



Town of - Ville de
Gravelbourg

CANDIDATE NOMINATION PACKAGE

2024 Municipal Election

The town would like to feature each candidate on the website along with a brief bio (maximum 200 words) and a headshot. This is not mandatory however it would provide some general information to the voting public.

If you wish to participate, please provide by October 11th for posting October 14th, 2024.

INTRODUCTION

Municipal Council Positions

The Town of Gravelbourg Council consists of a Mayor and six (6) Councillors, elected for a term of four (4) years. For this coming General Election, which will be held on November 13, 2024, the term will end in 2028.

Information Sources

This information package has been assembled for your assistance; however, it is not inclusive of all the information contained within all legislation. Any person wanting a complete copy of the *Local Government Election Act* may obtain a copy from: The King's Printer www.gp.gov.sk.ca

Returning Officer

A Returning Officer is a person appointed for the purpose of conducting an election under the *Local Government Election Act*. If you require additional information regarding the election, please contact:

RETURNING OFFICER: Carol White

Phone: 306-648-3301 extension 1

Do You Understand the Position?

As a member of Council, you will have the opportunity to influence the future of your community. All decisions must be made at meetings, held in public, at which a quorum is present.

As an individual member of Council, you will not have the power to commit your municipality to any expenditure or to direct the activities of municipal employees. Any promise you make as part of your election campaign that involves municipal expenditures or the activities of employees can only be carried out if a majority of Council votes in favor of the matter at a meeting.

Roles and Responsibilities

Each municipality is governed by a council. The council is responsible for exercising the powers and carrying out the duties of the municipality. *The Municipalities Act* provides the purposes of a municipality as follows:

- (a) to provide good government;
- (b) to provide services, facilities and other things that, in the opinion of council, are necessary and desirable for all or a part of the municipality;
- (c) to develop and maintain a safe and viable community;
- (d) to foster economic, social and environmental well-being;
- (e) to provide wise stewardship of public assets

The role of Council is to work together to set the overall direction of the municipality through their position as a policy maker. The policies that Council sets are the guidelines for Administration to follow as they perform the day-to-day operations of the Town.

Council provides direction on the provision of services and programs and establishes policies through resolutions and bylaws.

Councillors

Under *The Municipalities Act* Section 92, Councillors have the following duties:

- (a) to represent the public and to consider the well-being and interests of the municipality;
- (b) to participate in developing and evaluating the policies, services and programs of the municipality;
- (c) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- (d) to ensure that administrative practices and procedures are in place to implement the decisions of council;
- (e) subject to the bylaws made pursuant to section 81.1, to keep in confidence matters discussed in private or to be discussed in private at a council or council committee meeting until discussed at a meeting held in public;
- (f) to maintain the financial integrity of the municipality;
- (g) to perform any other duty or function imposed on councillors by this or any other Act or by the council.

Mayor

In addition to performing the duties of a councillor, a mayor has the following duties:

- (a) to preside when in attendance at a council meeting unless this Act or another Act or a bylaw of council provides that another councillor is to preside.
 - (b) to perform any other duty imposed on a mayor by this or any other Act or by bylaw or resolution.
- The mayor or reeve is a member of all council committees, and all bodies established by council pursuant to this Act, unless the council provides otherwise

Chief Administrative Officer (CAO) / Town Manager

The CAO is the administrative head of the municipality. The CAO's responsibilities include ensuring that the municipality's policies and programs are implemented, advising, and informing Council on the operation of the municipality, performing other duties as assigned by Council, and ensuring appropriate staffing is in place. Administration ensures the decisions and directions of council that have been established by resolution and bylaw are implemented.

How the Municipality is Administered

As a member of Council, it will be your duty to establish policy for your municipality. It is the job of Administration to implement the policy. The Town of Gravelbourg has a competent and dedicated team whose support, advice, and assistance will be beneficial in helping you to be an effective member of Council. Their training, experience, understanding and ability to conduct research of how and why things have developed will be an important resource to you.

Council should work with the CAO to keep informed on what the municipality is doing and rely on Administration to provide them with information so that they can make sound decisions. Administration is tasked with the day-to-day operations of the municipality which allows Council to concentrate on policy making.

No member of Council is eligible to be appointed as an employee of the municipality or of any committee or controlled corporation of the municipality in which he or she serves as a member of council.

What Other Information Should You Have?

The best way to find out what the job is all about is to spend some time reading Council agendas and minutes (agendas and minutes are posted on the Town's website). You can also talk to current members of Council and attend Council meetings. Attending Council meetings is a great opportunity for you to see the Municipal Council in action.

To find out about current local legislation in place, you may review several policies and bylaws that are on the website and also inquire with Administration about other bylaws or policies that may be in place that are not on the website.

TIME COMMITMENT

Becoming a member of Council is a challenging and rewarding experience. As an elected official, you will have the opportunity to influence the future of your community. You will be expected to represent our community and act on its behalf.

As a member of Council, there will be demands on your time, energy, and commitment. In addition to regular meetings, you will be required to attend special meetings, committee and board meetings, and various public meetings and functions.

Your term of office begins at the first meeting of the Council following the election. You will first be required to take an Oath of Office before carrying out the duties of council. From this time until the General Election in 2028, you will be expected to attend:

- Regular Meetings of Council which are currently held on Tuesdays every two (2) weeks commencing at 7:00 PM. You will be required to prepare for these meetings by reviewing an agenda that will be provided to you before the meeting;
- Special Meetings of Council that may be called from time to time to deal with time sensitive matters;
- Meetings of other boards and committees to which you are appointed as the Town of Gravelbourg's representative;
- Conferences, conventions, seminars, and workshops;
- Social and other events promoting the Town;
- Strategic planning sessions and budget discussion sessions.

The Town of Gravelbourg is a member of the Saskatchewan Urban Municipalities Association (SUMA). This organization holds an annual conference which members of Council may attend. SUMA conferences alternate between Saskatoon and Regina and are held in April. The Town of Gravelbourg is also a member of the Federation of Canadian Municipalities (FCM). Both of these are advocacy organizations for their Municipal members to the Provincial and Federal governments respectively.

In addition to attending meetings and other events, members of Council will be required to spend sufficient time reviewing materials provided to them by Administration to adequately prepare for meetings in order to make informed decisions.

REMUNERATION AND BENEFITS

Town Council

Currently each Councillor is appointed Deputy Mayor for a period of two (2) months every year in order to fulfil the obligations of the Mayor in their absence, and to assist the Mayor in areas such as providing civic greetings at public events. This schedule is set at the first meeting after election and then again in the first meeting of each year.

Formal offices are not provided at Town Hall for Councillors; however, there is a workspace that is available if required.

As of 2018, the remuneration for council members is as follows:

Mayor	\$5,685 annually
Council Meeting -	\$100/meeting
Committee Meeting	\$75/meeting
Per Diem-full day	\$150/day
Per Diem-half day	\$75/half day

Payroll provides council with remuneration 1/4ly based on the completion and submission of remuneration sheets.

Benefits for Members of Council

Members of Council are entitled to the same SUMA Group benefits package as Town of Gravelbourg employees, subject to the provider’s regulations.

For Council members, the Town pays 100% of the premium for Life, Accidental Death & Dismemberment and Employee & Family Assistance program and 50% of premium are paid for short and long term disability, Extended health care, Dental & vision care

Equipment and Supplies

Members of Council are provided with a tablet.

KEY DATES

September 24, 2024	Nomination Period Begins
October 9, 2024	Nomination Period Ends (4 pm)
October 10, 2024	Deadline to Withdraw Nomination until 4 pm
TBA	Advance Voting Days (if number of nominations exceed number of positions available)
November 13, 2024	ELECTION DAY (if number of nominations exceed number of positions available)
November 14, 2024	Results of Election declared and published
November 26, 2024	First Meeting of Council after Election

BEFORE YOU FILE

Are you Qualified to Run as a Municipal Election Candidate?

A person is eligible to be nominated as a candidate in a municipal election if the person:

- is at least 18 years of age on the day of the election;
- is a Canadian Citizen;
- has resided in the Town of Gravelbourg for at least three (3) consecutive months AND in Saskatchewan for at least six (6) consecutive months immediately preceding the date on which he or she submits nomination papers; and
- is not disqualified pursuant to the *Saskatchewan Local Government Election Act*, or any other Act.

An employee of the Town can run for a position on Council; however, they must first take a leave of absence. If elected, they are deemed to have resigned from the position of employment on the day before the day on which they are declared elected, unless for some reason the results of the election are overturned.

FILING YOUR NOMINATION

Nomination Forms for Municipal Election Candidates

Your nomination must be filed on the prescribed form, which you will find enclosed with this package. A complete form will:

- be signed by five (5) eligible voters, including signature, printed name, and address;
- have completed the Candidate's Acceptance form, including witness signatures; and

In addition to the above, a Public Disclosure Statement must be completed and submitted with the Nomination Form.

Your nomination form and Public Disclosure Statement must be received by the Returning Officer at the Municipal office by the end of Nomination Day. You will be issued a receipt upon acceptance by the Returning Officer or Nomination Officer.

Please feel free to contact the Returning Officer with any questions.

APPENDICES

- 1) Code of Ethics Bylaw #1421/16
- 2) Procedure Bylaw #1443/18
- 3) Nomination Forms (Mayor and Councillor)
- 4) Public Disclosure Statement & Public Disclosure Statement Tips



VILLE DE - TOWN OF

Gravelbourg

Appendix 1

BYLAW NO. 1421/16

A BYLAW TO ESTABLISH A CODE OF ETHICS FOR COUNCILORS AND COMMITTEE MEMBERS

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

Short Title

1. This Bylaw may be cited as the Code of Ethics Bylaw.

Legal Requirement

2. This bylaw has been created to comply with section 93.1 of *The Municipalities Act* and as outlined in section 3.1, Schedule 1, of *The Municipalities Regulations*.

PART I CODE OF ETHICS

Code of Ethics for Members of Council and Committee Members

Preamble

As members of council, we recognize that our actions have an impact on the lives of all residents and property owners in the community. Fulfilling our obligations and discharging our duties responsibly requires a commitment to the highest ethical standards.

The quality of the public administration and governance of the Town of Gravelbourg, as well as its reputation and integrity, depends on our conduct as elected officials.

Purpose and Interpretation

The purpose of this code is to outline basic ethical standards and values for members of council. It is to be used to guide members of council respecting what their obligations are when fulfilling their duties and responsibilities as elected officials.

This code is to be interpreted in accordance with the legislation applicable to the municipality, the common law and the policies and bylaws of the municipality.

Neither the law nor this code is to be interpreted as exhaustive, and there will be occasions on which a council will find it necessary to adopt additional rules of conduct in order to protect the public interest and to enhance the public confidence and trust in local government.

It is the responsibility of each member of council to uphold the standards and values set out in this code.

Standards and Values

a. Honesty

Members of council shall be truthful and open in their roles as council members and as members of the communities they serve.

b. Objectivity

Members of council shall make decisions carefully, fairly and impartially.

c. Respect

Members of council shall treat every person, including other members of council, municipal employees and the public, with dignity, understanding and respect.

Members of council shall not engage in discrimination, bullying or harassment in their roles as members of council. They shall not use derogatory language towards others, shall respect the rights of other people and groups, shall treat people with courtesy and shall recognize the importance of the different roles others play in local government decision making.

d. Transparency and Accountability

Members of council shall endeavour to conduct and convey council business and all their duties in

an open and transparent manner, other than those discussions that are authorized to be dealt with in a confidential manner in closed session, so that stakeholders can view the process and rationale used to reach decisions and the reasons for taking certain actions.

Members of council are responsible for the decisions that they make. This responsibility includes acts of commission and acts of omission.

e. Confidentiality

Members of council shall refrain from disclosing or releasing any confidential information acquired by virtue of their office except when required by law or authorized by council to do so. Members shall not take advantage of or obtain private benefit from information that is obtained in the course of or as a result of their official duties or position and that is not in the public domain. This includes complying with *The Local Authority Freedom of Information and Protection of Privacy Act* in their capacity as members of council of a local authority.

f. Leadership and the Public Interest

Members of council shall serve their constituents in a conscientious and diligent manner and act in the best interests of the municipality. A member shall strive, by focussing on issues important to the community and demonstrating leadership, to build and inspire the public's trust and confidence in local government.

Members of council are expected to perform their duties in a manner that will bear close public scrutiny and shall not provide the potential or opportunity for personal benefit, wrongdoing or unethical conduct.

g. Responsibility

Members of council shall act responsibly and in accordance with the Acts of the Parliament of Canada and the Legislature of Saskatchewan, including *The Municipalities Act*.

This duty includes disclosing actual or potential conflicts of interest, either financial or otherwise relating to their responsibilities as members of council, following policies and procedures of the municipality, and exercising all conferred powers strictly for the purpose for which the powers have been conferred. Every member of council is individually responsible for preventing potential and actual conflicts of interest.

PART II CONTRAVENTION OF THE CODE OF ETHICS

Complaint Procedure

3. As required by clause 93.1(5)(c) of *The Municipalities Act*, the following section details the procedure for handling contraventions of the code of ethics.
 - (a) To report an alleged contravention of the code of ethics, an individual, organization, or member of council may submit the form found in Schedule A, by sending the form directly to the Chief Administrative Officer by mail, e-mail, fax or courier. The complaint will then be presented to council at the next regular meeting of council in an *in-camera* session.
 - (b) Upon receipt of a complaint, Council shall discuss the complaint and take all necessary steps to ensure the complaint is valid.
 - (c) All discussions surrounding alleged and substantiated contraventions of this policy shall be conducted in an *in-camera* session at a meeting of council.
 - (d) If the claim is found to be substantiated, Council may, by resolution, impose an appropriate penalty detailed in 5(a) to (f) based on the severity of the contravention of the code of ethics.
 - (i) Any action taken by Council should include a time frame to complete the expected remedial action.
 - (e) Council shall inform the claimant, member of council, and any other relevant party of council's decision, which includes:
 - (i) Informing the claimant and member of council that the complaint is dismissed, or
 - (ii) Informing the complainant and member of council of the corrective action and/or the measures taken to ensure the behavior or activity does not continue.

Contravention during a Council Meeting

4. If council is of the opinion that a member has violated the code of ethics during a council meeting, council may require the member to remove themselves for the remainder of the council meeting. Council may apply additional penalties based on the severity of the contravention.

Remedial Action if Contravention Occurs

5. Should a Member of a Council breach any of the principles outlined in this code, the possible courses of action that are available to Council include but are not limited to:

Schedule A

FORMAL COMPLAINT FORM

Please note that knowingly signing a false affidavit may expose you to prosecution under the Criminal Code of Canada.

I _____ of _____.

(First and Last Name)

(Full mailing address)

do solemnly swear/(affirm and declare) that the following contents of this statement are true and correct and hereby request the council of the Town of Gravelbourg to conduct an investigation whether or not the following member(s) of Town Council has (have) contravened the Code of Ethics:

Member(s) of council name(s)

I have reasonable and probable grounds to believe that the above member(s) has (have) contravened the Code of Ethics by reason of the following:

1. insert date(s), time and location of conduct;
2. include the sections of this bylaw that have been contravened;
3. provide the particulars and names of all persons involved, and of all witnesses;
4. provide contact information for all people listed;
5. any exhibits can be attached; and
6. if more space is required, please attach additional pages as needed.

(Signature of Complainant)

(Date signed)

For Office Use Only

(Date filed)

(Signature of _____ (i.e. Municipal administrator, City Clerk, or other applicable position pursuant to subsection 3(a) of bylaw)

Appendix 2

Council Procedure Bylaw

The information in this document refers to *The Municipalities Act, section 81.1*

Certified a true copy of
Bylaw No. 1443/18
adopted by Council on the
1st day of November 2018

Carol White
Administrator

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BYLAW NO. 1459/19

**A BYLAW TO AMEND BYLAW 1443/18 KNOWN AS THE
Procedures Bylaw**

Town of Gravelbourg, in the
Province of Saskatchewan,
enacts as follows:

1. Bylaw No. 1443/18 is amended as hereinafter set forth.
2. That Article 75.1 be amended by removing 75.1 (d) Budget committee and (e) CAO Evaluation Committee.



Robert Boudry

Mayor

J. Coen

Administrator

CERTIFIED TRUE COPY

Feb 25/19 *JC*
.....

BYLAW NO. 1472/19

**A BYLAW TO amend Bylaw 1443/18 Council Procedures
Bylaw**

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

- 1. That bylaw 1443/18 is amended by deleting clause 73.3 in its entirety and subsequent numbering changes occur.

- 2. That Clause 73.4 is amended by removing the words "...excluding the Mayor" after the words "...voting members"



Robert Brouillette

Mayor

J. Caron

Administrator

Certified a true copy of
Bylaw No. *1472/19*
adopted by Council on the
19 day of *September*/19
J. Caron

Administrator

BYLAW NO. 1487/21

**A BYLAW TO AMEND BYLAW 1443/18 KNOWN AS THE
Procedures Bylaw**

**Town of Gravelbourg,
in the Province of Saskatchewan,
enacts as follows:**

1. Bylaw No. 1443/18 is amended as hereinafter set forth.
2. That Article 7.1 be amended to read as follows:

Notwithstanding Subsection 7.2, regular meetings of council shall be held every second Tuesday commencing at 1900 hrs.

3. That Article 14.3 be amended to read as follows:

The Administrator shall ensure that the council agendas are delivered to each council member no later than 5 PM on the Friday preceding the council meeting.

4. That Article 14.6 to read as follows:

All communication from the public, requests or any other material other than administrative reports, intended for inclusion in a council agenda must be received by the Administrator no later than the Tuesday preceding the council meeting day.

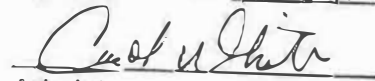
Certified a true copy of
Bylaw No. 1487/21
adopted by Council on the
23rd day of March, 2021

Read a first time this 23rd day of March, A.D. 2021

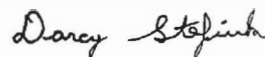
Read a second time this 23rd day of March, A.D. 2021

UNANIMOUS consent for third reading this 23rd day of March, A.D. 2021

Read a third and final time this 23rd day of March, A.D. 2021


Administrator





Mayor


Administrator

Council Procedures Bylaw

Town of Gravelbourg

BYLAW NO 1443/18

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

The Council of the Town of Gravelbourg 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 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 Act.
- (f) “Agenda deadline” means the time established in subsection 14.6 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) “Committee” means a committee, board, authority or other body duly appointed by council.
- (k) “Communications” include, but are not limited to the following: letter, memorandum, report, notice, electronic mail, facsimile, petition, brochure, or newspaper/magazine article.
- (l) “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.

- (m) "Consent motion" means a motion to adopt, without debate, the recommendations of several reports within a consent agenda.
- (n) "Council" means the Mayor and Councillors of the municipality elected pursuant to the provisions of *The Local Government Election Act*.
- (o) "Council Chamber" means the boardroom in which the meeting is held and shall be the boardroom located at 209 Main Street of Gravelbourg, SK unless public notice is posted to advise the public of a temporary location change.
- (p) "Councillor" means the council member duly elected in the municipality as a Councillor, in accordance with *The Local Government Election Act*.
- (q) "Deputy mayor" means the Councillor who is appointed by council, pursuant to section 37 of this bylaw, to act as Mayor in the absence or incapacity of the mayor.
- (r) "Friendly Amendment" means an amendment proposed by anyone other than the mover that does not change the intent of the motion and is intended only to provide more clarity, thereby enhancing the motion.
- (s) "Mayor" means the council member duly elected in the municipality as the Mayor in accordance with *The Local Government Election Act*.
- (t) "Member" means the mayor, Councillor or an appointed individual to a committee, commission or board of council.
- (u) "Motion" means a formal proposal placed before a meeting in order that it may be debated to a conclusion.
- (v) "Mover" means a person who presents or proposes a motion or amendment.
- (w) "Municipality" means the Town of Gravelbourg
- (x) "Order of business" means the list of items comprising the agenda and the order in which those items appear on the agenda.
- (y) "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.
- (z) "Point of privilege" is the raising of a matter by a member which occurs while the council is in session, where:
 - i. the rights, privileges, decorum or dignity of the council collectively or the rights and privileges of a member individually have been affected,
 - ii. when a member believes 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 in order to clarify his or her position.
- (aa) "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.
- (bb) "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.
 - (cc) "Quorum" is, subject to sections 98 of the Act:
 - i. in the case of council, a majority of the whole council,
 - ii. in the case of a committee, a majority of the members appointed to the committee.
 - (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 or a committee on the basis of a motion, duly placed before a regularly constituted meeting or a special meeting of council or a committee for debate and decision and is duly passed.
 - (ff) "Secunder" means a person who formally supports a motion or amendment at the time it is proposed.
 - (gg) "Secretary" means a person attending a committee meeting and appointed pursuant to Section 71.3 to carry out the duties listed in subsection 71.6
 - (hh) "Special committee" means a committee appointed by council at any time to deal with a specific issue(s) and exist for a length of time required to review the issue(s) and make recommendations to council.
 - (ii) "Special meeting" means a meeting other than a regular scheduled meeting called pursuant to 123 of the Act or the provisions of this bylaw.
 - (jj) "Standing Committee" means a permanent committee of the Town of Gravelbourg established pursuant to Section 75.
 - (kk) "Subcommittee" means a committee established by a committee, Commission or board to review and report on an aspect of the committee, Commission or board's business.
 - (ll) "Unfinished Business" means business which has been raised at the same, or a previous meeting, and which has not been completed.
 - (mm) "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.
- 3.3 Unless an act, bylaw or other legislation title is included with the reference, all section and subsection reference shall be assumed to be for this bylaw.

4. Application

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

PART II – MEETINGS

5. Council

- 5.1 Council is the governing body of the Town of Gravelbourg and shall exercise the powers and carry out the duties described by law.
- 5.2 Council shall consist of the Mayor and six (6) Councillors.
- 5.3 Subject to any limitations prescribed by law (Section 127 of *The Municipalities Act*) Council may delegate or assign its powers and duties as it may be deemed advisable and in the public interest.

6. First Meeting

- 6.1 The first meeting of council following a general election shall be scheduled by the Administrator for a time and date acceptable to the whole of Council and shall be no later than 31 days after the date of the general election.
- 6.2 At the first meeting of council:
 - (a) the Returning Officer shall provide council with a copy of the declaration of results with respect to the election; and
 - (b) every council member shall take the oath of office pursuant to the Act.

7. Regular Meetings

- 7.1 Notwithstanding Subsection 7.2, regular meetings of council shall be held every second Thursday commencing at 1900 hrs.
- 7.2 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 meetings shall be held at the same time on the next day that the municipal office is scheduled to be open for business.
- 7.3 Annually the Administrator shall submit a regular schedule of council meetings to council for approval as set out in subsections 7.1 and 7.2 or may recommend alternate meeting dates.
- 7.4 Notwithstanding the foregoing provisions, council may, by resolution, dispense with or alter the time of a regular meeting of council.

8. Special Meetings

- 8.1 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.
- 8.2 The written request referred to in subsection 8.1 shall include all items of business to be transacted.
- 8.3 Form 1, appended hereto and forming a part of this bylaw, shall be the form used to direct the Administrator to call a special meeting of council.
- 8.4 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 11 of this bylaw and to the public at least twenty-four (24) hours prior to the meeting and, in general terms, of the business to be transacted at the meeting.
- 8.5 Notwithstanding subsection 8.4, a special meeting may be held with less than twenty-four (24) hours' notice to members, and without notice to the public, if all members agree to do so, in writing, immediately before the beginning of the special meeting.
- 8.6 No business, other than that stated in the notice, shall be transacted at a special meeting, unless all the members are present, and, by unanimous consent, they authorize other business to be transacted.

9. Meeting through Electronic Means

- 9.1 One or more members of council may participate in a council meeting by means of a telephonic, electronic or other communication facility if:
- (a) the members of council provide the Administrator with at least two (2) business days' notice of their intent to participate in this manner;
 - (b) notice of the council meeting is given to the public including the way in which the council meeting is to be conducted;
 - (c) 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
 - (d) the facilities permit all participants to communicate adequately with each other during the council meeting.
- 9.2 Notwithstanding Subsection 9.1 (a), the Administrator may waive the required notice period if Subsection 9.1 (b)-(d) can be satisfied and the topic of discussion is of an urgent nature.
- 9.3 Members participating in a council meeting held by means of a communication facility are deemed to be present at the meeting.

10. Notice of Meetings

- 10.1 Notice of regularly scheduled council meetings is not required to be given.
- 10.2 If council changes the date, time or place of a regularly scheduled meeting, at least twenty-four (24) hours' notice of the change will be given to:
- (a) any members not present at the meeting at which the change was made; and,
 - (b) the public.

11. Method of Giving Notice

- 11.1 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, sent by ordinary mail, telephone or voice mail, facsimile or electronic mail or similar method at the number or to the address specified by the member.
- 11.2 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.
- 11.3 Notice of a council meeting is to be given to the public by posting notice of the meeting at the municipal office.

12. Actions in Public

- 12.1 An act or proceeding of council is not effective unless it is authorized or adopted by bylaw or a resolution at a duly constituted public meeting of council.
- 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.¹
- 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 PROCEDURES

14. Agendas

- 14.1 The Administrator shall prepare the agenda for all regular and special meetings of council.
- 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 5 PM the day immediately preceding the council meeting.
- 14.4 The Administrator shall ensure that the council agendas are available to the general public no later than the business day following delivery to Council
- 14.5 If, for any reason, the Administrator is unable to meet the deadline mentioned in subsection 14.3, 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.
- 14.6 All communication from the public, requests, or any other material other than administrative reports, intended for inclusion in a council agenda must be

received by the Administrator no later than the Friday immediately preceding the Council meeting.

- 14.7 In the event 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.
- 14.8 The individual will be advised by the Administrator that the communication may not be considered by Council unless the majority members vote to allow the communication within the motion to approve the agenda.
- 14.9 Council may, on a majority vote, permit additional material on the agenda.

15. Urgent Business

- 15.1 The administration may request to add a matter to the agenda of a meeting as urgent business after the agenda has been prepared and distributed by the Administrator.
- 15.2 The Administrator shall distribute any relevant agenda materials for an urgent item to the Council for consideration and the decision to add this item to the agenda shall be taken at the upcoming meeting
- 15.3 Council may only consider a matter of urgent business by a majority vote of members present.

16. Order of Business at Meetings

- 16.1 The general order of business of every regular council meeting shall be as follows:
 - (a) Call to order;
 - (b) Approval of agenda;
 - (c) Adoption of minutes;
 - (d) Notice of proclamations;
 - (e) Honors and Awards;
 - (f) Public hearings;
 - (g) Delegations;
 - (h) Communications;
 - (i) General Information
 - (j) Council reports
 - (k) Operational reports
 - (l) Financial reports
 - (m) Accounts for approval;
 - (n) Unfinished business;
 - (o) New business;
 - (p) Bylaws
 - (q) Committee of the Whole (if needed)
 - (r) Adjournment.
- 16.2 Subsections 16.1(h)- (k) each constitute a separate Consent Agenda item and will be considered in a single motion unless any part of each is removed from the Consent Agenda motion pursuant to subsection 57.2
- 16.3 The 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 vote of the majority of the members present to approve the agenda 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.

17. Commencement of Council Meeting

- 17.1 At the hour set for the meeting, or as soon as all members of council present, the Mayor, or in his or her absence the deputy Mayor, shall take the chair and call the members to order.
- 17.2 In case neither the Mayor nor the deputy Mayor is in attendance within thirty (30) minutes after the hour appointed, and subject to a quorum being present, council shall appoint an acting Mayor pursuant to section 38 of this bylaw who 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.
- 17.3 If a quorum is not present thirty (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.
- 17.4 Subject to the Act, if at any meeting the number of members is reduced to less than the number required for a quorum, council shall stand adjourned.
- 17.5 Any unfinished business remaining at the time of the adjournment, due to the loss of the quorum, shall be considered at the next regular meeting, or it shall be placed on the agenda for a special meeting called for the purpose of dealing with the unfinished items.
- 17.6 Members are encouraged to notify the Administrator when the member is aware that he or she will be absent from any meeting of council.
- 17.7 Notwithstanding subsection 17.2 if the Mayor and Deputy Mayor cannot be present at the meeting and this has been known to the Administrator, Council shall appoint an Acting Mayor by resolution prior to the commencement of the meeting and may begin at the scheduled time

18. Quorum

- 18.1 A quorum of council is a majority of members.
- 18.2 Any act or proceeding of council that is adopted at any council meeting at which a quorum is not present is invalid.
- 18.3 The declaration of a pecuniary interest does not affect quorum pursuant to Section 146 of the Act.

19. Minutes

- 19.1 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 a subsequent council meeting.
- 19.2 The names of the members present at the meeting are to be recorded in the minutes of every meeting.
- 19.3 Any member may make a motion amending the minutes to correct any mistakes.
- 19.4 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.

20. Proclamations

- 20.1 All requests for proclamations shall be submitted to the Mayor for approval, outlining the date to be proclaimed, specific name of day, week or month

requested, the reason for the proclamation and information about the group, including contact person and telephone number at least fourteen (14) days prior to the proposed date for the proclamation. However, exceptions may be made in extenuating circumstances.

- 20.2 Subject to The Saskatchewan Human Rights Code, the Mayor may, in his or her sole discretion, approve the proclamation submitted pursuant to subsection 20.1, 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.
- 20.3 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.
- 20.4 Once the proclamation has been approved, the proclamation shall be noted on the appropriate council agenda as information.
- 20.5 Council, having delegated the administration of proclamations, shall not hear delegations related to proclamation requests, unless specifically approved by council.
- 20.6 Each organization shall be responsible for any costs and the disseminating of the proclamation to the media and making arrangements for the attendance of the Mayor or Councillors at the specific function or event.
- 20.7 The local media are requested:
- (a) not to publish any proclamation claiming to be proclaimed by the Mayor unless it bears his or her 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.

21. Honours and Awards

- 21.1 Honours 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.

22. Public Hearing

- 22.1 If a public hearing is required by any Act, it shall be conducted in accordance with the provisions of this section.
- 22.2 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 his/her options for Council consideration;
 - (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; 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.
- 22.3 The time allowed for each person making representations shall be five (5) minutes.
- 22.4 A hearing may be adjourned to a certain date.
- 22.5 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.

23. Delegations

- 23.1 When a person wishes to speak to council on a matter for which a hearing is not required, that person shall notify the Administrator in writing, which 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) originally signed, except when submitted by facsimile or e-mail; and
 - (d) clearly setting out the subject matter to be discussed and the request being made of council.
- 23.2 Notwithstanding Subsection 23.1, if the request to present as a delegation to Council is from a representative of an organization or any person who has submitted a report to Council included in the agenda, in regard to which they intend to answer questions and provide additional information, or in the case of any person invited by Council to speak to an agenda item, the delegate is not required to submit a notice pursuant to Subsection 23.1. The Administrator shall add the name of the presenter to the list of delegates on the agenda and make reference to the agenda item on which they will speak.
- 23.3 A request to speak to Council pursuant to Subsection 23.1 must be received by the Administrator no later than the agenda deadline stated in subsection 14.6 in order to be included on the Council agenda.
- 23.4 In the event that 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.
- 23.5 Bound documents or studies in support of delegation's notice shall, if sufficient copies are provided by the delegation, be circulated to the members or reproduced upon the consent of the delegation.

- 23.6 The Administrator may refuse to accept a request to speak to Council if Council has, within the six (6) months immediately preceding the request, already heard from the person and considered the same or substantially the same matter.
- 23.7 If a request to speak to Council is refused pursuant to subsection 23.6 a copy of the request and reply shall be included in the agenda as information.
- 23.8 Delegations speaking before council shall address their remarks to the stated business:
- (a) Delegations will be limited to speaking only once; and
 - (b) Rebuttal or cross debate with other delegations shall not be permitted.
- 23.9 A maximum of five (5) minutes shall be allotted for each delegation to present his or her position.
- 23.10 Where there are numerous delegates taking the same position on a matter, they are encouraged to select a spokesperson to present their views:
- (a) Delegations are encouraged not to repeat information presented by an earlier delegation.
 - (b) The Mayor shall at the conclusion of five (5) minutes, inform the delegation that the time limit is up.
 - (c) Only upon a motion to extend the five (5) minute limitation adopted by a majority of members shall the five (5) minute limit be extended.
 - (d) Delegations will not be permitted to assume any unused time allocated to another delegation.
- 23.11 Upon the completion of a presentation to council by a delegation, any discourse between members and the delegation shall be limited to members asking questions for clarification and obtaining additional, relevant information only:
- (a) Members shall not enter into debate with the delegation respecting the presentation; and
 - (b) Once a motion has been moved and seconded, no further representation or questions of the delegation shall be permitted.

24. Communications

- 24.1 All communications where there is *no request being made* shall be included in the general information section of the agenda and those rules shall apply in that case. This section primarily outlines rules regarding communications for which *a request is being made* which shall be considered under unfinished business or new business, as the case may be.
- 24.2 When a person wishes to have a communication considered by council, it shall be addressed to council, and:
- (a) clearly set out the matter in issue and the request; and
 - (b) for a letter communication, must be printed, typewritten or legibly written, contain the mailing address 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.
- 24.3 A communication received by the Administrator, which does not meet the conditions in subsection 24.2 or is abusive in nature, may be rejected by the Administrator and shall be returned or filed at his or her discretion without presentation to Council. The reason(s) for the rejection shall be provided to the author in writing and this correspondence shall be submitted to Council as information.

- 24.4 If an address is the only requirement missing pursuant to Subsection 24.2 the Administrator may attach an address to the letter, but must also initial and date the amendment, but may only do so if the address has been confirmed (verbal or otherwise) by the author and approval has been granted to add it to the communication.
- 24.5 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*.
- 24.6 A written communication pertaining to a matter already on a council agenda must be received by the Administrator no later than the date specified in Subsection 14.6 in order to be included on the council agenda.
- 24.7 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.
- 24.8 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.

25. General Information

- 25.1 Items to be included as general information consists of those for which no member nor administration have requested a resolution for, or other than to accept and file the information.
- 25.2 Any member may make a motion to move an item from the Consent Agenda to be considered separately and this shall be done without debate and that item(s) considered immediately after the consent agenda.

26. Council Reports

- 26.1 Reports shall include the sharing of the following information:
- a) Events, activities or community functions attended; and
 - b) general work of members on behalf of Council colleagues, constituents and the municipality
- 26.2 All comments will be verbal only and shall not be recorded in the minutes of the meeting except for a motion to acknowledge that Council reports were given verbally.

27. Operational Reports

- 27.1 Items to be included as operational reports are those prepared by administration or an external organization with regard to the municipality which are not of a financial nature and for which a resolution is requested for Council to accept operational reports as presented.
- 27.2 Any member may make a motion to move an item from the Consent Agenda to be considered separately and this shall be done without debate and that item(s) considered immediately after the consent agenda

28. Financial reports

28.1 Items to be included as financial reports are those prepared by administration or an external organization with regard to the municipality which are of a financial nature and for which a resolution is requested for Council to accept operational reports as presented and these include:

- (a) Bank reconciliation for the prior month(s)
- (b) Financial statements for the prior month(s)
- (c) Staff salary report for the prior month
- (d) Any other report requested by resolution of Council

29. Accounts for Approval

29.1 Bill payments for the prior month are to be reviewed by Council at the subsequent regular meeting of Council (or at a Special Meeting if part of that meeting's stated purpose.)

30. Unfinished Business

30.1 Unfinished business shall include any item that has been included on a prior agenda, but for which no motion was passed, and for which a Member or administration has requested that a resolution be discussed.

31. New Business

31.1 new business shall consist of any item that does not qualify as unfinished business pursuant to Subsection 30.1 and for which a Member or administration has requested that a motion be discussed.

32. Bylaws

32.1 Every proposed bylaw must have three (3) distinct and separate readings.

32.2 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.

32.3 Pursuant to Section 103 of the Act or *The Planning and Development Act, 2007*, each member present at the meeting at which reading of a bylaw is to take place must be given or have had the opportunity to review the full text of the proposed bylaw and, in the case of third reading, any amendments since first reading

- a) If this condition has been satisfied, only the title or identifying number has to be read aloud prior to the motion to accept.

32.4 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.

32.5 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.

32.6 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.

33. Recess

- 33.1 The council may recess at any time during the meeting.
- 33.2 A motion to recess must state the time of duration of the recess and must be passed by a majority of the members present.
- 33.3 The council may reconvene sooner than the time mentioned in the motion of recess but must not reconvene later than ten (10) minutes after the time specified for reconvening or the meeting shall be deemed to be adjourned due to a lack of quorum.

34. Adjournment

- 34.1 All regularly scheduled council meetings shall stand adjourned when the council has completed all business as listed on the order of business or upon the arrival of 10 PM.
- 34.2 If a member is speaking at 10 PM the Mayor shall wait until that person is done speaking before asking council to consider whether it wants to extend the time of the meeting.
- 34.3 Any business which remains on the agenda and which has not been dealt with at the time of adjournment shall be deemed to be postponed until the next regularly scheduled council meeting, or until a special meeting is called for the purpose of dealing with the unfinished items.

35. Extension of Time

- 35.1 Notwithstanding section 34, a majority of the members present may extend a regularly scheduled council meeting beyond 10 PM by unanimous vote of all members present.
- 35.2 If council extends its meeting pursuant to subsection 35.1, the meeting shall continue until:
 - (a) the business of the meeting is completed;
 - (b) a motion to adjourn is passed; or
 - (c) a quorum is no longer present.

PART IV – CONDUCT AT COUNCIL MEETINGS

36. Mayor

- 36.1 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.
- 36.2 The Mayor shall have the same rights and be subject to the same restrictions, when participating in debate, as all other members.

37. Deputy Mayor

- 37.1 The council shall, at its first meeting, or as soon thereafter as conveniently possible and whenever the office becomes vacant, appoint from the Councillors a deputy Mayor who shall hold office the office until the next general municipal election or for a lesser term if stated in the resolution.
- 37.2 If the Mayor, for any reason, is unable to perform the duties of his or her office, the deputy Mayor shall have all of the powers of the Mayor during the inability.

38. Acting Mayor

- 38.1 Council shall, appoint a member to act as Mayor if:
- (a) both the Mayor and the deputy Mayor, if one has been appointed pursuant to section 37, are unable to perform the duties of his or her office; or
 - (b) the offices of both the Mayor and the deputy Mayor are vacant.
- 38.2 The member to be appointed, pursuant to subsection 38.1, shall be elected by a majority of the members present.
- 38.3 Where two (2) 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 (1) of the sheets.
- 38.4 The member whose name is on the sheet withdrawn pursuant to subsection 38.3(d) shall be declared elected.

39. Persons Allowed at the Table

- 39.1 No person, except members, the Administrator and other members of administration as authorized by the Administrator and such persons as are permitted by the Mayor shall be allowed to be seated at the council table during the sittings of the council, without permission of the Mayor or other presiding member.

40. Conduct of Public

- 40.1 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) refrain from addressing any member directly under any circumstances;
 - (c) maintain quiet and order;
 - (d) refrain from disturbing the proceedings by words, gestures or actions including applauding, displaying flags, placards or similar material;
 - (e) refrain from talking on cellular telephones;
 - (f) refrain from making audio or video recordings of council proceedings; and
 - (g) 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.

41. Conduct of Delegations

- 41.1 When addressing members at a council meeting, a delegation shall refrain from:
- (a) speaking disrespectfully of the federal government, the provincial government or another municipal council, or any official representing them;
 - (b) using offensive words in referring to a member, an employee of the municipality or a member of the public;
 - (c) reflecting on the motives of the members who voted on the motion or the mover of the motion; or
 - (d) shouting or using an immoderate tone, profane, vulgar or offensive language.

42. Conduct of Members

- 42.1 Members of council wishing to speak at a meeting shall ensure they do not interrupt another member.
- 42.2 If more than one member wishes to speak at a meeting at the same time, the Mayor shall indicate which member shall speak first.
- 42.3 When addressing a council meeting, a member shall refrain from:
- (a) speaking disrespectfully of the federal government, the provincial government or another municipal council, or any official representing them;
 - (b) using offensive words in referring to a member, an employee of the municipality or a member of the public;
 - (c) reflecting on a vote of council except when moving to rescind or reconsider it,
 - (d) reflecting on the motives of the members who voted on the motion or the mover of the motion; or
 - (e) shouting or using an immoderate tone, profane, vulgar or offensive language.
- 42.4 When a member is addressing the council, all other members shall:
- (a) remain quiet and seated;
 - (b) refrain from interrupting the speaker, except on a point of order or point of procedure; and
 - (c) refrain from carrying on a private conversation in such a manner that disturbs the speaker.
- 42.5 Members shall ensure that all electronic devices remain silent and do not interfere with the meeting.

43. Improper Conduct

- 43.1 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 40, leave or be expelled from the meeting.
- 43.2 The Chair may request that any delegation who addresses council improperly as set out in section 41, leave or be expelled from the meeting.
- 43.3 No person shall refuse to leave a council meeting when requested to do so by the Chair.
- 43.4 Any person who refuses to leave when requested to do so may be removed.
- 43.5 If a person disturbs the proceedings of council or refuses to leave when requested to do so, the Chair may recess the meeting until the person leaves or adjourn the meeting to another day.

44. Leaving the Meeting

- 44.1 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.

45. Point of Procedure

- 45.1 Any member may ask the Mayor for an opinion on a point of procedure.
- 45.2 When a point of procedure is raised, the member speaking shall immediately cease speaking until the Mayor responds to the inquiry.
- 45.3 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.

- 45.4 The Mayor may consult the Administrator before providing an opinion on the point of procedure.
- 45.5 A point of procedure is not subject to amendment or debate.
- 45.6 The mayor's / reeve's answer to a point of procedure is not a ruling, and cannot be appealed to the whole of council.

46. Point of Order

- 46.1 A member may rise and ask the Mayor to rule on a point of order.
- 46.2 When a point of order is raised, the member speaking shall immediately cease speaking until the Mayor decides the point of order raised.
- 46.3 A point of order must be raised immediately at the time the rules of council are breached.
- 46.4 The member against whom a point of order is raised may be granted permission by the Mayor to explain.
- 46.5 The Mayor may consult the Administrator before ruling on a point of order.
- 46.6 A point of order is not subject to amendment or debate.

47. Point of Privilege

- 47.1 A member may rise and ask the Mayor to rule on a point of privilege.
- 47.2 After the member has stated the point of privilege, the Mayor shall rule whether or not the matter raised is a point of privilege.
- 47.3 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.
- 47.4 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.
- 47.5 The Mayor may consult the Administrator before ruling on a point of privilege.
- 47.6 A point of privilege is not subject to amendment or debate unless a motion regarding the point of privilege is put to council.

48. Appeal

- 48.1 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.
- 48.2 The Mayor shall be governed by the vote of the majority of the members present.
- 48.3 A ruling of the Mayor must be appealed immediately after ruling is made or the ruling will be final.

49. Calling a Member to Order

- 49.1 When the Mayor calls a member to order, the member shall resume his or her seat, but may afterwards explain his or her position in making the remark for which he or she was called to order.
- 49.2 In the event that a member refuses to resume his or her 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 his or her unruly behavior, whichever shall be the shortest time.
- 49.3 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.
- 49.4 When council has directed an unruly member to leave the council chambers, and the member so directed makes an explanation and apology adequate and satisfactory to the council, it may, by a majority vote of the remaining members present, allow the offending member to remain in his or her place if he or she has not left or been removed, or to retake his or her place.

PART V – MOTIONS

50. Motions and Debate

- 50.1 A motion shall express fully and clearly the intent of the mover and shall not be preceded by any preamble or whereas clauses.
- 50.2 A motion shall not be considered unless it has been seconded.
- 50.3 Council, may by unanimous vote, exempt itself from Subsection 50.2 until the next general election at which time this exemption shall automatically expire, It is encouraged that this exemption be adopted early in the term in order to ensure consistency in the application of the rules.
- 50.4 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.
- 50.5 Members should avoid moving a negative motion. If the intent of a motion is to deny a request, a motion to approve the request should be put forward and voted down or a motion “to table the matter indefinitely” should be moved. Matters tabled indefinitely may be placed by a member or the Administrator on the agenda at a future date.
- 50.6 When a motion is under debate no other motion may be made, except a motion to:
- (a) extend the time for a council meeting;
 - (b) adjourn the meeting
 - (c) refer motion to a committee or administration for comments or recommendations or to otherwise postpone to a fixed date;
 - (d) amend the motion; or
 - (e) request that a motion be put to a vote;
- 50.7 Any motions allowed under subsection 50.6 shall be considered in the order in which they appear on the list except:
- a) If three (3) consecutive motions to amend have been defeated, a motion to put to a vote shall take precedence over any subsequent motion to amend; and
 - b) That a sub amendment shall be considered before an amendment.
- 50.8 A motion substantially equivalent to a past defeated motion, except for a regularly recurring motion such as a motion to adjourn or extend a meeting,

- cannot be moved more than once in a six (6) month period without a majority vote by Council.
- 50.9 Pursuant to Sections 45-48, the chair may refuse to put to Council a motion which is contrary to the rules and privileges of Council.

51. Dividing a Motion into Parts

- 51.1 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.
- 51.2 Council shall then vote separately on each recommendation.
- 51.3 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.

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 or prior to the motion being amended.

53. Motion to Amend a Motion

- 53.1 Notwithstanding any other provisions of this bylaw, any member having moved a motion, while it is under debate, may amend or agree to a Friendly Amendment of his or her motion, as long as the amendment does not change the intent of the motion and assuming Council is in unanimous agreement that the intent is the same.
- (a) If any member of Council believes the intent is not the same, the original motion shall stand unless an alternative can unanimously be agreed upon.
 - (b) A Friendly Amendment shall be declared as such and does not require a vote by Council only a lack of dissenting members.
- 53.2 For all amendments other than that proposed to or agreed to by the mover pursuant to subsection 53.1 amendments shall be approved by a majority vote of Council
- 53.3 Except as provided in subsection 53.4, 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.
- 53.4 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 a motion requesting that a motion be put to a vote
- 53.5 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.
- 53.6 An amending motion may be amended via a sub amendment.
- 53.7 A sub amendment must be:
- (a) relevant to the original amendment;
 - (b) made while the original amendment is under consideration; and
 - (c) consistent with the intent of either the original amendment or the main motion.

- 53.8 Only two (2) amendments to a motion, an amendment and a sub amendment, are allowed at the same time. When one or both have been dealt with, a further amendment or sub amendment may be entertained.
- 53.9 There is no limit to the number of amendments or sub amendments that may be proposed.
- 53.10 An amendment may be introduced at any stage before the question is put on the main motion provided there is not more than one amendment and one sub amendment before the meeting at one time.
- 53.11 Any member wishing to move an amendment that is not in order at the time because there are already two (2) amendments before the meeting may state the intention of the proposed amendment, as the proposal may affect the vote on those motions awaiting decision.
- 53.12 The main motion shall not be debated until all amendments to it have been put to a vote.
- 53.13 Pursuant to Subsection 51.3 (b) and with consideration to the limitation stated in Subsection 53.8 amendments and sub amendments shall be put in the reverse order to the order in which they were moved.
- 53.14 When all amendments have been voted on, the main motion incorporating all amendments adopted shall be put to a vote.
- 53.15 Only the finally amended motion shall be recorded in the minutes, not any of the amendments nor the original motion.

54. Request that Motion be put to Vote

- 54.1 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.
- 54.2 A motion requesting that a motion be put to a vote shall not be amended or debated
- 54.3 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.
- 54.4 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.

55. Motion Arising

- 55.1 When a particular 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.

56. Motion to Adjourn

- 56.1 A member may move a motion to adjourn a meeting at any time, except when:
- (a) another member is in possession of the floor;
 - (b) a call for a recorded vote has been made;
 - (c) the members are voting;
 - (d) when council is considering a motion requesting 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.

56.2 A motion to adjourn shall be decided without debate.

57. Consent Agenda

- 57.1 The consent agenda portion of a meeting is moved, seconded and voted upon without debate as one item regardless of the number of reports included.
- 57.2 If a member wishes to debate an item included in the consent motion, a request to remove the item from the consent agenda must be made before the Mayor calls the questions, and the item shall be removed from the consent agenda without further debate or vote.
- 57.3 Any items removed pursuant to subsection 57.2 shall be addressed immediately following approval of the consent agenda.
- 57.4 If an item is removed from the consent agenda pursuant to subsection 57.2 a person may address council on the item.

58. Motion to Move to a Closed Session

- 58.1 A member may make a motion that a council meeting move to a closed meeting.
- 58.2 The motion to move to a closed meeting must:
 - (a) Be in accordance with the public meeting exceptions listed in Section 120 of the Act
 - (b) Reference the section of the Act and, if applicable the section of *The Local Authority Freedom of Information and Protection of Privacy Act*;
 - (c) the titles or subject of the item(s) to be discussed; and
 - (d) include the reason for the council meeting to be held in a closed meeting.
- 58.3 No bylaw or resolution shall be passed during a closed meeting.
- 58.4 Only Council, the Administrator and those permitted by unanimous vote of Council may remain in the room during the closed session of a meeting.

59. Motion to Reconsider

- 59.1 A motion to reconsider shall apply to resolutions only and shall not apply to bylaws passed by council.
- 59.2 A motion to reconsider is in order whether the original motion passed or failed.
- 59.3 A motion to reconsider may only be made at the same council meeting as the original motion was voted on.
- 59.4 A motion to reconsider must be moved by a member who voted with the prevailing side of the original motion.
- 59.5 When a motion loses on a tied vote, the prevailing side is those who voted against the motion.
- 59.6 A motion to reconsider may be seconded by any member regardless how the member voted on the original motion.
- 59.7 A motion to reconsider is debatable only if the motion being reconsidered is debatable.
- 59.8 A motion to reconsider cannot be amended.
- 59.9 A motion to reconsider shall require a majority vote of the members present at the meeting.

- 59.10 If a motion to reconsider is adopted, the original motion is immediately placed before council to be reconsidered.
- 59.11 Once a vote on a motion to reconsider has taken place, there shall be no further motion to reconsider that resolution.

60. Motion to Rescind

- 60.1 A motion to rescind shall apply to resolutions only and shall not apply to bylaws passed by council.
- 60.2 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.
- 60.3 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.
- 60.4 A motion to rescind may be moved and seconded by any council member regardless how they voted on the original motion.
- 60.5 A motion to rescind is debatable.
- 60.6 A motion to rescind may be amended.
- 60.7 A motion to rescind shall, in all cases, require a majority vote of all council members to pass.
- 60.8 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 from membership or office have been taken.

61. Motion to Postpone

- 61.1 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.
- 61.2 Notwithstanding subsection 59.1, 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.
- 61.3 The only amendment allowed to a motion to postpone to a fixed date is to change the date.

62. Motion to Refer

- 62.1 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.
- 62.2 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.

63. Debate on Motion

- 63.1 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.
- 63.2 The mover of the motion shall be given the first opportunity to speak.
- 63.3 The mover of the motion shall be allowed a reply at the conclusion of the debate.

64. Legal Advice

64.1 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.

65. Voting of council

- 65.1 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.
- 65.2 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.
- 65.3 The Administrator shall ensure that each abstention is recorded in the minutes of the meeting.

66. Voting of Mayor

66.1 The Mayor shall vote with the other members on all questions.

67. Majority Decision

67.1 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.

68. Recorded Vote

- 68.1 Before a vote is taken by council, a member may request that the vote be recorded.
- 68.2 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.

69. Tied Vote

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

PART VI – COMMITTEES

70. Application of Part

70.1 Part VI applies for all committees unless otherwise stated in this bylaw, another bylaw of Council, or any Federal or Provincial legislation in force.

71. Appointments

- 71.1 All Committee appointments shall be by majority vote of Councilor, if permitted by Council resolution or bylaw by majority vote of the committee.
- 71.2 Notwithstanding subsection 71.1, appointments to standing committees shall be as directed by the Mayor, but subject to Council review and acceptance.
- 71.3 There shall be appointed for each committee a Chair and a Secretary.
- 71.4 The Chair shall preside at every meeting, participate in the debate, vote on all motions, and enforce the rules and privileges of the Committee pursuant to sections 45-48.
- 71.5 In the absence of the Chair, an acting Chair shall be appointed and shall preside

- 71.6 The Secretary shall be responsible for:
- a) Tracking the attendance;
 - b) Preparing meeting agendas and minutes; and
 - c) Reporting the Committee's decisions to Council.
- 71.7 In the absence of the Secretary, a recording secretary shall be appointed at the beginning of the committee meeting whom shall track the attendance and record the minutes and subsequently report to the Secretary.
- 71.8 Voting members of Sub committees shall all be committee members and any other person included in subcommittees shall not have voting rights.

72. Term

- 72.1 There are no term limits for Committee appointments unless otherwise stated in the enabling legislation of a committee or a resolution of Council.
- 72.2 The Secretary shall advise Council of any members absent from more than two (2) meetings within a calendar year, and request that a warning be issued.
- 72.3 If the member warned pursuant to subsection 72.4 misses three (3) meetings within the same calendar year, the member shall be removed from that committee unless Council has passed a resolution to excuse the absences within thirty-one (31) days.

73. Committee Members

- 73.1 The membership and jurisdiction of a committee shall be as provided for in the enabling legislation or as directed by Council.
- 73.2 The Mayor is an ex-officio voting member of all committees established by Council pursuant to the Act, unless Council provides otherwise, and when in attendance, possesses all the rights privileges, powers and duties of other members, whether elected or appointed.
- 73.3 The Mayor's attendance shall not, however, be included for the purpose of determining a quorum.
- 73.4 Quorum for all committees shall be a majority of the voting members, excluding the Mayor.
- 73.5 Councillors may attend committee meetings to which they have not been appointed and may take part in the proceedings of the same, but non-committee members shall not have a vote.

74. Committee Meetings

- 74.1 Committees created by Council resolution or bylaw shall comply with Section 12 of this bylaw (meetings to be public unless exempt under the Act.)
- 74.2 Everyone has the right to be present at committee meetings that are conducted in public unless the chair expels a person for improper conduct.
- 74.3 Committees may close all or part of the meeting if the matter to be discussed is within one (1) of the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*.
- 74.4 Notice of regularly scheduled committee meetings, if a regular schedule has been adopted by the committee, is not required to be given, but shall be forwarded to the Administrator in case of public inquiry.
- 74.5 If a committee changes the date, time or place of a regularly scheduled meeting, the Secretary shall give at least twenty-four (24) hours' notice of the change to:

- (a) any members of the committee not present at the meeting at which the change was made; and
 - (b) the public.
- 74.6 Notwithstanding subsection 74.5, a committee meeting may be held with less than twenty-four (24) hours' notice to all members and without notice to the public if all committee members agree to do so, in writing, immediately before the beginning of the meeting.
- 74.7 The consent to waive notice of a change in date, time or place of a meeting pursuant to subsection 74.6 may be given in person or by facsimile, electronic mail and other similar means.
- 74.8 If a committee cancels its regularly scheduled meeting, the secretary of the committee shall give at least twenty-four (24) hours' notice of the change to:
 - (a) all members not present at the meeting at which the decision to cancel was made; and
 - (b) the public.
- 74.9 The Secretary shall call a special meeting of a committee whenever requested to do so, in writing, by the chair or by a majority of the committee members in the same manner as set out in subsection 74.5
- 74.10 For committees operating without regularly scheduled meeting, it shall be the duty of the chair, or in the chair's absence, the Secretary to call a meeting of the committee whenever requested in writing to do so by a majority of the committee.
- 74.11 The business of committees shall be conducted in accordance with the rules governing the procedure of council or as otherwise established by council for the committee or established by the committee.
- 74.12 When a person, or a group of persons, wishes to bring any matter to the attention of a committee or appear as a delegation, a communication shall be addressed to the Administrator or the secretary and will be subject to the requirements set out in sections 22 to 26 of this bylaw.
- 74.13 Upon receipt of such communication, pursuant to subsection 74.12 the Secretary shall place the communication on the agenda of the next meeting of the committee for its consideration;
- 74.14 All submissions to committees must be received by the Secretary within the established deadlines by resolution, four (4) business days prior to the meeting.
- 74.15 Reporting to committees shall be provided through the secretary.
- 74.16 Any notice respecting a committee meeting is deemed to have been given to a member if the notice is:
 - (a) delivered personally;
 - (b) left at the usual place of business or residence of the member; or
 - (c) at the request of the member, provided or sent to the member by ordinary mail, telephone or voice mail, facsimile or electronic mail or similar method at the number or address specified by the member.
- 74.17 Notice to the public of a committee meeting as required by subsections 74.5 to 74.8 is sufficient if the notice is posted at the municipal office. By written request, the Administrator shall post this notice on behalf of the secretary.
- 74.18 Any unfinished business remaining at the time of the adjournment shall be considered at the next regular meeting of the committee or at a special meeting called for that purpose.
- 74.19 The Secretary shall record the minutes, without note or comment.
- 74.20 The minutes of the committee shall be distributed to each member at least twenty-four (24) hours before the next committee meeting for consideration.

- 74.21 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.
- 74.22 All minutes, once approved, shall be open for inspection by the public.
- 74.23 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.
- 74.24 Every committee shall report to council, and no action of any committee shall be binding on the municipality unless:
- (a) power to take such action is expressly conferred on the committee by legislation, bylaw or resolution of council; or,
 - (b) council has considered the report of the committee and if adopted, shall become the resolve of council.
- 74.25 The conduct of delegations or the public at committee meetings, which they are entitled to attend, shall be subject to the requirements as set out in section 40 and 41 of this bylaw.
- 74.26 The conduct of members shall be subject to the requirements as set out in section 42 of this bylaw.
- 74.27 The chair may request any individual to be expelled from a meeting, in accordance with the guidelines as set out in section 43 of this bylaw.

75. Standing Committees

- 75.1 The following shall be the Standing Committees of the Town of Gravelbourg:
- a) Administration and Finance Committee
 - b) Town Planning and Economic Development Committee
 - c) Public Works and Infrastructure Committee
 - d) Budget Committee
 - e) CAO Evaluation Committee
- 75.2 The role of any Standing Committee is to make recommendations to Council and Administration based on its scope as defined by sections 74 to 75.
- 75.3 Recommendations of Committees are not binding on Council or administration and have no force unless adopted by Council.
- 75.4 Pursuant to Section 16 (1) (a) of *The Local Freedom of Information and Protection of Privacy Act*, the meetings of all Standing Committees may be closed to the public given that these provide "advice, proposals, recommendations, analyses or policy options developed by or for the local authority" which are not binding upon Council pursuant to subsection 75.2 of this bylaw.
- 75.5 A Standing Committee may adopt the rules and procedures for Council meetings or establish separate rules by majority vote of its members.
- 75.6 Administration may be invited by the Committee Chair to attend any meeting but shall act only in an advisory capacity and shall not be voting members or have any voting privileges in respect to participation on any Standing Committee.
- 75.7 A member of administration may be appointed as the secretary of a Standing Committee.
- 75.8 Standing Committees shall each consist of two (2) Councillors, one of whom shall be appointed as Chair, and the Mayor as an ex officio voting member.

Bylaw #1443/18
Form 1 – Request for a Special Meeting

Date: _____
To: _____, Administrator, Town of Gravelbourg

Pursuant to section 123 of the Act, I / we hereby request you to call a special meeting of the Council of the [Full Name of Municipality] to discuss the following matter(s):

1. _____
2. _____
3. _____

Meeting Details:

Location: _____
Date: _____
Time: _____

Dated this ___ day of _____, 20__

SIGNED:

Name: _____
Name: _____
Name: _____
Name: _____

Office Use Only:

- Members provided notice pursuant to subsection 124 (1) of the Act
 Notice not provided pursuant to subsection 12(3) of the Act

Bylaw # 1443/18
Form 2 – Request for Method of Providing Notice

Date: _____
To: _____, Administrator, Municipality of _____
From: _____ (name of council member)

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

- By regular mail (address)
- By telephone or voice mail (telephone number)
- By facsimile (fax number)
- By email (email address)

Check one of the above

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

Dated this ___ day of _____, 20__

(signature of member)

Appendix 3

Nomination Forms



FORM I (FRONT)

[Clauses 67(3)(a),(b),(c),(d),(g) & (h) and subsections 67(3), (4) & (5) of the Act][Subsection 37(1) of the Regulations]

Nomination

We the undersigned, being voters of the:

Town of Gravelbourg

nominate _____, _____
(Name)

of _____, to be a candidate at the election
(Street/road address or legal description of land)

to be held on the 13th day of November, 2024 for the office of:

Mayor: Town of Gravelbourg

Table with 3 columns: Signature *, Name (printed), Street/Road Address or Legal Description of Land. Multiple rows for signatures.

* require at least

- 5 signatures for a municipality with a population of less than 20,000



FORM I (BACK)
[Clauses 67(3)(a)(b)(c)(d)(g) & (h) of the Act]
[Subsection 37(1) of the Regulations]

Candidate's Acceptance

I, _____
(Name as it will appear on the ballot)

a(n) _____
(Occupation)*

a candidate nominated for the office of:

Mayor:	Town of Gravelbourg
---------------	---------------------

declare that:

- 1 I am the full age of 18 years or will attain the full age of 18 years on or before election day;
- 2 I am a Canadian citizen;
- 3 If elected, I will accept the office for which I was nominated; and
- 4 I am not disqualified by *The Local Government Election Act, 2015* or any other Act from holding the office for which I am a candidate;

For municipalities – excluding rural municipalities and resort villages
<input type="checkbox"/> 5 I have resided in Saskatchewan for at least six consecutive months immediately preceding the date on which this nomination paper is submitted; and
<input type="checkbox"/> 6 I have resided in the municipality, or on land now in the municipality, for at least three consecutive months immediately preceding the date on which this nomination paper is submitted.

Candidate's preferred contact information
(Candidates must provide at least one of the following)

Home Phone Number: _____

Cell Phone Number: _____

Email Address: _____

Other Contact Information: _____

Dated at _____, this _____ day of _____, 2024 .

(Signature of Candidate)

(Witness)

(Witness)



FORM I (FRONT)
[Clauses 67(3)(a),(b),(c),(d),(g) & (h) and subsections 67(3), (4) & (5) of the Act][Subsection 37(1) of the Regulations]

Nomination

We the undersigned, being voters of the:

Town of Gravelbourg

nominate _____
(Name)

of _____, to be a candidate at the election
(Street/road address or legal description of land)

to be held on the 13th day of November, 2024 for the office of:

Councillor:	Town of Gravelbourg
--------------------	---------------------

<i>Signature *</i>	<i>Name (printed)</i>	<i>Street / Road Address or Legal Description of Land</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

* require at least
● 5 signatures for a municipality with a population of less than 20,000



FORM I (BACK)
[Clauses 67(3)(a)(b)(c)(d)(g) & (h) of the Act]
[Subsection 37(1) of the Regulations]

Candidate's Acceptance

I, _____
(Name as it will appear on the ballot)

a(n) _____
(Occupation)*

a candidate nominated for the office of:

Councillor: Town of Gravelbourg

declare that:

- 1 I am the full age of 18 years or will attain the full age of 18 years on or before election day;
2 I am a Canadian citizen;
3 If elected, I will accept the office for which I was nominated; and
4 I am not disqualified by The Local Government Election Act, 2015 or any other Act from holding the office for which I am a candidate;

For municipalities - excluding rural municipalities and resort villages
5 I have resided in Saskatchewan for at least six consecutive months immediately preceding the date on which this nomination paper is submitted; and
6 I have resided in the municipality, or on land now in the municipality, for at least three consecutive months immediately preceding the date on which this nomination paper is submitted.

Candidate's preferred contact information

(Candidates must provide at least one of the following)

Home Phone Number: _____

Cell Phone Number: _____

Email Address: _____

Other Contact Information: _____

Dated at _____, this _____ day of _____, 2024 .

(Signature of Candidate)

(Witness)

(Witness)

Appendix 4

Public Disclosure Statement & Public Disclosure Statement Tips

**TOWN OF GRAVELBOURG
PUBLIC DISCLOSURE STATEMENT
Form 1**

Name: _____

Address: _____

Disclosure of Employer, etc.:

Pursuant to subclause 142(2)(a)(i) of *The Municipalities Act* I hereby disclose the name of every employer, person, corporation, organization, association, or other body from which I or someone in my family receives remuneration for services performed as an employee, director, manager, operator, contractor, or agent:

My Name or Name of Family Member	Payer	Nature of Relationship

Disclosure of Corporate Interests:

Pursuant to 142(2)(a)(ii) of *The Municipalities Act*, I hereby disclose the name of each corporation in which I or someone in my family has a controlling interest, or of which I or someone in my family is a director or a senior officer:

My Name or Name of Family Member	Name of Corporation

Disclosure of Partnerships:

Pursuant to subclause 142(2)(a)(iii) of *The Municipalities Act*, I hereby disclose the name of each partnership or firm of which I or someone in my family is a member:

My Name or Name of Family Member	Name of Partnership or Firm

Note:

1. *This form must be completed within 30 days of election.*
2. *This form, when completed, is a public document.*
3. *The administrator will make amendments to this disclosure in accordance with subsequent declarations filed by the member.*
4. *The administrator will note the date on which this statement is amended.*

Disclosure of Business Arrangements:

Pursuant to subclause 142(2)(a)(iv) of *The Municipalities Act*, I hereby disclose the name of any corporation, enterprise, firm, partnership, organization, association, or body that I or someone in my family directs, manages, operates or is otherwise involved in that:

- (a) transacts business with the municipality;
- (b) the council considers appropriate or necessary to disclose; or
- (c) is prescribed:

My Name or Name of Family Member	Name of Corporation, Enterprise, Firm, Partnership, Organization, Association, or Body

Disclosure of Property Holdings:

Pursuant to clause 142(2)(b) of *The Municipalities Act*, I hereby disclose the municipal address or legal description of any property located in the municipality or an adjoining municipality that is owned by:

- (i) me or someone in my family; or
- (ii) a corporation, incorporated or continued pursuant to *The Business Corporations Act* or the *Canada Corporations Act*, of which I or someone in my family is a director or senior officer or in which I or someone in my family has a controlling interest:

Owner(s)	Municipal Address or Legal Description	Municipality

Disclosure of Contracts and Agreements:

Pursuant to clause 142(2)(c) of *The Municipalities Act*, I hereby disclose the general nature and any material details of any contract or agreement involving me or someone in my family that could reasonably be perceived to be affected by a decision, recommendation or action of the council and to affect my impartiality in the exercise of my office:

My Name or Name of Family Member	General Nature and Any Material Details of Any Contract or Agreement

DECLARATION

I, _____, of the Town of Gravelbourg, in the Province of Saskatchewan, do hereby declare that to the best of my knowledge, information and belief, the statements and allegations contained and made in this form are true and complete, and I make this declaration for the purpose of official registration, in the full knowledge that it will be available for public examination.

Dated this ___ day of _____, 20____.

Witness

Signature of Declarant

Date Received: _____

Public Disclosure Statement Tips

Advisory Services Information Bulletin – January 2020

Introduction

The mandatory public disclosure statement helps to assure the public that, when you are elected to office, council's decisions are made in the best interests of the municipality. The public disclosure statement does not include specific financial details such as salary, the value of holdings or number of shares. The public disclosure statement identifies the name and nature of employment, financial interests or other involvement that may be seen to affect fairness in making a municipal decision.

Candidates who are running for municipal office and elected council members can refer to this fact sheet when filling out their public disclosure statement. Please note that this document has no legal authority. It is intended to be used for reference purposes only and not as a replacement to the actual legislation. Public disclosure provisions can be found in:

- Section 116 of *The Cities Act*;
- Section 142 of *The Municipalities Act*; or
- Section 160 of *The Northern Municipalities Act, 2010*.

Key Definitions

“private interest” does not include interest in a decision that is of general public application or that affects a person as one of a broad class of persons. More generally, a private interest is involvement in a business or personal matter where your participation on council in a municipal decision may be seen as influencing or benefitting from the outcome. As a voter and council member, your private interest does not include your participation in setting mill rates for property taxes or bylaws that apply to all properties or businesses.

“council, council committee, controlled corporation, or other body” includes any committee or subcommittee of a committee, as well as any board, agency or commission, appeal board or other body that a council member serves in his or her capacity as a member of council.

“family” means the spouse and dependent children of a council member. This does not include siblings, parents or grandparents.

“controlling interest” means an interest that a person has in a corporation if the person beneficially owns, directly or indirectly, or exercises control or direction over shares of the corporation carrying more than 25 per cent of the voting rights attached to all issued shares of the corporation.

“senior officer” means the chairperson or vice chairperson of the board of directors, the president, any vice president, the secretary, the treasurer or the general manager of a corporation or any other person who performs functions for the corporation similar to those normally performed by a person occupying any of those offices.

1. Disclosure of Employer, etc.

Quote from the Ministry of Government Relations' sample disclosure form:

*"I hereby disclose **the name** of every employer, person, corporation, organization, association, or other body from which I or someone in my family receives **remuneration for services** performed as an employee, director, manager, operator, contractor or agent."*

- Only the 'name' of the employer is required to be disclosed, not the actual amount of any money paid for work or a service. The disclosure could include:
 - appointments to boards where money is received (e.g. per diems, honorariums, expenses, or other compensation);
 - involvement in a volunteer fire service where fees for services are paid; or
 - contracts with the municipality to provide certain services, such as electrician, excavating or other trades.
- Examples may include a regional park board, public utility board or housing authority.

2. Disclosure of Corporate Interests

Quote from the ministry's sample disclosure form:

"I hereby disclose the name of each corporation in which I or someone in my family has a controlling interest, or of which I or someone in my family is a director or a senior officer."

- Controlling interest is defined as having 25 per cent or greater of the voting shares, but does not include investments such as mutual funds, limited partnerships or real estate investment trusts.
- Corporations outside of Saskatchewan are included if a controlling interest is held.
- A council member may consider consulting with an accountant or lawyer to verify that 25 per cent or greater of voting shares are held.

3. Disclosure of Partnerships

Quote from the ministry's sample disclosure form:

"I hereby disclose the name of each partnership or firm of which I or someone in my family is a member."

- Do not confuse "member" with having a membership with a local Co-op or Credit Union.
- Includes partnerships or firms established for business purposes that may, or may not, be incorporated such as:
 - a law firm where a group of lawyers share the same office space, but operate independently;
 - a medical clinic where a group of doctors share the same clinic space, but operate independently; or
 - farming or ranching in partnership with others.

4. Disclosure of Business Arrangements

Quote from the ministry's sample disclosure form:

"I hereby disclose the name of any corporation, enterprise, firm, partnership, organization, association or body that I or someone in my family directs, manages, operates or is otherwise involved in that:

- a) transacts business with the municipality;*
- b) the council considers appropriate or necessary to disclose; or*
- c) is prescribed."*

- Item "a" is meant to include any other business-related involvement that is not already covered under the other sections of the disclosure statement that transacts business with the municipality.
 - o This could include retailers who routinely provide certain goods such as fuel to a municipality.
 - o This might include professional associations if these associations transact business with the municipality or, if through these associations, the member is connected with individuals and businesses that transact business with the municipality.
- Item "b" enables council to develop a policy regarding the types of business arrangements that a council member must disclose in this section of the disclosure form.
- Item "c", there is nothing currently prescribed in legislation or regulations, but may be required by the Government of Saskatchewan at a later date.

5. Disclosure of Property Holdings

Quote from the ministry's sample disclosure form:

"I hereby disclose the municipal address or legal description of any property located in the municipality or an adjoining municipality that is owned by:

- a) me or someone in my family; or*
- b) a corporation, incorporated or continued pursuant to The Business Corporations Act or the Canada Corporations Act, of which I or someone in my family is a director or senior officer or in which I or someone in my family has a controlling interest."*

- Property generally means real property having an address and location, principally land and improvements.
- "Improvement" includes buildings, resource production equipment of any mine, petroleum oil or gas well, and any pipeline on or under land.
- Property does not include material holdings. Some examples would include:
 - o vehicles; or
 - o farm equipment.
- An adjoining municipality includes:
 - o urban municipalities within a rural municipality (RM);
 - o RMs that share a common border, including the corner (i.e. a square shaped RM could have eight adjoining RMs); and
 - o a RM surrounding an urban municipality.
- Property located in an adjoining municipality would not include property within:
 - o municipalities located outside of Saskatchewan; or
 - o provincial or regional parks.

6. Disclosure of Contracts and Agreements

Quote from the ministry's sample disclosure form:

"I hereby disclose the general nature and any material details of any contract or agreement involving me or someone in my family that could reasonably be perceived to be affected by a decision, recommendation or action of the council and to affect my impartiality in the exercise of my office."

- Some examples could include:
 - o lease agreements for any land or improvements located in the municipality;
 - o agreements for sale of property; or
 - o a contract or agreement with a developer in the area.