

BYLAW NO 2022 – 07

VILLAGE OF CANWOOD

A BYLAW TO REGULATE THE MEETING PROCEDURES OF COUNCIL, COUNCIL COMMITTEES AND OTHER BODIES

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Certified a true copy of bylaw
adopted by Resolution of Council
on the 18 day of Oct 2022

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PART I – 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 establish clear, transparent, consistent and accessible procedures to follow for conducting business at council meetings, committee meetings and other bodies’ meetings.

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 an employee accountable to the administrator;
- e) “**Administrator**” means the person appointed as administrator pursuant to section 110 of *The Municipalities Act*;
- f) “**Agenda deadline**” means the time established in subsection 13.6 of this bylaw;
- g) “**Amendment**” means an alteration to a main motion by substituting, adding or deleting a word or words without materially altering the basic intent of the motion;
- h) “**Business day**” means a day other than a Saturday, Sunday or holiday;
- i) “**Chair**” means a person who has the authority to preside over a meeting;
- j) “**Communications**” include, but are not limited to, the following: letter, memorandum, report, notice, electronic mail, facsimile, petition, brochure, or newspaper/magazine article;
- k) “**Consent agenda**” means a portion of a meeting that lists items of business which are routine in nature and do not require substantial discussion and/or debate;
- l) “**Consent motion**” means a motion to adopt, without debate, the recommendations of several reports within a consent agenda;
- m) “**Contact information**” means:
 - i. The name of a person; and
 - ii. Whichever of the following options is considered by the sender to be most likely to affect receipt by the intended recipient:
 - (A) Mailing address;
 - (B) Street or civic address;
 - (C) Email address;
 - (D) Telephone number;
 - (E) Fax number; or

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- dd) **“Recess”** means an intermission or break within a meeting that does not end the meeting, and after which proceedings are immediately resumed at the point where they were interrupted;
 - ee) **“Resolution”** means a formal determination made by council, a council committee or other body based on a motion duly placed before a regularly constituted meeting or a special meeting of council, a council committee or an other body for debate and decision and is duly passed;
 - ff) **“Special meeting”** means a meeting other than a regular scheduled meeting called pursuant to section 123 of the Act or the provisions of this bylaw;
 - gg) **“Unfinished business”** means business which has been raised at the same meeting or a previous meeting and which has not been completed; and
 - hh) **“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, council committees and other bodies.
- 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 mayor or chair shall prevail, subject to the jurisdiction of council or the council committee to consider any appeals of those rulings.

PART II – MEETINGS

5. First Meeting

- 5.1 The first meeting of council following a general election shall be held within 31 days after the date of the election at a time, date and place determined by the administrator.
- 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 6:30 p.m.
- 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 the mayor, such meeting shall be held at the same time on the next day that the municipal office is scheduled to be open for business.
- 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.

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10. Method of Giving Notice

- 10.1 Notice of a council meeting is deemed to have been given to a member if the notice is:
- a) Delivered personally;
 - b) Left at the usual place of business or residence of the member; or
 - c) At the request of the member, provided or sent according to the member's contact information.
- 10.2 Form 2, appended hereto and forming a part of this bylaw, shall be the form used to request the administrator to use an alternate method of providing notice of meetings.
- 10.3 Notice of a council meeting is to be given to the public by posting a notice at the municipal office or on the municipality's website or in any other manner specified by council through bylaw.

11. Actions in Public

- 11.1 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.
- 11.2 Every person has the right to be present at council meetings that are conducted in public unless the person presiding at the council meeting expels a person for improper conduct.

12. Closed Sessions

- 12.1 Council may close all or any part of its meetings to the public if the matter to be discussed:
- a) Is within one of the exemptions of Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*; or
 - b) Concerns long-range or strategic planning.
- 12.2 A resolution to move into closed session shall state in general terms the topic of discussion.
- 12.3 Where council resolves to close a portion of a meeting to the public, all persons shall be excluded from the meeting except:
- a) The members of council;
 - b) The administrator and other members of administration as the members of council may deem appropriate; and
 - c) The members of the public as the members of council may deem appropriate.
- 12.4 Where council resolves to close a portion of a meeting to the public, in addition to the resolution to do so, the administrator shall record in the minutes:
- a) The time that the in-camera portion of the meeting commenced and concluded;
 - b) The names of the parties present; and
 - c) The legislative authority including the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act* relied upon for authority to close the meeting to the public.
- 12.5 No resolutions or bylaws may be passed during a closed meeting.
- 12.6 No business other than that described within the resolution pursuant to subsection 12.2 may be discussed.
- 12.7 Matters discussed or to be discussed in a closed meeting are to be kept in confidence until discussed at a public meeting of council unless otherwise provided for in this bylaw.

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

16. Commencement of Council Meeting

- 16.1 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.
- 16.2 In case neither the mayor nor the deputy mayor is in attendance within 30 minutes after the hour appointed, and subject to a quorum being present, council shall appoint an acting mayor pursuant to section 35 of this bylaw.
- 16.3 The person appointed pursuant to section 16.2 shall call the meeting to order and shall preside over the meeting until the arrival of the mayor or the deputy mayor, and all proceedings of such meeting shall be deemed to be regular and in full force and effect.
- 16.4 If a quorum is not present 45 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.
- 16.5 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 immediately stand adjourned.
- 16.6 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.
- 16.7 Members are encouraged to notify the administrator when the member is aware that they 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 24 hours prior to a subsequent council meeting.
- 18.2 Notwithstanding section 18.1, 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.
- 18.3 The names of the members present at the meeting are to be recorded in the minutes of every meeting.
- 18.4 Any member may make a motion amending the minutes to correct any mistakes.
- 18.5 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.
- 18.6 All minutes, once approved, shall be open for inspection by the public.

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21. Communications - Matters on Council Agenda

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

22. Communications - Matters Not on Council Agenda

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

23. Delegations - Matters on Council Agenda

- 23.1 When a person wishes to speak to council on a matter already on a council agenda, for which a hearing is not required, that person shall notify the administrator in writing, 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; and
 - d) The subject matter to be discussed and the request being made of council.
- 23.2 A request to speak to council pursuant to subsection 25.1 must be received by the administrator no later than the agenda deadline in order to be included on the council agenda.
- 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:
 - a) Delegations will be advised by the administrator that they may not be heard by council unless the majority of members vote to allow the delegation to speak within the motion to approve the agenda.
- 23.4 Delegations speaking before council shall address their remarks to the stated business:
 - a) Will be limited to speaking only once; and
 - b) Rebuttal or cross-debate with other delegations shall not be permitted.

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- b) General work of members on behalf of council colleagues, constituents and the municipality.

25.2 All comments will be verbal only and shall not be recorded in the minutes of the meeting.

26. Bylaws

- 26.1 Every proposed bylaw must have three distinct and separate readings.
- 26.2 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.
- 26.3 A proposed bylaw will be considered by council immediately following consideration of the report or item to which the bylaw relates.
- 26.4 Only the title or identifying number is to be read at each reading of the bylaw.
- 26.5 Each member present at the meeting at which the first reading is to take place must be given or have had the opportunity to review the full text of the proposed bylaw before the bylaw receives the first reading.
- 26.6 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.
- 26.7 When a bylaw has been given three readings by council, it:
 - a) Becomes a municipal enactment of the municipality; and
 - b) Is effective immediately unless the bylaw or an applicable provincial statute provides otherwise.
- 26.8 The administrator shall be empowered to correct any typographical error that may not have been corrected at the time of submission to council and the bylaw shall have the same status as if council had corrected same.
- 26.9 After passage, every bylaw shall be signed by the mayor and the administrator pursuant to the Act and marked with the corporate seal of the municipality.

27. Public Forum

- 27.1 Any member of the public wishing to speak to council on a municipal matter may appear at a council meeting as long as they pre-register with the administrator prior to 12:00 noon on the day of the council meeting so that their name may be placed on a speaker's list.
- 27.2 The total time allowed to speak shall be not more than 15 minutes per individual.

28. Recess

- 28.1 The council may recess at any time during the meeting.
- 28.2 A motion to recess must state the time of duration of the recess and must be passed by a majority of the members present.
- 28.3 The council may reconvene sooner than the time mentioned in the motion of recess, but must not reconvene later than 15 minutes after the time specified for reconvening or the meeting shall be deemed to be adjourned due to a lack of quorum.

29. Adjournment

- 29.1 All regularly scheduled council meetings shall stand adjourned when council has completed all business as listed on the order of business or upon the arrival of 10:30 p.m.



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- 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.
- 35.4 The member whose name is on the sheet withdrawn pursuant to subsection 35.3(d) shall be declared elected.

36. Persons Allowed at the Table

- 36.1 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.

37. Conduct of Public

- 37.1 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.

38. Conduct of Delegations

- 38.1 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.

39. Conduct of Members

- 39.1 Members of council shall ensure they do not interrupt another member.
- 39.2 If more than one member wishes to speak at a meeting at the same time, the mayor shall indicate which member shall speak first.
- 39.3 When a member is addressing the council, the member shall refrain from:
- a) Speaking disrespectfully of the federal government, the provincial government, another municipal council, or any official representing them;
 - b) Using offensive words in reference to a member, an employee of the municipality or a member of the public;
 - c) Reflecting on a vote of council except when moving to rescind or reconsider it;
 - d) Reflecting on the motives of the members who voted on the motion or the mover of the motion; or
 - e) Shouting, using an immoderate tone, or profane, vulgar or offensive language.
- 39.4 When a member is addressing the council, all other members shall:

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- 43.5 The mayor may consult the administrator before ruling on a point of privilege.
- 43.6 A point of privilege is not subject to amendment or debate unless a motion regarding the point of privilege is put to council.

44. Point of Procedure

- 44.1 Any member may ask the mayor for an opinion on a point of procedure.
- 44.2 When a point of procedure is raised, the member speaking shall immediately cease speaking until the mayor responds to the inquiry.
- 44.3 After the member has asked the point of procedure, the mayor shall provide an opinion on the rules of procedure bearing on the matter before council.
- 44.4 The mayor may consult the administrator before providing an opinion on the point of procedure.
- 44.5 A point of procedure is not subject to amendment or debate.
- 44.6 The mayor's answer to a point of procedure is not a ruling and cannot be appealed to the whole of council.

45. Appeal

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

46. Calling a Member to Order

- 46.1 When the mayor 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.
- 46.2 In the event that a member refuses to resume their seat when called to order, the mayor 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; or
 - c) Until the member makes an apology acceptable to council for their unruly behavior, whichever shall be the shortest time.
- 46.3 When the majority of council votes in favour of the resolution, the mayor shall direct the unruly member to leave the council chamber, and if the member refuses to leave, the mayor 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.
- 46.4 When council has directed an unruly member to leave the council chambers pursuant to subsection 46.3, and the member makes an explanation and apology adequate and

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- 48.8 Any member wishing to move an amendment that is not in order at the time because there are already two amendments before the meeting, may state the intention of the proposed amendment as the proposal may affect the vote on those motions awaiting decision.
- 48.9 The main motion shall not be debated until all amendments to it have been put to a vote.
- 48.10 Amendments shall be put in the reverse order to the order in which they were moved.
- 48.11 When all amendments have been voted on, the main motion incorporating all amendments adopted shall be put to a vote.
- 48.12 No amendments shall be made to the following motions:
 - a) A motion to adjourn;
 - b) A motion to defer to a fixed date, except as to the date; and
 - c) A motion requesting that a motion be put to a vote.

49. Dividing a Motion into Parts

- 49.1 A member may request or the mayor may direct that a motion be divided if the motion contains more than one separate and complete recommendation.
- 49.2 Council shall then vote separately on each recommendation.
- 49.3 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.

50. Motion Arising

- 50.1 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.

51. Request that Motion Be Put to Vote

- 51.1 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.
- 51.2 A motion requesting that a motion be put to a vote shall not be amended or debated.
- 51.3 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.
- 51.4 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.

52. Motion to Adjourn

- 52.1 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;



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- 57.3 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.
- 57.4 A motion to rescind may be moved by any council member regardless how they voted on the original motion.
- 57.5 A motion to rescind is debatable.
- 57.6 A motion to rescind may be amended.
- 57.7 A motion to rescind shall, in all cases, require a majority vote of all council members to pass.
- 57.8 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.

58. Motion to Postpone

- 58.1 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.
- 58.2 Notwithstanding subsection 58.1, 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.
- 58.3 The only amendment allowed to a motion to postpone to a fixed date is to change the date.

59. Motion to Refer

- 59.1 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.
- 59.2 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.

60. Debate on Motion

- 60.1 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.
- 60.2 The mover of the motion shall be given the first opportunity to speak.
- 60.3 The mover of the motion shall be allowed a reply at the conclusion of the debate.

61. Legal Advice

- 61.1 Where a majority of the members present at a council meeting wish to receive legal advice in private, council may recess for a period of time sufficient to receive legal advice.

62. Voting of Council

- 62.1 A member attending a council meeting shall vote on a matter before council unless the member is required to abstain from voting pursuant to the Act or any other act.

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- 67.4 The mayor's attendance shall not, however, be included for the purpose of determining a quorum.
- 67.5 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.
- 67.6 The chair of all council committees established by council shall be designated by council unless council directs otherwise.
- 67.7 All councillors may attend the meetings of council committees established pursuant to the Act and may take part in the proceedings of the same except that non-appointed councillors shall not have a vote.
- 67.8 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.
- 67.9 The chair shall preside at every meeting, participate in the debate and vote on all motions.
- 67.10 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.
- 67.11 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.
- 67.12 The public has the right to be present at council committee meetings that are conducted in public unless the chair expels a person for improper conduct.
- 67.13 Subject to subsection 67.14, council committees shall conduct all council committee meetings in public.
- 67.14 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*.
- 67.15 Notice of regularly scheduled council committee meetings is not required to be given.
- 67.16 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.
- 67.17 Notwithstanding subsection 67.16, 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.
- 67.18 The consent to waive notice of a change in date, time or place of a meeting pursuant to subsection 67.17 may be given in person or by facsimile, electronic mail and other similar means.
- 67.19 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.
- 67.20 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 67.16.



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- 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.
- 67.38 The conduct of delegations or the public at council committee meetings, which they are entitled to attend, shall be subject to the requirements as set out in sections 37 and 38 of this bylaw.
- 67.39 The conduct of council committee members shall be subject to the requirements as set out in section 39 of this bylaw.
- 67.40 The chair may request any individual to be expelled from a meeting in accordance with the guidelines as set out in section 40 of this bylaw.

PART VII – OTHER BODIES

68. Procedure for Appointments

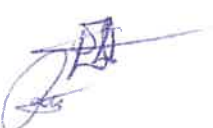
- 68.1 The administrator shall utilize the following procedure for appointments to other bodies:
- a) Prior to November 1st, by advertisement, invite submissions from the public for appointments to which council is entitled to make for the ensuing term;
 - b) Prior to November 1st, invite submissions 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.

69. Terms

- 69.1 Appointments to other bodies shall be for a two-year term beginning on January 1st to December 31st of the following year.
- 69.2 Notwithstanding subsection 69.1, in a general election year, the term of appointments of council members shall be reduced to coincide with the day of the election.
- 69.3 Council appointees may be reappointed from term to term to a maximum of two terms on one particular other body.
- 69.4 A member, excluding members of council, shall only be appointed to a maximum of two other bodies at one time.
- 69.5 The administrator or secretary shall advise council of any members absent for more than two meetings within a calendar year and request that a written warning be forwarded to the member. As well, if the member misses three meetings within a calendar year, council shall be advised to decide if the member should be removed from the other body.
- 69.6 Council may in its discretion revoke the membership of any individual who has been appointed to an other body.

70. Other Body Procedures

- 70.1 Council may from time to time establish other bodies in response to specific issues requiring immediate or long-term attention.
- 70.2 The membership and jurisdiction of other bodies shall be as provided for in the enabling legislation or as directed by council.



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- 70.21 For other bodies operating without regularly scheduled meetings, it shall be the duty of the chair, or in the chair's absence, the secretary to call a meeting whenever requested in writing to do so by a majority of the members.
- 70.22 The business of other bodies shall be conducted in accordance with the rules governing the procedure of council or as otherwise established by council for the other body or established by the other body.
- 70.23 Other bodies may at its discretion hold its meetings electronically in accordance with clause 8 of this bylaw.
- 70.24 Each other body whom the administrator does not provide services to will recommend to the administrator the appointment of a secretary, who will be responsible for:
- a) Tracking the attendance;
 - b) Preparing meeting agendas and minutes; and
 - c) Reporting the committee's decisions to council.
- 70.25 When a person or a group of persons wishes to bring any matter to the attention of an other body or appear as a delegation, a communication shall be addressed to the administrator or the secretary and will be subject to the requirements set out in sections 22 to 26 of this bylaw.
- 70.26 Upon receipt of such communication, the administrator or secretary shall place the communication on the agenda of the next meeting of the other body for its consideration.
- 70.27 All submissions to the other body must be received by the administrator or secretary within the established deadlines, usually four business days prior to the meeting.
- 70.28 Reporting to other bodies shall be provided through the administrator or the secretary.
- 70.29 Any notice respecting other bodies' meetings is deemed to have been given to a member if the notice is:
- a) Delivered personally;
 - b) Left at the usual place of business or residence of the member; or
 - c) At the request of the member, provided or sent according to the member's contact information.
- 70.30 Notice to the public of a meeting as required by subsections 70.16 to 70.19 is sufficient if the notice is posted at the municipal office or on the municipality's website or given in any other manner specified by council, through bylaw, as the means that public notice in such cases is to be provided.
- 70.31 Any unfinished business remaining at the time of the adjournment shall be considered at the next regular meeting or at a special meeting called for that purpose.
- 70.32 The secretary shall record the minutes without note or comment.
- 70.33 The minutes of the other body shall be distributed to each member at least 24 hours before the next meeting for consideration.
- 70.34 After the minutes have received approval of a majority of the members present, they shall be signed by the presiding member and secretary. Once signed, the original minutes shall be forwarded to the administrator for presentation to council and for safekeeping.
- 70.35 All minutes, once approved, shall be open for inspection by the public.
- 70.36 No member shall release or otherwise make public any information considered at a closed meeting, including discussion of the content of such a meeting, with persons other than with members of council or with civic staff who are privy to that information:
- a) Unless authorized by council; or
 - b) Until the matter is included on a public agenda of council.
- 70.37 Every other body shall report to council and no action of any other body shall be binding on the municipality unless:



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Form 1 – Request for a Special Meeting

Date: _____

To: _____, Administrator, Village of Canwood

Pursuant to *section 123 of The Municipalities Act (Act)*, I / we hereby request you to call a special meeting of the council of the Village of Canwood to discuss the following matter(s):

1. _____
2. _____
3. _____

Meeting Details:

Location: _____

Date: _____

Time: _____

Dated this _____ day of _____, 20____.

SIGNED:

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Office Use Only:

☐ Members provided notice pursuant to subsection 124(1) of the Act

☐ Notice not provided pursuant to subsection 123(3) of the Act

