

VILLAGE OF DEBDEN

BYLAW NO 1/2016

A BYLAW TO REGULATE THE PROCEEDINGS OF MUNICIPAL COUNCIL AND
COUNCIL'S COMMITTEES

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Council Procedures Bylaw

VILLAGE OF DEBDEN

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A BYLAW TO REGULATE THE PROCEEDINGS OF MUNICIPAL COUNCIL AND COUNCIL'S COMMITTEES

The Council of the Village of Debden in the Province of Saskatchewan enacts as follows:

PART I – INTERPRETATION

1. Short Title

1.1 This bylaw may be cited as “The Procedure Bylaw”.

2. Purpose

2.1 The purpose of this bylaw is to 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:

- (a) “Act” means The Municipalities Act
- (b) “Acting mayor “ means the councilor elected by council to act as the mayor if a vacancy arises in that office.
- (c) “Adjourn” means to suspend proceedings to another time or place.
- (d) “Administration” means the administrator or an employee accountable to the administrator.
- (e) “Administrator” means the person appointed as administrator pursuant to section 111.
- (f) “Amendment” means an alteration to a main motion by substituting, adding or deleting a word or words without materially altering the basic intent of the motion.
- (g) “Business day” means a day other than a Saturday, Sunday or holiday.
- (h) “Chair” means a person who has the authority to preside over a meeting.
- (i) “Committee” means a committee, board, authority or other body duly appointed by council.
- (j) “Communications” include, but are not limited to the following: letter, memorandum, report, notice, electronic mail, facsimile, petition, brochure, or newspaper/magazine article.
- (k) “Consent agenda” means a portion of a meeting that lists items of business which are routine in nature and do not require substantial discussion and/or debate.

- (l) "Consent motion" means a motion to adopt, without debate, the recommendations of several reports within a consent agenda.
- (m) "Council" means the mayor and councillors of the municipality elected pursuant to the provisions of *The Local Government Election Act*.
- (n) "Councillor" means the council member duly elected in the municipality as a councillor, in accordance with *The Local Government Election Act*.
- (o) "Deputy mayor " means the councillor who is appointed by council, pursuant to section 34 of this bylaw, to act as mayor in the absence or incapacity of the mayor.
- (p) "Mayor " means the council member duly elected in the municipality as the mayor in accordance with *The Local Government Election Act*.
- (q) "Member" means the mayor, councillor or an appointed individual to a committee, commission or board of council.
- (r) "Motion" means a formal proposal placed before a meeting in order that it may be debated to a conclusion.
- (s) "Mover" means a person who presents or proposes a motion or amendment.
- (t) "Municipality" means the Village of Debden.
- (u) "Order of business" means the list of items comprising the agenda and the order in which those items appear on the agenda.
- (v) "Point of order" means the raising of a question by a member in a meeting claiming that the procedures of the meeting or of an individual council member are contrary to the procedural rules or practices.
- (w) "Point of privilege" is the raising of a matter by a member which occurs while the council is in session, where:
 - i. the rights, privileges, decorum or dignity of the council collectively or the rights and privileges of a member individually have been affected,
 - ii. when a member believes that another member has spoken disrespectfully toward them or the council, or
 - iii. when a member believes their comments have been misunderstood or misinterpreted by another member or members; or
 - iv. 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 order to clarify his or her position.
- (x) "Point of procedure" means a question directed to the person presiding at a meeting to obtain information on the rules or procedures bearing on the business at hand.
- (y) "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, 2007*;
 - iii. any other Act; or
 - iv. a resolution or bylaw of council.
- (z) "Quorum" is, subject to sections 98 of the Act:
 - i. in the case of council, a majority of the whole council,
 - ii. in the case of a committee, a majority of the members appointed to the committee.

- (aa) "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.
 - (bb) "Resolution" means a formal determination made by council or a committee on the basis of a motion, duly placed before a regularly constituted meeting or a special meeting of council or a committee for debate and decision, and is duly passed.
 - (cc) "Special committee" means a committee appointed by council at any time to deal with a specific issue(s) and exist for a length of time required to review the issue(s) and make recommendations to council.
 - (dd) "Special meeting" means a meeting other than a regular scheduled meeting called pursuant to 123 of the Act or the provisions of this bylaw.
 - (ee) "Subcommittee" means a committee established by a committee, Commission or board to review and report on an aspect of the committee, Commission or board's business.
 - (ff) "Unfinished Business" means business which has been raised at the same, or a previous meeting, and which has not been completed.
 - (gg) "Urgent Business" means a time sensitive matter which requires council's immediate and urgent consideration.
- 3.2 A reference in this bylaw to an enactment of the Legislative Assembly of Saskatchewan is a reference to the enactment as amended from time to time.

4. Application

- 4.1 This bylaw applies to all meetings of council and committees.
- 4.2 Notwithstanding subsection 4.1, council may by resolution or bylaw allow a board and committee to establish its own procedures.
- 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 The Municipalities Act.
- 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 subsection 4.3, any ruling of the mayor or chair shall prevail, subject, however, to the jurisdiction of council or the committee to consider any appeals of those rulings.

PART II – MEETINGS

5. First Meeting

- 5.1 The first meeting of council shall be held within 31 days following a general election.
- 5.2 At the first meeting of council:
 - (a) the Administrator shall provide council with a copy of the declaration of results with respect to the election; and
 - (b) every council member shall take the oath of office pursuant to the Act.
- 5.3 The Administrator shall provide written notice of the time, date and place at least 24 hours prior to the meeting by delivery to place of business or residence or at the request of the Member, by facsimile or electronic delivery.

6. Regular Meetings

- 6.1 Regular meetings of council shall be held on the second Wednesday of each month commencing at 7:00 p.m. in the Council Chambers, 204 2nd Ave East.
- 6.2 In the event of any meeting date falling on a statutory or civic holiday or any day appointed as a holiday, such meetings shall be held at the same time on the following Wednesday.
- 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 mayor to reschedule a regular meeting of council pursuant to the Act during a period of time to be specified within the resolution.
- 6.5 Council or committee meetings may be held with less than 24 hours notice to the council or committee members and not notice to the public IF all members of council sign a waiver before the commencement of the meeting.

7. Special Meetings

- 7.1 The administrator shall call a special meeting of council, whenever requested to do so, in writing, by the mayor 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 7.2, 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.
- 7.7 A Special meeting may be called with less than 24 hours notice to the members of council and no notice to the public if all members sign a waiver of notice before the commencement of the meeting.

8. Meeting through 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:
 - (a) the members of council provide the administrator with at least two (2) business days' notice of their intent to participate in this manner;
 - (b) notice of the council meeting is given to the public including the way in which the council meeting is to be conducted;
 - (c) 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
 - (d) 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:
(a) any members not present at the meeting at which the change was made;
and,
(b) 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:
(a) delivered personally;
(b) left at the usual place of business or residence of the member; or
(c) at the request of the member, 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 Form 2, appended hereto and forming a part of this bylaw, shall be the form used to request the administrator to use an alternate method of providing notice of meetings.
10.3 Notice to the public of a council meeting or a Council committee meeting is sufficient if posted in the Village Office or given as set out in the Public Notice Bylaw No. 6-2006.

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.
11.3 Any person(s) may be expelled from a meeting for improper conduct by the person presiding over a meeting as per section 119 of the Municipalities Act; Improper conduct, for the purpose of this bylaw, is characterized by, but not limited to, violent/erratic behavior, use of profane language, or constant interruption of the meeting process.

12. Closed Sessions

- 12.1 Council may close all or any part of its meetings to the public if the matter to be discussed:
(a) is within one of the exemptions of Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*; or
(b) 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:
(a) the members of council;

- (b) the administrator and other members of administration as the members of council may deem appropriate; and
 - (c) such members of the public as may be allowed to attend by the council.
- 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:
- (a) the time that the in-camera portion of the meeting commenced and concluded;
 - (b) the names of the parties present; and
 - (c) 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 PROCEDURES

13. Agendas

- 13.1 The administrator shall prepare the agenda for all regular and special meetings of council.
- 13.2 The administrator shall ensure that the Packages for Council are delivered to each member no later 48 hours immediately preceding the council meeting. Packages will contain
- 1) Agenda
 - 2) Previous Meeting Minutes for Approval
 - 3) Financial Statements
 - 4) Reports
- 13.3 The administrator shall ensure that the council agendas are available to the general public no later than 24 hours before scheduled meeting.
- 13.4 If, for any reason, the administrator is unable to meet the deadline mentioned in subsection 13.3, the administrator shall prepare and distribute the agenda as soon as reasonably possible to allow council members an opportunity to review the agenda prior to the council meeting.
- 13.5 Correspondence and submissions to council must be received by the Administrator 4 days prior to the scheduled regular meeting of Council in order to provide research to be conducted on the matter being presented to Council.
- 13.6 Submissions and Correspondence received by the Administrator within 4 days of the Council meeting will be added to the agenda at the Administrators discretion, otherwise referred to the next regular meeting of council.
- 13.7 Submissions and correspondence received by the Administrator within 4 days of the Council meeting will be added to the agenda should the subject matter pose a risk or threat to the safety, well being or health to the general public.
- 13.8 Council may, on a majority vote, permit additional material on the agenda.

14. Urgent Business

- 14.1 The 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 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.
- 14.3 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:
 - (a) Call to order;
 - (b) Adoption of agenda;
 - (c) Adoption of minutes;
 - (d) Business Arising from Minutes
 - (e) Delegations;
 - (f) Correspondence
 - (g) Financial Reports
 - (h) Accounts For Approval
 - (i) New Business
 - (j) In Camera
 - (k) Employee Reports
 - (l) Committee Reports
 - (m) Mayors Report
 - (n) Adjournment.
- 15.2 The business shall, in all cases, be taken up in the order in which it stands on the agenda, unless:
 - (a) 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
 - (b) the mayor 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, or as soon as all members of council present, the mayor , or in his or her absence the deputy mayor , shall take the chair and call the members to order.
- 16.2 In case neither the mayor nor the deputy mayor is in attendance within ten minutes after the hour appointed, and subject to a quorum being present, council shall appoint an acting mayor pursuant to section 33 of this bylaw who shall call the meeting to order and shall preside over the meeting until the arrival of the mayor or the deputy mayor, 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 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 the Act, 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.
- 16.6 Members are encouraged to notify the administrator when the member is aware that he or she will be absent from any meeting of council.

17. Quorum

- 17.1 A quorum of council is a majority of members.
- 17.2 Any act or proceeding of council that is adopted at any council meeting at which a quorum is not present is invalid.

18. Minutes

- 18.1 The administrator 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.
- 18.2 The names of the members present at the meeting are to be recorded in the minutes of every meeting.
- 18.3 Any member may make a motion amending the minutes to correct any mistakes.
- 18.4 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.

19. Proclamations

- 19.1 All requests for proclamations shall be submitted to the mayor 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 fourteen (14) days prior to the proposed date for the proclamation. However, exceptions may be made in extenuating circumstances.
- 19.2 Subject to The Saskatchewan Human Rights Code, the mayor may, in his or her sole discretion, approve the proclamation submitted pursuant to subsection 19.1, provided the proclamation does not:
 - (a) promote any commercial business, unless, at the discretion of the mayor, the Proclamation provides a significant benefit to the community;
 - (b) involve any person or organization which promotes hatred of any person or class of persons or otherwise involves illegal activity; or
 - (c) contain any inflammatory, obscene or libelous statement.
- 19.3 The mayor may:
 - (a) issue the proclamation:
 - i. in the words and form of the proclamation as submitted; or
 - ii. in words and form chosen by the mayor or
 - (b) forward the proclamation for consideration by council.
- 19.4 Once the proclamation has been approved, the proclamation shall be noted on the appropriate council agenda as information.
- 19.5 Council, having delegated the administration of proclamations, shall not hear delegations related to proclamation requests, unless specifically approved by council.

- 19.6 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 mayor / reeve or councillors at the specific function or event.
- 19.7 The local media are requested:
- (a) not to publish any proclamation claiming to be proclaimed by the mayor unless it bears his or her signature; and
 - (b) when publishing a proclamation by the mayor, that the proclamation contain only the following:
 - i. the crest of the municipality;
 - ii. the name of the municipality; and
 - iii. the text of the proclamation.

20. Presentations & Recognitions

- 20.1 Presentations shall be listed on the agenda when authorized by the mayor 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.

21. Public Hearing

- 21.1 If a public hearing is required by any Act, it shall be conducted in accordance with the provisions of this section.
- 21.2 The procedure by which the public hearing will be conducted or by which public input will be obtained shall be as follows:
- (a) the mayor shall declare the hearing on the matter open;
 - (b) the administration shall present a report on the bylaw or resolution under consideration including the administration recommendations;
 - (c) if it is a hearing that involves an applicant, the applicant shall be given an opportunity to make representations on the matter under consideration;
 - (d) 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;
 - (e) 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 representations of other people;
 - (f) council may request further information from administration;
 - (g) council shall formally receive all communications and written reports submitted to it on the subject matter of the hearing;
 - (h) the mayor shall declare the hearing closed; and
 - (i) 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.
- 21.3 The time allowed for each person making representations shall be 5-15 minutes, as set by the mayor.
- 21.4 A hearing may be adjourned to a certain date.
- 21.5 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.

22. Correspondence - General

- 22.1 When a person wishes to have a communication considered by council, it shall be addressed to council, and:
- (a) clearly set out the matter in issue and the request; and
 - (b) 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
 - (c) for electronic communication, must contain the name of the writer and both the mailing and electronic address of the writer.
- 22.2 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*.
- 22.3 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.

23. Communications – Matters on council Agenda

- 23.1 A written communication pertaining to a matter already on a council agenda must be received by the administrator no later than 4 days prior to scheduled meeting in order to be included on the council agenda.
- 23.2 A written communication received prior to 4 days of scheduled meeting 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.
- 23.3 In the event that the communication to the administrator is received within 4 days of scheduled meeting, regarding a subject which is on the agenda, the administrator will bring the request to the attention of council:
- (a) 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.

24. Communications – Matters not on Council Agenda

- 24.1 A written communication received 4 days prior to a scheduled meeting 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.
- 24.2 In the event that the communication to the administrator is received within 4 days of scheduled meeting, regarding a subject which is not on the agenda, the administrator will bring the request to the attention of council¹.
- 24.3 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, they must notify the administrator in writing one week prior to Council meeting, which notice shall include the following:
- (a) the name and correct mailing address of the spokesperson;
 - (b) originally signed, except when submitted by facsimile or e-mail; and

- (c) clearly setting out the subject matter to be discussed and the request being made of council.
- 25.2 Delegations are allotted 15 minutes to address Council unless Council grants them an extension of time.
- 25.3 Where there are numerous delegates taking the same position on a matter, they are encouraged to select a spokesperson to present their views.
- 25.4 Only upon a motion to extend the 15 minute limitation adopted by a majority of members shall the limit be extended.
- 25.5 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:
 - (a) Members shall not enter into debate with the delegation respecting the presentation; and
 - (b) Once a motion has been moved, no further representation or questions of the delegation shall be permitted.

26. Mayor and Councillors Forum

- 26.1 Statements shall include the sharing of the following information:
 - (a) events, activities or community functions attended; and
 - (b) general work of members on behalf of council colleagues, constituents and the municipality.
- 26.2 All comments will be verbal only and shall not be recorded in the minutes of the meeting.

27. Bylaws

- 27.1 Every proposed bylaw must have three (3) distinct and separate readings.
- 27.2 A proposed bylaw must not have more than two (2) readings at a council meeting unless the members present unanimously agree to consider third reading.
- 27.3 A proposed bylaw will be considered by council immediately following consideration of the report or item to which the bylaw relates.
- 27.4 Only the title or identifying number has to be read at each reading of the bylaw.
- 27.5 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.
- 27.6 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.
- 27.7 When a bylaw has been given three (3) readings by council, it:
 - (a) becomes a municipal enactment of the municipality; and
 - (b) is effective immediately unless the bylaw or an applicable provincial statute provides otherwise.
- 27.8 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.
- 27.9 After passage, every bylaw shall be signed by the mayor and the administrator, pursuant to the Act and marked with the corporate seal of the municipality.

28. Public Forum

- 28.1 Any member of the public wishing to speak to council on a municipal matter, may appear at a council meeting, as long as they pre-register with the administrator prior to 12:00 noon on the day of the council meeting so that their name may be placed on a speakers list.
- 28.2 The total time allowed to speak shall be not more than fifteen minutes per individual or delegation.

29. Recess

- 29.1 The council may recess at any time during the meeting.
- 29.2 A motion to recess must state the time of duration of the recess, and must be passed by a majority of the members present.
- 29.3 The council may reconvene sooner than the time mentioned in the motion of recess, but must not reconvene later than ten 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.
- 30.2 A motion to adjourn is allowed at any time during a Council meeting, except:
 - 1) When a member of Council is speaking
 - 2) When Memembers of Council are voting on a motion
 - 3) When a recorded vote is being taken
 - 4) When it has been requested that a motion be put to a vote
 - 5) When Council is in the Committee of the Whole
 - 6) A motion to adjourn shall be decided without debate
- 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 for the purpose of dealing with the unfinished items.

PART IV – CONDUCT AT COUNCIL MEETINGS

31. Mayor

- 31.1 The mayor shall:
 - (a) preside at all council meetings;
 - (b) preserve order at council meetings;
 - (c) enforce the rules of council;
 - (d) decide points of privilege and points of order; and
 - (e) advise on points of procedure.
- 31.2 The mayor shall have the same rights and be subject to the same restrictions, when participating in a debate as all other members.
- 31.3 The mayor shall have the same rights and be subject to the same restrictions as all other members to make a motion.

32. Deputy Mayor

- 32.1 The council shall, at its first meeting, or as soon thereafter as conveniently possible, adopt the schedule for the rotation of councillors, a deputy mayor who shall hold office for a term of 3 months per year or for such longer period as the council may decide.
- 32.2 If the mayor, for any reason, is unable to perform the duties of his or her office, the deputy mayor shall have all of the powers of the mayor during the inability.

33. Acting Mayor

- 33.1 Council shall, appoint a member to act as mayor if:
- (a) both the mayor and the deputy mayor, if one has been appointed pursuant to section 35, are unable to perform the duties of his or her office; or
 - (b) the offices of both the mayor and the deputy mayor are vacant.
- 33.2 The member to be appointed, pursuant to subsection 33.1, shall be elected by a majority of the members present.
- 33.3 Where two (2) members have an equal number of votes, the administrator shall:
- (a) write the names of those members separately on blank sheets of paper of equal size, color and texture;
 - (b) fold the sheets in a uniform manner so the names are concealed;
 - (c) deposit them in a receptacle; and
 - (d) direct a person to withdraw one (1) of the sheets.
- 33.4 The member whose name is on the sheet withdrawn pursuant to Subsection 33.3(d) shall be declared elected.

34. Persons Allowed at the Table

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

35. Conduct of Public

- 35.1 All persons in the public gallery at a council meeting shall:
- (a) refrain from addressing council or a member unless permitted to do so;
 - (b) maintain quiet and order;
 - (c) refrain from disturbing the proceedings by words, gestures or actions including applauding, displaying flags, placards or similar material;
 - (d) refrain from talking on cellular telephones;
 - (e) refrain from making audio or video recordings of council proceedings; and
 - (f) 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.

36. Conduct of Delegations

- 36.1 When addressing members at a council meeting, a delegation shall refrain from:

- (a) speaking disrespectfully of the federal government, the provincial government or another municipal council, or any official representing them;
- (b) using offensive words in referring to a member, an employee of the municipality or a member of the public;
- (c) reflecting on a vote of council except when moving to rescind or reconsider it;
- (d) reflecting on the motives of the members who voted on the motion or the mover of the motion; or
- (e) shouting or using an immoderate tone, profane, vulgar or offensive language.
- (f) Making audio or video recordings of the Council proceedings.

37. Conduct of Members

- 37.1 Members of council wishing to speak at a meeting shall ensure they do not interrupt another member.
- 37.2 If more than one member wishes to speak at a meeting at the same time, the mayor shall indicate which member shall speak first.
- 37.3 When addressing a council meeting, a member shall refrain from:
 - (a) speaking disrespectfully of the federal government, the provincial government or another municipal council, or any official representing them;
 - (b) using offensive words in referring to a member, an employee of the municipality or a member of the public;
 - (c) reflecting on a vote of council except when moving to rescind or reconsider it,
 - (d) reflecting on the motives of the members who voted on the motion or the mover of the motion; or
 - (e) shouting or using an immoderate tone, profane, vulgar or offensive language.
- 37.4 When a member is addressing the council, all other members shall:
 - (a) remain quiet and seated;
 - (b) refrain from interrupting the speaker, except on a point of order or point of procedure; and
 - (c) refrain from carrying on a private conversation in such a manner that disturbs the speaker.
- 37.5 Members shall ensure that all electronic devices remain silent and do not interfere with the meeting.

38. Improper Conduct

- 38.1 The mayor 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 35, leave or be expelled from the meeting.
- 38.2 The mayor may request that any delegation who addresses council improperly as set out in section 36, leave or be expelled from the meeting.
- 38.3 No person shall refuse to leave a council meeting when requested to do so by the mayor.
- 38.4 Any person who refuses to leave when requested to do so may be removed.
- 38.5 If a person disturbs the proceedings of council or refuses to leave when requested to do so, the mayor may recess the meeting until the person leaves or adjourn the meeting to another day.

39. Leaving the Meeting

- 39.1 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.

40. Point of Order

- 40.1 When any member of Council believes that another Member of Council has not followed the rules of procedure of Council, they may ask that the Mayor rule on a point of order.
- 40.2 When a point of order is raised, the member speaking shall immediately cease speaking until the mayor decides the point of order raised.
- 40.3 The mayor may consult the administrator before ruling on a point of order.
- 40.4 A point of order is not subject to amendment or debate.

41. Point of Privilege

- 41.1 A member may rise and ask the mayor to rule on a point of privilege.
- 41.2 After the member has stated the point of privilege, the mayor shall rule whether or not the matter raised is a point of privilege.
- 41.3 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.
- 41.4 If the point of privilege concerns a situation, circumstance or event which arose between council meetings, the member shall raise the matter immediately after adoption of the minutes of the previous council meeting.
- 41.5 The mayor may consult the administrator before ruling on a point of privilege.
- 41.6 A point of privilege is not subject to amendment or debate unless a motion regarding the point of privilege is put to council.

42. Point of Procedure

- 42.1 Any member may ask the mayor for an opinion on a point of procedure.
- 42.2 When a point of procedure is raised, the member speaking shall immediately cease speaking until the mayor responds to the inquiry.
- 42.3 After the member has asked the point of procedure, the mayor shall provide an opinion on the rules of procedure bearing on the matter before council.
- 42.4 The mayor may consult the administrator before providing an opinion on the point of procedure.
- 42.5 A point of procedure is not subject to amendment or debate.
- 42.6 The mayor's answer to a point of procedure is not a ruling, and cannot be appealed to the whole of council.

43. Appeal

- 43.1 Whenever a member wishes to appeal any ruling of the mayor or a point of order or point of privilege to the whole of council:
- (a) the motion of appeal, "that the decision of the chair be overruled" shall be made;
 - (b) the member may offer a brief reason for the challenge;
 - (c) the mayor may state the reason for the decision; and
 - (d) following which the question shall be put immediately without debate.
- 43.2 The mayor shall be governed by the vote of the majority of the members present.

- 43.3 A ruling of the mayor must be appealed immediately after ruling is made or the ruling will be final.

44. Calling a Member to Order

- 44.1 When the mayor calls a member to order, the member shall resume his or her seat, but may afterwards explain his or her position in making the remark for which he or she was called to order.
- 44.2 In the event that a member refuses to resume his or her seat when called to order, the mayor shall request the deputy mayor, or if the deputy mayor is absent or is the unruly member, any other member of council to move a resolution to remove the unruly member either:
- (a) for the balance of the meeting,
 - (b) until a time which shall be stated in the motion, or
 - (c) until the member makes an apology acceptable to council for his or her unruly behavior, whichever shall be the shortest time.
- 44.3 When the majority of council votes in favor of the resolution, the mayor shall direct the unruly member to leave the council chamber, and if the member refuses to leave, the mayor may:
- (a) recess the meeting until the person leaves or adjourn the meeting to another day; or
 - (b) direct that law enforcement officials be engaged to assist in the removal of the unruly member.
- 44.4 When council has directed an unruly member to leave the council chambers, 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 or her place if he or she has not left or been removed, or to retake his or her place.

PART V – MOTIONS

45. Motions and Debate

- 45.1 Common practice of Council is to thoroughly debate agenda items before motions are put to the floor to avoid amendments and to avoid amendments to amendments.
- 45.2 A motion shall express fully and clearly the intent of the mover and shall not be preceded by any preamble or whereas clauses.
- 45.3 When a motion is under debate no other motion may be made, except a motion to:
- (a) amend a motion;
 - (b) refer motion to a council committee or administration for a report back to council;
 - (c) postpone a motion to a fixed date;
 - (d) request that a motion be put to a vote;
 - (e) adjourn the meeting.
- 45.4 Notwithstanding any other provisions of this bylaw, the member, who moved a motion after a motion is under debate, may, with the consent of council:
- (a) on his or her own initiative while he or she is speaking on the same; or
 - (b) 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.

- 45.5 Any motions allowed under subsection 45.2 shall be considered in the order in which they were moved.

46. Motion to Amendments

46.1 Except as provided in subsection 46.12, any motion may be amended to:

- (a) add words within the motion;
- (b) delete words within the motion; or
- (c) change a word or words within the motion.

46.2 The amending motion must be:

- (a) relevant to the main motion;
- (b) made while the main motion is under consideration; and
- (c) consistent with the principle embodied in the main motion.

46.3 An amending motion may also be amended.

46.4 A sub amendment must be:

- (a) relevant to the original amendment;
- (b) made while the original amendment is under consideration; and
- (c) consistent with the intent of either the original amendment or the main motion.

46.5 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.

46.6 There is no limit to the number of amendments or sub amendments that may be proposed.

46.7 An amendment may be introduced at any stage before the question is put on the main motion provided there is not more than one amendment and one sub amendment before the meeting at one time.

46.8 Any member wishing to move an amendment that is not in order at the time because there are already two amendments before the meeting may state the intention of the proposed amendment, as the proposal may affect the vote on those motions awaiting decision.

46.9 The main motion shall not be debated until all amendments to it have been put to a vote.

46.10 Amendments shall be put in the reverse order to the order in which they were moved.

46.11 When all amendments have been voted on, the main motion incorporating all amendments adopted shall be put to a vote.

46.12 No amendments shall be made to the following motions:

- (a) a motion to adjourn;
- (b) a motion to defer to a fixed date, except as to the date; and
- (c) a motion requesting that a motion be put to a vote.

46.13 A motion to amend shall not:

- a) Reverse the affirmative or negative intent of the original motion
- b) Substantially change the intent of the motion

47. Dividing a Motion into Parts

47.1 A member may request or the mayor may direct that a motion be divided if the motion contains more than one separate and complete recommendation.

47.2 Council shall then vote separately on each recommendation.

- 47.3 A new motion to add a further recommendation is permitted provided:
- (a) the proposed recommendation is relevant to the original motion;
 - (b) the proposed recommendation does not alter in a significant way the principle embodied in the original motion; and
 - (c) the original motion has been dealt with.

48. Motion Arising

- 48.1 When a particular matter is before council, a motion arising on the same matter is permitted provided:
- (a) the proposed motion is related to and rises from the item which has just been considered;
 - (b) the proposed motion does not alter in a significant way the principle embodied in the original motion; and
 - (c) the proposed motion is made before the consideration of any other item of business at the meeting.

49. Request that Motion be put to Vote

- 49.1 A motion requesting that a motion be put to a vote shall not be moved or seconded by a member who has spoken to the original motion.
- 49.2 A motion requesting that a motion be put to a vote shall not be amended or debated.
- 49.3 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.
- 49.4 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.

50. Motion to Adjourn

- 50.1 A member may move a motion to adjourn a meeting at any time, except when:
- (a) another member is in possession of the floor;
 - (b) a call for a recorded vote has been made;
 - (c) the members are voting;
 - (d) when council is considering a motion requesting that a motion be put to a vote; or
 - (e) a previous motion to adjourn has been defeated and no other intermediate proceeding has taken place.
- 50.2 A motion to adjourn shall be decided without debate.

51. Consent Agenda

- 51.1 The consent agenda portion of a meeting is moved, seconded and voted upon without debate as one item regardless of the number of reports included.
- 51.2 If a member wishes to debate an item included in the consent motion, a request to remove the item from the consent agenda must be made before the mayor calls the questions, and the item shall be removed from the consent agenda without further debate or vote.
- 51.3 Any items so removed shall be addressed immediately following approval of the consent agenda.
- 51.4 If an item is removed from the consent agenda pursuant to subsection 51.2 a person may address council on the item.

52. Motion to Move to a Closed Meeting

- 52.1 A member may make a motion that a council meeting move to a closed meeting.
- 52.2 The motion to move to a closed meeting must:
 - (a) be in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act*;
 - (b) the titles or subject of the item(s) to be discussed; and
 - (c) include the reason for the council meeting to be held in a closed meeting.
- 52.3 No bylaw or resolution shall be passed during a closed meeting.

53. Motion Contrary to Rules

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

54. Withdrawal of Motions

- 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 shall only be considered by Council if at least one of the following conditions are met:
 - a) Written notice has been given to each Council Member, of the proposed motion to reconsider, at least 24 hours before the meeting;
 - b) By unanimous vote of all Members of Council
 - c) A Council Committee or the Administration recommends that the council consider a motion to reconsider.
- 55.3 A motion to reconsider is in order whether the original motion passed or failed.
- 55.4 Any question may be reconsidered if a change has occurred in any material fact relied upon by Council in deciding the question or in the event that new information is made available to members of Council, which was not available at the time of Council's decision.
- 55.5 A motion to reconsider shall require at least 85% of Council members to pass, regardless of the number of members present.
- 55.6 A motion to reconsider must be moved by a member who voted with the prevailing side of 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 If a motion to reconsider is adopted, the original motion is immediately placed before council to be reconsidered.
- 55.10 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 shall only be considered by Council if at least one of

the following conditions are met:

- a) Written notice has been given to each Council Member, of the proposed motion to rescind, at least 24 hours before the meeting;
 - b) By unanimous vote of all Members of Council
 - c) A Council Committee or the Administration recommends that the council consider a motion to rescind.
- 56.3 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.
- 56.4 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.
- 56.5 A motion to rescind may be moved and seconded by any council member regardless how they voted on the original motion.
- 56.6 A motion to rescind is debatable.
- 56.7 A motion to rescind may be amended.
- 56.8 A motion to rescind shall, in all cases, require a majority vote of all council members to pass.
- 56.9 A motion cannot be rescinded:
- (a) when the making or calling up of a motion to reconsider is in order;
 - (b) when action on the motion has been carried out in a way that cannot be undone; or
 - (c) 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 59.1, 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:
- (a) the terms on which the motion is being referred; and
 - (b) the time when the matter is to be returned.

59. Debate on Motion

- 59.1 No member shall speak more than once to a motion, until each member has been provided an opportunity to speak on the motion, except to explain a material part of their speech which may have been misquoted or misunderstood.
- 59.2 The mover of the motion shall be given the first opportunity to speak.
- 59.3 The mover of the motion shall be allowed a reply at the conclusion of the debate.

60. Legal Advice

- 60.1 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.

61. Voting of council

- 61.1 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.
- 61.2 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.
- 61.3 The administrator shall ensure that each abstention and the reason for abstention is recorded in the minutes of the meeting.

62. Voting of Mayor

- 62.1 The mayor shall vote with the other members on all questions.

63. Majority Decision

- 63.1 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.

64. Recorded Vote

- 64.1 Before a vote is taken by council, a member may request that the vote be recorded.
- 64.2 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.

65. Tied Vote

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

PART VI – COMMITTEES

66. Procedure for Appointments

- 66.1 The administrator shall utilize the following procedure for appointments to committees:
- (a) Obtain information from the various committees that council is entitled to make appointments to in the ensuing term regarding the dates and times of their regular meetings and the attendance by council appointed representatives in the previous term; and
 - (b) Compile all applications received and provide the compiled applications to council.

67. Term

- 67.1 Standing committees and Special committees of Council are appointed by Council and reviewed and updated annually. (See Appendix 1 and Appendix 2.) The committees hold discussions to arrive at a consensus and make recommendations to take back to the council meeting. Any resolution or bylaw recommended by a committee must be passed at either a regular or special council meeting.
- 67.2 Any person that is elected to Council owing tax arrears will not be allowed to sit on any council Appointments or Council Committees until the situation is rectified.
- 67.3 The administrator or committee secretary 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, as well, if the member misses three (3) meetings, within a calendar year, council be advised to decide if the member should be removed from the committee.
- 67.4 Council may, in its discretion, revoke the membership of any individual whom has been appointed to a committee.

68. Committee Procedures

- 68.1 Council may from time to time establish a committee in response to specific issues requiring immediate or long term attention.
- 68.2 Standing Committees may be set up by resolution and consist only of Members of the Council. Meetings of these committees are informal. Members speak as often as necessary and do not deprive other members of opportunities to present their views. The chair-person may take an active part in the discussion and may put questions to a vote on his/her own initiative after informal discussion. The chair person shall vote on all motions.
- 68.3 Standing committees may be established for any purpose which would be better regulated and managed by means of such a committee. The committee considers such matters that are referred to it, and reports to the council with or without a recommendation
- 68.4 The mayor 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 of the rights, privileges, powers and duties of other members, whether elected or appointed.
- 68.5 The mayor's attendance shall not, however, be included for the purpose of determining a quorum.
- 68.6 Municipal officials 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.
- 68.7 The chair of all Standing Committees established by council shall be designated by council, unless council directs otherwise.
- 68.8 All councillors may attend the meetings of Standing Committees established pursuant to the Act, and may take part in the proceedings of the same, except that non-committee members shall not have a vote.
- 68.9 Everyone has the right to be present at committee meetings that are conducted in public unless the chair expels a person for improper conduct.
- 68.10 Subject to subsection 14, committees shall conduct all committee meetings in public.
- 68.11 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.

- (a) all members not present at the meeting at which the decision to cancel was made; and
 - (b) the public.
- 68.12 For committees operating without regularly scheduled meeting, 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.
- 68.13 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.
- 68.14 Each committee, whom the administrator does not provide secretarial services to, will recommend to the administrator the appointment of a Secretary, who will be responsible for:
- (a) tracking the attendance;
 - (b) preparing meeting agendas and minutes; and
 - (c) reporting the committee's decisions to council.
- 68.15 Reporting to committees shall be provided through the administrator or the secretary.
- 68.16 The Secretary shall record the minutes, without note or comment.
- 68.17 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:
- (a) unless authorized by council; or
 - (b) until the matter is included on a public agenda of council.
- 68.18 Every committee shall report to council, and no action of any committee shall be binding on the municipality unless:
- (a) power to take such action is expressly conferred on the committee by legislation, bylaw or resolution of council; or,
 - (b) council has considered the report of the committee and if adopted, shall become the resolve of council.

STANDING COMMITTEES:

Administration Committee

The Administration Committee shall consist of the mayor and three councillors to be appointed annually. Its mandate is to:

- a) Act as a liaison between the council and employees;
- b) Negotiate salaries with the employees;
- c) Act as a grievance committee;
- d) Make recommendations to Council.

Financial Planning Committee

The financial planning committee shall consist of the administrator, the mayor and a councillor appointed annually. Its mandate is to:

- a) Develop a 5 year policy on construction, maintenance, capital and financial plan;
- b) Review the plan and update it each year;
- c) Assist in the budgeting process each year;
- d) Make recommendations to Council.

Infrastructure Committee

The Infrastructure Committee shall consist of maintenance foreman, and a minimum of 2 councillors, appointed in January each year. Its mandate is to:

- a) Review the conditions of the streets, roads, sidewalks, water and sewer systems every year to determine which areas need attention;
- b) When requested by Council, to determine a plan of action regarding maintenance/new construction and bring any findings to Councils attention;
- c) Ensure that the plan of action is followed and to investigate any discrepancies;
- d) Make recommendations to Council.

Protective Services Committee

The protective services committee shall consist of a minimum of two councillors appointed in January each year. Its mandate is to:

- a) Review the policies of the Fire Department as well as the Animal Control Bylaw from time to time to ensure it meets our growing needs;
- b) Inspect properties for contravention with the towns nuisance bylaw or provincial health regulations and inform administrative staff of any offenders;
- c) Act as a liaison between Council and Fire Department and R.C.M.P;
- d) Make recommendations to Council.

Economic Development Committee

The economic development committee shall consist of the Mayor, and all of Council appointed annually. Its mandate is to:

- a) Review the zoning bylaw of the municipality from time to time to ensure it meets our growing needs;
- b) Develop a plan for residential, light industrial and commercial subdivisions;
- c) Review all development and subdivision applications and make recommendations to Council.

PART VII – MISCELLANEOUS

69. Repeal of Bylaws & Resolutions

That all previous bylaws pertaining to Proceedings of Municipal Council and Council and Council Committees be repealed.

70. Coming Into Force

70.1 This bylaw shall come into force and take effect on January 13, 2016



[Signature]
Mayor / Reeve

[Signature]
Administrator

Section ___ of _____²

Read a third time and adopted
this 13 day of January 2016

[Signature]
Administrator

Bylaw # 1/2016
Form 1 – Request for a Special Meeting

Date: _____
To: _____, Administrator, Village of Debden

Pursuant to section 123 of the Act, I / we hereby request you to call a special meeting of the Council of the [Full Name of Municipality] 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 124 (1) of the Act
 Notice not provided pursuant to subsection 123 (3) of the Act

Bylaw #1/2016
Form 2 – Request for Method of Providing Notice

Date: _____
To: _____, Administrator, Municipality of Debden
From: _____ (name of council member)

Pursuant to clause 124 (1)(c) of the Act, I hereby request notice of council or committee meetings be provided to me by the alternate means:

- By regular mail (address)
- By telephone or voice mail (telephone number)
- By facsimile (fax number)
- By email (email address)
- By text (cell phone number)

Check one of the above

This request remains in force until the end of my current term of office unless sooner revoked by me in writing.

Dated this ___ day of _____, 20__

(Signature of member)

Appendix 1

Appointments as per Bylaws and Municipalities Act

Assessment Agency	-SAMA
Auditor	-Courtney Scrupski
Building Inspector	-Peter Halayka
Bylaw Officer	-
Deputy Mayor	-Councillor Parras (January, February, March) -Councillor Demers (April, May, June) -Councillor Fisher (July, August, September) -Councillor Cyr (October, November, December)
EMO Coordinator	-Carmen Jean -Mayor Aline Hannon
Development Appeals Board	-
Debden Chamber of Commerce	-Mayor Aline Hannon
Debden Community Center	-Councillor Parras -Councillor Demers
Debden Community Hall	-Councillor Fisher -Councillor Cyr
Debden Curling Club	-Councillor Demers
Debden Fire Department	-Councillor Cyr
Debden Health Board	-Councillor Parras -Mayor Aline Hannon
Debden Recreation Board	-Councillor Cyr
Engineering Firm	-Clifton and Associates
Financial Institution	-Debden Credit Union
Hwy 55 Regional Waste	-Councillor Parras -Mayor Aline Hannon
Hwy 55-40 Working Group	-Carmen Jean -Mayor Aline Hannon
Lagoon	-Mayor Aline Hannon -Councillor Fisher
Local Assessor	-
Library Board	-Councillor Cyr -Councillor Parras
Library Board (Wapiti Regional)	-Councillor Cyr
North Central Enterprise	-Mayor Aline Hannon
North West Regional College	-
Rec and Wellness	-Councillor Parras -Councillor Demers
Solicitor	-Wilcox and Zuk
Waterworks	-Councillor Fisher

Appendix 2
Standing Committees

Administration	-Mayor Aline Hannon -Councillor Cyr -Councillor Demers
Financial Planning	-Mayor Aline Hannon -Councillor Cyr
Infrastructure	-Councillor Parras -Councillor Fisher
Protective Services	-Councillor Cyr -Councillor Demers
Economic Development	-Entire Council
<u>Mayor Responsibilities</u>	
Sask Housing	
Water	
Waste	
Economic Development	
Public Relations	
Employees	
Doctor Recruitment	
Alternate Signing	-Councillor Cyr -Councillor Parras