



Work Group of The Corporation of the Village of Silvertown: *-Council Remuneration Review-* **Terms of Reference**

Effective _____, 2017;

The general purpose of a Work Group is to consider or inquire into any matter and to report its findings and recommendations to the Council for determination. The Council Remuneration Review Work Group terms of reference are finite, and the purpose focused and task oriented.

1. PURPOSE OF THE WORK GROUP

1.1 The “Council Remuneration Review Work Group” will recommend through a report to Council:

1.1.1 Policy recommendations regarding Council remuneration for a period of five (5) years: 2018 - 2022;

1.1.2 A level of remuneration to be retroactively effective January 1, 2018.

2. LIMITATIONS OF THE DUTIES AND POWERS OF THE WORK GROUP

The Work Group has no delegated authority from Council and is not empowered to manage any property, aspect, or role of the Village’s responsibilities or to direct Village staff. Recommendations made by the Work Group to Council will be considered by Council, however, will not be binding to the Village of Silvertown.

3. MEMBERSHIP OF THE WORK GROUP

3.1 The Work Group shall be appointed by Council and composed of:

3.1.1 Five (5) members of the public who will serve as a member at-large. Candidates will be chosen to reflect an array of skills and experience in as many various differing fields as possible.

3.1.2 The Chief Administrative Officer or designate will be the senior staff resource of the Work Group.

4. KEY ROLES

The Work Group shall meet its purpose through:

4.1 Collaborative dialogue amongst its members, professional expertise provided, and additional information requested for the Purpose of the working group;

- 4.2 Recommendations to Council regarding Council remuneration over a period of 5 years for respective policy considerations.

5. ADVISORY PERSONS TO THE WORK GROUP

- 5.1 The following persons may participate in meetings of the Work Group in an advisory capacity but shall not vote:

5.1.1 Chief Administrative Officer, Public Works Foreman, and any other staff as designated by the Chief Administrative Officer;

5.1.2 Professional expertise approved by Council to meet its purpose;

5.1.3 Persons who may be invited by the Chair to attend meetings to meet its purpose.

6. WORK GROUP COVENANTS

Members of the Work Group shall undertake their responsibilities in an impartial and objective basis. Any member whose persona, or financial interest could be in conflict with the subject matter being discussed should immediately disclose this information. Members with a conflict of interest will not participate in any discussion or recommendations unless this is a conflict of interest shared by all Silverton residents.

7. MEETING PROCEDURES

7.1 General Conduct

7.1.1 All Work Group meetings will be conducted in an orderly and business-like manner consistent with the current Village of Silverton Council Procedure Bylaw, unless otherwise stated in the Council Remuneration Review Work Group terms of reference;

7.1.2 Meetings will be open to the public unless otherwise posted as a closed meeting per s.90 of the *Community Charter*;

7.1.3 Quorum shall consist of **all*** the Work Group members. [*Council procedure bylaw states a majority.];

7.1.4 The order of the business will be indicated in the Agenda prepared by the Chairperson. Any additions or changes in the prepared Agenda may be requested by a Work Group member and must be approved by majority vote of the members present at the meeting;

7.1.4.1 The Work Group will receive administrative support from Village staff for agenda preparation, supporting documentation, and associated meeting requirements;

7.1.5 All Work Group meetings shall commence at the stated time;

7.1.6 The conduct of meetings shall enable members of the Work Group to consider information presented, weigh evidence related thereto, and make informed decisions in a democratic, consensually driven environment. Each member shall have one vote and will respect the following rules of meeting conduct:

- Conduct themselves in the best interest of all of Silverton residents;
- Promise of informality;
- Group discussion is important, everyone participates;
- Provide honest, open opinions;
- Agree to disagree, consensus may not always be achieved;
- Promise to stay on track and on topic and;
- Promise of anonymity, names are not associated with comments;

7.2 Identification of Positions and Meeting Frequency

The Work Group will establish a schedule of meetings as well as the positions of Chair, Vice Chair and Recording Secretary unless otherwise done so by Council;

7.3 Time, Place, and Notification of Meetings

Once established, notice of these meetings will be posted at the Public Notice Posting Places and a schedule will be given to each member of the Work Group;

7.4 Minutes

The Recording Secretary will prepare the minutes of all Work Group meetings. The minutes shall be made available to the public, Work Group members and Council, subject to s. 90 of the *Community Charter*. Preparation and approval of the minutes shall follow the current Council Procedure Bylaw.

7.5 Development of Agenda

The Chairperson shall prepare an Agenda for each meeting.

7.6 Delivery of Meeting Materials

Prior to the meeting a copy of the Agenda will be delivered by e-mail or made available for pick up from the Village of Silverton Office. Copies of communications and other documents and exhibits, which are available and pertinent to the meeting, will also be available. Work Group members shall become familiar with the Agenda and supporting

materials prior to the meetings, and shall obtain any additional information that may be necessary to make well-informed decisions.

7.7 Attendance at Meetings

Attendance at all meetings will be necessary for all Work Group members. In situations where a member cannot attend a meeting, the meeting shall be rescheduled for all members to be present. [refer to 7. 1. 3]

7.8 Meeting Facilitator

The Chair shall preside at all meetings of the Work Group, maintain order, and ensure that rules of the Work Group are followed.

These Terms of Reference are hereby approved per Village of Silverton Council Resolution made _____, 2017.

Mayor Jason Clarke

Darrell Garceau, Chief Administrative Officer

ADDENDA

THE CORPORATION OF THE VILLAGE OF SILVERTON

Bylaw NO. 487- 2015

COUNCIL PROCEDURE BYLAW

**A Bylaw to regulate the proceedings of Council
and Council Committees**

WHEREAS pursuant to Sec. 124 of the Community Charter, Council must, by Bylaw, establish the general procedures to be followed by Council and Council Committees in conducting their business,

AND WHEREAS the Council of the Village of Silverton has adopted Bylaw 478 - 2012 and amendments for that purpose, and now deems it necessary to repeal that bylaw and replace it;

NOW THEREFORE The Council of the Corporation of the Village of Silverton enacts as follows:

PART 1 – INTERPRETATION

Title

1. This Bylaw may be cited as the “COUNCIL PROCEDURE BYLAW NO. 487, 2015”.

Definitions

2. In this Bylaw,

“**COTW**” means the Committee of the Whole Council;

“**Committee**” means a standing, select, or other committee of Council, but does not include COTW;

“**Corporate Officer**” means the Corporate Officer for the Village of Silverton;

“**Council**” means the Council of the Village of Silverton;

“**Councillor**” means a Councillor of the Village;

“**In Camera Meeting**” means a meeting or part thereof closed to the public;

“Mayor” means the Mayor of the Village of Silverton;

“Municipality” means the Village of Silverton;

“Municipal Hall” means the Village Office located at 421 Lake Avenue, Silverton, British Columbia;

“Public Notice Posting Places” means the notice board at the Mail Boxes, the Village Office located at 421 Lake Avenue, Silverton, and the Village Web Site if practical.

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.
- (2) In cases not provided for under this Bylaw, then the most current edition of Robert's Rules of Order, 2nd edition, 1998, applies 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

Inaugural Meeting

4. (1) Following a general local election, the first Council Meeting must be held on the first Tuesday in November, in the year of the election.
- (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 Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

Time and Location of Meetings

5. (1) All Council meetings must take place within the Municipal Hall except when Council resolves to hold meetings elsewhere in the Municipality.
- (2) Regular Council meetings must
 - (a) be held on the second Tuesday of each month
 - (b) begin at 7:00 p.m.
 - (c) be adjourned at 9:00 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with Section 28;

- (d) when such meeting falls on a statutory holiday, be held on the next day the Municipal Hall is open, following which is not a statutory holiday;
- (3) Regular Council meetings may:
 - (a) be cancelled by Council, provided that two consecutive meetings are not cancelled; and
 - (b) be postponed to a different day, time and place by the Mayor, provided the Corporate Officer is given at least 2 days written notice.

Notice of Council Meetings

- 6. (1) In accordance with Section 127 of the *Community Charter* Council must prepare annually on or before December 31st, a schedule of the dates, times and places of regular Council meetings and must make the schedule available to the public by posting it at the Public Notice Posting Places.
- (2) In accordance with Section 127 of the *Community Charter* Council must give notice annually on or before December 31st of the time and duration that the schedule of regular Council meetings will be available in accordance with Section 94 of the *Community Charter*.
- (3) Where revisions are necessary to the annual schedule of regular Council meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a regular Council meeting.

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 meeting, by
 - (a) posting a copy of the notice in the Council chambers at the Municipal Hall,
 - (b) posting a copy of the notice at the Public Notice Posting Places, and
 - (c) leaving one copy of the notice for each member of Council in their mailbox at Municipal Hall.
- (2) The notice under subsection (1) must describe in general terms the purpose of the meeting and be signed by the Mayor and Corporate Officer.

Electronic Meetings

8. (1) Provided the conditions set out in Subsection 128(2) of the *Community Charter* are met,
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- (a) a member of Council may participate, electronically in Council meetings the member is unable because of illness or injury or is with leave Council, and provided that the Corporate Officer is able to secure electronic equipment to facilitate the meeting.
- (b) the member presiding at the meeting must be in attendance, in the meeting room.
- (2) No more than one member of Council at one time may participate at a Council meeting under Section 8(1)(a)
- (2) No more than one member of a Council Committee at one time may participate at a Council Committee meeting under Section 8(1)(a).

PART 3 – DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR

9. (1) Annually in December, the Council must, from amongst its members, designate Councillors to serve on a rotating basis as the member responsible for acting in the place of the Mayor, when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.
- (2) Each Councillor designated under subsection 9(1) must fulfill the responsibilities of the Mayor in his or her absence.
- (3) If both the Mayor and the member designated under subsection 9(1) are absent from the council meeting, the Council members present must chose a Councillor to preside at the Council meeting.
- (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

Attendance of Public at Meetings

10. (1) Except where the provisions of Section 90 of the Community Charter apply, all Council meetings must be open to the public.

- (2) Before closing a Council meeting or part of a Council Meeting to the public, Council must pass a resolution in a public meeting accordance with Section 92 of the Community Charter.
- (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,
 - (e) an advisory committee, or other advisory body, established by Council under the *Community Charter*, or any other legislation.
- (4) Despite Section 10(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 from a Council meeting a person in accordance with Section 20(8)

Minutes of Meetings to be Maintained and Available to Public

11. (1) Minutes of the proceedings of Council must be
 - (a) legibly recorded,
 - (b) certified as correct by the Corporate Officer; and
 - (c) signed by the Mayor or other member presiding at the meeting at which the minutes are adopted.
- (2) Except for Subsection 11(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 Municipal Hall during its regular office hours.
- (3) Subsection 11(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*.

Calling meeting to Order

12. (1) As soon after the time specified for a Regular 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.

- (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 Corporate Officer must call to order the members present, and
 - (b) the members present must choose a member to preside

Adjourning Meeting where no Quorum

13. (1) If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Officer must
 - (a) record the names of the members present and those absent and
 - (b) adjourn the meeting until the next scheduled meeting.

Agenda

14. (1) Prior to each Council meeting, the Corporate Officer 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.
 - (2) The deadline for submissions by the public to the Corporate Officer of items for inclusion on the Council meeting Agenda must be 12 noon on the Wednesday prior to the meeting.
 - (3) The Corporate Officer must make the agenda available to the members of Council on the Friday afternoon prior to the meeting.
 - (4) Council must not consider any matters not listed on the Agenda unless a new matter for consideration is properly introduced as a late item pursuant to Section 16.

Order of Business at Regular Council Meetings

15. (1) The agenda for all regular Council meetings contains the following matters in the order in which they are listed below:
 - (a) Call to order
 - (b) Addition of late items if any
 - (c) Adoption of the Agenda
 - (d) Adoption of Minutes and Committee recommendations
 - (e) Delegations
 - (f) Unfinished Business and Business Arising from the Minutes
 - (g) New Business
 - (h) Correspondence for information
 - (i) Council Reports
 - (j) Administration/Department Reports

(k) Bylaws

(l) Public Input Period (Terms of Reference as follows)

- The maximum time allotted for each speaker appearing before Council during the Public Input Period is two (2) minutes.
- The Public Input Period provides an opportunity for the public to speak directly to Council on items on the Council Agenda
- The Public Input Period provides an opportunity for public input only, without expectation of response from Council.
- Public Input Period speakers are to limit their comments and questions to agenda items of the current meeting they are attending.
- Speakers may not speak disrespectfully of any Council Member, staff member, or any other person and must not use offensive language or gestures.
- Speakers may speak only once at the Public Input Period.
- When appearing before Council, speakers are requested to state their name and address for the record.
- Please address the Mayor as “Mayor (followed by their surname)” or your worship, and address Councillors as “Councillor (followed by their surname)”.

(m) In Camera Meeting, if required

(n) Items brought forward from In Camera if any

(o) Adjournment

- (2) Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.

Late Items

16. (1) An item of business not included on the Agenda must not be considered at a Council meeting unless introduction of the late item is approved by council at the time allocated on the Agenda for such matters. Only matters considered extremely important or urgent by the Mayor should be considered.
- (2) If the Council makes a resolution under Section 16(1), information pertaining to late items must be distributed to the members.

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:

“Each member in favour raise your hand” and “Each member opposed raise your hand.”

- (c) when the presiding member is putting the matter to a vote under paragraphs (a) and (b) a member must not:
 - (i) cross or leave the room,
 - (ii) make a noise or other disturbance, or
 - (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; 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; and

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 provided written application has been received by the Corporate Officer by 12 noon on the Wednesday prior to the meeting. Each address must be limited to 5 minutes unless a longer period is agreed to by unanimous vote of those members present.
- (2) Where written application has not been received by the Corporate Officer as prescribed in Section 18(1), an individual or delegation may address the meeting if approved by the unanimous vote of the members present.
- (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 pre-requisite to the adoption of the bylaw.
- (4) The Corporate Officer may schedule delegations to another Council meeting or advisory body as deemed appropriate according to the subject matter of delegation.
- (5) The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer’s decision, the information must be distributed under separate cover to Council for their consideration.

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.
- (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.

Conduct and Debate

20. (1) A Council member may speak to a question or motion at a Council meeting only if that member first addresses the presiding member.
- (2) Members must address the presiding member by that person's title of Mayor, Acting Mayor, or Councillor.
- (3) Members must address other non-presiding members by the title Councillor.
- (4) No member must interrupt a member who is speaking except to raise a point of order.
- (5) If more than one member speaks, the presiding member must call on the member who, in the presiding member's opinion, first spoke.
- (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*
- (7) Members speaking at a Council meeting
 - (a) must use respectful language,

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- (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 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.
- (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.
- (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.
- (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, 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.

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.
- (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 with Council's permission.
- (3) A Council member may make only the following motions, when the Council is considering a question:

- (a) to refer to committee;
 - (b) to amend;
 - (c) to lay on the table;
 - (d) to postpone indefinitely;
 - (e) to postpone to a certain time;
 - (f) to move the previous question;
 - (g) to adjourn.
- (4) A motion made under subsections (3)(c) to (g) is not amendable or debatable.
- (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.

Motion to refer to committee

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

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.
- (2) At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended:
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- (a) if a member of Council moves to put the main question, or the main question 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.

Amendments generally

24. (1) A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.
- (2) An amendment may propose removing, substituting, or adding to the words of an original motion.
- (3) A proposed amendment must be reproduced in writing by the mover if requested by the presiding member.

- (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.
- (5) An amendment may be amended once only.
- (6) An amendment that has been defeated by a vote of Council cannot be proposed again.
- (7) A Council member may propose an amendment to an adopted amendment.
- (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.

Reconsideration by Council Member

25. (1) Subject to subsection (5), a Council member who voted on the prevailing side may, at the next Council meeting,
 - (a) move to reconsider 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.
- (2) A Council member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.
- (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.
- (4) A vote to reconsider must not be reconsidered.
- (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*,
 - (c) been acted on by an officer, employee, or agent of the Village.
- (6) The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its rejection under this section.

- (7) A bylaw, resolution, or proceeding that is reaffirmed under subsection (1) or Section 131 or the *Community Charter* is as valid and has the same effect as it had before reconsideration.

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.
- (2) A matter of privilege must be immediately considered when it arises at a Council meeting.
- (3) For the purposes of subsection (2), a matter of privilege listed in subsection (1) has precedence over those matters listed after it.

Reports from Committees

27. 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.

Adjournment

28. (1) A Council may continue a Council meeting after 9:00 pm only by an affirmative vote of 2/3 of the Council members present.
- (2) A motion to adjourn either a Council meeting or the debate at a Council meeting is always in order.
- (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

Copies of proposed bylaws to Council members

29. 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.

Form of Bylaws

30. 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;

Bylaws to be Considered Separately or Jointly

31. Council must consider a proposed bylaw at a Council meeting either:
- (a) separately when directed by the presiding member or requested by another Council member, or
 - (b) jointly with other proposed bylaws in the sequence determined by the presiding member.

Reading and Adopting Bylaws

32. (1) The presiding member of a Council meeting may;
- (a) have the Corporate Officer read a synopsis of each proposed bylaw or group of proposed bylaws, and then
 - (b) request a motion that the proposed bylaw or group of bylaws be read;
- (2) The readings of the bylaw may be given by stating its title and object.
- (3) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.
- (4) Subject to Section 882 of the *Local Government Act*, each reading of a proposed bylaw must receive the affirmative vote of a majority of the council members present.
- (5) In accordance with Section 135 of the *Community Charter*, Council may give two or three readings to a proposed bylaw at the same Council meeting.
- (6) Despite Section 135(3) of the *Community Charter*, and in accordance with Section 890(9) of the *Local Government Act*, Council may adopt a proposed official

community plan of zoning bylaw at the same meeting at which the plan or bylaw passed third reading.

Bylaws must be signed

33. After a bylaw is adopted, and signed by the Corporate Officer and the presiding member of the Council meeting at which it was adopted, the Corporate Officer must have it placed in the Village's records for safekeeping and endorse upon it;
- (a) the Village's corporate seal,
 - (b) the dates of its readings and adoption; and,
 - (c) the date of Ministerial approval or approval of the electorate if applicable.

PART 6 – RESOLUTIONS

Copies of Resolutions to Council Members

34. A resolution may be introduced at a Council meeting by the Corporate Officer only if a copy of it has been delivered to each Councillor at least 24 hours before the Council meeting, or all Council members unanimously agree to waive this requirement.

Form of Resolution

35. A resolution introduced at a Council Meeting must be printed.

Introducing Resolutions

36. The presiding member of a Council meeting may:
- (a) Have the corporate officer read the resolution; and
 - (b) Request a motion that the resolution be introduced.

PART 7 – COMMITTEE OF THE WHOLE

Going into Committee of the Whole

37. (1) At any time during a Council meeting, Council may by resolution go into COTW.
- (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.

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; and
 - (b) leaving a copy of the notice for each Council member in the Council member's mailbox at the Municipal Hall; and
- (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.

Minutes of COTW meetings to be maintained and available to the public

39. (1) Minutes of the proceedings of COTW must be;
- (a) legibly recorded,
 - (b) certified by the Corporate Officer,
 - (c) signed by the member presiding at the meeting, and
 - (d) open for public inspection in accordance with Section 97(1)(c) of the *Community Charter*.

Presiding members at COTW meetings and Quorum

40. (1) Any Council member may preside in COTW.
- (2) The members of Council attending a meeting of COTW must appoint a presiding member for the COTW meeting.
- (3) The quorum of COTW is the majority of Council members.

Points of order at meetings

41. The presiding member must preserve order at a COTW meeting and, subject to an appeal to other members present, decide points of order that may arise.

Conduct and debate

- (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.

Voting at meetings

- 43. (1) Votes at a COTW meeting must be taken by a show of hands if requested by a member.
- (2) The presiding member must declare the results of voting.

Reports

- 44. (1) COTW may consider reports and bylaws only if;
 - (a) they are printed and the members each have a copy, or
 - (b) a majority of the Council members present decide without debate that the requirements of paragraph (a) do not apply.
- (2) A motion for COTW to rise and report to Council must be decided without debate.
- (3) The COTW's reports to Council must be presented by the presiding member.

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 be debated, and
 - (c) may not be addressed more than once by any one member.
- (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.

PART 8 – COMMITTEES

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 Council
 - (c) matters that are assigned by the Mayor.
- (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.

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.
- (2) Select committees must report and make recommendations to Council at the next Council meeting unless Council specifies a different date and time.

Schedule of Committee Meetings

48. (1) At its first meeting after its establishment a standing or select committee must elect a Chairperson and establish a regular schedule of meetings.
- (2) The chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

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 copy of the schedule to each member of the committee
- (2) Where revisions are necessary to the annual schedule of committee meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a committee meeting.

- (3) The chair of a committee must cause a notice of the day, time and place of a meeting called under Section 49(2) to be given to all members of the committee at least 12 hours before the time of the meeting.

Attendance at Committee meetings

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

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 Corporate Officer,
 - (c) signed by the Chair of member presiding at the meeting, and
 - (d) open for public inspection in accordance with Section 97(1)(c) of the *Community Charter*

Quorum

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

Conduct and debate

53. (1) The rules of the Council procedures must be observed during committee meetings, so far as is possible and unless as otherwise provided in this Bylaw.
- (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.
- (3) A motion made at a meeting of a committee is not required to be seconded.

Voting at meetings

54. Council members attending a meeting of a committee of which they are not a member must not vote on a question.

PART 9 – GENERAL

55. If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.

56. This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with Section 94 of the *Community Charter*.

PART 10 – REPEAL AND ADOPTION

68. Village of Silverton Procedure Bylaw No. 478 - 2015 and amendments thereto are hereby repealed.

Adoption of Bylaw

69. This Bylaw shall come into full force and effect on the final adoption thereof.

READ A FIRST TIME THIS 28th day of April, 2015.

READ A SECOND TIME THIS 13th day of May, 2015.

READ A THIRD TIME THIS 13th day of May, 2015.

In accordance with the requirements of Sec 94 and 124 of the Community Charter
PUBLIC NOTICE WAS GIVEN ON May 6th, 2015, and May 20th, 2015.

ADOPTED THIS 26th day of May, 2015.

MAYOR

CORPORATE OFFICER