

# SALT SPRING ISLAND FIRE PROTECTION DISTRICT

## BYLAW NO. 159

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A bylaw to establish the procedures for the calling of meetings of the board, its committees and the annual general meeting, and for the conduct of business at the meetings.

The Trustees of the Salt Spring Island Fire Protection District ENACT AS FOLLOWS:

### **Definitions**

1. In this bylaw,

“chair” means the person elected by the trustees to the position of chair, or the acting chair presiding at a meeting, as the context requires.

“corporate officer” means the person appointed by the board whose position is established by bylaw and is assigned the responsibility of corporate administration under Section 738.2 of the *Local Government Act*.

“board” means the trustees holding office as provided under Section 736 of the *Local Government Act* including the trustee elected as chair.

“electronic meeting” is a meeting held via video or teleconference.

“trustees” means the trustees holding office as provided under Section 736 of the *Local Government Act* including the trustee elected as chair.

### **Regular Board Meetings**

2. Regular board meetings will be held on the third (3<sup>rd</sup>) Monday of each month and begin at seven (7:00) PM).
3. Regular board meetings may be cancelled by the board; and be postponed to a different day, time and place by the chair, provided the trustees are provided at least two (2) days written notice.
4. The trustees must elect one of their number as chair at the first meeting in each year and at the first meeting after a vacancy occurs in the office.

### **Inaugural Meeting**

5. The first 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 of the district.
6. The time and place of the first meeting in each year must be set by the corporate officer, or by a majority of the trustees.

### **Special Board Meetings**

7. A special board meeting can be called by the chair at their discretion.
8. The chair must call a meeting of the trustees for any purpose when requested in writing by a majority of the trustees, or the Inspector of Municipalities.

### **Notice of Board Meetings**

9. Public notice of board meetings must be given by posting the annual Regular meeting schedule on the District website and publication in local print or electronic media.
10. Notice of board meetings must be given in writing to each member of the board by the chair or the corporate officer by emailing trustees at least three (3) days in advance of the meeting.

### **Electronic Meetings**

11. Meetings may be held electronically by video or teleconference and the facilities must:
  - a. Enable the meeting's participants to hear, or watch and hear, the meeting;
  - b. Except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the meeting
12. Electronic participation is permitted for trustees who cannot attend due to medical or travel reasons.
13. Trustees attending electronically shall be counted for quorum and have full voting rights.
14. Trustees are limited to attend fifty (50) percent of regular meetings electronically per calendar year per trustee.
15. Trustees are limited to attend three (3) consecutive regular meetings electronically per year.
16. No more than fifty (50) percent of trustees may attend electronically at one time.

### **Attendance of the Public at Meetings**

17. All meetings of the board are open to the public 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.

### **Meeting Minutes**

18. Accurate minutes of all board meetings must be legibly recorded. The minutes must be adopted with such corrections as necessary by a majority of trustees at the following meeting of the board before being certified as correct by the corporate officer and signed by the chair.
19. 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.
20. The corporate officer must maintain the minutes of board meetings and keep them safe.

## **Opening Procedures**

21. As soon after the time appointed for the meeting, the chair will call the meeting to order. If the chair does not attend within ten (10) minutes after the time appointed for the meeting, an acting chair must be appointed from the trustees present who will preside until such time as the chair arrives.
22. A quorum is a majority of all trustees. 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.

## **Agenda**

23. Prior to each board meeting, the agenda must be prepared by the Chair and/or the Corporate Officer and emailed to the trustees least three (3) days before the meeting. The delivery requirement may be waived by unanimous consent of the trustees.
24. The deadline for submissions to be included in the agenda is at least three (3) days prior to the meeting.
25. 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 trustees present at the time allocated for the adoption 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.

## **Order of Proceedings and Business**

26. Immediately after the chair has called the meeting to order, the minutes of the preceding board meeting are to be read by 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.
27. The agenda for regular board meetings is as follows unless otherwise directed by two-thirds of the trustees present at the meeting:
  - a. Call to Order
  - b. Approval of Agenda
  - c. Adoption of Minutes
  - d. Petitions and Delegations
  - e. Town Hall Session
  - f. Committee Reports
  - g. Correspondence
  - h. Reports (Chair, CAO, Committees)
  - i. Old Business
  - j. New Business
  - k. Bylaws
  - l. In-Camera Session (if required)
  - m. Adjournment

28. An item of business not included on the agenda must not be considered unless introduction of the late item is approved by the board at the time allocated on the agenda for late items. Information pertaining to late items must be distributed to the trustees.

#### **Voting on Questions**

29. 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 question related to the matter;
- c. Immediately leave the meeting or that 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.

30. If a trustee refrains from voting when a question is put, they are deemed to have voted in the affirmative and their vote will be counted accordingly.

31. 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.

32. In all cases where the votes of the trustees present, including the vote of the chair, are equal for and against a question, the question is decided in the negative, and it is the duty of the chair to so declare it. The names of those who vote for and against the question must be entered upon the minutes whenever requested by a trustee.

33. When the question under consideration contains distinct propositions, upon request of any trustee, the vote upon each proposition can be taken separately.

34. 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 a 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), a trustee must not speak to the question or make a motion concerning it;
- e. The chair's decision about whether a question has been finally 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.

#### **Delegations**

35. 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 start time of the meeting. Each address must be limited to ten (10) minutes unless a longer period is agreed to by the unanimous vote of the trustees present.

36. Where written application has not been received by the corporate officer as prescribed in section 35, an individual or delegation may address the meeting if approved by the unanimous vote of the trustees present.
37. The corporate officer may schedule delegations to another board meeting or advisory body as deemed appropriate according to the subject matter of the delegation.
38. 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.

#### **Rules of Conduct and Debate**

39. Every trustee must address the chair before speaking to any question or motion. Trustees must address the chair as "Mr. or Madam Chair" and refer to each other as "Trustee". No trustee may speak more than once to the same question without leave of the trustees, 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.
40. No trustee may interrupt a member who is speaking except to raise a point of order.
41. Trustees must use respectful language; must not use offensive gestures or signs; must speak only in connection with the matter being debated; may 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.
42. A trustee may speak to a question, or may speak in reply, for longer than a total time of five (5) minutes only with the permission of the board.

#### **Motions**

43. Motions other than routine motions (including motions to adopt a report, to receive and file, to refer to a committee or an official, to introduce or pass a bylaw, or adjourn) must be seconded before being debated or put from the chair.
44. A motion that has been seconded must be read by the chair or corporate officer before debate if requested by a trustee.
45. When a question is under consideration, no 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. Move the previous question; or,
  - g. Adjourn.
46. The seven motions listed in Section 45 have precedence in the order in which they are named, and the last five are neither amendable nor debatable.

47. A trustee may, without notice, move to amend a motion that is being considered at a meeting.
48. An amendment may propose removing, substituting for, or adding to the words of an original motion.
49. Amendments to a motion must be decided before the main question is put to a vote. Only one amendment is allowed to an amendment.
50. An amendment that has been defeated by a vote of the board cannot be proposed again.
51. A motion to commit the subject matter to a committee, until it is decided, precludes all amendments of the main question.
52. A motion to 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.
53. 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.

#### **Points of Order**

54. The chair will preserve order and decide all points of order which may arise, but subject to an appeal of the other trustees present.
55. 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 himself or herself), and the names of the trustees voting for or against the question "Shall the chair be sustained?" will be recorded on the minutes.
56. If the chair refuses to put the question "Shall the chair be sustained?" the trustees must immediately appoint one of its number to preside temporarily in lieu of the chair and the member so temporarily appointed will proceed in accordance with the prior section.
57. Any resolution or motion carried under the circumstances mentioned above is as effectual and binding as if carried under the precedence of the chair.

## **Bylaws**

58. 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.
59. 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.
60. Bylaws must be signed by the corporate officer and by the chair at the meeting at which the bylaw is passed.
61. The corporate officer must maintain all bylaws and keep them safe. Copies of bylaws must be made available to the public.

## **Standing and Select Committees**

62. 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.
63. The Board makes the Committee appointments. The Board may appoint persons who are not trustees to select and standing committees. There must be at least one trustee on each Committee.
64. The quorum for a committee is a majority of all of its members.
65. A motion made at a meeting of a committee is not required to be seconded.
66. 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.
67. 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.
68. Select committees must consider, inquire into, report and make recommendations to the board about the matter(s) referred to the committee by the board.
69. 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.
70. 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 three (3) days in advance of the meeting.
71. Accurate minutes of all committee meetings must be legibly recorded. The minutes must be adopted with such corrections as necessary by a 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.
72. 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.

73. The corporate officer must maintain the minutes of committee meetings and keep them safe.
74. In conducting its business, all standing and select committees must adhere as far as possible to the rules established in this bylaw governing board meetings.

#### **Notice of Annual General Meeting and General Meetings**

75. 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 and publishing on the District's website and/or by mail to all eligible electors of the District.

#### **Order of Proceedings and Conduct of Business at the Annual General Meeting**

76. The agenda for the annual general meeting is as follows unless otherwise directed by two-thirds of the Trustees present at the meeting:
  1. Call to order
  2. Approval of the Agenda
  3. Appoint Recording Secretary and Parliamentarian
  4. Chair of the Board of Trustees Annual Report
  5. Audited Financial Report
  6. Appointment of Auditor
  7. Fire Chief Annual Report
  8. Salt Spring Island Fire Fighters Association Annual Report
  9. Trustee Remuneration
  10. Election of Trustees
  11. Adjournment
77. The annual general meeting must be open to all members of the public.
78. Accurate minutes of the annual general meeting must be legibly recorded and adopted with such corrections as necessary by a majority of Trustees at the following meeting of the board before being certified as correct by the corporate officer and signed by the chair.
79. The minutes of the annual general meeting are available to the public.
80. The corporate officer must maintain the minutes of the annual general meeting and keep them safe.

#### **Unprovided Cases**

81. In all situations not provided for in this bylaw regarding the proceedings of a meeting, the rules contained in the current edition of Robert's Rules of Order Newly Revised shall apply to the proceedings to the extent that those Rules are applicable in the circumstances and are not inconsistent with the provisions of this bylaw or the *Local Government Act*.

**Repeal of Bylaws**

82. That the Salt Spring Island Fire Protection District Meeting Procedures Bylaw No. 146 cited as "Meeting Procedures Bylaw 2021" is repealed.

**Citation**

83. This bylaw may be cited as the "Salt Spring Island Fire Protection District Meeting Procedures Bylaw, 2025".

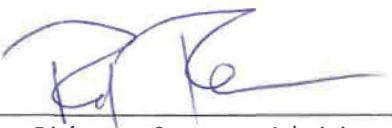
INTRODUCED and given first reading by the Trustees on the 15th day of September, 2025

RECONSIDERED and finally passed by the Trustees on 20th day of October, 2025

I hereby certify that this is a true copy of Bylaw No. 159



Roland Cook, Chair of the Trustees



Rodney Dieleman, Corporate Administrator for the Trustees

A true copy of Bylaw No.159  
registered in the office of the  
Inspector of Municipalities this  
\_15th\_day of \_December\_2025



Deputy Inspector of Municipalities