

**Council Procedures Bylaw  
Village of Macoun  
Bylaw No. 11.21**

**A BYLAW TO REGULATE THE MEETING PROCEEDINGS OF MUNICIPAL  
COUNCIL, COUNCIL COMMITTEES AND OTHER BODIES**

The council of the Village of Macoun in the Province of Saskatchewan enacts as follows:

**PART I – INTERPRETATION**

**1. Purpose**

1.1 The purpose of this bylaw is to establish clear, transparent, consistent and accessible procedures to follow for conducting business at council meetings, committee meetings and other bodies' meetings.

**2. Definitions**

2.1 In this bylaw:

- a) "Act" means the Municipalities Act (MA);
- b) "Acting Mayor" means the councillor elected by council to act as the mayor if a vacancy arises in that office;
- c) "Adjourn" means to suspend proceedings to another time or place;
- d) "Administration" means the administrator or an employee accountable to the administrator;
- e) "Administrator" means the person appointed as administrator pursuant to section 110 MA;
- f) "Agenda deadline" means the time estimated in subsection 12.5 of this bylaw;
- g) "Amendment" means an alteration to a main motion by substituting, adding or deleting a word/words without materially altering the basic intent of the motion;
- h) "Business Day" means a day other than a Saturday, Sunday or holiday;
- i) "Chair" means a person who has the authority to preside over a meeting;
- j) "Communications" includes, but are not limited to the following: letter, memorandum, report, notice, electronic mail, facsimile, petition, brochure, or newsletter/magazine article;
- k) "Consent Agenda" means a portion of a meeting that lists items of business which are routine in nature and do not require substantial discussion and/or debate;
- l) "Consent Motion" means a motion to adopt, without debate, the recommendations of several reports within a consent agenda;
- m) "Contact Information" means:
  - i. The name of a person; and
  - ii) Whichever of the following options is considered by the sender to be most likely to affect receipt by the intended recipient:
    - (A) Mailing Address;
    - (B) Street or Civic Address;
    - (C) Email Address;
    - (D) Telephone Number;
    - (E) Fax Number; or
    - (F) Any other prescribed option;
- n) "Council" means the Mayor and councilors of the municipality elected pursuant to the provisions of The Local Government Election Act;

- o) “Council Committee” means a committee duly appointed by council and consisting of council members only;
- p) “Councillor” means the council member duly elected in the municipality as a councillor in accordance with The Local Government Election Act, 2015;
- q) “Deputy Mayor” means the councillor who is appointed by council, pursuant to section 25 of this bylaw, to act as mayor in the absence or incapacity of the mayor;
- r) “Mayor” means the council member duly elected in the municipality as the mayor in accordance with The Local Government Election Act, 2015;
- s) “Member” means the mayor, councillor or an appointed individual to a council committee or other body;
- t) “Motion” means a formal proposal placed before a meeting of council to be debated to a conclusion;
- u) “Mover” means a person who presents or proposes a motion or amendment;
- v) “Municipality” means the Village of Macoun;
- w) “Order of business” means the list of items comprising the agenda and the order in which those items appear on the agenda;
- x) “Other Body” means a committee, board, authority, commission or other body duly appointed by council, but does not include a council committee;
- y) “Point of Order” means the raising of a question by a member in a meeting claiming that the procedures of the meeting or of an individual council member are contrary to the procedural rules or practices;
- z) “Point of Privilege” is the raising of a matter by a member which occurs while the council is in session, where:
  - i) The rights, privileges, decorum or dignity of the council collectively or the rights and privileges of a member individually have been affected; or
  - ii) When a member believes that another member has spoken disrespectfully towards them or the council; or
  - iii) When a member believes their comments have been misunderstood or misinterpreted by another member or members; or
  - iv) When a member believes that comments made by the member outside the council chamber have been misinterpreted or misunderstood by the community, the public or the news media in order to clarify their position;
- aa) “Point of Procedure” means a question directed to the person presiding at a meeting to obtain information on the rules or procedures bearing on the business at hand;
- bb) “Public Hearing” means a meeting of council or that portion of a meeting of council which is convened to hear matters pursuant to:
  - i) The Municipalities Act;
  - ii) The planning and Development Act, 2007;
  - iii) Any other act; or
  - iv) A resolution or bylaw of council;
- cc) “Quorum” is subject to section 98 of the Act:
  - i) In the case of council, a majority of the whole council;
  - ii) In the case of a council committee, a majority of the members appointed to the council committee; and
  - iii) In the case of an other body, a majority of the members appointed to the other body;
- dd) “Recess” means an intermission or break within a meeting that does not end the meeting, and after which proceedings are immediately resumed at the point where they were interrupted;

- ee) “Resolution” means a formal determination made by council, a council committee or other body based on a motion duly placed before a regularly constituted meeting or a special meeting of council, a committee or an other body for debate and decision and is duly passed;
  - ff) “Secunder” means a person who formally supports a motion or amendment at the time it is proposed;
  - gg) “Special Meeting” means a meeting other than a regular scheduled meeting called pursuant to Section 123 of the Act or the provisions of this bylaw;
  - hh) “Unfinished business” means business which has been raised at the same or a previous meeting and which has not been completed;
  - jj) “Urgent business” means a time sensitive matter which requires council's immediate urgent consideration;
- 2.2 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.

### **3. Application**

- 3.1 This bylaw applies to all meetings of council., council committees and other bodies.
- 3.2 Notwithstanding subsection 3.1, council may, by resolution or bylaw, allow a council committee or other body to establish its own procedures.
- 3.3 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.
- 3.4 In the event of any conflict between the provisions of this bylaw and those contained in subsection 3.3, the provision of this bylaw shall apply.

## **PART II – MEETINGS**

### **4. First Meeting**

- 4.1 The first meeting of council shall be held on the second Monday of the month immediately following a general election.
- 4.2 Prior to commencement of the first meeting, every member of council shall take the oath or affirmation of office pursuant to the Act.

### **5. Regular Meetings**

- 5.1 Regular meetings of council shall be held on the Second Monday of each month commencing at 7:00pm.

***MOTION 2022/84 by Sovdi THAT, regular scheduled Council meeting dates be moved to the second Tuesday of each month. Seconded by Schaefer. CARRIED***

- 5.2 Council shall ensure that the time between regularly scheduled council meetings does not exceed sixty days.
- 5.3 In the event of any meeting date falling on a statutory or civic holiday or any day appointed as a holiday by proclamation of the Governor-General of Canada, the Lieutenant Governor of Saskatchewan, or the mayor, such meeting shall be held at the same time on the next day that the municipal office is scheduled to be open for business.
- 5.4 Notwithstanding the foregoing provision, council may, by resolution, dispense with or alter the time of a regular meeting of council.

### **6. Special Meetings**

- 6.1 The administrator shall call a special meeting of council, whenever requested to do so in writing by the mayor or a majority of the members.
- 6.2 The written request referred to in subsection 6.1 shall include all items of business to be transacted.

- 6.3 When a special meeting is to be held, the administrator shall provide written notice of the time, date and place of the meeting to the public at least twenty-four hours prior to the meeting and, in general terms, of the business to be transacted at the meeting.
- 6.4 Notwithstanding subsection 6.3, a special meeting may be held with less than twenty-four hours' notice or without notice to the public, if all members agree to do so, in writing, immediately before the beginning of the special meeting.

## **7. Meeting Through Electronic Means**

- 7.1 One or more members of council may participate in a council meeting by means of a telephonic, electronic or other communication facility if:
- (a) The members of council provide the administrator with at least two business days' notice of their intent to participate in this manner;
  - (b) The facilities permit all participants to communicate adequately with each other during the council meeting.
- 7.2 Members participating in a council meeting held by means of a communication facility are deemed to be present at the council meeting.

## **8. Notice of Meetings**

- 8.1 Notice of regularly scheduled council meetings is not required to be given.
- 8.2 If council changes the date, time or place of a regular scheduled meeting, at least twenty four 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.

## **9. Method of Giving Notice**

- 9.1 Notice of a council meeting is to be given to the public by posting a notice at the municipal office and at the Macoun Co-op.

## **10. Actions in Public**

- 10.1 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.
- 10.2 Every person has the right to be present at council meetings that are conducted in public unless the person presiding at the council meetings expels a person for improper conduct.

## **11. Closed Sessions**

- 11.1 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 3 of *The Local Authority Freedom of Information and Protection of Privacy Act*; or
  - (b) Concerns long-range or strategic planning.
- 11.2 A resolution to move into closed session shall state in general terms the topic of discussion.
- 11.3 Where council resolves to close a portion of a meeting to the public, all persons shall be excluded from the meeting except:
- (a) The members of council;
  - (b) The administrator and other members of administration as the members of council may deem appropriate; and
  - (c) The members of the public as the members of council may deem appropriate.
- 11.4 Where council resolved to close a portion of a meeting to the public, in addition to the resolution to do so, the administrator shall record in the minutes:
- (a) The time that the in-camera portion of the meeting commenced and concluded;

- (b) The names of the parties present; and
  - (c) The legislative authority including the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act* relied upon for authority to close the meeting to the public.
- 11.5 No resolutions or bylaws may be passed during a closed meeting.
- 11.6 No business other than that described within the resolution pursuant to subsection 11.2 may be discussed.
- 11.7 Matters discussed or to be discussed in a closed meeting are to be kept in confidence until discussed in a public meeting of council, unless otherwise provided for in this bylaw.

## **PART III – COUNCIL MEETING PROCEDURES**

### **12. Agendas**

- 12.1 The administrator shall prepare the agenda for all regular and special meetings of council.
- 12.2 The agenda shall include the order of business, all items of business and associated reports, bylaws or documents, and shall be set out in accordance with the order of business.
- 12.3 The administrator shall ensure that the council agendas are delivered to each member no later than seven days immediately preceding the council meeting.
- 12.4 The administrator shall ensure that the council agendas are available to the general public no later than the day of the council meeting.
- 12.5 If, for any reason, the administrator is unable to meet the deadline mentioned in subsection 12.3, the administrator shall prepare and distribute the agenda as soon as reasonable possible to allow council members an opportunity to review the agenda prior to the council meeting.
- 12.6 All administrative reports, communication from the public, requests, or any other material intended for inclusion in a council agenda must be received by the administrator no later than noon two Thursdays immediately preceding the council meeting.
- 12.6 Council may, on a unanimous vote, permit additional material on the agenda.

### **13. Urgent Business**

- 13.1 The administrator may request to add a matter to the agenda of a meeting as urgent business after the agenda has been prepared and distributed by the administrator.
- 13.2 During the confirmation of the agenda, a member may move to add a report, communication or delegation to the agenda if the matter arises from an unforeseeable situation of urgency.
- 13.3 Council may only consider a matter of urgent business by a unanimous vote of members present.

### **14. Order of Business at Meetings**

- 14.1 The general order of business of every regular council meeting shall be as follows:
  - (a) Call to order;
  - (b) Adoption of agenda;
  - (c) Delegations;
  - (d) Approval of minutes and bills to be paid;
  - (e) Policies & bylaws;
  - (f) Unfinished business;
  - (g) New business;
  - (h) Correspondence;
  - (i) Adjournment;
- 14.2 Business shall, in all cases, be taken up in the order in which it stands on the agenda, unless:

- (a) Otherwise determined upon motion passed by a majority vote of the members present and which vote shall be placed without debate; or
- (b) The mayor determines during the proceedings of council that for public interest a matter be moved forward to be dealt with promptly.

## **15. Commencement of Council Meeting**

- 15.1 At the hour set for the meeting, or as soon as all members of council present, the mayor, or in their absence the deputy mayor, shall take the chair and call the members to order.
- 15.2 If a quorum is not present ten minutes after the time appointed for the meeting, the administrator shall record the names of the members present at the expiration of such time and announce that council shall then stand adjourned until the next meeting, unless a special meeting is called in the meantime.
- 15.3 Subject to the Act, if at any meeting the number of members is reduced to less than the number required for quorum, council shall immediately stand adjourned.
- 15.4 Any unfinished business remaining at the time of the adjournment due to the loss of quorum shall be considered at the next regular meeting, or it shall be placed on the agenda for a special meeting called for the purpose of dealing with the unfinished items.
- 15.5 Members are encouraged to notify the administrator when the member is aware that they will be absent from any meeting of council.

## **16. Quorum**

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

## **17. Minutes**

- 17.1 The administrator shall record the minutes of each council meeting without note or comment and shall distribute copies of the minutes to each member with delivery of the next regular meeting package pursuant to subsection 12.3.
- 17.2 Notwithstanding section 17.1, the administrator shall record in the minutes every declaration of a conflict of interest and the general nature and material details of the disclosure and any abstention or withdrawal.
- 17.3 The names of the members present at the meeting are to be recorded in the minutes of every meeting.
- 17.4 Any member may make motion amending the minutes to correct any mistakes.
- 17.5 The minutes of each meeting are to be approved at the next regular meeting of the council and signed by the presiding member and the administrator in accordance with the Act.
- 17.6 All minutes, once approved, shall be open for inspection by the public.

## **18. Communications - General**

- 18.1 When a person wishes to have a communication considered by council, it shall be addressed to council, and:
  - (a) Clearly set out the matter at issue and the request; and
  - (b) For written communications, must be printed, typed or legibly written, contain the contact information of the writer and be signed with the name of the writer; or
  - (c) For electronic communication, must contain the name of the writer and both the mailing and electronic address of the writer.
- 18.2 A communication received by the administrator which does not meet the conditions in subsection 18.1 or is abusive in nature, shall be forwarded to the mayor for review and disposition.

18.3 A communication received by the administrator which contains or relates to personal information shall be dealt with in accordance with the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act*.

**19. Communications – Matters on Council Agenda**

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

**20. Communications – Matters not on Council Agenda**

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

**21. Delegations – Matters on Council Agenda and Matters not on Council Agenda**

- 21.1 When a person wishes to speak to council on a matter already on a council agenda, for which a hearing is not required, or when a person wishes to speak to council on a matter not on a council agenda, that person shall notify the administrator in writing, the 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) Original signature, except when submitted by fax or email; and
  - (d) Clearly setting out the subject matter to be discussed and the request being made of council.
- 21.2 A request to speak to council pursuant to subsection 21.1 must be received by the administrator no later than the agenda deadline in order to be included on the council agenda.
- 21.3 In the event a delegation makes an application to the administrator after the agenda deadline, the delegation will be advised by the administrator that their request will be placed on the next council meeting agenda.
- 21.4 Delegations speaking before council shall address their remarks to the stated business:
- (a) Delegations will be limited to speak only once; and
  - (b) Rebuttal or cross-debate with other delegations shall not be permitted.
- 21.5 A maximum of ten minutes shall be allotted for each delegation to present their position of support or opposition.

- 21.6 Where there are numerous delegations taking the same position on a matter, they are encouraged to select a spokesperson to present their views:
- (a) Delegations are encouraged not to repeat information presented by an earlier delegation;
  - (b) The mayor shall at the conclusion of ten minutes, inform the delegation that the time limit is up;
  - (c) Only upon motion to extend the ten minute limitation adopted by unanimous vote of members shall the ten minute limit be extended.
  - (d) Delegations will not be permitted to assume any unused time allocated to another delegation.
- 21.7 Upon the completion of a presentation to council, any dialogue between members and the delegation shall be limited to members asking questions for clarification and obtaining additional or relevant information only:
- (a) Members shall not enter into debate with the delegation respecting the presentation; and
  - (b) Once a motion has been moved and seconded, no further representation or questions of the delegation shall be permitted;
  - (c) Once council has made a decision on a matter from a delegation presentation, unless significant new information that can be proven that could change council's decision can be brought forward, the matter has been deemed dealt with;
  - (d) The administrator may refuse to accept a request to speak to council if council has, within the six months immediately preceding the request, already heard from the person and dealt with the same or substantially the same matter by resolution or bylaw.

## **22. Bylaws**

- 22.1 Every proposed bylaw must have three distinct and separate readings.
- 22.2 A proposed bylaw must not have more than two readings at a council meeting unless the members present unanimously agree to consider a third reading.
- 22.3 A proposed bylaw will be considered by council immediately following consideration of the report or items to which the bylaw relates.
- 22.4 Only the title or identifying number is to be read at each reading of the bylaw.
- 22.5 Each member present at the meeting at which the 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 the first reading.
- 22.6 Each member present at the meeting at which the 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 any amendments that were passed after the first reading.
- 22.7 When a bylaw has been given three 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.
- 22.8 The administrator shall be empowered to correct any typographical error that may not have been corrected at the time of submission to council and the bylaw shall have the same status as if council had corrected same.
- 22.9 After passage, every bylaw shall be signed by the mayor and the administrator pursuant to the Act and marked with the corporate seal of the municipality.



### **23. Adjournment**

- 23.1 All regularly scheduled council meetings shall stand adjourned when the council has completed all business as listed on the order of business or upon the arrival of two hours from start to finish.
- 23.2 Any business which remains on the agenda and which has not been dealt with at the time of adjournment shall be deemed to be postponed until the next regular scheduled council meeting or until a special meeting is called for the purpose of dealing with the unfinished items.

## **PART IV – CONDUCT AT COUNCIL MEETINGS**

### **24. Mayor**

- 24.1 The mayor shall:
- (a) Preside at all council meetings;
  - (b) Preserve order at council meetings;
  - (c) Enforce the rules of council;
  - (d) Decide points of privilege and points of order; and
  - (e) Advise on points of procedure.
- 24.2 The mayor shall have the same rights and be subject to the same restrictions when participating in debate and making a motion, as all other members.

### **25. Deputy Mayor**

- 25.1 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 may hold office for a term of one year or for such longer period as the council may decide, and in any event until a successor is appointed.
- 25.2 If the mayor, for any reason, is unable to perform the duties of their office, the deputy mayor shall have all of the powers of the mayor during the inability.

### **26. Acting Mayor**

- 26.1 Council shall appoint a member to act as mayor if:
- (a) Both the mayor and the deputy mayor are unable to perform the duties of their office;
  - or
  - (b) The office of both mayor and the deputy mayor are vacant.
- 26.2 The member to be appointed pursuant to subsection 26.1 shall be elected by a majority of the members present.

### **27. Persons Allowed at the Table**

- 27.1 No person, except members, the administrator and other staff as authorized by the council, are permitted to be seated at the council table during sitting of the council without permission of the council.

### **28. Conduct of Public**

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

- (f) Ensure that all electronic devices are silent and operated in such a manner that does not interfere with the meeting or with another person's ability to hear or view the proceedings.

## **29. Conduct of Delegations**

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

## **30. Conduct of Members**

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

## **31. Improper Conduct**

- 31.1 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 28, leave or be expelled from the meeting.
- 31.2 The mayor may request that any delegation who addresses council improperly, as set out in section 29, leave or be expelled from the meeting.
- 31.3 No person shall refuse to leave a council meeting when requested to do so by the mayor.
- 31.4 Any person who refuses to leave when requested to do so may be removed.
- 31.5 If a person disturbs the proceedings of council or refuses to leave when requested to do so, the mayor may adjourn the meeting to another day.

## **PART V – MOTIONS**

### **32. Motions and Debate**

- 32.1 A motion shall express fully and clearly the intent of the mover and shall not be preceded by any preamble or whereas clauses.
- 32.2 A motion shall not be considered unless it has been seconded.

- 32.3 Any motion made without a seconder, will be recorded as such in the meeting minutes.
- 32.4 Any member may require the motion under debate to be read at any time during the debate, but not so as to interrupt a member while speaking.
- 32.5 When a motion is under debate no other motion may be made, except a motion to:
- (a) Amend a motion;
  - (b) Refer the motion to a council committee or administration for a report back to council;
  - (c) Postpone a motion to a fixed date;
  - (d) Request the motion be put to a vote;
  - (e) Extend the time for a council meeting; or
  - (f) Adjourn the meeting.
- 32.6 Notwithstanding any other provisions of this bylaw, the member who moved a motion may, with the consent of council:
- (a) On their own initiative while they are speaking on the 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.
- 32.7 Any motions allowed under subsection 32.5 shall be considered in the order in which they were moved.

### **33. Request that Motion be put to Vote**

- 33.1 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.
- 33.2 A motion requesting that a motion be put to a vote shall not be amended or debated.
- 33.3 If a motion requesting that a motion be put to a vote passes by council, the original motion shall immediately be put to a vote of council without any amendment or debate.
- 33.4 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.

### **34. Motion to Adjourn**

- 34.1 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) 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.
- 34.2 A motion to adjourn shall be decided without debate.
- 34.3 A motion to adjourn does not require a seconder.

### **35. Consent Agenda**

- 35.1 The consent agenda portion of a meeting is moved, seconded and voted upon without debate as one item regardless of the number of reports included.
- 35.2 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 question, and the item shall be removed from the consent agenda without further debate or vote.
- 35.3 Any items so removed shall be addressed immediately following approval of the consent agenda.

### **36. Motion to Move to a Closed Meeting**

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

36.2 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) Include in general terms the subject of the item(s) to be discussed; and
- (c) Include the reason for moving to a closed meeting.

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

### **37. Motion Contrary to Rules**

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

### **38. Withdrawal of Motions**

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

### **39. Motion to Reconsider**

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

39.2 A motion to reconsider is in order whether the original motion passed or was defeated.

39.3 A motion to reconsider may only be made at the same council meeting at which the original motion was considered.

39.4 A motion to reconsider must be moved by a member who voted on the winning side of the original motion.

39.5 When the original motion lost on a tie vote, the winning side is those who voted against the motion.

39.6 A motion to reconsider may be seconded by any member regardless how the member voted on the original motion.

39.7 A motion to reconsider is debatable only if the original motion was debatable.

39.8 A motion to reconsider cannot be amended.

39.9 A motion to reconsider shall require a majority vote of the members present at the meeting.

39.10 If a motion to reconsider is adopted, the original motion is immediately placed before council to be reconsidered.

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

### **40. Motion to Rescind**

40.1 A motion to rescind shall apply to resolutions only and shall not apply to bylaws passed by council.

40.2 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.

40.3 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.

40.4 A motion to rescind may be moved and seconded by any council member regardless how they voted on the original motion.

40.5 A motion to rescind is debatable.

40.6 A motion to rescind shall, in all cases, require a majority vote of all council members to pass.

40.7 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 for/from membership or office have been taken.

**41. Debate on Motion**

- 41.1 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.
- 41.2 The mover of the motion shall be given the first opportunity to speak.
- 41.3 The mover of the motion shall be allowed a reply at the conclusion of the debate.

**42. Legal Advice**

- 42.1 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.

**43. Voting of Council**

- 43.1 A member attending a council meeting shall vote on a matter before council unless the member is required to abstain from voting pursuant to the Act or any other Act.
- 43.2 If a member is not required to abstain from voting on a matter before council pursuant to subsection 43.1 and abstains from voting, the council member is deemed to have voted in the negative.
- 43.3 The administrator shall ensure that each abstention is recorded in the minutes of the meeting.
- 43.4 The mayor shall vote with the other members on all questions.

**44. Majority Decision**

- 44.1 Unless a greater percentage of votes is required by any provision of this bylaw, at every council meeting, all questions are to be decided by a majority vote on the members present.

**45. Recorded Vote**

- 45.1 Before a vote is taken by council, a member may request that the vote be recorded.
- 45.2 If a vote is recorded, the minutes must show the names of the members present and whether each voted for or against the proposal or abstained.

**46. Tied Vote**

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

**PART VI – COUNCIL COMMITTEES**

**47. Procedures for Appointments and Terms**

- 47.1 Annually, council shall review appointments to council committees.
- 47.2 Appointments to council committees shall be for a two-year term beginning on January 1<sup>st</sup> and ending December 31<sup>st</sup> of the following year.
- 47.3 Notwithstanding subsection 47.2 in a general election year, the term of appointment shall be reduced to coincide with the day of election.
- 47.4 Appointees may be reappointed from term to term to a maximum of two terms on one particular council committee.
- 47.5 A member of any council shall only be appointed to a maximum of two council committees at one time.

- 47.6 The administrator shall advise council of any council committee members absent for more than two meetings within a calendar year and request that a written warning be forwarded to the member. As well, if the member misses three meetings within a calendar year council shall be advised to decide if the member should be removed from the council committee.
- 47.7 Council may in its discretion revoke the membership of any individual who has been appointed to a council committee.

#### **48. Council Committee Procedures**

- 48.1 Council may from time to time establish a council committee in response to specific issues requiring immediate or long-term attention.
- 48.2 The membership and jurisdiction of a council committee shall be provided for in the enabling legislation or as directed by council.
- 48.3 The mayor is an ex-officio voting member of all council committees established by council pursuant to the Act unless council provides otherwise, and when in attendance, possesses all the rights, privileges, powers and duties of other members whether elected or appointed.
- 48.4 The mayor's attendance shall not, however, be included for the purpose of determining a quorum.
- 48.5 Municipal administration shall act only in an advisory capacity to council committees and shall not be considered voting members or have any voting privileges in respect to participation on any council committee.
- 48.6 The chair of all council committees established by council shall be designated by council unless council directs otherwise.
- 48.7 All councillors may attend the meetings of council committees established pursuant to the Act and may take part in the proceedings of the same except that non-appointed councillors shall not have a vote.
- 48.8 Each council 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 council committee shall select a chair and vice-chair, and if required, decide the day and time for holding its regular meetings.
- 48.9 The chair shall preside at every meeting, participate in the debate and vote on all motions.
- 48.10 In the absence of the chair, the vice-chair shall preside, and in the absence of both the chair and the vice-chair, one of the other members of the council committee shall be elected to preside and shall discharge the duties of the chair during the meeting or until the arrival of the chair or vice-chair.
- 48.11 An act or proceeding of a council committee is not effective unless it is authorized or adopted by a resolution at a duly constituted public council committee meeting.
- 48.12 The public has the right to be present at council committee meetings that are conducted in public unless the chair expels a person for improper conduct.
- 48.13 Subject to subsection 48.14, council committees shall conduct all council committee meetings in public.
- 48.14 Council committees may close all or part of the meeting if the matter to be discussed is within one of the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*.
- 48.15 Notice of regularly scheduled council committee meetings is not required to be given.
- 48.16 If a council committee changes the date, time or place of a regularly scheduled meeting, the administrator shall give at least twenty four hours' notice of the change to:
- (a) Any members of the council committee not present at the meeting at which the change was made; and
  - (b) The public.

- 48.17 Notwithstanding subsection 48.16, a council committee meeting may be held with less than twenty four hours' notice to all members and without notice to the public if all council committee members agree to do so in writing immediately before the beginning of the meeting.
- 48.18 The consent to waive notice of a change in date, time or place of a meeting pursuant to subsection 48.17 may be given in person or by fax, electronic mail and other similar means.
- 48.19 If a council committee cancels its regularly scheduled meeting, the administrator shall give at least twenty four hours' notice of the change to:
- (a) All members not present at the meeting at which the decision to cancel was made; and
  - (b) The public.
- 48.20 The administrator shall call a special meeting of a committee whenever requested to do so in writing by the chair or by a majority of the council committee members in the same manner as set out in subsection 48.16.
- 48.21 For council committees operating without a regularly scheduled meeting, it shall be the duty of the chair, or in the chair's absence, the administrator to call a meeting of the council committee whenever requested in writing to do so by a majority of the committee.
- 48.22 The business of council committees shall be conducted in accordance with the rules governing the procedures of council or as otherwise established by council for the council committee or established by the council committee.
- 48.23 Council committees may at its discretion hold its meetings electronically in accordance with subsection 7 of this bylaw.
- 48.24 Each council committee whom the administrator does not provide services to will recommend to the administrator the appointment of a secretary, who will be responsible for:
- (a) Tracking the attendance of council committee members;
  - (b) Preparing meeting agendas and minutes; and
  - (c) Reporting the council committee's decisions to council.
- 48.25 When a person or a group of persons wishes to bring any matter to the attention of a council committee or appear as a delegation, a communication shall be addressed to the administrator and will be subject to the requirements set out in sections 18 to 21 of this bylaw.
- 48.26 Upon receipt of such communication, the administrator shall place the communication on the agenda of the next meeting of the council committee for its consideration.
- 48.27 All submissions to council committees must be received by the administrator within the established deadlines, usually four business days prior to the meeting.
- 48.28 Any reporting to council committees shall be provided through the administrator.
- 48.29 Any notice respecting a council committee meeting is deemed to have been given to a member if the notice is:
- (a) Delivered personally;
  - (b) Left at the usual place of business or residence of the member; or
  - (c) At the request of the member, provided or sent according to the member's contact information.
- 48.30 Notice to the public of a council committee meeting as required by subsections 48.16 to 48.19 is sufficient if the notice is posted at the municipal office and the Macoun Co-op.
- 48.31 Any unfinished business remaining at the time of the adjournment shall be considered at the next regular meeting of the council committee or at a special meeting called for that purpose.

- 48.32 The administrator, or secretary as per subsection 48.24, shall record the minutes without note or comment.
- 48.33 The minutes of the council committee shall be distributed to each member at least twenty four hours before the next council committee meeting for consideration.
- 48.34 After the minutes have received approval of a majority of the members present, they shall be signed by the presiding member and administrator or secretary. Once signed, the administrator shall present the original minutes to council and provide for the safekeeping of the minutes.
- 48.35 All minutes, once approved, shall be open for inspection by the public.
- 48.36 No member shall release or otherwise make public any information considered at a closed council committee meeting including discussion of the content of such a meeting.
- 48.37 Every council committee shall report to council and no action of any council committee shall be binding on the municipality unless:
- (a) Power to take such action is expressly conferred on the council committee by legislation, bylaw or resolution of council; or
  - (b) Council has considered the report of the council committee and if adopted, shall become the resolve of council.
- 48.38 The conduct of delegations or the public at council committee meetings, which they are entitled to attend, shall be subject to the requirements as set out in sections 27 and 29 of this bylaw.
- 48.39 The conduct of council committee members shall be subject to the requirements as set out in section 30 of this bylaw.
- 48.40 The chair may request any individual to be expelled from a meeting in accordance with the guidelines as set out in section 31 of this bylaw.

## **PART VII – OTHER BODIES**

### **49. Procedure for Appointments**

- 49.1 The administrator shall utilize the following procedure for appointments to other bodies:
- (a) Prior to November 1<sup>st</sup>, by advertisement, invite submissions from the public for appointments to which council is entitled to make for the ensuing term;
  - (b) Prior to November 1<sup>st</sup>, invite submissions from members of council for appointments to which council is entitled to make for the ensuing term;
  - (c) Obtain information from the various other bodies that council is entitled to make appointments to for the ensuing term regarding the dates and times of their regular meetings and the attendance by council-appointed representatives in the previous term; and
  - (d) Compile all applications received and provide the compiled applications to council for appointment consideration.

### **50. Terms**

- 50.1 Appointments to other bodies shall be for a two-year term beginning on January 1<sup>st</sup> to December 31<sup>st</sup> of the following year.
- 50.2 Notwithstanding subsection 50.1, in a general election year, the term of appointments of council members shall be reduced to coincide with the day of the election.
- 50.3 Council appointees may be reappointed from term to term to a maximum of two terms on one particular other body.
- 50.4 A member, excluding members of council, shall only be appointed to a maximum of two other bodies at one time.



- 50.5 The administrator or secretary shall advise council of any members absent for more than two meetings within a calendar year and request that a written warning be forwarded to the member. As well, if the member misses three meetings within a calendar year, council shall be advised to decide if the member should be removed from the other body.
- 50.6 Council may in its discretion revoke the membership of any individual who has been appointed to an other body.

## **51. Other Body Procedures**

- 51.1 Council may from time to time establish other bodies in response to specific issues requiring immediate or long-term attention.
- 51.2 The membership and jurisdiction of other bodies shall be as provided for in the enabling legislation or as directed by council.
- 51.3 The mayor is an ex-officio voting member of all other bodies established by council pursuant to the Act unless council provides otherwise, and when in attendance, possesses all the rights, privileges, powers and duties of other members whether elected or appointed.
- 51.4 The mayor' attendance shall not, however, be included for the purpose of determining a quorum.
- 51.5 Municipal administration shall act only in an advisory capacity to other bodies and shall not be considered voting members or have any voting privileges.
- 51.6 The chair of all other bodies established by council shall be designated by council unless council directs otherwise.
- 51.7 All councillors may attend the meetings of other bodies established pursuant to the Act and may take part in the proceedings of the same except that non-appointed councillors shall not have a vote.
- 51.8 Each other body shall meet as soon as possible after it has been appointed and where a chair has not been appointed by council, members of that other body shall select a chair and vice-chair, and if required, decide the day and time for holding its regular meetings.
- 51.9 The chair shall preside at every meeting, participate in the debate and vote on all motions.
- 51.10 In the absence of the chair, the vice-chair shall preside, and in the absence of both the chair and the vice-chair, one of the other members 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.
- 51.11 An act or proceeding of an other body is not effective unless it is authorized or adopted by a resolution at a duly constituted public other body meeting.
- 51.12 The public has the right to be present at other bodies' meetings that are conducted in public unless the chair expels a person for improper conduct.
- 51.13 Subject to subsection 51.14, other bodies shall conduct all meetings in public.
- 51.14 Other bodies may close all or part of the meeting if the matter to be discussed is within one of the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*.
- 51.15 Notice of regularly scheduled meetings is not required to be given.
- 51.16 If an other body changes the date, time or place of a regularly scheduled meeting, the secretary shall give at least twenty four hours' notice of the change to:
- (a) Any members not present at the meeting at which the change was made; and
  - (b) The public.
- 51.17 Notwithstanding subsection 51.16, a meeting may be held with less than twenty four hours' notice to all members and without notice to the public if all members agree to do so in writing immediately before the beginning of the meeting.

- 51.18 The consent to waive notice of a change in date, time or place of a meeting pursuant to subsection 51.17 may be given in person or by fax, electronic mail and other similar means.
- 51.19 If an other body cancels its regularly scheduled meeting, the secretary shall give at least twenty four hours' notice of the change to:
- (a) All members not present at the meeting at which the decision to cancel was made; and
  - (b) The public.
- 51.20 The secretary shall call a special meeting whenever requested to do so in writing by the chair or by a majority of the members in the same manner as set out in subsection 51.17.
- 51.21 For other bodies operating without regularly scheduled meetings, it shall be the duty of the chair, or in the chair's absence, the secretary to call a meeting whenever requested in writing to do so by a majority of the members.
- 51.22 The business of other bodies shall be conducted in accordance with the rules governing the procedure of council or as otherwise established by council for the other body or established by the other body.
- 51.23 Other bodies may at its discretion hold its meetings electronically in accordance with clause 7 of this bylaw.
- 51.24 Each other body whom the administrator does not provide services to will recommend to the administrator the appointment of a secretary, who will be responsible for:
- (a) Tracking the attendance;
  - (b) Preparing meeting agendas and minutes; and
  - (c) Reporting the committee's decisions to council.
- 51.25 When a person or a group of persons wishes to bring any matter to the attention of an other body or appear as a delegation, a communication shall be addressed to the administrator or the secretary and will be subject to the requirements set out in sections 18 to 21 of this bylaw.
- 51.26 Upon receipt of such communication, the administrator or secretary shall place the communication on the agenda of the next meeting of the other body for its consideration.
- 51.27 All submissions to the other body must be received by the administrator or secretary within the established deadlines, usually four business days prior to the meeting.
- 51.28 Reporting to other bodies shall be provided through the administrator or the secretary.
- 51.29 Any notice respecting other bodies' meetings is deemed to have been given to a member if the notice is:
- (a) Delivered personally;
  - (b) Left at the usual place of business or residence of the member; or
  - (c) At the request of the member, provided or sent according to the member's contact information.
- 51.30 Notice to the public of a meeting as required by subsections 51.16 to 51.19 is sufficient if the notice is posted at the municipal office and the Macoun Co-op.
- 51.31 Any unfinished business remaining at the time of the adjournment shall be considered at the next regular meeting or at a special meeting called for that purpose.
- 51.32 The secretary shall record the minutes without note or comment.
- 51.33 The minutes of the other body shall be distributed to each member at least twenty four hours before the next meeting for consideration.
- 51.34 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 administrator for presentation to council and for safekeeping.
- 51.35 All minutes, once approved, shall be open for inspection by the public.

- 51.36 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.
- 51.37 Every other body shall report to council and no action of any other body shall be binding on the municipality unless:
- (a) Power to take such action is expressly conferred on the other body by legislation, bylaw or resolution of council; or
  - (b) Council has considered the report and, if adopted, shall become the resolve of council.
- 51.38 The conduct of delegations or the public at other body meetings, which they are entitled to attend, shall be subject to the requirements as set out in sections 27 and 29 of this bylaw.
- 51.39 The conduct of members shall be subject to the requirements as set out in section 30 of this bylaw.
- 51.40 The chair may request any individual to be expelled from a meeting in accordance with the guidelines as set out in section 31 of this bylaw.

**PART VIII – MISCELLANEOUS**

**52. Repeal of Bylaws**

52.1 Bylaw No. 3.16 is hereby repealed.

**53. Coming into Force**

53.1 This bylaw shall come into force and take effect on October 12, 2021.

(SEAL)

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Administrator

Read a third time and adopted  
this 14th day of December, 2021.

\_\_\_\_\_  
Administrator