

# 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;
  - "Electronic meetings" means, meetings where all members of a Council or Council Committee may participate electronically (e.g. videoconference, audioconference or telephone) [BL704];
  - "Electronic participation" means, allowing for a hybrid meeting where some members of Council or a Council Committee attend in person, and other members attend by electronic means [BL704];
  - "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 applica-

tion. 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.

## **RISING 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 sched-

ule 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 2<sup>nd</sup> 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 by-law 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

READ A SECOND TIME

READ A THIRD TIME

RECONSIDERED AND FINALLY ADOPTED

this 14th day of October, 2014

this 14th day of October, 2014

this 28th day of October, 2014

this 12<sup>th</sup> day of November, 2014

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Mayor

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*Corporate Officer*

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

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*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.

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Member of Council, or  
Member Elect of Council

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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:

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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**