


RM OF BIG RIVER
NO.
555

COUNCIL AND COMMITTEE PROCEDURES
BYLAW 22-01-01



Certified a True Copy of Bylaw 22-01-01
Passed by Council on the 14th
day of February, 2022

Administrator

PART I – INTERPRETATION..... 4

1. Short Title..... 4

2. Purpose 4

3. Definitions 4

4. Application 6

PART II – MEETINGS 6

5. First Meeting 6

6. Regular Meetings 6

7. Special Meetings 7

8. Meetings through Electronic Means 7

9. Notice of Meetings 8

10. Method of Giving Notice 8

11. Actions in Public 8

12. Closed Sessions 8

PART III – COUNCIL MEETING PROCEDURES 9

13. Agendas 9

14. Commencement of Council Meeting 9

15. Quorum 10

16. Minutes 10

17. Public Hearing 11

18. Communications 11

19. Delegations..... 12

20. Reeve and Councillors Forum..... 13

21. Bylaws 13

22. Recess..... 14

23. Adjournment 14

PART IV – CONDUCT AT COUNCIL MEETINGS14

24. Reeve..... 14

25. Deputy Reeve 14

26. Acting Reeve..... 15

27. Persons Allowed at the Table..... 15

28. Conduct of Public 15

29. Conduct of Delegations 15

30. Conduct of Members..... 16

31. Improper Conduct 16

32. Leaving the Meeting..... 17

33. Point of Order..... 17

34. Point of Privilege 17

35. Point of Procedure 17

36. Appeal 18

37. Calling a Member to Order..... 18

PART V – MOTIONS18

38. Motions and Debate..... 19

39. Motion to Amendments..... 19

40. Request Motion be Put to Vote..... 20

41. Motion to Adjourn..... 20

42. Motion to Move to a Closed Meeting 20

43. Motion Contrary to Rules..... 21

44. Withdrawal of Motions 21

45. Motion to Rescind 21

46. Motion to Postpone 21



Certified a True Copy of Bylaw 22-01-01
 Passed by Council on the 14th
 day of February, 2022.

 Administrator

Handwritten marks: an infinity symbol and a signature.

47. Debate on Motion21
48. Legal Advice.....22
49. Voting of Council22
50. Majority Decision22
51. Recorded Vote.....22
52. Tied Vote22
PART VI – COMMITTEES22
53. Procedure for Appointments22
54. Committee Member Terms.....23
55. Committee Establishment.....23
56. Committee Chair23
57. Committee Secretary24
58. Committee Meetings Notices.....24
59. Committee Meetings.....25
60. Committee/Delegation Conduct26
61. Effective Date26



Certified a True Copy of Bylaw 22-01-01
Passed by Council on the 14th
day of February, 20 22.
[Signature]
Administrator

CA
mcl

**A BYLAW OF THE RURAL MUNICIPALITY OF BIG RIVER NO. 555
TO REGULATE COUNCIL AND COMMITTEE PROCEDURES
BYLAW NO. 22-01-01**

The Council of the Rural Municipality of Big River No. 555 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 the bylaw is to establish clear, transparent, consistent and accessible rules for conducting business at meetings, for Council members, Administration and the public to follow and participate in governing the municipality and for Council in establishing Council committees.

3. Definitions

3.1 In this bylaw

- a) “Act” means *The Municipalities Act [MA]*.
- b) “Acting Reeve” means the Councillor elected by Council to act as the Reeve if a vacancy arises in that office.
- c) “Adjourn” means to suspend proceedings indefinitely or 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 MA.
- f) “Agenda Deadline” means the time established in subsection 13.8 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 or authority 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) “Council” means the Reeve and Councillors of the municipality elected pursuant to the provisions of *The Local Government Election Act, 2015*.
- m) “Council Committee” means a committee duly appointed by Council and consisting of Council members only.



Certified a True Copy of Bylaw 22-01-01
Passed by Council on the 14th
day of February, 20 22

Administrator

CD
MCL

- n) **"Councillor"** means the Council member duly elected in the municipality as a Councillor in accordance with *The Local Government Election Act, 2015*.
- o) **"Deputy Reeve"** means the Councillor who is appointed by Council, pursuant to section 25 of this bylaw, to act as Reeve in the absence or incapacity of the Reeve.
- p) **"Member"** means the Reeve, Councillor or an appointed individual to a committee, commission or board of Council.
- q) **"Motion"** means a formal proposal placed before a meeting in order that it may be debated to a conclusion.
- r) **"Mover"** means a person who presents or proposes a motion or amendment.
- s) **"Municipality"** means the Rural Municipality of Big River No. 555.
- t) **"Order of Business"** means the list of items comprising the agenda and the order in which those items appear on the agenda.
- u) **"Point of Order"** means the raising of a question by a member in a meeting claiming the procedures of the meeting or of an individual Council member are contrary to the procedural rules or practices.
- v) **"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 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 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.
- w) **"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.
- x) **"Public Hearing"** means a meeting of Council or 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.
- y) **"Quorum"** is, subject to sections 98 of the Act:
- i. In the case of Council, a majority of the whole Council;
 - ii. In the case of a committee, a majority of the members appointed to the committee.
- z) **"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.
- aa) **"Reeve"** means the Council member duly elected in the municipality as the Reeve in accordance with *The Local Government Election Act, 2015*.
- bb) **"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.



Certified a True Copy of Bylaw 22-01-01
Passed by Council on the 14th
day of February, 2022.

Administrator

CA
my

- cc) "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.
 - dd) "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.
 - ee) "Unfinished Business" means business which has been raised at the same, or a previous meeting, and which has not been completed.
 - ff) "Urgent Business" means a time sensitive matter which requires Council's immediate and urgent consideration.
- 3.2 A reference in this bylaw to an enactment of the Legislative Assembly of Saskatchewan is a reference to the enactment as amended from time to time.

4. Application

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

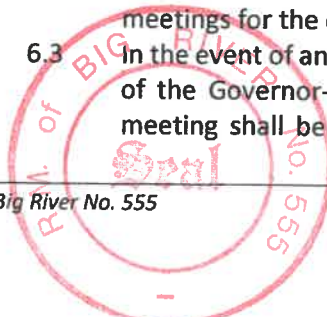
PART II – MEETINGS

5. First Meeting

- 5.1 The first meeting of Council following a general election shall be held within 31 days after the date of the election and at a time, date and place determined by the Administrator.
- 5.2 Prior to the commencement of the first meeting, every Council member shall take the oath or affirmation of office pursuant to the Act.
- 5.3 At the first meeting of Council, the Administrator shall provide Council with a copy of the returning officer's declaration of results with respect to the election.

6. Regular Meetings

- 6.1 Regular meetings of Council are held on the second Monday of each month, unless otherwise scheduled, commencing at 9:00 a.m. at the Big River Community Centre.
- 6.2 Council shall at their January regular meeting approve the dates of all regular Council meetings for the coming year.
- 6.3 In the event of any meeting date falls on any date appointed as a holiday by proclamation of the Governor-General of Canada, the Lieutenant Governor of Saskatchewan, such meeting shall be held at the same time on the next day that the municipal office is



CA
my

scheduled to be open for business and no notice is required to be given to Council but notice shall be provided to the public.

- 6.4 Notwithstanding the foregoing provisions, Council may, by resolution, dispense with or alter the time or date of a regular meeting of Council.
- 6.5 Council may, by resolution, authorize the Reeve 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 Special meetings of Council are held at the Big River Community Centre at the date and time specified on Form 1.
- 7.2 The Administrator shall call a special meeting of Council, whenever requested to do so, in writing, by the Reeve or a majority of the members or by motion of the majority of members at a regular or special meeting.
- 7.3 If the position of the Administrator is vacant or the Administrator is unable to act, the Assistant Administrator shall call a special meeting in accordance with subsection 7.1.
- 7.4 The written request or motion of Council referred to in subsection 7.1 shall include all items to be transacted.
- 7.5 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.
- 7.6 Notwithstanding subsection 7.1, the location of any special meeting may be changed by motion of Council or by specifying a new location on Form 1.
- 7.7 When a special meeting is to be held, the Administrator shall provide 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.
- 7.8 Notwithstanding subsection 7.7, 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.
- 7.9 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.
- 7.10 The Reeve or majority of Council who requested the special meeting may cancel it at any time prior to the meeting, by completing the Cancel Meeting section of Form 1.
- 7.11 The Administrator shall notify Council of any cancellation as per subsection 10.1.
- 7.12 The Administrator shall notify the public of any cancellation as per subsection 7.7, but only if the notice of the special meeting had been posted.

8. Meetings through Electronic Means

- 8.1 Council members may participate in a Council or committee meeting by means of a telephonic, electronic or other communication facility if:
 - a) A member has made a request in writing or by email to the Administrator to join a regular, special or committee meeting.
 - b) Notice of the Council meeting is given to the public including the way in which the Council meeting is to be conducted;



Certified a True Copy of Bylaw 22-01-01
Passed by Council on the 14th
day of February, 2022.

Administrator

- c) The facilities enable the public to at least listen to the meeting at a place specified in the 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.
- 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) Provided personally;
 - b) Left at the usual place of business or residence of the member; or
 - c) Provided in the manner specified by the member in Form 2.
- 10.2 Notice of a Council meeting is to be given to the public by posting notice of the meeting at: the municipal office, municipality's website or other social media method the municipality supports.

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.



CA
my

- 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:
- a) The time 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 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 Council shall, at every meeting accept the agenda for reference purposes.
- 13.3 The agenda shall include the order of business and all items of business and associated reports, bylaws or documents.
- 13.4 Any item to be added to the agenda must be done so by resolution and approved by majority of Council.
- 13.5 The Administrator shall attempt to make available the agendas to Council members no later than the 12:00 noon on the last working day prior to the scheduled meeting date (i.e., Friday at noon for a meeting scheduled for Monday).
- 13.6 If for any reason, the Administrator is unable to provide the agendas as mentioned in subsection 13.5, the Administrator shall have the agenda available prior to the Council meeting.
- 13.7 The Administrator shall ensure the meeting agenda is available to the general public after the meeting has been called to order.
- 13.8 All 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 9:00 a.m. 4 business days prior to the meeting date.
- 13.9 Notwithstanding 13.8, the Administrator at their discretion may add items or delegations to the agenda less than 4 business days prior to the meeting date.

14. Commencement of Council Meeting

- 14.1 At the hour set for the meeting, or as soon as all members of Council are present, the Reeve, or in their absence the Deputy Reeve, shall take the chair and call the members to order.
- 14.2 In case neither the Reeve nor the Deputy Reeve is in attendance within 30 minutes after the hour appointed, and subject to a quorum being present, Council shall appoint an acting Reeve pursuant to section 26 of this bylaw who shall call the meeting to order and

Certified a True Copy of Bylaw 22-01-01
Passed by Council on the 14th
day of February, 2022.

Administrator



CA
[Handwritten signature]

- shall preside over the meeting until the arrival of the Reeve or the Deputy Reeve and all proceedings of such meeting shall be deemed to be regular, and in full force and effect.
- 14.3 If a quorum is not present 30 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 Council shall stand adjourned until the next meeting, unless a special meeting is called in the meantime.
- 14.4 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.
- 14.5 Any unfinished business remaining at the time of the adjournment, due to the loss of the quorum, shall be considered at the next regular meeting, or it shall be placed on the agenda for a special meeting called for the purpose of dealing with the unfinished items.
- 14.6 Members are encouraged to notify the Administrator when the member is aware they will be absent from any meeting of Council.

15. Quorum

- 15.1 A quorum of Council is a majority of members.
- 15.2 Any act or proceeding of Council adopted at any Council meeting at which a quorum is not present is invalid.

16. Minutes

- 16.1 The Administrator shall record the minutes of each Council meeting without note or comment and shall ensure copies of the minutes are available to each member no later 10 business days following the Council meeting.
- 16.2 The names of the members present at the meeting are to be recorded in the minutes of every meeting.
- 16.3 The Administrator shall record every declaration of conflict of interest, the general nature and material details of the disclosure and any abstention or withdrawal must be recorded in the minutes.
- 16.4 The Administrator shall record the following information for each delegation: name of presenter, organization represented, brief statement of subject matter, the start and end time of presentation.
- 16.5 The Administrator shall record the time a meeting went into a closed session and the time the closed session ended.
- 16.6 The Administrator shall record the time a member left the room and the time they returned.
- 16.7 During regular voting, the Administrator shall record each abstention in the minutes.
- 16.8 When a recorded vote is requested by a member, the Administrator shall record in the minutes the names of the members of Council present, and if they voted for, against or abstained.
- 16.9 Notwithstanding section 39, any member may make a motion amending the previous or subsequent minutes of any regular or special meeting.
- 16.10 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.

Certified a True Copy of Bylaw 22-01-01
Passed by Council on the 14th
day of February, 2022.

Administrator



CP
MCL

- 16.11. The Administrator and Presiding member may correct any minor error found after the minutes have been approved by striking out the error and initialing the change.

17. Public Hearing

- 17.1 If a public hearing is required by any Act, it shall be conducted in accordance with the provisions of this section.
- 17.2 The procedure by which the public hearing will be conducted or by which public input will be obtained shall be as follows:
- a) If the public hearing is scheduled during a Council meeting the Council shall suspend the Council meeting for the public hearing;
 - b) The Reeve shall declare the hearing on the matter open;
 - c) Administration shall present a report on the bylaw or resolution under consideration including the Administration's recommendations;
 - d) If the hearing involves an applicant, the applicant shall be given 10 minutes to make representations on the matter under consideration;
 - e) After the applicant, any person or group of persons or spokesperson acting on behalf of another person or group shall be given 10 minutes to make representations on the matter under consideration;
 - f) If the hearing involves an applicant, at the conclusion of the speakers, the applicant shall be given 10 minutes to respond to the representations of other people;
 - g) Only upon a motion to extend the 10 minute limitation adopted by a majority of members shall the 10 minute limit be extended;
 - h) Council may request further information from Administration;
 - i) Council shall formally receive all communications and written reports submitted to it on the subject matter of the hearing;
 - j) The Reeve shall declare the hearing closed; and resume the Council Meeting; and
 - k) 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.
- 17.3 A hearing may be adjourned to a certain date.
- 17.4 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.

18. Communications

- 18.1 All communications received prior to a Council meeting in accordance with subsection 13.7 and 13.8 shall be presented to Council.
- 18.2 Each communication to be considered by Council, shall:

- a) Clearly set out the matter in issue and the request being made of Council; and
- b) For written communications, must be printed, typewritten or legibly written, contain the mailing address of the writer or other method of contact and be signed with the name of the writer; or

Certified a True Copy of Bylaw 22-01-01
Passed by Council on the 14th
day of February, 2022. Page 11 of 28

Administrator



CP
Mey

- c) For electronic communication, must contain the name of the writer and the mailing or electronic address, or other method of contact of the writer.
- 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.
- 18.4 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.
- 18.5 *If a communication relates to a matter which is the subject of legal or administrative proceedings to which the RM is a party, Council may choose not to consider the same until the legal or administrative proceeding has been concluded.*

19. Delegations

- 19.1 When a person(s) wishes to speak before Council, where a hearing is not required, the person(s) shall notify the Administrator in writing at least four days prior to the Council meeting which notice shall;
 - a) Clearly set out the matter in issue and the request being made of Council; and
 - b) List the name, phone number where they can be reached during the day and correct mailing address of the spokesperson or other form of contact, and be signed with the name of the writer, except when submitted by facsimile or email;
- 19.2 Delegations wanting to provide handouts to Council must provide them to the Administrator at least four days prior to the Council meeting as no handouts will be permitted at the Council meeting.
- 19.3 Notwithstanding subsection 19.1 or 19.2, the Administrator may at their discretion allow a delegation to present to Council if their request is less than the 4 days notice required.
- 19.4 Administration shall forward a copy of section 29, Conduct of Delegations, to each delegation scheduled to appear before Council.
- 19.5 Delegations scheduled to address Council shall be allotted no more than 15 minutes of meeting time.
- 19.6 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.
- 19.7 A maximum of 10 minutes shall be allotted for each delegation to present their position of support or opposition.
- 19.8 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 Reeve shall at the conclusion of 10 minutes, inform the delegation the time limit is up;
 - c) Only upon a motion to extend the 10 minutes limitation adopted by a majority of members shall the 10 minutes limit be extended;
 - d) Delegations will not be permitted to assume any unused time allocated to another delegation.



- 19.9 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.
- 19.10 Conduct of the delegation and Council if a delegate is permitted to speak shall be in accordance with subsections 19.5 through 19.9.
- 19.11 *If a person wishes to speak to Council on a matter which is the subject of legal or administrative proceedings to which the RM is party, Council may choose not to permit the same until the legal or administrative proceeding has been concluded.*

20. Reeve and Councillors Forum

- 20.1 The Reeve and Councillors forum is held during the general order of business of regular Council meetings under "Reports".
- 20.2 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.
 - c) Issues within their division or municipality.
- 19.3 All comments will be verbal only and shall not be recorded in the minutes of the meeting.

21. Bylaws

- 21.1 Every proposed bylaw must have three (3) distinct and separate readings.
- 21.2 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.
- 21.3 A proposed bylaw will be considered by Council immediately following consideration of the report or item to which the bylaw relates.
- 21.4 Only the title or identifying number has to be read at each reading of the bylaw.
- 21.5 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.
- 21.6 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 any amendments passed after first reading.
- 21.7 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.
- 21.8 The Administrator shall be empowered to correct any typographical error not corrected at the time of submission to Council and the bylaw shall have the same status as if Council had corrected same.



21.9 After passage, every bylaw shall be signed by the Reeve and the Administrator, pursuant to the Act and marked with the corporate seal of the municipality.

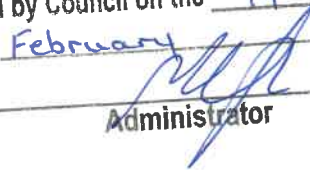
22. Recess

- 22.1 The Council may recess at any time during the meeting.
- 22.2 A motion to recess must state the time of duration of the recess, and must be passed by a majority of the members present.
- 22.3 The Council may reconvene sooner than the time mentioned in the motion of recess, but must not reconvene later than 30 minutes after the time specified for reconvening or the meeting shall be deemed to be adjourned due to a lack of quorum.
- 22.4 Where a motion to recess is for the purpose of a public hearing the time of duration of the recess is not required to provide adequate time for the public to address Council.

23. Adjournment

- 23.1 All regularly scheduled Council meetings shall stand adjourned when the Council has completed all business as listed on the agenda.
- 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 regularly 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

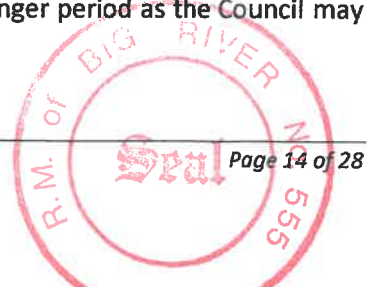
Certified a True Copy of Bylaw 22-01-01
Passed by Council on the 14th
day of February, 20 22.

Administrator

24. Reeve

- 24.1 The Reeve 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 Reeve shall have the same rights and be subject to the same restrictions, when participating in debate, as all other members.
- 24.3 The Reeve shall have the same rights and be subject to the same restrictions as all other members to make a motion.

25. Deputy Reeve

- 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 Reeve who shall hold office for a term of one (1) year or for such longer period as the Council may decide, and in any event until a successor is appointed.



- 25.2 If the Reeve, for any reason is unable to perform the duties of their office, the Deputy Reeve shall have all of the powers of the Reeve during the inability.

26. Acting Reeve

- 26.1 Council shall, appoint a member to act as Reeve if:
- Both the Reeve and the Deputy Reeve, are unable to perform the duties of their office; or
 - The offices of both the Reeve and the Deputy Reeve are vacant.
- 26.2 The member to be appointed, pursuant to subsection 26.1, shall be elected by a majority of the members present.
- 26.3 Where two (2) members have an equal number of votes, the Administrator shall:
- Write the names of those members separately on blank sheets of paper of equal size, colour and texture;
 - Fold the sheets in a uniform manner so the names are concealed;
 - Deposit them in a receptacle; and
 - Direct a person to withdraw one (1) of the sheets.
- 26.4 The member whose name is on the sheet withdrawn pursuant to subsection 26.3(d) shall be declared elected.

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 the sittings of the Council, without permission of the Reeve or other Presiding Member.

28. Conduct of Public

- 28.1 All persons in the public gallery at a Council meeting shall:
- Refrain from addressing Council or a member unless permitted to do so;
 - Maintain quiet and order;
 - Refrain from disturbing the proceedings by words, gestures or actions including applauding, displaying flags, placards or similar material;
 - Refrain from talking on cellular telephones;
 - Refrain from making audio or video recordings of Council proceedings; and
 - Ensure all electronic devices are silent and operated in such a manner they do 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:
- Speaking disrespectfully of the federal government, the provincial government or another municipal Council, or any official representing them;

Certified a True Copy of Bylaw 22-01-01
Passed by Council on the 14th
day of February, 2022.


Administrator

Page 15 of 28



- b) Using offensive words in referring to a member, an employee of the municipality or a member of the public;
- c) Reflecting on the motives of the members who voted on the motion or the mover of the motion;
- d) Shouting or using an immoderate tone, profane, vulgar or offensive language; or
- e) Making audio or video recordings of the Council proceedings.

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 Reeve 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 or another municipal Council, or any official representing them;
 - b) Using offensive words in referring to a member, an employee of the municipality or a member of the public;
 - c) Reflecting on a vote of Council except when moving to rescind or reconsider it;
 - d) Reflecting on the motives of the members who voted on the motion or the mover of the motion; or
 - e) Shouting or using an immoderate tone, profane, vulgar or offensive language.
- 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 Any member of Council or the Administrator may, prior to discussion on any agenda item, ask a member if they wish to declare a conflict of interest on the issue being discussed.
- 30.6 Members shall ensure all electronic devices remain silent and do not interfere with the meeting.
- 30.7 Members shall not make audio or video recordings of Council proceedings.

31. Improper Conduct

- 31.1 The Reeve may request 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 Reeve may request 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 Reeve.
- 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 Reeve may recess the meeting until the person leaves or adjourn the meeting to another day.

Certified a True Copy of Bylaw 22-01-01
Passed by Council on the 14th
day of February, 2022.

Administrator



Handwritten initials 'A' and a signature.

- 31.6 The Reeve may direct law enforcement officials be engaged to assist in the removal a person in the public gallery or any delegation acting improperly.

32. Leaving the Meeting

- 32.1 Every member who leaves the Council meeting before the meeting is over, whether intending to return to the meeting or not, shall notify the Administrator.

33. Point of Order

- 33.1 A member may rise and ask the Reeve to rule on a point of order.
33.2 When a point of order is raised, the member speaking shall immediately cease speaking until the Reeve decides the point of order raised.
33.3 A point of order must be raised immediately at the time the rules of Council are breached.
33.4 The member against whom a point of order is raised may be granted permission by the Reeve to explain.
33.5 The Reeve may consult the Administrator before ruling on a point of order.
33.6 A point of order is not subject to amendment or debate.

34. Point of Privilege

- 34.1 A member may rise and ask the Reeve to rule on a point of privilege.
34.2 After the member has stated the point of privilege, the Reeve shall rule whether or not the matter raised is a point of privilege.
34.3 If the matter is determined to be a point of privilege, the member who raised the point of privilege shall be permitted to speak to the matter.
34.4 If the point of privilege concerns a situation, circumstance or event which arose between Council meetings, the member shall raise the point of privilege immediately after adoption of the minutes of the previous Council meeting.
34.5 The Reeve may consult the Administrator before ruling on a point of privilege.
34.6 A point of privilege is not subject to amendment or debate unless a motion regarding the point of privilege is put to Council.

35. Point of Procedure

- 35.1 Any member may ask the Reeve for an opinion on a point of procedure.
35.2 When a point of procedure is raised, the member speaking shall immediately cease speaking until the Reeve responds to the inquiry.
35.3 After the member has asked the point of procedure, the Reeve shall provide an opinion on the rules of procedure bearing on the matter before Council.
35.4 The Reeve may consult the Administrator before providing an opinion on the point of



Certified a True Copy of Bylaw 22-01-01
Passed by Council on the 14th
day of February, 2022.

Administrator

[Handwritten signature]

- procedure.
- 35.5 A point of procedure is not subject to amendment or debate.
- 35.6 The Reeve's answer is not a ruling, and cannot be appealed to the whole of Council.

36. Appeal

- 36.1 Whenever a member wishes to appeal any ruling of the Reeve or a point of order to the whole of Council:
- a) The motion of appeal, "that the decision of the chair be overruled" shall be made;
 - b) The member may offer a brief reason for the challenge;
 - c) The Reeve may state the reason for the decision; and
 - d) Following which the question shall be put immediately without debate.
- 36.2 The Reeve shall be governed by the vote of the majority of the members present.
- 36.3 A ruling of the Reeve must be appealed immediately after ruling is made or the ruling will be final.

37. Calling a Member to Order

- 37.1 When the Reeve calls a member to order, the member shall resume their seat, but may afterwards explain their position in making the remark for which they were called to order.
- 37.2 In the event a member refuses to resume their seat when called to order, the Reeve shall request the Deputy Reeve, or if the Deputy Reeve is absent or is the unruly member, any other member of Council to move a resolution to remove the unruly member either:
- a) For the balance of the meeting;
 - b) Until a time which shall be stated in the motion; or
 - c) Until the member makes an apology acceptable to Council for their unruly behavior, whichever shall be the shortest time.
- 37.3 When the majority of Council votes in favour of the resolution, the Reeve shall direct the unruly member to leave the Council chamber, and if the member refuses to leave, the Reeve may:
- (a) Recess the meeting until the person leaves or adjourn the meeting to another day; or
 - (b) Direct law enforcement officials be engaged to assist in the removal of the unruly member.
- 37.4 When Council has directed an unruly member to leave the Council chambers, and the member so directed makes an explanation and apology adequate and satisfactory to Council, it may, by a majority vote of the remaining members present, allow the offending member to remain in their place if they have not left or been removed, or to retake their place.

PART V – MOTIONS



Certified a True Copy of Bylaw 22-01-01
Passed by Council on the 14th
day of February, 2022.


Administrator

38. Motions and Debate

- 38.1 Common practice of Council is to thoroughly debate agenda items before motions are put to the floor to avoid amendments and amendments to amendments.
- 38.2 A motion shall express fully and clearly the intent of the mover and shall not be preceded by any preamble or whereas clauses.
- 38.3 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.
- 38.4 When a motion is under debate no other motion may be made except a motion to:
 - a) Amend a motion;
 - b) Refer motion to a Council committee or Administration for a report back to Council;
 - c) Postpone a motion to a fixed date;
 - d) Request a motion be put to a vote;
 - e) Adjourn the meeting.
- 38.5 Notwithstanding any other provisions of this bylaw, the member, who moved a motion after a motion is under debate, may, with the consent of Council:
 - a) On 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.
- 38.6 Any motions allowed under subsection 38.4 shall be considered in the order in which they were moved.

39. Motion to Amendments

- 39.1 Except as provided in subsection 39.12, 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.
- 39.2 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.
- 39.3 An amending motion may also be amended.
- 39.4 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.
- 39.5 Only two (2) amendments to a 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.
- 39.6 There is no limit to the number of amendments or sub amendments that may be proposed.

Certified a True Copy of Bylaw 22-01-01
Passed by Council on the 14th
day of February, 20 22.

Administrator



CA

me

- 39.7 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.
- 39.8 Any member wishing to move an amendment 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.
- 39.9 The main motion shall not be debated until all amendments to it have been put to a vote.
- 39.10 Amendments shall be put in the reverse order to the order in which they were moved.
- 39.11 When all amendments have been voted on, the main motion incorporating all amendments adopted shall be put to a vote.
- 39.12 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; and
 - c) A motion requesting a motion be put to a vote.

40. Request Motion be Put to Vote

- 40.1 A motion requesting a motion be put to a vote shall not be moved by a member who has spoken to the original motion.
- 40.2 A motion requesting a motion be put to a vote shall not be amended or debated.
- 40.3 If a motion requesting a motion be put to a vote is passed by Council, the original motion shall immediately be put to a vote of Council without any amendment or debate.
- 40.4 If a motion requesting a motion be put to a vote is not passed by Council, the original question may be amended or debated.

41. Motion to Adjourn

- 41.1 A member may move a motion to adjourn a meeting at any time, except when:
- a) Another member is in possession of the floor;
 - b) A call for a recorded vote has been made;
 - c) The members are voting;
 - d) When Council is considering a motion requesting 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.
- 41.2 A motion to adjourn shall be decided without debate.

42. Motion to Move to a Closed Meeting

- 42.1 A member may make a motion, a Council meeting move to a closed meeting.
- 42.2 The motion to move to a closed meeting must:
- a) Be in accordance with *The Local Authority of 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 a closed meeting.
- 42.3 No bylaw or resolution shall be passed during a closed meeting.

Certified a True Copy of Bylaw 22-01-01

Passed by Council on the 14th
day of February, 2022.

Administrator



CA
me

43. Motion Contrary to Rules

43.1 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.

44. Withdrawal of Motions

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

45. Motion to Rescind

45.1 A motion to rescind shall apply to resolutions only, and shall not apply to bylaws passed by Council.

45.2 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.

45.3 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 elapsed since the original vote was taken.

45.4 A motion to rescind may be moved by any Council member regardless how they voted on the original motion.

45.5 A motion to rescind is debatable.

45.6 A motion to rescind may be amended.

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

45.8 A motion cannot be rescinded:

- a) When action on the motion has been carried out in a way it cannot be undone; or
- b) When a resignation has been accepted or actions electing or expelling a person from membership or office have been taken.

46. Motion to Postpone

46.1 Where a majority of all members decide to postpone a motion to a fixed date, the motion cannot be considered by Council until the fixed date.

46.2 Notwithstanding subsection 46.1, Council may consider a postponed motion before the fixed date if a majority of members agree the motion may be considered before that date.

46.3 The only amendment allowed to a motion to postpone to a fixed date is to change the date.

47. Debate on Motion

47.1 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.

47.2 The mover of the motion shall be given the first opportunity to speak.



WA
MAY

47.3 The mover of the motion shall be allowed a reply at the conclusion of the debate.

48. Legal Advice

48.1 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.

49. Voting of Council

49.1 A member attending a Council meeting shall vote at the meeting on a matter before Council unless the member is required to abstain from voting pursuant to the Act or any other Act.

49.2 If a member is not required to abstain from voting on a matter before Council and abstains from voting, the Council member is deemed to have voted in the negative.

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

49.4 The Administrator shall ensure each abstention is recorded in the minutes of the meeting.

50. Majority Decision

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

51. Recorded Vote

51.1 Before a vote is taken by Council, a member may request the vote be recorded.

51.2 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.

52. Tied Vote

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

PART VI – COMMITTEES

53. Procedure for Appointments

53.1 The Administrator may utilize the following procedure for appointments to committees:

a) Prior to November 1st, invite submissions from the public (notice to be posted in the municipal office) and members of Council for appointments to which Council is entitled to make appointments to in the ensuing term;

b) Obtain information from the various committees that Council is entitled to make appointments to in the ensuing term regarding the dates and times of their regular meetings and the attendance by Council appointed representatives in the previous term;

Certified a True Copy of Bylaw 22-01-01

Passed by Council on the 14th
day of February, 20 22.

Administrator



Handwritten initials 'ca' and a signature.

- c) Request existing committee members as to their openness in being reappointed to the committee, and
- d) Compile all applications received and provide the compiled applications to Council.

54. Committee Member Terms

- 54.1 Appointments terms to committees may be for one (1) or two (2) years unless prescribed by the Bylaw establishing the committee.
- 54.2 Notwithstanding subsection 53.1, in a general election year, the term of appointments for Council members shall be reduced to coincide with the day of the election.
- 54.3 Council may, in its discretion, revoke the membership of any individual whom has been appointed to a committee.

55. Committee Establishment

- 55.1 Council may from time to time establish a committee in response to specific issues requiring immediate or long-term attention.
- 55.2 The membership and jurisdiction of a committee shall be as provided for in the enabling legislation or as directed by Council.
- 55.3 The Reeve is an ex-officio voting member of all committees established by Council pursuant to the Act, unless Council provides otherwise, and when in attendance, possesses all of the rights, privileges, powers and duties of other members, whether elected or appointed.
- 55.4 The Reeve's attendance shall not, however, be included for the purpose of determining a quorum.
- 55.5 All Councillors may attend the meetings of committees established pursuant to the Act, and may take part in the proceedings of the same, except non-committee members shall not have a vote.

56. Committee Chair

- 56.1 Each committee shall meet as soon as possible after it has been appointed and where a chair has not been appointed by Council, members of the committee shall select a chair and vice-chair, and if required, decide the day and time for holding its regular meetings.
- 56.2 The chair shall preside at every meeting, participate in the debate and shall vote on all motions.
- 56.3 In the absence of the chair, the vice-chair shall preside, and in the absence of both the chair and the vice-chair, one (1) of the other members of the committee shall be elected to preside, and shall discharge the duties of the chair during the meeting or until the arrival of the chair or vice-chair.

Certified a True Copy of Bylaw 22-0.
Passed by Council on the 14th
day of February, 20 22.

Administrator



CA
Mey

57. Committee Secretary

- 57.1 Each committee, whom the Administrator does not provide secretarial services, 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.
- 57.2 The secretary shall record the minutes without note or comment.
- 57.3 When a person, or a group of persons, wishes to bring any matter to the attention of a committee 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 19 of this bylaw.
- 57.4 Upon receipt of such communication, the Administrator or secretary shall place the communication on the agenda of the next meeting of the committee for its consideration.
- 57.5 All submissions to committees must be received by the Administrator or secretary within the established deadlines, four (4) business days prior to the meeting.
- 57.6 Reporting to committees shall be provided through the Administrator or the secretary.

58. Committee Meetings Notices

- 58.1 Notice of regularly scheduled committee meetings is not required to be given.
- 58.2 If the committee changes the date, time or place of a regularly scheduled meeting, the Secretary shall give at least twenty-four (24) hours notice of the change to:
 - a) Any members of the committee not present at the meeting at which the change was made; and
 - b) The public.
- 58.3 Notwithstanding subsection 58.2, a committee meeting may be held with less than twenty-four (24) hours notice to all members and without notice to the public if all committee members agree to do so, in writing, immediately before the beginning of the meeting.
- 58.4 The consent to waive notice of a change in date, time or place of a meeting pursuant to subsection 58.3 may be given in person or by facsimile, electronic mail and other similar means.
- 58.5 If a committee cancels its regularly scheduled meeting, the secretary of the committee shall give at least twenty-four (24) 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.
- 58.6 The secretary shall call a special meeting of a committee whenever requested to do so, in writing, by the chair or by a majority of the committee members in the same manner as set out in subsection 58.2.
- 58.7 Any notice respecting a committee meeting is deemed to have been given to a member if the notice is:

- (a) Delivered personally;
- (b) Left at the usual place of business or residence of the member; or

Certified a True Copy of Bylaw 22-01-01
Passed by Council on the 14th
day of February 20 22.

Administrator



CA
M

- (c) At the request of the member, provided or sent to the member by ordinary mail, telephone or voice mail, facsimile or electronic mail or similar method at the number or address specified by the member.
- 58.8 Notice to the public of a committee meeting as required by subsections 58.2 to 58.5 is sufficient if the notice is posted at the municipal office.
- 58.9 For committees 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 of the committee whenever requested in writing to do so by a majority of the committee.

59. Committee Meetings

- 59.1 An act or proceeding of a committee is not effective unless it is authorized or adopted by a resolution at a duly constituted public committee meeting.
- 59.2 Everyone has the right to be present at committee meetings conducted in public unless the chair expels a person for improper conduct.
- 59.3 Subject to subsection 59.4, committees shall conduct all committee meetings in public.
- 59.4 Committees may close all or part of the meeting if the matter to be discussed is within one (1) of the exemptions in Part III of The Local Authority Freedom of Information and Protection of Privacy Act.
- 59.5 The business of committees shall be conducted in accordance with the rules governing the procedure of Council or as otherwise established by Council for the committee or established by the committee.
- 59.6 Any unfinished business remaining at the time of the adjournment shall be considered at the next regular meeting of the committee or at a special meeting called for that purpose.
- 59.7 The minutes of the committee shall be available to each committee member at least twenty-four (24) hours before the next committee meeting for consideration.
- 59.8 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.
- 59.9 All minutes, once approved, shall be open for inspection by the public.
- 59.10 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 the 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.
- 59.11 Every committee shall report to Council, and no action of any committee shall be binding on the municipality unless:
 - (a) Power to take such action is expressly conferred on the committee by legislation, bylaw or resolution of Council; or
 - (b) Council has considered the report of the committee and, if adopted, shall become the resolve of Council.



Certified a True Copy of Bylaw 22-01-01
Passed by Council on the 14th
day of February, 2022.


Administrator

CP

60. Committee/Delegation Conduct

- 60.1 The conduct of delegations or the public at committee meetings, which they are entitled to attend, shall be subject to the requirements as set out in section 28 and 29 of this bylaw.
- 60.2 The conduct of members shall be subject to the requirements as set out in section 30 of this bylaw.
- 60.3 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.

61. Effective Date

- 61.1 This Bylaw shall come into force upon receiving third reading of Council.
- 61.2 Bylaw 9/20 is hereby repealed.



Read a third time and adopted
this 14th day of February, 2022.



Administrator



Reeve



Administrator

Section 81.1 of *The Municipalities Act*



Certified a True Copy of Bylaw 2201-01
Passed by Council on the 14th
day of February, 2022.



Administrator

Form 1 – Request for a Special Meeting

To: _____, Administrator of the RM of Big River No. 555

Pursuant to section 123 of the Act, I/we hereby request you call a special meeting of the Council of the RM of Big River No. 555 to discuss the following matters:

1	
2	
3	
4	
5	
6	

Meeting Details:

Location: _____	Date: _____	Time: _____
------------------------	--------------------	--------------------

Note: Location only required if venue different from Big River Community Centre.

Dated _____ day of _____, 20____

Signed:

Name

Name

Name

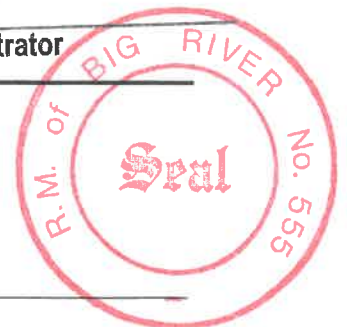
Name

Name

Certified a True Copy of Bylaw 22-01-01
Passed by Council on the 14th
day of February, 2022.

[Signature]

Administrator



Cancel Meeting

I/we the undersigned hereby request the special meeting be cancelled.

Name: _____

Name: _____

Name: _____

Name: _____

CA
[Signature]

Form 2 – Request for Method of Providing Notice

To: _____, Administrator, Rural Municipality of Big River, No. 555

From: _____ (Name of Council Member)

Pursuant to clause 124(1)(c) of the Act, I hereby request notice of Council or committee meetings be provided to me by alternate means:

By Regular Mail	Address
By Telephone, Voicemail or Text	Phone #
By Email	Email

This request remains in force until the end of my current term of office unless sooner revoked by me in writing.

Dated _____ day of _____, 20____

Signature of Member



Certified a True Copy of Bylaw 22-01-01
Passed by Council on the 14th
day of February, 2022.

Administrator

CA
my