UBCM Convention is also scheduled the week before the Regular Council Meeting, September 14-18, 2026. This was not the case in either 2024 or 2025.

RECOMMENDATION

That Council approve the 2026 Regular Council Meeting Schedule as presented.

ALTERNATIVES

1. That Council approve the 2026 Regular Council Meeting Schedule as amended.



NOTIFICATION OF COUNCIL MEETING DATES 2026

In accordance with Sections 94 and 127 of the *Community Charter*, the public is hereby notified that Regular Council meetings of the Village of Salmo Council are scheduled as follows:

Tuesday, January 13	Tuesday, July 14 - Cancel
Tuesday, January 27	Tuesday, July 28
Tuesday, February 10	Tuesday, August 11 - Cancel
Tuesday, February 24	Tuesday, August 25
Tuesday, March 10	Tuesday, September 8
Tuesday, March 24	Tuesday, September 22
Tuesday, April 14	Tuesday, October 13
Tuesday, April 28	Tuesday, October 27
Tuesday, May 12	Tuesday, November 10
Tuesday, May 26	Tuesday, November 24
Tuesday, June 9	Tuesday, December 8
Tuesday, June 23	Tuesday, December 22 - Cancel

Meetings begin at **7:00 p.m.** and are held at the Village Office in **Council Chambers** at 423 Davies Avenue in Salmo, B.C. unless otherwise specified by notice at the Public Notice posting places.

Note that in addition to this Schedule, Special Meetings may be called to address extraordinary or urgent business as per Section 126 of the *Community Charter*.

Any of the above noted meetings may be cancelled or postponed at the discretion of the Mayor.

Further information may be obtained by contacting the Village of Salmo office at (250) 357-9433 or at info@salmo.ca.

THE CORPORATION OF THE VILLAGE OF SALMO

PROCEDURES BYLAW NO. 663, 2014

As Amended by Bylaw #704

CONSOLIDATED FOR CONVENIENCE ONLY
Not Official Version

Bylaw No.	Adopted	Amendment	Purpose
704	March 9, 2022	Part 2, Section 2	To add the definition of electronic meetings and electronic participation.
		Part 2, Section 8	To add provisions for holding electronic meetings of Council.

THE CORPORATION OF THE VILLAGE OF SALMO

BYLAW #663

A BYLAW TO REGULATE THE PROCEDURES OF COUNCIL MEETINGS

WHEREAS Section 124 of the *Community Charter*, SBC Chapter 26, requires the establishment of procedures to be followed for meetings of Council and Council committees in conducting their business.

NOW THEREFORE the Council of the Village of Salmo, in open meeting assembled, enacts as follows:

PART 1 - INTRODUCTION

Title

1. This Bylaw may be cited as the **"COUNCIL PROCEDURE BYLAW NO. 663, 2014."**

Definitions

2. In this Bylaw:
 - "CO" means Corporate Officer or designate;
 - "Committee" means a standing, select, or other committee of Council, but does not include COTW;
 - "COTW" means the Committee of the Whole Council;
 - "Council" means the Council of the Village of Salmo;
 - "Mayor" means the mayor of the Village;
 - "Public Notice Posting Places" means the notice board at the Village Office and the notice board at the Post Office;
 - "Village" means the Village of Salmo;
 - "Village Office" means Salmo Village Office located at 423 Davies Avenue, British Columbia.

Application of Rules of Procedure

3. (1) The provisions of this Bylaw govern the proceedings of Council, COTW and all standing and select committees of Council, as applicable.
(2) In cases not provided for under this Bylaw, *Robert's Rules of Order* will apply to the proceedings of Council, COTW, and Council committees to the extent that those rules are:
 - (a) applicable in the circumstances, and
 - (b) not inconsistent with provisions of this Bylaw or the *Community Charter*.

PART 2 – COUNCIL MEETINGS

Inaugural Meeting

4. (1) Following a general local election, the first Council meeting must be held on the first Tuesday of the month following the election month.

(2) If a quorum of Council members elected at the general local election has not taken office by the date of the meeting referred to in subsection (1), the first Council meeting must be called by the CO and held as soon as reasonably possible after a quorum has taken office.

Time and Location of Meetings

5. (1) All Council meetings must take place within the municipal Council Chambers except when Council resolves to hold meetings elsewhere.

(2) Regular Council meetings must:

- (a) be held on the second and fourth Tuesday of each month, and
- (b) begin at 7:00 p.m.;
- (c) be adjourned no later than 9:30 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with s. 28;
- (d) when such meeting falls on a statutory holiday, be held on the next day the Village Office is open following which is not a statutory holiday;

(3) Regular Council meetings may:

- (a) be cancelled by Council, provided that two consecutive meetings are not cancelled; and
- (b) be postponed to a different day, time and place by the Mayor, provided the CO is given at least two days written notice.

Notice of Council Meetings

6. (1) As required under Section 127 of the *Community Charter*, Council must prepare at least once a year, a schedule of the dates, times and places of regular Council meetings. It must make the schedule available to the public by posting it at the Public Notice Posting Places and by publishing it in accordance with Section 94 of the *Community Charter*.

(2) Where revisions are necessary to the annual schedule of regular Council meetings, the CO must, as soon as possible, post a notice at the Public Notice Posting Places to indicate any revision to the date, time and place or cancellation of a regular Council meeting.

Notice of Special Meetings

7. (1) Except where notice of a special meeting is waived by unanimous vote of all Council members under section 127(4) if the *Community Charter*, a notice of the date, hour and place of a special Council meeting must be given at least 24 hours before the time of meeting, by:

- (a) posting a copy of the notice in the Public Notice Posting Places;
- (b) leaving one copy of the notice for each Council member in the Council member's mailbox in the Council Chambers.

(2) The notice under subsection (1) must describe in general terms the purpose of the meeting and be signed by the Mayor or the CO.

Electronic Meetings

8. (1) Provided the conditions set out in subsection 128(1) of the *Community Charter* are met [BL704]:

- (a) a Regular Council meeting may be conducted by means of visual and audio or audio electronic or other communication facilities if:
 - (i) members of the public are allowed to access the meeting electronically.

Special Council Meetings [BL704]:

(2) Provided the conditions set out in subsection 128.1(2) of the *Community Charter* are met:

- (b) a special Council meeting may be conducted by means of visual and audio or audio electronic or other communication facilities if:
 - i. a matter requires a resolution of Council and a quorum of Council cannot be present,
 - ii. a deadline attached to a matter and a quorum of Council cannot be present.
 - iii. a Public Health Order or other Emergency Order is in place disallowing or discouraging gathering in person.
 - iv. members of the public are allowed to access the meeting electronically.

Council Committee Meetings [BL704]:

(3) Provided conditions set out in subsection 128.2(2) of the *Community Charter* are met:

- (a) a Council committee meeting may be conducted by means of visual and audio or audio electronic or other communication facilities if:
 - i. members of the public are allowed to access the meeting electronically.

Electronic participation by members in Council and Council Committee meetings [BL704]:

(4) Provided the conditions set out in subsection 128.3(1) of the *Community Charter* are met:

- (a) a Council, Special Council or Council Committee meeting may allow a mix of electronic and in person participation.
 - (b) a member of Council or a Council Committee who is unable to attend in person at a regular Council meeting, a Special Council meeting or a Council Committee meeting may participate in the meeting by means of electronic or other communication facilities.
 - (c) All electronic meetings must be conducted in accordance with the relevant sections of the Council Procedures Bylaw.
- (5) Except for any part of the Council meeting, Special Council meeting or Council Committee meeting that is closed to the public, there must be provision made for the public present at a meeting to hear, or watch and hear, the participation of the member who is unable to attend the meeting in person.
- (6) Members of Council or a Council Committee who are participating in a meeting conducted in accordance with this section are deemed to be present at the meeting.
- (7) As per PART 2, Sections 6 and 7, Council must provide advance notice of the way in which the meeting is to be conducted by means of electronic or other communication facilities.
- (8) The member presiding at a Special Council or Council Committee meeting may participate electronically.
- (9) All members of Council at one time may participate at a council meeting under sections 8(1) and 8(2).
- (10) All members of a Council Committee at one time may participate at a Council Committee meeting under section 8(3).

PART 3 – DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR

9. (1) Annually, Council must from amongst its members designate a member responsible for acting in place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.

(2) The Councillor designated under section 9(1) must fulfill the responsibilities of the Mayor in his or her absence.

(3) If both the Mayor and the member designated under section 9(1) are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.

(4) The member designated under section 9(1) or chosen under section 9(3) has the same powers and duties as the Mayor in relation to the applicable matter.

PART 4 – COUNCIL PROCEEDINGS

COMMUNITY CHARTER PROVISIONS

10. Matters pertaining to Council proceedings are governed by the *Community Charter*.

ATTENDANCE OF PUBLIC AT MEETINGS

11. (1) Except where the provisions of section 90 of the Community Charter [meetings that may or must be closed to the public] apply, all Council meetings must be open to the public.

(2) Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with section 92 of the Community Charter, which requires Council to state:

- (a) the fact that the meeting or part is to be closed, and
- (b) the basis under the applicable subsection of section 90 on which the meeting or part is to be closed.

(3) This section applies to all meetings of the bodies referred to in section 93 of the Community Charter, including without limitation:

- (a) COTW;
- (b) standing and select committees;
- (c) parcel tax review panel;
- (d) board of variance.

(4) Despite section 11(1), the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 9 may expel or exclude a person from a Council meeting.

(5) Cell phones must be turned off (or set on silent) during meetings

(6) Attendees will be requested to not enter or exit the room repeatedly

(7) The Chair of the meeting has the right to remove any citizens he or she deems disruptive, per Section 132 and Section 133 of the Community Charter.

MINUTES OF MEETINGS TO BE MAINTAINED AND AVAILABLE TO PUBLIC

12. (1) Minutes of the proceedings of Council must be:

- (a) legibly recorded;
- (b) certified by the CO, and
- (c) signed by the Mayor or the Mayor designate in the Mayor's absence;

(2) Subject to subsection 12(3), and in accordance with section 97(1)(b) of the *Community Charter*, minutes of the proceedings of Council must be open for public inspection at the Village office during its regular office hours.

(3) Subsection 12(2) does not apply to minutes of a Council meeting or that part of a Council meeting from which persons were excluded under section 90 of the *Community Charter*.

CALLING MEETING TO ORDER

13. (1) As soon after the time specified for a Council meeting as there is a quorum present, the Mayor, if present, must take the Chair and call the Council meeting to order. However, where the Mayor is absent, the Councillor designated as the member responsible for acting in the place of the Mayor in accordance with section 9 must take the Chair and call such meeting to order.

(2) If a quorum of Council is present but the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 9 do not attend within 15 minutes of the scheduled time for a Council meeting:

- (a) the CO must call to order the members present, and
- (b) the members present must choose a member to preside at the meeting.

ADJOURNING MEETING WHERE NO QUORUM

14. If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the CO must:

- (a) record the names of the members present, and those absent, and
- (b) adjourn the meeting until the next scheduled meeting.

AGENDA

15. (1) Prior to each Council meeting, the CO must prepare an Agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.

(2) The deadline for submissions by the public to the CO of items for inclusion on the Council meeting agenda is no later than 4:00 p.m. on the Thursday prior to the meeting. This also includes requests to appear as a delegation before Council.

(3) The CO must make the agenda available to the members of Council and the public on the Friday afternoon prior to the meeting.

(4) No item shall be added to or deleted from the agenda following the closure of the agenda, unless such addition or deletion is approved by resolution.

ORDERS OF PROCEEDINGS AND BUSINESS

16. (1) The Council meeting held on the second Tuesday of the month shall follow the form outlined in Schedule "A" attached to and forming part of this Bylaw.

(2) The Council meeting held on the fourth Tuesday of the month shall follow the form outlined in Schedule "B" attached to and forming part of this Bylaw.

(3) The Council meetings that are to be held "In Camera" shall follow the form outlined in Schedule "C" attached to and forming part of this Bylaw.

VOTING AT MEETINGS

17. (1) The following procedures apply to voting at Council meetings:
- (a) when debate on a matter is closed, the presiding member must put the matter to a vote of Council members;
 - (b) when the Council is ready to vote, the presiding member must put the matter to a vote by stating:
"Those in favour.", and then "Those opposed."
 - (c) when the presiding member is putting the matter to a vote under paragraphs (a) and (b) must not:
 - (i) cross or leave the room;
 - (ii) make a noise or other disturbance;
 - (iii) interrupt the voting procedure under paragraph (b) unless the interrupting member is raising a point of order;
 - (d) after the presiding member finally puts the question to a vote under paragraph (b), a member must not speak to the question or make a motion concerning it;
 - (e) the presiding member's decision about whether a question has been finally put is conclusive; and
 - (f) whenever a vote of Council on a matter is taken, each member present shall signify their vote by raising their hand at the Council meeting; and
 - (g) the presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative.

DELEGATIONS

18. (1) The Council may, by resolution, allow an individual or a delegation to address Council at the meeting on the subject of an Agenda item; alternatively the written application, Schedule "E", must have been received by the CO by 4:00 p.m. on the Thursday prior to the meeting. The delegation will be limited to 15 minutes unless a longer period is agreed to by unanimous vote of those members present.

(2) Where written application has not been received by the CO as prescribed in section (1), an individual or delegation may address the meeting if approved by the unanimous vote of the members present.

(3) Council must not permit a delegation to address a meeting of the Council regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.

(4) The CO may schedule delegations to another Council meeting as deemed appropriate according to the subject matter of the delegation.

(5) Delegations may only appear before Council one time per relevant item; repeated requests to discuss the same agenda item are not permitted unless the delegation submits documentation outlining changes to the circumstances along with their delegation application. Council may, by resolution, allow a delegation to appear more than one time per relevant item.

POINTS OF ORDER

19. (1) Without limiting the presiding member's duty under section 132(1) of the *Community Charter*, the presiding member must apply the correct procedure to a motion:

- (a) if the motion is contrary to the rules of procedure in this bylaw; and

- (b) whether or not another Council member has raised a point of order in connection with the motion.
- (2) When the presiding member is required to decide a point of order:
 - (a) the presiding member must cite the applicable rule or authority if requested by another Council member;
 - (b) another member must not question or comment on the rule or authority cited by the presiding member under subsection (2)(a), and
 - (c) the presiding member may reserve the decision until the next Council meeting.

CONDUCT AND DEBATE

- 20. (1) A Council member may speak to a question at a Council meeting only if that member first addresses the presiding member.
- (2) Members must address the presiding member by that person's title of Mayor, Acting Mayor, or Councilor.
- (3) Members must address other non-presiding members by the title Councillor.
- (4) No member must interrupt a member who is speaking except to raise a point of order.
- (5) If more than one member speaks the presiding member must call on the member who, in the presiding member's opinion, first spoke.
- (6) Members who are called to order by the presiding member:
 - (a) must immediately stop speaking;
 - (b) may explain their position on the point of order, and
 - (c) may appeal to Council for its decision on the point of order in accordance with section 132 of the *Community Charter*;
- (7) Members speaking at a Council meeting:
 - (a) must use respectful language;
 - (b) must not use offensive gestures or signs;
 - (c) must speak only in connection with the matter being debated;
 - (d) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded, and
 - (e) must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member and council in connection with the rules and points of order.
- (8) If a member does not adhere to subsection (7), the presiding member may order the member to leave the member's seat, and
 - (a) if the member refuses to leave, the presiding member may cause the member to be removed by a peace officer from the member's seat, and
 - (b) if the member apologizes to the Council, Council may, by resolution, allow the member to retake the member's seat.
- (9) A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.
- (10) The following rules apply to limit speech on matters being considered at a Council meeting:
 - (a) a member may speak more than once in connection with the same question only:
 - (i) with the permission of Council, or
 - (ii) if the member is explaining a material part of a previous speech without introducing a new matter;

- (b) a member who has made a substantive motion to the Council may reply to the debate;
- (c) a member who has moved an amendment to the previous question, or an instruction to a committee may not reply to the debate;
- (d) a member may speak to a question, or may speak in reply, for longer than a total time of 15 minutes only with the permission of Council.

MOTIONS GENERALLY

21. (1) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.

(2) A motion that deals with a matter that is not on the agenda of the Council meeting at which the motion is introduced may be introduced by a Council member.

(3) A Council member may make only the following motions, when the Council is considering a question:

- (a) to refer to a committee;
- (b) to amend;
- (c) to lay on the table;
- (d) to postpone indefinitely;
- (e) to postpone to a certain time;
- (f) to move to the previous question;
- (g) to adjourn.

(4) A motion made under subsections (3)(c) to (g) is not amendable or debatable.

(5) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member.

MOTION TO COMMIT

22. Until it is decided, a motion made at a Council meeting to refer to a committee prevents an amendment of the main question.

MOTION FOR THE MAIN QUESTION

23. (1) In this section, "main question," in relation to a matter, means the motion that first brings the matter before the Council.

(2) At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended:

- (a) if a member of Council moves to put the main question, or the main question as amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question; and
- (b) if the motion for the main question, or for the main question as amended, is decided in the negative, the Council may again debate the question, or proceed to other business.

AMENDMENTS GENERALLY

24. (1) A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.

(2) An amendment may propose removing, substituting for, or adding to the words of an original motion.

(3) A proposed amendment must be reproduced in writing by the mover if requested by the presiding member.

(4) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.

(5) An amendment may be amended only once.

(6) An amendment that has been negated by a vote of Council cannot be proposed again.

(7) A Council member may propose an amendment to an adopted amendment.

(8) The presiding member must put the main question and its amendments in the following order for the vote of Council:

- (a) a motion to amend a motion amending the main question;
- (b) a motion to amend the main question, or an amended motion amending the main question if the vote under subparagraph (a) is positive;
- (c) the main question.

RECONSIDERATION BY COUNCIL MEMBER

25. (1) Subject to subsection (5), a Council member may, at the next Council meeting:
- (a) move to consider a matter on which a vote, other than to postpone indefinitely, has been taken, and
 - (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.

(2) A Council member who voted affirmatively for a resolution adopted by council may at any time move to rescind that resolution.

(3) Council must not discuss the main matter referred to in subsection (1) unless a motion to reconsider that matter is adopted in the affirmative.

(4) A vote to reconsider must not be reconsidered.

(5) Council may only reconsider a matter that has not:

- (a) had the approval or assent of the electors and been adopted;
- (b) been reconsidered under subsection (1) or section 131 of the *Community Charter* [Mayor may require Council reconsideration of a matter];
- (c) been acted on by an officer, employee, or agent of the Village.

(6) The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its rejection under this section.

(7) A bylaw, resolution, or proceeding that is reaffirmed under subsection (1) or section 131 of the *Community Charter* is as valid and has the same effect as it had before reconsideration.

PRIVILEGE

26. (1) In this section, a matter of privilege refers to any of the following motions:

- (a) fix the time to adjourn;
- (b) adjourn;
- (c) recess;
- (d) raise a question of privilege of the Council;
- (e) raise a question of privilege of a member of Council.

(2) A matter of privilege must be immediately considered when it arises at a Council meeting.

(3) For the purposes of subsection (2), a matter of privilege listed in subsection (1) has precedence over those matters listed after it.

REPORTS FROM COMMITTEES

27. Council may take any of the following actions in connection with a resolution it receives from COTW:

- (a) agree or disagree with the resolution;
- (b) amend the resolution;
- (c) refer the resolution back to COTW;
- (d) postpone its consideration of the resolution.

ADJOURNMENT

28. (1) A Council may continue a Council meeting after 9:30 p.m. only by an affirmative vote of 2/3 of the Council members present.

(2) A motion to adjourn either a Council meeting or the debate at a Council meeting is always in order if that motion has not been preceded at that meeting by the same motion.

(3) Subsection (2) does not apply to either of the following motions:

- (a) a motion to adjourn to a specific day;
- (b) a motion that adds an opinion or qualification to a preceding motion to adjourn.

PART 5 – BYLAWS

COPIES OF PROPOSED BYLAWS TO COUNCIL MEMBERS

29. A proposed bylaw may be introduced at a Council meeting only if a copy of it has been delivered to each Council member at least 24 hours before the Council meeting, or all Council members unanimously agree to waive this requirement.

FORM OF BYLAWS

30. A bylaw introduced at a Council meeting must:

- (a) be printed;
- (b) have a distinguishing name;
- (c) have a distinguishing number;
- (d) contain an introductory statement of purpose;
- (e) be divided into sections.

BYLAWS TO BE CONSIDERED SEPARATELY OR JOINTLY

31. Council must consider a proposed bylaw at a Council meeting separately from other bylaws.

READING AND ADOPTING BYLAWS

32. (1) The presiding member of a Council may:

- (a) have the CO read a synopsis of a proposed bylaw, and then
- (b) request a motion that the proposed bylaw be read;

(2) The reading of a bylaw may be given by stating its title and object.

(3) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.

(4) Subject to section 882 of the *Local Government Act* [OCP adoption procedures], each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.

(5) In accordance with section 135 of the *Community Charter* [requirements for passing bylaws], Council may give two or three readings to a proposed bylaw at the same Council meeting.

(6) There must at least one day between the third and final reading and the adoption of a bylaw.

(7) Despite section 135(3) of the *Community Charter*, and in accordance with section 890(9) of the *Local Government Act* [public hearings], Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan passed third reading.

BYLAWS MUST BE SIGNED

33. After a bylaw is adopted, and signed by the CO and the presiding member of the Council meeting at which it was adopted, the CO must have it placed in the Village's records for safe keeping.

PART 6 – RESOLUTIONS

COPIES OF RESOLUTIONS TO COUNCIL MEMBERS

34. A resolution may be introduced at a Council meeting only if a copy of it has been delivered to each Council member at least 24 hours before the Council meeting, or all Council members unanimously agree to waive this requirement.

FORM OF RESOLUTION

35. A resolution introduced at a Council meeting must be printed.

INTRODUCING RESOLUTIONS

36. (1) The presiding member of a Council meeting may:
- (a) have the CO read the resolution; and
 - (b) request a motion that the resolution be introduced.

PART 7 – COMMITTEE OF THE WHOLE

GOING INTO COMMITTEE OF THE WHOLE

37. (1) At any time during a Council meeting, Council may by resolution go into COTW.
- (2) In addition to subsection (1), a meeting, other than a standing or select committee meeting, to which all members of Council are invited to consider but not to decide on matters of the Village's business, is a meeting of COTW.

NOTICE FOR COTW MEETINGS

38. (1) Subject to subsection (2) a notice of the day, hour and place of a COTW meeting must be given at least 24 hours before the time of the meeting by:
- (a) posting a copy of the notice at the Public Notice Posting Places; and

- (b) leaving a copy of the notice for each Council member in the Council member's mailbox in the Council chambers.

(2) Subsection (1) does not apply to a COTW meeting that is called, in accordance with section 38, during a Council meeting for which public notice has been given under section 6 or 7.

MINUTES OF COTW MEETINGS TO BE MAINTAINED AND AVAILABLE TO PUBLIC

39. (1) Minutes of the proceedings of COTW must be:

- (a) legibly recorded;
- (b) certified by the CO;
- (c) signed by the member presiding at the meeting, and
- (d) open for public inspection.

PRESIDING MEMBERS AT COTW MEETINGS AND QUORUM

40. (1) Any Council member may preside in COTW.

(2) The Mayor may be the presiding member of the COTW if he wishes. If the Mayor declines from being the presiding member, Council must appoint another member of Council to be the presiding member.

(3) The quorum of COTW is the majority of Council members.

POINTS OF ORDER AT MEETINGS

41. The presiding member must preserve the order at a COTW meeting and, subject to an appeal to other members present, decide points of order that may arise.

CONDUCT AND DEBATE

42. The following rules apply to COTW meetings:

- (a) a motion is not required to be seconded;
- (b) a motion for adjournment is not allowed;
- (c) a member may speak any number of times on the same question;
- (d) a member must not speak longer than a total of 10 minutes on any one question.

VOTING AT MEETINGS

43. (1) Votes at a COTW meeting must be taken by a show of hands if requested by a member.

(2) The presiding member must declare the results of the voting.

REPORTS

44. (1) COTW may consider reports and bylaws only if:

- (a) they are printed and each member has a copy, or
- (b) a majority of the Council members present decide without debate that the requirements of paragraph (a) do not apply.

(2) A motion for COTW to rise and report to Council must be decided without debate.

(3) The COTW's reports to Council must be presented by the CO.

RIISING WITHOUT REPORTING

45. (1) A motion made at a COTW meeting to rise without reporting:
- (a) is always in order and takes precedence over all other motions;
 - (b) may not be debated, and
 - (c) may not be addressed more than once by any one member.
- (2) If a motion to rise without reporting is adopted by COTW at a meeting constituted under section 37(1), the Council meeting must resume and proceed to the next order of business.

PART 8 – COMMITTEES

DUTIES OF STANDING COMMITTEES

46. (1) Standing committees must consider, inquire into, report, and make recommendations to Council about all of the following matters:
- (a) matters that are related to the general subject indicated by the name of the committee;
 - (b) matters that are assigned by the Mayor.
- (2) Standing committees must report and make recommendations to Council at all of the following times:
- (a) in accordance with the schedule of the committee's meetings;
 - (b) on matters that are assigned by Council or the Mayor;
 - (i) as required by Council or the Mayor, or
 - (ii) at the next Council meeting if the Council or Mayor does not specify a time.

DUTIES OF SELECT COMMITTEES

47. (1) Select committees must consider, inquire into, report, and make recommendations to Council about the matters referred to the committee by the Council.
- (2) Select committees may report and make recommendation to Council at the next Council meeting unless Council specifies a different date and time.

SCHEDULE OF COMMITTEE MEETINGS

48. (1) At its first meeting after its establishment a standing or select committee must establish a regular schedule of meetings.
- (2) The chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

NOTICE OF COMMITTEE MEETINGS

49. (1) Subject to subsection (2), after the committee has established the regular schedule of committee meetings, including the times, dates and places of the committee meetings, notice of the schedule must be given by:
- (a) posting a copy of the schedule at the Public Notice Posting Places; and
 - (b) provide a copy of the schedule to each member or the committee.
- (2) Where revisions are necessary to the annual schedule of committee meetings, the CO must, as soon as possible, post a notice at the Public Notice Posting Places to indicate any revision to the date, time and place or cancellation of a committee meeting.

(3) The chair of a committee must cause a notice of the day, time and place of a meeting called under section 48 (2) to be given to all members of the committee at least 24 hours before the time of the meeting.

ATTENDANCE AT COMMITTEE MEETINGS

50. Council members who are not members of a committee may attend the meetings of the committee.

MINUTES OF COMMITTEE MEETINGS TO BE MAINTAINED AND AVAILABLE TO THE PUBLIC

51. Minutes of the proceedings of a committee must be:

- (a) legibly recorded;
- (b) certified by the recorder;
- (c) signed by the chair or member presiding at the meeting, and
- (d) open for public inspection.

QUORUM

52. The quorum for a committee is a majority of all of its members.

CONDUCT AND DEBATE

53. (1) The rules of the Council procedure must be observed during committee meetings, so far as is possible and unless as otherwise provided in this Bylaw.

(2) Council members attending a meeting of a committee, of which they are not a member, may participate in the discussion only with the permission of a majority of the committee members present.

(3) A motion made at a meeting of a committee is not required to be seconded.

54. Council members attending a meeting of a committee of which they are not a member must not vote on a question.

PART 9 – COMMISSION MEETINGS

SCHEDULE OF COMMISSION MEETINGS

55. (1) At its first meeting after its establishment, a commission must establish a regular schedule of meetings.

(2) The Chair of a commission may call a meeting of the Commission in addition to the scheduled meetings or may cancel a meeting.

NOTICE OF COMMISSION MEETINGS

56. (1) Subject to subsection (2), after the Commission has established the regular schedule of Commission meetings, including the times, dates and places of the Commission meetings, notice of the schedule must be given by:

- (a) posting a copy of the schedule at the Public Notice Posting Places; and
- (b) providing a copy of the schedule to each member of the Commission.

(2) Where revisions are necessary to the annual schedule of the Commission meetings, the CO must, as soon as possible, post a notice at the Public Notice Posting Places to indicate any revision to the date, time and place for cancellation of a Commission meeting.

(3) The Chair of a Commission must cause a notice of the day, time and place of a meeting called under section 55(2) to be given to all members of the Commission at least 24 hours before the time of the meeting.

MINUTES OF COMMISSION MEETINGS TO BE MAINTAINED AND AVAILABLE TO THE PUBLIC

57. Minutes of the proceedings of a Commission must be:

- (a) legibly recorded;
- (b) certified correct by the recorder;
- (c) signed by the Chair or a member presiding at the meeting, and open for public inspection.

QUORUM

58. The quorum of a Commission is a majority of all of its members.

CONDUCT AND DEBATE

59. (1) The rules of the Council procedure must be observed during Commission meetings, so far as is possible and unless as otherwise provided in this bylaw.

PART 10 – REGIONAL DIRECTOR APPOINTMENT

60. Council shall appoint one member of Council each to act as Regional Director and Alternate Director for the Regional District of Central Kootenay. Members of Council seeking appointment as Director or Alternate Director shall be required to complete a form as set out in Schedule 'D.'

61. Council shall appoint the Regional Director as well as an Alternative Director during the inaugural meeting in the election year, and at the 2nd meeting *of the month following the election month*.

62. The appointment of Regional Director and Alternate Director shall be limited to those members of Council who have completed an application form as set out in Schedule 'D.' Appointments shall be determined by a majority of votes of Council in a secret ballot, and the result of the secret ballot shall be ratified by resolution.

63. Council may, by resolution, terminate an appointment made pursuant to this Part if, in the opinion of Council, the Director or Alternate failed to comply with the conditions of appointment as set out in Schedule 'D.' The vacancy created shall be filled following the process set out in section 63 of this Bylaw.

PART 11 - GENERAL

64. The provisions of this Bylaw are severable and the invalidity of any part of this bylaw shall not affect the validity of the remainder of this Bylaw.

ENACTMENT AND REPEAL

65. This Bylaw shall come into full force and effect upon its final passage and adoption.

66. Bylaw #282, Procedure Bylaw (1984) and related amendments are hereby repealed.

67. Bylaw #550, Procedure Bylaw (2005) and related amendments are hereby repealed.

READ A FIRST TIME

this 14th day of October, 2014

READ A SECOND TIME

this 14th day of October, 2014

READ A THIRD TIME

this 28th day of October, 2014

RECONSIDERED AND FINALLY ADOPTED

this 12th day of November, 2014

Mayor

Corporate Officer

I certify this to be a true copy of Bylaw #663 as adopted.

Corporate Officer

SCHEDULE "A"
CORPORATION OF THE VILLAGE OF SALMO
REGULAR MEETING #-0X
(First Meeting of the Month)

A Regular Meeting of the Council of the Village of Salmo to be held in the Council Chambers at 423 Davies Ave Salmo, B.C. on, XXXX at 7:00 p.m.

AGENDA

1. Call to Order
2. Adoption of the Agenda
3. Delegations
(1)
4. Adoption of the Minutes
(1) Minutes of regular meeting of .
5. Referrals From Delegations
(1)
6. Referrals from Prior Meetings
(1)
7. Policy Development & Review
(1)
8. Bylaw Development & Review
(1)
9. Accounts Payable
(1)
10. Correspondence Requiring a Council Decision
(1)
11. Correspondence for Information Only
(1)
12. Member Reports & Inquiries
 - (1) Councillor XXXX -
 - (2) Councillor XXXX -
 - (3) Councillor XXXX -
 - (4) Councillor XXXX -
 - (5) Mayor XXXX -
13. Adjournment

An index of General Information is posted in Council Chambers.
General Information documents are available for inspection at the counter.

SCHEDULE "B"
CORPORATION OF THE VILLAGE OF SALMO

REGULAR MEETING #-0X

(Second Meeting of the Month)

A Regular Meeting of the Council of the Village of Salmo to be held in the Council Chambers at 423 Davies Avenue, Salmo, B.C. on, XXXX at 7:00 p.m.

AGENDA

1. Call to Order
2. Adoption of the Agenda
3. Delegations
(1)
4. Adoption of the Minutes
(1) Minutes of regular meeting of .
5. Referrals From Delegations
(1)
6. Referrals from Prior Meetings
(1)
7. Operational Reports
 - (1) Public Works Department -
 - (2) Fire Department -
 - (3) Bylaw Enforcement -
 - (4) Administration -
 - (5) Strategic Plan -
8. Financial Reports
 - (1)Accounts payable -
 - (2) Financial Statements -
9. Correspondence Requiring a Council Decision
(1)
10. Correspondence For Information Only
(1)
11. Member Reports & Inquiries
 - (1) Councillor XXXX -
 - (2) Councillor XXXX-
 - (3) Councillor XXXX -
 - (4) Councillor XXXX -
 - (5) Mayor XXXX -
12. Adjournment

An index of General Information is posted in Council Chambers.
General Information documents are available for inspection at the counter.

SCHEDULE "C"
THE CORPORATION OF THE VILLAGE OF SALMO

SPECIAL *IN CAMERA* MEETING #XX-0X

A Special *in camera* Meeting of the Council of the Village of Salmo as authorized under section 90 of the *Community Charter* to be held in the Village Salmo Council Chambers at XXXX. on, XXXX.

AGENDA

1. Call to Order
2. In-Camera Resolution
3. Agenda
4. Minutes
 - 1)
5. (1)
6. Adjournment

SCHEDULE "D"

CORPORATION OF THE VILLAGE OF SALMO

Regional Director Nomination Form

I, _____ being a member (or member elect) of the Council of the Village of Salmo hereby submit my nomination for appointment to the Board of Directors of the Regional District of Central Kootenay.

By signing this nomination form, I hereby declare my willingness to accept an appointment by the Council of the Village of Salmo to serve as Director or as Alternate Director for the Village of Salmo on the Board of Directors of the Regional District of Central Kootenay, its Commissions, and its Committees.

By signing this nomination form, I further declare that, in the capacity of Director or Alternate Director on the Board of Directors of the Regional District of Central Kootenay, its commissions, and its committees, I shall:

- a) represent the interests of the citizens of the Village of Salmo, as defined by Council, in all matters arising at the Regional District Board, its commissions, and its Committees;
- b) fairly represent, speak in support of, and vote in compliance with, all bylaws, policies, and resolutions of the Council of the Village of Salmo;
- c) every month, place on the agenda of the second regular meeting of the Council of the Village of Salmo a written report on all regional issues of special or general interest to the Village of Salmo;
- d) place on the agenda of the next special in-camera meeting of the Council of the Village of Salmo a written report on all confidential regional issues of special or general interest to the Village of Salmo;
- e) be accountable to the Council of the Village of Salmo, in all aspects associated with my appointment as Director or as Alternate Director for the Village of Salmo on the Board of Directors of the Regional District of Central Kootenay, its Commissions, and its Committees.

Member of Council, or
Member Elect of Council

Witness

Date: _____



SCHEDULE "E"

The Corporation of the Village of Salmo DELEGATION APPLICATION FORM

Delegate(s) Name: _____

Mailing Address: _____

Email Address: _____ Phone No.: _____

Delegation Status: (select one)

[] Representing a Group/Organization/Business _____
(Name of Group/Organization/Business)

[] Attending as an Individual

Council Date Requested for Meeting: _____

Purpose of the Delegation Request:

Note:

- A copy of all information regarding the presentation **must** accompany this application.
- Delegation requests are subject to approval by the Mayor and Corporate Officer. Submission of an application is not a guarantee that you will be approved to appear before Council. Where the subject matter of a delegation pertains to legal matters, personnel, and/or private property issues, the Village of Salmo reserves the right not to approve the delegation.
- The Village of Salmo cannot guarantee you will be scheduled on the date requested

I/We acknowledge that only the above matter will be discussed during the presentation:

Signature: _____ Date: _____

This information is collected by the Village of Salmo in accordance with Section 124 of the *Community Charter* and is protected under the *Freedom of Information and Protection of Privacy Act*. The information will be used to facilitate processing this request to appear as a delegation before Council. Should you have any questions about the collection of this personal information, please contact the Village of Salmo, Corporate Officer at 250.357.9433.

The applicant, in the process of submitting or authorizing this application, hereby recognizes and accepts that this material will become available to the public as part of the application, review and approval process.

_____ Applicant's Initials

**Return completed form along with the information regarding the presentation to the Corporate Officer
either by mail, in person, by fax, or by email**