The Corporation of the Village of Salmo

COMMITTEE OF THE WHOLE MEETING

A Committee of the Whole meeting of the Council of the Village of Salmo to be held in Council Chambers at 423 Davies Avenue, Salmo, B.C. on **Tuesday, November 24, 2026** at **7:00 p.m.**

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

AGENDA:

1. **Call to Order & Welcome**
2. **Traditional Lands Acknowledgement Statement**

   We acknowledge and respect the indigenous peoples within whose traditional lands we are meeting today.
3. **Adoption of Agenda**

   STAFF RECOMMENDATION: Pg.1

   That the agenda of Committee of the Whole meeting of Tuesday, November 24, 2026 be adopted as presented.
4. **Adoption of the Minutes - NIL**
5. **Delegations**

   (1) Salmo Valley Public Library - #51 Pg.3
6. **Bylaws and Policy Development and Review**

   (1) Council Procedures Bylaw #663, 2014 Pg.21
7. **Public Participation**
8. **Adjournment**

DATE Nov. 18/26
NO 51 TO M&C - Nov. 24/26
FILE NO 7960-01

SCHEDULE "E"

VILLAGE OF SALMO

The Corporation of the Village of Salmo
DELEGATION APPLICATION FORM

Delegate(s) Name: Marianne Hansen, Judi Cozzetto, Patricia Goulden, Jennifer Gawne

Mailing Address: PO Box 458, Salmo, BC, V0G 1Z0

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: November 24th

Purpose of the Delegation Request:

Meet with the new council to share our 2026 success and 2027 challenges.
We will also be presenting our 2027 proposed 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: _____ **Date:** Nov 18, 2026

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.

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

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

2026 Year-to-Date Report (Jan–Oct)

November 24th, 2026 Library Delegation to the Village of Salmo

The Salmo Valley Public Library remains an essential community resource, providing access to information, technology, programs, and a welcoming space for residents of all ages. In 2026, we focused on improving accessibility, strengthening community partnerships, and responding to community needs through our 2025–2028 Strategic Plan (see attached).

2026 Successes

Accessibility – CBT READS Grant

One of our major priorities this year has been improving accessibility through our CBT READS grant. This project addresses physical and sensory barriers through new study pods, Memory Care Kits, sensory kits and furniture, accessible furniture, improved entrance doors, and safer access to the Reading Garden. The project is underway and expected to be completed in early 2027.

Feedback on the new study pods has been very positive:

"Wanted to let you know how cool we think the pods are! They make for a really peaceful environment. The kids both finished their English and math in almost 1/2 the time as at home because there was so little distraction. Great addition to the library!"

Library Usage & Access

From January to October 2026:

- **25,429** items circulated (5.2% increase from 2025)
- **6,593** digital items circulated (eBooks, audiobooks, digital magazines, and streaming)
- **5,030** website visits
- **5,197** wireless internet uses
- **743** volunteer hours ($13,560 in wages @ minimum wage)

Programs & Community Collaboration

Programs continue to provide valuable opportunities for literacy, learning, and social connection. Partnerships with CBAL, the local daycare, and the Salmo seniors' group help us expand services and reach more community members.

From January to October:

- **1,147** adult program attendees
- **828** children's program attendees
- **225** family event attendees

In 2026, we also strengthened our relationship with the Salmo Square Society. We are now working collaboratively on roof repairs and a CBT SMART grant to support solar panel installation on our shared building. These projects will help improve a keystone building in Salmo's long-term sustainability.

Community Feedback

Our 2026 community survey provided valuable feedback and recognized the hard work of the many people involved in our amazing little library. One respondent shared:

"This library is incredible and represents so many things that libraries can be. The leadership and staffing are amazing."

"We have only been in the community for 2 months. In that time the library provided internet access until we got our own service; we have made copies that needed enlargement; we have purchased books from the downstairs sales dept.; we have been assisted in getting books from other branches, we have taken books out and we have been helped immensely with technical challenges by the librarian. we are impressed with all the programs and community involvement this library provides. A wonderful place!!!"

Challenges and Pressures for 2027

Our proposed 2027 budget reflects the increasing costs of maintaining library services. We are requesting $132,500 from the Village of Salmo and RDCK, a 6% increase over 2026.

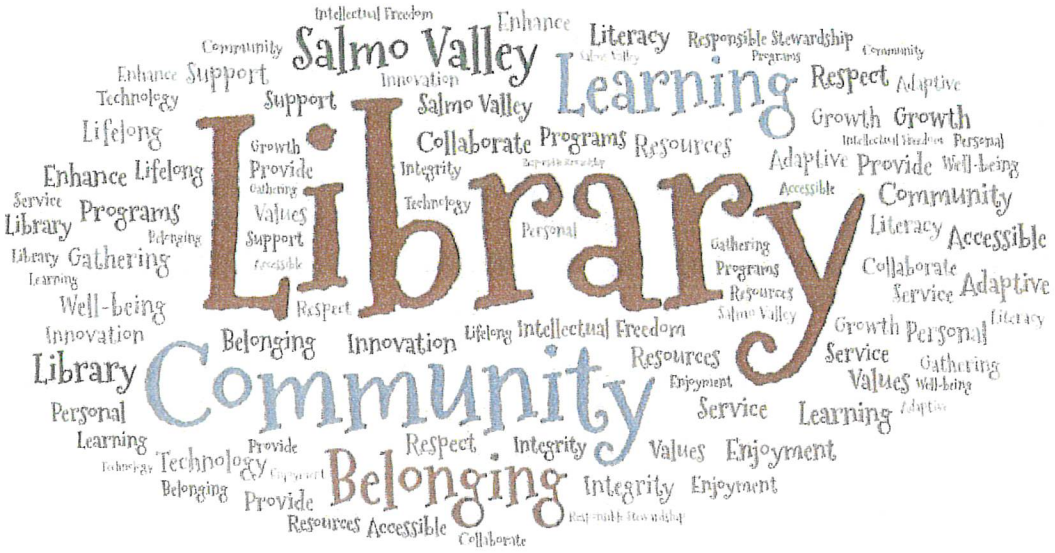
This will address inflation, higher administrative costs associated with our new bookkeeper, and increasing software and digital service expenses. While we continue to seek grants for special projects, stable operational funding is essential to sustaining our core services.

Summary

SVPL remains much more than a place to borrow books. Through accessible spaces, diverse programs, strong community partnerships, and essential services, we provide reading opportunities for residents of all ages. Continued support from our local government partners helps to ensure the library remains a vibrant and welcoming heart of the Salmo Valley community.

REVENUE Including Operating Grants	2027 Proposed	2026 Final
RDCK/ Village Grant (~~7.5~~) 6%	132,500	125,000
Library Services Branch	8,928	8,928
BC Program Grants	8,450	8,450
ILL Resource Sharing Grant	5,115	5,024
BC One-time Funding Grant	-	0
Canada Summer Jobs (Friends)	4,000	4,000
School Works Student		0
Young Canada Works	2,000	2,000
Grants, Other	10,000	10,000
Transfer From Reserve		7,185
Total Grants	170,993	170,587
Fundraising		
Friends Donations	4,500	4,000
Donations	4,000	4,000
Fundraising (T-shirts, etc.)	804	300
Magazine Drive	2,400	2,300
Total Fundraising	11,704	10,600
General Revenue		
Book Sales	1,400	1,400
Book Replacement (for damages)	200	200
Interest Income	900	700
Photocopy/Printing	2,800	2000
Total General Revenue	5,300	4,300
TOTAL REVENUE	187,997	185,487
EXPENSES		
Collection Expense		
Books - Adult	6,500	6,500
Books - Junior	5,500	5,500
Audiovisual	500	500
Digital Licencingcost/circ	1,000	1,000
Magazines	2,200	2,200
Online Databases	2,105	2,010
Cataloguing Supplies	800	800
Total Collection Expense	18,605	18,510
Payroll Expenses		
Wages & Salaries	101,489	101,875
Tech Media Job		
Extended Medical	6,000	7,850
Young Canada Works (Canada Council)	4,810	4,680
Canada Summer Jobs (Friends)	4,618	3,370
CPP Expense	4,749	4,901

REVENUE Including Operating Grants	2027 Proposed	2026 Final
EI Expense	2,531	2,521
WCB Expense	172	185
Total Payroll Expense	124,369	125,382
Programming *(Friends Donation)*		
Author Visits	200	200
Adult Programs	200	200
Summer Reading Club	100	100
Children's Programs	500	500
Total Programming Expense	1,000	1,000
Administrative Expenses		
Bank & Visa & Square Charges	100	100
Board Expense	100	100
Bookkeeper	4,800	2,200
Computer Software	5,875	4,360
Education & Training – Staff & Board	200	200
Fundraising Expense (T-shirts, etc.)	-	-
Furniture and Equipment	-	-
Memberships Chmbr, A.com, BCLTA, ABCPLD	628	815
Office Supplies	1,000	1,000
Photocopier (all inclusive)	3,200	3,000
Postage	3,200	3,000
Courier	2,000	2,000
Volunteer Expense	20	20
Total Administrative Expense	21,123	16,795
Occupancy		
Insurance	2,000	2,200
Internet	800	1,500
Janitorial	8,000	8,000
Maintenance	1,100	1,100
Rent	9,600	9,600
Security	300	300
Telephone	1,100	1,100
Total Occupancy Expense	22,900	23,800
Transfer to Reserves		
TOTAL EXPENSE	187,997	185,487
OPERATING (DEFICIT) SURPLUS	0	0



Salmo Valley Public Library

Strategic Plan

2025 -2028

Introduction

The Salmo Valley Public Library is an essential community organization supporting learning, connection, and culture. More than a place to borrow books, the library offers programs, digital tools, and inclusive services that promote literacy, lifelong learning, and community engagement.

One of the Salmo Valley Public Library board's responsibilities is setting organizational direction through strategic planning. Early in 2025 the board and staff of the library embarked on a strategic planning process to guide its work from 2025 to 2028.

This strategic plan strengthens the library by setting clear goals that align with its mission. This plan serves as a roadmap, helping the library serve the region, track progress, and adapt to changing needs.

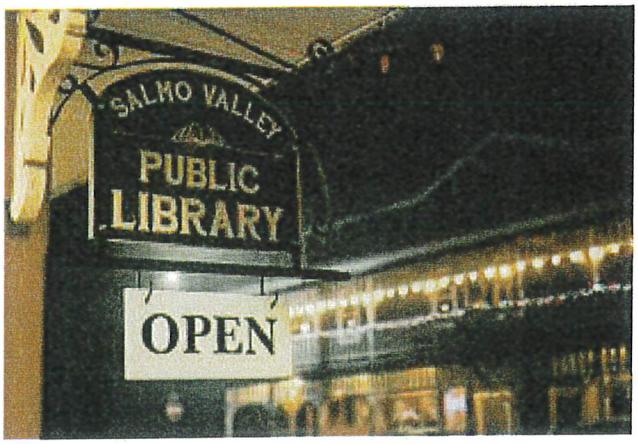
Ongoing evaluation and adaptation will ensure the library responds effectively to new challenges and opportunities.

The result is this strategic plan which provides:

- **a roadmap for 2025 – 2028**
- **a tool for assessing progress on achieving strategic goals**
- **a plan that is adaptable when reviewed regularly**

The plan will guide annual work plans and budgets, ensuring day-to-day efforts align with the library's long-term vision.

"In the face of uncertainties, planning defines the particular place you want to be and how you intend to get there." Peter Drucker



Vision, Mission & Values

VISION

The Salmo Valley Public Library is a vibrant heart of our community and a safe, welcoming space of belonging where everyone is free to explore, grow, and thrive.

MISSION

- **Provide** foundational but adaptive library services, including resources, programs, and technology, for learning, enjoyment, and personal growth.

- **Maintain** an accessible gathering place of belonging for the whole community.

- **Collaborate** to enhance services and support the well-being of the Salmo Valley.

VALUES

- Innovation
- Integrity and respect
- Belonging
- Outstanding service
- Community involvement
- Literacy and lifelong learning
- Intellectual freedom
- Responsible stewardship

Strategic Plan: Goals, Objectives, and Strategies

GOAL 1: Revitalize Community and Organizational Relationships

Purpose: Building strong connections with local organizations and groups enhances collaboration, increases relevance to the community, and strengthens the library as a trusted organization.

Objective 1.1: Identify key community organizations to work with

Responsibility: Library Director

Target Date: September 2025

Strategies/Actions:

- Compile a list of local and regional boards and organizations (e.g., CBAL, schools, Legion, RDCK)
- Map current Library board/staff affiliations
- Identify overlapping and complementary objectives with others
- Identify opportunities presented through key partnerships

Objective 1.2: Regularly engage with key community organizations

Responsibility: Staff and Board

Target Date: November 15, 2025; ongoing

Strategies/Actions:

- Delegate relationships with others to staff or board members
- Create an outreach calendar
- Develop a communications approach guided by the communications plan

Objective 1.3: Strengthen connections with local schools

Responsibility: Library Director, Children's Librarian

Target Date: November 2025; ongoing

Strategies/Actions:

- Attend school staff meetings
- Connect with keen and willing teachers
- Establish regular communications between library and schools
- Design and implement small projects together

GOAL 2: Bolster Connections with All Levels of Government

Purpose: Establishing ongoing relationships with elected officials and government bodies ensures the library is visible, supported, and aligned with broader community and regional priorities.

Objective 2.1: Build and maintain relationships with key government contacts (local, regional, provincial)

Responsibility: Board members, Library Director

Target Date: October 15, 2025; ongoing

Strategies/Actions:

- Build contact list with emails/mailing addresses
- Schedule introductory meetings and recruit them as Library champions
- Initiate ongoing and regular communications
- Keep government contacts informed about Library activities and impacts

Objective 2.2: Focus on local government relations

Responsibility: Board Chair, Library Director

Target Date: September 2026; ongoing

Strategies/Actions:

- Continuing bi-annual council delegations
- Prepare pre-election questions and a SVPL portfolio (by Sept–Nov 2026)
- Invite newly elected reps to library tour

Objective 2.3: Launch a letter-writing campaign to elected officials

Responsibility: Board members, Library Director

Target Date: February 2026

Strategies/Actions:

- Draft template letters
- Engage community to participate
- Track responses and follow-ups

GOAL 3: Improve Communications and Increase Community Awareness

Purpose: Clear and consistent communication helps residents understand, access, and value the full range of library services and programs.

Objective 3.1: Create a simple, focused external communications plan

Responsibility: Library Director

Target Date: December 2025

Strategies/Actions:

- Develop key messages about what you want the public to know. (e.g., "The library is more than books," "Programs are free and open to all.")
- Create a calendar for social media, e-newsletter, posters, community radio, newspaper column, etc.
- Train staff and board on communications roles and responsibilities and ensure consistent messaging .

Objective 3.2: Enhance internal communication

Responsibility: Library Director

Target Date: September 2025; ongoing

Strategies/Actions:

- Commit to regular staff, board, and volunteer check-ins
- Use shared online communication platform
- Encourage idea and story sharing, and shared updates among staff, board, and volunteers

GOAL 4: Ensure Library Facilities Meet Current and Future Needs

Purpose: Maintaining a safe, accessible, and functional space ensures the library remains a welcoming place for all.

Objective 4.1: Address immediate building repairs

Responsibility: Library Director

Target Date: Water shut off by June 2025; roof leaks by October 2025; maintenance plan by February 2026

Strategies/Actions:

- Develop a repair and maintenance plan with priorities and schedules
- Hire contractors for repairs, monitor work, and ensure completion
- Status report to Board

Objective 4.2: Improve accessibility

Responsibility: Library Director

Target Date: Audit by Oct 2026; implementation by Fall 2028

Strategies/Actions:

- Acquire the accessibility project funds needed
- Hire accessibility consultant to undertake a facility audit
- Create a prioritized action list from audit
- Prioritize and implement improvements

Objective 4.3: Build strong relationship with Square Society

Responsibility: Cathy, Jen Gawne

Target Date: Meetings by June 2025; MOU update by January 2026

Strategies/Actions:

- Review the MOU and relationship history
- Meet with Square Society rep
- Summarize discussions and aspirations for the SVPL board
- Update MOU
- Host a meeting with the Square Society at least annually and nurture the relationship

GOAL 5: Establish a Legacy Fund

Purpose: Creating a sustainable funding stream through a legacy fund builds long-term financial stability.

Objective 5.1: Develop a Legacy Fund Plan

Responsibility: Library Director

Target Date: June 1, 2026

Strategies/Actions:

- Define the purpose and structure of the fund
- Set a fundraising target and timeline
- Engage the board and key stakeholders
- Design and launch a SVPL Legacy Fund campaign: Offer recognition (e.g., donor plaques, named programs); promote bequests and estate gifts; solicit one-time contributions from major donors; include efforts like monthly donors, memorial gifts; plan fundraising events to grow the Legacy Fund.

Objective 5.2: Initiate partnership with Salmo Valley Fund

Responsibility: Library Director

Target Date: November 1, 2025

Strategies/Actions:

- Confirm minimum contribution needed
- Formally express intent to SVF
- Draft early-stage agreement

Objective 5.3: Interim custodianship for fund

Responsibility: Library Director

Target Date: March 2026

Strategies/Actions:

- Secure Friends as temporary custodians
- Draft formal holding agreement
- Track progress toward fundraising goal
- Develop a long-term plan for the Legacy Fund that provides SVPL control and security of assets

GOAL 6: Staff and Board Succession Planning and Development

Purpose: Preparing for leadership transitions and supporting staff retention ensures continuity, stability, and effective service delivery over time.

Objective 6.1: Plan for staff retention and transition

Responsibility: Library Director and Board

Target Date: February 2027

Strategies/Actions:

- Review staff roles and related library needs
- Gather feedback from current staff
- Develop or update job descriptions

Objective 6.2: Recruit and onboard new Executive Director

Responsibility: Board Recruitment Committee, Library Director

Target Date: October 2028

Strategies/Actions:

- Create a recruitment committee
- Review/update job description based on interviews with Taylor and peers, and by reviewing other Library documents
- Draft interview and onboarding templates

Objective 6.3: Build board capacity

Responsibility: Board Chair

Target Date: April 2026; ongoing

Strategies/Actions:

- Identify and share with board members information about learning opportunities (webinars, workshops, events, etc.)
- Dedicate a meeting to a learning opportunity one or two times per year (e.g. watch one of the CBT Essentials Webinar Series https://ourtrust.org/grants-and-programs-directory/non-profit-advisors-program/
- Review/update board role descriptions
- Create a new board member onboarding process and documents
- Identify and recruit new board members

GOAL 7: Support Friends of the Library in Applying for Grants

Purpose: Strengthening the Friends' capacity to access grants expands funding opportunities and supports collaborative effort to improve the entire library.

Objective 7.1: Strengthen Friends' grant capacity

Responsibility: Board Chair and Director

Target Date: Initial connections by June 2025; grant support 2026–2028

Strategies/Actions:

- Connect Friends with CBT Nonprofit Advisors Program
- Facilitate relationship between Friends and Carla Stephenson as a grant expert
- Assist with grant writing, as needed

APPENDIX #1: Strengths, Weaknesses, Threats, Opportunities (SWOT)

Strengths -	Opportunities
People • Inspiring director leadership • Support to the community • Receptive staff & volunteers • In-house carpenter • Technical skills • Staff continuity • Staff knowledge of resources • Board • Wonderful volunteers • Friends of the Library • Strong relations with other library groups • Community related help (tech etc.) • Wide range of patrons • Relations with other community groups • Fluidity (adaptable) • Open to new ideas **Place** • Location • Space and building • Networking place • We have the heart of the community • Foresight & anticipating change • Cheap rent • Library of things • Wide range of programs • Digital access • Relevant • Coffee! 😊	**Programs** • Workshops – e.g., AI • Evening learning/discussion group • Webinars and online • Continuing training/learning • Open evenings till 8 • Video streaming & digital • Home schooling group **People** • Restructure staff jobs • Board continuity & education • More staff • Volunteer support **Belonging** • More group gatherings • New people in the community • More outreach • Engage the "anti-woke" **Collaboration** • Volunteer interaction • Mentorship for/from other libraries • Schools • Working parents • BC Library partners group **Money** • More $ for programs • More from province • Digital collection • Legacy giving • Broaden financial resources • Friends support **Place/Building** • Building addition/expand space • Add solar panels • Accessibility • Square Society relationship • Reimaging building spaces - archiving, museum etc.

Threats	Weaknesses
• Digital hacks • Technology is expensive • Technology becomes outdated • Artificial intelligence • Declining readership • Political ideologies and related interference • Censorship • Losing space • Reputational threat • Recruitment - Staff and volunteers • Book pricing • Increased use taxing staff • Tax base changes • Climate impacts • Reduced provincial support	• Funding – not increased in years • Hours of operation • Staff shortages • Rural transportation • Size space – no room to expand • Age of space • Accessibility issues • Building partnership – Square society • Volunteer retention & capacity • Connection with schools • Policy maintenance • Outreach to newcomers • Challenging old concepts about libraries

The Corporation of the Village of Salmo

CAO Report

Report Date:	November 4, 2026
Meeting Date:	November 24, 2026
From:	Derek Kwiatkowski, Chief Administrative Officer
Subject:	CAO Report – Council Procedure Bylaw #663, 2014 Review

BACKGROUND

In March 2026, the Village reviewed & completed a comprehensive review of the Council Procedure Bylaw that included updates that were required under legislation, while some changes were procedural in nature & provided more clarity for Council's interactions with the public.

The review will act as a positive step forward in understanding the operations within a Regular Council Meeting vs. a Committee of the Whole Meeting or an In-Camera Meeting, how Bylaws & Policies are finalized, & the differences between a Standing Committee & a Select Committee. The review is also confirmation that the meeting dates, time & structure are suitable for the new Council.

If Council chooses to change certain items in the Bylaw, these changes (if minor in nature) can be brought forward for the next Council Meeting for a first reading. If this occurs, staff recommends some minor procedural changes to the meeting including moving up the Introductions to follow the Land Acknowledgement & also to add the "Bylaws & Policy Development & Review" Section into the Agenda.

An attachment will include staff notes that highlight some key points.

Council Procedure Bylaw Review Notes/ Legislation References

Part 1

Public Notice Posting Places- Advertising takes place on the Village's website, Facebook page as well as the bulletin board located at the Village Office.

Part 2

Notice of Regular vs Special Meetings- Regular Meetings are pre-scheduled once a year whereas Special Council Meetings are advertised with as little as 24 hours' notice. The advertising methods are the same (mentioned above).

Part 4

11. Meeting Attendance- Council & the public have the capacity to attend virtually.

12.4 In-Camera Items

Meetings that may or must be closed to the public

90 (0.1)In this section, **"Indigenous entity"** means an Indigenous entity that exercises governmental functions.

(1)A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(a)personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

(b)personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;

(c)labour relations or other employee relations;

(d)the security of the property of the municipality;

(e)the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

(f)law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;

(g)litigation or potential litigation affecting the municipality;

(h)an administrative tribunal hearing or potential administrative tribunal hearing affecting the municipality, other than a hearing to be conducted by the council or a delegate of council;

(i)the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

(i.1)information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 18.1 of the *Freedom of Information and Protection of Privacy Act*;

(j)information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*;

(k)negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

(l)discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 *[annual municipal report]*;

(m)a matter that, under another enactment, is such that the public may be excluded from the meeting;

(n)the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

(o)the consideration of whether the authority under section 91 *[other persons attending closed meetings]* should be exercised in relation to a council meeting.

(2)A part of a council meeting must be closed to the public if the subject matter being considered relates to one or more of the following:

(a)a request under the *Freedom of Information and Protection of Privacy Act*, if the council is designated as head of the local public body for the purposes of that Act in relation to the matter;

(b)the consideration of information received and held in confidence relating to negotiations

(i)between the municipality and a provincial government or the federal government, or both, or between a provincial

government or the federal government, or both, and a third party,

(ii)between the municipality and another local government or between another local government and a third party, or

(iii)between the municipality and a first nation or a prescribed Indigenous entity, or between a first nation or a prescribed Indigenous entity and a third party;

(c)a matter that is being investigated under the *Ombudsperson Act* of which the municipality has been notified under section 14 *[Ombudsperson to notify authority]* of that Act;

(d)a matter that, under another enactment, is such that the public must be excluded from the meeting.

(e)[Repealed 2022-15-2.]

(3)If the only subject matter being considered at a council meeting is one or more matters referred to in subsection (1) or (2), the applicable subsection applies to the entire meeting.

Other persons attending closed meetings

91 (1)If all or part of a meeting is closed to the public, the council may allow one or more municipal officers and employees to attend or exclude them from attending, as it considers appropriate.

(2)If all or part of a meeting is closed to the public, the council may allow a person other than municipal officers and employees to attend,

(a)in the case of a meeting that must be closed under section 90 (2), if the council considers this necessary and the person

(i)already has knowledge of the confidential information, or

(ii)is a lawyer attending to provide legal advice in relation to the matter, and

(b)in other cases, if the council considers this necessary.

(3)The minutes of a meeting or part of a meeting that is closed to the public must record the names of all persons in attendance.

Requirements before meeting is closed

92 Before holding a meeting or part of a meeting that is to be closed to the public, a council must state, by resolution passed in a public meeting,

(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.

Application of rules to other bodies

93 In addition to its application to council meetings, this Division and section 133 *[expulsion from meetings]* also applies to meetings of the following:

(a)council committees;

(b)a commission established by a council under section 143;

(c)a parcel tax roll review panel;

(d)a board of variance established by a local government under Division 15 of Part 14 of the *Local Government Act*;

(e)an advisory body established by a council;

(f)a body that under this or another Act may exercise the powers of a municipality or council;

(g)a body prescribed by regulation.

14. Quorum- If there is a lack of quorum, the Corporate Officer waits 15 minutes, then will record the names of the members present and those who are absent & adjourn the meeting until the next scheduled meeting.

15.5 Agenda Order- this is where one of the suggested changes is. Staff would encourage moving the "Introductions" to follow the "Land Acknowledgement", closer to the beginning of the meeting.

18.1 Submission Deadline- All requests and information that is meant for Council must be received by 4:00 pm on the Monday the week before the Council Meeting.

19. Points of Order- a Council member may bring up a point of order in the case of a motion being contrary to the rules within the Procedure Bylaw

Authority of presiding member

132 (1)The mayor or the member presiding at a council meeting must preserve order and decide points of order that may arise, subject to an appeal under this section.

(2)On an appeal by a council member from a decision of the presiding member under subsection (1), the question as to whether the chair is to be sustained must be immediately put by the presiding member and decided without debate.

(3)As exceptions to section 123 *[general voting rules]*,

(a)the mayor or other presiding member may not vote on a motion under subsection (2),

(b)the motion passes in the affirmative if the votes are equal, and

(c)the mayor or other presiding member must be governed by the result.

(4)If the mayor or presiding member refuses to put the question under subsection (2),

(a)the council must immediately appoint another member to preside temporarily,

(b)that other member must proceed in accordance with subsection (2), and

(c)a motion passed under this subsection is as binding as if passed under subsection (2).

20. Conduct and Debate

Questions during a Council meeting are brought forward through the presiding member of the meeting or the "Chair". An example would be a Councillor asking a question about snow removal. They would respectfully begin a questioning with the phrase "Through the Chair, what roads are prioritized in the Village's Snow Removal Policy?"

To avoid cross talking (which is very difficult for the microphone to pick up for those participating virtually), a Council member or staff that would like to speak has raised their hand in the past, with the Chair directing the order.

Reconsideration & Adoption/ Rescinding Bylaws

25.1/ 32.3 Reconsidering a bylaw is the last step after 3 readings have taken place. This is done a minimum of 24 hours after the 3rd reading.

A Council member who voted in favour of something may move to rescind the resolution at any time. A Council member may not rescind a motion if it had the approval or assent of the electors and had been adopted, if staff have already acted upon the motion or what is stated below in 131.

Mayor may require council reconsideration of a matter

131 (1)Without limiting the authority of a council to reconsider a matter, the mayor may require the council to reconsider and vote again on a matter that was the subject of a vote.

Part 5

Bylaws/ Changes to Bylaws must be introduced 24 hours before a Council Meeting or if unanimously decided to waive this notice.

Part 6

Resolutions will be read back & confirmed with Council to ensure an accurate recording.

Part 7

COTW's are less structured & allow for a conversation that is less formal. Council may bring any Council Meeting into a COTW, although this is a rare practice & not usually necessary unless a specific topic needs to be discussed more thoroughly with higher urgency.

Advertising for COTW's is at least 24 hours.

Part 8, Part 9, Part 10

The Village does not have active Standing or Select Committees created and has created "Council Portfolios" as a less-structured alternative.

Council has appointed a Director & Alternate Director for the RDCK.

THE CORPORATION OF THE VILLAGE OF SALMO

PROCEDURES BYLAW NO. 663, 2014

As Amended by Bylaw #704 and #768

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.
768	March 10, 2026	Introduction	Definition additions & amendments.
		Part 2, Section 5(2)(a)	Meeting to be held on second Tuesday of each month.
		Part 2, Section 7(1)	Added requirement to email a copy to each Council member.
		Part 3, Sections 9(2) & 9(3)	Amendments to designation of member to act in place of Mayor.
		Part 4	Change the deadline for submissions by public for inclusion on the

	agenda, changes to agenda formats, change to second meeting of the month (now a COTW)
Part 7	Changes to providing copies to Council members.
Part 9	Changes to providing copies to members of the Commission.
Part 10	Amendments to Regional Director appointment.

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THE CORPORATION OF THE VILLAGE SALMO

BYLAW #663

A BYLAW TO REGULATE THE PROCEDURES OF COUNCIL MEETINGS

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;

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

PART 1 - INTRODUCTION

1. CITATION

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

2. DEFINITIONS [BL768]

Charter means the *Community Charter*, S.B.C 2003, c. 26, as may be amended from time to time.

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.

Council means the Council of the Village of Salmo.

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

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];

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 notion 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.

3. 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.

3.2. 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

4. 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.

4.2. 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.

5. 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.

5.2. Regular Council meetings must:

(a) be held on the second Tuesday of each month [BL768];

(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;

5.3. Regular Council meetings may:

(a) be cancelled by Council, provided that two consecutive meetings are not cancelled;

(b) be postponed to a different day, time and place by the Mayor, provided the CO is given at least two days written notice.

6. 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*.

6.2. 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.

7. 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) of 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 the 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; and,

(c) emailing a copy to each Council member [BL768].

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

8. 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.

8.2. Provided the conditions set out in subsection 128.1(2) of the *Community Charter* are met [BL704]:

(a) 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.

8.3. Provided the conditions set out in subsection 128.2(2) of the *Community Charter* are met [BL704]:

(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.

8.4. Provided the conditions set out in subsection 128.3(1) of the *Community Charter* are met [BL704]:

(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.

8.5. 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 [BL704].

8.6. 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 [BL704].

8.7. 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 [BL704].

8.8. The member presiding at a Special Council or Council Committee meeting may participate electronically [BL704].

8.9. All members of Council at one time may participate at a council meeting under sections 8(1) and 8(2).

8.10. 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.

9.2. The Councillor designated under section 9(1) must fulfill the responsibilities of the Mayor in their absence [BL768].

9.3. 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 [BL768].

9.4. 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

10. COMMUNITY CHARTER PROVISIONS

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

11. 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.

11.2. 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.

11.3. 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.

11.4. 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.

11.5. Cell phones must be turned off (or set on silent) during meeting.
11.6. Attendees will be requested to not enter or exit the room repeatedly.
11.7. The Chair of the meeting has the right to remove any citizens they deem disruptive, per section 132 and section 133 of the *Community Charter* [BL768].

12. 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.
12.2. 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.
12.3. 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.
12.4. 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*.

13. 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.
13.2. 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.

14. ADJOURNING MEETING WHERE NO QUORUM

14.1. 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.

15. 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.
15.2. 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 Monday the week prior to the meeting. This also includes requests to appear as a delegation before Council [BL768].
15.3. The CO must make the agenda available to the members of Council and the public on the Friday afternoon prior to the meeting.
15.4. 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.

15.5. The Regular agenda would be as follows [BL768]:

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

15.6. The COTW agenda would be as follows [BL768]:

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

15.7. The In Camera agenda would be as follows [BL768]:

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

16. ORDERS OF PROCEEDINGS AND BUSINESS

16.1. The Council meeting held on the second Tuesday of the month shall follow the outline in section 15(5) [BL768].

16.2. 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) [BL768]

16.3. The Council meetings that are to be held "In Camera" shall follow the outline in section 15(7) [BL768].

17. 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.

18. 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, 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 [BL768].

18.2. 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.

18.3. 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.

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

18.5. 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.

19. 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.

19.2. 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.

20. 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.

20.2. Members must address the presiding member by that person's title of Mayor, Acting Mayor, or Councillor.

20.3. Members must address other non-presiding members by the title Councillor.

20.4. No member must interrupt a member who is speaking except to raise a point of order.

20.5. If more than one member speaks the presiding member must call on the member who, in the presiding member's opinion, first spoke.

20.6. 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*.

20.7. 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.

20.8. 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.

20.9. 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.

20.10. 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.

21. 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.

21.2. 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.

21.3. 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.

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

21.5. 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.

22. MOTION TO COMMIT

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

23. 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.

23.2. At a Council meeting, the following rules apply to a motion for the main questions, 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.

24. AMENDMENTS GENERALLY

24.1. A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.

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

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

24.4. 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.

24.5. An amendment may be amended only once.

24.6. An amendment that has been negatived by a vote of Council cannot be proposed again.

24.7. A Council member may propose an amendment to an adopted amendment.

24.8. 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.

25. 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.

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

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

25.4. A vote to reconsider must not be reconsidered.

25.5. 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.

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

25.7. 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.

26. 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.

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

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

27. REPORTS FROM COMMITTEES

27.1. 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.

28. 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.

28.2. 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.

28.3. 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

29. COPIES OF PROPOSED BYLAWS TO COUNCIL MEMBERS

29.1. 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.

30. FORM OF BYLAWS

30.1. 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.

31. BYLAWS TO BE CONSIDERED SEPARATELY OR JOINTLY

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

32. 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.

32.2. The reading of a bylaw may be given by stating its title and object.

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

32.4. 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.

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

32.6. There must be at least one day between the third and final reading and the adoption of a by-law.

32.7. 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.

33. BYLAWS MUST BE SIGNED

33.1. 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

34. COPIES OF RESOLUTIONS TO COUNCIL MEMBERS

34.1. 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.

35. FORM OF RESOLUTION

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

36. 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

37. GOING INTO COMMITTEE OF THE WHOLE

37.1. At any time during a Council meeting, Council may by resolution go into COTW.

37.2. 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.

38. 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;

(b) leaving a copy of the notice for each Council member in the Council member's mailbox in the Council chambers; and,

(c) emailing a copy to each Council member [BL768].

38.2. 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.

39. 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.

40. PRESIDING MEMBERS AT COTW MEETINGS AND QUORUM

40.1. Any Council member may preside in COTW.

40.2. The Mayor may be the presiding member of the COTW if they wish. If the Mayor declines from being the presiding member, Council must appoint another member of Council to be the presiding member.

40.3. The quorum of COTW is the majority of Council members.

41. POINTS OF ORDER AT MEETINGS

41.1. 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.

42. CONDUCT AND DEBATE

42.1. 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.

43. VOTING AT MEETINGS

43.1. Votes at a COTW meeting must be taken by a show of hands if requested by a member.

43.2. The presiding member must declare the results of the voting.

44. 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.

44.2. A motion for COTW to rise and report to Council must be decided without debate.

44.3. The COTW's reports to Council must be presented by the CO.

45. 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.

45.2. 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.

46. 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.

46.2. 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.

47. 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.

47.2. Select committees may report and make recommendations to Council at the next Council meeting unless Council specifies a different date and time.

48. 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.

48.2. The chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

49. 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) providing a hard copy along with an email copy of the schedule to each member of the committee [BL768].

49.2. 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.

49.3. 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.

50. ATTENDANCE AT COMMITTEE MEETINGS

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

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

51.1. 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 pubic inspection.

52. QUORUM

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

53. 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.

53.2. 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.

53.3. 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

55. SCHEDULE OF COMMISSION MEETINGS

55.1. At its first meeting after its establishment, a commission must establish a regular schedule of meetings.

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

56. 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 hard copy of the schedule to each member of the Commission [BL768].

56.2. 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.

56.3. 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.

57. MINUTES OF COMMISION MEETINGS TO BE MAINTAINED AND AVAILABLE TO THE PUBLIC

57.1. 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.

58. QUORUM

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

59. 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

60.1. The Municipal Regional District Director shall, in accordance with the *Local Government Act*, be appointed by Council from among its members [BL768].

60.2. 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 [BL768].

61. Council shall appoint the Regional Director as well as an Alternative 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:

(a) the earlier of another director taking office in the original director's place; and,

(b) November 30th in the year of a General Local Election.

62. 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 [BL768].

63. 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 [BL768].

64. 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 [BL768]:

(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 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.

PART 11 - GENERAL

65. 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

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

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

68. 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