



# FLETCHER CREEK IMPROVEMENT DISTRICT

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BYLAW NO: 68

TITLE: **Meetings Procedures Bylaw 68 (2019)**

## 1 PREAMBLE:

- 1.1 WHEREAS Fletcher Creek Improvement District was established by Letters Patent issued under the BC Local Government Act (BCLGA);
- 1.2 AND WHEREAS Section 739 of the BCLGA requires that an Improvement District establish, by bylaw, procedures to be followed by the Board and Committees for the conduct of its business, including the manner by which meetings are called and conducted, the proposing and voting on resolutions, the adoption of bylaws and the giving of public notice posting;
- 1.3 NOW THEREFORE, the Board of the Fletcher Creek Improvement District, enacts as follows:"

## 2 CITATION:

- 2.1 This bylaw may be cited as the "*Meeting Procedures Bylaw 68 (2019)*".

## 3 DEFINITIONS:

- 3.1 In this bylaw, unless the context otherwise requires:
  - 3.1.1 "Act" mean the BC Local Government Act;
  - 3.1.2 "Applicable legislation" means the Act, Charter. Letters Paten and Supplementary Letters Patent;
  - 3.1.3 "Board" means the Board of Trustee for FCID, as provided under Section 736 of the Act;
  - 3.1.4 "Chair" means the person elected as Chair of the Board, or other presiding officer;
  - 3.1.5 "Charter" means the BC Community Charter;
  - 3.1.6 "Committee" means a select or standing committee, or any committee composed of Board members and other individuals appointed by the Board or Board Chair and acting in that capacity;
  - 3.1.7 "Corporate Officer" means the person appointed by the Board whose purpose is established by Bylaw and is assigned the responsibility of corporate administration under Section 738.2 of the Act;
  - 3.1.8 "Delegation" means an individual or group of individuals who have requested to make a presentation to the Board;
  - 3.1.9 "FCID" shall mean Fletcher Creek Improvement District;
  - 3.1.10 "Majority" means more than half the votes cast by members entitled to vote, at a property called meeting at which quorum is present;
  - 3.1.11 "Member" means a Trustee or other individual appointed to a Committee by the Board or Chair;
  - 3.1.12 "Proxy vote" means a written transference of the right to vote to another person;
  - 3.1.13 "Signing Authority(ies)" means anyone given authority by motion of the Board to sign cheques on behalf of the Board.
  - 3.1.14 "Trustee" means a person elected to the Board;
  - 3.1.15 "Website" means the public website for FCID at [www.fletchercreekwater.com](http://www.fletchercreekwater.com).

## 4 INTERPRETATION:

- 4.1 Any definition of a word or Phrase used in this bylaw and not defined in this Bylaw has the meaning as defined by the Act.

4.2 Where the masculine is used in this Bylaw it includes all genders and the singular includes the plural and vice-versa.

## **5 INAUGURAL MEETING:**

5.1 The Board shall convene an inaugural meeting within 30 days following its Annual General Meeting for the purpose of Administering Oaths of Office, Electing a Chair and appointing Signing Authorities.

5.2 The Corporate Officer shall:

5.2.1 Establish the time and place of the Inaugural Meeting;

5.2.2 Be the presiding officer of the Inaugural Meeting, until such time as the Chair is elected.

## **6 OATH OF OFFICE:**

6.1 Each newly elected Trustee, must make an oath or solemn affirmation of office as soon as is practical following their election as Trustee.

6.2 A person elected as a Trustee does not assume that office until an Oath of Office has been administered.

6.3 The Oath of Office, shall be affixed with the seal of the person administering the oath.

6.4 The Trustee shall be provided with a certified true copy of the Oath of Office.

6.5 Corporate Officer shall be provided with the original of the completed Oath or Office, which shall be kept safe.

6.6 The Oath of Office is effective for the term of office the Trustee was elected.

6.7 The prescribed form for the Oath of Office is found as Appendix A of this Bylaw and forms part of this Bylaw.

## **7 ELECTION OF THE CHAIR:**

7.1 The Chair shall be elected by the Board at its Inaugural Meeting and at any other time when the office of Chair is vacant.

7.2 Each Trustee present at a meeting where the Chair is elected shall have one vote in each election for an office.

7.3 If the office of Chair becomes vacant, the Corporate Officer shall become the presiding officer until such time as the Board shall elect another Chair from among its Trustees.

7.3.1 When the office of Chair is vacant, the election of the Chair is the immediate next item of business for the Board's consideration and shall be done at the earliest possible opportunity after the vacancy occurs.

7.4 The Corporate Officer shall call three times for the nominations for the position of Chair.

7.4.1 After the calling for nominations, if an election is necessary, it shall be by secret ballot.

7.4.2 Prior to the conducting the ballot, the nominated candidates shall have opportunity to address the Board.

7.5 If only one candidate is nominated for Chair, the Corporate Officer shall declare the candidate elected by acclamation.

7.6 If two or more candidates have been nominated, the candidate receiving the highest number of the votes from the members of the Board then present shall be declared elected.

7.7 In the event of a tie vote:

7.7.1 If the tie vote is for the candidates with the highest number of votes, AND, there are more than two candidates, then all other candidates, except for the two candidates with the tied highest number of votes, shall be removed from the ballot and another secret ballot shall take place.

- 7.7.2 If there are only two candidates and there is a tie vote, then the names of each candidate shall be written on separate pieces of paper and placed in a container, from which the Corporate Officer shall withdraw one paper and the candidate whose name is on the withdrawn paper shall be declared elected.
- 7.8 At no time shall two people hold the office of Chair, as co-Chairs.
- 7.9 The Chair is elected for a term of office ending at the close of the next Annual General Meeting
- 7.9.1 In the event that the Chair does not retain the trust or confidence of the Board, the Board may elect, by motion, to replace the Chair at any regular or special meeting of the Board

## **8 ROLE OF THE CHAIR:**

- 8.1 The Chair is the primary leader of the Board. As such the Board's effectiveness depends upon the Chair's ability to govern meetings and pursue the objectives and responsibilities of the Board. The Chair shall
  - 8.1.1 Strive to maintain relationships between the various Board members, based on respect, trust and open communication
  - 8.1.2 preside over all meetings of the Board that they are physically present
  - 8.1.3 Sign all minutes of meeting, once approved by the Board.
    - 8.1.3.1 In the event the Chair was absent from a meeting, the minutes of that meeting shall be signed by the person who presided over the meeting.
  - 8.1.4 Sign any Bylaw passed by the Board.
    - 8.1.4.1 In the event the Chair was absent from the meeting at which a By-law was passed, the By-law shall be signed by the person who presided over the meeting where the By-law was passed.
  - 8.1.5 Act as the sole spokesperson for FCID, unless the Board elects to direct another of its members to speak on behalf of a specific issue
    - 8.1.5.1 At no time, shall more than one Board member to authorized to speak on behalf of FCID, on any given issue
    - 8.1.5.2 At no time, shall the Chair, or any individual Board member, be authorized to exercise decision-making authority on behalf of the Board.

## **9 ELECTION OF TRUSTEES:**

- 9.1 Trustees are elected at either the Annual General Meeting, or a Special General Meeting called for the purpose of electing a Trustee.
- 9.2 In order to vote at an election of Trustees, a person must be:
  - 9.2.1 A Canadian citizen;
  - 9.2.2 Age 18 or older;
  - 9.2.3 Entitled to be registered as a voter under the Elections Act;
  - 9.2.4 A resident of British Columbia for at least six (6) months prior to the election;
  - 9.2.5 A registered owner of land within FCID.
    - 9.2.5.1 If there is more than one person registered on title as a landowner then each person registered on title as a landowner can vote, provided they meet the above qualifications.
- 9.3 In order to be eligible for election as a Trustee, a person must:
  - 9.3.1 Meet the eligibility to vote qualifications in section 9.2 above;
  - 9.3.2 Meet the qualifications requirements of Division 5 of the Act
  - 9.3.3 Not be an employee or corporate officer of FCID
    - 9.3.3.1 In the event that an employee of FCID, is elected as a Trustee, their employment with FCID must end PRIOR to taking an Oath of Office and becoming a Trustee
    - 9.3.3.2 In the event that a sitting Trustee, seeks to become an Employee of FCID, they must resign their Trusteeship PRIOR to seeking employment with FCID.

**10 ROLE OF THE TRUSTEES:**

- 10.1 The Trustees are a collective body that comprises the Board. As such, no individual Trustee, not even the Chair, has the authority to commit FCID to any particular action.
  - 10.1.1 Only decisions made by resolution of the Board at a duly convened meeting constitutes a decision made by FCID.
- 10.2 Each Trustee shall:
  - 10.2.1 Act in the best interest of the community as a whole and not for their own interest.
  - 10.2.2 Strive to attend every meeting.
    - 10.2.2.1 In the event a Trustee cannot attend a meeting in person, they should strive to make arrangements to attend electronically.
    - 10.2.2.2 In the event a Trustee is unable to attend meetings on a regular basis, either in person or electronically, they should consider resigning from their position, as the best interests of FCID depends on their engagement in the governance and decision-making process
  - 10.2.3 Read and be familiar with their statutory responsibilities and limitations as outlined in the *Improvement District Manual* and *Trustees Handbook*
  - 10.2.4 Make every effort to develop and maintain relationships of respect, trust and open communication with the other members of the Board and FCID as a whole.

**11 SIGNING AUTHORITIES:**

- 11.1 At its Inaugural Meeting, and at any other time when the number of Signing Authorities is less than three (3), the Board shall appoint, by motion, persons as Signing Authorities. The persons appointed shall be:
  - 11.1.1 the Treasurer, and,
  - 11.1.2 one or two members of the Board, as required to make a total of three (3) Signing Authorities.
  - 11.1.3 No person appointed as a Signing Authority shall be a direct relative nor a member of the same household, nor domestic partners of another Signing Authority.

**12 ANNUAL GENERAL MEETING:**

- 12.1 At least once in every 12 months, between January 1<sup>st</sup> and May 1<sup>st</sup>, the Board must call an Annual General Meeting (AGM) of the owners of land in FCID, for the purposes of:
  - 12.1.1 Reporting on the condition of the District's works;
  - 12.1.2 Presenting the financial statements for the preceding calendar year;
  - 12.1.3 Presenting the current year's budget;
  - 12.1.4 Conducting a vote establishing the Trustee's honorarium, if any, for the current year;
  - 12.1.5 Electing Trustees to fill any office that expired or expires at the AGM;
  - 12.1.6 Any additional business the Board wishes to conduct.
- 12.2 The Annual General Meeting must be open to the public.
- 12.3 Public notice of the date, time and place of the Annual General Meeting must be given to all the owners of land within FCID, at least 14 days prior to the Annual General Meeting.
  - 12.3.1 Public notice must be given by mail, or email, to all titled landowners, advertising in a local newspaper and posting on a community bulletin board.
- 12.4 The Chair shall preside over the Annual General meeting.
- 12.5 Voting at an Annual General Meeting is done by show of voting cards or by secret ballot.
  - 12.5.1 Each person attending an Annual General Meeting must sign in indicating whether they are a titled landowner or a member of the public.
  - 12.5.2 All titled landowners attending an Annual General Meeting shall be given a voting card or a ballot to be used for voting.
  - 12.5.3 No proxy voting or absentee voting shall be allowed at the Annual General Meeting.
- 12.6 Accurate minutes of the AGM must be legibly recorded and adopted with such corrections as necessary by a majority of the Trustees at the Inaugural meeting of the Board.

- 12.6.1 Adopted AGM minutes are to be certified as correct by the Corporate Officer and signed by the Chair
- 12.6.2 The AGM minutes are available to the public.
  - 12.6.2.1 Copies of the minutes are to be posted on FCID's website within 7 days of being approved by the Board.
  - 12.6.2.2 Copies of the minutes are to be mailed or emailed to the FCID land owners who attend the AGM.
  - 12.6.2.3 Copies of the approved AGM minutes, along with the AGM presentation materials, including financial statements and budget are to be mailed or emailed to the FCID landowners who did not attend the AGM.
- 12.6.3 The Corporate Officer must maintain the AGM minutes and keep them safe.

### **13 TIME AND LOCATION OF MEETINGS:**

- 13.1 The Chair shall establish the time and location of all Regular and Special meetings of the Board.
  - 13.1.1 The Chair must call a meeting of the Board for any purpose when requested in writing by the majority of the Trustees, or the Inspector of Municipalities.
- 13.2 The Board shall establish, by resolution, the time and location of the Annual General Meeting, which must take place at least once in every 12 months, between January 1<sup>st</sup> and May 1<sup>st</sup>.
- 13.3 Committee Chairs shall establish the time and location of all Committee meetings for Committees they Chair.

### **14 NOTICE OF BOARD MEETINGS:**

- 14.1 Public notice of Board meeting must be given by posting on a community bulletin board, the time, location of general purpose of the meeting, at least seven (7) days in advance of the meeting.
- 14.2 Notice of meetings must be given, in writing, to each member of the Board by email at least seven (7) days in advance of the meeting.
  - 14.2.1 The time period for giving notice can be waived by unanimous consent of all Trustees.

### **15 PARTICIPATION IN MEETINGS ELECTRONICALLY:**

- 15.1 In the event of an emergency, or weather prohibiting safe travel to the meeting, Trustees may participate in a Board meeting by means of electronic or other communication facilities, provided the following are met:
  - 15.1.1 The meeting must be convened with the applicable public notices;
  - 15.1.2 The meeting is conducted in accordance with the remainder of this Bylaw;
  - 15.1.3 The communication facilities must enable all present Trustees to hear, or watch and hear, each other.
- 15.2 Trustees participating in a meeting under this section are deemed to be present at the meeting.
  - 15.2.1 Trustees participating electronically waive their right to secret ballots, as their vote must be heard.

### **16 PUBLIC ATTENDANCE AT MEETINGS:**

- 16.1 All Board meetings must be open to the public, except where the Board passes a resolution to close the meeting, or a portion of it, to the public.
  - 16.1.1 If a member of the public is attending a meeting, the Chair must give opportunity for the public to address the Board, prior to the close of the meeting.
  - 16.1.2 If a member of the public wishes to address the Board on an item of business before the Board, they must first make a request of the Chair to be recognized as a delegation.
  - 16.1.3 The public may not speak to, debate, nor engage in the discussion regarding a question before the board, unless specifically requested by the Chair.
  - 16.1.4 The public does not have a vote on any resolution before the Board.

**17 CLOSED MEETINGS:**

- 17.1 The Board may, by resolution, declare all or part of a meeting closed to the public if the subject matter being considered is deemed by the Board to be confidential or sensitive as outlined in Section 90 of the Charter
- 17.2 The Board may allow one or more employee or members of the public to attend a closed meeting, provided:
  - 17.2.1 The Board considers their attendance necessary;
  - 17.2.2 The employee or member of the public already has knowledge of the confidential information or is a professional providing professional advice to the Board in relation to the matter.
- 17.3 A resolution, passed in a public meeting, to close a meeting to the public, must state in general terms the reason(s), in accordance with Section 90 of the Charter, for closing the meeting, along with the names of any employee or members of the public, the Board wishes to attend the closed meeting and the reason(s) for their attendance
- 17.4 No decision shall be made in a closed meeting, except the decision to revert to an open meeting.
- 17.5 Minutes of a closed meeting shall be kept in accordance with Section 30.4 of this Bylaw.

**18 PRESIDING OFFICERS:**

- 18.1 The Chair shall preside over all Regular, Special and Annual General Meetings of the Board.
- 18.2 The Presiding Officer must be physically present at any meeting, in order to preside over the meeting
  - 18.2.1 In the event that the Chair, or other presiding officer, is attending the meeting electronically, they are deemed to be absent for the purposes of presiding over the meeting, but present for the purposes of debate and voting.
- 18.3 If the Chair is absent from a meeting, the Corporate Officer shall preside over the meeting for the purposes of electing an Acting Chair from the Trustees present, which shall be the immediate next Item of Business, who shall then preside over the meeting until the Chair is present.
- 18.4 If both the Chair and the Corporate Officer are absent from the meeting and there is a quorum present, the Trustees present shall appoint an Acting Chair to preside over the meeting until the Chair is present.

**19 QUORUM AND CALL TO ORDER:**

- 19.1 The quorum of the Board is a majority of the Trustees, but not less than three (3).
  - 19.1.1 A meeting of the Board may not be called to order, unless a quorum exists.
  - 19.1.2 If there is no quorum within 15 minutes after the time appointed for the meeting, the Corporate Officer shall record in the minutes the names of the Trustees present and the that meeting did not convene.
  - 19.1.3 If a Trustee leaves a meeting resulting in a lack of quorum, the meeting shall stand adjourned.
- 19.2 The Chair, or other presiding officer, shall call the meeting to order, as soon after the appointed time of the meeting.

**20 AGENDA:**

- 20.1 The Chair, in conjunction with the Corporate Officer, must prepare the Agenda for each Board Meeting.
- 20.2 The Agenda shall be circulated via email to each Trustee at least seven (7) days prior to the appointed meeting.
- 20.3 The Agenda shall list all Items and Order of business to be conducted by the Board.

- 20.3.1 Only those Items of Business on the Agenda shall be considered by the Board, unless an Item is added by the Board at the meeting, as a Late Item.
- 20.3.2 The deadline for submitting Items of Business to the Chair &/or Corporate Officer, for inclusion on the Agenda is ten (10) days prior to the meeting date.
- 20.3.3 The Board may, by resolution, vary the Order of Business.

## **21 LATE ITEMS:**

- 21.1 Any item of business not included on the Agenda may be added by the Board as a Late Item, provided it is introduced as a Late Item at the commencement of the meeting, prior to the approval of the Agenda, and is approved for addition to the meeting by a majority of the Trustees present.

## **22 FINANCIAL REPORTS**

- 22.1 The Corporate Officer shall prepare and circulate to the Trustees at least seven (7) days prior to any Regular meeting, the Financial Reports for the most recent fiscal period, ending at least fourteen (14) days prior to the Regular meeting
  - 22.1.1 If the Regular meeting is scheduled between the 8<sup>th</sup> and 14<sup>th</sup> day of a calendar month, the Financial Reports shall be for the fiscal period ending in the previous calendar month, and the seven (7) day notice is waived.
- 22.2 The Financial Reports shall consist of:
  - 22.2.1 Balance Sheet Summary comparison between current and previous months;
  - 22.2.2 Income Statement comparison between current and previous months;
  - 22.2.3 Income Statement to Current Annual Budget comparison;
  - 22.2.4 List of Accounts Payable due for payment.
    - 22.2.4.1 No payment shall be made without approval, by resolution, of the Board.
    - 22.2.4.2 The Board shall approve, or disapprove, payment for accounts payable not previously approved.
    - 22.2.4.3 Approval for payment shall be by resolution and shall include an itemized list as part of the minutes
      - 22.2.4.3.1 Backup- documentation for Accounts Payables, including payroll, shall be presented to the Board members, but shall not be included in the minutes or published on the website.
- 22.3 The Financial Reports shall be approved by resolution of the Board and once approved shall:
  - 22.3.1 form an addendum to the minutes;
  - 22.3.2 be posted on the website within seven (7) days of approval.

## **23 COMMITTEE REPORTS**

- 23.1 Committee Chairs shall provide Committee Reports, in writing, to the Corporate Officer at least ten (10) days prior to any Regular meeting, for circulation to the Trustees at least seven (7) days prior to any Regular meeting.
- 23.2 The written Committee Report shall include:
  - 23.2.1 A summary of any discussions or action undertaken by the Committee;
  - 23.2.2 Any proposed action for the Board in the form of a motion.
- 23.3 Committee Reports shall be:
  - 23.3.1 received as submitted and shall form an addendum to the minutes;
  - 23.3.2 posted on the website within seven (7) days of the meeting.

## **24 DELEGATIONS:**

- 24.1 Members of the public wishing to address the Board on a specific item must request to be recognized as a delegation before the board.
- 24.2 Requests for delegations must be in writing, submitted to the Chair or the Corporate Officer and must:

- 24.2.1 State the purpose for the presentation in one page of less;
  - 24.2.2 Outline the relevance to FCID;
  - 24.2.3 Identify the action requested of the Board.
- 24.3 Upon acceptance as a delegation, a copy of the full presentation and background information should be provided to the Corporate Officer at least ten (10) days prior to the meeting for inclusion in the Agenda package.
- 24.4 The Chair shall:
- 24.4.1 Approve or reject all requests for delegation;
  - 24.4.2 Inform the Board of all requests received for delegation.
- 24.5 The Board may, by a majority vote, approve for delegation a request the Chair has rejected.

## **25 RULES OF ORDER:**

- 25.1 Where there is inconsistency between the Rules in this Bylaw and applicable legislation, the applicable legislation shall apply over the Rule in question.
- 25.2 Where this Bylaw and the legislation are silent and where not inconsistent with this Bylaw, Roberts Rules of Order, 11<sup>nd</sup> edition, 2011, shall apply to the conduct of meetings.

## **26 DEBATE:**

- 26.1 The Chair maintains control of the meeting.
- 26.2 Discussion and debate shall be strictly limited to the question or Item of Business before the Board at the time.
- 26.3 Each Trustee shall address their comments to the Chair.
- 26.3.1 No Trustee shall interrupt a person speaking except to raise a point of order.
- 26.4 Each Trustee shall be given opportunity to speak to the Item of Business.
- 26.4.1 No Trustee shall speak until recognized by the Chair.
- 26.4.2 No Trustee shall speak on any question longer than three (3) minutes without leave of the Chair.
- 26.4.3 No Trustee shall speak a second time to an item of Business:
  - 26.4.3.1 until after all other Trustees have had an opportunity to speak to the Item;
  - 26.4.3.2 unless given leave by the Chair to speak twice to the Item.
- 26.5 If a Trustee calls for a record of the vote, the names of those who voted and their vote shall be entered in the minutes.
- 26.6 The Chair shall have the discretion to call the question advising that the debate is closed.
- 26.6.1 Notwithstanding 26.6 above, any Trustee may call the question to close debate, at which point the question of closing the debate is to put to a majority vote of the Trustee present.

## **27 MOTIONS:**

- 27.1 Any Trustee may put forward a motion for consideration of the Board, provided the motion is relevant to the Item of Business currently being considered by the Board.
- 27.2 Each motion put forward must have a seconder before consideration by the Board.
- 27.3 Any Trustee may put forward a motion to amend a motion provided the main motion has not been decided upon.
  - 27.3.1 Amendments must be to the main motion.
- 27.4 When a motion under consideration contains more than one distinct proposition, a separate vote upon each proposition shall be taken if any Trustee so requests.



27.5 After the question is called by the Chair, or by a vote of the Board, no Trustee shall speak to the motion until the vote is completed and the results declared.

## **28 VOTING ON MOTIONS:**

28.1 Unless otherwise stated, a motion before the Board is decided by a majority vote of the Trustees present

28.2 Each Trustee has one vote on any motion.

28.3 Each Trustee present at the time of a vote must vote on the matter.

28.3.1 If a Trustee does not indicate how he or she votes, the Trustee is deemed to have voted in the affirmative

28.3.2 If a Trustee wishes to not vote on a question and does not wish for their vote to be deemed affirmative, the Trustee should leave the meeting before the vote is called.

28.3.3 If a Trustee believes that he or she has a direct or indirect pecuniary interest in an Item before the Board that is not held in common with the electors of FCID, the Trustee must:

28.3.3.1 Declare his or her interest in the Item;

28.3.3.2 Not take part in any discussion or vote on the question related to the Item;

28.3.3.3 Immediately leave the meeting or that part of the meeting during which the Item is under consideration;

28.3.3.4 Not attempt, in any way, to influence the voting on the Item.

28.4 If the event of a tie vote, the motion is defeated.

28.4.1 The Chair has a vote, but does not have a second deciding vote.

## **29 RECONSIDERATION OF AN ADOPTED BYLAW OR MOTION:**

29.1 After a vote has been taken on any question, except one of tabling or postponing an Item, a Trustee may move a reconsideration of the question at the same or the next regular or special meeting of the Board.

29.2 Any Trustee who was absent from a meeting at which a vote was taken, except one of tabling or postponing an Item, may move reconsideration of the motion at either the next regular or special meeting of the Board.

29.3 A motion to reconsider requires two-thirds of the votes cast to pass.

29.3.1 If the motion to reconsider is passed, the original motion must be put to the Board for reconsideration and shall be dealt with by a majority vote.

29.4 The Board shall not reconsider any question that:

29.4.1 Has been acted upon by an officer or employee of the Board;

29.4.2 Received the assent or approval of the electors and subsequently adopted by the Board;

29.4.3 Has been reconsidered under section 210 of the Act or Section 29 of this Bylaw.

29.5 After a question has been reconsidered, it shall not be reintroduced for a period of six (6) months, except by unanimous consent of all Trustees.

## **30 MEETING MINUTES:**

30.1 Accurate minutes of all Board meetings must be legibly recorded.

30.2 The minutes must be adopted, with such correction as necessary, by a majority of Board members at the following meeting of the Board, before being certified as correct by the Corporate Officer and signed by the Chair.

- 30.2.1 Draft minutes must be circulated by email to all Trustees within 3 business days following a meeting.
- 30.2.2 Trustees shall respond with any corrections to the draft minutes, via email, within 4 business days following receipt of the Draft Minutes.
- 30.2.3 Corrected Draft Minutes may be posted to the FCID website, within 7 business days following a meeting, provided they are clearly labeled as “DRAFT”.
- 30.2.4 Approved and Signed minutes will be posted to the FCID website within 7 business days following their approval.
- 30.3 The minutes of all Board meeting are available to the public except for those minutes covering a closed meeting.
- 30.4 Minutes of a closed meeting:
  - 30.4.1 Are to be maintained separate from minutes of public meetings;
  - 30.4.2 Must record:
    - 30.4.2.1 the reason(s) for the closed meeting;
    - 30.4.2.2 the names of all Trustees in attendance;
    - 30.4.2.3 the names all employees or members of the public attending the meeting and the reasons for their attendance;
  - 30.4.3 Must remain sealed and confidential, until such time as the matter under consideration is deemed, by Board resolution, to no longer be of a confidential or sensitive manner.
- 30.5 The Corporate Officer must maintain, and keep safe, the minutes of all Board meetings.

### **31 BYLAWS:**

- 31.1 Each Trustee shall receive a copy of a proposed bylaw, either in hard copy or electronic copy prior to the meeting where the bylaw is introduced for first reading.
- 31.2 Any bylaw which does not require approval, consent, or assent under the provisions of the Act or other legislation, prior to the adoption of the bylaw may be adopted at the same meeting at which it passed third reading.
- 31.3 Every reading on a bylaw must be by resolution.
  - 31.3.1 Every bylaw must be read a first time upon motion *“that the [Bylaw citation] now be introduced and read first time”*. The title and intended object of the bylaw must be given and the motion decided without amendment or debate
    - 31.3.1.1 No bylaw may be debated or amended, unless the resolution for first reading is passed.
  - 31.3.2 The provisions of a bylaw may be debated upon second reading, with such changes as appear necessary. The second reading of the bylaw may then be passed upon the motion *“that the [bylaw citation] be read a second time”*.
  - 31.3.3 The provisions of a bylaw may be debated upon a third reading, with such changes as appear necessary. The third and final reading of the bylaw may then be passed upon the motion *“that the [bylaw citation] be read a third and final time”*.
- 31.4 A bylaw is considered adopted by the Board, following passage of its third and final reading.
- 31.5 Adopted bylaws must be signed by the Corporate Officer and the Chair presiding at the meeting at which the bylaw was adopted, and sealed with the FCID seal.
- 31.6 All bylaws must be made available to the public and shall be posted on the website.
- 31.7 The Corporate Officer must maintain all bylaws and keep them safe.

### **32 GENERAL:**

- 32.1 Where this bylaw conflicts with the Provisions of the Act, the Act shall prevail.

### **33 REPEAL:**

- 33.1 “Meeting Procedures Bylaw 66 (2018)” is hereby repealed.


**34 EFFECTIVE DATE:**

34.1 This bylaw shall come into full force and shall take effect on and after the date of registration with the Inspector of Municipalities.

**35 READINGS:**

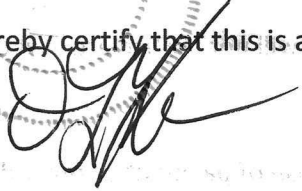
- 35.1 INTRODUCED and given first reading by the Trustees on the 19<sup>th</sup> of March, 2019.
- 35.2 RECONSIDERED and given second reading by the Trustees on the 16<sup>th</sup> of April, 2019.
- 35.3 RECONSIDERED, given third reading and finally passed by the Trustee on the 16<sup>th</sup> of April, 2019.

**SIGNING:**

  
\_\_\_\_\_  
Chair

  
\_\_\_\_\_  
Secretary-Treasurer

I hereby certify that this is a true copy of Bylaw No. 68.



## APPENDIX - A

## OATH OF OFFICE

I, *[insert name of Trustee]*, do swear/solemnly affirm that:

1. I am qualified to hold the office of **Trustee** for the **Fletcher Creek Improvement District** to which I have been elected;
2. I have not, by myself or any other person, knowingly contravened any legislation respecting vote buying or intimidation in relation to my election to the office;
3. I will truly, faithfully and impartially, to the best of my knowledge, skills and ability, execute the duties of this office;
4. I will not allow my private interest to influence my conduct in public matters;
5. I will disclose any direct or indirect pecuniary interest I have in a matter and will not participate in the discussion of the matter and will not vote in respect of the matter;
6. I have not received and will not accept any payment or reward, or any promise of payment or reward, for the exercise of any partiality or other improper execution of my office.

Sworn/Affirmed by me, at *[insert name or address of place]*, on this *[#]* day of *[month, year]*.

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*[print name of Trustee]*

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*[print name & office of person administering the oath]*