

2026.04

COUNCIL PROCEDURE BYLAW



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RESORT VILLAGE OF TOBIN LAKE
Section 81.1 of *The Municipalities Act*

BYLAW NO.2026.04

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

The Council of the Resort Village of Tobin Lake in the Province of Saskatchewan under the authority of *The Municipalities Act* 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, administration and the public to follow and participate in governing the municipality and for council in establishing committees of Council.

3. Definitions

3.1 In this bylaw:

- (a) **Act** means *The Municipalities Act*.
- (b) **Acting mayor** means the councillor 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 Chief Administrative Officer (CAO) or an employee accountable to the CAO.
- (e) **Agenda deadline** means the time established in subsection 13.6 of this bylaw.
- (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) **CAO** means the person appointed as Chief Administrative Officer pursuant to section 110 of *the Municipalities Act*.

- (i) **Chair** means a person who has the authority to preside over a meeting.
- (j) **Committee means** a committee, board, authority or other body duly appointed by council.
- (k) **Communications** include, but are not limited to the following: letter, memorandum, report, notice, electronic mail, facsimile, or petition.
- (l) **Council** means the mayor and councillors of the municipality elected pursuant to the provisions of *The Local Government Election Act*.
- (m) **Councillor** means the council member duly elected in the municipality as a councillor, in accordance with *The Local Government Election Act*.
- (n) **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.
- (o) **Electronic** means information or data that is presented, provided, stored, accessed, processed, transmitted, or in any way dealt with using electronic formats or electronic devices
- (p) **In Camera** means that a council may close all or part of their meeting to the public to discuss sensitive items such as those within Part II of *The Local Authority Freedom of Information and Protection of Privacy Act* or matters concerning long-range or strategic planning.
- (q) **Mayor** means the council member duly elected in the municipality as the mayor in accordance with *The Local Government Election Act*.
- (r) **Member** means the mayor, councillor or an appointed individual to a committee, commission or board of council.
- (s) **Motion** means a formal proposal placed before a meeting in order that it may be debated to a conclusion.
- (t) **Mover** means a person who presents or proposes a motion or amendment.
- (u) **Municipality** means the Resort Village of Tobin Lake.
- (v) **Order of business** means the list of items comprising the agenda and the order in which those items appear on the agenda.
- (w) **Other body** means a committee, board, authority, commission or other body duly appointed by council, but does not include a council committee.

- (x) **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.
- (y) **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.
- (z) **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.
- (aa) **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.
- (bb) **Quorum** is, subject to sections 97 and 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.
- (cc) **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.
- (dd) **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.
- (ee) **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.

- (ff) **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.
- (gg) **Standing Committee** means a permanent advisory panel to handle ongoing, specific areas of civic business, to review policies, debate specific issues, and provide recommendations to the full council.
- (hh) **Unfinished Business** means business which has been raised at the same, or a previous meeting, and which has not been completed.
- (ii) **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.
- 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 *Robert's Rules of Order*.
- 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 following a general election shall be held within 31 days after the date of the election at a time, date and place determined by the CAO.
- 5.2 At the first meeting of council:
 - (a) the Returning Officer 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.

6. Regular Meetings

- 6.1 Regular meetings of council shall be held on the 2nd Tuesday of each month commencing at 1:00 p.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 mayor, such meetings 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 CAO shall submit a regular schedule of council meetings to council for approval as set out in subsections 6.1 and 6.2, or may recommend alternate meeting dates.
- 6.5 Notwithstanding the foregoing provisions, council may, by resolution, dispense with or alter the time of a regular meeting of council.
- 6.6 Council may, by resolution, 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 CAO 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 In the event the position of the CAO is vacant or the CAO is unable to act, the assistant to the CAO shall be the designate.
- 7.3 The written request referred to in subsection 7.1 shall include all items of business to be transacted.
- 7.4 When a special meeting is to be held, the CAO or designate shall provide written notice of the time, date and place of the meeting to all members pursuant to section 10 of this bylaw and to the public at least twenty-four (24) hours prior to the meeting and, in general terms, of the business to be transacted at the meeting.
- 7.5 Notwithstanding subsection 7.4, a special meeting may be held with less than twenty-four (24) hours' notice to members, and without notice to the public, if all members agree to do so, in writing, immediately before the beginning of the special meeting.
- 7.6 No business, other than that stated in the notice, shall be transacted at a special meeting, unless all the members are present and, by unanimous consent, they authorize other business to be transacted.

8. 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 CAO 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 CAO 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) sent according to the member's contact information.
- 10.2 Notice of a council meeting is to be given to the public by posting notice of the meeting at the municipal office or on the municipality's website or 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 CAO and other members of administration as the members of council may deem appropriate; and
 - (c) such members of the public as the members of council may deem appropriate.
- 12.4 Where council resolves to close a portion of a meeting to the public, in addition to the resolution to do so, the CAO 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 CAO 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 CAO shall ensure that the council agendas are delivered to each member no later than 48 hours immediately preceding the council meeting.

- 13.4 The CAO shall ensure that the council agendas are available to the general public no later than 24 hours immediately preceding the council meeting.
- 13.5 If, for any reason, the CAO is unable to meet the deadline mentioned in subsection 13.3 and 13.4, the CAO 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, communication from the public, requests, or any other material intended for inclusion in a council agenda must be received by the CAO no later than noon on the Wednesday in the week preceding the council meeting.
- 13.7 The CAO is empowered to accept items of an emergency nature after the closing time for accepting such submissions and to include them on an original or revised agenda, if they are of the opinion that such items require immediate attention of Council.
- 13.8 No communications or petition shall be placed on the agenda where:
- (a) The communication does not identify or provide any means of contacting the author;
 - (b) With respect to communication, the purpose of which is to request an opportunity for a delegation be heard, does not contain a description of the issue or issues to be addressed by the delegation, together with a summary of the action or actions to be requested of Council by the delegation;
 - (c) The communication or petition contains offensive or disparaging remarks respecting the Resort Village of Tobin Lake, Council, any member of Council, any civic official, or any other person;
 - (d) The communication or petition is merely for the purpose of providing information without seeking action of Council, in which case, such communication shall be provided by the CAO to members of Council for their information.

14. Order of Business at Meetings

- 14.1 The general order of business of every regular council meeting shall be as follows:
- (a) Call to order;
 - (b) Declaration of Conflict of Interest;
 - (c) Public hearing/Delegations;
 - (d) Adoption of minutes;
 - (e) Reports;
 - (f) Financial reports, including approval of payments
 - (g) Unfinished business;
 - (h) Introduction & Consideration of Bylaws;
 - (i) New Business;
 - (j) Communications;
 - (k) In-Camera; and
 - (l) Adjournment.

- 14.2 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.

15. Commencement of Council Meeting

- 15.1 At the hour set for the meeting, or as soon as all members of council are present, the mayor, or in his or her absence the deputy mayor, shall take the chair and call the members to order.
- 15.2 In case neither the mayor nor the deputy mayor is in attendance within 10 minutes after the hour appointed, and subject to a quorum being present, council shall appoint an acting mayor pursuant to section 35 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.
- 15.3 If a quorum is not present 15 minutes after the time appointed for the meeting, the CAO 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.
- 15.4 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.
- 15.5 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.
- 15.6 Members are encouraged to notify the CAO when the member is aware that he or she will be absent from any meeting of council.

16. Quorum

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

17. Minutes

- 17.1 The CAO 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.

- 17.2 Notwithstanding section 17.1, the CAO shall record in the minutes every declaration of a conflict of interest and the general nature and material details of the disclosure and any abstention or withdrawal.
- 17.3 The names of the members present at the meeting are to be recorded in the minutes of every meeting.
- 17.4 Any member may make a motion amending the minutes to correct any mistakes.
- 17.5 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 CAO in accordance with the Act.
- 17.6 All minutes, once approved, shall be open for inspection by the public.

18. Proclamations

- 18.1 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.
- 18.2 Subject to The Saskatchewan Human Rights Code, the mayor may, in his or her sole discretion, approve the proclamation submitted pursuant to subsection 18.1, 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.
- 18.3 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.
- 18.4 Once the proclamation has been approved, the proclamation shall be noted on the appropriate council agenda as information.
- 18.5 Council, having delegated the administration of proclamations, shall not hear delegations related to proclamation requests, unless specifically approved by council.
- 18.6 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 or councillors at the specific function or event.

- 18.7 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 contains only the following:
 - i. the crest of the municipality;
 - ii. the name of the municipality; and
 - iii. the text of the proclamation.

19. Public Hearing

- 19.1 If a public hearing is required by any Act, it shall be conducted in accordance with the provisions of this section.
- 19.2 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.
- 19.3 The time allowed for each person making representations shall be 10 minutes.
- 19.4 A hearing may be adjourned to a certain date.
- 19.5 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.

20. Communications - General

- 20.1 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 contact information 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.
- 20.2 A communication received by the CAO 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*.
- 20.3 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.

21. Delegations

- 21.1 When a person wishes to speak to council, that person shall notify the CAO in writing, which notice shall include the following:
- (a) the name and correct mailing address of the spokesperson;
 - (b) telephone number where the representative of the delegation can be reached during the day;
 - (c) originally signed, except when submitted by e-mail; and
 - (d) clearly setting out the subject matter to be discussed and the request being made of council.
- 21.2 A request to speak to council pursuant to subsection 21.1 must be received by the CAO no later than noon on the Wednesday in the week preceding the council meeting in order to be included on the council agenda.
- 21.3 The CAO may refuse to place any request to speak to on the agenda of Council if the applicant does not fill out and present the delegation form to the sole satisfactory of the Administration within the time frame identified in section 21.2.
- 21.4 Delegations speaking before council shall address their remarks to the stated business:
- (a) Delegations will be limited to speaking only once; and
 - (b) Rebuttal or cross debate with other delegations shall not be permitted.
- 21.5 A maximum of 10 minutes shall be allotted for each delegation to present his or her position of support or opposition.
- 21.6 Where there are numerous delegates taking the same position on a matter, they are encouraged to select a spokesperson to present their views:
- (a) Delegations are encouraged not to repeat information presented by an earlier delegation.
 - (b) The mayor shall at the conclusion of 10 minutes, inform the delegation that the time limit is up.

- (c) Only upon a motion to extend the 10 minute limitation adopted by a majority of members shall the 10 minute limit be extended.
 - (d) Delegations will not be permitted to assume any unused time allocated to another delegation.
- 21.7 Upon the completion of a presentation to council by a delegation, any discourse between members and the delegation shall be limited to members asking questions for clarification and obtaining additional, relevant information only:
- (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.

22. Mayor and Councillors Forum

- 22.1 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.
- 22.2 All comments will be verbal only and shall not be recorded in the minutes of the meeting.

23. Bylaws

- 23.1 Every proposed bylaw must have three (3) distinct and separate readings.
- 23.2 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.
- 23.3 A proposed bylaw will be considered by council immediately following consideration of the report or item to which the bylaw relates.
- 23.4 Only the title or identifying number has to be read at each reading of the bylaw.
- 23.5 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.
- 23.6 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.
- 23.7 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.

- 23.8 The CAO 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.
- 23.9 After passage, every bylaw shall be signed by the mayor and the CAO, pursuant to the Act and marked with the corporate seal of the municipality.

24. Recess

- 24.1 The council may recess at any time during the meeting.
- 24.2 A motion to recess must state the time of duration of the recess, and must be passed by a majority of the members present.
- 24.3 The council may reconvene sooner than the time mentioned in the motion of recess, but must not reconvene later than 15 minutes after the time specified for reconvening or the meeting shall be deemed to be adjourned due to a lack of quorum.

25. Adjournment

- 25.1 All regularly scheduled council meetings shall stand adjourned when the council has completed all business as listed on the order of business or upon the arrival of 5:00 p.m.
- 25.2 If a member is speaking at 5:00 p.m., the mayor shall wait until that person is done speaking before asking council to consider whether it wants to extend the time of the meeting.
- 25.3 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.

26. Extension of Time

- 26.1 Notwithstanding section 25, a majority of the members present may extend a regularly scheduled council meeting beyond 5:00 p.m. by unanimous vote of all members present.
- 26.2 If council extends its meeting pursuant to subsection 26.1, the meeting shall continue until:
- (a) the business of the meeting is completed;
 - (b) a motion to adjourn is passed; or
 - (c) a quorum is no longer present.



PART IV – CONDUCT AT COUNCIL MEETINGS

27. Mayor

27.1 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.

27.2 The mayor shall have the same rights and be subject to the same restrictions, when participating in debate, as all other members.

27.3 The mayor shall have the same rights and be subject to the same restrictions as all other members to make a motion.

28. Deputy Mayor

28.1 The council shall, at its first meeting, or as soon thereafter as conveniently possible and whenever the office becomes vacant, appoint from the councillors a deputy mayor 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 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.

29. Acting Mayor

29.1 Council shall, appoint a member to act as mayor if:

- (a) both the mayor and the deputy mayor 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.

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 (2) members have an equal number of votes, the CAO shall:

- (a) write the names of those members separately on blank sheets of paper of equal size, colour 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.

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 CAO and other members of administration as authorized by the CAO 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.

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 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. 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 mayor 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 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 31, leave or be expelled from the meeting.
- 34.2 The mayor may request that any delegation who addresses council improperly as set out 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 mayor.
- 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 mayor 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 CAO.
- 35.2 The CAO shall make a notation in the minutes of the name of any member leaving the meeting pursuant to section 35.1, and the time the member did so.

36. Point of Order

- 36.1 A member may rise and ask the mayor 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 mayor 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 mayor to explain.

36.5 The mayor may consult the CAO before ruling on a point of order.

36.6 A point of order is not subject to amendment or debate.

37. Point of Privilege

37.1 A member may rise and ask the mayor to rule on a point of privilege.

37.2 After the member has stated the point of privilege, the mayor shall rule whether or not the matter raised is a point of privilege.

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 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.

37.5 The mayor may consult the CAO before ruling on a point of privilege.

37.6 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 mayor 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 mayor responds to the inquiry.

38.3 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.

38.4 The mayor may consult the CAO before providing an opinion on the point of procedure.

38.5 A point of procedure is not subject to amendment or debate.

38.6 The mayor'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 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.

- 39.2 The mayor shall be governed by the vote of the majority of the members present.
- 39.3 A ruling of the mayor must be appealed immediately after ruling is made or the ruling will be final.

40. Calling a Member to Order

- 40.1 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.
- 40.2 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 behaviour, whichever shall be the shortest time.
- 40.3 When the majority of council votes in favour 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.
- 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.

PART V – MOTIONS

41. Motions and Debate

- 41.1 A motion shall express fully and clearly the intent of the mover and shall not be preceded by any preamble or whereas clauses.
- 41.2 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.
- 41.3 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) extend the time for a council meeting; or
- (f) adjourn the meeting.

41.4 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.

41.5 Any motions allowed under subsection 41.4 shall be considered in the order in which they were moved.

42. Motion Arising

42.1 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.

43. Request that Motion be put to Vote

43.1 A motion requesting that a motion be put to a vote shall not be moved by a member who has spoken to the original motion.

43.2 A motion requesting that a motion be put to a vote shall not be amended or debated.

43.3 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.

43.4 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.

44. Motion to Adjourn

44.1 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.

44.2 A motion to adjourn shall be decided without debate.

45. Motion to Move to a Closed Meeting

45.1 A member may make a motion that a council meeting move to a closed meeting.

45.2 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) state 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.

45.3 No bylaw or resolution shall be passed during a closed meeting.

46. Motion Contrary to Rules

46.1 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.

47. Withdrawal of Motions

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

48. Motion to Reconsider

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

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

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

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

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

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

48.7 A motion to reconsider cannot be amended.

- 48.8 A motion to reconsider shall require a majority vote of the members present at the meeting.
- 48.9 If a motion to reconsider is adopted, the original motion is immediately placed before council to be reconsidered.
- 48.10 Once a vote on a motion to reconsider has taken place, there shall be no further motion to reconsider that resolution.

49. Motion to Rescind

- 49.1 A motion to rescind shall apply to resolutions only, and shall not apply to bylaws passed by council.
- 49.2 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.
- 49.3 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.
- 49.4 A motion to rescind may be moved by any council member regardless how they voted on the original motion.
- 49.5 A motion to rescind is debatable.
- 49.6 A motion to rescind may be amended.
- 49.7 A motion to rescind shall, in all cases, require a majority vote of all council members to pass.
- 49.8 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.

50. Motion to Postpone

- 50.1 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.
- 50.2 Notwithstanding subsection 50.1, 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.
- 50.3 The only amendment allowed to a motion to postpone to a fixed date is to change the date.



51. Motion to Refer

- 51.1 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.
- 51.2 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.

52. Debate on Motion

- 52.1 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.
- 52.2 The mover of the motion shall be given the first opportunity to speak.
- 52.3 The mover of the motion shall be allowed a reply at the conclusion of the debate.

53. Legal Advice

- 53.1 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.

54. Voting of council

- 54.1 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.
- 54.2 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.
- 54.3 The CAO shall ensure that each abstention is recorded in the minutes of the meeting.

55. Voting of Mayor

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

56. Majority Decision

- 56.1 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.

57. Recorded Vote

- 57.1 Before a vote is taken by council, a member may request that the vote be recorded.
- 57.2 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.

58. Tied Vote

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

PART VI – COMMITTEE OF THE WHOLE

59. Proceedings of Committee of the Whole

- 59.1 The mayor shall chair the committee of the whole meetings
- 59.2 The order of business for every Committee of the Whole shall be as follows:
- (a) Call to order;
 - (b) Delegation;
 - (c) Administration Reports;
 - (d) Board Minutes/Reports;
 - (e) Old Business;
 - (f) New Business/Discussion items;
 - (g) Council members round table discussion/Forum;
 - (h) In-camera;
 - (i) Adjournment.
- 59.3 The rules of procedure provided for in this bylaw shall apply to the proceedings of the Committee of the Whole, except for the following:
- (a) No motions can be passed or adopted;
 - (b) That a motion for an adjournment is not required.

PART V – SPECIAL & STANDING COMMITTEES

60. Limitations of Powers of Committees

- 60.1 No action of any Committee, unless power to take such action is expressly conferred on the Committee by this bylaw or other governing legislation, shall be binding on the Municipality unless and until the same has been reported to Council by such Committee and such report has been adopted by the Council.

61. Council Member Boards and Committees

- 61.1 Council members boards and committees shall be approved by resolution of Council.
- 61.2 Subject to any specific powers, duties and authority which may be delegated by bylaw or resolution of Council, no decision, recommendation or resolution of a board or committee established shall be effective unless specifically adopted by resolution of Council.

62. Other Body & Committee Procedures

- 62.1 Council may from time to time establish other bodies or committees in response to specific issues requiring immediate or long-term attention.

- 62.2 The membership and jurisdiction of other bodies & committees shall be as provided for in the enabling legislation or as directed by council.
- 62.3 The mayor is ex-officio and a voting member of all special and standing committee and shall not be included for the purpose of determining quorum.
- 62.4 Each other bodies or committee shall meet as soon as possible after it has been appointed and where a chair has not been appointed by council, members of that other body or committee shall select a chair and vice-chair, and if required, decide the day and time for holding its regular meetings.
- 62.5 The chair shall preside at every meeting, participate in the debate and shall vote on all motions.
- 62.6 In the absence of the chair, the vice-chair shall preside, and in the absence of both the chair and the vice-chair, one (1) of the other members of the other bodies or 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.
- 62.7 Everyone has the right to be present at other bodies or committee meetings that are conducted in public unless the chair expels a person for improper conduct.
- 62.8 Subject to subsection 62.9, other bodies or committees shall conduct all committee meetings in public.
- 62.9 Other bodies or committees may close all or part of the meeting if the matter to be discussed concerns long-range or strategic planning and is within one (1) of the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*.
- 62.10 Notice of regularly scheduled other bodies or committee meetings is not required to be given.
- 62.11 For other bodies or 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 other bodies or committee whenever requested in writing to do so by a majority of the committee.
- 62.12 The business of other bodies or committees shall be conducted in accordance with the rules governing the procedure of council or as otherwise established by council for the other bodies or committee or established by the other body or committee.
- 62.13 Every other bodies or committee shall report to council, and no action of any other bodies or committee shall be binding on the municipality unless:
(a) power to take such action is expressly conferred on the other bodies or committee by legislation, bylaw or resolution of council; or,

(b) council has considered the report of the other bodies or committee and if adopted, shall become the resolve of council.

62.14 The conduct of delegations or the public at other bodies or committee meetings, which they are entitled to attend, shall be subject to the requirements as set out in section 31 of this bylaw.

62.15 The conduct of members shall be subject to the requirements as set out in section 33 of this bylaw.

62.16 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.

63. Repeal

63.1 Bylaw 02/2021 is now hereby repealed



A blue ink signature, appearing to be "J. M.", written over a horizontal line.

Mayor

A blue ink signature, appearing to be "Nathalie Hopkins", written over a horizontal line.

CAO