

Resort Village of Aquadeo
BYLAW NO.11-2024
A BYLAW TO REGULATE THE PROCEEDING OF MUNICIPAL COUNCIL AND COUNCIL'S
COMMITTEES

The *Council* of the Resort Village of Aquadeo 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**” shall mean *The Municipalities Act*;
- (b) “**Acting Mayor**” shall mean the *Councillor* elected by *Council* to *Act* as the *Mayor* if a vacancy arises in that office;
- (c) “**Adjourn**” shall mean to suspend proceedings to another time or place;
- (d) “**Administration**” shall mean the *CAO* or an employee accountable to the *CAO*;
- (e) “**CAO**” means the person appointed as *CAO* pursuant to section 111 of *The Municipalities Act*.
- (f) “**Agenda deadline**” shall mean the time established in subsection 13.6 of this bylaw;
- (g) “**Amendment**” shall mean 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**” shall mean a day other than a Saturday, Sunday or holiday.
- (i) “**Chair**” shall mean a person who has the authority to preside over a meeting;
- (j) “**Committee**” shall mean 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, petition, brochure, or newspaper/magazine article;
- (l) “**Consent agenda**” shall mean 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**” shall mean a *motion* to adopt, without debate, the recommendations of several reports within a *consent agenda*;
- (n) “**Council**” shall mean the *Mayor* and *Councillors* of the *municipality* elected pursuant to the provisions of *The Local Government Election Act*;
- (o) “**Councillor**” shall mean the *Council member* duly elected in the *municipality* as a *Councillor*, in accordance with *The Local Government Election Act*;
- (p) “**Deputy mayor**” shall mean 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*;

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- (dd) **"Seconded"** shall mean a person who formally supports a *motion* or *amendment* at the time it is proposed;
- (ee) **"Special committee"** shall mean 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"** shall mean a meeting other than a regular scheduled meeting called pursuant to section 123 of The *Municipalities Act* or the provisions of this Bylaw;
- (gg) **"Subcommittee"** shall mean a *committee* established by a *committee*, Commission, or board to review and report on an aspect of the *committee*, Commission, or board's business;
- (hh) **"Unfinished business"** shall mean business which has been raised at the same, or a previous meeting, and which has not been completed; and
- (ii) **"Urgent business"** shall mean a time sensitive matter which requires *Council's* immediate and urgent consideration.

3.2 A reference in this Bylaw to an enactment of the Legislative Assembly of Saskatchewan is a reference to the enactment as amended from time to time.

4. APPLICATION

- 4.1 This Bylaw applies to all meetings of *Council* and *committees*.
- 4.2 Notwithstanding subsection 4.1, *Council* may by *Resolution* or *Bylaw* allow a board and *committee* to establish its own procedures.
- 4.3 When any matter relating to proceedings arise which is not covered by a provision of this Bylaw, the matter shall be decided by reference to Robert's Rules of Order, newly revised.
- 4.4 In the event of any conflict between the provisions of this Bylaw and those contained in any of the other authorities set out above, the provision of this Bylaw shall apply.
- 4.5 Subject to subsection 4.3, any ruling of the *Mayor* or *chair* shall prevail, subject, however, to the jurisdiction of *Council* or the *committee* to consider any appeals of those rulings.

PART II – MEETINGS

5. FIRST MEETING

- 5.1 The first meeting of *Council* shall be held within 31 days immediately following a general election.
- 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;
 - (b) every *Council member* shall take the Oath of Office pursuant to the *Act*; and
 - (c) every *Council member* shall complete the Public Disclosure Statement, Appendix 1 of this Bylaw; and on the first meeting of each year during the term, review this disclosure statement and sign Appendix 2 of this Bylaw; when there are *amendments* to be made,

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- (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* attends that place; and
 - (d) the facilities permit all participants to communicate adequately with each other during the *Council* meeting.
- 8.2 *Members* participating in a *Council* meeting held by means of a communication facility are deemed to be present at the *Council* meeting.

9. NOTICE OF MEETINGS

- 9.1 Notice of regularly scheduled *Council* meetings is not required to be given.
- 9.2 If *Council* changes the date, time or place of a regularly scheduled meeting, at least twenty-four (24) hours' notice of the change will be given to:
- (a) any *members* not present at the meeting at which the change was made; and,
 - (b) the public.

10. METHOD OF GIVING NOTICE

- 10.1 Notice of a *Council* meeting is deemed to have been given to a *member* if the notice is:
- (a) delivered personally;
 - (b) left at the usual place of business or residence of the *member*; or
 - (c) at the request of the *member*, sent by ordinary mail, telephone or voice mail, facsimile or electronic mail or similar method at the number or to the address specified by the *member*.
- 10.2 Form 2, appended hereto and forming a part of this Bylaw, shall be the form used to request the *CAO* to use an alternate method of providing notice of meetings.
- 10.3 Notice of a *Council* meeting is to be given to the public by posting notice of the meeting at the municipal office.

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.

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

15. ORDER OF BUSINESS AT MEETINGS

- 15.1 The general *order of business* of every regular *Council* meeting shall be as follows:
 - (a) Call to order;
 - (b) Additions/Deletions to the Agenda;
 - (c) Approval of the Agenda;
 - (d) Approval of Minutes of Previous Meeting;
 - (e) Business Arising from the Minutes;
 - (f) Acknowledgements/Delegations/Public Presentations;
 - (g) Public Hearings;
 - (h) New Business, *Committee* Reports, Bylaws;
 - (i) Correspondence/Information Items;
 - (j) *Consent Agenda*;
 - (k) Mayor/ *CAO* /Councillor Reports;
 - (l) Mayor/ Councillor Forum;
 - (m) Any Other Matters;
 - (n) List of Meetings and Attendees; and
 - (o) *Adjournment*.
- 15.2 The business shall, in all cases, be taken up in the order in which it stands on the agenda, unless:
 - (a) otherwise determined upon *motion* passed by a vote of the majority of the *members* present to approve the agenda and which vote shall be placed without debate; or
 - (b) the *Mayor* determines during the proceedings of *Council* that for public interest a matter be moved forward to be dealt with promptly.

16. COMMENCEMENT OF COUNCIL MEETING

- 16.1 At the hour set for the meeting, or as soon as all *members* of *Council* present, the *Mayor*, or in his or her absence the *Deputy Mayor*, shall take the *chair* and call the *members* to order.

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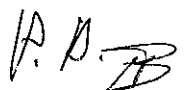
- 19.2 Subject to *The Saskatchewan Human Rights Code*, the *Mayor* may, in his or her sole discretion, approve the proclamation submitted pursuant to subsection 19.1, provided the proclamation does not:
- (a) promote any commercial business, unless, at the discretion of the *Mayor* the Proclamation provides a significant benefit to the community;
 - (b) involve any person or organization which promotes hatred of any person or class of persons or otherwise involves illegal Activity; or
 - (c) contain any inflammatory, obscene or libelous statement.
- 19.3 The *Mayor* may:
- (a) issue the proclamation:
 - i. in the words and form of the proclamation as submitted; or
 - ii. in words and form chosen by the *Mayor*; or
 - (b) forward the proclamation for consideration by *Council*.
- 19.4 Once the proclamation has been approved, the proclamation shall be noted on the appropriate *Council* agenda as information.
- 19.5 *Council*, having delegated the *Administration* of proclamations, shall not hear delegations related to proclamation requests, unless specifically approved by *Council*.
- 19.6 Each organization shall be responsible for any costs and the disseminating of the proclamation to the media and planning for the attendance of the *Mayor* or *Councillors* at the specific function or event.
- 19.7 The local media are requested:
- (a) not to publish any proclamation claiming to be proclaimed by the *Mayor* unless it bears his or her signature; and
 - (b) when publishing a proclamation by the *Mayor*, that the proclamation contains only the following:
 - i. the crest of the *municipality*;
 - ii. the name of the *municipality*; and
 - iii. the text of the proclamation.

20. PRESENTATIONS & RECOGNITIONS

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

21. PUBLIC HEARING

- 21.1 If a *public hearing* is required by any *Act*, it shall be conducted in accordance with the provisions of this section.
- 21.2 The procedure by which the *public hearing* will be conducted or by which public input will be obtained shall be as follows:
- (a) the *Mayor* shall declare the hearing on the matter open;



- 23.1 A written *communication* pertaining to a matter already on a *Council* agenda must be received by the *CAO* no later than the *agenda deadline* to be included on the *Council* agenda.
- 23.2 A written *communication* received before the *agenda deadline* shall be placed by the *CAO* on the *Council* agenda and shall be dealt with when the matter is considered by *Council* at its meeting.
- 23.3 In the event that the *communication* to the *CAO* is received after the *agenda deadline*, regarding a subject which is on the agenda, the *CAO* will bring the request to the attention of *Council*:
 - (a) The individual will be advised by the *CAO* that the *communication* may not be considered by *Council* unless the majority of *members* vote to allow the *communication* within the *motion* to approve the agenda.

24. COMMUNICATIONS – MATTERS NOT ON COUNCIL AGENDA

- 24.1 A written *communication* received before the *agenda deadline* shall be placed by the *CAO* on the *Council* agenda and shall be dealt with when the matter is considered by *Council* at its meeting.
- 24.2 In the event that the *communication* to the *CAO* is received after the *agenda deadline*, regarding a subject which is not on the agenda, the *CAO* will bring the request to the attention of *Council*.
- 24.3 The individual will be advised by the *CAO* that the *communication* may not be considered by *Council* unless the majority of *members* vote to allow the *communication* within the *motion* to approve the agenda.

25. DELEGATIONS – MATTERS ON COUNCIL AGENDA

- 25.1 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 *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 facsimile or e-mail; and
 - (d) clearly setting out the subject matter to be discussed and the request being made of *Council*.
- 25.2 A request to speak to *Council* pursuant to subsection 25.1 of this Bylaw must be received by the *CAO* no later than the *agenda deadline* to be included on the *Council* agenda.
- 25.3 In the event that a delegation makes an application to the *CAO* after the *agenda deadline*, regarding a subject which is on the agenda, the *CAO* will bring the request to the attention of *Council*:



- 26.5 In the event that a delegation makes an application to the *CAO* after the *agenda deadline*, regarding a subject which is not on the agenda, the *CAO* will bring the request to the attention of *Council*.
- (a) Delegations will be advised by the *CAO* 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.

27. MAYOR AND COUNCILLORS FORUM

- 27.1 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*.
- 27.2 All comments will be verbal only and shall not be recorded in the minutes of the meeting.

28. BYLAWS

- 28.1 Every proposed bylaw must have three (3) distinct and separate readings.
- 28.2 A proposed bylaw must not have more than two (2) readings at a *Council* meeting unless the *members* present unanimously agree to consider third reading.
- 28.3 A proposed bylaw will be considered by *Council* immediately following consideration of the report or item to which the bylaw relates.
- 28.4 Only the title or identifying number shall be read at each reading of the bylaw.
- 28.5 Each *member* present at the meeting at which first reading is to take place must be given or have had the opportunity to review the full text of the proposed bylaw before the bylaw receives first reading.
- 28.6 Each *member* present at the meeting at which third reading is to take place must, before the proposed bylaw receives third reading, be given or have had the opportunity to review the full text of the proposed bylaw and of any *amendments* that were passed after first reading.
- 28.7 When a bylaw has been given three (3) readings by *Council*, it:
- (a) becomes a municipal enactment of the *municipality*; and
- (b) is effective immediately unless the bylaw or an applicable provincial statute provides otherwise.
- 28.8 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.
- 28.9 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*.

29. PUBLIC FORUM

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- (e) advise on points of procedure.
- 33.2 The *Mayor* shall have the same rights and be subject to the same restrictions, when participating in debate, as all other *members*.

34. DEPUTY MAYOR

- 34.1 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 (1) year or for such longer period as the *Council* may decide, and in any event until a successor is appointed.
- 34.2 If the *Mayor*, for any reason, is unable to perform the duties of his or her office, the *Deputy Mayor* shall have all the powers of the *Mayor* during the inability.

35. ACTING MAYOR

- 35.1 *Council* shall, appoint a *member* to *Act as Mayor* if:
 - (a) both the *Mayor* and the *Deputy Mayor*, if one has been appointed pursuant to section 35 of this Bylaw, 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.
- 35.2 The *member* to be appointed, pursuant to subsection 35.1 of this Bylaw, shall be elected by a majority of the *members* present.
- 35.3 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.
- 35.4 The *member* whose name is on the sheet withdrawn pursuant to subsection 35.3(d) of this Bylaw shall be declared elected.

36. PERSONS ALLOWED AT THE TABLE

- 36.1 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*.

37. CONDUCT OF PUBLIC

- 37.1 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;

40. IMPROPER CONDUCT

- 40.1 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 37 of this Bylaw, leave or be expelled from the meeting.
- 40.2 The *Mayor* may request that any delegation who addresses *Council* improperly as set out in section 38 of this Bylaw, leave or be expelled from the meeting.
- 40.3 No person shall refuse to leave a *Council* meeting when requested to do so by the *Mayor*.
- 40.4 Any person who refuses to leave when requested to do so may be removed.
- 40.5 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.

41. LEAVING THE MEETING


- 41.1 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*.

42. POINT OF ORDER

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

43. POINT OF PRIVILEGE

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

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- 46.4 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

47. MOTIONS AND DEBATE

- 47.1 A *motion* shall express fully and clearly the intent of the *mover* and may be preceded by any preamble or whereas clauses.
- 47.2 A *motion* shall be considered when put forth by any *member* of the *Council*.
- 47.3 Any *member* may require the *motion* under debate to be read at any time during the debate, but not to interrupt a *member* while speaking.
- 47.4 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.
- 47.5 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*.
- 47.6 Any *motions* allowed under subsection 47.4 of this Bylaw shall be considered in the order in which they were moved.

48. MOTION TO AMENDMENTS

- 48.1 Except as provided in subsection 48.12 of this Bylaw, 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*.
- 48.2 The amending *motion* must be:
- (a) relevant to the main *motion*;
 - (b) made while the main *motion* is under consideration; and
 - (c) consistent with the principle embodied in the main *motion*.
- 48.3 An amending *motion* may also be amended.

- (c) the proposed *motion* is made before the consideration of any other item of business at the meeting.

51. REQUEST THAT MOTION BE PUT TO VOTE

- 51.1 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*.
- 51.2 A *motion* requesting that a *motion* be put to a vote shall not be amended or debated.
- 51.3 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.
- 51.4 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.

52. MOTION TO ADJOURN

- 52.1 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.
- 52.2 A *motion* to *adjourn* shall be decided without debate.

53. CONSENT AGENDA

- 53.1 The *consent agenda* portion of a meeting is moved and voted upon without debate as one item regardless of the number of reports included.
- 53.2 If a *member* wishes to debate an item included in the *consent motion*, a request to remove the item from the *consent agenda* must be made before the *Mayor* calls the questions, and the item shall be removed from the *consent agenda* without further debate or vote.
- 53.3 Any items so removed shall be addressed immediately following approval of the *consent agenda*.
- 53.4 If an item is removed from the *consent agenda* pursuant to subsection 53.2 of this Bylaw a person may address *Council* on the item.

54. MOTION TO MOVE TO A CLOSED MEETING

- 54.1 A *member* may make a *motion* that a *Council* meeting move to a closed meeting.
- 54.2 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.

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- 58.4 A *motion* to rescind may be moved by any *Council member* regardless how they voted on the original *motion*.
- 58.5 A *motion* to rescind is debatable.
- 58.6 A *motion* to rescind may be amended.
- 58.7 A *motion* to rescind shall, in all cases, require a majority vote of all *Council members* to pass.
- 58.8 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.

59. MOTION TO POSTPONE

- 59.1 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.
- 59.2 Notwithstanding subsection 59.1 of this Bylaw, *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.
- 59.3 The only *amendment* allowed to a *motion* to postpone to a fixed date is to change the date.

60. MOTION TO REFER

- 60.1 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.
- 60.2 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.

61. DEBATE ON MOTION

- 61.1 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.
- 61.2 The *mover* of the *motion* shall be given the first opportunity to speak.
- 61.3 The *mover* of the *motion* shall be allowed a reply after the debate.

62. LEGAL ADVICE

- 62.1 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.

63. VOTING OF COUNCIL

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- 69.2 Notwithstanding subsection 69.1 of this Bylaw, in a general election year, the term of appointments shall be reduced to coincide with the day of the election.
- 69.3 Appointees may be reappointed from term to term to a maximum of two (2) terms on one (1) particular committee.
- 69.4 A member of any committee, excluding members of council, shall only be appointed to a maximum of two (2) committees at one (1) time.
- 69.5 The CAO or committee secretary shall advise council of any members absent for more than two (2) meetings within a calendar year, and request that a warning correspondence be forwarded to the member, as well, if the member misses three (3) meetings, within a calendar year, council be advised to decide if the member should be removed from the committee.
- 69.6 *Council* may, in its discretion, revoke the *membership* of any individual whom has been appointed to a *committee*.

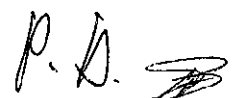
70. COMMITTEE PROCEDURES

- 70.1 *Council* may from time to time establish a *committee* in response to specific issues requiring immediate or long-term attention.
- 70.2 The *membership* and jurisdiction of a *committee* shall be as provided for in the enabling legislation or as directed by *Council*.
- 70.3 The *Mayor* is ex-officio voting *member* of all *committees* established by *Council* pursuant to *The Municipalities 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.
- 70.4 The *Mayor's* attendance shall not, however, be included for determining a quorum.
- 70.5 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.
- 70.6 All *Councillors* may attend the meetings of *committees* established pursuant to *The Municipalities Act* and may take part in the proceedings of the same, except that non-*committee members* shall not have a vote.
- 70.7 Each committee shall meet as soon as possible after it has been appointed and where a chair has not been appointed by council, members of that committee shall select a chair and vice-chair, and if required, decide the day and time for holding its regular meetings.
- 70.8 The *chair* shall preside at every meeting, participate in the debate, and shall vote on all *motions*.
- 70.9 In the absence of the *chair*, the *vice-chair* shall preside, and in the absence of both the *chair* and the *vice-chair*, one (1) of the other *members* of the *committee* shall be elected to preside, and shall discharge the duties of the *chair* during the meeting or until the arrival of the *chair* or *Vice-chair*.
- 70.10 An act or proceeding of a *committee* is not effective unless it is authorized or adopted by a *resolution* at a duly constituted public *committee* meeting.

A. D. 

- 70.24 Upon receipt of such communication, the *CAO* or Secretary shall place the communication on the agenda of the next meeting of the *committee* for its consideration.
- 70.25 All submissions to *committees* must be received by the *CAO* or Secretary within the established deadlines, usually four (4) *business days* prior to the meeting.
- 70.26 Reporting to *committees* shall be provided through the *CAO* or the secretary.
- 70.27 Any notice respecting a *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 to the *member* by ordinary mail, telephone or voice mail, facsimile or electronic mail or similar method at the number or address specified by the *member*.
- 70.28 Notice to the public of a *committee* meeting as required by subsections 70.16 to 70.19 of this Bylaw is sufficient if the notice is posted at the municipal office.
- 70.29 Any *unfinished business* remaining at the time of the *Adjournment* shall be considered at the next regular meeting of the *committee* or at a *special meeting* called for that purpose.
- 70.30 The Secretary shall record the minutes, without note or comment.
- 70.31 The minutes of the *committee* shall be distributed to each *member* at least twenty-four (24) hours before the next *committee* meeting for consideration.
- 70.32 After the minutes, have received approval of a majority of the *members* present, they shall be signed by the presiding *member* and secretary. Once signed, the original minutes shall be forwarded to the *CAO* for presentation to *Council* and for safekeeping.
- 70.33 All minutes, once approved, shall be open for inspection by the public.
- 70.34 No *member* shall release or otherwise make public any information considered at a closed meeting, including discussion of the content of such a meeting with persons other than with *members of Council* or with civic staff who are privy to that information:
- (a) unless authorized by *Council*; or
 - (b) until the matter is included on a public agenda of *Council*.
- 70.35 Every *committee* shall report to *Council*, and no action of any *committee* shall be binding on the *municipality* unless:
- (a) power to take such action is expressly conferred on the *committee* by Provincial Legislation, Bylaw or *Resolution of Council*; or,
 - (b) *Council* has considered the report of the *committee* and if adopted, shall become the resolve of *Council*.
- 70.36 The conduct of delegations or the public at *committee* meetings, which they are entitled to attend, shall be subject to the requirements as set out in section 38 of this Bylaw.
- 70.37 The conduct of *members* shall be subject to the requirements as set out in section 39 of this Bylaw.
- 70.38 The *chair* may request any individual to be expelled from a meeting, in accordance with the guidelines as set out in section 40 of this Bylaw.

PART VII – MISCELLANEOUS



**BYLAW # 11-2024
FORM 1
REQUEST FOR A SPECIAL MEETING**

Date: _____

To: _____ CAO, Resort Village of Aquadeo

Pursuant to section 123 of The Municipalities Act, I / we hereby request you to call a *special meeting* of the *Council* of the Resort Village of Aquadeo to discuss the following matter(s):

1. _____
2. _____
3. _____

Meeting Details:

Location: _____

Date: _____

Time: _____

Dated this ___ day of _____, 20__

SIGNED: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Office Use Only:

Members provided notice pursuant to subsection 124(1) of the Municipalities Act

Notice not provided pursuant to subsection 123(3) of the Municipalities Act



BYLAW #08-2024

A BYLAW OF THE RESORT VILLAGE OF AQUADEO TO REPEAL BYLAWS

The Council of the Resort Village of Aquadeo in the Province of Saskatchewan, enacts as follows:
The following bylaw(s) is/are hereby repealed:

Bylaw No.	Date Adopted	Subject Matter	Reason to Repeal
01/2024	January 19/2024	Repeal Previous Bylaws	
72/2005	May 18/2005	Establish EMO	Void as not members
04/2022		Mutual Aid Agreement passing was not found	Void as not members and resolution for
02/2011	April 5/2011	Installation of Deep Water Lines as Local Improvement	



Peter Dylow

 Mayor

[Signature]

 Chief Administrative Officer

This Bylaw is read a first time on May 17, 2024
 This Bylaw is read a second time on May 17, 2024
 This Bylaw is read a third time and adopted on May 17, 2024

Certified true copy of Bylaw 08/2024
 of the Resort Village of Aquadeo,
 dated this 17 day of May, 2024.

[Signature]

 Administrator