

RURAL MUNICIPALITY OF PLEASANTDALE NO. 398

BYLAW NO. 12 - 2021

A Bylaw to Regulate the Proceeding of Municipal Council and Council's Committees

The Council of the RM of Pleasantdale # 398 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 reeve**” means the Councillor elected by council to act as the reeve 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 *The Municipalities Act*;
- (f) “**Agenda deadline**” means the time established in subsection 13.6 of this bylaw;
- (g) “**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;
- (h) “**Business day**” means a day other than a Saturday, Sunday or holiday;
- (i) “**Chair**” means a person who has the authority to preside over a meeting;
- (j) “**Council Committee**” means a committee duly appointed by council and consisting of council members only;
- (k) “**Communications**” include, but are not limited to the following: letter, memorandum, report, notice, electronic mail, facsimile, petition, brochure, or newspaper/magazine article;
- (l) “**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;
- (m) “**Consent motion**” means a motion to adopt, without debate, the recommendations of several reports within a consent agenda;
- (n) “**Contact information**”
 - a. The name of a person; and
 - b. Whichever of the following options is considered by the sender to be most likely to affect receipt by the intended recipient:
 - i. Mailing Address
 - ii. Street or civic address;
 - iii. Email address;
 - iv. Telephone Number;
 - v. Fax number; or
 - vi. Any other prescribed option
- (o) “**Council**” means the reeve and councillors of the municipality elected pursuant to the provisions of *The Local Government Election Act*;
- (p) “**Councillor**” means the council member duly elected in the municipality as a counselor, in accordance with *The Local Government Election Act*;

- (q) **“Deputy Reeve”** means the Councillor who is appointed by council, pursuant to section 34 of this bylaw, to act as reeve in the absence or incapacity of the reeve.
- (r) **“Reeve”** means the council member duly elected in the municipality as the reeve in accordance with *The Local Government Election Act*;
- (s) **“Member”** means the reeve, councillor or an appointed individual to a council committee, or other body;
- (t) **“Motion”** means a formal proposal placed before a meeting in order that it may be debated to a conclusion;
- (u) **“Mover”** means a person who presents or proposes a motion or amendment;
- (v) **“Municipality”** means the Rural Municipality of Pleasantdale #398;
- (w) **“Order of business”** means the list of items comprising the agenda and the order in which those items appear on the agenda;
- (x) **“Other Body”** means a committee, board, authority, commission or other body duly appointed by council, but does not include a council committee;
- (y) **“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;
- (z) **“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, or
 - 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.
- (aa) **“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;
- (bb) **“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.
- (cc) **“Quorum”** is, subject to section 98 of the Act:
- i. in the case of council, a majority of the whole council,
 - ii. in the case of a council committee, a majority of the members appointed to the committee; and
 - iii. in the case of any other body, a majority of the members appointed to the other body;
- (dd) **“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;
- (ee) **“Reeve”** means the council member duly elected in the municipality as the Reeve in accordance with *The Local Government Election Act*;
- (ff) **“Resolution”** means a formal determination made by council or a council committee on the basis of a motion, duly placed before a regularly constituted meeting or a special meeting of council, a council committee or any other body for debate and decision, and is duly passed;
- (gg) **“Seconded”** means a person who formally supports a motion or amendment at the time it is proposed;
- (hh) **“Special meeting”** means a meeting other than a regular scheduled meeting call pursuant to section 123 MA of the Act or provisions of this bylaw; **“Special meeting”** means a meeting other than a regular scheduled meeting called pursuant to section 123 of the Act or the provisions of this bylaw;

- (ii) “**Unfinished Business**” means business which has been raised at the same, or a previous meeting, and which has not been completed;
 - (jj) “**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 council committees and other bodies.
- 4.2 Notwithstanding subsection 4.1, council may by resolution or bylaw allow a council committee or other body 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 *Robert’s Rules of Order*.
- 4.4 In the event of any conflict between the provisions of this bylaw and those contained in subsection 4.3, the provision of this bylaw shall apply.
- 4.5 Subject to subsection 4.3, any ruling of the reeve or chair shall prevail, subject, to the jurisdiction of council or the committee to consider any appeals of those rulings.

PART II – MEETINGS

All meetings of council shall be held at the Municipal Office, located at 208 1st Avenue North in Naicam, Sask.

5. First Meeting

- 5.1 The first council meeting following a general election must be held within 31 days of the election, date and place determined by the Administrator. Council shall be notified of the meeting date after the general election.
- 5.2 The Returning Officer shall provide council with a copy of the declaration of results with respect to the election; and
- 5.3 Prior to commencement of the first meeting, every member of council that have been duly elected shall take the oath or affirmation of office pursuant to the Act.

6. Regular Meetings

- 6.1 Regular meetings of council are generally held on the second Thursday of each month commencing at 9:00 a.m.; should council business not be concluded council may consider a meeting on the fourth Thursday of the month commencing at 9:00 a.m.
- 6.2 Council shall ensure that the time between regularly scheduled council meetings does not exceed 60 days.
- 6.3 In the event of any meeting date falling on a statutory or civic holiday or any day appointed as a holiday by proclamation of the Governor-General of Canada, the Lieutenant governor of Saskatchewan, or the reeve, such meeting shall be held at the same time on the next day that the municipal office is scheduled to be open for business.
- 6.4 Annually, the administrator shall submit a regular schedule of council meetings to council for approval as set out in section 6.1 and 6.2 or may recommend alternate meeting dates.
- 6.5 Notwithstanding the foregoing provisions, Administrator may be provided the authority to, dispense with or alter the time of a regular meeting of council.
- 6.6 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.

7. Special Meetings

- 7.1 The administrator 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 If the position of administrator is vacant or the administrator is unable to act, the assistant administrator shall call a special meeting of the council, whenever requested to do so in writing by the reeve or a majority of the members, pursuant to Section 81.1 MA
- 7.3 The written request referred to in subsection 7.1 shall include all items of business to be transacted.

- 7.4 Form 1 appended hereto and forming part of this bylaw, shall be the form used to direct the administrator to call a special meeting of council.
- 7.5 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 24 hours prior to the meeting and, in general terms, the business to be transacted at the meeting.
- 7.6 Notwithstanding subsection 7.4, a special meeting may be held will less than 24 hours' notice to members and without notice to the public if all members agree to do so in writing before the beginning of the special meeting.
- 7.7 No business other than that stated in the notice shall be transacted at a special meeting unless all the members are present and it is by unanimous consent.

8 Meeting through Electronic Means

- 8.1 One or more members of council may participate in a council meeting by electronic means 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, provided or sent according to the member's contact information.
- 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 Form 3, notice of a council meeting is to be given to the public by posting notice at the municipal office or on the municipality's website or in any other manner specified by council through 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:
 - 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) the members of the public as the members of council may deemed 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:
 - 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 12.1 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 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.
- 13.3 The administrator shall ensure that the council agendas are delivered to each member not later than 3 days immediately preceding the council meeting.
- 13.4 The administrator shall ensure that the council agendas are available to the general public not later than 2 days immediately preceding the council meeting.
- 13.5 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.
- 13.6 All administrative reports, communications from the public, requests, or any other material intended for inclusion in a council agenda must be received by the administrator no later than the Friday at 3:00 p.m. preceding the council meeting.
- 13.7 Council may, on a majority vote, permit additional material on the agenda.
- 13.8 Items may be added to the Agenda that may arise at a Regular Meeting of Council.
- 13.9 Items may be added to the Agenda that may arise at a Special Meeting of Council only by unanimous consent of Council and only if ALL members of Council are present.

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 The administrator shall distribute any requests or material to add a matter of urgent business to the agenda to the members as soon as they are available.
- 14.3 During the confirmation of the agenda, a member may remove to add a report, communications, or delegation to the agenda if the matter arises from unforeseeable situation of urgency.
- 14.4 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) Conflict of interest declaration;
 - (c) Adoption of agenda;
 - (d) Approval of minutes;
 - (e) Accounts Payable;
 - (f) Financial Statements;
 - (g) Bank Reconciliation;
 - (h) Public Meetings
 - (i) Committee and Administration Reports;
 - (j) Delegations;
 - (k) Unfinished Business;
 - (l) In Camera
 - (m) Infrastructure (Roads and Bridges);
 - (n) New Business;
 - (o) Planning and Development
 - (p) Correspondence;
 - (q) 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 majority vote of the members present and which vote shall be placed without debate; or
 - b) 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, or as soon as all members of council present, the reeve, or in his or her 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 15 minutes after the hour appointed, and subject to a quorum being present, council shall appoint an acting reeve pursuant to section 29 of this bylaw.
- 16.3 The person appointed pursuant to section 16.2 shall call the meeting to order and shall preside over the meeting until the arrival of the reeve or deputy reeve, and all proceedings of such meeting shall be deemed to be regular and in for force and effect.
- 16.4 If a quorum is not present in 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.
- 16.5 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.
- 16.6 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.
- 16.7 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.
- 17.3 Members of Council who declare conflict of interest on resolutions or bylaws are not to be counted when determining quorum as per Sec. 146 of the Act, unless the number becomes less than two.

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 Notwithstanding section 18.1, the administrator shall record in the minutes every declaration of a conflict and the general nature and material details of the disclosure and any abstention or withdrawal.
- 18.3 The names of the members present at the meeting are to be recorded in the minutes of every meeting.
- 18.4 Any member may make a motion amending the minutes to correct any mistakes.
- 18.5 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.
- 18.6 All minutes, once approved, shall be open for inspection by the public.

19 Presentations and Recognitions

- 19.1 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.

20 Public Hearing

- 20.1 If a public hearing is required by any Act, it shall be conducted in accordance with the provisions of this section.
- 20.2 The procedure by which the public hearing will be conducted or by which public input will be obtained shall be as follows:
 - (a) the reeve 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 reeve 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.
- 20.3 The time allowed for each person making representations shall be no longer than 2 minutes.
- 20.4 A hearing may be adjourned to a certain date.
- 20.5 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.

21 Communications - General

- 21.1 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.

- 21.2 A communication received by the administrator, which does not meet the conditions in subsection 21.1 or is abusive in nature, shall be forwarded to the reeve or deputy reeve for review and disposition.
- 21.3 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*.
- 21.4 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.

22 Communications – Matters on Council Agenda

- 22.1 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.
- 22.2 In the event that the communication to the administrator is received after the agenda deadline, regarding a subject which is not on the agenda, the administrator will bring the request to the attention of council.
- 22.3 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.

23 Communication – Matters Not on Council Agenda

- 23.1 When a person wishes to speak to council on a matter already on a council agenda, for which a hearing is not required, that person shall notify the administrator in writing, the notice shall include the following:
 - a) The name and correct mailing address of the spokesman;
 - b) Telephone number where the representative of the delegation can be reached during the day;
 - c) Original signature, except when submitted by facsimile or email; and
 - d) The subject matter to be discussed and the request being made of council.
- 23.2 A request to speak to council pursuant to subsection 23.1 must be received by the Administrator no later than the agenda deadline in order to be included on the council agenda.
- 23.3 In the event a delegation makes an application to the administrator after the agenda deadline regarding a subject which is on the agenda, the administrator will bring the request to the attention of council:
 - a) 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.
- 23.4 Delegations speaking before council shall address their remarks to the stated business:
 - a) Will be limited to speaking only once; and
 - b) Rebuttal or cross-debate with other delegations shall not be permitted.
- 23.5 Where there are numerous delegates taking the same position on a matter, they are encouraged to select a spokesman to present their views:
 - a) Delegations are encouraged not to repeat information presented by an earlier delegation;
 - b) The reeve shall at the conclusion of 2 minutes, inform the delegation that the time limit is up;
 - c) Only upon a motion to extend the 2 minute limitation adopted by a majority of members shall the 2 minute limit be extended; and
 - d) Delegations will not be permitted to assume any unused time allocated to another delegation.
- 23.6 Upon the completion of a presentation to council, any dialogue between members and the delegation shall be limited to members asking questions for clarification and obtaining addition or relevant information only:
 - a) Members shall not enter into debate with the delegation respecting the presentation; and
 - b) Once a motion has been moved and seconded, no further representation or questions of the delegation shall be permitted.

24. Delegations – Matters on Council Agenda

- 24.1 When a person wishes to speak to council on a matter not on a council agenda, for which a hearing is not required, that person shall notify the administrator in writing, and the notice shall include the following:
- a) The name and correct contact information of the spokesperson;
 - b) Telephone number where the representative of the delegation can be reached during the day;
 - c) Original signature, except when submitted by facsimile or email; and
 - d) The subject matter to discuss the request being made of council.
- 24.2 A request to speak to council pursuant to subsection 24.1 must be received by the administrator no later than the agenda deadline to be included in the agenda.
- 24.3 The administrator, may refuse to accept a request to speak to council if council has, within the six months immediately preceding the request, already heard from the person and dealt with the same or substantially the same matter by resolution or bylaw.
- 24.4 If a request to speak to council is refused pursuant to subsection 24.3, a copy of the request and reply shall be forwarded to members by the administrator.
- 24.5 In the event that a delegation makes an application to the administrator after the Agenda deadline regarding a subject which is not on the agenda, the administrator will bring the request to the attention of Council.
- a) 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 be approve the agenda.

25. Reeve and Councilors Forum

- 25.1 Statement 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.
- 25.2 All comments will be verbal only and shall not be recorded in the minutes of the meeting.

24 Bylaws

- 24.1 Every proposed bylaw must have three (3) distinct and separate readings.
- 24.2 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.
- 24.3 A proposed bylaw will be considered by council immediately following consideration of the report or item to which the bylaw relates.
- 24.4 Only the title or identifying number has to be read at each reading of the bylaw.
- 24.5 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.
- 24.6 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.
- 24.7 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.
- 24.8 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.
- 24.9 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.

25 Recess

- 25.1 The council may recess at any time during the meeting.
- 25.2 A motion to recess must state the time of duration of the recess, and must be passed by a majority of the members present.

- 25.3 The council may reconvene sooner than the time mentioned in the motion of recess, but must not reconvene later than 10 minutes after the time specified for reconvening or the meeting shall be deemed to be adjourned due to a lack of quorum.

26 Adjournment

- 26.1 All regularly scheduled council meetings shall stand adjourned when the council has completed all business as listed on the order of business, or at such time as the Council passes a motion to adjourn, or at such time as quorum is lost.
- 26.2 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; OR should all business not be conducted council may consider a meeting on the fourth Thursday of each month commencing at 9:00 a.m. Council shall make this decision prior to adjournment of the regular scheduled meeting.

PART IV – CONDUCT AT COUNCIL MEETINGS

27 Reeve

- 27.1 The reeve 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.
- 27.2 The reeve shall have the same rights and be subject to the same restrictions, when participating in debate, as all other members.
- 27.3 The reeve shall have the same rights and be subject to the same restrictions as all other members to make a motion.

28 Deputy Reeve

- 28.1 The council shall appoint from the councilors a deputy reeve who shall hold office for a term of one year or for such longer period as the council may decide, and in any event until a successor is appointed.
- 28.2 If the reeve, for any reason, is unable to perform the duties of his or her office, the deputy reeve shall have all of the powers of the reeve during the inability.

29 Acting Reeve

- 29.1 Council shall, appoint a member to act as reeve if:
- a) both the reeve and the deputy reeve are unable to perform the duties of his or her office; or
 - b) the offices of both the reeve and the deputy reeve are vacant.
- 29.2 The member to be appointed pursuant to subsection 29.1 shall be elected by a majority of the members present.
- 29.3 Where two 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 of the sheets.
- 29.4 The member whose name is on the sheet withdrawn pursuant to subsection 29.3(d) shall be declared elected.

30 Persons Allowed at the Table

- 30.1 No person except members, the administrator, and other staff as authorized by the council, are permitted to be seated at the council table during sittings of the council without permission of the council; under Section 23 of LAFOIP.

31 Conduct of Public

- 31.1 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.

32 Conduct of Delegations

- 32.1 When addressing members at a council meeting, a delegation shall refrain from:
- a) Speaking disrespectfully of the federal government, the provincial government, another municipal council, or any official representing them;
 - b) Using offensive words in reference to a member, an employee of the municipality or a member of the public; or
 - c) Shouting, using an immoderate tone, or profane, vulgar or offensive language.

33 Conduct of Members

- 33.1 Members of council wishing to speak at a meeting shall ensure they do not interrupt another member.
- 33.2 If more than one member wishes to speak at a meeting at the same time, the reeve shall indicate which member shall speak first.
- 33.3 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.
- 33.4 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.
- 33.5 Members shall ensure that all electronic devices remain silent and do not interfere with the meeting.

34 Improper Conduct

- 34.1 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 31, leave or be expelled from the meeting.
- 34.2 The reeve may request that any delegation who addresses council improperly, as set in section 32, leave or be expelled from the meeting.
- 34.3 No person shall refuse to leave a council meeting when requested to do so by the reeve.
- 34.4 Any person who refuses to leave when requested to do so may be removed.
- 34.5 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.

35 Leaving the Meeting

- 35.1 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.
- 35.2 The administrator shall make a notation in the minutes of the name of any member leaving the meeting pursuant to section 41.1, and the time the member did so.

36 Point of Order

- 36.1 A member may rise and ask the reeve to rule on a point of order.
- 36.2 When a point of order is raised, the member speaking shall immediately cease speaking until the reeve decides the point of order raised.
- 36.3 A point of order must be raised immediately at the time the rules of council are breached.
- 36.4 The member against whom a point of order is raised may be granted permission by the reeve to explain.
- 36.5 The administrator may be consulted prior to ruling on a point of order.
- 36.6 A point of order may be called by the Deputy Reeve should the Reeve be the offending member on point of order.
- 36.7 A point of order is not subject to amendment or debate.

37 Point of Privilege

- 37.1 A member may rise and ask the reeve to rule on a point of privilege.
- 37.2 After the member has stated the point of privilege, the reeve shall rule whether or not the matter raised is a point of privilege.
- 37.3 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.
- 37.4 If the Reeve is the member contravening the point of privilege the Deputy Reeve shall rule on the point of privilege.
- 37.5 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.
- 37.6 The administrator may be consulted prior to ruling on a point of privilege.
- 37.7 A point of privilege is not subject to amendment or debate unless a motion regarding the point of privilege is put to council.

38 Point of Procedure

- 38.1 Any member may ask the reeve for an opinion on a point of procedure.
- 38.2 When a point of procedure is raised, the member speaking shall immediately cease speaking until the reeve responds to the inquiry.
- 38.3 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.
- 38.4 The administrator may be consulted prior to providing an opinion on the point of procedure.
- 38.5 A point of procedure is not subject to amendment or debate.
- 38.6 The reeve's answer to a point of procedure is not a ruling, and cannot be appealed to the whole of council.

39 Appeal

- 39.1 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:
 - 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 reeve or deputy reeve may state the reason for the decision; and
 - d) following which the question shall be put immediately without debate.
- 39.2 The reeve or deputy reeve shall be governed by the vote of the majority of the members present.
- 39.3 A ruling of the reeve must be appealed immediately after ruling is made or the ruling will be final.

40 Calling a Member to Order

- 40.1 When the reeve 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.
- 40.2 In the event that a member refuses to resume his or her 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:

- 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.
- 40.3 When the majority of council votes in favor of the resolution, the reeve or deputy reeve shall direct the unruly member to leave the council chamber, and if the member refuses to leave, the reeve or deputy reeve 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.
- 40.4 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.

41 Conflicts of Interest of Members

- 41.1 Every Council member shall within 30 days after being elected, and annually thereafter, file a public disclosure statement with the Administrator, in the form provided by council.
- 41.1 The member is to amend their public disclose statement within 30 days after a material change.
- 41.2 As per Sec. 144 of the Act, if a member has a conflict of interest in a matter, the member shall, if present:
- a) declare that he/she has a conflict of interest before any considerations or discussion on the matter;
 - b) disclose the general nature of the conflict of interest and any material details that could be seen to affect the member's impartiality in the exercise of his/her office;
 - c) leave the room, except for the passing of the payment of accounts where funds have previously been committed and the payment previously approved;
- 41.3 The disclosure shall be recorded in the minutes.
- 41.2 No member shall attempt in any way whether before, during, or after the meeting, to influence the discussion on voting on any question, decision, recommendation, or other action to be taken involving a matter in which the member has a conflict of interest.
- 41.4 If a conflict of interest in a matter has not been disclosed due to the absence of a member from the meeting, the member shall disclose the conflict at the next meeting the member attends.
- 41.5 A member shall declare and disclose a conflict of interest at every meeting the matter is discussed or considered, and comply with Sec. 144 of the Act.

PART V – MOTIONS

42 Motions and Debate

- 42.1 A motion shall express fully and clearly the intent of the mover and shall not be preceded by any preamble or whereas clauses.
- 42.2 A motion shall not be considered unless it has been seconded.
- 42.3 Any member may require the motion under debate to be read at any time during the debate, but not so as to interrupt a member while speaking.
- 42.4 When a motion is under debate no other motion may be made, except a motion to:
- a) Amend the motion;
 - b) Refer the motion to a council committee or administration for a report back to council;
 - c) Postpone the motion to a fixed date;
 - d) Request the motion be put to a vote;
 - e) Adjourn the meeting

- 42.5 Notwithstanding any other provisions of this bylaw, the member who moved a motion may, with the consent of council:
- a) On their own initiative while they are speaking on the motion;
 - b) When requesting 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
- 42.6 Any motions allowed under Subsection 43.4 shall be considered in the order in which they were moved.

43 Motion to Amend

- 43.1 Except as provided in subsection 48.12, 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.
- 43.2 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 principal embodied in the main motion
- 43.3 An amending motion may also be amended (also called a sub amendment).
- 43.4 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.
- 43.5 Only two 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.
- 43.6 There is no limit to the number of amendments or sub amendments that may be proposed.
- 43.7 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.
- 43.8 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.
- 43.9 The main motion shall not be debated until all amendments to it have been put to a vote.
- 43.10 Amendments shall be put in the reverse order to the order in which they were moved.
- 43.11 When all amendments have been voted on, the main motion incorporating all amendments adopted shall be put to a vote.
- 43.12 No amendment shall be made to the following motions:
- a) A motion to adjourn; a motion to defer to a fixed date, except as to the date; and
 - b) A motion requesting that a motion be put to a vote.

44 Dividing a Motion into Parts

- 44.1 A member may request or the reeve may direct that a motion be divided if the motion contains more than one separate and complete recommendation.
- 44.2 Council shall then vote separately on each recommendation.
- 44.3 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.

45 Motion Arising

- 45.1 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.

46 Request that Motion be put to Vote

- 46.1 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.
- 46.2 A motion requesting that a motion be put to a vote shall not be amended or debated.
- 46.3 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.
- 46.4 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.

47 Motion to Adjourn

- 47.1 A member may move a motion to adjourn at 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.
- 47.2 A motion to adjourn shall be decided without debate.

48 Motion to Move to a Closed Meeting

- 48.1 A member may make a motion that a council meeting move to a closed meeting.
- 48.2 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.
- 48.3 No bylaw or resolution shall be passed during a closed meeting.

49 Motion Contrary to Rules

- 49.1 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.

50 Withdrawal of Motions

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

51 Motion to Reconsider

- 51.1 A motion to reconsider shall apply to resolutions only, and shall not apply to bylaws passed by council.
- 51.2 A motion to reconsider is in order whether the original motion passed or was defeated.
- 51.3 A motion to reconsider may only be made at the same council meeting as the original motion was voted on.
- 51.4 A motion to reconsider must be moved by a member who voted with the prevailing (defeated) side of the original motion.
- 51.5 When a motion loses on a tied vote, the prevailing side is those who voted against the motion.
- 51.6 A motion to reconsider is debatable only if the motion being reconsidered is debatable.
- 51.7 A motion to reconsider cannot be amended.
- 51.8 A motion to reconsider shall require a majority vote of the members present at the meeting.
- 51.9 If a motion to reconsider is adopted, the original motion is immediately placed before council to be reconsidered.

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

52 Motion to Rescind

- 52.1 A motion to rescind shall apply to resolutions only, and shall not apply to bylaws passed by council.
- 52.2 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.
- 52.3 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.
- 52.4 A motion to rescind may be moved by and seconded by any council member regardless how they voted on the original motion.
- 52.5 A motion to rescind is debatable.
- 52.6 A motion to rescind may be amended.
- 52.7 A motion to rescind shall, in all cases, require a majority vote of all council members to pass.
- 52.8 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.

53 Motion to Postpone

- 53.1 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.
- 53.2 Notwithstanding subsection 53.1, 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.
- 53.3 The only amendment allowed to a motion to postpone to a fixed date is to change the date.

54 Motion to Refer

- 54.1 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.
- 54.2 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.

55 Debate on a Motion

- 55.1 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.
- 55.2 The mover of the motion shall be given the first opportunity to speak.
- 55.3 The mover of the motion shall be allowed a reply at the conclusion of the debate.

56 Legal Advice

- 56.1 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.

57 Voting of Council

- 57.1 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.
- 57.2 If a member is not required to abstain from voting on a matter before council pursuant to subsection 57.1 and abstains from voting, the council member is deemed to have voted in the negative.
- 57.3 The administrator shall ensure that each abstention is recorded in the minutes of the meeting.

58 Voting of Reeve

58.1 The reeve shall vote with the other members on all questions.

59 Majority Decision

59.1 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.

60 Recorded Vote

60.1 Before a vote is taken by council, a member may request that the vote be recorded.
60.2 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.

61 Tied Vote

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

PART VI – COMMITTEES**62 Procedures for Appointments and Terms**

- 62.1 Annually, council shall review appointments to council committees.
- 62.2 Appointments to council committees shall be for a two-year term beginning January 1st and ending December 31st of the following year.
- 62.3 Appointees may be reappointed from term to term to a maximum of two terms on one particular council committee.
- 62.4 A member of any council shall only be appointed to a maximum of three council committees at a time unless it is by agreement of council.
- 62.5 The administrator shall advise council committee members absent from more than two meeting within a calendar year without valid proof as to why they were unable to attend regular council meetings. If the member misses three meetings within a calendar year council without valid proof council shall be advised to decide if the member should be removed from the council committee.
- 62.6 Council may in its discretion revoke the membership of any individual who has been appointed to a council committee.

63 Council Committee Procedures

- 63.1 Council may from time to time establish a committee in response to specific issues requiring immediate or long term attention.
- 63.2 The membership and jurisdiction of a committee shall be as provided for in the enabling legislation or as directed by council.
- 63.3 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 of the rights, privileges, powers and duties of other members, whether elected or appointed.
- 63.4 The reeve's attendance shall not, however, be included for the purpose of determining a quorum.
- 63.5 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.
- 63.6 The chair of all council committees established by council shall be designated by council, unless council directs otherwise.
- 63.7 All councilors may attend the meetings of council committees established pursuant to the Act and may take part in the proceeding of the same except that non-appointed councilors shall not have a vote.
- 63.8 Each council committee shall meet as soon as possible after it has been appointed and where a chair has not be appointed by council, members of that council committee shall select a chair and vice-chair, and it required, decide the day and time for holding its regular meetings.
- 63.9 The chair shall preside at every meeting, participate in the debate and vote on all motions.

- 63.10 In the absence of the chair, the vice-chair shall preside, and in the absence of both the chair and the vice-chair, one of the other members of the council 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.
- 63.11 An act or proceeding of a council committee is not effective unless it is authorized or adopted by a resolution at a duly constituted public council committee meeting.
- 63.12 The public has the right to be present at council committee meetings that are conducted in public unless the chair expels a person for improper conduct.
- 63.13 Subject to subsection 63.14, council committees shall conduct all council committee meetings in public.
- 63.14 Council committees may close all or part of the meeting if the matter to be discussed is within one of the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*.
- 63.15 Notice of regularly scheduled committee meetings is not required to be given.
- 63.16 If a council committee changes the date, time or place of a regularly scheduled meeting, the administrator shall give at least 24 hours' notice of the change to:
- a) any member of the council committee not present at the meeting at which the change was made; and
 - b) the public
- 63.17 Notwithstanding subsection 63.16, a council committee meeting may be held with less than 24 hours' notice to all members and without notice to the public if all council committee members agree to do so in writing immediately before the beginning of the meeting.
- 63.18 The consent to waive notice of a change in date, time, or place of a meeting pursuant to subsection 63.17 may be given in person or by facsimile, electronic mail and other similar means.
- 63.19 If a council committee cancels its regularly scheduled meeting, the administrator shall give at least 24 hours' of the change to:
- a) all members not present at the meeting at which the decision to cancel was made; and
 - b) the public
- 63.20 The administrator shall call a special meeting of a committee whenever requested to do so in writing by the chair or by a majority of the council committee members in the same manner as set out in subsection 63.16.
- 63.21 For committees operating without regularly scheduled meeting, it shall be the duty of the chair, or in the chair's absence, the administrator to call a meeting of the committee whenever requested in writing to do so by a majority of the committee.
- 63.22 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 council committee or established by the council committee.
- 63.23 Council committees may at its discretion hold its meetings electronically in accordance with subsection 8 of this bylaw.
- 63.24 Each council committee whom the administrator does not provide service to will recommend to the administrator the appointment of a secretary, who will be responsible for:
- a) Tracking the attendance of council committee members;
 - b) Preparing meeting agendas and minutes; and
 - c) Reporting the council committee's decisions to council.
- 63.25 When a person or a group of person wishes to bring a matter to the attention of a council committee or appear as a delegation, a communication shall be addressed to the administrator and will be subject to the requirements set in sections 21 to 24 of this bylaw.
- 63.26 Upon receipt of such communication, the administrator shall place the communication on the agenda of the next meeting of the council committee for is consideration.
- 63.27 All submissions to council committees must be received by the administrator within the established deadlines, usually four business days prior to the meeting.
- 63.28 Any reporting to council committees shall be provided through the administrator.
- 63.29 Any notice respecting a council committee 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, provided or sent according to the member’s contact information.
- 63.30 Notice to the public of a council committee meeting as required by subsection 63.16 to 63.19 is sufficient if the notice is posed at the municipal office or on the municipality’s website or given in any other manner specified by council, by bylaw, as the means by which public notice in such cases is to be provided.
- 63.31 Any unfinished business remaining at the time of the adjournment shall be considered at the next regular meeting of the council committee or at a special meeting called for that purpose.
- 63.32 The administrator/ secretary as per subsection 63.24, shall record the minutes without note or comment.
- 63.33 The minutes of the council committee shall be distributed to each member at least 24 hours before the next council committee meeting for consideration.
- 63.34 After the minutes have received approval of a majority of the members present, they shall be signed by the presiding member and administrator/ secretary. Once signed, the administrator shall present the original minutes to council and provide for the safekeeping of the minutes.
- 63.35 All minutes, once approved, shall be open for inspection by the public.
- 63.36 No member shall release or otherwise make public any information considered at a closed council committee meeting including discussion of the content of such a meeting.
- 63.37 Every council committee shall report to council and no action of any council committee shall be binding on the municipality unless:
- a) Power to take such action is expressly conferred on the council committee by legislation, bylaw or resolution of council; or
 - b) Council has considered the report of the council committee and if adopted, shall become the resolve of council.
- 63.38 The conduct of delegations or the public at council committee meetings, which they are entitled to attend, shall be subject to the requirements as set out in Section 31 and 32 of this bylaw.
- 63.39 The conduct of council committee members shall be subject to the requirements as set out in section 33 of this bylaw.
- 63.40 The chair may request any individual to be expelled from a meeting in accordance with the guidelines as set out in section 34 of this bylaw.

PART VII - OTHER BODIES

64 Terms

- 64.1 Appointments to other bodies shall be for a two-year term beginning on January 1st to December 31st of the following year.
- 64.2 Notwithstanding subsection 70.1, in a general election years, the term of appointments of council members shall be reduced to coincide with the day of the election.
- 64.3 Council appointees may be reappointed from term to term to a maximum of two terms on one particular other body.
- 64.4 A member, excluding members of council, shall only be appointed to a minimum of three other bodies at a time.
- 64.5 The administrator shall advise council committee members absent from more than two meeting within a calendar year without valid proof as to why they were unable to attend regular council meetings. Additionally, if the member misses three meetings within a calendar year council without valid proof council shall be advised to decide if the member should be removed from the council committee.
- 64.6 Council may in its discretion revoke the membership of any individual who has been appointed to a council committee. The administrator or secretary shall advise council of any members absent for more than two meetings within a calendar year.

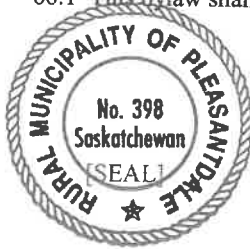
PART VIII – MISCELLANEOUS

65 Repeal of Bylaws

65.1 Bylaw No. 09-2016 is hereby repealed.

66 Coming into Force

66.1 This bylaw shall come into force and take effect on upon third reading.



Donna A. Hillman
Reeve

★
Administrator

Read a third time and adopted
this 19 day of Nov, 2021

★
Administrator

**Certified to be a true copy
of the original.**

Dated this 19 day of Nov, 2021

★
- Administrator

**Bylaw 12 – 2021
Form 1 – Request for a Special Meeting**

Date _____

To _____, Administrator of the Rural Municipality
of Pleasantdale No. 398

Pursuant to section 123 MA, I/we hereby request you to call a special meeting of the council of
the Rural Municipality of Pleasantdale to discuss the following matter(s):

1. _____
2. _____
3. _____
4. _____

Meeting Details

Location _____

Date _____

Time _____

Dated this _____ day of _____, 20____

Signed

Name _____

Name _____

Name _____

Office Use only:

_____ Members provided notice pursuant to subsection 124(1) MA

_____ Notice not provided pursuant to subsection 123(3) MA

Bylaw # 12 - 2021

Form 2 – Request for Method of Providing Notice

Date: _____
To: _____, Administrator, R.M of Pleasantdale #398
From: _____ (name of council member)

Pursuant to clause 124(1)(c) of The Municipalities 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)

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)

Bylaw 12 – 2021
Form 3 – Special Meeting Notice

That the Rural Municipality of Pleasantdale does hereby call a Special Meeting under Bylaw # _____ Date _____ Time _____ at the RM of Pleasantdale office to discuss the following:

AND FURTHER; that this Special Meeting Agenda by signed by the attendees of their respective Divisions.

- Division 1 _____
- Division 2 _____
- Division 3 _____
- Division 4 _____
- Division 5 _____
- Division 6 _____

Dated this _____ day of _____, 20_____.

Administrator