

TOWN OF ITUNA

Bylaw No. 7-2025

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

The Council of the Town of Ituna in the Province of Saskatchewan enacts as follows:

Part 1- Interpretation

1. Short Title

1.1 This bylaw may be cited as the "Council Procedures Bylaw".

2. Purpose

2.1 The purpose of this Bylaw is to provide a clear and consistent framework for the conduct of Council meetings, including the rules for motions, voting, public hearings, committee operations, and decorum, in accordance with *The Municipalities Act*.

3. DEFINITIONS

3.1. In this bylaw:

- (a) "Act" means *The Municipalities Act* [MA]
- (b) "Acting Mayor" means the Councillor elected by Council to act as the mayor if a vacancy arises in that office.
- (c) "Adjourn" means to suspend proceedings to another time or place.
- (d) "Administration" means the administrator or employees accountable to the administrator.
- (e) "Administrator" means the person appointed as administrator pursuant to section 110 [MA].
- (f) "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.
- (g) "Business day" means a day other than a Saturday, Sunday or holiday.
- (h) "Chair" means a person who has the authority to preside over a meeting.
- (i) "Committee" means a committee, board, authority or other body duly appointed by council.
- (j) "Communications" include, but are not limited to, the following: letter, memorandum, report, notice, electronic mail, facsimile, petition, brochure, social media or newspaper/magazine article.
- (k) "Contact information" means:
 - i. The name of a person; and
 - ii. Whichever of the following options is considered by the sender to be most likely to affect receipt by the intended recipient:
 - (A) Mailing address;
 - (B) Street or civic address;
 - (C) Email address;
 - (D) Telephone number;
 - (E) Fax number; or
 - (F) Any other prescribed option.
- (k) "Council" means the mayor / reeve and councillors of the municipality elected pursuant to the provisions of *The Local Government Election Act, 2015*.
- (l) "Councillor" means the council member duly elected in the municipality as a councillor, in accordance with *The Local Government Election Act, 2015* [LGEA].

- (m) "Deputy mayor" means the councillor who is appointed by council, to act as mayor in the absence or incapacity of the mayor.
 - (n) "Mayor" means the council member duly elected in the municipality as the mayor in accordance with *The Local Government Election Act, 2015*.
 - (o) "Member" means the mayor, Councillor, or an appointed individual to a committee, commission or board of council.
 - (p) "Motion" means a formal proposal placed before a meeting in order that it may be debated to a conclusion.
 - (q) "Mover" means a person who presents or proposes a motion or amendment.
 - (r) "Municipality" means the Town of Ituna.
 - (s) "Order of business" means the list of items comprising the agenda and the order in which those items appear on the agenda.
 - (t) "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.
 - (u) "Point of privilege" is the raising of a matter by a member which occurs while the council is in session, where:
 - i. The rights, privileges, decorum or dignity of the council collectively or the rights and privileges of a member individually have been affected; or
 - ii. When a member believes that another member has spoken disrespectfully 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 to clarify their position; or
 - v. 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 to clarify their position.
 - (v) "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.
 - (w) "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.
 - (x) "**Quorum**" is subject to section 98 MA of the Act:
 - i. In the case of council, a majority of the whole council;
 - ii. In the case of a council committee, a majority of the members appointed to the council committee; and
 - iii. In the case of an other body, a majority of the members appointed to the other body.
 - (y) "**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.
 - (z) "**Resolution**" means a formal determination made by council, a council committee or other body based on a motion duly placed before a regularly constituted meeting or a special meeting of council, a council committee or another body for debate and decision and is duly passed.
 - (aa) "**Seconder**" means a person who formally supports a motion or amendment at the time it is proposed; all motions require a seconder
 - (bb) "**Special meeting**" means a meeting other than a regular scheduled meeting called pursuant to section 123 of the Act [MA] or the provisions of this bylaw.
 - (cc) "**Unfinished business**" means business which has been raised at the same meeting or a previous meeting, and which has not been completed; and
 - (dd) "**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.
- 4.2. Notwithstanding subsection 4.1, council may, by resolution or bylaw, allow a council committee or other body 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 chair shall prevail, subject to the jurisdiction of council or the council committee to consider any appeals of those rulings.

Part 2-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 at a time, date and place determined by the administrator; method to be given notice shall be determined to be given if delivered as specified by the councillor as indicated on Form 1 appended hereto and forming a part of this bylaw.
- 5.2. Prior to commencement of the first meeting, every member of council shall take the oath or affirmation of office pursuant to the Act.
- 5.3. 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 shall be held on the 3rd Tuesday of each month commencing at 7:00PM
- 6.2. Council shall ensure that the time between regularly scheduled council meetings does not exceed 60 days.
- 6.3. In the event of any meeting date falling on a statutory or civic holiday or any day appointed as a holiday by proclamation of the Governor-General of Canada, the Lieutenant Governor of Saskatchewan, or by resolution of council, such meeting shall be held at the same time on the next day that the municipal office is scheduled to be open for business.
- 6.4. 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.
- 6.5. Notwithstanding the foregoing provisions, council may, by resolution, dispense with or alter the time of a regular meeting of council.
- 6.6. Council may, by resolution, reschedule a regular meeting of council pursuant to the Act [MA] during a period 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; no business other than that stated in the notice shall be transacted at a special meeting unless all the members are present and it is by unanimous consent.
- 7.3. Form 2, appended hereto and forming a part of this bylaw, shall be the form used to direct the administrator or representative where subsection 7.2 of this bylaw applies 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 24 hours prior to the meeting and, in general terms, the business to be transacted at the meeting.
- 7.5. Notwithstanding subsection 7.4, a special meeting may be held with less than 24 hours' notice to members and without notice to the public if all members agree to do so in writing before the beginning of the special meeting using Form 2 appended hereto and forming a part of this bylaw.
- 7.6. If the position of administrator is vacant or the administrator is unable to act, the administrative assistant shall call a special meeting of the council whenever requested to do so in writing by the mayor or a majority of the members, pursuant to section 81.1 of the

Act [MA]; the Council shall appoint a neighbouring administrator as acting administrator for the purpose of taking minutes for this meeting.

- 7.7. If the purpose for the special meeting is related to a vacancy or where the administrator is unable to act; the Council shall appoint an administrator to act for the Municipality in accordance with 110.1 (2)(3) of the Act [MA].

8. Meeting Through Electronic Means

- 8.1. One or more members of council may participate in a special or regular council meeting by electronic means if:

- (a) The members of council must provide the administrator with at least eight (8) hours notice of their intent to participate in this manner in the case of a regular meeting and notice as soon as they receive the call for a special meeting;
- (b) Notice of the council meeting through electronic means is to be given to the public including the way in which the council meeting is to be conducted and how the public can observe;
- (c) The facility appointed must enable the public to at least listen to the meeting at a place specified in that notice and the administrator attends that place; and
- (d) The facilities permit all participants to communicate adequately with each other during the council meeting.

- 8.2. Members participating in a council meeting by electronic means 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 24 hours' notice of the change will be given to:

- a) Any members absent at the meeting at which the change was made; and
- b) The public.

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

10. Public Decision Making

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

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

11. Closed Sessions

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

- (a) Is within one of the exemptions of Part III of *The Local Authority Freedom of Information and Protection of Privacy Act* [LAFOIP] fully described in the aforementioned Act which include the following topics:
 - i. Records from Other Governments that are not Currently Public [LAFOIP S.13]
 - ii. Matters of Law Enforcement and Investigations [LAFOIP S.14]
 - iii. Documents of the Local Authority that Contain Information Protected by the Act [LAFOIP S.15]
 - iv. Advice Provided from Officials [LAFOIP S.16]
 - v. Human Resource Matters [LAFOIP S.16]
 - vi. Economic Interest and Planning Matters [LAFOIP S.17]
 - vii. Third Party Information [LAFOIP S.18]
 - viii. Testing Procedures or Results [LAFOIP S.19]
 - ix. Health and Safety Matters [LAFOIP S.20]
 - x. Solicitor-Client Privilege [LAFOIP S.21]
 - xi. Confidentiality Provisions in Other Enactments [LAFOIP S.22]
- (b) Concerns long-range or strategic planning.

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

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

- (a) The members of council;

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

Part 3-Council Meeting Procedures

12. Agendas

- 12.1. The administrator shall prepare the agenda for all regular and special meetings of council.
- 12.2. The agenda shall include the order of business, all items of business and associated reports, bylaws or documents, and shall be set out in accordance with the order of business.
- 12.3. The administrator shall provide the council a draft agenda by 8:00PM the Friday preceding the council meeting; council should provide additions to the agenda by Monday noon prior to the meeting.
- 12.4. The administrator shall ensure that the council agendas are available to the general public no later than 24 hours preceding the council meeting.
- 12.5. At the discretion of the administrator, a matter may be added to the agenda of a meeting after the agenda has been prepared and distributed by the administrator if council has sufficient time to review and consider the matter.
- 12.6. If, for any reason, the administrator is unable to meet the deadline mentioned in subsection 12.3, the administrator shall prepare and distribute the agenda as soon as reasonably possible to allow council members an opportunity to review the agenda prior to the council meeting.
- 12.7. 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 noon prior to the meeting date; items received by noon on Monday prior to the meeting shall be included at the discretion of the administrator based on the length of the current agenda and the time anticipated to be required to deliberate the matter; items received after this time
- 12.8. Council may, by majority vote, permit additions to the agenda at the beginning of the council meeting.

13. Order of Business at Meetings

- 13.1. The general order of business of every regular council meeting shall be as follows:
 - a) Call to order
 - b) Conflict of interest declarations
 - c) Approval of the agenda
 - d) Approval of previous minutes
 - e) Proclamations, Presentations or Recognitions (as required)
 - f) Delegations; (as required)
 - g) Public Hearing; (as required)
 - h) Reports of administration (Forman, Directors, Administrator)
 - i) New Business
 - j) Old Business
 - k) Financial Reporting
 - l) Mayor and Council Forum
 - m) Communications
 - n) Strategic Planning

- o) Closed Sessions (as required)
- p) Adjournment
- 13.2. Business shall, in all cases, be taken up in the order in which it stands on the agenda, unless:
 - a) Otherwise determined upon motion passed by a majority vote of the members present and which vote shall be placed without debate; or
 - b) The chair determines during the proceedings of council that for public interest a matter be moved forward to be dealt with promptly.

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 mayor, or in their absence the deputy mayor, shall take the chair and call the members to order.
- 14.2. 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 32 of this bylaw.
- 14.3. The person appointed pursuant to section 14.2 shall call the meeting to order and shall preside over the meeting until the arrival of the mayor or deputy mayor, and all proceedings of such meeting shall be deemed to be regular and in full force and effect.
- 14.4. 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.
- 14.5. Subject to the Act [MA], if at any meeting the number of members is reduced to less than the number required for a quorum, council shall immediately stand adjourned.
- 14.6. Any unfinished business remaining at the time of the adjournment due to a loss of quorum shall be considered at the next regular meeting, or it shall be placed on the agenda for a special meeting to be called for the purpose of dealing with the unfinished items.
- 14.7. Members are encouraged to notify the administrator when the member is aware that 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 that is 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 distribute copies of the minutes to each member at least 24 hours prior to a subsequent council meeting.
- 16.2. Notwithstanding section 16.1, the administrator shall record in the minutes every declaration of a conflict of interest and the general nature and material details of the disclosure and any abstention or withdrawal.
- 16.3. The names of the members present at the meeting are to be recorded in the minutes of every meeting.
- 16.4. Any member may make a motion amending the minutes to correct any mistakes.
- 16.5. The minutes of each meeting are to be approved at the next regular meeting of the council and signed by the presiding member and the administrator in accordance with the Act.
- 16.6. All minutes, once approved, shall be open for inspection by the public.
- 16.7. The Town of Ituna minute book shall include:
 - a) Minutes
 - b) Financial Statements
 - c) Agreements and Contracts
 - d) New Bylaws
 - e) New Policies
 - f) Budget

17. Proclamations

- 17.1. All requests for proclamations shall be submitted to the mayor for approval outlining:
 - (a) The date to be proclaimed;
 - (b) Specific name of the day, week or month requested;

- (c) The reason for the proclamation; and
- (d) Information about the group, including contact person and contact information at least 14 days prior to the proposed date for the proclamation.
- 17.2. Exceptions to subsection 17.1 may be made in extenuating circumstances.
- 17.3. Subject to *The Saskatchewan Human Rights Code*, the mayor may, in their sole discretion, approve the proclamation submitted pursuant to subsection 17.1, 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.
- 17.4. 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.
- 17.5. Once the proclamation has been approved, the proclamation shall be noted on the appropriate council agenda as information.
- 17.6. Council, having delegated the administration of proclamations, shall not hear delegations related to proclamation requests unless specifically approved by council.
- 17.7. Each organization shall be responsible for any costs and the disseminating of the proclamation to the media and arranging for the attendance of the mayor or councillors at the specific function or event.
- 17.8. The local media are requested:
 - a) Not to publish any proclamation claiming to be proclaimed by the mayor unless it bears their signature; and
 - b) When publishing a proclamation by the mayor, that the proclamation contains only the following:
 - i. The crest of the municipality;
 - ii. The name of the municipality; and
 - iii. The text of the proclamation.

18. Presentations and Recognitions

- 18.1. 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.

19. Public Hearing

- 19.1. If a public hearing is required by any act, it shall be conducted in accordance with the provisions of this section.
- 19.2. 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 for further comment; 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.
- 19.3. The time allowed for each person making representations shall be 15 minutes.
- 19.4. A hearing may be adjourned to a certain date.

- 19.5. 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.

20. Communications - General

- 20.1. When a person wishes to have a communication considered by council, it shall be addressed to council, and:
- a) Clearly set out the matter at issue and the request; and
 - b) For written communications, must be printed, typewritten or legibly written, contain the contact information of the writer and be signed with the name of the writer; or
 - c) For electronic communication, must contain the name of the writer and both the mailing and electronic address of the writer.
- 20.2. A communication received by the administrator which does not meet the conditions in subsection 20.1 the administrator shall request the additional information.
- 20.3. Communication that is abusive in nature shall be reviewed and addressed in accordance with the Municipality's Workplace Violence and Harassment Policies and will be provided to council at the discretion of the Mayor and Administrator.
- 20.4. 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*.
- 20.5. Bound documents or studies in support of a delegation's presentation shall, if sufficient copies are provided by the delegation, be circulated to members, but will not be reproduced for the public.

21. Communications - Matters on Council Agenda

- 21.1. A written communication pertaining to a matter already on the agenda must be received by the administrator no later than noon on Friday prior to a council meeting to be guaranteed inclusion on the council agenda.
- 21.2. In the event that the communication to the administrator is received after the agenda deadline, regarding a subject which is on the agenda:
- (a) the administrator may use their discretion to add communication received by close of business day - Monday (4PM), to the agenda; provided council has been notified by (6PM) of the addition or defer the decision to council whether the communication will be included in the consideration of the matter; the council may vote to remove the communication from consideration on a matter due to insufficient time for consideration in relation to the matter or table the matter to give all submissions sufficient consideration.
 - (b) Items not available for council consideration by 6PM Monday will be brought as an amendment to the agenda where a majority vote is required for the item to be included to matter.
 - (c) the individual will be advised by the administrator that late communication may be rejected by council.
 - (d) In the event that the communication is in relation to a tender with a deadline, the date and time of receipt shall be recorded on the communication; all communication received after the deadline will not be considered without exception.

22. Communications - Matters Not on Council Agenda

- 22.1. A written communication pertaining to a matter not on the agenda must be received by the administrator no later than noon on Friday prior to a council meeting to be guaranteed inclusion on the council agenda.
- 22.2. In the event that the communication to the administrator is received after the agenda deadline, regarding a subject which is not on the agenda:
- (a) the administrator may use their discretion to add communication received by close of business day - Monday (4PM), to the agenda; provided council has been notified by (6PM) of the addition; council may remove the item from the agenda by amending the agenda.
 - (b) Items not available for council consideration by 6PM Monday will be brought as an amendment to the agenda where a majority vote is required for the item to be added to the agenda.
 - (c) the individual will be advised by the administrator that late communication may be delayed to the next agenda.

23. Delegations

- 23.1. When a person wishes to speak to council on a matter already on a council agenda or for a matter not on the council agenda, for which a hearing is not required, that person shall notify the administrator in writing, the notice shall include the following:
- a) The name and correct mailing address of the spokesperson;
 - b) Telephone number where the representative of the delegation can be reached during the day;
 - c) Original signature, except when submitted by facsimile or email;
 - d) The subject matter to be discussed and the request being made of council;
 - e) Supply support documents for council consideration.
- 23.2. A request to speak to council pursuant to subsection 23.1 must be received by the administrator no later than the agenda deadline by noon on the Friday prior to the council meeting in order to be included on the council agenda.
- 23.3. In the event 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:
- g) 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 and will ratify the decision prior to the delegation speaking.
- 23.4. Council may refuse a delegation request, that is not related to an appeal hearing, if council has, within six months preceding the request, already heard from the delegate or another delegate on the same or substantially the same matter and dealt with same or similar matter by resolution or bylaw by majority vote.
- 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 and will ratify the decision prior to the delegation speaking.
- 23.5. If a request to speak to council is refused pursuant to 23.4, a copy of the reply shall be provided to the delegate.
- 23.6. Delegations speaking before council shall only address their remarks to the stated business:
- a) Will be limited to speaking while acknowledged by the chair; the delegation shall relay the matter without interruption of the council;
 - b) The chair will open the floor to questions from the council, related to the stated business only;
 - c) Once question period has been closed by the chair the delegation shall refrain from comment; meetings are open to the public and the delegation is invited to stay for deliberations;
 - d) If two delegates are providing information regarding the same topic, both delegates shall be given time to speak and an opportunity to respond to council questions prior to the matter being deliberated.
 - e) Rebuttal or cross-debate with other delegations shall not be permitted.
 - f) where there are numerous delegates taking the same position on a matter, they are encouraged to select a spokesperson to present their views;
 - g) A maximum of 15 minutes shall be allotted for each delegation to present their position;
 - h) The chair shall at the conclusion of 15 minutes, inform the delegation that the time limit is up;
 - i) Council may by motion extend the 15 minute limitation for a delegation if more time is required to hear the matter if the extension is adopted by a majority of members; except where two delegates are speaking on the same matter and the first delegate has already spoken in the time allotted;
 - j) Delegations will not be permitted to assume any unused time allocated to another delegation.
 - k) council shall not enter debate with the delegation respecting the presentation; and
 - l) Once a motion has been moved and seconded to open the delegation, no further representation or questions of the delegation shall be permitted.

24. Mayor & Councillor's Forum

- 24.1. Verbal statements shall include the sharing of the following information:
- a) Events, activities or community functions attended; and
 - b) General comments relayed from constituents of the municipality.
- 24.2. Written reports shall include

- a) Key points from board meetings attended
- b) Key learnings from conventions attended

25. Bylaws

- 25.1. Every proposed bylaw must have three distinct and separate readings with purposes as follows:
- a) First Reading
 - i. introduces the proposed bylaw to council and makes the document a public document.
 - ii. a public hearing may be required or invited to gather feedback from affected citizens or stakeholders before moving on to the second reading.
 - b) Second Reading
 - i. To debate the main principles of the bylaw, purpose, potential implication and substance of the bylaw
 - ii. To propose amendments to the bylaw
 - c) Third Reading
 - i. Review of the amendments
 - ii. Final approval or rejection of the bylaw
- 25.2. A proposed bylaw must not have more than two readings at a council meeting unless the members present unanimously agree to consider a third reading.
- 25.3. Only the title or identifying number is to be read at each reading of the bylaw.
- 25.4. Each member present at the meeting at which the first reading is to take place must be given or have had the opportunity to review the full text of the proposed bylaw before the bylaw receives the first reading.
- 25.5. Each member present at the meeting at which the third reading is to take place must, before the proposed bylaw receives the third reading, be given or have had the opportunity to review the full text of the proposed bylaw and any amendments that were passed after the first reading.
- 25.6. When a bylaw has been given three readings by council, it:
- a) Becomes a municipal enactment of the municipality; and
 - b) Is effective immediately unless the bylaw or an applicable provincial statute provides otherwise.
- 25.7. The administrator shall be empowered to correct any typographical or formatting errors that do not change the intent, 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.
- 25.8. 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.

26. Public Forum

- 26.1. Any member of the public wishing to speak to council in a public hearing 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 and topic of concern may be placed on a speaker's list.
- 26.2. The total time allowed to speak shall be up to 5 minutes per individual.

27. Recess

- 27.1. The council may recess at any time during the meeting.
- 27.2. A motion to recess must state the time of duration of the recess and must be passed by a majority of the members present.
- 27.3. The council may reconvene sooner than the time mentioned in the motion of recess, but must not reconvene later than 5 minutes after the time specified for reconvening or the meeting shall be deemed to be adjourned due to a lack of quorum.

28. Adjournment

- 28.1. All regularly scheduled council meetings shall stand adjourned when council has:
- a) completed all business as listed on the order of business
 - b) upon the arrival of 10PM; a motion may be made to extend
 - c) where a motion to adjourn has been carried by majority vote, or
 - d) where quorum has been lost.
- 28.2. Any business which remains on the agenda 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.

29. Extension of Time

- 29.1. If a member is speaking upon arrival of the time mentioned in subsection 28.1(b), the chair shall wait until that person is done speaking before asking council to consider whether it wants to extend the time of the meeting.
- 29.2. A regularly scheduled council meeting may be extended beyond 10PM by a majority vote of the members present.
- 29.3. If council extends its meeting pursuant to subsection 29.1, the meeting shall continue until:
 - a) The business of the meeting is completed;
 - b) Council proceedings reaches the time council agreed to extend the meeting until;
 - c) A motion to adjourn is passed; or
 - d) A quorum is no longer present.

Part 4-Conduct at Council Meetings

30. Mayor

- 30.1. 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.
- 30.2. The mayor shall have the same rights and be subject to the same restrictions when participating in debate as all other members.
- 30.3. The mayor shall have the same rights and be subject to the same restrictions as all other members to make a motion.

31. Deputy Mayor

- 31.1 The council shall, at its first meeting, appoint from the councillors an order for serving one term as deputy mayor throughout the members elected term.
- 31.2 Deputy Mayor terms will be divided as equally as possible.
- 31.3 If the mayor for any reason is unable to perform the duties of their office, the deputy mayor shall have the powers of the mayor.

32. Acting Mayor

- 32.1 Council shall appoint a member to act as mayor if:
 - a) Both the mayor and the deputy mayor are unable to perform the duties of their office; or
 - b) The offices of both the mayor and the deputy mayor are vacant.
- 32.2 The member to be appointed pursuant to subsection 32.1 shall be elected by a majority of the members present.
- 32.3 Where two members have an equal number of votes the administrator shall:
 - a) Write the names of those members separately on blank sheets of paper of equal size, colour and texture;
 - b) Fold the sheets in a uniform manner so the names are concealed;
 - c) Deposit them in a receptacle; and
 - d) Direct a person to withdraw one of the sheets.
- 32.4 The member whose name is on the sheet withdrawn pursuant to subsection 32.3(d) shall be declared elected.

33 Persons Allowed at the Table

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

34 Conduct of Public

- 34.1 All persons in the public gallery at a council meeting shall:
- a) Refrain from addressing council or a member unless permitted to do so;
 - b) Maintain quiet and order;
 - c) Refrain from disturbing the proceedings by words, gestures or actions including applauding, displaying flags, placards or similar material;
 - d) Refrain from talking on cellular telephones;
 - e) Refrain from making audio or video recordings of council proceedings; and
 - f) Ensure that all electronic devices are silent and operated in such a manner that does not interfere with the meeting or with another person's ability to hear or view the proceedings.

35 Conduct of Delegations

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

36 Conduct of Members

- 36.1 Members of council shall ensure they do not interrupt another member.
- 36.2 Members of council shall raise their hand to indicate their intention to speak.
- 36.3 If more than one member wishes to speak at a meeting at the same time, the chair shall indicate which member shall speak first.
- 36.4 When a member is addressing the council, the member shall refrain from:
- a) Speaking disrespectfully of the federal government, the provincial government, another municipal council, or any official representing them;
 - b) Using offensive words in reference to a member, an employee of the municipality or a member of the public;
 - c) Reflecting on a vote of council except when moving to rescind or reconsider it;
 - d) Reflecting on the motives of the members who voted on the motion; or
 - e) Shouting, using an immoderate tone, or profane, vulgar or offensive language.
- 36.5 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.
- 36.6 Members shall ensure that all electronic devices remain silent and do not interfere with the meeting.

37 Improper Conduct

- 37.1 The chair may request that any person in the public gallery who disturbs the proceedings of council or acts improperly at a council meeting, as set out in section 34, leave or be expelled from the meeting.
- 37.2 The chair may request that any delegation who addresses council improperly, as set out in section 35, leave or be expelled from the meeting.
- 37.3 No person shall refuse to leave a council meeting when requested to do so by the chair.
- 37.4 Any person who refuses to leave when requested to do so may be removed.
- 37.5 If a person disturbs the proceedings of council or refuses to leave when requested to do so, the mayor may recess the meeting until the person leaves or adjourn the meeting to another day.
- 37.6 The chair may direct that law enforcement officials be engaged to assist in the removal of a person in the public gallery or any delegation acting improperly.

38 Leaving the Meeting

- 38.1 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.
- 38.2 The administrator shall make a notation in the minutes of the name of any member leaving the meeting pursuant to section 38.1, and the time the member did so.

39 Point of Order

- 39.1 A member may rise and ask the chair to rule on a point of order.
- 39.2 When a point of order is raised, the member speaking shall immediately cease speaking until the chair decides the point of order raised.
- 39.3 A point of order must be raised immediately at the time the rules of council are breached.
- 39.4 The member against whom a point of order is raised may be granted permission by the chair to explain.
- 39.5 The chair may consult the administrator before ruling on a point of order.
- 39.6 A point of order is not subject to amendment or debate.

40 Point of Privilege

- 40.1 A member may rise and ask the chair to rule on a point of privilege.
- 40.2 After the member has stated the point of privilege, the chair shall rule whether the matter raised is a point of privilege.
- 40.3 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.
- 40.4 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.
- 40.5 The chair may consult the administrator before ruling on a point of privilege.
- 40.6 A point of privilege is not subject to amendment or debate unless a motion regarding the point of privilege is put to council.

41 Point of Procedure

- 41.1 Any member may ask the chair for an opinion on a point of procedure.
- 41.2 When a point of procedure is raised, the member speaking shall immediately cease speaking until the chair responds to the inquiry.
- 41.3 After the member has asked the point of procedure, the chair shall provide an opinion on the rules of procedure bearing on the matter before council.
- 41.4 The chair may consult the administrator before providing an opinion on the point of procedure.
- 41.5 A point of procedure is not subject to amendment or debate.
- 41.6 The chair's answer to a point of procedure is not a ruling and cannot be appealed to the whole of council.

42 Appeal

- 42.1 Whenever a member wishes to appeal any ruling of the chair or a point of order or point of privilege 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 chair may state the reason for the decision; and
 - d) Following which the question shall be put immediately without debate.
- 42.2 The chair shall be governed by the vote of the majority of the members present.
- 42.3 A ruling of the chair must be appealed immediately after the ruling is made or the ruling will be final.

43 Calling a Member to Order

- 43.1 When the chair 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.

- 43.2 In the event that a member refuses to resume their seat when called to order, the chair shall request the deputy mayor, or if the deputy mayor 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 (*the expulsion cannot continue beyond the current meeting*); or
 - c) Until the member makes an apology acceptable to council for their unruly behavior, whichever shall be the shortest time.
- 43.3 When the majority of council votes in favour of the resolution, the chair shall direct the unruly member to leave the council chamber, and if the member refuses to leave, the chair may:
- a) Recess the meeting until the person leaves or adjourn the meeting to another day; or
 - b) Direct that law enforcement officials be engaged to assist in the removal of the unruly member.
- 43.4 When council has directed an unruly member to leave the council chambers pursuant to subsection 43.3, and the member makes an explanation and apology adequate and satisfactory to the council, it may, by a majority vote of the remaining members present, allow the offending member to remain in their place if they have not left or been removed.

Part 5 - Motions

44 Motions and Debate

- 44.1 A motion shall express fully and clearly the intent of the mover and shall not be preceded by any preamble.
- 44.2 A motion shall not be considered unless it has been seconded.
- 44.3 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.
- 44.4 When a motion is under debate no other motion may be made, except a motion to:
- a) Amend the motion;
 - b) Refer the motion to a council committee or administration for a report back to council;
 - c) Postpone the motion to a fixed date;
 - d) Request the motion be put to a vote;
 - e) Extend the time for a council meeting; or
 - f) Adjourn the meeting.
- 44.5 Notwithstanding any other provisions of this bylaw, the member who moved a motion may, with the consent of council:
- a) On their own initiative while they are speaking on the same; or
 - b) When requested by another member speaking on the motion; change the wording of the motion, or agree to a change proposed by another member, if the alteration does not change the intention of the motion.
- 44.6 Any motions allowed under subsection 44.4 shall be considered in the order in which they were moved.

45 Motion to Amend

- 45.1 Except as provided in subsection 45.4, 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.
- 45.2 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.
- 45.3 An amendment may be introduced at any stage before the question is called.
- 45.4 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 that a motion be put to a vote.

46 Dividing a Motion into Parts

- 46.1 A member may request or the chair may direct that a motion be divided if the motion contains more than one separate and complete recommendation.
- 46.2 Council shall then vote separately on each recommendation.
- 46.3 A new motion to add a further recommendation is permitted provided:
 - a) The proposed recommendation is relevant to the original motion;
 - b) The proposed recommendation does not alter in a significant way the principle embodied in the original motion; and
 - c) The original motion has been dealt with.

47 Motion Arising

- 47.1 When a matter is before council, a motion arising on the same matter is permitted provided:
 - a) The proposed motion is related to and rises from the item which has just been considered;
 - b) The proposed motion does not alter in a significant way the principle embodied in the original motion; and
 - c) The proposed motion is made before the consideration of any other item of business at the meeting.

48 Request that a Motion Be Put to Vote

- 48.1 A motion requesting that a motion be put to a vote shall not be moved or seconded by a member who has spoken to the original motion.
- 48.2 A motion requesting that a motion be put to a vote shall not be amended or debated.
- 48.3 If a motion requesting that a motion be put to a vote is passed by council, the original motion shall immediately be put to a vote of council without any amendment or debate.
- 48.4 If a motion requesting that a motion be put to a vote is not passed by council, the original question may be amended or debated.

49 Motion to Adjourn

- 49.1 A member may move a motion to adjourn a meeting at any time except when:
 - a) Another member is in possession of the floor;
 - b) A call for a recorded vote has been made;
 - c) The members are voting;
 - d) Council is considering a motion requesting that a motion be put to a vote; or
 - e) A previous motion to adjourn has been defeated and no other intermediate proceeding has taken place.
- 49.2 A motion to adjourn shall be decided without debate.

50 Motion to Move to a Closed Meeting

- 50.1 A member may make a motion that a council meeting move to a closed meeting.
- 50.2 The motion to move to a closed meeting must:
 - a) Be in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act*;
 - b) Include in general terms the subject of the item(s) to be discussed; and
 - c) Include the reason for moving to a closed meeting.

51 Motion Contrary to Rules

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

52 Withdrawal of Motions

- 52.1 The mover and seconder of a motion may withdraw it at any time prior to a vote being taken.

53 Motion to Reconsider

- 53.1 A motion to reconsider shall apply to resolutions only and shall not apply to bylaws passed by council.
- 53.2 A motion to reconsider is in order whether the original motion passed or was defeated.

- 53.3 A motion to reconsider may only be made at the same council meeting at which the original motion was considered.
- 53.4 A motion to reconsider must be moved by a member who voted on the winning side of the original motion.
- 53.5 When the original motion lost on a tie vote, the winning side is those who voted against the motion.
- 53.6 A motion to reconsider may be seconded by any member regardless how the member voted on the original motion.
- 53.7 A motion to reconsider is debatable only if the original motion was debatable.
- 53.8 A motion to reconsider cannot be amended.
- 53.9 A motion to reconsider shall require a majority vote of the members present at the meeting.
- 53.10 If a motion to reconsider is adopted, the original motion is immediately placed before council to be reconsidered.
- 53.11 Once a vote on a motion to reconsider has taken place, there shall be no further motion to reconsider that resolution.

54 Motion to Rescind

- 54.1 A motion to rescind shall apply to resolutions only and shall not apply to bylaws passed by council.
- 54.2 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.
- 54.3 A motion to rescind may be made at any time following the council meeting at which the original motion was voted on regardless of the time that has elapsed since the original vote was taken.
- 54.4 A motion to rescind may be moved and seconded by any council member regardless how they voted on the original motion.
- 54.5 A motion to rescind is debatable.
- 54.6 A motion to rescind may be amended.
- 54.7 A motion to rescind shall, in all cases, require a majority vote of all council members to pass.
- 54.8 A motion cannot be rescinded:
 - a) When the making or calling up of a motion to reconsider is in order;
 - b) When action on the motion has been carried out in a way that cannot be undone; or
 - c) When a resignation has been accepted or actions electing or expelling a person for/from membership or office have been taken.

55 Motion to Postpone

- 55.1 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.
- 55.2 Notwithstanding subsection 55.1, council may consider a postponed motion before the fixed date if a majority of members agree that the motion may be considered before that date.
- 55.3 The only amendment allowed to a motion to postpone to a fixed date is to change the date.

56 Motion to Refer

- 56.1 A motion to refer a matter shall not be amended or debated except with respect to the conditions of the referral or the time required to carry out the review.
- 56.2 A member making a referral motion generally should include in the motion:
 - a) The terms on which the motion is being referred; and
 - b) The time when the matter is to be returned.

57 Debate on Motion

- 57.1 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.
- 57.2 The mover of the motion shall be given the first opportunity to speak.
- 57.3 The mover of the motion shall be allowed a reply at the conclusion of the debate.

58 Voting of Council

- 58.1 A member attending a council meeting shall vote on a matter before council unless the member is required to abstain from voting pursuant to the Act [MA] or any other Act.
- 58.2 If a member is not required to abstain from voting on a matter before council pursuant to subsection 58.1 and abstains from voting, the council member is deemed to have voted in the negative.
- 58.3 The administrator shall ensure that each abstention is recorded in the minutes of the meeting.
- 58.4 The mayor shall vote with the other members on all questions.

59 Majority Decision

- 59.1 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.

60 Recorded Vote

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

61 Tied Vote

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

Part 6- Council Committees

62 Procedures for Appointments and Terms

- 62.1 Bi-Annually, council shall review appointments to council committees.
- 62.2 Appointments to council committees shall be for a two-year term beginning on January 1st and ending December 31st of the following year.
- 62.3 Notwithstanding subsection 62.2 in a general election year, the term of appointment shall be reduced to coincide with the day of election.
- 62.4 Appointees may be reappointed to a particular council committee.
- 62.5 The administrator shall advise council of any council committee members absent for more than two meetings within a calendar year and request that a written warning be forwarded to the member. As well, if the member misses three meetings within a calendar year council shall be advised to decide if the member should be removed from the council committee.
- 62.6 Council may in its discretion revoke the membership of any individual who has been appointed to a council committee.

63 Council Committee Procedures

- 63.1 Council may from time to time establish a council committee in response to specific issues requiring immediate or long-term attention.
- 63.2 The membership and jurisdiction of a council committee shall be provided for in the enabling legislation or as directed by council.
- 63.3 The mayor is an ex-officio voting member of all council committees established by council pursuant to the Act unless council provides otherwise, and when in attendance, possesses all the rights, privileges, powers and duties of other members whether elected or appointed except where the voting rights are contingent on equal representation by all parties.
- 63.4 The mayor's attendance shall not, however, be included for the purpose of determining a quorum.
- 63.5 Municipal administration shall act only in an advisory capacity to council committees and shall not be considered voting members or have any voting privileges in respect to participation on any council committee unless the committee formed is related to duties of the administrator.
- 63.6 The chair of all council committees established by council shall be designated by the committee unless council directs otherwise.
- 63.7 All councillors may attend the meetings of council committees established pursuant to the Act, non-appointed councillors shall not have a vote.

- 63.8 Each council committee shall meet as soon as possible after it has been appointed and where a chair has not been appointed by council, members of that council committee shall select a chair and vice-chair, and if required, decide the day and time for holding its regular meetings.
- 63.9 The chair shall preside at every meeting, participate in the debate and vote on all motions.
- 63.10 In the absence of the chair, the vice-chair shall preside, and in the absence of both the chair and the vice-chair, one of the other members of the council committee shall be elected to preside and shall discharge the duties of the chair during the meeting or until the arrival of the chair or vice-chair.
- 63.11 An act or proceeding of a council committee is not effective unless it is authorized or adopted by a resolution at a duly constituted public council committee meeting.
- 63.12 Everyone has the right to be presented at committee meetings that are conducted in the public unless the chair expels a person for improper conduct.
- 63.13 Subject to subsection 63.14, council committees shall conduct all council committee meetings in public.
- 63.14 Council committees may close all or part of the meeting if the matter to be discussed is within one of the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*.
- 63.15 Notice of regularly scheduled council committee meetings is not required to be given.
- 63.16 If a council committee changes the date, time or place of a regularly scheduled meeting, the administrator shall give at least 24 hours' notice of the change to:
- a) Any members of the council committee not present at the meeting at which the change was made; and
 - b) The public.
- 63.17 Notwithstanding subsection 63.16, a council committee meeting may be held with less than 24 hours' notice to all members and without notice to the public if all council committee members agree to do so in writing immediately before the beginning of the meeting.
- 63.18 The consent to waive notice of a change in date, time or place of a meeting pursuant to subsection 63.17 may be given in person or by facsimile, electronic mail and other similar means.
- 63.19 If a council committee cancels its regularly scheduled meeting, the administrator shall give at least 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.
- 63.20 The administrator shall call a special meeting of a committee whenever requested to do so in writing by the chair or by a majority of the council committee members in the same manner as set out in subsection 63.16.
- 63.21 For council committees operating without a regularly scheduled meeting, it shall be the duty of the chair, or in the chair's absence, the administrator to call a meeting of the council committee whenever requested in writing to do so by a majority of the committee.
- 63.22 The business of council committees shall be conducted in accordance with the rules governing the procedures of council or as otherwise established by council for the council committee or established by the council committee.
- 63.23 Council committees may at its discretion hold its meetings electronically in accordance with section 8 of this bylaw.
- 63.24 Each council committee whom the administrator does not provide services to will recommend to the administrator the appointment of a secretary, who will be responsible for:
- a) Tracking the attendance of council committee members;
 - b) Preparing meeting agendas and minutes; and
 - c) Reporting the council committee's decisions to council
 - d) Providing notice of meetings in subsections 63.16 and 63.23
- 63.25 When a person or a group of persons wishes to bring any matter to the attention of a council committee or appear as a delegation, a communication shall be addressed to the administrator or where the administrator does not provide service to a committee the secretary as appointed 63.24 and will be subject to the requirements set out in sections 22 to 26 of this bylaw.

- 63.26 Upon receipt of such communication, the administrator shall place the communication on the agenda of the next meeting of the council committee for its consideration.
- 63.27 All submissions to council committees must be received by the administrator within the established deadlines, usually four business days prior to the meeting.
- 63.28 Any reporting to council committees shall be provided through the administrator.
- 63.29 Any notice respecting a council committee meeting is deemed to have been given to a member if the notice is:
- a) Delivered personally;
 - b) Left at the usual place of business or residence of the member;
 - c) Provided by electronic means as provided by the committee member; or
 - d) At the request of the member, provided or sent as instructed according to the member's contact information.
- 63.30 Notice to the public of a council committee meeting as required by subsections 63.16 to 63.19 is sufficient if the notice is posted at the municipal office or on the municipality's website as the means by which public notice in such cases is to be provided.
- 63.31 Any unfinished business remaining at the time of the adjournment shall be considered at the next regular meeting of the council committee or at a special meeting called for that purpose.
- 63.32 The administrator, or secretary as per subsection 63.24, shall record the minutes without recording notes or comments.
- 63.33 The minutes of the council committee shall be distributed to each member at least 24 hours before the next council committee meeting for consideration.
- 63.34 After the minutes have received approval of a majority of the members present, they shall be signed by the presiding member and administrator or secretary. Once signed, the administrator shall present the original minutes to council and provide for the safekeeping of the minutes.
- 63.35 All minutes, once approved, shall be open for inspection by the public.
- 63.36 No member shall release or otherwise make public any information considered at a closed council committee meeting including discussion of the content of such a meeting.
- 63.37 Every council committee shall report to council, and no action of any council committee shall be binding on the municipality unless:
- a) Power to take such action is expressly conferred on the council committee by legislation, bylaw or resolution of council; or
 - b) Council has considered the report of the council committee and if adopted, shall become the resolve of council.
- 63.38 The conduct of the public or delegation at council committee meetings, which they are entitled to attend, shall be subject to the requirements as set out in sections 34 and 35 of this bylaw.
- 63.39 The conduct of council committee members shall be subject to the requirements as set out in section 36 of this bylaw.
- 63.40 The chair may request any individual to be expelled from a meeting in accordance with the guidelines as set out in section 37 of this bylaw.

Part 7-Other Bodies

64 Procedure for Appointments

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

65 Terms

- 65.1 Appointments to other bodies shall be for a two-year term beginning on January 1st to December 31st of the following year.
- 65.2 Notwithstanding subsection 65.1, in a general election year, the term of appointments of council members shall be reduced to coincide with the day of the election.
- 65.3 Council appointees may be reappointed from term to term to a maximum of two terms on one particular other body.
- 65.4 The administrator or secretary shall advise council of any members absent for more than two meetings within a calendar year and request that a written warning be forwarded to the member. As well, if the member misses three meetings within a calendar year, council shall be advised to decide if the member should be removed from the other body.
- 65.5 Council may in its discretion revoke the membership of any individual who has been appointed to another body as a representative of the Municipality.

66 Other Body Procedures

- 66.1 The mayor or acting mayor is an ex-officio voting member of all committees related to Town owned or managed assets pursuant to the Act unless council provides otherwise, and when in attendance, possesses all the rights, privileges, powers and duties of other members whether elected or appointed.

Part 8-Miscellaneous

67 Repeal of Bylaws

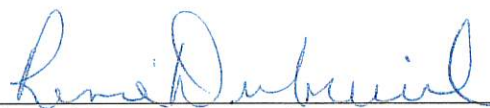
- 67.1 Bylaw No. 7-2020 is hereby repealed.

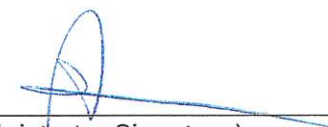
68 Coming into Force

- 68.1 This bylaw shall come into force and take effect upon passing of the third reading.

{Seal}




(Mayor / Reeve Signature)


(Administrator Signature)

Read a third time and adopted by resolution 20/2026
this 13 day of January 2026.


(Administrator Signature)

**Certified true copy of Bylaw No. 21/2026
adopted by resolution of Council at
regular meeting held on January 13 2026.**

Appendix A

Form 1- Request for Method of Providing Notice

Date: _____

To: _____, Administrator, Town of Ituna

From: _____ (Council Member)

Pursuant to clause 124(1)(c) of *The Municipalities Act*, I request notice of Council or Committee meetings be provided to me via:

- Regular Mail: _____
- Text: _____
- Phone Call/Voice Mail: _____
- Fax: _____
- Email: _____

This request remains in effect until the end of my current term unless revoked in writing.

Councillor Signature: _____

Date: _____

Administrator Signature: _____

Date: _____

Appendix B

Form 2 - Request for Special Meeting

Town of Ituna – Council Procedures Bylaw 7-2025

Date: _____

To: _____, Administrator, Town of Ituna

Request for Special Meeting

Pursuant to section 123 of The Municipalities Act, 2025, I/we request a special meeting of Council to discuss the following matter(s):

Matters to Discuss:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Meeting Details (Proposed):

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

Signed:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Office Use:

- ☐ Members provided notice pursuant to subsection 124(1) of the Act
- ☐ Notice not provided pursuant to subsection 123(3) of the Act