

BYLAW #3/06

COUNCIL PROCEDURE BYLAW

A BYLAW of the Rural Municipality of Meadow Lake #588, in the Province of Saskatchewan, to provide for the establishment of procedures within the Rural Municipality of Meadow Lake #588.

The Council for the RM of Meadow Lake in the Province of Saskatchewan enacts as follows:

1. **Short Title**
 - a. This Bylaw cited as the Procedure Bylaw
2. **Purpose and Scope**
 - a. Establish Committees and any other bodies necessary
 - b. Define the specific functions, including the delegation of authority, if any, for each committee or other body.
 - c. Provide for the orderly conduct of the business of Council and any committees established by council.
 - d. Provide notice of regularly scheduled meetings
 - e. Establish rules and procedures to be used by Council and Committees and administration regarding Council and Committee meetings.
 - f. If a matter arises that is not covered by the provisions of this bylaw, Robert's Rules of Order, current edition, shall govern.
3. **Definitions**
 - a. "Act" means The Municipalities Act
 - b. "Amendment" means an alteration of a main motion or an amendment by substituting, adding or deleting a word(s) without altering the basic intent of the motion.
 - c. "Committee of the Whole" means members present at a meeting of Council sitting in committee.
 - d. "Member of Council" means the Reeve or a Councillor
 - e. "Motion to receive" means a motion which is made for the purpose of acknowledging the particular item, report or recommendation under consideration, and having the item, report or recommendation placed in the records of the municipality for future reference, with no additional action taken at this time.
 - f. "Point of Order" means the raising of a question by a member, with the view of calling attention to any departure from the Procedural Bylaw or the customary proceedings in debate or in the conduct of the Council's business.
 - g. "Point to Procedure" means a question to the Reeve or Chairperson to obtain information on a matter of procedure in order to assist a member to make an appropriate motion, raise a point of order or understand the effect of a motion.
 - h. "Quorum" is the majority of members of council or committee (Pursuant to Section 98 in the MA)

Part 1
MEETINGS OF COUNCIL

4. **First Meeting of Council (MA 121)**
 - a. The first meeting council following a general election will be held within 31 days after the date of the election
 - b. The Administrator shall determine the time, date and place of the meeting
 - c. The Administrator shall provide written notice of the time, date and place at least 24 hours prior to the meeting by personal service, delivered to the place of business or residence or at the request of the member by facsimile or electronic mail.
5. **Regular Meetings of Council and Committees (MA 122)**



- a. Council may set regularly schedule council and/or committee meetings stating the time, day and place that they will be held. When meetings are regularly scheduled, public notice is not required.
6. **Special Meetings of Council (MA 123)**
- a. The Administrator shall call a special meeting of council whenever requested by the Reeve or a majority of council by giving at least 24 hours notice to the members of council and the public stating the purpose of the meeting and the date, time and place the meeting is to be held.
 - b. A special meeting may be called with less than 24 hours notice to the members of council and no notice to the public if all members sign a waiver of notice before the commencement of the meeting.
 - c. No 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. **Change of Meetings (MA 122)**
- a. For all regularly schedule meetings that fall on a holiday, then the meeting will be on the next regular work day following the regularly scheduled day.
 - b. Any regular meeting date change will be required to be given notice a minimum of 24 hours prior to meeting and must be agreed to by all members.
8. **Methods of Giving Notice (MA124)**
- a. When notice is required for special meetings of council or committees, it will be provided personally, facsimile, and/or electronically.
 - b. Public Notice as set out in the municipalities Public Notice Policy Bylaw #1/06.
9. **Meetings Through Electronic Means (MA125)**
- a. A council or committee meeting may be conducted by means of telephone if restrictions under Section 125(1)(a-c) are met.
10. **Actions in Public (MA119)**
- a. An act or proceeding of Council and/or Committee is not effective unless it is authorized or adopted by resolution or bylaw at a duly constituted meeting of the council that is open to the public.
11. **Meetings to be in Public (MA120)**
- a. Subject to subsection (b), Council and Council Committees is required to conduct its meetings in public
 - b. Council and Council Committees may close all or part of their meetings to the public if the matter being discussed is within one of the exemptions in Part III of The Local Authority Freedom of Information and Protection of Privacy Act or concerns long-range or strategic planning.
12. **Improper Conduct (MA119)**
- a. Improper Conduct shall be described as:
 - i. Verbally abusing Council or Staff and using profane language;
 - ii. Disrupting the Council proceedings;
 - iii. Threatening physical or emotional violence;
 - b. Any person who is conducting themselves improperly will be asked by the Reeve or Chairperson to leave the meeting room. If this person does not comply with the request of the Reeve or Chairperson, then the RCMP will be requested to come to the meeting to remove that person.
13. **Long Range or Strategic Planning Meetings**
- a. To be called by the Administrator upon request by the Reeve or a majority of council.
 - b. These meetings will be closed to the public.

**PART II
COUNCIL PROCEDURE**

14. **Reeve (MA93)**
- a. The Reeve shall preside, when in attendance, at a council meeting unless The Municipalities Act or other Act or a bylaw of this council provides that another member of Council is required or permitted to preside.



- b. The Reeve is a member of all council and committees and bodies established by council pursuant to the Municipalities Act, unless council provides otherwise.
15. **Deputy Reeve**
- a. Council shall name a Deputy Reeve each year and this shall be done at the first meeting after the annual election.
- b. A Deputy Reeve acts as Reeve if the Reeve is unable to perform the duties of the Reeve or the office of Reeve is vacant.
16. **Order of Business and Agenda**
- a. The Administrator shall prepare the agenda for the council to adopt and the agenda may be amended as requested by the Council at the meeting for which it represents.
17. **Submissions/Correspondence to Council**
- a. All Correspondence must be in the office a minimum of 7 days prior to a regular council meeting.
18. **Delegations**
- a. Anyone wishing to speak to council must contact the Administrator to receive a time in which they may be heard and the length of time allowed, and their request must be in 7 days prior to the regular meeting date.
- b. The Administrator may ask the delegation to prepare a presentation prior to the meeting for council to review and this presentation must be given to the Administrator 7 days prior to the regular council meeting.
19. **Public Hearing**
- a. The Reeve will chair all public hearings unless The Municipalities Act or other Act or a bylaw of this council provides that another member of Council is required or permitted to preside.
20. **Quorum (MA98)**
- a. The quorum of a council is the majority of members of council, except as provided in this or any other Act.
- b. No act or proceeding that is adopted at any meeting of council in which a quorum is not present is valid.
21. **Voting (MA99&100)**
- a. A Council member has one vote each time a vote is held.
- b. Every member of council attending a council meeting shall vote on every matter put before council unless the member is required or permitted to abstain from voting pursuant to this or any other Act
- c. If a member is not required or permitted to abstain from voting, and abstains from voting, the member is deemed to have voted in the negative.
- d. The Administrator shall ensure that each abstention and the reasons for the abstentions are recorded in the minutes of the meeting.
- e. All questions are to be decided by the majority of votes, unless the council requires a greater percentage of votes.
22. **Recorded and Tied Vote (MA 101)**
- a. Prior to the vote being taken on a matter, any member of Council may request that the vote on that matter be recorded.
- b. If there are an equal number of votes for or against a resolution or bylaw, the resolution or bylaw is defeated.
23. **Motions-General**
- a. All motions are not required to be seconded.
- b. When a motion is under debate no other motion may be made, except:
- i. To refer the motion to a Council Committee or the Administration;
 - ii. To amend the motion;
 - iii. To defer the motion to a fixed date;
 - iv. To request the motion to be put to a vote; or
 - v. To adjourn the meeting
24. **Motion to Defer to a Fixed Date**
- a. If a majority of Council decided to defer a motion to a fixed date, the motion can not be considered until the fixed date.
25. **Request that Motion be put to a Vote**
- a. The Reeve or Chairperson will call for the vote of a motion.
26. **Motion to Adjourn**



- a. A motion to adjourn is allowed at any time during a Council meeting, except:
 - i. When a member of Council is speaking;
 - ii. When the members of Council are voting on a motion;
 - iii. When a recorded vote is being taken;
 - iv. When it has been requested that a motion be put to a vote;
 - v. When the Council is in the Committee of the Whole or in Camera;
 - b. A motion to adjourn shall be decided without debate.
27. **Motion to Amend**
- a. A motion to amend shall not:
 - i. Reverse the affirmative or negative intent of the original motion
 - ii. Substantially change the intent of the motion
 - b. Once a motion to amend has been made, the original motion is set aside until the amendment has been decided.
 - c. Any member of Council may make a motion to amend, but only one amendment to an amendment shall be allowed until the amended motions are voted on.
 - d. Amendments shall be put to council in the reverse order to the order in which they were moved.
28. **Motion to Rescind or Reconsider**
- a. A motion to rescind or reconsider a resolution shall only be considered by Council if at least one of the following conditions are met:
 - i. Written notice has been given to each Council member, of the proposed motion to rescind or reconsider, at least 24 hours prior to the meeting; or
 - ii. By unanimous vote of all members of Council; or
 - iii. A Council Committee or the Administration recommends that the Council consider a motion to rescind or reconsider.
 - b. Any questions may be reconsidered if a change has occurred in any material fact relied upon by Council in deciding the questions or in the event that new information is made available to members of Council which was not available at the time of Council's decision.
 - c. A motion to reconsider shall require at least 85% of Council members to pass, regardless of the number of members present.
29. **Withdrawal of Motions**
- a. The mover of the motion may withdraw it any time prior to a vote being taken or prior to the motion being amended.
30. **Notice of Motion**
- a. A motion introducing a new matter shall not be considered by Council unless notice of motion has been submitted in writing to the Administrator.
 - b. Council may, by unanimous consent of the members present, waive the requirement for notice.
 - c. All notices of motion received by the Administrator must be received 7 days prior to the regular council meeting day.
31. **Point of Order**
- a. A Point of Order must be raised immediately at the time the rules of procedure are breached.
 - b. The member of Council against whom the point of order is raised may be granted permission by the Reeve to explain.
32. **Questions of Privilege**
- a. The Reeve shall rule whether or not the matter raised is a question of privilege.
33. **Bylaws (MA 103)**
- a. Every Bylaw must have three distinct and separate readings
 - b. Each member of Council must be given an opportunity to read the full text.
 - c. A proposed bylaw must not have more than two readings at council meeting unless the members of council present unanimously agree to consider the third reading.
 - d. Only the title or identifying number of the proposed bylaw must be read at each reading of the bylaw.

**PART III
COUNCIL COMMITTEES**

34. **Employee Relations Committee**
- a. Council shall appoint four members to sit on this the ERC
 - b. A Chairperson will be appointed yearly at the 1st meeting of council
 - c. The ERC shall be responsible for:
 - i. Provide advice to Council;
 - ii. Set policies on matters specific to their committee;
 - iii. Make recommendations on policy to Council;
 - iv. The ERC shall work as a liaison between Council and Union personnel.
 - d. The ERC may meet as required and to be called at a time that is convenient for all members of the ERC and shall be called by the Administrator.
 - e. Minutes of this committee shall be filed in a special Committee Minutes Binder to be kept in the RM of Meadow Lake #588 office along side the Minutes of the Council meetings
 - f. This Committee will present resolutions to the Council at their next regular meeting under which final decision will be made on whether act on those resolutions. (MA 127)
35. **Equipment Committee**
- a. Council shall appoint 3 (three) members to sit on this the PWC
 - b. A Chairperson will be appointed yearly at the 1st meeting of council
 - c. The PWC shall be responsible for:
 - i. Provide advice to Council;
 - ii. Set policies on matters specific to their committee;
 - iii. Make recommendations on policy to Council;
 - iv. Make decisions on the equipment requirements of the Public Works staff;
 - v. This Committee may purchase necessary equipment up to and including costs of \$5000.00, any purchase required over \$5,000.00 shall be brought to the Council for review, discussion, and approval.
 - d. The PWC may meet as required and to be called at a time that is convenient for all members of the PWC and shall be called by the Administrator.
 - e. Minutes of this committee shall be filed in a special Committee Minutes Binder to be kept in the RM of Meadow Lake #588 office along side the Minutes of the Council meetings
 - f. This Committee will present resolutions to the Council at their next regular meeting under which final decision will be made on whether act on those resolutions. (MA 127)
36. **Weights Committee**
- a. Council shall appoint 3 (three) members to sit on this the Roads Committee.
 - b. A Chairperson will be appointed yearly at the 1st meeting of council.
 - c. This committee will have the authority to temporarily close and/or restrict weight limits on all and any roads within the RM of Meadow Lake until the next regular council meeting and in accordance with this Bylaw or any other Bylaw, Resolution or Act and upon consultation with:
 - i. Councillor for the Division affected
 - ii. Superintendent of Public Works
 - iii. Administrator
 - d. The Roads Committee shall be responsible for:
 - i. Provide advice to Council;
 - ii. Set policies on matters specific to their committee;
 - iii. Make recommendations on policy to Council;
 - e. The Roads Committee may meet as required and to be called at a time that is convenient for all members of the Roads Committee and shall be called by the Administrator.




- f. Minutes of this committee shall be filed in a special Committee Minutes Binder to be kept in the RM of Meadow Lake #588 office along side the Minutes of the Council meetings
- g. This Committee will present resolutions to the Council at their next regular meeting under which final decision will be made on whether act on those resolutions. (MA 127)

**PART IV
MISCELLANEOUS**

37. Effective Dates

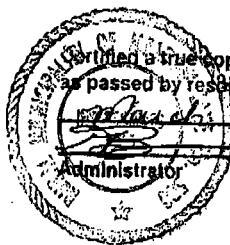
- a. This Bylaw becomes effective on the date of the third reading.





 REEVE ADMINISTRATOR

Read a first time this 23rd day of March, 2006
 Read a second time this 23rd day of March, 2006
 Read a third time and passed this 23rd day of March, 2006



 Certified a true copy of *Bylaw #3/06*
 as passed by resolution of Council on
23/06
 Administrator