

THE CORPORATION OF THE VILLAGE OF WARFIELD

Infrastructure Advisory Committee Meeting

A G E N D A

For the meeting of the Infrastructure Advisory Committee of the Village of Warfield, to be held in the Council Chambers at 555 Schofield Highway, Warfield, on Tuesday, August 6th, 2019 at 1 p.m.

1. Call to Order

2. Adoption of the Agenda

4. Minutes

Minutes of the Infrastructure Advisory Committee Meeting held May 7th, 2019

3. New Business

a. Review and Refine Priority List (establish risk ranking for probability of failure and consequences of failure)

b. Discussion Items

i. PRV replacement and maintenance:

- project underway with one done,
- potentially \$650k to complete
- sourcing grants for replacements

ii. Fire Hydrant Program

- repair, monitoring
- ongoing line item in budget but GIS map shows risk where homeowners may lack quality fire protection due to out of service

iii. Roads:

- sinkholes, cracks partly due to age, partly due to subsurface issues
- tested new crack sealant last fall – needs status update

iv. Emerald Ridge water lines:

- poor quality material and uncertain standard of installation
- should be replaced entirely

4. Action Items for Future Meeting

Terms of Reference for the Committee (for recommendation to Council)

5. Other Matters

Report on Ride Along with the Public Works Foreman

6. Adjournment

VILLAGE OF WARFIELD
INFRASTRUCTURE COMMITTEE REPORT
APRIL 2019

CONCLUSIONS

- Infrastructure capital costs could total over \$10 million through 2025:
 - Highest priority is sewer issue on Burns Avenue which represents a serious health risk should contamination of water system occur
 - Water supply arrangements in moving off Teck entail between \$500k and over \$2 million depending on availing of Trail water or development of stand alone system
 - Warfield water treatment plant will at some undetermined time will require material upgrade
 - PRV system replacement and maintenance; water and sewer system repairs in addition to Burns Ave are on-going and necessary projects
 - Condition assessment of assets needs to be undertaken
 - There is no formal asset management system in place including software, procurement, maintenance management and scheduling
 - Significant operational risk resides in undocumented procedures, succession planning and training
- Community is unable to self-fund the scheduled and anticipated costs nor do we have a contingency fund as might mitigate the reliance on grants and handle emergencies in a timely manner.

RECOMMENDATIONS

- Establishment of a contingency fund.
- Focus on continuance of water supply from Teck.
- Assessment of water treatment plant condition.
- Address funding gap for Burns Ave sewer issue as aggressively as possible. explore bulk procurement with other communities.
- Approach Regional District and/or province for savings on asset management system software.
- Negotiate reduction in lighting charges with Fortis.
- Review of operational procedures be undertaken. Committee to discuss need for external consultant.

Water

Project	Description	Cost	To Do	Priority
Long term water supply	Deadline 2025 for new agreement or alternative arrangements with Tech	\$\$\$\$\$	Negotiations under way Deadline 2025	Highest
Water treatment plant upgrade	Treatment plant aging 54 old system	\$\$\$\$\$	2019 new evaluation required on system status new turbidity system for this year	Maybe provincially mandated and/or at risk of failure High priority
PRV's(six of which one is done): Upgrade Replace Isolation valve installations	PRV's that require maintenance upgrades Three require replacement	\$\$\$ \$220k per to replace	One of either Beaverbend or Emerald Ridge to be done 2019 for \$70k total 2019 assessment and documentation	High

Sanitary:

Project	Description	Cost	To Do	Priority
Burns Ave. Utility separation	Water/sewer overlaying each other creating risk of H2O contamination	\$\$\$ potentially due uncertainty with respect to civil engineering work	Consultant study to be done towards cost and timing	Unavoidable and most urgent now that problem is identified but unlikely work can be accomplished in 2019 due to need for grants
Lower Warfield utility separation	Manhole repairs	\$ (under \$100k)	Being done our public works	High
Forest Drive/Laurier Street sanitary/sewer condition	Root intrusions	\$\$ (varies \$200k to reline or \$750k to rebuild)		Moderate but grants required
Sewer/storm connections on Emerald Ridge	Lack of connections limits lot development	\$\$	Demand rising for land development/ funding needs to be sourced	No urgency but development potentially constrained

Storm

Project	Description	Cost	To do	Priority
Haig Street sinkholes	Diversity report identified water infiltration and bus turnaround at risk	Unknown but could be \$\$\$	Monitor	Identified risk throughout Warfield
Trail Creek storm drainage infrastructure	Increasing risk of seasonal flooding due warming #1 & 2 culverts need repair	\$\$	Consultant RFP for study has been approved unclear as to applicability to Warfield Grant required from Regional District	High

Fire:

Project	Description	Cost	To Do	Priority
Fire Hydrant servicing	Aging hydrants need replacement	\$	Program in place with approximately four replaced a year	Medium
Wildfire hazard	Fire smart information to home and landowners Ensuring firefighters are trained	Indeterminate, an uncertainty rather than a quantifiable risk	Investigate provincial grant as maybe applicable	Increasing with global warming and immediate availability of granting

Roads:

Project	Description	Cost	To Do	Priority
Process for regular repair	Issues of potholes, Shoulder deterioration and roads needing replacement	\$\$\$\$	Crack sealing tests are underway	Public attention focuses on road condition

Vehicles/Equipment

Project	Description	Cost	To Do	Priority
No asset replacement program per se exists but fortunately we have few assets to be concerned about	Backhoe replacement	\$\$	Backhoe needs replacing. Council has approved purchase of front end loader	While borrowing rates are favourable, terms over five years require plebiscite hence new equipment can only be replaced subject to budget management versus a programmed asset replacement

Building/lights:

Project	Description	Cost	To Do	Priority
LED lights for streets	Replacement with LEDs has been completed but for one		Discuss with Fortis adjustments to billing with potential savings approx. \$37k a year	High
Condition assessment of buildings	Book value costs completed.	\$	Asset assessment of useful life and condition required	Moderate

Operational Issues:

Project	Description	Cost	To Do	Priority
Procurement	Cooperative procurement with other municipalities		Work with other communities towards joint procurement savings	High
	Review current procurement policy		Note deviations as local conditions require for provincial policy in contracts and procurement	High
Public information process for infrastructure projects	Review public information process as successful WRT Annabelle PRV for routine usage		Post mortem and documentation of process	
Asset management	Improved mapping, work orders maintenance procedures and inspection as might be accomplished with staff equipped with tablets, GIS mapping	Current available packages are prohibitively expensive	Approach RD and the government towards bulk purchase group rates	
Work Safe Procedures	Do not seem to have documented regular safety meetings, record keeping and training programs as required by Work Safe BC		Implementation of safety meetings and recording	Urgent
Employee training	Continual skill enhancement program not in place		With courses and professional upgrade work staff can more fully manage the pool and	

			undertake maintenance/monitoring requiring further education	
Procurement	Provincial procurement process can be impractical in small community		Implement check list for procurement noting rationale and justification for variance form regulation as may be needed	
Documentation of public works time management	Scheduling/reporting work order process maintenance plan for infrastructure		Needs to be developed with work staff and Village	
Succession planning	Documentation of information staffing and training		Continuous review of resource adequacy reducing reliance on individual knowledge for more formal documentation of information	

Capital Infrastructure Advisory Committee

Mission Statement:

The Capital Infrastructure Advisory Committee (IAC) will review and assess the Village of Warfield's infrastructure systems and provide advice to Council on strategic directions for capital and operational improvements and spending.

Values:

The Committee holds these values and will consider them as the criteria for scoring and prioritizing recommendations to Council regarding investment in infrastructure assets:

- Safety of our citizens and employees
- Health of our citizens
- Consequences of liability to the Village
- Operating costs are a part of the life cycle of an asset
- Planning for capital infrastructure is a 2, 5 and 10 year window or longer

Terms of Reference:

Membership:

1. The Committee shall be established as an advisory committee to Council and will be appointed by the Mayor with input from Council Members to serve a term concurrent with the term of Council.
2. The Committee shall be composed of 2 Council Members and 3 or more community members that are deemed to have valuable education or experience in asset planning and/or infrastructure assessment.
3. The Chief Administrative Officer or designate shall provide administrative and support services to the Committee.
4. The Committee sits at the pleasure of Council and appointments and rescinding of appointments are the responsibility of Council.

Member Conduct:

1. Members will respond to issues referred to the Committee by the Village Council.
2. Members will gather relevant facts, information and opinions as they see fit.
3. Members will offer long-term insight relating to the Village infrastructure assets.
4. Members will prepare for meetings, engage in discourse and debate in an open, frank and respectful manner.
5. As a Committee and with one voice, make recommendations and provide advice to the Village Council and staff.

Conducting IAC Business:

1. Meetings of the Committee are bound by the legislative authority of the *Community Charter Act* of BC with regard to closed meetings, confidentiality and conflict of interest.
2. Meetings of the Committee will be conducted in the manner directed by the Village of Warfield Procedure Bylaw # 847
 - a. Part 1, Section 2 (Application of Rules of Procedure);
 - b. Part 4 – Council Proceedings, Sections 9 and 10; and
 - c. Part 8 – Committees, Sections 47 through 53.
3. Where a matter does not fall under the authorities cited in 1 and 2 above, New Roberts' Rules of Order, latest edition, shall prevail.

Attachments for reference:

- Village of Warfield Procedure Bylaw # 847
- Community Charter Section 90 through 92

THE CORPORATION OF THE VILLAGE OF WARFIELD

BYLAW #847

A BYLAW TO REGULATE THE PROCEDURES OF COUNCIL MEETINGS

WHEREAS Section 124(1)(2) of the Community Charter authorizes the Council of the Village of Warfield to enact a Procedure Bylaw

Council of the Village of Warfield, in open meeting assembled, ENACTS AS FOLLOWS:

SHORT TITLE

1. This Bylaw may be cited as the "**COUNCIL PROCEDURE BYLAW**"
2. Village of Warfield Procedure Bylaw #588 is hereby repealed.

NO. 847

COUNCIL PROCEDURE BYLAW

A BYLAW OF The Village OF Warfield

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NO. 847

COUNCIL PROCEDURE BYLAW

A BYLAW OF THE VILLAGE OF WARFIELD

The Municipal Council of the Village of Warfield enacts as follows:

PART 1 – INTRODUCTION

Title

1. This Bylaw may be cited as the “COUNCIL PROCEDURE BYLAW NO. 847, 2017”.

Definitions

2. In this Bylaw,

“Village” means the Village of Warfield

"Village Office" means Village Office located at *555 Schofield Hwy, Trail* British Columbia;

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

“COTW” means the Committee of the Whole Council;

“Corporate Officer” means the Corporate Officer for the Village;

“Council” means the Council of the Village of Warfield;

“Mayor” means the mayor of the Village;

“Motion” is a formal proposal by a member in a meeting that the Council take a certain action.

“Resolution” is a written motion adopted by Council. The substance of the resolution can be anything that can normally be proposed as a motion. For long or important motions it is better to have them written out so that discussion and distribution after its adoption are easier.

“Public Notice Posting Places” means the notice board at the Village Office, the Web Page of the Village of Warfield.

Application of rules of procedure

[s.124\(2\)\(a\)](#)
[and \(b\)](#)

- (2) (1) The provisions of this Bylaw govern the proceedings of Council, COTW and all standing and select committees of Council, as applicable. In cases not provided for under this Bylaw, The New Robert's Rules of Order, latest edition, apply to the proceedings of Council, COTW, and Council committees to the extent that those Rules are applicable in the circumstances and not inconsistent with provisions the this Bylaw or the Community Charter.

.PART 2 – COUNCIL MEETINGS

Inaugural Meeting

[s.124\(2\)\(g\)](#)
[s.125\(1\)](#)

3. (1) Following a general local election, the first Council meeting must be held on the first *Wednesday* in December [*in accordance with s. 124(2)(g) of the Community Charter*] in the year of the election. □

[s.125\(2\)](#)

- (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

[s.125\(2\)](#)

4. (1) All Council meetings must take place within the Village Council Chambers except when Council resolves to hold meetings elsewhere. □
- (2) Regular Council meetings must
- (a) be held on the first and third Wednesday of each month, and
 - (b) begin at 7 p.m. except for the months of July, August, and December.
 - (c) be adjourned by 10 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with s. 29;
 - (d) when such meeting falls on a statutory holiday, be held on the next day Village Office 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

s.127(1)

- 5. (1) In accordance with section 127 of the *Community Charter [notice of council meetings]*, Council must prepare annually on or before *January 1st*, 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) 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

s.127(2)

- 6. (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 [notice of council meeting]*, 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 Village Office,
 - (b) posting a copy of the notice at the Public Notice Posting Places, and
- (2) sending one copy of the notice for each Council member by email.

s.127(3)

- (3) The notice under subsection (1) must describe in general terms the purpose of the meeting and be signed by the Mayor or the Corporate Officer.

Electronic Meetings

s. 128

- 7. (1) Provided the conditions set out in subsection 128(2) of the *Community Charter* are met,
 - (a) A special Council meeting may be conducted by means of visual and/or audio electronic or other communication facilities.
 - (b) a member of Council or a Council Committee member who is unable to attend at a Council meeting or Council Committee meeting, as applicable, may participate in the

meeting by means of visual and/or audio electronic or other communication facilities.

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

[s. 130](#)

8. (1) Annually in January the Mayor must designate a Councillor to serve 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) The Councillor designated under section 9(1) must fulfill the responsibilities of the Mayor in his or her absence.
- (3) If both the Mayor and the member designated under section 9(1) are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.
- (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

Community Charter Provisions

9. Matters pertaining to Council proceedings are governed by the *Community Charter* including those provisions found in Division 3 of Part 4 [*Open Meetings*] and Division 2 of Part 5 Attendance of Public at Meetings.

[s. 89](#)

10. (1) Except where the provisions of section 90 of the *Community Charter* [*meetings that may or must be closed to the public*] apply, all Council meetings must be open to the public.

[s. 92](#)

- (2) Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with section 92 of the *Community Charter*.

[s. 93](#)

- (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,
- (4) Despite section 11(1), the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 9 may expel or exclude from a Council meeting a person in accordance with section 21(8).

Minutes of meetings to be maintained and available to public

[s.124\(2\)\(c\)](#) 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 or at the next meeting at which the minutes are adopted.

[s.97\(1\)\(b\)](#)
[s.97\(2\)](#) (2) Subject to subsection 12(3) and in accordance with section 97(1) (b) of the *Community Charter* minutes of the proceedings of Council must be open for public inspection at Village Office during its regular office hours.

[s.97\(1\)\(b\)](#) Subsection 12(2) does not apply to minutes of a Council meeting or that part of a Council meeting from which persons were excluded under section 90 of the *Community Charter*.

Calling meeting to order

[s.124\(1\)](#)
[s.124\(2\)\(a\)](#) 12. (1) As soon after the time specified for a Council meeting as there is a quorum present, the Mayor, if present, must take the Chair and call the Council meeting to order, however, where the Mayor is absent, the Councillor designated as the member responsible for acting in the place of the Mayor in accordance with section 9 must take the Chair and call such meeting to order.

- (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 at the meeting.

Adjourning meeting where no quorum

13. 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 noon on the Friday prior to the meeting.
- (3) The Corporate Officer must make the agenda available to the members of Council and the public on the Tuesday 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 proceedings and business

15. (1) The agenda for all regular Council meetings contains the following matters in the order in which they are listed below:
- (a) Approval of agenda
 - (b) Addition of late items
 - (c) Delegations – requests to address Council
 - (d) Approval of the Minutes
 - (e) Consent Calendar
 - (f) Motions and Submissions
 - (g) Referrals from Prior Meetings
 - (h) Referrals from Delegations
 - (i) Correspondence
 - (j) Reports
 - (k) Financial Matters
 - (l) Bylaws
 - (m) Policies
 - (n) Member Reports

- (o) Public Question Period
 - (p) 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.

Voting at meetings

17. (1) The following procedures apply to voting at Council meetings:
- (a) when debate on a matter is closed the presiding member must put the matter to a vote of Council members;
 - (b) when the Council is ready to vote, the presiding member must put the matter to a vote by stating:

"Those in favour." and then "Those opposed."
 - (c) when the presiding member is putting the matter to a vote under paragraphs (a) and (b) 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.

- (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.

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 on a prescribed form has been received by the Corporate Officer by noon on the Friday 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 19(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 prerequisite to the adoption of the bylaw.
- (4) The Corporate Officer may schedule delegations to another Council meeting or advisory body, or another committee meeting, as deemed appropriate according to the subject matter of the 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, or if the matter has already been considered by Council, or if the matter is not on the Agenda. Council should be informed of this decision.

Points of order

s. 132

19. (1) Without limiting the presiding member's duty under section 132(1) of the *Community Charter [authority of presiding member]*, 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,
 - (b) must not use offensive gestures or signs,
 - (c) must speak only in connection with the matter being debated,
 - (d) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded, and
 - (e) must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.

[s. 132](#)

[s. 133\(1\)](#)

- s. 133(2)
- (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 commit

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:
- (a) if a member of Council moves to put the main question, or the main question as amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question; and
 - (b) if the motion for the main question, or for the main question as amended, is decided in the negative, the Council may again debate the question, or proceed to other business.

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 for, 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 negated 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

(9) **Subject to subsection (5), a Council member 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.
- (10) A Council member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.
- (11) Council must not discuss the main matter referred to in subsection (1) unless a motion to reconsider that matter is adopted in the affirmative.
- (12) A vote to reconsider must not be reconsidered.
- (13) Council may only reconsider a matter that has not
- (a) had the approval or assent of the electors and been adopted,

- (b) been reconsidered under subsection (1) or section 131 of the *Community Charter [mayor may require Council reconsideration of a matter]*,
 - (c) been acted on by an officer, employee, or agent of the Village.
- (14) The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its rejection under this section.
- (15) A bylaw, resolution, or proceeding that is reaffirmed under subsection (1) or section 131 of the *Community Charter [mayor may require Council reconsideration of a matter]* is as valid and has the same effect as it had before reconsideration.

Privilege

25. (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

26. Council may take any of the following actions in connection with a suggested 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

27. (1) A Council may continue a Council meeting after 10 p.m. only by an affirmative vote 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 if that motion has not been preceded at that meeting by the same motion.
- (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

- [s.124\(2\)\(a\)](#) 28. 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

29. 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

30. 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

31. (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 [OCP adoption procedures]*, each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.
- [s.135\(2\)](#) (4) 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.
- (5) Despite section 135(3) of the *Community Charter [requirements for passing bylaws]*, and in accordance with section 890(9) of the *Local Government Act [public hearings]*, Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.

Bylaws must be signed

- [s.148\(f\)](#) 32. 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
- [s.148\(a\)](#)

33. PART 6 - RESOLUTIONS

Copies of resolutions to Council members

- [s.124\(1\)\(a\)](#) 34. A resolution may be introduced at a Council meeting only if a copy of it has been delivered to each Council 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 and have a distinguishing number.

Introducing resolutions

36. (1) 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. Council may schedule COTW meetings at 6 p.m. on Regular Council Meeting nights.
- (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

s.124(2)(d)

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) emailing a copy of the notice to each Council member
- (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.

s.124(2)(c)
s.145

Minutes of COTW meetings to be maintained and available to public

s.97(1)(c)

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

42. The following rules apply to COTW meetings:
- (a) a member may speak any number of times on the same question;
- (b) 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 Corporate Officer.

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 38(1), the Council meeting must resume and proceed to the next order of business.

PART 8 – COMMITTEES

Duties of standing committees

s. 141

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

s. 142

47. (1) Select committees must consider, inquire into, report, and make recommendations to Council about the matters referred to the committee by the Council.

Schedule of committee meetings

48. (1) At its first meeting after its establishment a standing or select committee must establish a regular schedule of meetings.
- (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

- [s.124\(2\)\(d\)](#) 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 24 hours before the time of the meeting.

Attendance at Committee meetings

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 public

- [s.124\(2\)\(c\)](#)
[s.97\(1\)\(c\)](#) 50. Minutes of the proceedings of a committee must be
- (a) legibly recorded,
- (b) certified by the Corporate Officer,
- (c) *[optional]* signed by the chair or member presiding at the meeting, and
- (d) open for public inspection in accordance with section 97(1)(c) of the *Community Charter*

Quorum

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

Conduct and debate

52. (1) The rules of the Council procedure must be observed during committee meetings, so far as is possible and unless as otherwise provided in this Bylaw.
- (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

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

PART 9 - COMMISSIONS**Schedule of Commission meetings**

[s. 143](#)
[s. 145](#)

54. (1) At its first meeting after its establishment, a commission must establish a regular schedule of meetings.
- (2) The Chair of a Commission may call a meeting of the Commission in addition to the scheduled meetings or may cancel a meeting.

Notice of Commission meetings

55. (1) Subject to subsection (2), after the Commission has established the regular schedule of Commission meetings, including the times, dates and places of the Commission meetings, notice of the schedule must be given by:
- (a) posting a copy of the schedule at the Public Notice Posting Places; and
- (b) providing a copy of the schedule to each member of the Commission.
- (2) Where revisions are necessary to the annual schedule of the Commission meetings, the Corporate Office must, as soon as possible, post notice at the Public Notice Posting Places which indicates any

revisions to the date, time and place for cancellation of a Commission meeting.

- (3) The Chair of a Commission must cause a notice of the day, time and place of a meeting called under section 56(2) to be given to all members of the Commission at least 24 hours before the time of the meeting.

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

56. Minutes of the proceedings of a Commission must be:

- (a) legibly recorded;
- (b) certified by the *Corporate Officer*

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

Conduct and Debate

- 58. (1) The rules of the Council procedure must be observed during Commission meetings, so far as is possible and unless as otherwise provided in this bylaw.

PART 10 – GENERAL

59. 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.

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

61. Village of Warfield Procedure Bylaw No. 588 is repealed.

READ A FIRST TIME THIS 1st day of November 2017

READ A SECOND TIME THIS 1st day of November 2017

READ A THIRD TIME THIS 1st day of November 2017

ADOPTED THIS 15th day of November 2017 .

CORPORATE OFFICER

MAYOR

Division 3 — Open Meetings

General rule that meetings must be open to the public

- 89** (1) A meeting of a council must be open to the public, except as provided in this Division.
- (2) A council must not vote on the reading or adoption of a bylaw when its meeting is closed to the public.

Meetings that may or must be closed to the public

- 90** (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:
- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
 - (b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
 - (c) labour relations or other employee relations;
 - (d) the security of the property of the municipality;
 - (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
 - (f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
 - (g) litigation or potential litigation affecting the municipality;
 - (h) an administrative tribunal hearing or potential administrative tribunal hearing affecting the municipality, other than a hearing to be conducted by the council or a delegate of council;
 - (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*;
 - (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;
 - (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*];
 - (m) a matter that, under another enactment, is such that the public may be excluded from the meeting;
 - (n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);
 - (o) the consideration of whether the authority under section 91 [*other persons attending closed meetings*] should be exercised in relation to a council meeting.

- (2) A part of a council meeting must be closed to the public if the subject matter being considered relates to one or more of the following:
- (a) a request under the *Freedom of Information and Protection of Privacy Act*, if the council is designated as head of the local public body for the purposes of that Act in relation to the matter;
 - (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;
 - (c) a matter that is being investigated under the *Ombudsperson Act* of which the municipality has been notified under section 14 [Ombudsperson to notify authority] of that Act;
 - (d) a matter that, under another enactment, is such that the public must be excluded from the meeting;
 - (e) a review of a proposed final performance audit report for the purpose of providing comments to the auditor general on the proposed report under section 23 (2) of the *Auditor General for Local Government Act*.
- (3) If the only subject matter being considered at a council meeting is one or more matters referred to in subsection (1) or (2), the applicable subsection applies to the entire meeting.

Other persons attending closed meetings

- 91** (1) If all or part of a meeting is closed to the public, the council may allow one or more municipal officers and employees to attend or exclude them from attending, as it considers appropriate.
- (2) If all or part of a meeting is closed to the public, the council may allow a person other than municipal officers and employees to attend,
- (a) in the case of a meeting that must be closed under section 90 (2), if the council considers this necessary and the person
 - (i) already has knowledge of the confidential information, or
 - (ii) is a lawyer attending to provide legal advice in relation to the matter, and
 - (b) in other cases, if the council considers this necessary.
- (3) The minutes of a meeting or part of a meeting that is closed to the public must record the names of all persons in attendance.

Requirements before meeting is closed

- 92** Before holding a meeting or part of a meeting that is to be closed to the public, a council must state, by resolution passed in a public meeting,
- (a) the fact that the meeting or part is to be closed, and
 - (b) the basis under the applicable subsection of section 90 on which the meeting or part is to be closed.