



A BYLAW TO PROVIDE FOR THE ESTABLISHMENT OF COUNCIL PROCEDURES

WHEREAS, pursuant to Section 81 of *The Municipalities Act*, a Council may pass bylaws in relation to the establishment and functions of Council and Council Committees and the procedure and conduct of Council and Council Committees;

AND WHEREAS, pursuant to Section 126 of *The Municipalities Act*, a Council may delegate its powers or duties to a Council Committee;

AND WHEREAS, the Rural Municipality of McKillop No. 220 desires to establish rules and provisions to regulate the conduct of business in Council meetings and Council Committee meetings and to establish Council Committees;

NOW THEREFORE, the Council for the Rural Municipality of McKillop No. 220 in the Province of Saskatchewan enacts as follows:



Table of Contents

Part I

Interpretation.....	5
1. Short Title	5
2. Purpose and Scope	5
3. Definitions	5
4. Application	9

Part II

Meetings of Council.....	9
5. First Meeting of Council.....	9
6. Regular Meetings of Council	10
7. Special Meetings of Council	10
8. Meetings Through Electronic Means	11
9. Notice of Meetings	11
10. Method of Giving Notice.....	12
11. Actions in Public.....	12
12. Closed Sessions	12

Part III

Council Meetings Policy and Procedure.....	13
13. Agendas	13
14. Urgent Business	14
15. Order of Business at Meetings	15
16. Commencement of Council Meeting	16
17. Attendance	16
18. Quorum	17
19. Minutes	17
20. Proclamations	17
21. Presentations and Recognitions.....	18
22. Public Hearings.....	19
23. Communications – General.....	20



24. Communications – Agenda20

25. Delegations21

26. Reeve and Councillor Reports23

27. Public Forum23

28. Bylaws23

29. Recess24

30. Adjournment.....24

31. Extension of Time.....25

Part IV

Conduct at Council Meetings 25

32. Reeve.....25

33. Deputy Reeve.....26

34. Acting Reeve26

35. Persons allowed at the Table26

36. The Public27

37. Delegations27

38. Members28

39. Improper Conduct28

40. Leaving the Meeting.....29

41. Point of Order29

42. Point of Privilege30

43. Point of Procedure30

44. Appeal30

45. Calling a Member to Order31

Part V

Motions..... 32

46. Motions and Debate.....32

47. Amendments32

48. Dividing a Motion into Parts34

49. Motion Arising34



50. Request a Motion be put to a Vote	35
51. Adjourn.....	35
52. Move to a Closed Session	35
53. Motion Contrary to Rules	36
54. Withdrawal of Motion.....	36
55. Reconsider	36
56. Rescind	37
57. Postpone.....	37
58. Refer.....	38
59. Debate	38
60. Legal Advice	38
61. Voting of Council.....	38
62. Voting of Reeve.....	39
63. Majority Decision	39
64. Recorded Vote	39
65. Tied Vote	39
Part VI	
Committees.....	39
66. Establishment of Committees	39
67. Terms.....	40
68. Procedures.....	40
Part VII	
Miscellaneous.....	44
69. Suspension of Rules.....	44
70. Repeal Bylaw	44
71. Effective Date.....	45
Form 1 - Request for a Special Meeting.....	46
Form 2 - Request for Method of Providing Notice	47



PART I

INTERPRETATION

1. Short Title

This Bylaw may be cited as the *Council Procedure Bylaw*.

2. Purpose and Scope

- 2.1. Establish Committees and any other bodies necessary.
- 2.2. Provide for the orderly conduct of the business of Council and any Committees established by Council.
- 2.3. Establish rules and procedures to be used by Council and Committees and administration regarding Council and Committee meetings.
- 2.4. Should a matter arise that is not covered by the provisions of the bylaw, Robert's Rules of Order, current edition, shall govern.
- 2.5. Establish clear, transparent, consistent and accessible rules for conducting business at meetings, for Council members, administrations and the public to follow and participate in governing the municipality and for Council in establishing Council Committees.

3. Definitions

- 3.1. In this bylaw:
 - 3.1.1. **'Act'** means *The Municipalities Act*.
 - 3.1.2. **'Acting Reeve'** means the Councillor elected by Council to act as the Reeve if a vacancy arises in that office.
 - 3.1.3. **'Adjourn'** means to suspend proceedings to another time or place.
 - 3.1.4. **'Administration'** means the Rural Municipality's Administrator or an employee accountable to the Rural Municipality's Administrator.
 - 3.1.5. **'Administrator' or "CAO"** means the person appointed as the Chief Administrative Officer of the Rural Municipality of



McKillop No. 220 pursuant to Section 110 of *The Municipalities Act*.

- 3.1.6. 'Advisory Committee'** means a Committee established with a prescribed mandate approved by resolution of Council and are expected to provide periodic reports to Council presenting advice and/or recommendations on matters under consideration.
- 3.1.7. 'Amendment'** means an alteration of a main resolution or an amendment by substituting, adding or deleting a word(s) without altering the basic intent of the resolution.
- 3.1.8. 'Business day'** means a day other than a Saturday, Sunday or holiday.
- 3.1.9. 'Chair'** means a person who has the authority to preside over a meeting.
- 3.1.10. 'Committee'** means a Committee, Board, Authority or other body duly appointed by Council.
- 3.1.11. 'Committee of the Whole'** means members present at a meeting of Council sitting in Committee.
- 3.1.12. 'Communications'** includes, but is not limited to the following: letter, memorandum, report, notice, electronic mail, facsimile, petition, brochure, newspaper/magazine article.
- 3.1.13. 'Council'** means the Reeve and Councillors of the Rural Municipality elected pursuant to the provisions of *The Local Government Election Act*.
- 3.1.14. 'Councillor'** means the Council member duly elected in the Rural Municipality as a Councillor, in accordance with *The Local Government Election Act*.
- 3.1.15. 'Deputy Reeve'** means the Councillor who is appointed by Council, pursuant to Section 33 of this Bylaw, to act as Reeve in the absence or incapacity of the Reeve.
- 3.1.16. 'Inquiry'** means a request in writing made by a Council member at a Council meeting for information typically related to an operational matter.



- 3.1.17. 'Member' or 'members'** means the Reeve, Councillor or an appointed individual to a Committee, Commission or Board of Council.
- 3.1.18. 'Member of Council'** means the Reeve or a Councillor.
- 3.1.19. 'Motion'** means a formal proposal placed before a meeting in order that it may be debated to a conclusion.
- 3.1.20. 'Mover'** means a person who presents or proposes a motion or amendment.
- 3.1.21. 'Order of Business'** means the list of items comprising the Agenda and the order in which those items appear on the Agenda.
- 3.1.22. 'Point of Order'** means the raising of a question by a member, with the view of calling attention to any departure from the Procedural Bylaw or the customary proceedings in debate or in the conduct of the Council's business.
- 3.1.23. 'Point of Privilege'** is the raising of a matter by a member:
- 3.1.23.1.** Which occurs while the Council is in session, where:
 - 3.1.23.1.1.** The rights, privileges, decorum or dignity of the Council collectively or the rights and privileges of a member individually have been affected,
 - 3.1.23.1.2.** When a member believes that another member has spoken disrespectfully toward them or the Council, or
 - 3.1.23.1.3.** When a member believes their comments have been misunderstood or misinterpreted by another member or members; or
 - 3.1.23.1.4.** When a member believes that comments made by the member outside the Council Chamber have been misinterpreted or misunderstood by the Community, the public or the news media in to clarify his or her position.



- 3.1.24.** **'Point of Procedure'** means a question to the Reeve or Chairperson to obtain information on a matter of procedure in order to assist a member to make an appropriate resolution, raise a point of order or understand the effect of a resolution.
- 3.1.25.** **'Public Hearing'** means a meeting of council or that portion of a meeting of council which is convened to hear matters pursuant to:
- i. The Municipalities Act
 - ii. The Planning and Development Act
 - iii. Any other Act, or
 - iv. A resolution or bylaw of council.
- 3.1.26.** **'Quorum'** is, subject to Sections 98 and 119 of *The Municipalities Act*:
- 3.1.26.1.** In the case of Council, a majority of the whole Council,
- 3.1.26.2.** In the case of a Committee, a majority of the members appointed to the Committee.
- 3.1.27.** **'Recess'** means an intermission or break within a meeting that does not end the meeting, and after which proceedings are immediately resumed at the point where they were interrupted.
- 3.1.28.** **'Reeve'** means the Council member duly elected in the Rural Municipality of McKillop No. 220 as the Reeve in accordance with *The Local Government Election Act*.
- 3.1.29.** **'Resolution'** means a formal determination made by council on the basis of a motion, duly placed before a regularly constituted meeting or a special meeting of council for debate and decision, and is duly passed.
- 3.1.30.** **'Resolution to Receive'** means a resolution which is made for the purpose of acknowledging the particular item, report or recommendation under consideration, and having the item, report or recommendation placed in the records of the Municipality for future reference, with no additional action taken at this time.
- 3.1.31.** **'RM'** means the Rural Municipality of McKillop No. 220.
- 3.1.32.** **'Special Meeting'** means a meeting other than a regular scheduled meeting called pursuant to *The Municipalities Act* or the provisions of this Bylaw.



- 3.1.33. **'Unfinished Business'** means business that has been raised at the same, or a previous meeting, and which has not been completed.
- 3.1.34. **'Urgent Business'** means a time sensitive matter which requires Council's immediate and urgent consideration.

4. **Application**

- 4.1. This Bylaw applies to all meetings of Council and Committees.
- 4.2. Notwithstanding Section 4.1, the following Boards and Committees may establish their own procedures:
 - 4.2.1. Board of Revision;
 - 4.2.2. Development Appeals Board; and
 - 4.2.3. Any inter-municipal Board or Committee as determined by resolution or by bylaw of Council.
- 4.3. When any matter relating to proceedings arise which is not covered by a provision of this Bylaw, the matter shall be decided by reference to Robert's Rules of Order of Parliamentary Procedure.
- 4.4. In the event of any conflict between the provisions of this Bylaw and those contained in any of the other authorities set out above, the provision of this Bylaw shall apply.
- 4.5. Subject to Section 4.3, any ruling of the Reeve or Chair shall prevail, subject, however, to the jurisdiction of Council or the Committee to consider any appeals of those rulings.

PART II

MEETINGS OF COUNCIL

5. **First Meeting of Council**

- 5.1. The first meeting of Council following a general election shall be held within 31 days after the date of the election and at a time and date determined by the Administrator or by an employee designated by the Administrator in the event the Administrator is unable to act.
- 5.2. At the first meeting of Council:



- 5.2.1. The Returning Officer shall provide Council with a copy of the declaration of results with respect to the election; and
- 5.2.2. Every Council member shall take the Oath of Affirmation pursuant to Section 94 of the Act.

6. Regular Meetings of Council and Committees

- 6.1. Regular meetings of the RM Council shall be held at minimum once per month on the second and fourth Tuesday and of each month, commencing at 9:00 a.m.
- 6.2. If Council determines that an additional regular meeting(s) are required in a particular month, the date and time of the additional regular meetings(s) shall be set at the regular meeting described in Section 6.1.
- 6.3. Notwithstanding the foregoing provisions, council may, by resolution, dispense with or alter the time of a regular meeting of council.
- 6.4. Council may, by resolution, authorize the Reeve to reschedule a regular meeting of council pursuant to the Act during a period of time to be specified within the resolution.
- 6.5. Notwithstanding the forgoing provisions, regular council meetings must be held at least every 60 days.
- 6.6. The agenda for each regularly scheduled Council meeting and all information for consideration at the regular meeting of Council shall be provided, in confidence, by way of electronic mail or facsimile to each member of Council a minimum of three (3) business days prior to each regularly scheduled meeting.

7. Special Meetings of Council

- 7.1. The administrator, or an employee designated by the Administrator in the event the Administrator is unable to act, shall call a special meeting of council, whenever requested to do so, in writing, by the Reeve or a majority of the members.
- 7.2. The written request referred to in subsection 7.1 shall include all items of business to be transacted.



- 7.3.** Form 1, appended hereto and forming a part of this Bylaw, shall be the form used to direct the Administrator to call a special meeting of Council.
- 7.4.** When a special meeting is to be held, the administrator shall provide written notice of the time, date and place of the meeting to all members pursuant to section 10 of this bylaw and to the public at least twenty-four (24) hours prior to the meeting and, in general terms, of the business to be transacted at the meeting.
- 7.5.** Notwithstanding subsection 7.4, a special meeting may be held with less than twenty-four (24) hours' notice to members, and without notice to the public, if all members agree to do so, in writing, immediately before the beginning of the special meeting.
- 7.6.** No business, other than that stated in the notice, shall be transacted at a special meeting, unless all the members are present and, by unanimous consent, they authorize other business to be transacted.

8. Meetings Though Electronic Means

- 8.1.** One or more members of council may participate in a council meeting by means of a telephonic, electronic or other communication facility if:
 - 8.1.1** the members of council provide the administrator with at least two (2) business days' notice of their intent to participate in this manner:
 - 8.1.2.** notice of the council meeting is given to the public including the way in which the council meeting is to be conducted;
 - 8.1.3.** the facilities enable the public to at least listen to the meeting at a place specified in that notice and the administrator is in attendance at that place; and
 - 8.1.4.** the facilities permit all participants to communicate adequately with each other during the council meeting.
- 8.2.** Members participating in a Council meeting held by means of a communication facility are deemed to be present at the Council meeting.



9. Notice of Meetings

9.1. Notice of regularly scheduled Council meetings is not required to be given.

9.2. If council changes the date, time or place of a regularly scheduled meeting, at least twenty-four (24) hours' notice of the change will be given to:

9.1.1. any members not present at the meeting at which the change was made; and,

9.1.2. the public.

10. Method of Giving Notice

10.1. Notice of a council meeting is deemed to have been given to a member if the notice is:

10.1.1. Delivered personally

10.1.2. left at the usual place of business or residence of the member; or

10.1.3. sent by ordinary mail, telephone or voice mail, facsimile or electronic mail or similar method at the number or to the address specified by the member.

10.2. Notice of a Special Council meeting is to be given to the public by posting notice of the meeting at the Municipal Office.

10.3. Public Notice shall be given as set out in the RM's Public Notice Policy Bylaw.

11. Actions in Public

11.1. An act or proceeding of council is not effective unless it is authorized or adopted by bylaw or a resolution at a duly constituted public meeting of council.

11.2. Every person has the right to be present at council meetings that are conducted in public unless the person presiding at the council meeting expels a person for improper conduct.



12. Closed Sessions

- 12.1.** Council may close all or any part of its meetings to the public if the matter to be discussed:
- 12.1.1.** is within one of the exemptions of Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*; or
 - 12.1.2.** concerns long-range or strategic planning.
- 12.2.** A resolution to move into closed session shall state, in general terms, the topic of discussion.
- 12.3.** Where Council resolves to close a portion of a meeting to the public, all persons shall be excluded from the meeting except:
- 12.3.1.** The members; and
 - 12.3.2.** The Administrator and other members of Administration as the members of Council may deem appropriate.
- 12.4.** Where Council resolves to close a portion of a meeting to the public, in addition to the resolution to do so, the Administrator shall record in the minutes thereto:
- 12.4.1.** The time that the closed portion of the meeting commenced and concluded;
 - 12.4.2.** The names of the parties present; and
 - 12.4.3.** The legislative authority including the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act* relied upon for authority to close the meeting to the public.
- 12.5.** No resolutions or bylaws may be passed during a closed meeting.
- 12.6.** No business other than that described within the resolution pursuant to subsection 12.2 may be discussed
- 12.7.** Matters discussed or to be discussed in a closed meeting are to be kept in confidence until discussed at a public meeting of council, unless otherwise provided for in this bylaw.

PART III



COUNCIL MEETING POLICY AND PROCEDURE

13. Agendas

- 13.1.** The Administrator shall prepare the agenda for all regular and special meetings of Council.
- 13.2.** The agenda shall include the order of business and all items of business and associated reports, bylaws or documents and shall be set out in accordance with the order of business set out in Section 15.
- 13.3.** The Administrator shall ensure that the Council agendas are:
 - 13.3.1.** Delivered to each member and the appropriate administration; and
 - 13.3.2.** Made available to the public on the RM's website, a minimum of three (3) business days prior to each regularly scheduled meeting.
- 13.4.** If, for any reason, the Administrator is unable to meet the deadline mentioned in Section 13.3, the Administrator shall prepare and distribute the agenda as soon as reasonably possible to allow members an opportunity to review the agenda prior to the Council meeting.
- 13.5.** All administrative reports submitted reports, communication from the public, requests, or any other material intended for inclusion in a Council agenda must be received by the Administrator a minimum of five (5) business days immediately preceding the Council meeting.
- 13.6.** Notwithstanding any previous or forthcoming provisions the Administrator, at their discretion, may amend the agenda for a regular council meeting up until the Agenda is adopted by Council and shall make a verbal report at the time of adoption, explaining any amendments to the agenda after the deadline.
- 13.7.** Council may, on a majority vote, permit additional material on the agenda.

14. Urgent Business

- 14.1.** Administration may request to add a matter to the agenda of a meeting as urgent business after the agenda has been prepared and distributed by the Administrator.



- 14.2. In these circumstances, administration shall submit a report to the Administrator including an explanation of the reasons and degree of urgency of the matter as soon as possible.
- 14.3. The Administrator shall distribute any requests from administration to add a matter of urgent business to the agenda to the members as soon as the request is available.
- 14.4. During the confirmation of the agenda, a member may move to add a report, communication or delegation to the agenda if the matter arises from an unforeseeable situation of urgency.
- 14.5. Council may only consider a matter of urgent business by a majority vote of members present.

15. Order of Business at Meetings

- 15.1. The general order of business of every regular Council meeting shall be as follows:
 - 15.1.1. Call to order;
 - 15.1.2. Declaration of any conflicts by Council members;
 - 15.1.3. Review of agenda, with additions or adjustments made as necessary;
 - 15.1.4. Delegations
 - 15.1.5. Reports of administration, Staff and Committees;
 - 15.1.6. Adoption of minutes;
 - 15.1.7. Business Arising from the Minutes
 - 15.1.8. Public Hearings
 - 15.1.9. Accounts Payable
 - 15.1.10. Correspondence;
 - 15.1.11. Old Business;
 - 15.1.12. New Business;
 - 15.1.13. Council/Public Open Forum;
 - 15.1.14. Reeve and Councillors Forum;
 - 15.1.15. Adjournment.



- 15.2.** The business shall, in all cases, be taken up in the order in which it stands on the agenda, unless:
- 15.2.1.** otherwise determined upon motion passed by a vote of the majority of the members present to approve the agenda and which vote shall be placed without debate; or
 - 15.2.2.** the Reeve determines during the proceedings of Council that for public interest a matter be moved forward to be dealt with promptly.

16. Commencement of Council Meeting

- 16.1.** At the hour set for the meeting, as long as there is quorum present, the Reeve, or in his absence the Deputy Reeve, shall take the Chair and call the members to order.
- 16.2.** In case neither the Reeve nor the Deputy Reeve is in attendance within five (5) minutes after the hour appointed, and subject to a quorum being present, any Council member that is present, shall call the meeting to order and shall preside over the meeting until the arrival of the Reeve or the Deputy Reeve, and all proceedings of such meeting shall be deemed to be regular, and in full force and effect.
- 16.3.** If a quorum is not present fifteen (15) minutes after the time appointed for the meeting, the Administrator shall record the names of the members present at the expiration of such time and announce that Council shall then stand adjourned until the next meeting, unless a Special Meeting is called in the meantime.
- 16.4.** Subject to Sections 98 and 146 of the Act, or any other statutory provision, if at any meeting the number of members is reduced to less than the number required for a quorum, Council shall stand adjourned.
- 16.5.** Any unfinished business remaining at the time of the adjournment, due to the loss of the quorum, shall be considered at the next regular meeting, or it shall be placed on the agenda for a Special Meeting called for the purpose of dealing with the unfinished items.



17. Attendance

- 17.1.** Members are encouraged to notify the Administrator when the member is aware that they will be absent from any meeting of Council.
- 17.2.** A member is disqualified from council if the member is absent for all regular council meetings held during any period of three (3) consecutive months during which two (2) meetings of the council have been held, starting with the date that the first meeting is missed, unless the absence is authorized by a resolution of council.
- 17.3.** Notwithstanding section 17.2, council can authorize a member(s) extended absence from regular council meetings by resolution or policy.

18. Quorum

- 18.1.** A quorum of council is a majority of its members.
- 18.2.** Any act or proceeding of council that is adopted at any council meeting at which a quorum is not present is invalid.

19. Minutes

- 19.1.** The Administrator or an employee designated by the Administrator in the event the Administrator is unable to act, shall record the minutes of each Council meeting without note or comment and shall distribute copies of the minutes to each member at least twenty-four (24) hours prior to a subsequent Council meeting.
- 19.2.** The names of the members present at the meeting are to be recorded in the minutes of every meeting.
- 19.3.** Any member may make a motion amending the minutes to correct any mistakes.
- 19.4.** The minutes of each meeting are to be approved at the next regular meeting of the Council and signed by the presiding member and the Administrator in accordance with the Act.



20. Proclamations

- 20.1.** All requests for proclamations shall be submitted to the Reeve for approval, outlining the date to be proclaimed, specific name of day, week or month requested, the reason for the proclamation and information about the group, including contact person and telephone number at least ten (10) business days prior to the proposed date for the proclamation. However, exceptions may be made in extenuating circumstances.
- 20.2.** Subject to The Saskatchewan Human Rights Code, the Reeve may, in his or her sole discretion, approve the proclamation submitted pursuant to subsection 20.1, provided the proclamation does not:
- 20.2.1.** promote any commercial business, unless, at the discretion of the Reeve, the Proclamation provides a significant benefit to the community;
 - 20.2.2.** involve any person or organization which promotes hatred of any person or class of persons or otherwise involves illegal activity; or
 - 20.2.3.** contain any inflammatory, obscene or libelous statement.
- 20.3.** The Reeve may:
- 20.3.1.** issue the proclamation:
 - i. in the words and form of the proclamation as submitted; or
 - ii. in words and form chosen by the Reeve; or
 - 20.3.2.** forward the proclamation for consideration by council.
- 20.4.** Once the proclamation has been approved, the proclamation shall be noted on the appropriate council agenda as information.
- 20.5.** Council, having delegated the administration of proclamations, shall not hear delegations related to proclamation requests, unless specifically approved by council.
- 20.6.** Each organization shall be responsible for any costs and the disseminating of the proclamation to the media and making arrangements for the attendance of the Reeve or councilors at the specific function or event.
- 20.7.** The local media are requested:



- 20.7.1.** not to publish any proclamation claiming to be proclaimed by the Reeve unless it bears their signature; and
- 19.7.2** when publishing a proclamation by the Reeve, that the proclamation contain only the name of the municipality and the text of the proclamation.

21. Presentations and Recognitions

- 21.1.** Presentations shall be listed on the agenda when authorized by the Reeve and shall be intended to recognize an individual or group on behalf of council for some award or similar honor which they have received or for a group or individual to present to council some award or similar honor which the municipality has been awarded.

22. Public Hearings

- 22.1.** If a public hearing is required by any Act, it shall be conducted in accordance with the provisions of this section.
- 22.2.** The procedure by which the public hearing will be conducted or by which public input will be obtained shall be as follows:
 - 22.2.1.** the Reeve shall declare the hearing on the matter open;
 - 22.2.2.** the administration shall present a report on the bylaw or resolution under consideration including the administration recommendations;
 - 22.2.3.** recommendations;
 - 22.2.4.** if it is a hearing that involves an applicant, the applicant shall be given an opportunity to make representations on the matter under consideration;
 - 22.2.5.** after the applicant, any person or group of persons or spokesperson acting on behalf of another person or group shall be given an opportunity to make representations on the matter under consideration;



- 22.2.6.** if it is a hearing that involves an applicant, at the conclusion of the speakers, the applicant shall be given an opportunity to respond to the presentations remarks of other people;
 - 22.2.7.** council may request further information from administration;
 - 22.2.8.** council shall formally receive all communications and written reports submitted to it on the subject matter of the hearing;
 - 22.2.9.** the Reeve shall declare the hearing closed; and
 - 22.2.10.** council shall then consider the matter and at the conclusion of the deliberations, council shall vote on the bylaw or resolution in accordance with the procedures contained in this bylaw.
- 22.3.** The time allowed for each person making a presentation shall be ten (10) minutes.
- 22.4.** A hearing may be adjourned to a specific date.
- 22.5.** A member shall abstain from taking part in the debate or voting on the bylaw or resolution, which is the subject of the hearing if the member was absent from any part of the public hearing.

23. Communications – General

- 23.1.** When a person wishes to have a communication considered by council, it shall be addressed to council, and:
- 23.1.1.** Clearly set out the matter at issue and the request, and
 - 23.1.2.** For written communications, must be printed, typewritten or legibly written, contain the mailing address of the writer and be signed with the name of the writer; or
 - 23.1.3.** For electronic communication, must contain the name of the writer and both the mailing address and electronic address of the writer.
- 23.2.** A communication received by the administrator, which does not meet the conditions in subsection 23.1 or is abusive in nature, shall be forwarded to the Reeve for review and disposition.
- 23.3.** A communication received by the administrator which contains or relates to personal information shall be dealt with in accordance with the



provisions of The Local Authority Freedom of Information and Protection of Privacy Act.

- 23.4.** Bound documents or studies in support of the delegation's notice shall, if sufficient copies are provided by the delegation, be circulated to members, but will not be reproduced.

24. Communications – Agenda

- 24.1.** Submissions and correspondence for presentation to Council must be received by the Administrator a minimum of seven (7) business days prior to each regularly scheduled Council meeting to be included on the agenda for that meeting.
- 24.2.** A written communication received before the agenda deadline shall be placed by the administrator on the council agenda and shall be dealt with when the matter is considered by council at its meeting.
- 24.3.** In the event, that the communication to the administrator is received after the agenda deadline, the administrator will bring the request to the attention of council.
- 24.3.1.** The individual will be advised by the administrator that the communication may not be considered by council unless the majority of members vote to allow the communication within the motion to approve the agenda.

25. Delegations

- 25.1.** When a person wishes to speak to council about a matter, for which a hearing is not required, that person shall notify the administrator seven (7) business days prior to the regularly scheduled council meeting in writing, which notice shall include the following:
- 25.1.1.** The name and mailing address of the spokesperson
- 25.1.2.** Telephone number where the representative can be reached during the day;
- 25.1.3.** Originally signed except when the submitted by facsimile or email;



- 25.1.4.** Clearly setting out the subject matter to be discussed and the request being made in council.
- 25.2.** A request to speak to council pursuant to subsection 25.1 must be received by the administrator no later than the agenda deadline in order to be included on the council agenda.
- 25.3.** In the event that a delegation makes an application to the administrator after the agenda deadline, the administrator will bring the request to the attention of council
- 25.3.1.** Delegations will be advised by the administrator that they may not be heard by council unless the majority of members vote to allow the delegation to speak within the motion to approve the agenda.
- 25.4.** Delegations speaking before council shall address their remarks to the stated business:
- 25.4.1.** Delegations will be limited to speaking only once; and
- 25.4.2.** Rebuttal or cross debate will not be permitted.
- 25.5.** A maximum of 10 minutes shall be allotted for each delegation to present and make their statements.
- 25.6.** Where there are numerous delegates with the same or similar presentation, they are encouraged to select a spokesperson to present for all the delegates:
- 25.6.1.** Delegations are encouraged not to repeat information presented by an earlier delegation.
- 25.6.2.** The Reeve shall at the conclusion of 10 minutes, inform the delegation that the time limit is up.
- 25.6.3.** Only upon a motion to extend the 10 minute limitation adopted by a majority of members shall the 10 minute limit be extended.
- 25.6.4.** Delegations will not be permitted to assume any unused time allocated to another delegation.
- 25.7.** Upon the completion of a presentation to council by a delegation, any discourse between members and the delegation shall be limited to members asking questions for clarification and obtaining additional, relevant information only:



- 25.7.1.** Members shall not enter into debate with the delegation respecting the presentation; and
- 25.7.2.** Once a motion has been moved, no further representation or questions of the delegation shall be permitted
- 25.8.** The Administrator, who shall consult with the Reeve, may refuse to accept a request to speak to council if council has, within the one (1) year immediately preceding the request, already heard from the person and/or dealt with the same or substantially the same matter by resolution or bylaw.
- 25.9.** If a request to speak to council is refused pursuant to subsection 25.8, a copy of the request and reply, shall be forwarded to members by the administrator.
- 25.10.** A maximum of two (2) delegations shall be allowed at each regular meeting of Council scheduled in accordance with Section 6.1 of this bylaw
- 26. Reeve and Councillors Reports Forum**
- 26.1.** Statements shall include the sharing of the following information:
- 26.1.1.** Events, activities, or community functions attended; and
- 26.1.2.** General work of members on behalf of council colleagues, constituents, and municipality
- 26.2.** All comments will be verbal only and shall not be recorded in the minutes of the meetings.
- 26.3.** If a written report is submitted, it shall be attached to the minutes.
- 27. Public & Council Member Forum**
- 27.1.** Any member of the public wishing to speak to council on a municipal matter, may appear at a council meeting and speak during the open forum portion of the agenda.
- 27.2.** Any member of the council wishing to speak on a municipal matter, may speak during the open forum portion of the agenda.
- 27.3.** The total time allowed to speak shall be not more than 5 minutes per individual.



28. Bylaws

- 28.1.** Every proposed bylaw must have three (3) distinct and separate readings.
- 28.2.** A proposed bylaw must not have more than two (2) readings at a council meeting unless the members present unanimously agree to consider a third reading.
- 28.3.** A proposed bylaw will be considered by council immediately following consideration of the report or item to which the bylaw relates.
- 28.4.** Only the title or identifying number has to be read at each reading of the bylaw.
- 28.5.** Each member present at the meeting at which first reading is to take place must be given or have had the opportunity to review the full text of the proposed bylaw before the bylaw receives first reading.
- 28.6.** Each member present at the meeting at which third reading is to take place must, before the proposed bylaw receives third reading, be given or have had the opportunity to review the full text of the proposed bylaw and of any amendments that were passed after first reading.
- 28.7.** When a bylaw has been given three (3) readings by council, it:
- 28.7.1.** becomes a municipal enactment of the municipality; and
- 28.7.2.** is effective immediately unless the bylaw or an applicable provincial statute provides otherwise.
- 28.8.** The administrator shall be empowered to correct any typographical error that may not have been corrected at the time of submission to council and the bylaw shall have the same status as if council had corrected same.
- 28.9.** After passage, every bylaw shall be signed by the Reeve and the administrator, pursuant to the Act and marked with the corporate seal of the municipality.

29. Recess

- 29.1.** A motion to recess must state the time of duration of the recess and must be passed by a majority of the members present.
- 29.2.** The council may reconvene sooner than the time mentioned in the motion of recess, but must not reconvene later than 5 minutes after the time specified for reconvening or the meeting shall be deemed to be adjourned due to a lack of quorum.



30. Adjournment

- 30.1.** All regularly scheduled council meetings shall stand adjourned when the Council has completed all business as listed on the order of business or upon the arrival of 4:00pm.
- 30.2.** If a member is speaking at 4:00pm, the Reeve shall wait until that person is done speaking before asking Council to consider whether it wants to extend the time of the meeting.
- 30.3.** Any business which remains on the agenda and which has not been dealt with at the time of adjournment shall be deemed to be postponed until the next regularly scheduled Council meeting, or until a special meeting is called to attend to the unfinished items.

31. Extension of Time

- 31.1.** Notwithstanding Section 31.3, a majority of the members present may extend a regularly scheduled Council meeting beyond 4:00pm by majority vote of all members present.
- 31.2.** Notwithstanding section 31.1, council cannot extend its meeting for:
 - 31.2.1.** The appointment of an Administrator,
 - 31.2.2.** First meeting after an election, and
 - 31.2.3.** And to hold a meeting outside of the 60 requirement.
- 31.3.** If Council extends its meeting pursuant to Section 31.1, the meeting shall continue until:
 - 31.3.1.** The business of the meeting is completed;
 - 31.3.2.** A resolution to adjourn is passed; or
 - 31.3.3.** A quorum is no longer present.

PART IV

CONDUCT AT COUNCIL MEETINGS

32. Reeve

- 32.1.** The Reeve shall:



- 32.1.1.** Preside at all Council meetings;
 - 32.1.2.** Preserve order at Council meetings;
 - 32.1.3.** Enforce the rules of Council;
 - 32.1.4.** Decide Points of Privilege and Points of Order; and
 - 32.1.5.** Advise on Points of Procedure.
- 32.2.** The Reeve shall have the same rights and be subject to the same restrictions, when participating in debate, as all other members.

33. Deputy Reeve

- 33.1.** The Council shall, at its first meeting, or as soon thereafter as conveniently possible and whenever the office becomes vacant, appoint from the members a Deputy Reeve who shall hold office for a term of one (1) calendar year or for such longer period as the Council may decide, and in any event until a successor is appointed.
- 33.2.** If the Reeve, for any reason, is unable to perform the duties of their office, the Deputy Reeve shall have all the powers of the Reeve during the inability.

34. Acting Reeve

- 34.1.** Council shall, appoint a member to act as Reeve if:
- 34.1.1.** Both the Reeve and the Deputy Reeve, if one has been appointed pursuant to Section 33, are unable to perform the duties of his or her office; or
 - 34.1.2.** The offices of both the Reeve and the Deputy Reeve are vacant.
- 34.2.** The member to be appointed, pursuant to Section 34.1, shall be elected by a majority of the members present.
- 34.3.** Where two (2) members have an equal number of votes, the Administrator shall:
- 34.3.1.** Write the names of those members separately on blank sheets of paper of equal size, colour and texture;
 - 34.3.2.** Fold the sheets in a uniform manner so the names are concealed;
 - 34.3.3.** Deposit them in a receptacle; and



34.3.4. Direct a person to withdraw one (1) of the sheets.

34.4. The member whose name is on the sheet withdrawn pursuant to Section 33.3.4 shall be declared elected.

35. Persons Allowed at the Table

35.1. No person, except members, the administrator and other members of administration as authorized by the administrator and such persons as are permitted by the Reeve shall be allowed to be seated at the council table during the sittings of the council, without permission of the Reeve or other presiding member.

36. The Public

36.1. All persons in the public gallery at a Council meeting shall:

36.1.1. Not address Council or a member unless permitted to do so by the presiding officer;

36.1.2. Maintain quiet and order;

36.1.3. Not disturb the proceedings by words, gestures or actions including applauding, displaying flags, placards or similar material;

36.1.4. Not talk on or otherwise communicate on cellular telephones;

36.1.5. Not make audio or video recordings of Council proceedings; and

36.1.6. Ensure that all electronic devices are silent and operated in such a manner that does not interfere with the meeting or with another person's ability to hear or view the proceedings.

37. Delegations

37.1. When addressing members at a Council meeting, a delegation shall refrain from:

37.1.1. Speaking disrespectfully of the federal government, the provincial government or another municipal Council, or any official representing those entities;

37.1.2. Using offensive words in referring to a member, an employee of the Municipality or a member of the public;



- 37.1.3.** Reflecting on the motives of the members who voted on the motion or the mover of the motion; or
- 37.1.4.** Shouting or using an immoderate tone, profane, vulgar, or offensive language.

38. Members

- 38.1.** Members of Council wishing to speak at a meeting shall ensure they do not interrupt another member.
- 38.2.** If more than one member wishes to speak at a meeting at the same time, the Reeve shall indicate which member shall speak first.
- 38.3.** When addressing a council meeting, a member shall refrain from:
 - 38.3.1.** Speaking disrespectfully of the federal government, the provincial government or another municipal Council, or any official representing those entities;
 - 38.3.2.** Using offensive words in referring to a member, an employee of the Municipality or a member of the public;
 - 38.3.3.** Reflecting on a vote of Council except when moving to rescind or reconsider it,
 - 38.3.4.** Reflecting on the motives of the members who voted on the motion or the mover of the motion; or
 - 38.3.5.** Shouting or using an immoderate tone, profane, vulgar, or offensive language.
- 38.4.** When a member is addressing the council, all other members shall:
 - 38.4.1.** Remain quiet and seated;
 - 38.4.2.** Refrain from interrupting the speaker, except on a point of order or point of procedure; and
 - 38.4.3.** Refrain from carrying on a private conversation in such a manner that disturbs the speaker.
- 38.5.** Members and administration shall ensure that all electronic devices remain silent and are not used during the times that a meeting is in session to not interfere with the meeting.



39. Improper Conduct

- 39.1.** The Reeve may request that any person in the public gallery who disturbs the proceedings of council or acts improperly at a council meeting, as set out in section 36, leave, or be expelled from the meeting.
- 39.2.** The Reeve may request that any delegation who addresses council improperly as set out in section 36, leave or be expelled from the meeting.
- 39.3.** No person shall refuse to leave a council meeting when requested to do so by the Reeve.
- 39.4.** If a person disturbs the proceedings of council or refuses to leave when requested to do so, the Reeve may recess the meeting until the person leaves or adjourn the meeting to another day.

40. Leaving the Meeting

- 40.1.** Every member who leaves the Council meeting before the meeting is over, whether intending to return to the meeting or not, shall notify the Administrator.

41. Point of Order

- 42.1** A member may rise and ask the Reeve to rule on a point of order.
- 42.2** When a point of order is raised, the member speaking shall immediately cease speaking until the Reeve decides the point of order raised.
- 42.3** A point of order must be raised immediately at the time the rules of council are breached.
- 42.4** The member against whom a point of order is raised may be granted permission by the Reeve to explain.
- 42.5** The Reeve may consult the administrator before ruling on a point of order.
- 42.6** A point of order is not subject to amendment or debate.



42. Point of Privilege

- 43.1 A member may rise and ask the Reeve to rule on a point of privilege.
- 43.2 After the member has stated the point of privilege, the Reeve shall rule whether or not the matter raised is a point of privilege.
- 43.3 If the matter is determined to be a point of privilege, the member who raised the point of privilege shall be permitted to speak to the matter.
- 43.4 If the point of privilege concerns a situation, circumstance or event which arose between council meetings, the member shall raise the point of privilege immediately after adoption of the minutes of the previous council meeting.
- 43.5 The Reeve may consult the administrator before ruling on a point of privilege.
- 43.6 A point of privilege is not subject to amendment or debate unless a motion regarding the point of privilege is put to council.

43. Point of Procedure

- 44.1 Any member may ask the Reeve for an opinion on a point of procedure.
- 44.2 When a point of procedure is raised, the member speaking shall immediately cease speaking until the Reeve responds to the inquiry.
- 44.3 After the member has asked the point of procedure, the Reeve shall provide an opinion on the rules of procedure bearing on the matter before council.
- 44.4 The Reeve may consult the administrator before providing an opinion on the point of procedure.
- 44.5 A point of procedure is not subject to amendment or debate.
- 44.6 The Reeve's answer to a point of procedure is not a ruling, and cannot be appealed to the whole of council.

44. Appeal

- 44.1.** Whenever a member wishes to appeal any ruling of the Reeve or a Point of Order or Point of Privilege to the whole of Council:



- 44.1.1.** The Motion of Appeal, "That the decision of the Chair be overruled" shall be made;
 - 44.1.2.** The member may offer a brief reason for the challenge;
 - 44.1.3.** The Reeve may state the reason for the decision; and
 - 44.1.4.** Following which the question shall be put immediately without debate.
- 44.2.** The Reeve shall be governed by the vote of the majority of the members present.
- 44.3.** A ruling of the Reeve must be appealed immediately after ruling is made or the ruling will be final.

45. Calling a Member to Order

- 45.1.** When the Reeve calls a member to order, the member shall resume his seat, but may afterwards explain their position in making the remark for which they were called to order.
- 45.2.** If a member refuses to resume their seat when called to order, the Reeve shall request the Deputy Reeve, or if the Deputy Reeve is absent or is the unruly member, any other member of council to move a resolution to remove the unruly member either:
- 45.2.1.** For the balance of the meeting,
 - 45.2.2.** Until a time which shall be stated in the motion, or
 - 45.2.3.** Until the member makes an apology acceptable to Council for his unruly behavior, whichever shall be the shortest time.
- 45.3.** When the majority of Council votes in favour of the resolution, the Reeve shall direct the unruly member to leave the Council chamber, and if the member refuses to leave, the Reeve may:
- 45.3.1.** Recess the meeting until the person leaves or adjourn the meeting to another day; or
 - 45.3.2.** Direct that law enforcement officials be engaged to assist in the removal of the unruly member.
- 45.4.** When Council has directed an unruly member to leave the Council Chamber, and the member so directed makes an explanation and apology



adequate and satisfactory to the Council, it may, by a majority vote of the remaining members present, allow the offending member to remain in his place if he has not left or been removed, or to retake his place.

PART V **MOTIONS**

46. Motions and Debate

- 46.1.** The presiding officer states the issue.
- 46.2.** Members of council discuss or debate until they develop a consensus or a majority view emerges.
- 46.3.** Any member may propose a motion address the issue.
- 46.4.** Member vote on the motion.
- 46.5.** Motions are not required to be seconded.
- 46.6.** When a motion is under debate no other motion may be made, except a motion to:
 - 46.6.1.** Amend a motion;
 - 46.6.2.** Refer motion to a Council Committee or administration for a report back to Council;
 - 46.6.3.** Postpone a motion to a fixed date;
 - 46.6.4.** Request that a motion be put to a vote;
 - 46.6.5.** Extend the time for a Council meeting; or
 - 46.6.6.** Adjourn the meeting.
- 46.7.** Notwithstanding any other provisions of this Bylaw, the member who moved a motion may, with the consent of Council after a motion is under debate:
 - 46.7.1.** On his or her own initiative while he or she is speaking on the same; or
 - 46.7.2.** When requested by another member speaking on the motion



change the wording of the motion, or agree to a change proposed by another member, if the alteration does not change the intention of the motion.

- 46.8.** Any motions allowed under Section 46.6 shall be considered in the order in which they were moved.

47. Amendments

- 47.1.** Except as provided in Section 47.12, any motion may be amended to:
- 47.1.1.** Add words within the motion;
 - 47.1.2.** Delete words within the motion; or
 - 47.1.3.** Change a word or words within the motion.
- 47.2.** The amending motion must be:
- 47.2.1.** Relevant to the main motion;
 - 47.2.2.** Made while the main motion is under consideration; and
 - 47.2.3.** Consistent with the principle embodied in the main motion.
- 47.3.** An amending motion may also be amended.
- 47.4.** A sub-amendment must be:
- 47.4.1.** Relevant to the original amendment;
 - 47.4.2.** Made while the original amendment is under consideration; and
 - 47.4.3.** Consistent with the intent of either the original amendment or the main motion.
- 47.5.** Only two (2) amendments to a motion, an amendment, and a sub-amendment, are allowed at the same time. When one or both have been dealt with, a further amendment or sub-amendment may be entertained.
- 47.6.** There is no limit to the number of amendments or sub-amendments that may be proposed.
- 47.7.** An amendment may be introduced at any stage before the question is put on the main motion provided there is not more than one (1) amendment and one (1) sub-amendment before the members at one time.
- 47.8.** Any member wishing to move an amendment that is not in order at the time because there are already two (2) amendments before the members



may state the intention of the proposed amendment, as the proposal may affect the vote on those motions awaiting decision.

- 47.9.** The main motion shall not be debated until all amendments to it have been put to a vote.
- 47.10.** Amendments shall be put in the reverse order to the order in which they were moved.
- 47.11.** When all amendments have been voted on, the main motion incorporating all amendments adopted shall be put to a vote.
- 47.12.** No amendments shall be made to the following motions:
 - 47.12.1.** A motion to adjourn;
 - 47.12.2.** A motion to defer to a fixed date, except as to the date; and
 - 47.12.3.** A motion requesting that a motion be put to a vote.

48. Dividing a Motion into Parts

- 48.1.** A member may request, or the Reeve may direct, that a motion be divided if the motion contains more than one (1) separate and complete recommendation.
- 48.2.** Council shall then vote separately on each recommendation.
- 48.3.** A new motion to add a further recommendation is permitted provided:
 - 48.3.1.** The proposed recommendation is relevant to the original motion;
 - 48.3.2.** The proposed recommendation does not alter in a significant way the principle embodied in the original motion; and
 - 48.3.3.** The original motion has been dealt with.

49. Motion Arising

- 49.1.** When a particular matter is before Council, a motion arising on the same matter is permitted provided:
 - 49.1.1.** The proposed motion is related to and rises from the item which has just been considered;
 - 49.1.2.** The proposed motion does not alter in a significant way the principle embodied in the original motion; and



- 49.1.3.** The proposed motion is made before the consideration of any other item of business at the meeting.

50. Request that Motion be Put to a Vote

- 50.1.** A motion requesting that a motion be put to a vote cannot be moved by a member of Council who has spoken to the original motion.
- 50.2.** A motion requesting that a motion be put to a vote cannot be amended or debated.
- 50.3.** If a motion requesting that a motion be put to a vote is passed by Council, the original motion shall immediately be put to a vote of Council without any amendment or debate.
- 50.4.** If a motion requesting that a motion be put to a vote is not passed by Council, the original question may be amended or debated.

51. Motion to Adjourn

- 51.1.** A motion to adjourn is allowed at any time during a Council meeting, except:
- 51.2.** When a member of Council is speaking;
- 51.3.** When the members of Council are voting on a motion;
- 51.4.** When a recorded vote is being taken;
- 51.5.** When it has been requested that a motion be put to a vote; or
- 51.6.** When Council is in the Committee of the Whole or in closed session.
- 51.7.** A motion to adjourn shall be decided without debate.

52. Motion to Move to a Closed Session

- 52.1.** A member may make a motion that a Council meeting move to a closed session.
- 52.2.** The motion to move to a closed session must:
- 52.2.1.** Be in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act*;
- 52.2.2.** Include subject of the item(s) to be discussed; and



52.2.3. Include the reason for the Council meeting to be held in a closed session.

52.3. No bylaw or motion shall be passed during a closed session.

53. Motion Contrary to Rules

53.1. The Reeve may refuse to put to Council a motion which is, in the opinion of the Reeve, contrary to the rules and privileges of Council.

54. Withdrawal of Motion

54.1. The mover of a motion may withdraw it at any time prior to a vote being taken or prior to the motion being amended.

55. Motion to Reconsider

55.1. A motion to reconsider shall apply to resolutions only and shall not apply to bylaws passed by council.

55.2. A motion to reconsider is in order whether the original motion passed or failed.

55.3. A motion to reconsider may only be made at the same council meeting as the original motion was voted on.

55.4. A motion to reconsider must be moved by a member who voted with the prevailing side of the original motion.

55.5. When a motion loses on a tied vote, the prevailing side is those who voted against the motion.

55.6. A motion to reconsider may be seconded by any member regardless how the member voted on the original motion.

55.7. A motion to reconsider is debatable only if the motion being reconsidered is debatable.

55.8. A motion to reconsider cannot be amended.

55.9. A motion to reconsider shall require a majority vote of the members present at the meeting.

55.10. If a motion to reconsider is adopted, the original motion is immediately placed before council to be reconsidered.



- 55.11.** Once a vote on a motion to reconsider has taken place, there shall be no further motion to reconsider that resolution.

56. Motion to Rescind

- 56.1.** A motion to rescind shall apply to resolutions only and shall not apply to bylaws passed by council.
- 56.2.** A motion to rescind is in order only when the original motion passed. No motion to rescind shall be necessary when the original motion failed.
- 56.3.** A motion to rescind may be made at any time following the council meeting at which the original motion was voted on regardless of the time that has elapsed since the original vote was taken.
- 56.4.** A motion to rescind may be moved and seconded by any council member regardless how they voted on the original motion.
- 56.5.** A motion to rescind is debatable.
- 56.6.** A motion to rescind may be amended.
- 56.7.** A motion to rescind shall, in all cases, require a majority vote of all council members to pass.
- 56.8.** A motion cannot be rescinded:
- 56.8.1.1. when the making or calling up of a motion to reconsider is in order;
 - 56.8.1.2. when action on the motion has been carried out in a way that cannot be undone; or
 - 56.8.1.3. when a resignation has been accepted or actions electing or expelling a person from membership or office have been taken.

57. Motion to Postpone

- 57.1.** Where a majority of all members decide to postpone a motion to a fixed date, the motion cannot be considered by council until the fixed date.
- 57.2.** Notwithstanding subsection 57.1, council may consider a postponed motion before the fixed date if a majority of members agree that the motion may be considered before that date.



57.3. The only amendment allowed to a motion to postpone to a fixed date is to change the date.

58. Motion to Refer

58.1. A motion to refer a matter shall not be amended or debated except with respect to the conditions of the referral or the time required to carry out the review.

58.2. A member making a referral motion generally should include in the motion:

58.2.1. The terms on which the motion is being referred; and

58.2.2. The time when the matter is to be returned.

59. Legal Advice

59.1. Where a majority of the members present at a Council meeting wish to receive legal advice in private, Council may recess for a period of time sufficient to receive legal advice.

60. Voting of Council

60.1. A member attending a council meeting shall vote at the meeting on a matter before council unless the member is required to abstain from voting pursuant to the Act or any other Act.

60.2. If a member is not required to abstain from voting on a matter before council and abstains from voting, the council member is deemed to have voted in the negative.

60.3. The administrator shall ensure that each abstention is recorded in the minutes of the meeting.

61. Voting of Reeve

61.1. The Reeve shall vote with the other members on all questions.



62. Majority Decision

62.1. Unless a greater percentage of votes is required by any provision of this bylaw, at every council meeting, all questions are to be decided by a majority vote of the members present.

63. Recorded Vote

63.1. Before a vote is taken by council, a member may request that the vote be recorded.

63.2. If a vote is recorded, the minutes must show the names of the members present and whether each voted for or against the proposal or abstained.

64. Tied Vote

64.1. If there are an equal number of votes for and against a resolution or bylaw, the resolution or bylaw is defeated.

PART VI

COMMITTEES

65. Establishment of Committees

65.1. Council may establish Committees for any purpose agreed upon by the majority of members.

65.2. All Committees shall be established by motion of Council.

65.3. All Committees shall operate within the Terms of Reference established with respect to that Committee.

66. Terms

66.1. Appointments to Committees shall be reviewed annually.

66.2. The Administrator shall advise Council of any members absent for more than two (2) meetings within a calendar year, and request that a warning correspondence be forwarded to the member. If the member misses three



(3) meetings, within a calendar year, Council shall be advised to decide if the member should be removed from the Committee.

- 66.3.** Council may, in its discretion, revoke the appointment of any individual whom has been appointed to a Committee at any time such action is deemed to be necessary.

67. Committee Procedures

- 67.1.** The membership and jurisdiction of a Committee shall be determined in the Terms of Reference established with respect for that committee.
- 67.2.** The Reeve is an ex-officio voting member of all Committees established by Council pursuant to the Act, unless Council provides otherwise, and when in attendance, possesses all the rights, privileges, powers and duties of other members, whether elected or appointed.
- 67.3.** The Reeve's attendance shall not, however, be included for determining a quorum.
- 67.4.** The Administrator, or the individual appointed by the Administrator, shall act as Secretary for Committees of Council.
- 67.5.** Administration shall act only in an advisory capacity to Committees of Council and shall not be considered voting members or have any voting privileges in respect to participation on any Committee appointment.
- 67.6.** The Chair of all Committees established by Council shall be designated by Council unless Council directs otherwise.
- 67.7.** All members may attend the meetings of Committees established pursuant to the Act and observe the discussions of the appointed Committee members.
- 67.8.** Each Committee shall meet as soon as possible after it has been appointed and where a Chair has not been appointed by Council, members of that Committee shall select a Chair and Vice-Chair, and if required, decide the day and time for holding its regular meetings.
- 67.9.** The Chair shall preside at every meeting, participate in the debate, and shall vote on all motions.



- 67.10.** In the absence of the Chair, the Vice-Chair shall preside, and in the absence of both the Chair and the Vice-Chair, one (1) of the other members of the Committee shall be elected to preside, and shall discharge the duties of the Chair during the meeting or until the arrival of the Chair or Vice-Chair.
- 67.11.** An act or proceeding of a Committee is not effective unless it is authorized or adopted by a resolution at a council meeting.
- 67.12.** Everyone has the right to be present at Committee meetings that are conducted in public unless the Chair expels a person for improper conduct.
- 67.13.** Subject to Section 67.14, Committees shall conduct all Committee meetings in public.
- 67.14.** Committees may close all or part of the meeting if the matter to be discussed is within one (1) of the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*.
- 67.15.** In the event that a Committee meeting is closed pursuant to Section 67.14, only the appointed Committee members shall participate in the closed portion of the meeting.
- 67.16.** If a Committee changes the date, time or place of a regularly scheduled meeting, the secretary shall give at least twenty-four (24) hours' notice of the change to:
- 67.16.1.** Any members of the Committee not present at the meeting at which the change was made; and
- 67.16.2.** The public.
- 67.17.** Notwithstanding Section 67.16, a Committee meeting may be held with less than twenty-four (24) hours' notice to all members and without notice to the public if all Committee members agree to do so, in writing, immediately before the beginning of the meeting.
- 67.18.** The consent to waive notice of a change in date, time, or place of a meeting pursuant to Section 67.17 may be given in person or by facsimile, electronic mail and other similar means.



- 67.19.** If a Committee cancels its regularly scheduled meeting, the Secretary of the Committee shall give at least twenty-four (24) hours' notice of the change to:
- 67.19.1.** All members not present at the meeting at which the decision to cancel was made; and
 - 67.19.2.** The public.
- 67.20.** The Secretary shall call a special meeting of a Committee whenever requested to do so, in writing, by the Chair or by a majority of the Committee members in the same manner as set out in Section 67.17.
- 67.21.** For Committees operating without regularly scheduled meetings, it shall be the duty of the Chair, or in the Chair's absence, the Secretary to call a meeting of the Committee whenever requested in writing to do so by a majority of the Committee.
- 67.22.** The business of Committees shall be conducted in accordance with the rules governing the procedure of Council or as otherwise established by Council for the Committee or established by the Committee.
- 67.23.** Notwithstanding Section 67.22. there shall be no open forums during committee meetings.
- 67.24.** When a person, or a group of persons, wishes to bring any matter to the attention of a Committee or appear as a delegation, a communication shall be addressed to the Administrator and will be subject to the requirements set out in Sections 23 and 24 of this Bylaw.
- 67.25.** Upon receipt of such communication, the Administrator shall place the communication on the agenda of the next meeting of the Committee for its consideration.
- 67.26.** All submissions to Committees must be received by the Administrator within the established deadlines set out in Sections 23 and 24 of this Bylaw.
- 67.27.** Reporting to Committees shall be provided through the Administrator or the Secretary.
- 67.28.** Any notice respecting a Committee meeting is deemed to have been given to a member if the notice is:



- 67.28.1.** Delivered personally;
- 67.28.2.** Left at the usual place of business or residence of the member;
or
- 67.28.3.** provided or sent to the member by ordinary mail, telephone or voice mail, facsimile or electronic mail or similar method at the number or address specified by the member.
- 67.29.** Notice to the public of a Committee meeting as required by Sections 67.16 to 67.19 is sufficient if the notice is posted at the administration office.
- 67.30.** Any unfinished business remaining at the time of the adjournment shall be considered at the next regular meeting of the Committee or at a special meeting called for that purpose.
- 67.31.** The Secretary shall record the minutes, without note or comment.
- 67.32.** The minutes of the Committee shall be distributed to each member at least twenty-four (24) hours' before the next Committee meeting for consideration.
- 67.33.** After the minutes have received approval of a majority of the members present, they shall be signed by the presiding member and Secretary. Once signed, the original minutes shall be forwarded to the Administrator for presentation to Council and for safekeeping.
- 67.34.** All minutes, once approved, shall be open for inspection by the public.
- 67.35.** No member shall release or otherwise make public any information considered at a closed meeting, including discussion of the content of such a meeting with persons other than with members of Council or with civic staff who are privy to that information:
 - 67.35.1.** Unless authorized by Council; or
 - 67.35.2.** Until the matter is included on a public agenda of Council.
- 67.36.** Every Committee shall report to Council, and no action of any Committee shall be binding on the Municipality unless:
 - 67.36.1.** Power to take such action is expressly conferred on the Committee by legislation, bylaw or resolution of Council; or
 - 67.36.2.** Council has considered the report of the Committee and if adopted, shall become the resolve of Council.



PART VII

MISCELLANEOUS

68. Suspension of Rules

68.1. The procedural rules set out in this Bylaw may be set aside or suspended:

68.1.1. If all members are in attendance and agree when such a situation arises; or

68.1.2. In the event of an emergency situation caused by a natural disaster or human error.

69. Repeal Bylaw

69.1. Bylaw No. 328/2018, adopted on January 4, 2016, and Bylaw No. 395/2020, adopted on July 14, 2020, are hereby repealed.

70. Effective Date

70.1. This Bylaw becomes effective on date of its adoption by the Council of the Rural Municipality of McKillop No. 220.

{Seal}

Reeve

Administrator



Bylaw No. 406/2020

Form 1 – Request for a Special Meeting

Date: _____

To: _____

Administrator, Rural Municipality of McKillop No. 220

Pursuant to section 123 of *The Municipalities Act*, I / we hereby request you to call a special meeting of the Council of the Rural Municipality of McKillop No. 220 to discuss the following matter(s):

1. _____

2. _____

3. _____

Meeting Details: Location: _____

Date: _____

Time: _____

Dated this ____ day of _____, 20____

SIGNED:

Name: _____

Name: _____

Name: _____

Name: _____

Office Use Only:

Members provided notice pursuant to Subsection 123 of the Act

Notice not provided pursuant to Subsection 123 of the Act