

Village of Edenwold

Council Procedures Bylaw 01-2016

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VILLAGE OF EDENWOLD

BYLAW NO 01-2016

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

The Council of the Village of Edenwold, in the Province of Saskatchewan enacts as follows:

PART I – INTERPRETATION

1. Short Title

1.1 This bylaw may be cited as “The Procedure Bylaw”.

2. Purpose

2.1 The purpose of this bylaw is to establish clear, transparent, consistent and accessible rules for conducting business at meetings, for council members, administrations and the public to follow and participate in governing the municipality and for council in establishing council committees.

3. Definitions

3.1 In this bylaw:

- (a) “Act” means *The Municipalities Act*
- (b) “Acting 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 111 of the Act.
- (f) “Agenda deadline” means the time established in subsection 13.6 of this bylaw.
- (g) “Amendment” means an alteration to a main motion by substituting, adding or deleting a word or words without materially altering the basic intent of the motion.
- (h) “Business day” means a day other than a Saturday, Sunday or holiday.
- (i) “Chair” means a person who has the authority to preside over a meeting.
- (j) “Committee” means a committee, board, authority or other body duly appointed by council.
- (k) “Communications” include, but are not limited to the following: letter, memorandum, report, notice, electronic mail, facsimile, petition, brochure, or newspaper/magazine article.
- (l) “Consent agenda” means a portion of a meeting that lists items of business which are routine in nature and do not require substantial discussion and/or debate.
- (m) “Consent motion” means a motion to adopt, without debate, the recommendations of several reports within a consent agenda.

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- (n) "Council" means the mayor and councillors of the municipality elected pursuant to the provisions of *The Local Government Election Act*.
- (o) "Councillor" means the council member duly elected in the municipality as a councillor, in accordance with *The Local Government Election Act*.
- (p) "Deputy Mayor" means the councillor who is appointed by council, pursuant to section 34 of this bylaw, to act as mayor in the absence or incapacity of the mayor.
- (q) "Mayor" means the council member duly elected in the municipality as the mayor in accordance with *The Local Government Election Act*.
- (r) "Member" means the mayor, councillor or an appointed individual to a committee, commission or board of council.
- (s) "Motion" means a formal proposal placed before a meeting in order that it may be debated to a conclusion.
- (t) "Mover" means a person who presents or proposes a motion or amendment.
- (u) "Municipality" means the Village of Edenwold.
- (v) "Order of business" means the list of items comprising the agenda and the order in which those items appear on the agenda.
- (w) "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.
- (x) "Point of privilege" is the raising of a matter by a member which occurs while the council is in session, where:
 - i. the rights, privileges, decorum or dignity of the council collectively or the rights and privileges of a member individually have been affected,
 - ii. when a member believes that another member has spoken disrespectfully toward them or the council, or
 - iii. when a member believes their comments have been misunderstood or misinterpreted by another member or members; or
 - iv. when a member believes that comments made by the member outside the council Chamber have been misinterpreted or misunderstood by the Community, the public or the news media in order to clarify his or her position.
- (y) "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.
- (z) "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.
- (aa) "Quorum" is, subject to sections 91 of the Act:
 - i. in the case of council, a majority of the whole council,
 - ii. in the case of a committee, a majority of the members appointed to the committee.

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- (bb) "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.
 - (cc) "Resolution" means a formal determination made by council or a committee on the basis of a motion, duly placed before a regularly constituted meeting or a special meeting of council or a committee for debate and decision, and is duly passed.
 - (dd) "Secunder" means a person who formally supports a motion or amendment at the time it is proposed.
 - (ee) "Special committee" means a committee appointed by council at any time to deal with a specific issue(s) and exist for a length of time required to review the issue(s) and make recommendations to council.
 - (ff) "Special meeting" means a meeting other than a regular scheduled meeting called pursuant to Section 123 of the Act or the provisions of this bylaw.
 - (gg) "Subcommittee" means a committee established by a committee, Commission or board to review and report on an aspect of the committee, Commission or board's business.
 - (hh) "Unfinished Business" means business which has been raised at the same, or a previous meeting, and which has not been completed.
 - (ii) "Urgent Business" means a time sensitive matter which requires council's immediate and urgent consideration.
- 3.2 A reference in this bylaw to an enactment of the Legislative Assembly of Saskatchewan is a reference to the enactment as amended from time to time.

4. Application

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

PART II – MEETINGS

5. First Meeting

- 5.1 The first meeting of council shall be held on second Monday of the Month immediately following a general election.
- 5.2 At the first meeting of council:
 - (a) the Returning Officer shall provide council with a copy of the declaration of results with respect to the election; and
 - (b) every council member shall take the oath of office pursuant to the Act.

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6. Regular Meetings

- 6.1 Regular meetings of council shall be held on the second Monday of each month commencing at 7:00 p.m.
- 6.2 In the event of any meeting date falling on a statutory or civic holiday or any day appointed as a holiday by proclamation of the Governor-General of Canada, the Lieutenant Governor of Saskatchewan, or the mayor, such meetings shall be held at the same time on the next day that the municipal office is scheduled to be open for business.
- 6.3 Annually the administrator shall submit a regular schedule of council meetings to council for approval as set out in subsections 6.1 and 6.2, or may recommend alternate meeting dates.
- 6.4 Notwithstanding the foregoing provisions, council may, by resolution, dispense with or alter the time of a regular meeting of council.
- 6.5 Council may, by resolution, authorize the mayor to reschedule a regular meeting of council pursuant to the Act during a period of time to be specified within the resolution.

7. Special Meetings

- 7.1 The administrator shall call a special meeting of council, whenever requested to do so, in writing, by the mayor or a majority of the members.
- 7.2 The written request referred to in subsection 7.1 shall include all items of business to be transacted.
- 7.3 Form 1, appended hereto and forming a part of this bylaw, shall be the form used to direct the administrator to call a special meeting of council.
- 7.4 When a special meeting is to be held, the administrator shall provide written notice of the time, date and place of the meeting to all members pursuant to section 10 of this bylaw and to the public at least twenty-four (24) hours prior to the meeting and, in general terms, of the business to be transacted at the meeting.
- 7.5 Notwithstanding subsection 7.2, a special meeting may be held with less than twenty-four (24) hours' notice to members, and without notice to the public, if all members agree to do so, in writing, immediately before the beginning of the special meeting.
- 7.6 No business, other than that stated in the notice, shall be transacted at a special meeting, unless all the members are present and, by unanimous consent, they authorize other business to be transacted.

8. Meeting through Electronic Means

- 8.1 One or more members of council may participate in a council meeting by means of a telephonic, electronic or other communication facility if:
 - (a) the members of council provide the administrator with at least two (2) business days' notice of their intent to participate in this manner;
 - (b) notice of the council meeting is given to the public including the way in which the council meeting is to be conducted;
 - (c) the facilities enable the public to at least listen to the meeting at a place specified in that notice and the administrator is in attendance at that place; and
 - (d) the facilities permit all participants to communicate adequately with each other during the council meeting.

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8.2 Members participating in a council meeting held by means of a communication facility are deemed to be present at the council meeting.

9. Notice of Meetings

9.1 Notice of regularly scheduled council meetings is not required to be given.

9.2 If council changes the date, time or place of a regularly scheduled meeting, at least twenty-four (24) hours' notice of the change will be given to:

- (a) any members not present at the meeting at which the change was made; and,
- (b) the public.

10. Method of Giving Notice

10.1 Notice of a council meeting is deemed to have been given to a member if the notice is:

- (a) delivered personally;
- (b) left at the usual place of business or residence of the member; or
- (c) at the request of the member, sent by ordinary mail, telephone or voice mail, facsimile or electronic mail or similar method at the number or to the address specified by the member.

10.2 Form 2, appended hereto and forming a part of this bylaw, shall be the form used to request the administrator to use an alternate method of providing notice of meetings.

10.3 Notice of a council meeting is to be given to the public by posting notice of the meeting at the municipal office and on the municipal website.

11. Actions in Public

11.1 An act or proceeding of council is not effective unless it is authorized or adopted by bylaw or a resolution at a duly constituted public meeting of council.

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

12. Closed Sessions

12.1 Council may close all or any part of its meetings to the public if the matter to be discussed:

- (a) is within one of the exemptions of Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*; or
- (b) concerns long-range or strategic planning.

12.2 A resolution to move into closed session shall state, in general terms, the topic of discussion.

12.3 Where council resolves to close a portion of a meeting to the public, all persons shall be excluded from the meeting except:

- (a) the members of council;
- (b) the administrator and other members of administration as the members of council may deem appropriate; and
- (c) such members of the public as may be allowed to attend by the council.

12.4 Where council resolves to close a portion of a meeting to the public, in addition to the resolution to do so, the administrator shall record in the minutes thereto:

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- (a) the time that the in-camera portion of the meeting commenced and concluded;
 - (b) the names of the parties present; and
 - (c) the legislative authority including the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act* relied upon for authority to close the meeting to the public.
- 12.5 No resolutions or bylaws may be passed during a closed meeting.
- 12.6 No business other than that described within the resolution pursuant to subsection 12.2 may be discussed.
- 12.7 Matters discussed or to be discussed in a closed meeting are to be kept in confidence until discussed at a public meeting of council, unless otherwise provided for in this bylaw.

PART III – COUNCIL MEETING PROCEDURES

13. Agendas

- 13.1 The administrator shall prepare the agenda for all regular and special meetings of council.
- 13.2 The agenda shall include the order of business and all items of business and associated reports, bylaws or documents and shall be set out in accordance with the order of business.
- 13.3 The administrator shall ensure that the council agendas are delivered to each member no later than the weekend immediately preceding the council meeting.
- 13.4 The administrator shall ensure that the council agendas are available to the general public no later than the day of the meeting.
- 13.5 If, for any reason, the administrator is unable to meet the deadline mentioned in subsection 13.3, the administrator shall prepare and distribute the agenda as soon as reasonably possible to allow council members an opportunity to review the agenda prior to the council meeting.
- 13.6 All administrative reports, 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 Friday 3 p.m. prior to the meeting, unless urgent in matter.
- 13.7 Council may, on a majority vote, permit additional material on the agenda.

14. Urgent Business

- 14.1 The administration may request to add a matter to the agenda of a meeting as urgent business after the agenda has been prepared and distributed by the administrator.
- 14.2 In these circumstances, the administration shall submit a report to the administrator including an explanation of the reasons and degree of urgency of the matter as soon as possible.
- 14.3 The administrator shall distribute any requests from the administration to add a matter of urgent business to the agenda to the members as soon as they are available.
- 14.4 During the confirmation of the agenda, a member may move to add a report, communication or delegation to the agenda if the matter arises from an unforeseeable situation of urgency.

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- 14.5 Council may only consider a matter of urgent business by a majority vote of members present.

15. Order of Business at Meetings

- 15.1 The general order of business of every regular council meeting shall be as follows:
- (a) Call to order;
 - (b) Approval of agenda;
 - (c) Public Works Report;
 - (d) Adoption of minutes;
 - (e) Notice of proclamations;
 - (f) Presentations and recognitions;
 - (g) Public hearings;
 - (h) Delegations;
 - (i) Communications;
 - (j) Reports of administration and committees;
 - (k) Mayor and councillors forum;
 - (l) Unfinished business;
 - (m) New business;
 - (n) Public forum; and
 - (o) Adjournment.
- 15.2 The business shall, in all cases, be taken up in the order in which it stands on the agenda, unless:
- (a) otherwise determined upon motion passed by a vote of the majority of the members present to approve the agenda and which vote shall be placed without debate; or
 - (b) the mayor determines during the proceedings of council that for public interest a matter be moved forward to be dealt with promptly.

16. Commencement of Council Meeting

- 16.1 At the hour set for the meeting, or as soon as all members of council present, the mayor, or in his or her absence the deputy mayor, shall take the chair and call the members to order.
- 16.2 In case neither the mayor nor the deputy mayor is in attendance within 15 minutes after the hour appointed, and subject to a quorum being present, council shall appoint an acting mayor pursuant to section 34 of this bylaw who shall call the meeting to order and shall preside over the meeting until the arrival of the mayor or the deputy mayor, and all proceedings of such meeting shall be deemed to be regular, and in full force and effect.
- 16.3 If a quorum is not present 15 minutes after the time appointed for the meeting, the administrator shall record the names of the members present at the expiration of such time and announce that council shall then stand adjourned until the next meeting, unless a special meeting is called in the meantime.
- 16.4 Subject to the Act, if at any meeting the number of members is reduced to less than the number required for a quorum, council shall stand adjourned.
- 16.5 Any unfinished business remaining at the time of the adjournment, due to the loss of the quorum, shall be considered at the next regular meeting, or it shall

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be placed on the agenda for a special meeting called for the purpose of dealing with the unfinished items.

- 16.6 Members are encouraged to notify the administrator when the member is aware that he or she will be absent from any meeting of council.

17. Quorum

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

18. Minutes

- 18.1 The administrator shall record the minutes of each council meeting without note or comment and shall distribute copies of the minutes to each member at least twenty-four (24) hours prior to a subsequent council meeting.
18.2 Any member may make a motion amending the minutes to correct any mistakes.
18.3 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.

19. Proclamations

- 19.1 All requests for proclamations shall be submitted to the mayor for approval, outlining the date to be proclaimed, specific name of day, week or month requested, the reason for the proclamation and information about the group, including contact person and telephone number at least fourteen (14) days prior to the proposed date for the proclamation. However, exceptions may be made in extenuating circumstances.
- 19.2 Subject to The Saskatchewan Human Rights Code, the mayor may, in his or her sole discretion, approve the proclamation submitted pursuant to subsection 19.1, provided the proclamation does not:
- (a) promote any commercial business, unless, at the discretion of the mayor, the Proclamation provides a significant benefit to the community;
 - (b) involve any person or organization which promotes hatred of any person or class of persons or otherwise involves illegal activity; or
 - (c) contain any inflammatory, obscene or libelous statement.
- 19.3 The mayor may:
- (a) issue the proclamation:
 - i. in the words and form of the proclamation as submitted; or
 - ii. in words and form chosen by the mayor; or
 - (b) forward the proclamation for consideration by council.
- 19.4 Once the proclamation has been approved, the proclamation shall be noted on the appropriate council agenda as information.
- 19.5 Council, having delegated the administration of proclamations, shall not hear delegations related to proclamation requests, unless specifically approved by council.
- 19.6 Each organization shall be responsible for any costs and the disseminating of the proclamation to the media and making arrangements for the attendance of the mayor or councillors at the specific function or event.
- 19.7 The local media are requested:

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- (a) not to publish any proclamation claiming to be proclaimed by the mayor unless it bears his or her signature; and
- (b) when publishing a proclamation by the mayor, that the proclamation contain only the following:
 - i. the name of the municipality; and
 - ii. the text of the proclamation.

20. Presentations & Recognitions

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

21. Public Hearing

- 21.1 If a public hearing is required by any Act, it shall be conducted in accordance with the provisions of this section.
- 21.2 The procedure by which the public hearing will be conducted or by which public input will be obtained shall be as follows:
- (a) the mayor shall declare the hearing on the matter open;
 - (b) the administration shall present a report on the bylaw or resolution under consideration including the administration recommendations;
 - (c) if it is a hearing that involves an applicant, the applicant shall be given an opportunity to make representations on the matter under consideration;
 - (d) after the applicant, any person or group of persons or spokesperson acting on behalf of another person or group shall be given an opportunity to make representations on the matter under consideration;
 - (e) if it is a hearing that involves an applicant, at the conclusion of the speakers, the applicant shall be given an opportunity to respond to the representations of other people;
 - (f) council may request further information from administration;
 - (g) council shall formally receive all communications and written reports submitted to it on the subject matter of the hearing;
 - (h) the mayor shall declare the hearing closed; and
 - (i) council shall then consider the matter and at the conclusion of the deliberations, council shall vote on the bylaw or resolution in accordance with the procedures contained in this bylaw.
- 21.3 The time allowed for each person making representations shall be 5 minutes.
- 21.4 A hearing may be adjourned to a certain date.
- 21.5 A member shall abstain from taking part in the debate or voting on the bylaw or resolution, which is the subject of the hearing if the member was absent from any part of the public hearing.

22. Communications - General

- 22.1 When a person wishes to have a communication considered by council, it shall be addressed to council, and:
- (a) clearly set out the matter in issue and the request; and
 - (b) for written communications, must be printed, typewritten or legibly written, contain the mailing address of the writer and be signed with the name of the writer; or

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- (c) for electronic communication, must contain the name of the writer and both the mailing and electronic address of the writer.
- 22.2 A communication received by the administrator, which does not meet the conditions in subsection 22.1 or is abusive in nature, shall be forwarded to the mayor or deputy mayor for review and disposition.
- 22.3 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*.
- 22.4 Bound documents or studies in support of the delegation's notice shall, if sufficient copies are provided by the delegation, be circulated to members, but will not be reproduced.

23. Communications – Matters on council Agenda

- 23.1 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.
- 23.2 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.
- 23.3 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 majority of members vote to allow the communication within the motion to approve the agenda.

24. Communications – Matters not on Council Agenda

- 24.1 A written communication received before the agenda deadline shall be placed by the administrator on the council agenda and shall be dealt with when the matter is considered by council at its meeting.
- 24.2 In the event that the communication to the 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.
- 24.3 The individual will be advised by the administrator that the communication may not be considered by council unless the majority of members vote to allow the communication within the motion to approve the agenda.

25. Delegations – Matters on Council Agenda

- 25.1 When a person wishes to speak to council on a matter already on a council agenda, for which a hearing is not required, that person shall notify the administrator in writing, which notice shall include the following:
 - (a) the name and correct mailing address of the spokesperson;
 - (b) telephone number where the representative of the delegation can be reached during the day;
 - (c) originally signed, except when submitted by facsimile or e-mail; and
 - (d) clearly setting out the subject matter to be discussed and the request being made of council.
- 25.2 A request to speak to council pursuant to subsection 25.1 must be received by the administrator no later than the agenda deadline in order to be included on the council agenda.

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- 25.3 In the event that a delegation makes an application to the administrator after the agenda deadline, regarding a subject which is on the agenda, the administrator will bring the request to the attention of council:
(a) Delegations will be advised by the administrator that they may not be heard by council unless the majority of members vote to allow the delegation to speak within the motion to approve the agenda.
- 25.4 Delegations speaking before council shall address their remarks to the stated business:
(a) Delegations will be limited to speaking only once; and
(b) Rebuttal or cross debate with other delegations shall not be permitted.
- 25.5 A maximum of 5 minutes shall be allotted for each delegation to present his or her position of support or opposition.
- 25.6 Where there are numerous delegates taking the same position on a matter, they are encouraged to select a spokesperson to present their views:
(a) Delegations are encouraged not to repeat information presented by an earlier delegation.
(b) The mayor shall at the conclusion of 5 minutes, inform the delegation that the time limit is up.
(c) Only upon a motion to extend the 5 minute limitation adopted by a majority of members shall the 5 minute limit be extended.
(d) Delegations will not be permitted to assume any unused time allocated to another delegation.
- 25.7 Upon the completion of a presentation to council by a delegation, any discourse between members and the delegation shall be limited to members asking questions for clarification and obtaining additional, relevant information only:
(a) Members shall not enter into debate with the delegation respecting the presentation; and
(b) Once a motion has been moved, no further representation or questions of the delegation shall be permitted.

26. Delegations – Matters not on Council Agenda

- 26.1 When a person wishes to speak to council on a matter not on a council agenda, for which a hearing is not required, that person shall notify the administrator in writing, which notice shall include the following:
(a) the name and correct mailing address of the spokesperson;
(b) telephone number where the representative of the delegation can be reached during the day;
(c) originally signed, except when submitted by facsimile or e-mail; and,
(d) clearly setting out the subject matter to be discussed and the request being made of council.
- 26.2 A request to speak to council pursuant to subsection 26.1 must be received by the administrator no later than the agenda deadline to be included on the agenda.
- 26.3 The administrator, who shall consult with the mayor or deputy mayor, may refuse to accept a request to speak to council if council has, within the six (6) months immediately preceding the request, already heard from the person and dealt with the same or substantially the same matter by resolution or bylaw.

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- 26.4 If a request to speak to council is refused pursuant to subsection 26.3, a copy of the request and reply, shall be forwarded to members by the administrator.
- 26.5 In the event that a delegation makes an application to the administrator after the agenda deadline, regarding a subject which is not on the agenda, the administrator will bring the request to the attention of council.
- (a) Delegations will be advised by the administrator that they may not be heard by council unless the majority of members vote to allow the delegation to speak within the motion to approve the agenda.

27. Mayor and Councillors Forum

- 27.1 Statements shall include the sharing of the following information:
- (a) events, activities or community functions attended; and
- (b) general work of members on behalf of council colleagues, constituents and the municipality.
- 27.2 All comments will be verbal only and shall not be recorded in the minutes of the meeting.

28. Bylaws

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

29. Public Forum

- 29.1 Any member of the public wishing to speak to council on a municipal matter, may appear at a council meeting, as long as they pre-register with the administrator prior to 12:00 noon on the day of the council meeting so that their name may be placed on a speakers list.

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29.2 The total time allowed to speak shall be not more than 5 minutes per individual or delegation.

30. Recess

30.1 The council may recess at any time during the meeting.

30.2 A motion to recess must state the time of duration of the recess, and must be passed by a majority of the members present.

30.3 The council may reconvene sooner than the time mentioned in the motion of recess, but must not reconvene later than 15 minutes after the time specified for reconvening or the meeting shall be deemed to be adjourned due to a lack of quorum.

31. Adjournment

31.1 All regularly scheduled council meetings shall stand adjourned when the council has completed all business as listed on the agenda.

PART IV – CONDUCT AT COUNCIL MEETINGS

32. Mayor

32.1 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.

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

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

33. Deputy Mayor

33.1 The council shall, at its first meeting, or as soon thereafter as conveniently possible and whenever the office becomes vacant, appoint from the councillors a deputy mayor who shall hold office for a term of 4 years or for such longer period as the council may decide, and in any event until a successor is appointed.

33.2 If the mayor, for any reason, is unable to perform the duties of his or her office, the deputy mayor shall have all of the powers of the mayor during the inability.

34. Acting Mayor

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

- (a) both the mayor and the deputy mayor, if one has been appointed pursuant to section 34, are unable to perform the duties of his or her office; or
- (b) the offices of both the mayor and the deputy mayor are vacant.

34.2 The member to be appointed, pursuant to subsection 35.1, shall be elected by a majority of the members present.

34.3 Where two (2) members have an equal number of votes, the administrator shall: