

# RURAL MUNICIPALITY OF RENO NO. 51

## BYLAW NO. 228/16

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

The Council of the Rural Municipality of Reno No. 51 in the Province of Saskatchewan enacts as follows:

#### PART I – INTERPRETATION

##### 1. Short Title

- 1.1 This bylaw may be cited as "The Procedure Bylaw".

##### 2. Purpose

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

##### 3. Definitions

- 3.1 In this bylaw:

- a) "Act" means *The Municipalities Act*.
- b) "Acting Reeve" means the councillor elected by council to act as reeve if a vacancy arises in that office.
- c) "Adjourn" means to suspend proceedings to another time or place.
- d) "Administration" means the person appointed as administrator pursuant to section 110 of *The Municipalities Act*.
- e) "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.
- f) "Administrator" means the person appointed as administrator pursuant to section 110 of *The Municipalities Act*.
- g) "Chair" means a person who has authority to preside over a meeting.
- h) "Committee" means a committee, board, authority or other body duly appointed by council.
- i) "Communications" include, but are not limited to the following: letter, memorandum, report, notice, electronic mail, facsimile, petition, brochure, newspaper article, or text message.
- j) "Council" means the reeve and councillors of the municipality elected pursuant to the provisions of the *The Local Government Election Act*.
- k) "Councillor" means the council member duly elected in the municipality as councillor, in accordance with *The Local Government Election Act*.
- l) "Deputy Reeve" means the councillor who is appointed by council, pursuant to section 26 of this bylaw, to act as reeve in the absence or incapacity of the reeve.
- m) "Member" means the reeve, councillor or an appointed individual to a committee, commission or board of council.
- n) "Motion" means a formal proposal placed before council in order that it may be debated to a conclusion.
- o) "Mover" means a person who presents or proposes a motion or amendment.
- p) "Municipality" means the Rural Municipality of Reno No. 51.
- q) "Order of Business" means the list of items comprising the agenda and the order in which those items appear on the agenda.
- r) "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.
- s) "Point of Procedure" means a question directed to the person presiding at the meeting to obtain information on the rules or procedures bearing on the business at hand.
- t) "Quorum" is the majority of the whole council or committee pursuant to section 98.1 of the Act.
- u) "Reeve" means the council member duly elected in the municipality as the Reeve in accordance with *The Local Government Election Act*.

- 3.2 A reference in this bylaw to an enactment of the Legislative Assembly of Saskatchewan is a reference to the enactment as amended from time to time.

#### **4. Application**

- 4.1 This bylaw applies to all meetings of council and committees.
- 4.2 In the event of any conflict between the provisions of this bylaw and those contained in any other authorities set out above, the provisions of this bylaw shall apply.

### **Part II – Meetings**

#### **5. First Meeting**

- 5.1 The first meeting of council shall be held within 31 days immediately following a general election.
- 5.2 The Administrator shall determine the time, date and place of the meeting.
- 5.3 The Administrator shall provide written notice of the time, date and place at least 24 hours prior to the meeting by personal service, delivery to the place of business or residence or by facsimile or electronic mail or regular mail or text message.
- 5.4 Every council member shall take the Oath of Office pursuant to the Act.

#### **6. Regular Meetings**

- 6.1 Council may decide to set regularly scheduled council or committee meetings stating the time, day and place that they are to be held.
- 6.2 Council or Committee Meetings may be held with less than 24 hour notice to the council or committee members without notice to the public IF all members of council or committee sign a waiver before the commencement of the meeting.

#### **7. Special Meetings**

- 7.1 The Administrator shall call a special meeting of council, whenever requested to do so by the reeve or a majority of the members.
- 7.2 The Administrator shall provide written notice of the time, date and place of the meeting to all members pursuant to section 8 of this bylaw and to the public at least 24 hours prior to the meeting and, in general terms, of the business to be transacted at the meeting.
- 7.3 No other business other than that stated in the notice may be transacted at the special meeting, unless all members of council are present and agree unanimously to transact other business.
- 7.4 A Special meeting may be called with less than 24 hours notice to the members of Council and notice to the public if all members sign a waiver of notice before the commencement of the meeting.

#### **8. Change of Meeting**

- 8.1 Council shall give notice of the change of date of regular meeting to any member of council or committee members not present at the meeting at which the change was made and to the public at least 24 hours before the changed meeting.

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

- 9.1 Notice of a council meeting is deemed to have been given to the member if the notice is:
  - i) delivered personally
  - ii) left at the usual place of business or residence of the member, or
  - iii) sent to the member by telephone or voice mail, facsimile or electronic mail, or regular mail or text message at the number specified by the member.
- 9.2 Notice of a council meeting is to be given to the public by posting notice of the meeting at the municipal office.
- 9.3 When notice is required for regular or special meetings of Council or Committees, it will be provided as per the Public Notice Bylaw #194/06.

#### **10. Meetings through Electronic Means**

- 10.1 A council meeting or council committee meeting may be conducted by means of a telephonic, electronic or other communications facility if.
  - i) Notice of the meeting is given to the public, including notifications of the way in which the meeting is to be conducted.
  - ii) The facilities enable the public to at least listen to the meeting at a place specified in that notice and the administrator is in attendance at that place; and
  - iii) The facilities permit all participants to communicate adequately with each other during the meeting.
- 10.2 Members of a council or council committee participating in a meeting held by means of a

communication facility are deemed to be present at the meeting.

#### **11. Notice of Meetings**

- 11.1 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 not present at the meeting at which the change was made; and,
  - b) the public.

#### **12. Actions in Public**

- 12.1 An act or proceeding of Council and/or Committee is not effective unless it is authorized or adopted by resolution of bylaw at a duly constituted meeting of the council that is open to the public.
- 12.2 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.

#### **13. Closed Sessions**

- 13.1 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.
- 13.2 A resolution to move into closed session shall state, in general terms, the topic of discussion.
- 13.3 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.
- 13.4 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 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.
- 13.5 No resolutions or bylaws may be passed during a closed meeting.
- 13.6 No business other than that described within the resolution pursuant to subsection 13.2 may be discussed.
- 13.7 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 PROCEDURE**

#### **14. Agendas**

- 14.1 The administrator shall prepare the agenda for all regular and special meetings.
- 14.2 The agenda shall include the order of business and all items of business and associated reports, bylaws or documents and shall be set out in accordance with the order of business.
- 14.3 The administrator shall ensure that the council agendas are delivered to each member no later than 24 hours immediately preceding the council meeting.
- 14.4 Council may, on a majority vote, permit additional material on the agenda.

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

- 15.1 The general order of business of every regular meeting shall be as follows:
  - a) Call to Order;
  - b) Adoption of the Minutes;
  - c) Statement of Financial Activity;
  - d) Accounts Receivable;
  - e) Accounts for Approval;
  - f) Correspondence;
  - g) Old Business;
  - h) New Business;

- i) Reports of committees, reeve and administration;
  - j) Adjournment.
- 15.2 The business shall, in all cases, be taken up in order in which it stands on the agenda, unless:
- a) The reeve determines during the proceedings of council that for public interest a matter be moved forward to be dealt with promptly.

#### **16. Commencement of Council Meeting**

- 16.1 At the hour set for the meeting, or as soon as all members of council present, the reeve, or in his absence the deputy reeve, shall take the chair and call the members to order.
- 16.2 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 that council shall then stand adjourned until the next meeting, unless a special meeting is called in the meantime.
- 16.3 Subject to the Act, if at any meeting the number of members is reduced to less than the number required for a quorum, council shall stand adjourned.
- 16.4 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 business.
- 16.5 Members are encouraged to notify the administrator when the member is aware that he or she will be absent from any meeting of council.

#### **17. Quorum**

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

#### **18. Minutes**

- 18.1 The administrator shall record the minutes of each council meeting without note or comment and shall distribute copies of the minutes to each member at least twenty-four (24) hours prior to the subsequent council meeting.
- 18.2 The names of the members present at the meeting are to be recorded in the minutes of every meeting.
- 18.3 Any member may make a motion amending the minutes to correct any mistakes
- 18.4 The minutes of each meeting are to be approved at the next regular meeting of the council and signed by the presiding member and the administrator in accordance with the Act.

#### **19. 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 shall be as follows:
  - a) the reeve 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) council may request further information from administration;
  - e) council shall 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 a presentation shall be twenty (20) 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. Delegations**

- 20.1 Any person wishing to speak to the council as a delegation to an item already on the agenda may do so, by verbal request, at least 24 hours prior to the commencement of the scheduled meeting.
- 20.2 Any person wishing to speak to council as a delegate on an item not on the agenda must

do so in writing or verbal request one (1) day prior to the commencement of the scheduled meeting.

- 20.3 Any person wishing to speak to council as a delegate subject to subsection 19.2(a) and 19.2(b) must state who will be speaking to the item and a brief description of the issue that is being addressed.
- 20.4 Any and all delegates to the council meeting shall be allowed twenty (20) minutes to speak to the council on the matter that has been presented to council.
- 20.5 Council reserves the right to extend the time limit on a matter that has been presented to the council, if the majority of the council agrees to the extension of time.

## **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 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 first reading.
- 21.4 Each member present at the meeting at which a third reading is to take place must, before the proposed bylaw receives third reading, be given or have had the opportunity to review the full text of the proposed bylaw and of any amendments that were passed at the first reading.
- 21.5 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.
- 21.6 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. Public Forum**

- 22.1 Any member of the public wishing to speak to council on a municipal matter, may appear at a council meeting, as long as they pre-register with the administrator prior to 12:00 noon on the day of the council meeting so that their name may be placed on the speakers list.
- 22.2 The time allowed to speak shall not be more than twenty (20) minutes per delegate.

## **23. Recess**

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

## **24. Adjournment**

- 24.1 All regularly scheduled council meetings shall stand adjourned when the council has completed all business as listed on the order of business.
- 24.2 Any business which remains on the agenda and which has not been dealt with at the time of adjournment shall be deemed postponed until the next regularly scheduled council meeting.

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

### **25. Reeve**

- 25.1 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.
- 25.2 The reeve shall have the same rights and be subject to the same restrictions, when participating in debate, as all other members.
- 25.3 The reeve shall have the same rights and be subject to the same restrictions as all other members to make a motion.

## **26. Deputy Reeve**

- 26.1 The council shall, at its first meeting, appoint from the councillors a deputy reeve who shall hold office for a term of one (1) year or longer period as the council may decide.
- 26.2 If the reeve, for any reason, is unable to perform the duties of his or her office, the deputy reeve shall have all of the powers of the reeve during the inability.
- 26.3 The council shall appoint an acting reeve if both the reeve and deputy reeve are unable to perform their duties or both the office of reeve and deputy reeve is vacant.

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

- 27.1 No person, except members, the administrator and other members of administration as authorized by the administrator and such persons as are permitted by the reeve shall be allowed to be seated at the council table during the sitting 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:
  - a) refrain from addressing council or a member unless permitted to do so;
  - b) maintain quiet and order;
  - c) refrain from disturbing the proceedings by words, gestures or actions including applauding, displaying flags, placards or similar material;
  - d) refrain from talking on cellular telephones;
  - e) refrain from making audio or video recordings of council proceedings; and
  - f) ensure that all electronic devices are silent and operated in such a manner that does not interfere with the meeting or with another person's ability to hear or view the proceedings.

## **29. Conduct of Delegations**

- 29.1 When addressing members at a council meeting, a delegation shall refrain from:
  - a) speaking disrespectfully of the federal government, 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. Conduct of Members**

- 30.1 Members of council wishing to speak at a meeting 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 addressing a council meeting, a member shall refrain from:
  - a) speaking disrespectfully of the federal government, provincial government or other 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 procedure;
  - c) refrain from carrying on a private conversation in such a manner that disturbs the speaker.
- 30.5 Members shall ensure that all electronic devices remain silent and do not interfere with the meeting.

## **31. Improper Conduct**

- 31.1 The reeve may request that any person in the public gallery who disturbs the proceedings of council or acts improperly at a council meeting, as set out in section 27, leave or be expelled from the meeting.

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

### **32. Point of Order**

- 32.1 A member may rise and ask the reeve to rule on a point of order.
- 32.2 When any member of council believes that another member of council has not followed the rules of procedure of council, they may request that the reeve rule on a point of order.
- 32.3 A point of order must be raised immediately at the time the rules of council are breached.
- 32.4 The member against whom a point of order is raised may be granted permission by the reeve to explain.
- 32.5 The reeve may consult with the administrator before ruling on a point of order.
- 31.6 A point of order is not subject to amendment or debate.

### **33. Point of Privilege**

- 31.1 A member may rise and ask the reeve to rule on a point of privilege.
- 31.2 After the member has stated the point of privilege, the reeve shall rule whether or not the matter raised is a point of privilege.
- 31.3 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.
- 31.4 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.
- 31.5 The reeve may consult with the administrator before ruling on a point of privilege.
- 31.6 A point of privilege is not subject to amendment or debate.

### **34. Point of Procedure**

- 34.1 Any member may ask the reeve for an opinion on a point of procedure.
- 34.2 When a point of procedure is raised, the member speaking shall immediately cease speaking until the reeve responds to the inquiry.
- 34.3 After the member has asked the point of procedure, the reeve shall provide an opinion on the rules bearing on the matter before council.
- 34.4 The reeve may consult the administrator before providing an opinion on the point of procedure.
- 33.5 A point of procedure is not subject to amendment or debate.
- 33.6 The reeve's answer to a point of procedure is not a ruling, and cannot be appealed to the whole council.

## **Part V – MOTIONS**

### **35. Motions and Debate**

- 35.1 A motion shall express fully and clearly the intent of the mover and shall not be preceded by any preamble or whereas clauses.
- 35.2 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 that a motion be put to a vote;
  - e) adjourn the meeting.
- 35.3 Any motions allowed under subsection 35.2 shall be considered in the order in which they were moved.

### **36. Motion to Amendments**

- 36.1 Except as provided in subsection 36.7, any motion may be amended to:
  - a) add words within the motion;
  - b) delete words within the motion;
  - c) change a word or words within the motion.
- 36.2 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.
- 36.3 Only two (2) amendments to a motion will be allowed.
- 36.4 The main motion shall not be debated until all amendments to it have been put to a vote.
- 36.5 Amendments shall be put in the reverse order to the order in which they were moved.
- 36.6 When all amendments have been voted on, the main motion incorporating all amendments adopted shall be put to a vote.
- 36.7 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.

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

- 37.1 A motion requesting that a motion be put to a vote shall not be moved by a member who has spoken to the original motion.
- 37.2 A motion requesting that a motion be put to a vote shall not be amended or debated.
- 37.3 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.
- 37.4 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.

### **38. Motion to Adjourn**

- 38.1 A member may move a motion to adjourn the 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 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.
- 38.2 A motion to adjourn shall be decided without debate.

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

- 39.1 A member may make a motion that a council meeting be moved to a closed meeting.
- 39.2 The motion to move to a closed meeting must:
  - a) Be in accordance with the *The Local Authority Freedom of Information and Protection of Privacy Act*;
  - b) 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.
  - d) No bylaw or resolution shall be passed during a closed meeting.

### **40. Motion Contrary to the Rules**

- 40.1 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.

### **41. Withdrawal of a Motion**

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

### **42. Motion to Reconsider**

- 42.1 A motion to reconsider shall apply to resolutions only.
- 42.2 A motion to reconsider is in order whether the original motion passed or failed.
- 42.3 A motion to reconsider may only be made at the same council meeting as the original motion was voted on.
- 42.4 A motion to reconsider must be moved by a member who voted with the prevailing side of the original motion.
- 42.5 A motion to reconsider is debatable only if the motion being reconsidered is debatable.
- 42.6 A motion to reconsider cannot be amended.
- 42.7 A motion to reconsider shall require a majority vote of the members present at the meeting.
- 42.8 If a motion to reconsider is adopted, the original motion is immediately placed before council to be reconsidered.
- 42.9 Once the vote on a motion to reconsider has taken place, there shall be no further motion to reconsider that resolution.



#### **43. Motion to Rescind**

- 43.1 A motion to rescind shall apply to resolutions only.
- 43.2 A motion to rescind is in order only when the original motion passed.
- 43.3 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.
- 43.4 A motion to rescind is debatable.
- 43.5 A motion to rescind may be amended.
- 43.6 A motion to rescind shall, in all cases, require a majority vote of all council members to pass.
- 43.7 A motion cannot be rescinded:
  - a) When making or calling up of a motion to reconsider is in order;
  - b) When action on the motion has been carried out in a way that cannot be undone; or
  - c) When a resignation has been accepted or actions electing or expelling a person from membership of office have been taken.

#### **44. Motion to Postpone**

- 44.1 Where a majority of all members decide to postpone a motion fixed to a date, the motion cannot be considered by council until the fixed date.
- 44.2 Notwithstanding subsection 44.1, council may consider a postponed motion before the fixed date if the majority of members agree that the motion may be considered before That date.
- 44.3 The only amendment allowed to a motion to postpone to a fixed date is to change the date.

#### **45. Debate on a Motion**

- 45.1 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.
- 45.2 The mover of the motion shall be given the first opportunity to speak.
- 45.3 The mover of the motion shall be allowed a reply at the conclusion of the debate.

#### **46. Voting of Council**

- 46.1 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.
- 46.2 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.
- 46.3 The administrator shall ensure that each abstention is recorded in the minutes of the meeting.

#### **47. Voting of Reeve**

- 47.1 The reeve shall vote with the other members on all questions.

#### **48. Majority Decision**

- 48.1 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.

#### **49. Recorded Vote**

- 49.1 Before a vote is taken by council, a member may request that the vote be recorded.
- 49.2 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.

#### **50. Tied Vote**

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

### **PART VI – COMMITTEES**

## **51. Committees of Council**

51.1 The following shall be committees of Council:

- a) Budget Committee
- b) Road Committee
- c) EMO Committee
- d) Safety Committee
- e) Economic Development Committee

50.1 Council shall appoint members to the committees at the November meeting each year.

50.2 Council committee members shall report to the council at regular meetings of council.

## **PART VII – MISCELLANEOUS**

### **52. Suspension of Rules**

52.1 The Procedure Rules set out in this bylaw may be set aside or suspended when:

- a) If all members are in attendance and agree to set aside the procedural rules when a situation arises that council deems to be of matter pertaining to safety, health and welfare of the municipality.
- b) If all members are in attendance and agree to set aside the procedural rules when a situation arises that council deems to be of an emergency nature.

### **53. Procedure for Repealing or Amendment of this Bylaw**

53.1 If an appeal or amendment to this bylaw is to be considered, the following shall apply:

- a) All members of council must be present at the meeting where the appeal or amendment is to be considered.
- b) An appeal or amendment to this bylaw must have unanimous consent for all readings.
- c) An appeal or amendment to this bylaw must be done at a regularly scheduled meeting of the council.

### **54. Repeal of Bylaws**

54.1 Bylaw No. 193/06 and all amendments thereto are hereby repealed.

### **55. Coming into Force**

55.1 This bylaw shall come into force and take effect on the day of its final passing.





Reeve



Administrator

Read a third time and adopted

This 11 day of April, 2016



Administrator

Certified True copy of Bylaw No. 228/16  
as passed by Resolution of Council on  
the 11 day of April, 2016



Administrator