

THE CORPORATION OF THE VILLAGE SALMO

BYLAW #768

A BYLAW TO AMEND COUNCIL PROCEDURE BYLAW #663, 2014

WHEREAS Section 128 of the *Community Charter* requires the establishment of procedures to be followed for meetings of Council and Council committees in conducting their business,

WHEREAS Council has determined that the *Village of Salmo Procedures Bylaw #663, 2014* should be amended to update definitions and procedures,

NOW THEREFORE the Council of the Village of Salmo, in open meeting assembled, ENACTS AS FOLLOWS:

1. CITATION

This Bylaw may be cited as the "**COUNCIL PROCEDURE AMENDMENT BYLAW #768, 2026**".

2. AMENDMENTS

- 2.1. A Table of Contents has been added as per Schedule A attached to this bylaw.
- 2.2. The recital clause is hereby amended and replaced with the following:

“WHEREAS the Village of Salmo must, by bylaw enacted pursuant to the Community Charter and Local Government Act, establish the general procedures to be followed at meetings of the Village of Salmo, Committees and Commissions including the procedures for passing bylaws and resolutions, and for providing advance notice of such meetings;”
- 2.3. Part 1 – Introduction is hereby amended as follows:
 - (a) The word “Title” has been changed to “Citation”.
 - (b) Definitions have been added and amended as per Schedule B attached to this bylaw.
- 2.4. Part 2 – Council Meetings is hereby amended as follows:
 - (a) Time and Location of Meetings Section 5(2)(a) has been amended to read “be held on the second Tuesday of each month”.
 - (b) Notice of Special Meetings section 7(1) has been amended to add “emailing a copy to each Council member”.
- 2.5. Part 3 – Designation of Member to Act in Place of Mayor has been amended as follows:
 - (a) Section 9(2) has been amended to read “The Councillor designated under section 9(1) must fulfill the responsibilities of the Mayor in their absence”.
 - (b) Section 9(3) has been amended to read “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”.

2.6. Part 4 – Council Proceedings has been amended as follows:

- (a) Section 11(7) has been amended to read “The Chair of the meeting has the right to remove any citizens they deem”.
- (b) Section 15(2) has been amended to read “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 Monday the week prior to the meeting”.
- (c) Section 15(5), 15(6) and 15(7) have been added as per Schedule C attached to this bylaw.
- (d) Section 16(1) has been amended to read “The Council meeting held on the second Tuesday of the month shall follow the outline in Section 15(5)”.
- (e) Section 16(2) has been amended to read “The Council meeting held on the fourth Tuesday of the month shall be a Committee of the Whole and follow the outline in Section 15(6)”.
- (f) Section 16(3) has been amended to read “The Council meetings that are to be held “In Camera” shall follow the outline in Section 15(7)”.
- (g) Section 18(1) has been amended to read “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, using the Village of Salmo’s Delegation Application form, must have been received by the CO by 4:00 p.m. on the Monday the week 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”.

2.7. Part 7 – Committee of the Whole

- (a) Section 38(1) has been amended to add “emailing a copy to each Council member”.
- (b) Section 49(1) has been amended to replace the word “subjection” with the word “subsection”.
- (c) Section 49(1)(b) has been amended to read “providing a hard copy along with an email copy of the schedule to each member of the committee”.

2.8. Part 9 – Commission Meeting

- (a) Section 56(1)(b) has been amended to read “providing a hard copy of the schedule to each member of the Commission”.

2.9. Part 10 – Regional Director Appointment

- (a) Section 60(1) has been amended and replaced with the following “The Municipal Regional District Director shall, in accordance with the Local Government Act, be appointed by Council from among its members”.
- (b) Section 60(2) has been added as follows: “A member of Council seeking appointment for either the Regional Director or Alternate Director position must inform the CO, in writing, prior to the meeting. Appointments shall be determined by a majority of votes of Council in a secret ballot if more than

one member of Council has expressed interest, and the result of the secret ballot shall be ratified by resolution”.

- (c) Section 61 has been amended to read “Council shall appoint the Regional Director as well as an Alternate Director during the inaugural meeting in the election year. The term of office of a Municipal Regional District Director begins when that director takes the oath of office at the Regional District and continues until:
 - (d) (i) the earlier of another director taking office in the original director’s place; and,
 - (e) (ii) November 30th in the year of a General Local Election.
- (f) Section 62 has been replaced with “As the Municipal Regional District Director is appointed by Council and not elected, the director’s protocol is to express the opinion of Council at the Regional District Board Meetings, and while voting on issues that affect the Village of Salmo where Council has established a position or opinion”.
- (g) Section 63 has been added as follows: “The Municipal Regional District Director will seek the advice and instruction of Council on Regional District matters that involve budget or money bylaws, and is obligated to report accurately to Council, the agendas and minutes of Regional District business”.
- (h) Section 64 (previously Section 63) has been amended to read “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 below:
 - a) represent the interests of the citizens of the Village of Salmo, as defined by Council, in all matters arising at the Regional District Boards, 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 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 of 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 interests 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.

3. ENACTMENT

- 3.1. If any section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.
- 3.2. This Bylaw shall come into full force and effect on final adoption.

READ A FIRST TIME
READ A SECOND TIME
READ A THIRD TIME
RECONSIDERED AND FINALLY ADOPTED

this 13th day of January, 2026
this 24th day of February, 2026
this 24th day of February, 2026
this 10th day of March, 2026

Originally Signed By:

Diana Lockwood
Mayor

Derek Kwiatkowski
CAO/Corporate Officer

I HEREBY CERTIFY THIS TO BE A TRUE AND CORRECT COPY OF THE "COUNCIL PROCEDURE AMENDMENT BYLAW #768, 2026".

Derek Kwiatkowski
CAO/Corporate Officer

Schedule A

Council Procedures Bylaw #663, 2014

Table of Contents

PART 1 - INTRODUCTIONPART 1 - INTRODUCTION	3
CITATION.....	3
DEFINITIONS.....	3
APPLICATION OF RULES OF PROCEDURE	5
PART 2 – COUNCIL MEETINGS	5
INAUGURAL MEETING	5
TIME AND LOCATION OF MEETINGS.....	5
NOTICE OF COUNCIL MEETINGS	6
ELECTRONIC MEETINGS	6
PART 3 – DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR.....	7
PART 4 – COUNCIL PROCEEDINGS	8
COMMUNITY CHARTER PROVISIONS.....	8
ATTENDANCE OF PUBLIC AT MEETINGS.....	8
MINUTES OF MEETINGS TO BE MAINTAINED AND AVAILABLE TO PUBLIC.....	8
CALLING MEETING TO ORDER	8
ADJOURNING MEETING WHERE NO QUORUM.....	9
AGENDA.....	9
ORDERS OF PROCEEDINGS AND BUSINESS	10
VOTING AT MEETINGS	10

DELEGATIONS.....	11
POINTS OF ORDER	11
CONDUCT AND DEBATE	12
MOTIONS GENERALLY	13
MOTION TO COMMIT	13
MOTION FOR THE MAIN QUESTION	13
AMENDMENTS GENERALLY.....	13
RECONSIDERATION BY COUNCIL MEMBER.....	14
PRIVILEGE.....	14
REPORTS FROM COMMITTEES	15
ADJOURNMENT	15
PART 5 – BYLAWS	15
COPIES OF PROPOSED BYLAWS TO COUNCIL MEMBERS	15
FORM OF BYLAWS	15
BYLAWS TO BE CONSIDERED SEPARATELY OR JOINTLY	15
READING AND ADOPTING BYLAWS.....	15
BYLAWS MUST BE SIGNED	16
PART 6 – RESOLUTIONS	16
COPIES OF RESOLUTIONS TO COUNCIL MEMBERS	16
FORM OF RESOLUTION	16
INTRODUCING RESOLUTIONS	16
PART 7 – COMMITTEE OF THE WHOLE	16

GOING INTO COMMITTEE OF THE WHOLE.....	16
NOTICE FOR COTW MEETINGS	17
MINUTES OF COTW MEETINGS TO BE MAINTAINED AND AVAILABLE TO PUBLIC	17
PRESIDING MEMBERS AT COTW MEETINGS AND QUORUM	17
POINTS OF ORDER AT MEETINGS	17
CONDUCT AND DEBATE	17
VOTING AT MEETINGS	17
REPORTS	18
RISING WITHOUT REPORTING.....	18
PART 8 – COMMITTEES.....	18
DUTIES OF STANDING COMMITTEES	18
DUTIES OF SELECT COMMITTEES.....	18
SCHEDULE OF COMMITTEE MEETINGS	18
NOTICE OF COMMITTEE MEETINGS.....	19
ATTENDANCE AT COMMITTEE MEETINGS	19
MINUTES OF COMMITTEE MEETINGS TO BE MAINTAINED AND AVAILABLE TO THE PUBLIC ..	19
QUORUM	19
CONDUCT AND DEBATE	19
PART 9 – COMMISSION MEETINGS.....	20
SCHEDULE OF COMMISSION MEETINGS	20
NOTICE OF COMMISSION MEETINGS	20
MINUTES OF COMMISION MEETINGS TO BE MAINTAINED AND AVAILABLE TO THE PUBLIC..	20

QUORUM	20
CONDUCT AND DEBATE	20
PART 10 – REGIONAL DIRECTOR APPOINTMENT.....	20
PART 11 - GENERAL	21
ENACTMENT AND REPEAL.....	21

SCHEDULE B

Definitions

Chief Administrative Officer means the officer assigned chief administrative responsibilities under the Act and includes that officer's designate.

Closed Meeting means a meeting closed to the general public and/or Village employees, in accordance with Section 90 of the Charter.

Committee means, as the context requires, a Select Committee established by Council, or a Standing Committee established by the Mayor.

Committee of the Whole means the Committee of the Whole Council.

Communication means the receipt of a written letter, email or other message.

Corporate Officer (CO) means the officer assigned corporate administration responsibilities under the Act and includes that officer's deputy or other designate.

Correspondence means the receipt of written communications that may or may not request action from Council.

Delegation(s) means an individual or organization that requests to appear before Council.

Inaugural Meeting means the first regular meeting of Council in November of each year.

Mayor means the presiding member for the Village of Salmo.

Majority Vote means more than half the votes on a motion are cast in the affirmative, with abstentions counted as a vote in the affirmative.

Meeting means a meeting of Council or a meeting of a Committee.

Member(s) means the Mayor or a Councillor of the Council or a person appointed to a Committee.

Motion means a proposal put forward by a member for consideration of the Council that the Village of Salmo undertake an action, make a recommendation or express an opinion.

Mover means the member who has made a motion.

Open Meeting means a meeting accessible to the general public and/or Village of Salmo employees.

Out of Order means that consideration of a matter may not proceed due to conflict with this bylaw.

Petition is a formal written request made to the Council that requests that a particular action be taken that is within the authority of the Village of Salmo. The petition must include the full name, original signature and residential address of each petitioner.

Point of Order means a question raised by a member who believes that the rules of procedures have been incorrectly applied or overlooked during the proceedings.

Point of Privilege means a question calling attention to an urgent or timely matter arising within the meeting, which pertains to the rights or interests of the Council or Committee as a whole or of a member personally. This includes matters of comfort, safety, and accessibility of members and also includes matters related to the dignity and integrity of the assembly and its proceedings, or obstructions to it carrying out its functions.

Postpone means to defer an item to a certain time.

Public Notice Posting Places means the Village of Salmo website, Village of Salmo social media sites and the Notice Board located at the Village of Salmo office.

Question (Calling of, Calling the, Previous) means a motion to end debate and bring a motion to an immediate vote.

Quorum means a majority of the Council or Committee unless otherwise adopted in a committee bylaw.

Recess means the temporary suspension of proceedings until a later time.

Refer (Referral) means to defer a motion until a future time to allow for further discussion.

Regular Meeting means all regularly scheduled meetings.

Select Committee means a Committee established by the Council to consider or inquire into any matter and reports its findings and opinion to the Council. Persons who are not Council may be appointed by the Council but at least one member of the committee must be a Council member.

Special Meeting means a meeting other than a statutory or Regular meeting.

Standing Committee means a long-term Committee established by the Mayor to deal with matters of an ongoing nature. Persons who are not Council may be appointed by the Council but at least one member of the committee must be a Council member.

Table means lay on the table to temporarily suspend further consideration/action on the pending motion, whereas 'take the table' means to resume consideration of the item previously 'laid on the table'.

Terms of Reference means a written description of a Committee's purpose and objectives.

Village Office means Salmo Village Office located at 423 Davies Avenue, Salmo, British Columbia.

Village of Salmo means the Corporation of the Village of Salmo

Schedule C

Regular Agenda

1. Call to Order & Welcome
- 1.1 Traditional Lands Acknowledgement Statement
- 1.2 Adoption of the Agenda
- 1.3 Adoption of the Minutes
- 1.4 Introductions
2. Business Arising out of the Minutes
3. Administrative Reports
- 3.1 Financial Reports
- 3.2 Accounts Payable
4. New Business
5. Correspondence Requiring a Council Decision
6. Committee
- 6.1 With Recommendations
- 6.2 Membership/Appointments
- 6.3 Committee Reports
7. Communication
8. Councils' Notice of Motions
9. Councils' Reports
10. Public Time
11. Closed Meeting
12. Matters Arising from Closed Meeting
13. Adjournment

Committee of the Whole Agenda

1. Call to Order & Welcome
2. Traditional Lands Acknowledgement Statement
3. Adoption of the Agenda
4. Adoption of the Minutes
5. Delegations
6. Bylaws and Policy Development and Review
7. Public Participation
8. Adjournment

In Camera Agenda

1. Call to Order & Welcome
2. Traditional Lands Acknowledgement Statement
3. Adoption of the Agenda
4. Adoption of the Minutes
5. Staff Report
6. Recess
7. Adjournment