



Deputy Inspector of Municipalities

SALT SPRING ISLAND FIRE PROTECTION DISTRICT

BYLAW NO. 146

A bylaw to establish the procedures for the calling of meetings of the Board and for the conduct of its business.

THE TRUSTEES of the **Salt Spring Island Fire Protection District** ENACT AS
FOLLOWS

Definitions

1. In this bylaw,

“Appeal” means an intervention to the Chair requesting action to deal with a particular situation that has occurred during an on-going meeting,

“Committee” means a standing, select or other committee of the Board but does not include Committee of the Whole.

“Committee of the Whole” means a meeting of the Board that is limited to receiving information, deliberating, and making recommendations.

“Electronic Means” include audio only, audio-visual, or other communications facilities or devices.

“Ganges Fire Hall” means Fire Hall No. 1 located in Ganges.

“Motion” means a formal proposal made by a Trustee to consider a specific course of action.

“Parliamentarian” means the person appointed to advise the Chair of a formal meeting on matters concerned with meeting procedures.

“Point of Order” means a procedure by which a Trustee interrupts another speaker to ask the Chair to rule on a procedural matter immediately.

“Point of Personal Privilege” means a procedure by which a Trustee interrupts another speaker to make an Appeal to the Chair seeking redress with respect to personal remarks made in a speech at the meeting. The nature of the remarks referring to the member

must be such that, if true, this member would be considered to have infringed the approved Board of Trustees Code of Conduct policy.

“Resolution” means a Motion that has been carried by a majority of the Trustees present at a meeting except where otherwise stated.

“Substantive Item” means a matter of business that requires the meeting to decide a course of action on a proposal, policy, or opinion.

“Town Hall Session” means the informal public comment session usually held during regular meetings of the Board where the public have an opportunity to express concerns that relate to the Fire Service, direct questions to the Board, or address the Board regarding a matter included on the agenda.

PART 1 - BOARD OF TRUSTEE MEETINGS

A. Inaugural Meeting

2. The inaugural meeting in each year of the Board must be held after, but not later than thirty (30) days after, the date in the year on which the annual general meeting has been held.
3. The time, date, and place of the inaugural meeting in each year must be set by the Corporate Officer, or by the majority of the Trustees.
4. The inaugural meeting shall be chaired by the Corporate Officer until such time as the chair has been elected. The Corporate Officer shall act as the chair only for the purpose of conducting the election.
5. The Corporate Officer shall call for nominations for the position of chair at the inaugural meeting of the Board. The Trustee with the highest number of votes shall be declared elected as chair.

B. Time and Location of Meetings

6. All Board meetings will take place in-person at the Ganges Fire Hall unless otherwise resolved by the Board to hold its meetings elsewhere.
7. Regular Board meetings will be held in accordance with the schedule adopted by the Board.
8. The Inspector of municipalities or the Chair may call a meeting of the Board for any purpose, and the Chair must do so when requested in writing by the Inspector or by a majority of the Trustees.
9. Regular Board meetings may
 - a. Be cancelled by Resolution;
 - b. Be postponed to a different day, time, or place by the Chair, if Trustees are given two (2) days' notice in writing or sent by email or other electronic communication; or

- c. Be postponed by a Resolution of the Board to the day, time and place set out in the Resolution.
- 10. Special Board meetings may be held at the day, time, and place specified in the notice for the special Board meeting.
- 11. Closed meetings of the Board may be held as required.

C. Cancellation of meetings in case of Emergency or Special Circumstance

- 12. In an extreme circumstance, emergency, special circumstance or public health event, the Chair, in consultation with the Corporate Officer and/or Fire Chief may cancel all regular Board and Committee meetings for a period deemed appropriate.
- 13. Notice of the cancellation of meetings shall be given by sending a notice in writing, or by email or electronic communication to each Trustee and posting a copy of the notice on the District's website.

D. Electronic Meetings

- 14. In an emergency, special circumstance, or public health event that prevents or restricts Trustees from being able to safely and physically meet in one location, all Trustees may participate in a meeting by electronic means that:
 - a. Enables the meeting's participants to hear, or watch and hear each other; and
 - b. Except for a meeting that is close to the public, enables the public to hear, or watch and hear, the Trustees and participate by electronic means.
- 15. In extreme circumstances, resulting from the advice from a Health Authority and or the Office of the Provincial Health Officer, a Board meeting may be held that does not allow the public to hear, or watch and hear, or participate by electronic means and all Board members may attend by electronic means. If a bylaw needs to be considered and adopted by the Board during an extreme circumstance, the Board may vote by electronic means on the Motion pertaining to the bylaw. The required notice of a special Board meeting may be waived.
- 16. Members of the Board or Committee who participates in a meeting by electronic means under sections 14 and 15 are deemed to be present at the meeting.
- 17. Special, closed and Committee meetings may be conducted electronically at any time at the discretion of the Chair.

E. Notice of Regular Board Meetings

- 18. The Board will have prepared annually on or before December 31 a schedule of dates, times, and places of regular Board meeting for the following year and make the schedule available to the public by posting it on the District's website and publication in local print or electronic media.

19. Where revisions are necessary to the schedule of the regular Board meetings, the Corporate Officer will as soon as possible post a copy of the notice which indicates any revisions to the schedule on the District's website.
20. No formal notice of the meetings is required if all of the Trustees are aware of these dates. If this is not the case, then at least seven (7) days' notice must be given in writing, unless all the Trustees are present or those who are absent have in writing, waived notice of the meeting or consented to the meeting being held in their absence.

F. Special Meeting

21. Except where notice of a special meeting is waived by unanimous vote of all Trustees, a notice of the day, time and place of a special Board meeting must be given at least forty-eight (48) hours before the time of meeting, by sending a copy of the notice and proposed agenda by mail, email or other means of electronic communication to each Trustee; and posting a copy of the notice on the District's website.
22. The notice under section 21 must describe in general terms the purpose of the meeting and be signed by the Corporate Officer.

G. Electronic Participation

23. Trustees may participate electronically in Board meetings and shall be counted in the quorum with the following limitations:
 - a. Trustees are limited to six (6) regular meetings electronically per calendar year, per Trustee;
 - b. Trustees are limited to three (3) consecutive regular meetings electronically, per Trustee; and
 - c. Only two (2) Trustees may attend a meeting electronically at one-time.
24. Regular meeting attendees may participate electronically during extraordinary circumstances, including but not limited to natural disasters or pandemics, regardless of section 23 and subsections (a), (b) and (c).

H. Attendance of public at meetings

25. All meetings of the Board are open to the public (and no person should be excluded except for improper conduct) except where the Board passes a resolution to close the meeting, or a portion of it, to the public. The Resolution must state in general terms the reason(s) for closing the meeting.

I. Meeting Minutes

26. Accurate minutes of all regular Board meetings, special Board meetings, Committee of the Whole, and the annual *general meeting* must be legibly recorded. If the Recording Secretary does not attend, the Trustees present will appoint a Trustee to take minutes of the meeting. The minutes must be adopted with such corrections as necessary at the

following meeting of the Board before being certified as correct by the Corporate Officer and signed by the Chair of the meeting.

- 27. The minutes of all Board meetings are available to the public except for those meetings or parts of meetings that are closed to the public.
- 28. The Corporate Officer must maintain the minutes of the Board meetings and keep them safe.

J. Opening Procedures

- 29. As soon as possible after the time appointed for the meeting, the Chair will call the meeting to order. If the Chair does not attend within fifteen (15) minutes after the time appointed for the meeting, the Corporate Officer will call the meeting to order and an acting chair must be appointed from the Trustees present who will preside until such time as the Chair arrives.
- 30. If there is no quorum within thirty (30) minutes after the time appointed for the meeting, the Corporate Officer must record in the minute book the names of the Trustees present and that the meeting did not convene. A quorum is a majority of all Board members.

K. Agenda

- 31. Except for special Board meetings, the agenda must be prepared by the Chair and/or the Corporate Officer and delivered to the Trustees' address or email address specified by the trustee at least three (3) days before the meeting. The delivery requirement may be waived by unanimous consent of the Trustees.
- 32. The deadline for submissions to be included in the agenda is seven (7) days prior to the meeting.

L. Order of proceedings and business

- 33. The agenda for regular Board meetings is as follows unless otherwise directed by two-thirds (2/3) of the Board members present at the meeting:
 - a. Call to Order
 - b. Town Hall Session
 - c. Adoption of the Agenda
 - d. Adoption of the minutes of the previous meeting(s)
 - e. Committee Reports
 - f. Correspondence
 - g. Other Reports
 - h. Business arising from the minutes and unfinished business
 - i. Bylaws
 - j. New business
 - k. Petitions and Delegations
 - l. Adjournment
- 34. Immediately after the agenda has been adopted, the minutes of the preceding Board meeting are to be read by the Chair or the Corporate Officer so that any errors or

omissions may be corrected. The reading may be dispensed with if each Trustee received a copy of the minutes at least eight (8) hours before the meeting.

35. A Substantive item of business not included on the circulated agenda must not be considered unless otherwise directed by two-thirds (2/3) majority vote of the Board members present at the time allocated for the adoptions of the agenda. A Motion to add a Substantive Item to an adopted agenda requires a unanimous vote of Trustees present. Information pertaining to late items must be distributed to the Trustees. Items of business for which special notice is required must not be added to a meeting agenda except as allowed by section 63.

M. Voting on questions

36. If a Trustee believes that they have a direct or indirect pecuniary interest in a matter before the Board that is not held in common with Electors of the improvement district generally, the Trustee must:
- a. Declare their interest in the matter;
 - b. Not take part in the discussion or vote on any Motion related to the matter;
 - c. Immediately leave the meeting or the part of the meeting during which the matter is under consideration; and,
 - d. Not attempt in any way, whether before, during, or after the meeting, to influence the voting on the question.
37. If a Trustee who is present at a meeting refrains from voting when a question is put, the Trustee is deemed to have voted in the affirmative and their vote will be counted accordingly.
38. All acts authorized or required by the Local Government Act to be done by the Board, and all other questions, including questions of adjournment, that may come before the Board must, except where otherwise stated, be done and decided by the majority of the Trustees who are present at a meeting.
39. Except where otherwise stated, where the votes of the Trustees present, including the vote of the Chair, are equal for and against a Motion, the question is decided in the negative and it is the duty of the Chair to so declare. The names of those who vote against the question must be entered upon the minutes whenever requested by a Trustee.
40. When the Motion under consideration contains distinct propositions, upon request of any Trustee, the vote upon each proposition can be taken separately.
41. The following procedures apply to voting at Board meetings:
- a. When debate on a matter is closed the Chair must put the matter to a vote of the Trustees;
 - b. When the Board is ready to vote, the Chair must put the matter to vote by stating: "Those in favour raise your hands." and then "Those opposed raise your hands.";
 - c. When the Chair is putting the matter to a vote under paragraphs (a) and (b) a Trustee must not: cross or leave the room; make a noise or other disturbance; or interrupt the voting procedure under paragraph (b) unless they are raising a Point of Order;

- d. After the Chair finally puts the question to a vote under paragraph (b), the Trustees must not speak to the question or make a motion concerning it;
- e. The Chair's decision about whether a question has been fully put is conclusive;
- f. Whenever a vote on a matter is taken, each Trustee must signify their vote by raising their hand; and
- g. The Chair must declare the result of the voting by stating that the question is decided in either the affirmative or the negative.

N. Petitions and Delegations

- 42. The Board may allow an individual or a delegation to address the Board at the meeting on the subject of an agenda item provided written application has been received by the Corporate Officer at least twenty-four (24) hours prior to the scheduled starting time of the meeting. Each address must be limited to ten (10) minutes unless a longer period is agreed by the unanimous vote of the Board members present. Unless directed otherwise by the Chair delegations will be scheduled on a first come basis and limited to three (3) presentations in total at a meeting.
- 43. Where written application has not been received by the Corporate Officer as prescribed in section 42, an individual or delegation may address the meeting if approved by the unanimous vote of the Board members present.
- 44. The Corporate Officer may schedule delegations to another Board meeting or advisory Committee as deemed appropriate according to the subject matter of the delegation.
- 45. The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of the Board. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to the Board for its consideration.
- 46. After presentation by a delegation, the Board may dispose of the delegation's submission at that meeting, refer the subject matter of the submission to a Committee, or take such other action consider appropriate.
- 47. Every petition presented to the Board must include the name of each petitioner with their address and a description of the property of which they are the owner or which they occupy in the improvement district. In the case of a corporation, the authority given by the corporation to sign the petition must be produced.

O. Rules of conduct and debate

- 48. After a Motion has been moved and seconded the discussion of a Motion is regulated by a debate directed by the Chair. Every Trustee must address the Chair before speaking to a Motion. Trustees must address the Chair as "Mr. or Madam Chair" and refer to each other as "Trustee". Except on a Point of Order or Point of Personal Privilege, a Trustee may only speak when formally recognized by the Chair. Until all Trustees present have had an opportunity to speak, no Trustee may speak more than once to the same Motion without the consent of the other Trustees present, except in explanation of a material

part of their speech which may have been misconceived, and in doing so they may not introduce any new matter.

49. Trustees must use respectful language; must not use offensive gestures or signs; must speak only in connection with the matter being debated; may not speak about a vote of the Board only for the purpose of making a Motion that the vote be rescinded; and must adhere to the rules of procedure established under this bylaw and to the decisions of the Chair and Board in connection with the rules and points of order.
50. A Trustee may speak to a Motion, or may speak in reply, for longer than a total time of five (5) minutes only with the permission of the Chair.
51. If no Motion has been made to limit or close the debate, and no further Trustees indicate that they wish to speak, the mover of a substantive Motion has the right to speak to conclude the debate before the vote is taken. The Chair will ask the Recording Secretary to read the Motion and will then put the question to a vote.

P. Motions

52. Motions other than routine motions and those on a Point of Order or Point of Personal Privilege, must be seconded before being debated or the question put to a vote by the Chair.
53. A Motion that has been seconded must be read by the Chair or Recording Secretary before debate if requested.
54. When a Motion is under consideration, no other Motion will be received except for the following to:
 - a. Refer to committee
 - b. Amend
 - c. Lay on the table
 - d. Postpone indefinitely
 - e. Postpone to a certain time
 - f. Close the debate
 - g. Adjourn

As Motions to "lay on the table" or to "close the debate" may limit debate, these must be approved by two-thirds (2/3) vote of the Board members present at the meeting.

55. The seven Motions listed in section 54, above, have precedence in the order in which they are named, and the last five are neither amendable nor debatable.
56. If a decision has been made to lay a Motion on the table, it must be identified as to when the tabled Motion will be reconsidered.
57. A Trustee may, without notice, move to amend a Motion that is being considered at a meeting.

58. An amendment may propose removing, substituting for, or adding to the words of an original Motion.
59. Amendments to a Motion must be decided before the main Motion is put to a vote. Only one amendment is allowed to an amendment.
60. An amendment that has been turned down by a vote of the Board cannot be proposed again.
61. A Motion to commit the subject matter to a committee, until it is decided, precludes all amendments of the main Motion.
62. A Motion to adjourn the meeting or close the debate is always in order, but if such Motion is negative, no second Motion to the same effect may be made until some intermediate business or matter has been disposed of.
63. Notice of specific Motions must be included in the agenda circulated for a meeting. Motions for which special notice is required include:
 - a. Proposed amendments to the Letters Patent;
 - b. Amendment or repeal of an adopted bylaw(s), or introduction and adoption of a new bylaw;
 - c. Introduce, propose amendments or repeal Board policy;
 - d. Amendment, or rescission, of a Resolution passed at a previous meeting of the Board;
 - e. Approval of the annual budget; and
 - f. Renewal of a Motion decided in the negative at a previous meeting of the Board.

Special notice may be waived with the consent of all Trustees who are present and the written consent of those who are absent.

Q. Points of Order, Personal Privilege, and other Appeals

64. A Trustee may seek redress for a specific situation that arises during a meeting or to request a stated course of action. An Appeal does not have to be seconded and must be made at the time the incident occurs. Appeals are addressed to the Chair and may interrupt a speaker who has the floor if this is necessary to correct the situation. An Appeal is not debatable, but the Chair may request a brief explanation. The Chair will preserve order and decide all points of order, personal privilege, improvement of the physical environment, or requests to speak ahead of others to correct a mistake or misquotation which may arise, but subject to an appeal to the other Trustees present.
65. If a Trustee appeals the decision of the Chair, the question must be immediately put by the Trustee, and decided without debate. "Shall the Chair be sustained?" and the Chair is governed by the vote of the majority then present (exclusive of themselves), and the names of the Trustees voting for or against the question "Shall the Chair be sustained?" will be recorded on the minutes. A ruling of the Chair is also upheld in the event of a tie vote because the Chair would be expected to vote in favour of the ruling.

66. If the Chair refuses to put the question "Shall the Chair be sustained?" the Trustees must immediately appoint an acting chair to preside temporarily in lieu of the Chair and the acting chair will proceed in accordance with the prior section.
67. Any Resolution or Motion carried under the circumstances mentioned above is as effectual.

R. Bylaws

68. Bylaws can be passed at any legally convened meeting of the Board.
69. Every bylaw must be read a first time upon motion "that the (bylaw citation) now be introduced and read a first time". The title and intended object of the bylaw will be given and the question will be decided without amendment or debate.
70. The provisions of a bylaw may be debated upon second reading with such changes as appear necessary. The bylaw may then be passed upon the Motion "that the (bylaw citation) be adopted. The Board may give first and second readings and adopt a bylaw at the same meeting.
71. Bylaws must be sealed with the seal of the improvement district and signed by the Corporate Officer and by the Chair at the meeting at which the bylaw is passed.
72. The Corporate Officer must maintain all bylaws and keep them safe. Bylaws must be available to the public.

S. Standing and Select Committees

73. The Board may establish standing and select Committees. The Chair of a Committee will be determined by a majority of the committee members. The Board must establish the purpose of a Committee by resolution at the time of the creation of a committee.
74. The Board makes the committee appointments. The Board may appoint persons who are not Trustees to select and standing committees. However, there must be at least one trustee on each committee.
75. The quorum for a committee is a majority of all of its members.
76. A Motion made at a meeting of a committee is not required to be seconded.
77. Standing Committees must consider, inquire into, report, and make recommendations to the Board about matters that are related to the general subject indicated by the name of the committee and matters that are assigned by the Board.
78. Standing Committees must report and make recommendations to the Board when required by the Board, or at the next Board meeting, if a time is not specified.

79. Select Committees must consider, inquire into, report and make recommendations to the Board about the matter(s) referred to the committee by the Board.
80. Select Committees must report and make recommendations to the Board at the next Board meeting unless the Board specifies a different date and time. Upon completion of its assignment, a Select Committee is dissolved, unless decided otherwise by the Board.
81. Notice of Select and Standing Committee meetings must be given by the Chair of the committee to the committee members by giving notice in writing or by other means at least three days in advance of the meeting, unless otherwise approved by the majority of the committee members.
82. Accurate minute of all committee meetings must be legibly recorded. The minutes must be adopted with such corrections as necessary by the majority of committee members at the following meeting before being certified as correct by the Corporate Officer and signed by the Chair of the committee meeting or the Chair presiding at the following committee meeting.
83. The minutes of all committee meetings must be open to public inspection except for those meetings or parts of meetings that are closed to the public.
84. The Corporate Officer must maintain the minutes of meetings and keep them safe.
85. Meetings of standing and select committees need not be public. Otherwise, in conducting its business, all standing and select committees should adhere as far as practical to the rules established in this bylaw governing Board meetings.

T. Unprovided cases

86. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the improvement district in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order the District may adopt or the Local Government Act.

PART 2 – COMMITTEE OF THE WHOLE

U. Moving to Committee of the Whole

87. The Purpose of a Committee of the Whole ("COTW") is to relax the usual limits on debate, allowing for a more open exchange of views without urgency of a final vote.
88. At any time during a meeting, the Board may by Resolution move into COTW.
89. In addition to section 88 of this Bylaw, a meeting, other than a Committee meeting, to which all members of the Board are invited to consider but not decide on matters of the District's business, is a meeting of COTW.

V. Quorum and Chair

90. The Chair will preside at a COTW meeting.

91. A quorum of the COTW meeting is a majority of all members of the Board.

W. Notice of COTW meetings

92. Except where notice of a COTW meeting is waived by unanimous vote of all Trustees, a notice of the day, time, and place of a COTW meeting must be given at least twenty-four (24) hours before the time of the meeting by sending a copy of the notice and proposed agenda by email or electronic communication to each trustee and posting a copy of the notice on the District website.

93. Section 92 does not apply to a COTW meeting that is called during a Board meeting in accordance with section 88 for which public notice has been given.

X. Attendance of public at COTW meetings

94. All COTW meetings of the Board are open to the public (and no person should be excluded except for improper conduct) except where the Board passes a resolution to close the meeting or a portion of it, to the public. The Resolution must state in general terms the reason(s) for closing the meeting.

Y. Proceedings at COTW meeting

95. The rules and procedure for the conduct of Board meetings must be observed in a COTW meeting so are as applicable, except that:

- a. A Trustee may speak any number of times on the same question provided they do not speak longer than a total of ten (10) minutes on any one Motion, unless extended by the affirmative vote of a majority of the Trustees present.
- b. If a matter that was considered by the COTW has been concluded, the COTW must not consider a Motion to adjourn unless and until it has first considered a Motion to either: Rise and report to the next Board meeting, or Rise and report.
- c. A Motion in COTW to rise without reporting shall always be in order and shall take precedence over any other Motion. On such Motion, debate shall be allowed but no Trustee shall speak more than once to such Motion.
- d. A Motion is not required to be seconded.

96. When all matters referred to a COTW have been considered, a Motion to rise and report shall be in order, except that the COTW when it has partly considered the matter, may report progress, and ask leave to sit again.

97. Members of the public may speak at a COTW meeting upon recognition by the Chair, after all Trustees have had an opportunity to speak and may only speak a second time after the Trustees and other members of the public have had an opportunity to speak a first time. No member of the public shall address a COTW on one matter for longer than five (5) minutes unless the time limitation is waived by a majority of the Trustees present. Public input is not permitted on any matter not being considered by the COTW.

98. Accurate minutes of all COTW meetings must be legibly recorded except for a COTW meeting called in accordance with section 88 of this Bylaw, during a Board meeting for which public notice has been given.

PART 3 – ANNUAL GENERAL MEETING AND GENERAL MEETINGS

Z. Notice of the annual general meeting

99. Public notice of the date, time and place of the annual general meeting must be given at least fourteen (14) days in advance by advertising in a local newspaper or sending by ordinary first-class mail to all eligible electors of the District.
100. The annual general meeting must be open to all members of the public and no person should be excluded except for improper conduct.

AA. Meeting Minutes

101. The minutes of the annual general meeting are approved by the electors at the following year's annual general meeting.
102. A copy of the minutes of the annual general meeting must be sent to the Inspector of municipalities as soon as they are transcribed. Signed copies must be sent once approved at the following year's annual general meeting.
103. The Corporate Officer must maintain the minutes of the annual general meeting and keep them safe.

BB. Agenda

104. The agenda for the annual general meeting is as follows:
- a. Call to order
 - b. Approval of the Agenda
 - c. Appoint Recording Secretary and Parliamentarian
 - d. Adoption of the minutes of the previous annual general meeting
 - e. Audited Financial Report
 - f. Fire Chief's Report
 - g. Salt Spring Island Fire Fighters' Association Report
 - h. Chair of the Board of Trustees Report
 - i. Call for a motion to fix remuneration of the Trustees for the ensuing year
 - j. Election Results
 - k. Old Business
 - l. New Business
 - m. Adjournment

CC. Motion

105. Motions from the floor will not be permitted except for those listed in section 104 or for which notice has been given as allowed in section 106.
106. Any qualified elector wishing to present a Motion at the annual general meeting must submit a written copy of the Motion to the Corporate Officer at least seven (7) days prior to the meeting date to be included on the agenda.

DD. Electronic Meeting

107. In an emergency, special circumstance, or public health event that prevents or restricts Electors and the general public from being able to safely and physically meet in one location, the annual general meeting may be held by electronic means.

PART 4 – SPECIAL GENERAL MEETINGS

108. A special general meeting may be called by the Trustees at any time for the purpose of electing a Trustee to fill any vacancy occurring; or discussing with the owners of land any matters which, in the opinion of the Trustees, should be brought up at a general meeting.
109. Notification, procedures, and minutes are identical to those for the annual general meeting.

PART 5 – REPEAL OF BYLAWS

110. That bylaw # 109 cited as “Meeting Procedures Bylaw 2012” is hereby repealed.
111. That bylaw # 138 [139] cited as “Meeting Procedures Amendment Bylaw 138 [139]” is hereby repealed.

PART 6 – CITATION

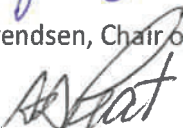
112. This bylaw may be cited as “Meeting Procedures Bylaw 2021”.

INTRODUCED and given first reading by the Trustees on 20th day of September 2021.

RECONSIDERED and finally passed by the Trustees on the 15th day of November 2021.



Per Svendsen, Chair of the Trustees



Andrew Peat, Corporate Administrator for the Trustees

I hereby certify under the seal of the Salt Spring island fire Protection District that this
a true copy of Bylaw No. 146.

A handwritten signature in black ink, appearing to read "A. Peat", with a stylized flourish at the end.

Andrew Peat, Corporate Administrator for the Trustees.