

Council and Committee Procedures

Bylaw 45-25

Rural Municipality of
Corman Park



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BYLAW 45-25

The Council and Committee Procedures Bylaw

Whereas, pursuant to *Sections 81 and 81.1 of The Municipalities Act*, a Council may pass bylaws in relation to the establishment and functions of Council Committees, and must pass a bylaw regarding the procedures and conduct of Council and Council Committees;

And Whereas, pursuant to *Section 126 of The Municipalities Act*, a Council may delegate its powers or duties to an employee, agent or Committee, except those powers or duties set out in *Section 127 of Act*;

And Whereas the R.M. of Corman Park desires to establish rules and provisions to regulate the conduct of business in Council meetings and Council Committee meetings and to establish Council Committees;

Now Therefore, the Council of the R.M. of Corman Park enacts as follows:

PART I Short Title and Interpretation

Short Title

1. This Bylaw may be cited as *The Council Procedures and Committees Bylaw*

Definitions

2. In this Bylaw:
 - (a) **“Act”** mean *The Municipalities Act* in the Province of Saskatchewan;
 - (b) **“Acting Deputy Reeve”** means the councillor appointed by Council to act as the Reeve if both the Reeve and the Deputy Reeve are unable to perform the duties of the Reeve;
 - (c) **“adjourn”** means to suspend proceedings to another time or place;
 - (d) **“administration”** means the Chief Administrative Officer (CAO) of the R.M. of Corman Park or an employee(s) accountable to the CAO.
 - (e) **“carryforward action list”** means a list and tracking of recommendations the Committee has ratified for Administration to report back on.
 - (f) **“Chair”** means a person who has the authority to preside over a meeting;
 - (g) **“CAO”** means the person appointed as the Chief Administrative Officer or Administrator of the R.M. of Corman Park or their delegate as per the Administration Bylaw.

- (h) “**R.M. Solicitor**” means the person appointed as solicitor for R.M.
- (i) “**Committee of the Whole**” means a Council Committee that includes all members of the Council.
- (j) “**consent agenda**” means that portion of a Regular Business Meeting containing reports from Council Committees which received unanimous support at the committee prior to forwarding the reports to Council, and which may be adopted by a consent motion;
- (k) “**consent motion**” means a motion to adopt, without debate, the recommendations of several reports from Council Committees which have received unanimous consent at the Council Committee prior to forwarding the reports to Council;
- (l) “**Council**” means the Council of The R.M. of Corman Park;
- (m) “**Council table**” is the physical divider in the Council Chamber that separates Council and Council Committees from the public gallery;
- (n) “**Council Committee**” means a committee established by Council pursuant to this Bylaw, comprised of Council members only, and includes:
 - (i) The Administration Committee;
 - (ii) The Planning Committee;
 - (iii) The Public Works Committee; and,
 - (iv) The Executive Committee
- (o) “**Council Committee member**” means a Council member appointed to a Council Committee;
- (p) “**Council meeting**” means a meeting of Council and includes:
 - (i) a Regular Business Meeting;
 - (ii) a Regular Public Hearing Meeting; and
 - (iii) a special meeting;
- (q) “**Council member**” means a member of Council as defined in *The Municipalities Act*;
- (r) “**councillor**” means a Council member other than the Reeve;
- (s) “**Deputy Reeve**” means the councillor appointed by Council to act as the Reeve in the absence of the Reeve;

- (t) “**electronic**” means electronic as defined in *The Electronic Information and Documents Act, 2000*;
- (u) “**emergency**” means emergency as defined in *The Municipalities Act*;
- (v) “**in-camera**” means in the absence of the public;
- (w) “**inquiry**” means a request in writing made by a Council member at a Council meeting for a report providing information typically related to an operational matter or a matter of particular interest in a ward;
- (x) “**Reeve**” means the Council member duly elected in the R.M. of Corman Park as the Reeve in accordance with *The Local Government Election Act, 2015*;
- (y) “**mover**” means a person who presents or proposes a motion or amendment;
- (z) “**notice of motion**” means a notice provided by a Council member that a formal proposal will be placed before a meeting for debate and decision, typically relating to a substantive policy change or a matter of general application in the R.M.;
- (aa) “**point of order**” means an issue raised by a Council 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;
- (bb) “**point of privilege**” means an issue raised by a Council member in a meeting on any matter related to the rights and privileges of Council or individual members and includes:
 - (i) organization and existence of Council;
 - (ii) comfort of Council members;
 - (iii) conduct of employees of the R.M. or members of the public in attendance at the meeting;
 - (iv) accuracy of the reports of Council’s proceedings; and
 - (v) reputation of Council or Council members;
- (cc) “**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;
- (dd) “**quorum**” means the number of persons required to be present at a meeting to validate the transaction of business;
- (ee) “**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;

- (ff) **“Regular Business Meeting”** means a meeting of Council other than a Regular Public Hearing Meeting;
- (gg) **“Regular Public Hearing Meeting”** means a meeting of Council at which matters requiring a public hearing or public notice are considered;
- (hh) **“returning officer”** means a person specified or appointed as a returning officer pursuant to Section 28 of *The Local Government Election Act, 2015*;
- (ii) **“R.M.”** means the Rural Municipality of Corman Park #344
- (jj) **“special committee”** is a committee established pursuant to Section 88 of this Bylaw as a special committee;
- (kk) **“special meeting”** is a meeting of Council or a Council Committee other than a regularly scheduled meeting;
- (ll) **“urgent business”** means a time sensitive matter which requires Council’s immediate and urgent consideration;
- (mm) **“Vice-Chair”** means the person who has the authority to preside at a meeting in the absence of the Chair.

Principles and Purposes of Bylaw

3. The purpose of this Bylaw is to establish rules to follow in governing the R.M. and to establish Council Committees.

Requirement for Information to be in Writing

4. A requirement pursuant to this Bylaw that any information or documents be in writing is satisfied if the information or document:
 - (a) is in an electronic form; and
 - (b) is accessible so as to be useable for subsequent reference.

PART II Application

Application

5.
 - (1) This Bylaw applies to all meetings of Council and Council Committees.
 - (2) This Bylaw prevails if there is any conflict between this Bylaw and any other bylaw or policy.

- (3) This Bylaw will be brought back to Council for review whenever applicable provincial or municipal statutes are altered.

PART III Council Procedure

DIVISION I First Meeting and Organizational Meetings

First Meeting

6. (1) The first Council meeting after a general election shall be held within 31 days as per *Section 121* of the *Act* and generally as soon as possible before the next regular council meeting.
- (2) At the first Council meeting:
 - (a) the returning officer shall provide Council with a copy of the declaration of results with respect to the election;
 - (b) every newly elected Council member shall take the Oath of Office and submit a Public Disclosure Statement pursuant to *Act*; and
 - (c) no other Council business is conducted until the next regular Council meeting.

Organizational Meetings

7. (1) An organizational meeting shall be held each year and shall be part of the Regular Council Meeting in November or December.
 - (1.1) Notwithstanding Subsection (1), in the year of a general election, the organizational meeting shall be part of the Regular Council Meeting in December.
- (2) At the organizational meeting, Council shall review and establish:
 - (a) the positions of Deputy Reeve and Acting Deputy Reeve. The Deputy Reeve and Acting Deputy Reeve are appointed for 2-year terms.
 - (b) dates, times and places for regularly scheduled meetings of Council and Council Committees;
 - (c) Standing Committee appointments for the following year; and
 - (d) Appoint the committee chairs and any board members or delegates as required.

DIVISION II Council Meetings

Regularly Scheduled Meetings

8. There shall be one type of regularly scheduled Council meeting:
 - (a) A Regular Council Meeting and within that meeting, any required Public Hearings shall be conducted by suspending the regular meeting and moving into the Public Hearing.
 - (b) Notwithstanding Subsection (a), if required under special circumstances, a Public Hearing may be held by calling a Special Meeting of Council.

Date of Meetings

9.
 - (1) Every regularly scheduled Council meeting shall be held on the dates established at the organizational meeting.
 - (2) Regularly scheduled Council Meetings held between nomination day under the *The Local Government Election Act, 2015* and the election day for a general election shall not deal with budgetary or first reading bylaw matters or whereby the decision of a matter should involve the discussion and opinion of a complete Council.
 - (3) Notwithstanding Subsection (2), budgetary matters may be discussed in a special or regular meeting during the time period mentioned in Subsection (2) in case of an emergency.

Dispensing with Notice of Regularly Scheduled Meetings

10.
 - (1) Notice of regularly scheduled Council meetings need not be given.
 - (2) Notwithstanding Subsection (1), the CAO may advertise the date, time and place of any regularly scheduled Council meeting by:
 - (a) updating the calendar on the website after the organizational meeting sets the meeting dates; and
 - (b) send a meeting notice schedule to Council and Staff after the organizational meeting sets the dates.

Place of Meetings

11. Every regularly scheduled Council meeting shall be held in the Council Chambers. The location may change at the discretion of the Reeve with at least 24-hours' notice made to any members and to the public or may be held with less than 24-hour notice if all members waive notice in writing to that meeting before its commencement.

Time of Meetings

12. (1) Unless unforeseen circumstances or changes at the yearly organizational meeting, every Regular Council Meeting shall commence at 8:15 am and shall adjourn by 3:00 pm with any unfinished business added to a Special Meeting or to the next Regular Council Meeting as determined by the majority of Council in consultation with the CAO.
- (2) A meeting lunch break of maximum 30 minutes may be called if it is determined that a meeting may be in session past 1 pm.
- (3) Additional breaks may be called at the direction of any Council Member.

Unfinished Business

13. (1) If the business of a Regular Council Meeting is not completed at that meeting at any time during it, the unfinished business shall be set over to reconvene on a Special Meeting date or at the next Regular Council Meeting as determined by the majority of Council in consultation with the CAO.
- (2) If it is necessary to reconvene a Regular Council Meeting, the meeting shall commence at the discretion of the Reeve in discussion with the CAO.

Extension of Time

14. (1) Subject to Section 59, regularly scheduled Council meetings shall not continue later than 3:00 p.m.
- (2) If Council extends its meeting pursuant to Section 59, 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.

Changing Date, Time and Place

15. (1) Subject to Subsection (2), Council may change the date, time or place of a regularly scheduled Council meeting.
- (2) If Council changes the date, time or place of a regularly scheduled meeting, the CAO shall give at least 24 hours' notice of the change to:
 - (a) any Council member not present at the meeting at which the change was made; and

- (b) the public.
- (3) Notwithstanding Subsection (2), 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 members agree to do so, in writing, immediately before the beginning of the meeting.
- (4) The consent to waive notice of a change in date, time or place of a meeting pursuant to Subsection (3) may be given in person or electronic mail or other similar means pursuant to Section 4.

Cancellation

- 16. (1) Subject to Subsection (2), Council may cancel a regularly scheduled Council meeting.
- (2) If Council cancels a regularly scheduled Council meeting, the CAO shall give at least 24 hours' notice of the change to:
 - (a) any Council member not present at the Council meeting at which the decision to cancel was made; and
 - (b) the public.
- (3) Subject to Subsection (4), if there is a lack of agenda items, the CAO may cancel a regularly scheduled Council meeting in consultation with the Reeve.
- (4) If the CAO cancels regularly scheduled Council meeting, the CAO shall give at least 24 hours' notice of the change to:
 - (a) all Council members; and
 - (b) the public.
- (5) Cancellation notice of any Special or Regular Council meeting will be by way of:
 - i. Council members – by email
 - ii. Public – by posting on R.M. website
 - iii. Post Notice at the R.M. office when possible

Special Meetings

- 17. (1) The CAO or their designate shall call a special meeting of Council whenever requested to do so by the Reeve or a majority of all councillors.
- (2) The CAO shall give notice in writing of a special meeting to each Council member and to the public at least 24 hours in advance of the special meeting.
- (3) The notice shall state:

- (a) the purpose of the special meeting; and
 - (b) the date, time and place of the special meeting.
- (4) Notwithstanding Subsection (2), a special meeting may be held with less than 24 hours' notice to the Council members, and without notice to the public, if all Council members agree to do so, in writing, immediately before the beginning of the special meeting.
- (5) No business other than that stated in the notice, shall be transacted at a Special Meeting, unless all the members of Council are present and, by unanimous consent, authorize other business to be transacted.

Meeting Through Electronic Means in an Emergency

18. (1) In an emergency, a Council meeting may be conducted by means of a telephonic, electronic or other communication facility if:
- (a) notice of the Council meeting is given to the public including the way in which the Council meeting is to be conducted;
 - (b) 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
 - (c) the facilities permit all participants to communicate adequately with each other during the Council meeting.
- (2) Council members participating in a Council meeting held by means of a communication facility are deemed to be present at the Council meeting.

Remote Participation

19. (1) Subject to Subsection (2), a Council member may participate remotely in a Council meeting in accordance with the procedures set out in Schedule "A".
- (2) The procedures set out in Schedule "A" do not apply to meetings mentioned in Section 18.
- (3) Notwithstanding Subsection (1), if a dispute arises the Chair of a meeting may choose to allow or not allow a member of Council to participate remotely.

Actions in Public

20. (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 Council meeting.
- (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.

Meetings to be Public

21. Subject to Section 23, Council shall conduct all Council meetings in public.

In-Camera Items

22. (1) The CAO will advise if an agenda item should be in-camera according to the exemptions of LAFOIP.
- (2) If a Council member does not support a particular item being considered in-camera, Council, during the public portion of the meeting, shall remove the item and consider the reasons for including the item in-camera.
- (3) If Council, after consideration, has determined that an in-camera item should not be considered in-camera, the item shall be removed from the in-camera items and be addressed immediately following the approval of any other in-camera items.
- (4) Notwithstanding Subsection (3), if an item is removed from the in-camera items pursuant to Subsection (3), the CAO may advise to move the item to another meeting date if further research/reporting is required so that the public is informed and provides an opportunity to publicly address matter.

In-Camera Meetings

23. (1) Council may meet in-camera 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*.
- (2) Council may meet in-camera for the purpose of long-range or strategic planning, but no business may be transacted at that meeting while in-camera.
- (3) No resolutions or bylaws may be passed while in-camera.
- (4) If Council requires Administration to carry out an action resulting from an in-camera discussion, immediately after the meeting moves *out of in-camera*, the mover must rise and report and provide a brief description of the item and make a motion on the matter for discussion and vote.
- (5) If the majority of Council, while meeting in-camera, is of the opinion that a particular item should not be considered in-camera, Council shall not consider that item, but shall:
- (a) direct that it be placed on the public agenda of the next Council meeting; or
- (b) permit administration to withdraw the matter.

- (c) If a Councillor is attending the in-camera portion of the meeting remotely (via video conference), they must declare they are in private at their remote location. The declaration shall be made in either of the following methods:
 - i. by sending an email from their R.M. owned device or R.M. email address to the CAO prior to the in-camera meeting, or;
 - ii. immediately before the meeting is moved in-camera, declare live during the video conference and for the record, that they are in private.
- (6) There shall be no motion to move out of in-camera, the Reeve or Chair shall announce to move out of in-camera and resume the public meeting.
- (7) Administration shall note in the minutes the time the in-camera meeting started and ended.
- (8) A Councillor and/or the CAO may provide a verbal update on an in-camera item to another Council member that was not in attendance during the discussion.

Method of Giving Notice

- 24. (1) Any notice respecting a Council meeting is deemed to have been given to a Council member if the notice is:
 - (a) in the case of a regular council meeting, the dates set by Council at the yearly organizational meeting, or
 - (b) provided or sent to the member via the members R.M. email.
- (2) Notice to the public of a Council meeting is sufficient if the notice is posted:
 - (a) for a Regular Council Meeting, on the R.M. website; and
 - (b) for a Special Council Meeting, on the R.M. website and the R.M. office.

DIVISION III
Communications and Requests to Speak to Council

Communications – General

25. (1) When a person wishes to have a letter or other written communication considered by Council, it shall be addressed to the CAO or Council:
- (a) clearly set out the matter in issue and the request; and
 - (b) (i) for written correspondence, must be printed, typewritten or legibly written, contain the mailing address of the writer, phone number, email (if available) and be signed with the name of the writer; or
(ii) for electronic communication, must contain the name of the writer and both the mailing and electronic address of the writer.
- (2) Communication received by the CAO which does not meet the conditions in Subsection (1) or is abusive in nature shall be discussed and reviewed for handling by the Reeve and CAO.
- (3) 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*.

Communications – Matter on Council Agenda

26. (1) Written communication pertaining to a matter already on a Council agenda must be received by the CAO no later than two (2) business days prior to the Council meeting in order to be included on the Council agenda.
- (1.1) Notwithstanding Subsection (1), a written communication pertaining to a matter already on a Council agenda for a special meeting must be received by the CAO no later than the time designated by the CAO in order to be added to the agenda, and if the Council unanimously agree to hear the matter at the time of the special meeting or defer it.
- (2) Notwithstanding Subsections (1), and (1.1) when consideration of a matter on the agenda of a Council meeting is deferred or forwarded as unfinished business to a later Council meeting, no new communications will be accepted for consideration at the later Council meeting unless new information is to be presented at the later Council meeting.

Communications – Matter not on Council Agenda

27. (1) Written communications received four (4) business days prior to the agenda deadline outlined in Section 45 that do not relate to a matter on a Council agenda shall be reviewed by the CAO and placed on the next agenda,

deferred to another more appropriate agenda date or refused at the discretion of the CAO or in consultation with:

- (a) the appropriate Council Committee Chair;
 - (b) the appropriate department;
 - (c) the division Councillor; or
 - (d) the Reeve.
- (2) No written communication shall be considered by Council if, within the six (6) months immediately preceding the communication, Council has dealt with the same or substantially the same matter, unless substantially new information is brought forward.
- (3) If a written communication is refused pursuant to Subsection (1) and (2), the communication, and any reply, shall be filed by the CAO and brought to the attention of the Reeve.
- (4) Communications respecting a matter that is before a court or for which an appeal to an independent tribunal exists pursuant to *Act* or any R.M.

bylaw shall be referred to the Department or legal team having carriage of the matter on the R.M.'s behalf. Without limiting the generality of the foregoing, legal matter shall be referred to the CAO first.

Delegation – Matter on Council Agenda

28. (1) If a person wishes to speak to Council on a matter already on a Council agenda, for which a hearing is not required, that person must complete a delegation form and forward it to the CAO.
- (2) A delegation pursuant to Subsection (1) must be received no later than four business days prior to the publication of the agenda.
- (2.1) Notwithstanding Subsection (1), a delegation to a matter already on a Council agenda for a **special meeting** must be received by the CAO no later than the time designated by the CAO in order to be added to the agenda, and if all members of Council are present and unanimously agree to hear the delegate at the time of the special meeting or defer.
- (3) In the event that a delegation makes an application to the CAO after the deadline specified in Subsection (2), regarding a subject which is not on the agenda, the Administrator may:
- (a) Bring the request to the attention of Council and advise the delegation that they may not be heard by Council unless the majority of Council members present vote to allow the delegation to speak within the Motion to approve the agenda; or

- (b) Suggest a different meeting date for the delegation to attend.
- (4) The CAO shall refer the delegation to Council pursuant to Subsection (1) to the Council meeting dealing with that particular matter, whenever possible.
- (5) Notwithstanding Subsection (4), the CAO has the authority to assign the date when a delegation may present to Council.
- (6) Notwithstanding Subsections (1) and (4), the CAO in consultation with the Reeve may refuse a delegation. If a delegation is refused, Council shall be notified of the decision.
- (7) Notwithstanding Subsections (1), (2), and (2.1) when consideration of a matter on the agenda of a Council meeting is deferred or forwarded as unfinished business to a later Council meeting, only those persons who had requested to speak to Council at the original Council meeting shall have the right to be heard at the later Council meeting.
- (8) The time allowed for each person speaking to Council shall be five minutes, excluding any time spent addressing any questions posed by Council members.
- (9) Notwithstanding Subsection (8), an additional five minutes, excluding any time spent addressing any questions posed by Council members, may be allowed at the discretion of the Chair.
- (10) Delegations speaking before Council shall address their remarks to the stated business:
 - (a) Delegations will be limited to speaking only once unless they have new information to state regarding the matter, they may speak once more if the chair permits; and
 - (b) Rebuttal or cross debate with other delegations shall not be permitted, unless approved by a majority vote of Council
- (11) 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 Chair shall at the conclusion of five minutes, inform the delegation that the time is up. If needed, the delegate can ask the chair at that time to extend the time another 5 minutes and the chair shall ask for a vote by the Council.
- (12) Any discourse between members of Council and the delegation shall be limited to asking questions for clarification and obtaining additional relevant

information only.

- (13) Delegations shall not directly ask staff members questions during their presentation.

Delegation – Matter not on Council Agenda

29. (1) If a person wishes to speak to Council on a matter not on a Council agenda, for which a hearing is not required, that person must complete a delegation form and forward to the CAO.
- (2) A delegation pursuant to Subsection (1) must be received no later than four business days prior to the publication of the agenda.
- (2.1) Notwithstanding Subsection (1), a delegation to a matter not on a Council agenda for a **special meeting** must be received by the CAO no later than the time designated by the CAO in order to be added to the agenda, and if all members of Council are present and unanimously agree to hear the delegate at the time of the special meeting or defer.
- (3) Upon receipt of a delegation pursuant to Subsection (1), the CAO may refer the matter to the appropriate Council Committee to hear from the person.
- (4) The CAO may refuse to accept a delegation if Council or a Standing Committee has, within the 6 months immediately preceding the request, dealt with the same or substantially the same matter unless new information is to be brought forward.
- (5) Notwithstanding Subsection (4), the CAO in consultation with the Reeve may refuse a delegation. If a delegation is refused, Council shall be notified of the decision.
- (7) Communications respecting a matter that is before a court or for which an appeal to an independent tribunal exists pursuant to *Act* or any R.M. bylaw shall not be referred to a Council Meeting, but rather to the CAO.
- (8) The CAO shall refer the delegation to Council pursuant to Subsection (1) to the Council meeting dealing with that particular matter, whenever possible.
- (9) Notwithstanding Subsection (8), The CAO has the authority to assign the date when a delegation may present to Council.
- (10) In the event that a delegation makes an application to the CAO after the deadline specified in Subsection (2), regarding a subject which is not on the agenda, the Administrator will bring the request to the attention of Council:

- (a) Bring the request to the attention of Council and advise the delegation that they may not be heard by Council unless the majority of members of Council vote to allow the delegation to speak within the Motion to approve the agenda; or
 - (b) Suggest a different meeting date for the delegation to attend.
- (11) Notwithstanding Subsections (1), (2), and (2.1) when consideration of a matter on the agenda of a Council meeting is deferred or forwarded as unfinished business to a later Council meeting, only those persons who had requested to speak to Council at the original Council meeting shall have the right to be heard at the later Council meeting.
- (12) The time allowed for each person speaking to Council shall be five minutes, excluding any time spent addressing any questions posed by Council members.
- (13) Notwithstanding Subsection (12), an additional five minutes, excluding any time spent addressing any questions posed by Council members, may be allowed at the discretion of the Chair.
- (14) Delegations speaking before Council shall address their remarks to the stated business:
 - (a) Delegations will be limited to speaking only once unless they have new information to state regarding the matter, they may speak once more if the chair permits; and
 - (b) Rebuttal or cross debate with other delegations shall not be permitted, unless approved by a majority vote of Council
- (15) 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 Chair shall at the conclusion of five minutes, inform the delegation that the time is up. If needed, the delegate can ask the chair at that time to extend the time another 5 minutes.
- (16) Any discourse between members of Council and the delegation shall be limited to asking questions for clarification and obtaining additional relevant information only.
- (17) Delegations shall not directly ask staff members questions during their presentation.

**DIVISION IV
Control and Conduct at Council Meetings**

Reeve

30. (1) The Reeve shall:
- (a) preside at all Council meetings;
 - (b) preserve order at Council meetings;
 - (c) enforce the rules of Council;
 - (d) advise on points of procedure;
 - (e) decide points of privilege and points of order, except as described in Subsection (f);
 - (f) when a point of privilege or point of order is brought against the Reeve, Council members shall decide and vote on the matter.
- (2) The Reeve shall have the same rights and be subject to the same restrictions, when participating in debate, as all other Council members.
- (3) The Reeve shall decide the Council seating order and make changes at the organizational meeting or at their discretion.
- (4) The Reeve or Chair shall motion with or without a vote to adjourn a Council or Committee meeting when the business on the agenda has been completed.

Deputy Reeve

31. (1) Council shall appoint a Deputy Reeve.
- (2) The Deputy Reeve is to act as the Reeve if:
- (a) the Reeve is unable to perform the duties of Reeve; or
 - (b) the office of Reeve is vacant.
- (3) The term for Deputy Reeve is two years and reviewed at the Council organizational meeting.
- (4) The chair shall ask Council members if they would like to let their name stand when the prior term concludes or at the request of the current Deputy Reeve.
- (5) The member(s) of Council who let their name stand to be appointed Deputy Reeve shall be elected by the majority vote or by secret ballot of

the members of Council present.

- (6) In the case of an equal number of votes, the CAO shall write the names separately on an identical blank paper, fold and deposit in a receptacle and direct a person to withdraw one paper. The name that is drawn shall be declared elected.

Acting Deputy Reeve

32. (1) Council shall appoint an Acting Deputy Reeve at the organizational meeting for a 2-year term.
- (2) The Acting Deputy Reeve shall be the Council member who last acted as Deputy Reeve or appointed by majority vote of member of Council present.

Point of Order

33. (1) A Council member may rise and ask the Reeve to rule on a point of order.
- (2) When a point of order is raised, the Council member speaking shall immediately be seated and shall remain seated until the Reeve decides the point of order raised, except as defined in Section 30(f).
- (3) A point of order must be raised immediately at the time the rules of Council are breached.
- (4) The Council member against whom a point of order is raised may be granted permission by the Reeve to explain.
- (5) The Reeve may consult the CAO before ruling on a point of order.
- (6) A point of order is not subject to amendment or debate.

Point of Privilege

34. (1) A Council member may rise and ask the Reeve to rule on a point of privilege.
- (2) After the Council member has stated the point of privilege, the Reeve shall rule whether or not the matter raised is a point of privilege, except as defined in Section 30(f).
- (3) If the matter is determined to be a point of privilege, the Council member who raised the point of privilege shall be permitted to speak to the matter.
- (4) If the point of privilege concerns a situation, circumstance or event which arose between Council meetings, the Council member shall raise the point of privilege immediately after adoption of the minutes of the previous Council meeting.
- (5) The Reeve may consult the CAO before ruling on a point of privilege.
- (6)

- (7) A point of privilege is not subject to amendment or debate unless a motion regarding the point of privilege is put to Council.

Point of Procedure

35. (1) Any Council member may rise and ask the Reeve for an opinion on a point of procedure.
- (2) When a point of procedure is raised, the Council member speaking shall immediately be seated until the Reeve responds to the inquiry.
- (3) After the Council member has asked the point of procedure, the Reeve shall provide an opinion on the rules of procedure bearing on the matter before Council.
- (4) The Reeve may consult the CAO before providing an opinion on the point of procedure.
- (5) A point of procedure is not subject to amendment or debate.
- (6) The Reeve's answer to a point of procedure is not a ruling and cannot be appealed to the whole of Council.

Appeal

36. (1) Any Council member may appeal any ruling of the Reeve on a point of order or point of privilege to the whole of Council.
- (2) A ruling of the Reeve must be appealed immediately after the ruling is made or the ruling will be final.

Conduct in Public Gallery

37. All persons in the public gallery at a Council meeting shall:
 - (a) refrain from addressing Council or a Council 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; and
 - (e) ensure that all recording, audio visual and photographic equipment is 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.

Conduct of Members

38. (1) A Council member wishing to speak at a meeting shall obtain the approval of the Reeve before speaking.
- (2) When addressing a Council meeting, a Council 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 Council member, an employee of the R.M. or a member of the public;
 - (c) reflecting on a vote of Council except when moving to rescind or reconsider it, and reflecting on the motives of the Council members who voted on the motion or the mover of the motion; or
 - (d) shouting or using an immoderate tone, profane, vulgar or offensive language.
- (3) When a Council member is addressing the Reeve, all other Council 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.
- (4) Council members shall remain seated and be silent once a question is put to vote and until the vote is declared.
- (5) Council members shall ensure that all cellular telephones and similar electronic devices remain silent and do not create a disruption to the Council meeting.

Improper Conduct

39. (1) The Reeve may request that any person in the public gallery who disturbs the proceedings of Council or acts improperly at a Council meeting, as set out in Section 37 leave or be expelled from the meeting.
- (2) No person in the public gallery shall refuse to leave a Council meeting when requested to do so by the Reeve.

- (3) Any person who refuses to leave when requested to do so may be removed.
- (4) If a person disturbs the proceedings of Council or refuses to leave when requested to do so, the Reeve may recess the meeting until the person leaves, is removed, or adjourn the meeting to another day.

Leaving the Meeting

40. Every Council member who leaves a Council meeting before the meeting is over, who do not intend to return to the meeting, shall notify the CAO and extend respects to the Reeve.

Leaving Seats

41. The Council members shall not leave their places upon conclusion of a Council meeting until the meeting is adjourned.

Persons Allowed Within the Council Table

42. (1) In addition to Council members, the following persons shall be allowed to sit within the Council table during Council meetings:
 - (a) the CAO;
 - (b) the Acting CAO;
 - (c) the CAO's Executive Assistant or Secretary;
 - (d) such other members of the administration as authorized by the CAO; and
 - (e) such persons as are permitted by the Reeve.
- (2) In the absence of any person mentioned in Subsection (1), a person acting on their behalf may sit within the Council table during Council meetings.

DIVISION V Council Meeting Procedure

Procedure and Rules

43. (1) When any matter arises relating to Council procedures, which is not covered by this Bylaw, the matter shall be decided by reference to *The Municipalities Act* or other applicable legislation. Where this Bylaw or applicable legislation does not cover the matter relating to Council procedures, *Bourinot's Rules of Order of Parliamentary Procedure* shall apply.

- (2) In the event of any conflict between the provisions of this Bylaw and those contained in *Bourinot's Rules of Order of Parliamentary Procedure*, the provisions of this Bylaw shall apply.
- (3) In the event of any conflict between the provisions of this Bylaw and those contained in applicable legislation, the provisions set out in applicable legislation shall apply.

Suspension of Rules

44. Any of the rules contained in this Bylaw not specified in *Act* may be suspended for any one (1) meeting by a unanimous vote of the Council members present at the Council meeting.

Order of Business and Agenda

45. (1) A public acknowledgment may be scheduled for a specific time of day, regardless of their placement in the order of business on a Regular Council Meeting agenda. The agenda shall reflect the time for which the public acknowledgment is scheduled, and any matter under consideration at the scheduled time shall be temporarily tabled and resumed upon conclusion of the public acknowledgment.
- (2) The CAO shall prepare the agenda for Council and Committee meetings and distribute copies of the agenda, along with all reports or communications to be dealt with at the Council meeting, to each Council member no later than the Wednesday immediately preceding the Council meeting.
- (3) 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.
- (4) If, for any reason, the CAO is unable to meet the deadline mentioned in Subsection (2), 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.
- (5) Business shall be considered in the order in which it stands on the agenda, unless Council alters the order of business for the convenience of the Council meeting by a majority vote of the Council members present.
- (6) Notwithstanding Subsection (5) the agenda order of business will generally be in the order of:
 - i. In-Camera
 - ii. Public Hearing
 - iii. Conflict of Interest
 - iv. Planning Department
 - v. Delegations
 - vi. Consent Agenda
 - vii. Financial Reports

- viii. Council Updates
- ix. Administration
- x. Public Works
- xi. Reeve, CAO & Police Chief Reports
- xii. In-Camera (Optional)

- (7) All administrative reports submitted for inclusion in the Council agenda must be received by the CAO no later than 5:00 p.m. on the Friday prior to the posting of the public agenda, unless the CAO approves the submission of a report received past this date.

Urgent Business

46. (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.
- (2) In these circumstances, the administration shall discuss the matter with the CAO with an explanation of the reasons and degree of urgency of the matter as soon as possible.
- (3) The CAO shall distribute any requests from the administration to add a matter of urgent business to the agenda to the Council members as soon as they are available.
- (4) During the confirmation of the agenda, a Council member may move to add a report, communication, speaker or motion to the agenda if the matter arises from an unforeseeable situation of urgency.
- (5) Council may only consider a matter of urgent business by a majority vote of Council members present.
- (6) Council may only consider a motion related to a matter of urgent business not accompanied by an administrative report if:
- (a) it is a motion to accept the information as received; or]
 - (b) it is a motion to refer the matter to the administration.

Minutes

47. (1) The CAO shall record the minutes of each Council meeting and shall post draft copies of the minutes of the last Council meeting with the agenda of the next Council meeting.
- (2) Any Council member may make a motion amending the minutes to correct any mistakes.

Commencement of Meeting

48. (1) The Reeve shall take the chair and commence the meeting at the time specified for the meeting and as soon as a quorum is present.
- (2) If neither the Reeve nor the Deputy Reeve is present within five minutes of the time specified for the meeting and a quorum is present, the Acting Deputy Reeve shall take the chair and commence the meeting until the arrival of the Reeve or the Deputy Reeve.
- (3) If a quorum is not present within 15 minutes of the time specified for the meeting, the Council meeting shall stand adjourned until the next regularly scheduled meeting or Special Meeting date as determined by the Council.

Quorum

49. (1) A quorum of Council is a majority of Council members.
- (2) Any act or proceeding of Council that is adopted at any Council meeting at which a quorum is not present is invalid.

Inquiry

50. (1) A Council member may make an inquiry at any Council meeting regarding any matter to:
 - (a) any Council Committee;
 - (b) any board of a controlled corporation as defined in *Act*;
 - (c) the Corman Park Board of Police Commissioners;
 - (d) the administration.
- (2) All inquiries must be in writing and delivered to the CAO.
- (3) The CAO shall refer all answers to inquiries to the Council or Council Committee meeting having authority over the subject matter of the inquiry.
- (4) The Reeve may rule that any inquiry is out of order as not constituting a proper inquiry and refuse to put forward the inquiry.
- (5) Any Council member may request further information if they feel the reply to an inquiry is insufficient, but this request must be approved by the majority of Council.
- (6) When the cost to respond to an inquiry, incurred by reason of:

- (a) the time of R.M. employees which must be taken away from performance of their regular duties or overtime which must be worked;
 - (b) the need to hire additional employees; or
 - (c) the necessity of obtaining and paying for the information required to answer the inquiry, is likely to be more than \$1,000.00 and no appropriation has been made for such expenditure in the budget, the administration shall report the anticipated cost to Council before undertaking a response to the inquiry.
- (7) When the administration has reported pursuant to Subsection (6), Council may, by a majority vote of the Council members present:
- (a) direct that the administration proceed with the investigation necessary to answer the inquiry; and
 - (b) shall provide for the payment of costs.
- (8) An inquiry is not debatable until the reply has been made or presented at a Regular Council Meeting or Council Committee meeting.
- (9) A Council member who made an inquiry may, at a Regular Council Meeting or Council Committee meeting, instruct the administration to abandon the inquiry.

Council Division Updates

51. (1) Division updates can be presented verbally or in writing and read aloud by the Division Councillor.
- (2) Division updates are received as information.

Order of Discussion of Agenda Items

52. An agenda item will ordinarily be discussed as follows:
- (a) the agenda item is introduced;
 - (b) the administration and members of the public present, as applicable;
 - (c) Council members may ask clarification questions of the administration and members of the public;
 - (d) a motion is made, the mover will have three (3) minutes to speak to it;

- (e) the motion is debated, the Reeve will go in order of those wishing to speak to the motion, each speaker will have three (3) minutes;
- (f) notwithstanding Subsection (e), if a speaker has new information to add they may speak again but only after other members have been have had the opportunity to be heard;
- (g) after each member speaks the mover will have an opportunity to re-address their motion if they desire;
- (h) the motion is put to a vote.

DIVISION VI

Motions in Council Meeting

Motions and Debate

53. (1) A motion does not require to be seconded.
- (2) When a motion is under debate, no other motions may be made, except:
- (a) to refer the motion to a Council Committee or the administration for a report back to Council;
 - (b) to amend the motion;
 - (c) to defer the motion to a fixed date;
 - (d) to request that the motion be put to a vote;
 - (e) to extend the time for a Council meeting;
 - (f) to rescind a previously passed resolution; or,
 - (g) to adjourn the meeting.
- (3) Any motions allowed under Subsection (2) shall be considered in the order in which they were moved.

Motion to Amend – General

54. (1) Except as provided in Subsection (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.

- (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.
- (3) An amending motion may also be amended.
- (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.
- (5) Only two amendments to the 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.
- (6) There is no limit to the number of amendments or sub-amendments that may be proposed.
- (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.
- (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.
- (9) The main motion shall not be debated until all amendments to it have been put to a vote.
- (10) Amendments shall be put in the order of which they are made.
- (11) When all amendments have been voted on, the main motion incorporating all amendments adopted shall be put to a vote.
- (12) No amendments shall be made to the following motions:
 - (a) a motion to adjourn;
 - (b) a motion to defer to a fixed date, except as to the date;
 - (c) a motion requesting that a motion be put to a vote.

Dividing a Motion into Parts

55. (1) A Council member may request or the Reeve may direct that a motion be divided if the motion contains more than one separate and complete recommendation.
- (2) Council shall then vote separately on each recommendation.
- (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.

Motion Arising

56. 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.

Motion to Defer

57. (1) A motion to defer consideration of a matter must specify either:
- (d) a fixed date or an event after which the deferred motion is to be considered; or
 - (e) any conditions which must be fulfilled for the deferred motion to be further considered.
- (2) Where a majority of all Council members decide to defer a motion, the motion cannot be considered by Council until the fixed date or event, or conditions mentioned in Subsection (1) have been fulfilled.
- (3) The only amendment allowed to a motion to defer is to change the date or conditions.

- (4) Notwithstanding Subsection (2), Council may consider a deferred motion before the fixed date, event or conditions mentioned in Subsection (1) have been fulfilled if a majority of all Council members agree that the motion may be considered before that date.

Request that Motion be put to Vote

58. (1) A motion requesting that a motion be put to a vote shall not be amended or debated.
- (2) 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 further amendment or debate.
- (3) If a motion requesting that a motion be put to a vote is not passed by Council, the original motion may be amended or debated.

Motion to Extend Time

59. (1) Subject to Subsection (2), regularly scheduled Council meetings shall not continue later than 3:00 p.m.
- (2) Council may extend a regularly scheduled meeting beyond 3:00 p.m. by a majority vote of the Council members present.
- (3) If any person is speaking at 3:00 p.m., the Reeve shall wait until that person is finished speaking before asking Council to consider whether it wants to extend the time of the meeting.

Motion to Adjourn

60. (1) A motion to adjourn is allowed at any time during a Council or Committee meeting, except:
 - (a) when a Council member is speaking;
 - (b) when Council members are voting on a motion;
 - (c) when a recorded vote is being taken;
 - (d) when Council is considering a motion requesting that a motion be put to a vote; or
 - (e) when no other intermediate proceeding has been considered since the last motion to adjourn was made at the meeting.
 - (f) Notwithstanding Subsection (1), when Council has completed all business as listed on the order of business on the agenda, the Reeve as per Section 30(4) shall adjourn the meeting with or without vote.

- (2) A motion to adjourn shall be decided without debate. 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.

Consent Agenda

61. (1) The consent agenda portion of a Regular Council Meeting is moved and voted upon without debate as one item regardless of the number of recommendations or reports included.
- (2) If a Council 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 Reeve calls the question, and the item shall be removed from the consent agenda without further debate or vote. Any items so removed shall be addressed immediately following approval of the consent agenda.

Motion to Move In-Camera

62. (1) A Council member may make a motion that a Council meeting move in-camera.
- (2) The motion to move in-camera must:
 - (a) be in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act*;
 - (b) include the titles or subject of the item(s) to be discussed; and
 - (c) include the reason for the Council meeting to be held in-camera.
- (3) No matter, action or bylaw shall be passed at an in-camera meeting.
- (4) If a Council member wants to make a motion resulting from an in-camera item, the meeting must move out of in-camera and the public meeting be resumed. The member will rise and report and make their motion to be voted on regarding the in-camera matter.

Out of In-Camera

63. (1) The Reeve or Chair will move the meeting out of in-camera and resume the public meeting without motion or vote.
- (2) The time shall be noted in the minutes when the meeting moved out of in-camera.

Motion Contrary to Rules

64. (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.

Withdrawal of Motion

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

Motion to Reconsider

66. (1) A motion to reconsider shall apply to resolutions only and shall not apply to bylaws passed by Council.
- (2) A motion to reconsider is in order whether the original motion passed or failed.
- (3) A motion to reconsider may only be made at the same Council meeting as the original motion was voted on.
- (4) A motion to reconsider must be moved by a member who voted with the prevailing side of the original motion. When a motion loses on a tied vote, the prevailing side is those who voted against the motion.
- (5) A motion to reconsider is debatable only if the motion being reconsidered is debatable.
- (6) A motion to reconsider cannot be amended.
- (7) A motion to reconsider shall require a majority vote of the members present at the meeting.
- (8) If a motion to reconsider is adopted, the original motion is immediately placed before Council to be reconsidered.
- (9) Once a vote on a motion to reconsider has taken place, there shall be no further motion to reconsider that resolution.

Motion to Rescind

67. (1) A motion to rescind shall apply to resolutions only and shall not apply to bylaws passed by Council.
- (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.
- (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.

- (4) A motion to rescind may be moved by any Council member regardless how they voted on the original motion.
- (5) A motion to rescind is debatable.
- (6) A motion to rescind may be amended.
- (7) Except as provided in Subsection (8), a motion to rescind shall only be made by a notice of motion duly given pursuant to Section 68.
- (8) Council may, by unanimous consent of the members present, waive the requirement for notice.
- (9) A motion to rescind shall, in all cases, require a majority vote of all Council members to pass.
- (10) 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.

Notice of Motion

68. (1) A motion introducing a new matter shall not be considered by Council unless:
- (a) it is a matter for information or discussion only;
 - (b) a simple matter that the CAO or department leadership can readily answer;
 - (c) a request for administration to report back on a matter;
- (2) Complex items where a review and investigation are required must have a resolution of Council to direct Administration, including the date of response.
 - (3) Council may, by unanimous consent of the members present, waive the requirement for notice.
 - (4) All notices of motion received pursuant to Subsection (2) shall be considered at the next Regular Council Meeting and Administration will provide a report outlining the matter.

- (5) Pursuant to Subsection (4), if Council motions for further information on the notice of motion report, Administration will prepare an additional comprehensive report for submission at a later meeting.

Reintroduction of Matters Previously Considered

69. A Council member shall not reintroduce a matter for consideration by Council if, within the 6 months immediately preceding the reintroduction of the matter, Council has dealt with the same or substantially the same matter by resolution or bylaw.

Debate on Motion

70. Subject to Subsections (4) and (5), no Council member shall speak more than once to a motion except if they have new information to add or to explain a material part of their speech which may have been misquoted or misunderstood and only after other members of Council have had the opportunity to be heard.
 - (1) No Council member shall speak longer than three (3) minutes during questions and comments on the same motion.
 - (2) The mover of the motion shall be given the first opportunity to speak.
 - (3) The mover of the motion shall be allowed to reply at the conclusion of the debate, which reply shall not be longer than three minutes.
 - (4) The Chair may allow any member to speak to the same motion more than once or for longer than three minutes during questions or comments.

Legal Advice

71. Where a majority of the Council 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.

Voting of Council

72.
 - (1) A Council member attending a Council meeting shall vote at the meeting on a matter before Council unless the Council member is required to abstain from voting pursuant to *The Municipalities Act* or any other Act.
 - (2) If a Council 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.
 - (3) The CAO shall ensure that each abstention is recorded in the minutes of the meeting.

Voting of Reeve

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

Majority Decision

74. At every Council meeting, all questions are to be decided by a majority vote of the Council members present.

Recorded Vote

75. (1) A vote by Council members that is Unanimously Carried does not require the names of the members and how each member voted in the minutes.
- (2) If the vote was not Unanimously Carried, the minutes shall show the names of the Council members present and whether each voted in-favour, opposed, abstained or if they were absent during the vote.

Tied Vote

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

DIVISION VII Bylaws

Passing of Bylaws

77. (1) Every proposed bylaw must have three distinct and separate readings.
- (2) A proposed bylaw must not have more than two readings at a Council meeting unless the Council members present unanimously agree to consider third reading.
- (3) A proposed bylaw will be considered by Council immediately following consideration of the report or item to which the bylaw relates.

DIVISION VIII Public Hearings

Procedure for Public Hearings

78. (1) When Council is required to give public notice of a matter or to hold a public hearing on a matter pursuant to *The Municipalities Act, The Planning and Development Act, 2007*, or any other Act or any bylaw or policy of the R.M., the bylaw or resolution shall be considered at a Regular Council Meeting.

- (2) The procedure by which the public hearing will be conducted or by which public input will be obtained shall be as follows:
- (a) by Council resolution, a public hearing on any applicable matters shall be opened;
 - (b) the Chair shall read out the details of the public hearing item or Administration may present a report on the matter;
 - (c) in the matter of a Discretionary Use item, Administration shall present a report on the item during the public hearing;
 - (d) if the public hearing involves the proponent, the Chair shall ask if they are in attendance, (in person or virtually) and they shall be given the first opportunity to make a representation on the matter;
 - (e) after the applicant, the Chair shall ask if any other person or group wishes to speak on the matter and will call up each speaker to the podium in reasonable order;
 - (f) each speaker is to clearly state their name and land location for the record;
 - (g) after the first call for speakers has concluded, the Chair shall ask a second time for anyone who wishes to speak to the matter and then a third and final time for anyone who wishes to speak to the matter.
 - (h) all interested parties shall be heard;
 - (i) during the second and third call for speakers, a person who already spoke may speak once more only if they have new information regarding the matter.
 - (j) the proponent shall be given a final opportunity to respond to the representations of the other interested persons;
 - (k) if written submissions are received regarding the matter, the Chair shall read out who the submission is from, a brief summary of the submission and if they are in support or opposed to the matter;
 - (l) all speakers shall have up to five (5) minutes to make their representation excluding any time spent addressing any questions posed by Council members;
 - (m) notwithstanding Subsection (l), the time may be extended up to an additional five (5) minutes at the Chair's discretion without vote to accommodate a person with disabilities;
 - (n)

- (o) notwithstanding Subsection (l) and (m), any requests for additional time for their representation shall be at the discretion of the Chair.
 - (p) after each presentation, the Chair shall ask if the Council have any questions for the speaker;
 - (q) Council shall not debate or discuss whether they are in support or opposed to a matter during the public hearing but only ask questions for clarification;
 - (r) if a Council member must leave the public hearing for a brief period, they shall ask the Chair to call a five (5) minute recess;
 - (s) Council may request further information from the administration;
 - (t) Council shall receive all reports, correspondence and other materials submitted on the matter under consideration;
 - (u) when all public hearing matters have been heard, the Chair shall declare the public hearing is closed and that the regular meeting resume;
 - (v) Council shall then consider each matter according to the agenda schedule, and at the conclusion of its deliberations, shall vote on the matter(s).
- (3) A summary of the verbal and written submissions presented only at and for the public hearing shall be noted in the minutes.
 - (4) Written submissions for a matter in a public hearing shall be received 4 clear business days prior to the public posting of the agenda.
 - (5) A public hearing may be adjourned to a date certain.

Voting on a Public Hearing Matter

- 79. (1) A Council member who wishes to leave a public hearing while it is in progress shall notify the Chair and indicate the projected length of their absence. The Chair may call a temporary recess of the public hearing to allow for the return of the Council member to be present for the entire hearing.
- (2) A Council member who is absent for all or part of a public hearing may not vote on the bylaw or resolution under consideration at the public hearing.
- (3) A Council cannot pass resolutions or bylaws on a hearing matter at the same meeting unless the hearing is formally closed.

Meeting Break

- 80. (1) The Chair, or at the request of a Council member, may request a Meeting break at any time during the meeting.

- (2) No motion or vote is required for a meeting break; the Chair will convey publicly the time frame for the break.
- (3) The break, start, and end times shall be recorded in the minutes.

PART IV Council Committee Procedure

DIVISION I Council Committees

Administration Committee

81. (1) The Administration Committee is hereby established and is considered a Regular Council Committee.
- (2) The Administration Committee shall be a Committee of the Whole.
- (3) The Chair for the upcoming year will be nominated and voted on by the Council members each year at its organizational meeting.
- (4) The procedure and conduct of the Administration Committee and its members shall be the same as Council procedures and conduct.
- (5) The Administration Committee Agenda shall include a Carryforward Action List.

Planning Committee

82. (1) The Planning Committee is hereby established and is considered a Regular Council Committee.
- (2) The Planning Committee shall be a Committee of the Whole.
- (3) The Chair for the upcoming year will be nominated and voted on by the Council members each year at its organizational meeting.
- (4) The procedure and conduct of the Planning Committee and its members shall be the same as Council procedures and conduct.
- (5) The Planning Committee Agenda shall include a Carryforward Action List.

Public Works Committee

83. (1) The Public Works Committee is hereby established and is considered a Regular Council Committee.
- (2) The Public Works Committee shall be a Committee of the Whole.
- (3) The Chair for the upcoming year will be nominated and voted on by the

Council members each year at its organizational meeting.

- (4) The procedure and conduct of the Public Works Committee and its members shall be the same as Council procedures and conduct.
- (5) The Public Works Committee Agenda shall include a Carryforward Action List.

Executive Committee

84. (1) The Executive Committee is hereby established.
- (2) The Executive Committee shall consist of the Reeve and the Chair from each Administration, Planning and Public Works Committee.
- (3) The procedure and conduct of the Executive Committee and its members shall be the same as Council procedures and conduct.

Local Emergency Management Planning Committee

85. (1) The Local Emergency Management Planning Committee is hereby established.
- (2) The Local Emergency Management Planning Committee shall consist of those appointed according to Council's organizational schedule.
- (3) The Chair is the R.M.'s Emergency Management Coordinator.
- (4) The procedure and conduct of the Public Works Committee and its members shall be the same as Council procedures and conduct.

Citizen of the Year Selection Committee

86. (1) The Citizen of the Year Selection Committee is hereby established.
- (2) The Citizen of the Year Selection Committee shall be a Committee of the Whole.
- (3) The Chair of the committee is the Reeve.
- (4) The procedure and conduct of the Public Works Committee and its members shall be the same as Council procedures and conduct.

Special Committees

87. (1) Council may appoint special committees as required and provide for the membership and functions of such committees and to whom they shall report.
- (2) Council shall appoint the Chair of each special committee.

- (3) All meetings of special committees shall be called by the Chair, or in the Chair's absence, the CAO, whenever requested by a majority of the members of the special committee.
- (4) The procedure and conduct of Special Committees and its members shall be the same as Council procedures and conduct.

Ad Hoc Committees

88. (1) Council Committees may appoint ad hoc committees to consider and report on a specific subject, project or undertaking within the Council Committees' mandate.
- (2) The Council Committee shall appoint the Chair and provide for the membership and functions of each ad hoc committee.
- (3) All meetings of ad hoc committees shall be called by the Chair.
- (4) Reports of ad hoc committees shall be made through the Council Committee to Council.
- (5) The procedure and conduct of the Public Works Committee and its members shall be the same as Council procedures and conduct
- (6) When an ad hoc committee has completed its work and made its report to Council, the ad hoc committee shall be deemed to be dissolved.

DIVISION II Council Committee Meetings

Date of Meetings

89. (1) Regularly scheduled Council Committee meetings will be held on the dates and times established by Council at a yearly organizational meeting.
- (2) Regularly scheduled Council Committee Meetings held between nomination day under *The Local Government Election Act, 2015* and the election day for a general election shall not deal with budgetary or first reading bylaw matters or whereby the decision of a matter should involve the discussion and opinion of a complete Council Committee.
- (3) Notwithstanding Subsection (2), budgetary matters may be discussed in a special or regular meeting during the time period mentioned in Subsection (2) in case of an emergency.

Dispensing with Notice of Regularly Scheduled Meetings

90. (1) Notice of regularly scheduled Council Committee meetings need not be given.

- (2) Notwithstanding Subsection (1), the CAO may advertise the date, time and place of any regularly scheduled Council Committee meeting by:
 - (a) updating the calendar on the website after the organizational meeting sets the meeting dates; and
 - (b) send a meeting notice schedule to Council and Staff through MS Outlook after the organizational meeting sets the dates.

DIVISION III

Control and Conduct at Council Committee Meetings Chair

91. (1) Unless otherwise stated in this bylaw, Regular Council Committees shall elect a Chair from among the Council members at its organizational meeting for the new year. If the Council is unable to elect a Chair, then the Reeve shall select the Chair from among the members.
- (2) No Council member shall act as Chair of more than one Regular Council Committee at any given time.
- (3) The Reeve shall preside at meetings in the absence of the Chair.
- (4) If neither the Chair nor the Reeve is present at a Regular Council Committee, the Deputy Reeve shall preside.
- (5) The Chair shall preside at each meeting, participate in the debate, and shall vote on all motions.
- (6) The Chair shall decide all questions of procedure, points of order and points of privilege, except as described in Subsection (7).
- (7) When a point of privilege or point of order is brought against the Chair, Committee members shall decide and vote on the matter.
- (8) At the conclusion of the order of business on the agenda, the Chair shall motion to adjourn all Council Committee meeting with or without vote.

Appeal

92. Any Council Committee member may challenge the ruling of the Chair. The motion "that the ruling of the Chair be overruled" shall be made, and the question shall be put to a vote immediately without amendment or debate. A vote against the motion is a vote to uphold the ruling of the Chair.

**DIVISION IV
Council Committee Meeting Procedure**

- 93. Unless otherwise provided for within this bylaw all procedures for Committee meetings follow that of Council.
- 94. The intent of Council Committee Meetings is to provide members with an opportunity to discuss items at greater length. Therefore, the Chair may extend the three (3) minutes discussion limit as referred to in Section 70 if new information and only after other members of Committee have had the opportunity to be heard.

Attendance by Other Members

- 95. (1) Council members may attend and take part in the meetings of any Council Committees of which they are not members, except the Executive Committee, but shall not vote on any matter before the Committee.
- (2) Council members who are not members of a Council Committee, except the Executive Committee, shall be given an opportunity to speak on a matter after the Council Committee members present have had an opportunity to speak.

**PART V
Offences and Penalties**

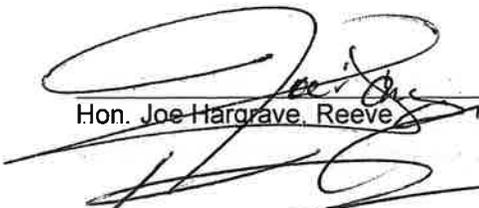
Offences and Penalties

- 96. Every person in the public gallery must adhere to the *Public Code of Conduct Policy*.

**PART VI
Miscellaneous**

Repeal

- 97. Bylaw 02/19, *The Council Procedure Bylaw* and all amendments thereto, are hereby repealed.


 Hon. Joe Hargrave, Reeve

 Kerry Hilts, Chief Administrative Officer



Certified true copy of the original document.

Certified this 26 day of September, 2025



Eileen Prosser, Notary Public

My appointment expires, July 31, 2030

Read a first time 23 day of September, 2025
 Read a second time this 23 day of September, 2025
 Read a third time and passed this 23 day of September, 2025

Schedule "A"

Remote Participation at Meetings

1. In this Schedule, "**Remote member**" means a Council member who intends to attend a Council meeting or Council Committee meeting remotely.
2. Remote participation is available when a Council member is unable to attend a Council meeting or Council Committee meeting in person due to unforeseen or extenuating circumstance, such as planned vacations, illness or family matters, etc.
3.
 - (a) Subject to Subsection (2), a request from a Council member for remote participation shall be provided to the CAO and/or Reeve at least two (2) business days before the meeting.
 - (b) The CAO may, at their discretion, accept a request from a Council member for remote participation less than two (2) business days before the meeting in the case of an emergency or unexpected event.
 - (c) Notice of a Council member's remote participation, including how they will attend the meeting shall be provided to other Council members as the CAO determines to be reasonable in the circumstances.
 - (d) The Chair of a meeting shall not be a Remote member unless all Council members attending the meeting are Remote members
4. Remote participation shall only be permitted:
 - (a) where facilities allow all participants to communicate adequately with each other and, where applicable, enable the public to hear all participants;
 - (b) where facilities allow all participants to be seen by each other while speaking and, where applicable, by the public, unless otherwise determined by the Chair or the CAO; and
 - (c) where the Council member has not participated remotely more than three (3) times in a row without proper cause or reason.
5. A Remote member is deemed to be present at the meeting.
6. A Remote member retains all other rights and privileges as stated in *The Council Procedures Bylaw*.
7. The time a Remote member joins and leaves the meeting will be noted in the minutes.
8. Voting will follow the procedure outlined in *The Council Procedures Bylaw*.

