

**NORTHERN VILLAGE OF GREEN LAKE  
COUNCIL PROCEDURES BYLAW**

*The Northern Municipalities Act, 2010, section 100.1.*

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## Council Procedures Bylaw

### NORTHERN VILLAGE OF GREEN LAKE

#### BYLAW NO 05/2018

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

The Council of the NORTHERN VILLAGE of GREEN LAKE in the Province of Saskatchewan enacts as follows:

#### PART I – INTERPRETATION

##### 1. Short Title

1.1 This bylaw may be cited as “The Council 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 Northern Municipalities Act, 2010 (the 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 126 of the Act.
- (f) “Agenda deadline” means the time established in subsection 13.6 of this bylaw.
- (g) “Amendment” means an alteration to a main motion by substituting, adding or deleting a word or words without materially altering the basic intent of the motion.
- (h) “Business day” means a day other than a Saturday, Sunday or holiday.
- (i) “Chair” means a person who has the authority to preside over a meeting.
- (j) “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, newspaper or 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, 2015*.
- (o) “Councillor” means the council member duly elected in the municipality as a councillor, in accordance with *The Local Government Election Act, 2015*.
- (p) “Deputy Mayor” means the councillor who is appointed by council, pursuant to section 33 of this bylaw, to act as mayor in the absence or incapacity of the mayor.
- (q) “Immediate Family” means (includes spouses immediate family) spouse, same sex spouse, children, mother, father, uncle, aunt, step children, former guardian and grandchildren and grandparents.
- (r) “Mayor” means the council member duly elected in the municipality as the mayor in accordance with *The Local Government Election Act, 2015*.
- (s) “Member” means the mayor, councillor or an appointed individual to a committee, commission or board of council.
- (t) “Motion” means a formal proposal placed before a meeting in order that it may be debated to a conclusion.
- (u) “Mover” means a person who presents or proposes a motion or amendment.
- (v) “Municipality” means the Northern Village of Green Lake.
- (w) “Order of business” means the list of items comprising the agenda and the order in which those items appear on the agenda.
- (x) “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.
- (y) “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.
- (z) "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.
- (aa) "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 Northern Municipalities Act, 2010*;
  - ii. *The Planning and Development Act, 2007*;
  - iii. any other Act; or
  - iv. a resolution or bylaw of council.
- (bb) "Quorum" is, subject to section 112 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.
- (cc) "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.
- (dd) "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.
- (ee) "Secunder" means a person who formally supports a motion or amendment at the time it is proposed.
- (ff) "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.
- (gg) "Special meeting" means a meeting other than a regular scheduled meeting called pursuant to - 141 of the Act or the provisions of this bylaw.
- (hh) "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.
- (ii) "Unfinished Business" means business which has been raised at the same, or a previous meeting, and which has not been completed.
- (jj) "Urgent Business" means a time sensitive matter which requires council's immediate and urgent consideration.

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

#### **4. Application**

- 4.1 This bylaw applies to all meetings of council 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. First Meeting**

- 5.1 The first meeting of council shall be held according to section 139 of the Act following a general election.
- 5.2 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 section 108 of the Act.
  - (c) Every council member shall submit a public disclosure statement prescribed as Form 3, 3A and 3B.
  - (d) Every member of council shall review and sign the Council Code of Conduct and Ethics prescribed as Appendix A of Bylaw 03/2016.

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

- 6.1 Regular meetings of council shall be held on the first Monday of each month commencing at 7:00pm.
- 6.2 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 Monday at 7:00pm.
- 6.3 Annually the administrator shall submit a regular schedule of council meetings to council for approval as set out in subsections 6.1 and 6.2 or may recommend alternate meeting dates.

- 6.4 Notwithstanding the foregoing provisions, council may, by resolution, dispense with or alter the time of a regular meeting of council.
- 6.5 Council may, by resolution, authorize the mayor to reschedule a regular meeting of council pursuant to the Act during a period of time to be specified within the resolution.

## **7. Special Meetings**

- 7.1 The administrator shall call a special meeting of council, whenever requested to do so, in writing, by the mayor or a majority of the members.
- 7.2 The written request referred to in subsection 7.1 shall include all items of business to be transacted.
- 7.3 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.
- 7.4 When a special meeting is to be held, the administrator shall provide written notice of the time, date and place of the meeting to all members pursuant to section 10 of this bylaw and to the public at least twenty-four (24) hours prior to the meeting and, in general terms, of the business to be transacted at the meeting.
- 7.5 Notwithstanding subsection 7.2, 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.
- 7.6 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.

## **8. Meeting through Electronic Means**

- 8.1 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.
- 8.2 Members participating in a council meeting held by means of a communication facility are deemed to be present at the council meeting.

## **9. Notice of Meetings**

- 9.1 Notice of regularly scheduled council meetings is not required to be given.
- 9.2 If council changes the date, time or place of a regularly scheduled meeting, at least 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.

## **10. Method of Giving Notice**

- 10.1 Notice of a council meeting is deemed to have been given to a member if the notice is:
  - (a) delivered personally;
  - (b) left at the usual place of business or residence of the member; or
  - (c) at the request of the member, 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.
- 10.2 Form 2, appended hereto and forming a part of this bylaw, shall be the form used to request the administrator to use an alternate method of providing notice of meetings.
- 10.3 Notice of a council meeting is to be given to the public by posting notice of the meeting at the municipal office.

## **11. Actions in Public**

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

## **12. Closed Sessions**

- 12.1 Council may close all or any part of its meetings to the public if the matter to be discussed:
  - (a) is within one of the exemptions of Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*; or
  - (b) concerns long-range or strategic planning.
- 12.2 A resolution to move into closed session shall state, in general terms, the topic of discussion.
- 12.3 Where council resolves to close a portion of a meeting to the public, all persons shall be excluded from the meeting except:
  - (a) the members of council;
  - (b) the administrator and other members of administration as the members of council may deem appropriate; and
  - (c) such members of the public as may be allowed to attend by the council.

- 12.4 Where council resolves to close a portion of a meeting to the public, in addition to the resolution to do so, the administrator shall record in the minutes 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.
- 12.5 No resolutions or bylaws may be passed during a closed meeting.
- 12.6 No business other than that described within the resolution pursuant to subsection 12.2 may be discussed.
- 12.7 Matters discussed or to be discussed in 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**

### **13. Agendas**

- 13.1 The administrator shall prepare the agenda for all regular and special meetings of council.
- 13.2 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.
- 13.3 The administrator shall ensure that the council agendas are delivered to each member no later than 48 hours immediately preceding the council meeting.
- 13.4 The administrator shall ensure that the council agendas are available to the general public no later than 48 hours immediately preceding the council meeting.
- 13.5 If, for any reason, the administrator is unable to meet the deadline mentioned in subsection 13.4, 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.
- 13.6 All administrative reports, communication from the public, requests, or any other material intended for inclusion in a council agenda must be received by the administrator no later than 72 hours prior to the council meeting.
- 13.7 Council may, on a majority vote, permit additional material on the agenda.

### **14. Urgent Business**

- 14.1 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.
- 14.2 In these circumstances, the administration shall submit a report to the administrator including an explanation of the reasons and degree of urgency of the matter as soon as possible.
- 14.3 The administrator shall distribute any requests from the administration to add a matter of urgent business to the agenda as soon as they are available.
- 14.4 During the confirmation of the agenda, a member may move to add a report, communication or delegation to the agenda if the matter arises from an unforeseeable situation of urgency.
- 14.5 Council may only consider a matter of urgent business by a majority vote of members present.

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

- 15.1 The general order of business of every regular council meeting shall be as follows:
  - (a) Call to order;
  - (b) Approval of agenda;
  - (c) Prayer
  - (d) Adoption of minutes;
  - (e) Notice of proclamations;
  - (f) Presentations and recognitions; Mayor and councilors forum; Public hearings; Public forum; Delegations; and Committee Reports
  - (g) Communications;
  - (h) Accounts payable;
  - (i) Statement of Cash Receipts, Expenditure, Bank Reconciliation;
  - (j) Unfinished business;
  - (k) New business;
  - (l) Bylaws
  - (m) Information
  - (n) Adjournment.
- 15.2 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.

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

- 16.1 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.

- 16.2 In case neither the mayor nor the deputy mayor is in attendance within 15 minutes after the hour appointed, and subject to a quorum being present, council shall appoint an acting mayor pursuant to section 34 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.
- 16.3 If a quorum is not present 30 minutes after the time appointed for the meeting, the administrator shall record the names of the members present at the expiration of such time and announce that council shall then stand adjourned until the next meeting, unless a special meeting is called in the meantime.
- 16.4 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.
- 16.5 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.
- 16.6 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. Quorum**

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

## **18. Minutes**

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

## **19. Proclamations**

- 19.1 All requests for proclamations shall be submitted to the Council 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.
- 19.2 Subject to *The Saskatchewan Human Rights Code*, the council may, in their discretion, approve the proclamation submitted pursuant to subsection 19.1, 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.
- 19.3 The Council 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
- 19.4 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 councilors at the specific function or event.
- 19.5 The local media are requested:
- (a) not to publish any proclamation claiming to be proclaimed by the council unless it bears the Mayor's signature; and
  - (b) when publishing a proclamation by the council, 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.

## **20. Presentations & Recognitions**

- 20.1 Presentations shall be listed on the agenda when authorized by the mayor and shall be intended to recognize an individual or group on behalf of council for some award or similar honour which they have received or for a group or individual to present to council some award or similar honour which the municipality has been awarded.

## **21. Public Hearing**

- 21.1 If a public hearing is required by any Act, it shall be conducted in accordance with the provisions of this section.
- 21.2 The procedure by which the public hearing will be conducted or by which public input will be obtained shall be as follows:
- (a) the mayor shall declare the hearing on the matter open;



- (b) the administration shall present a report on the bylaw or resolution under consideration including the administration recommendations;
  - (c) if it is a hearing that involves an applicant, the applicant shall be given an opportunity to make representations on the matter under consideration;
  - (d) after the applicant, any person or group of persons or spokesperson acting on behalf of another person or group shall be given an opportunity to make representations on the matter under consideration;
  - (e) if it is a hearing that involves an applicant, at the conclusion of the speakers, the applicant shall be given an opportunity to respond to the representations of other people;
  - (f) council may request further information from administration;
  - (g) council shall formally receive all communications and written reports submitted to it on the subject matter of the hearing;
  - (h) the mayor shall declare the hearing closed; 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.
- 21.3 The time allowed for each person making representations shall be 15 minutes.
- 21.4 A hearing may be adjourned to a certain date.
- 21.5 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.

## **22. Communications - General**

- 22.1 When a person wishes to have a communication considered by council, it shall be addressed to council, and:
- (a) clearly set out the matter in issue and the request; and
  - (b) for written communications, 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.
- 22.2 A communication received by the administrator, which does not meet the conditions in subsection 22.1 or is abusive in nature, shall be forwarded to Mayor for review and disposition.
- 22.3 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*.
- 22.4 Bound documents or studies in support of the delegation's notice shall, if sufficient copies are provided by the delegation, be circulated to members, but will not be reproduced.

## **23. Communications – Matters on council Agenda**

- 23.1 A written communication pertaining to a matter already on a council agenda must be received by the administrator no later than the agenda deadline in order to be included on the council agenda.
- 23.2 A written communication received before the agenda deadline shall be placed by the administrator on the council agenda and shall be dealt with when the matter is considered by council at its meeting.
- 23.3 In the event that the communication to the administrator is received after the agenda deadline, regarding a subject which is on the agenda, the administrator will bring the request to the attention of council:
- 23.4 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.

## **24. Communications – Matters not on Council Agenda**

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

## **25. Delegations – Matters on Council Agenda**

- 25.1 When a person wishes to speak to council on a matter already on a council agenda, for which a hearing is not required, that person shall notify the administrator in writing, 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.
- 25.2 A request to speak to council pursuant to subsection 25.1 must be received by the administrator no later than the agenda deadline in order to be included on the council agenda.

- 25.3 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.
- 25.4 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.
- 25.5 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.
- 25.6 A maximum of 10 minutes shall be allotted for each delegation to present his or her position of support or opposition.
- 25.7 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 10 minutes, inform the delegation that the time limit is up.
  - (c) Only upon a motion to extend the 10-minute limitation adopted by a majority of members shall the 10-minute limit be extended.
  - (d) Delegations will not be permitted to assume any unused time allocated to another delegation.
- 25.8 Upon the completion of a presentation to council by a delegation, any discourse between members and the delegation shall be limited to council members asking questions for clarification and obtaining additional, relevant information only:
  - (a) Council Members shall not enter into debate with the delegation respecting the presentation; and
  - (b) Once a motion has been moved, no further representation or questions of the delegation shall be permitted.

## **26. Delegations – Matters not on Council Agenda**

- 26.1 When a person wishes to speak to council on a matter not on a council agenda, 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.
- 26.2 A request to speak to council pursuant to subsection 26.1 must be received by the administrator no later than the agenda deadline to be included on the agenda.
- 26.3 The administrator, shall consult with the Mayor, who 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 dealt with the same or substantially the same matter by resolution or bylaw.
- 26.4 If a request to speak to council is refused pursuant to subsection 26.3, a copy of the request and reply, shall be forwarded to members by the administrator.
- 26.5 In the event that a delegation makes an application to the administrator after the agenda deadline, regarding a subject which is not on the agenda, the administrator will bring the request to the attention of council.
- 26.6 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.

## **27. Mayor and Councilors Forum**

- 27.1 Statements 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.
- 27.2 All comments will be verbal only and shall not be recorded in the minutes of the meeting.

## **28. Bylaws**

- 28.1 Every proposed bylaw must have three (3) distinct and separate readings.
- 28.2 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.
- 28.3 A proposed bylaw will be considered by council immediately following consideration of the report or item to which the bylaw relates.
- 28.4 Only the title or identifying number has to be read at each reading of the bylaw.
- 28.5 Each member present at the meeting at which first reading is to take place must be given or have had the opportunity to review the full text of the proposed bylaw before the bylaw receives first reading.
- 28.6 Each member present at the meeting at which third reading is to take place must, before the proposed bylaw receives third reading, be given or have had the opportunity to review the full text of the proposed bylaw and of any amendments that were passed after first reading.
- 28.7 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.
- 28.8 The administrator shall be empowered to correct any typographical error that may not have been corrected at the time of submission to council and the bylaw shall have the same status as if council had corrected same.

28.9 After passage, every bylaw shall be signed by the mayor and the administrator, pursuant to the Act and marked with the corporate seal of the municipality.

### **29. Public Forum**

- 29.1 Any member of the public wishing to speak to council on a municipal matter, may appear at a council meeting, as long as they pre-register with the administrator prior to 12:00 noon on the day of the council meeting so that their name may be placed on a speakers list.
- 29.2 The total time allowed to speak shall be not more than 10 minutes per individual or delegation.

### **30. Recess**

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

### **31. Adjournment**

- 31.1 All regularly scheduled council meetings shall stand adjourned when the council has completed all business as listed on the order of business or upon resolution of adjournment by council.
- 31.2 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.

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

Mayor and Council will be guided by the Code of Conduct Bylaw 03/2016 signed sworn to be accepted at the first meeting of council after a general election or for newly elected members at the first meeting after a bi-election.

### **32. Mayor**

- 32.1 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.
- 32.2 The mayor shall have the same rights and be subject to the same restrictions, when participating in debate, as all other members.
- 32.3 The mayor shall have the same rights and be subject to the same restrictions, when making a motion, as all other members.
- 32.4 When wishing to make a motion, the mayor shall:
- (a) vacate the chair, and request that the deputy mayor take the chair;
  - (b) if the deputy mayor is absent, the immediately previous deputy mayor shall take the chair; and
  - (c) the mayor shall remain out of the chair until the motion has been dealt with.

### **33. Deputy Mayor**

- 33.1 The council shall, at its first meeting, or as soon thereafter as conveniently possible and whenever the office becomes vacant, appoint from the councilors a deputy mayor who shall hold office for a term of one year or for such longer period as the council may decide, and in any event until a successor is appointed.
- 33.2 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.

### **34. Acting Mayor**

- 34.1 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 33, 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.
- 34.2 The member to be appointed, pursuant to subsection 34.1, shall be elected by a majority of the members present.
- 34.3 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.
- 34.4 The member whose name is on the sheet withdrawn pursuant to subsection 34.3(d) shall be declared elected.

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

- 35.1 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.

### **36. Conduct of Public**

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

### **37. Conduct of Delegations**

- 37.1 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 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.

### **38. Conduct of Members**

- 38.1 Members of council wishing to speak at a meeting shall ensure they do not interrupt another member.
- 38.2 If more than one member wishes to speak at a meeting at the same time, the mayor shall indicate which member shall speak first.
- 38.3 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.
- 38.4 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.
- 38.5 Members shall ensure that all electronic devices remain silent and do not interfere with the meeting.

### **39. Improper Conduct**

- 39.1 The mayor 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 37, leave or be expelled from the meeting. Refusal to leave upon request of the Mayor will result in calling the RCMP for assistance in removal.
- 39.2 The mayor may request that any delegation who addresses council improperly as set out in section 37, leave or be expelled from the meeting.
- 39.3 No person shall refuse to leave a council meeting when requested to do so by the mayor.
- 39.4 Any person who refuses to leave when requested to do so may be removed.
- 39.5 If a person disturbs the proceedings of council or refuses to leave when requested to do so, the mayor may recess the meeting until the person leaves or adjourn the meeting to another day.

### **40. Leaving the Meeting**

- 40.1 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 and the time of departure shall be noted in the minutes.

### **41. Point of Order**

- 41.1 A member may rise and ask the mayor to rule on a point of order.
- 41.2 When a point of order is raised, the member speaking shall immediately cease speaking until the mayor decides the point of order raised.
- 41.3 A point of order must be raised immediately at the time the rules of council are breached.
- 41.4 The member against whom a point of order is raised may be granted permission by the mayor to explain.
- 41.5 The mayor may consult the administrator before ruling on a point of order.
- 41.6 A point of order is not subject to amendment or debate.

#### **42. Point of Privilege**

- 42.1 A member may rise and ask the mayor to rule on a point of privilege.
- 42.2 After the member has stated the point of privilege, the mayor shall rule whether or not the matter raised is a point of privilege.
- 42.3 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.
- 42.4 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.
- 42.5 The mayor may consult the administrator before ruling on a point of privilege.
- 42.6 A point of privilege is not subject to amendment or debate unless a motion regarding the point of privilege is put to council.

#### **43. Point of Procedure**

- 43.1 Any member may ask the mayor for an opinion on a point of procedure.
- 43.2 When a point of procedure is raised, the member speaking shall immediately cease speaking until the mayor responds to the inquiry.
- 43.3 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.
- 43.4 The mayor may consult the administrator before providing an opinion on the point of procedure.
- 43.5 A point of procedure is not subject to amendment or debate.
- 43.6 The mayor's answer to a point of procedure is not a ruling and cannot be appealed to the whole of council.

#### **44. Appeal**

- 44.1 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 to vote immediately without debate.
- 44.2 The mayor shall be governed by the vote of the majority of the members present.
- 44.3 A ruling of the mayor must be appealed immediately after ruling is made or the ruling will be final.

#### **45. Calling a Member to Order**

- 45.1 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.
- 45.2 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.
- 45.3 When the majority of council votes in favor 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.
- 45.4 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**

#### **46. Motions and Debate**

- 46.1 Pecuniary interest, all members will disclose and remove themselves from any meeting where any conflict or potential conflict of interest involving the council member, their family or personal acquaintances may influence the outcome of council's decision or result in personal, family, or friend benefitting from a decision of council.
- 46.2 A motion shall express fully and clearly the intent of the mover and shall not be preceded by any preamble or whereas clauses.
- 46.3 A motion shall not require to be seconded.
- 46.4 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.
- 46.5 When a motion is under debate no other motion may be made, except a motion to:
  - (a) amend a motion;
  - (b) refer motion to a council committee or administration for a report back to council;
  - (c) postpone a motion to a fixed date;
  - (d) request that a motion be put to a vote;
  - (e) extend the time for a council meeting; or

- (f) adjourn the meeting.
- 46.6 Notwithstanding any other provisions of this bylaw, the member, who moved a motion after a motion is under debate, may, with the consent of council:
  - (a) on his or her own initiative while he or she is speaking on the same; or
  - (b) when requested by another member speaking on the motion;  
change the wording of the motion, or agree to a change proposed by another member, if the alteration does not change the intention of the motion.
- 46.7 Any motions allowed under subsection 47.4 shall be considered in the order in which they were moved.

#### **47. Motion to Amendments**

- 47.1 Except as provided in subsection 47.12, 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.
- 47.2 The amending motion must be:
  - (a) relevant to the main motion;
  - (b) made while the main motion is under consideration; and
  - (c) consistent with the principle embodied in the main motion.
- 47.3 An amending motion may also be amended.
- 47.4 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.
- 47.5 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.
- 47.6 There is no limit to the number of amendments or sub amendments that may be proposed.
- 47.7 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.
- 47.8 Any member wishing to move an amendment that is not in order at the time because there are already two amendments before the meeting may state the intention of the proposed amendment, as the proposal may affect the vote on those motions awaiting decision.
- 47.9 The main motion shall not be debated until all amendments to it have been put to a vote.
- 47.10 Amendments shall be put in the reverse order to the order in which they were moved.
- 47.11 When all amendments have been voted on, the main motion incorporating all amendments adopted shall be put to a vote.
- 47.12 No amendments shall be made to the following motions:
  - (a) a motion to adjourn;
  - (b) a motion to defer to a fixed date, except as to the date; and
  - (c) a motion requesting that a motion be put to a vote.

#### **48. Dividing a Motion into Parts**

- 48.1 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.
- 48.2 Council shall then vote separately on each recommendation.
- 48.3 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.

#### **49. Motion Arising**

- 49.1 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.

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

- 50.1 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.
- 50.2 A motion requesting that a motion be put to a vote shall not be amended or debated.
- 50.3 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.
- 50.4 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.

## **51. Motion to Adjourn**

- 51.1 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.
- 51.2 A motion to adjourn shall be decided without debate.

## **52. Consent Agenda**

- 52.1 The consent agenda portion of a meeting is moved and voted upon without debate as one item regardless of the number of reports included.
- 52.2 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.
- 52.3 Any items so removed shall be addressed immediately following approval of the consent agenda.
- 52.4 If an item is removed from the consent agenda pursuant to subsection 52.2 a person may address council on the item.

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

- 53.1 A member may make a motion that a council meeting move to a closed meeting.
- 53.2 The motion to move to a closed meeting must:
- (a) be in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act*;
  - (b) the titles or subject of the item(s) to be discussed; and
  - (c) include the reason for the council meeting to be held in a closed meeting.
- 53.3 No bylaw or resolution shall be passed during a closed meeting.

## **54. Motion Contrary to Rules**

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

## **55. Withdrawal of Motions**

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

## **56. Motion to Reconsider**

- 56.1 A motion to reconsider shall apply to resolutions only and shall not apply to bylaws passed by council.
- 56.2 A motion to reconsider is in order whether the original motion passed or failed.
- 56.3 A motion to reconsider may only be made at the same council meeting as the original motion was voted on.
- 56.4 A motion to reconsider must be moved by a member who voted with the prevailing side of the original motion.
- 56.5 When a motion loses on a tied vote, the prevailing side is those who voted against the motion.
- 56.6 A motion to reconsider is debatable only if the motion being reconsidered is debatable.
- 56.7 A motion to reconsider cannot be amended.
- 56.8 A motion to reconsider shall require a majority vote of the members present at the meeting.
- 56.9 If a motion to reconsider is adopted, the original motion is immediately placed before council to be reconsidered.
- 56.10 Once a vote on a motion to reconsider has taken place, there shall be no further motion to reconsider that resolution.

## **57. Motion to Rescind**

- 57.1 A motion to rescind shall apply to resolutions only and shall not apply to bylaws passed by council.
- 57.2 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.
- 57.3 A motion to rescind may be made at any time following the council meeting at which the original motion was voted on regardless of the time that has elapsed since the original vote was taken.
- 57.4 A motion to rescind may be moved by any council member regardless how they voted on the original motion.
- 57.5 A motion to rescind is debatable.
- 57.6 A motion to rescind may be amended.
- 57.7 A motion to rescind shall, in all cases, require a majority vote of all council members to pass.
- 57.8 A motion cannot be rescinded:
- (a) when the making or calling up of a motion to reconsider is in order;
  - (b) when action on the motion has been carried out in a way that cannot be undone; or
  - (c) when a resignation has been accepted or actions electing or expelling a person from membership or office have been taken.

## **58. Motion to Postpone**

- 58.1 Where a majority of all members decide to postpone a motion to a fixed date, the motion cannot be considered by council until the fixed date.
- 58.2 Notwithstanding subsection 58.1, council may consider a postponed motion before the fixed date if a majority of members agree that the motion may be considered before that date.
- 58.3 The only amendment allowed to a motion to postpone to a fixed date is to change the date.

## **59. Motion to Refer**

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

## **60. Debate on Motion**

- 60.1 No member shall speak more than once to a motion, until each member has been provided an opportunity to speak on the motion, except to explain a material part of their speech which may have been misquoted or misunderstood.
- 60.2 The mover of the motion shall be given the first opportunity to speak.
- 60.3 The mover of the motion shall be allowed a reply at the conclusion of the debate.

## **61. Legal Advice**

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

## **62. Voting of council**

- 62.1 A member attending a council meeting shall vote 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.
- 62.2 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.
- 62.3 The administrator shall ensure that each abstention is recorded in the minutes of the meeting.

## **63. Voting of Mayor**

- 63.1 The mayor shall vote with the other members on all questions.

## **64. Majority Decision**

- 64.1 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.

## **65. Recorded Vote**

- 65.1 Before a vote is taken by council, a member may request that the vote be recorded.
- 65.2 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.

## **66. Tied Vote**

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

## **PART VI – COMMITTEES**

### **67. Procedure for Appointments**

- 67.1 The Administrator or designate shall utilize the following procedure for appointments to the following committees, Green Lake Metis Farms, Green Lake Communications, Green Lake Utility Company, Mockitow Recreation Board, Openeetan Economic Development Corporation and to a board of any future entity or committee of the council:
  - (a) Prior to November 1st, by advertisement, invite submissions from the public for appointments to which council is entitled to make appointments to in the ensuing term;
  - (b) Prior to November 1st, invite submissions from members of council for appointments to which council is entitled to make appointments to in the ensuing term;
  - (c) Obtain information from the various committees that council is entitled to make appointments to in the ensuing term regarding the dates and times of their regular meetings and the attendance by council appointed representatives in the previous term; ~~and~~
  - (d) Compile all applications received and provide the compiled applications to council;
  - (e) Persons submitting their names for consideration of appointment to committees from both the general public and council may be required provide a current criminal record check; and
  - (f) Any person who has declared personal/company bankruptcy in the last 10 years or been convicted of a criminal offence may be disqualified from serving on any committee of council upon council review of offences and determination if they have direct impact on ability to perform duties of the appointment.



## **68. Term**

- 68.1 Appointments to committees shall be for a two (2) year term beginning on January 1st to December 31st of the following year.
- 68.2 In a general election year, the term of appointments shall be reduced to coincide with the day of the election for members of council but not members of the general public unless elected to council at the most recent election whereby their seat on the committee is considered vacated.
- 68.3 Appointees may be reappointed from term to term to a maximum of three (3) terms on one (1) particular committee. Terms of appointment shall be staggered so that no more than two members shall be replaced in any one year. If more than two terms arise in one year a lottery will be held to determine which member(s) will remain an additional year to complete their final term.
- 68.4 In the event that no members of the public or of council are deemed qualified by council to fill a vacancy council may grant a maximum of a one year extension to one or more members of an existing committee
- 68.5 A member of any committee, including members of council, shall only be appointed to a maximum of two municipal (2) committees at one (1) time.
- 68.6 The administrator or committee secretary shall advise council of any members absent for more than two (2) consecutive meetings within a calendar year, and a warning correspondence be forwarded to the member, as well, if the member misses three (3) consecutive meetings, within a calendar year, council be advised that the member is removed from the committee and a vacancy has occurred that requires to be filled.
- 68.7 Council may, in its discretion, revoke the membership of any individual whom has been appointed to a committee.

## **69. Committee Procedures**

- 69.1 Council may from time to time establish a committee in response to specific issues requiring immediate or long-term attention.
- 69.2 The membership and jurisdiction of a committee shall be as provided for in the enabling legislation or as directed by council, or shall be included in documents forming the Bylaws of Incorporation of the committee or board.
- 69.3 One member of council shall be appointed by resolution of council be it Mayor or council member, as ex-officio voting member of all committees established by council pursuant to the Act, unless council provides otherwise, and when in attendance, possesses all of the rights, privileges, powers and duties of other members, whether elected or appointed.
- 69.4 Municipal officials shall act only in an advisory capacity to committees of council and shall not be considered voting members or have any voting privileges in respect to participation on any committee appointment.
- 69.5 The chair of all committees established by council shall be designated by the board of directors, unless council directs otherwise. The Mayor/council member shall not automatically assume the chair of committees.
- 69.6 All councilors/Mayor may attend the meetings of committees established by council as an observer but shall not be entitled to stipend or honoraria from either the village or the board unless specified by council resolution.
- 69.7 Each committee shall meet as soon as possible after it has been appointed and where a chair has not been appointed by council, members of that committee shall select a chair and vice-chair, and if required, decide the day and time for holding its regular meetings.
- 69.8 The chair shall preside at every meeting, participate in the debate and shall vote on all motions.
- 69.9 In the absence of the chair, the vice-chair shall preside, and in the absence of both the chair and the vice-chair, one (1) of the other members of the committee shall be elected to preside and shall discharge the duties of the chair during the meeting or until the arrival of the chair or vice-chair.
- 69.10 An act or proceeding of a committee is not effective unless it is authorized or adopted by a resolution at a duly constituted committee meeting held in public.
- 69.11 Everyone has the right to be present at committee meetings that are conducted in public unless the chair expels a person for improper conduct.
- 69.12 Committees shall conduct all committee meetings in public.
- 69.13 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*.
- 69.14 Notice of regularly scheduled committee meetings is not required to be given.
- 69.15 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.
- 69.16 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.
- 69.17 The consent to waive notice of a change in date, time or place of a meeting may be given in person or by facsimile, electronic mail and other similar means.
- 69.18 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.
- 69.19 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.

- 69.20 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 members.
- 69.21 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.
- 69.22 Each committee, whom the Administrator does not provide secretarial services to, will recommend to the Administrator the appointment of a Secretary, who will be responsible for:
- (a) tracking the attendance;
  - (b) preparing meeting agendas and minutes; and
  - (c) reporting the committee's decisions to council.
- 69.23 The remuneration rate per meeting for committee members shall not exceed current rates set for municipal council members excluding the Mayor.
- 69.24 Every committee of council is restricted to allowing a Christmas Bonus of not More than \$300.00 unless a representative attend a meeting of council to present a request for exemption on behalf of the committee members which council may agree to in unusual circumstance.
- 69.25 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 20 to 26 of this bylaw.
- 69.26 Upon receipt of such communication, the Administrator or Secretary shall place the communication on the agenda of the next meeting of the committee for its consideration;
- 69.27 All submissions to committees must be received by the Administrator or Secretary no later than 96 hours prior to the committee meeting.
- 69.28 Reporting to committees shall be provided through the administrator or the secretary.
- 69.29 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.
- 69.30 Notice to the public of a committee meeting as required by sections 9 to 10 is sufficient if the notice is posted at the municipal office.
- 69.31 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.
- 69.32 The Secretary shall record the minutes, without note or comment.
- 69.33 The minutes of the committee shall be distributed to each member at least twenty-four (24) hours before the next committee meeting for consideration.
- 69.34 After the minutes have received approval of a majority of the members present, they shall be signed by the presiding member and secretary. Once signed, the original minutes shall be forwarded to the administrator for presentation to council and for safekeeping.
- 69.35 All minutes, once approved, shall be open for inspection by the public.
- 69.36 No member shall release or otherwise make public any information considered at a closed meeting, including discussion of the content of such a meeting with persons other than with members of council or with civic staff who are privy to that information:
- (a) unless authorized by council; or
  - (b) until the matter is included on a public agenda of council.
- 69.37 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.
- 69.38 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 37 of this bylaw.
- 69.39 The conduct of members shall be subject to the requirements as set out in section 38 of this bylaw.
- 69.40 The chair may request any individual to be expelled from a meeting, in accordance with the guidelines as set out in section 39 of this bylaw.

## **PART VII – MUNICIPAL DEVELOPMENT CORPORATION**

### **70. Municipal Development Corporation Procedures**

70.1 Council has established a municipal development corporation, Openeetan Economic Development Corporation (OEDC), in accordance with section 56 of *The Northern Municipalities Act (2010)* (The Act) that is deemed by The Act to be operating for municipal purposes, whether or not it operates outside the boundaries of the Northern Village of Green Lake Municipality (NVGLM). The objects and purposes of OEDC, as laid out in The Act are as follows:

- (a) the identification of economic and social development opportunities and the preparation and amendment of an economic and social development strategy or plan for the municipality or for the parties to the agreement;
- (b) the formulation and carrying out of economic and social programs that benefit persons residing in northern Saskatchewan;
- (c) the establishment and carrying out of industrial and commercial activities that are intended to promote economic and social development in northern Saskatchewan;
- (d) the establishment and maintenance of communications with the Government of Canada and the Government of Saskatchewan, and agencies of those governments, to become aware of and utilize programs of those governments and agencies that promote economic and social development in northern Saskatchewan;
- (e) the establishment and maintenance of communications with municipalities and other bodies respecting economic and social development in northern Saskatchewan; and
- (f) any other prescribed objects or purposes relating to economic and social development in northern Saskatchewan.

70.2 The jurisdiction of OEDC is provided within its bylaws.

#### **Composition of Board of Directors**

70.3 In accordance with the Saskatchewan *Business Corporations Act*, Directors of OEDC must not be:

- (a) anyone who is less than eighteen years of age;
- (b) anyone who has been found by a court in Canada or elsewhere to lack capacity;
- (c) a person who is not an individual; or
- (d) a person who has the status of bankrupt.

70.4 OEDC's Board of Directors will be comprised of:

- (a) A minimum of five and a maximum of seven voting members appointed by the shareholder (NVGLM). While all council members comprise the initial Board of Directors of OEDC, by 2021, one (1) member of council (including the Mayor and / or councilor(s)) shall hold the position of ex-officio voting member of OEDC's Board of Directors at any given time, and, when in attendance, possesses all of the rights, privileges, powers and duties of other members.
- (b) The OEDC Business Development Manager as a non-voting ex-officio board member; and
- (c) A maximum of three (3) non-voting advisory board members appointed by the Board of OEDC including the Administrator;

70.5 Municipal officials shall act only in an advisory capacity to OEDC and shall not be considered voting members or have any voting privileges.

70.6 All councilors/Mayor may attend any portion of OEDC Board of Director meetings not held in-camera as an observer but shall not be entitled to stipend or honoraria from either the village or the board unless specified by council resolution.

#### **Appointment of Board of Directors**

70.7 Directors of OEDC are appointed for staggered terms of up two years by the shareholder (NVGLM) at a shareholder's meeting.

70.8 In a general municipal election year, the term of appointments shall be reduced to coincide with the day of the election for members of council but not members of the general public unless elected to council at the most recent election whereby their seat on the Board is considered vacated.

70.9 Directors may be re-appointed from term to term to a maximum of three (3) terms on the Board.

70.10 In the event that no members of the public or of council are deemed qualified by council to fill a vacancy on the Board, council may grant a maximum of a one-year term extension to one or more

members of the OEDC Board, allowing the number of board members concurrently serving as members of the NVGLM to exceed the limit of one expressed in section 70.4 (a).

70.11 A member of the OEDC Board of Directors, including members of council, can only be appointed to a maximum of two municipal (2) committees/boards (including the OEDC Board) at one (1) time.

### **Appointment of Board of Directors in the Case of Unexpected Vacancy**

70.12 Where there is a vacancy or vacancies in the Board of Directors of OEDC prior to the completion of the term of the vacating Director, the remaining Directors will be responsible for identifying potential board members willing to serve an additional term and will recruit applicants for board positions as they become vacant. From these applicants, directors shall recommend to the shareholder, at minimum, one applicant for re-appointment or appointment for each of the director positions available.

### **Appointment of Officers**

70.13 The chair, vice chair and treasurer of OEDC will be appointed by the shareholder, or, if not appointed by the shareholder, the officers of OEDC will be elected by the board. The Mayor/council member will not automatically assume the chair of committees.

70.14 If the chair, vice chair and treasurer of OEDC are not appointed by the shareholder, the OEDC Board of Directors will meet as soon as possible after its annual shareholders meeting, and members of the board will elect a chair, vice-chair and treasurer.

70.15 The OEDC Board of Directors will either appoint the Business Development Manager as the Secretary of the Board or will, under the guidance of the Business Development Manager, appoint a Secretary, who will be responsible for:

- (a) Attending and being Secretary for all shareholder, board and committee meetings;
- (b) Tracking the attendance and recording the attendance in the minutes of each board meeting;
- (c) Preparing agendas for meetings under the direction of the Board Chair in consultation with the Business Development Manager;
- (d) Ensuring minutes of all proceedings at meetings, including any decisions from in-camera meetings that are requested to be recorded by the Board, are recorded without note or comment;
- (e) Ensuring notice of board meetings is provided as required in sections 70.22, 70.42-45 and 70.50;
- (f) Calling a meeting of the Board of OEDC whenever requested to do so, in writing, by the chair or by a majority of the OEDC board members;
- (g) Reporting the committee's decisions, in confidence, to council;
- (h) Ensuring shareholders, board members, committee members, officers and OEDC's external accountant and the public as appropriate receive adequate notice of meetings;
- (i) Ensuring shareholders, board members, committee members, and officers receive the agenda, past meeting minutes and board meeting material, as appropriate, for each meeting with adequate notice (as outlined for board minutes in section 70.56);
- (j) Ensuring the approved minutes are signed by the presiding member and secretary and forwarded to the administrator for presentation to council, in confidence, and for safekeeping as outlined in Council Procedures Bylaw 69.34; and
- (k) Upon receipt of any communication from a person or group of persons provided no less than 96 hours prior to a board meeting in alignment with sections 20 to 26 of the Council Procedures Bylaw, placing the communication on the agenda of the next meeting of the committee for its consideration.
- (l) Advising council of any members absent for more than two (2) consecutive meetings within a calendar year and providing a warning letter to the board member. If the board member misses three (3) consecutive meetings within a calendar year, without reasonable excuse as determined by the board, advising council that the member is removed from the board and a vacancy has occurred that requires to be filled.

### **Meetings of Shareholders**

#### **Annual Shareholder Meeting**

70.16 The annual meeting of the shareholder of the Corporation shall be held at such time and on such day as the shareholder may determine based on input from the board on dates when its required officers can attend. The meeting shall be held within six (6) months of the Corporation's year end and no later than eighteen (18) months after incorporation and no later than fifteen (15) months after the previous annual meeting in accordance with the Act.

70.17 The annual general meeting of shareholders shall be called an ordinary meeting; all other general meetings shall be called special meetings.

70.18 The purpose of the meeting is for receiving the reports and statements required by the Act to be laid before an annual meeting, receiving financial statements, adoption of shareholder declarations, addressing any proposed by-law changes passed by the Corporation's board and the transaction of any such other business as may properly be brought before the meeting.

### **Special Shareholder Meeting**

70.19 The OEDC Board of Directors may, at any time, request that the shareholder call a special meeting of the shareholders for the transaction of any business which may be properly brought before such meeting of the shareholder. All business transacted at an annual meeting, except consideration of the financial statements, auditor report, appointment of an auditor is deemed to be special business.

### **Attendance**

70.20 The persons that are entitled to attend at a meeting of the shareholder are the Mayor and Councilors of the Northern Village of Green Lake Municipality and the directors and officers of the Corporation, along with other officials and representatives such as the auditor that are required for the transaction of business.

70.21 Subject to the Act, the Bylaws, and the Articles a shareholder may attend a meeting of shareholders by means of telephone or other communication facilities if all participants are able to communicate adequately with each other during the meeting.

### **Notice**

70.22 Subject to the Act notice of the time and place of a meeting of shareholders shall be sent not less than twenty-one days nor more than fifty days before the meeting:

- a) to each shareholder entitled to vote at the meeting;
- b) to each director; and
- c) to the auditor, if any, of the Corporation.

70.23 Notwithstanding the notice requirements for a meeting of shareholders as herein provided, meetings of shareholders may be held without notice if all the shareholders signify in writing their consent to the business transacted at such meeting.

70.24 A special meeting and an ordinary meeting of shareholders of the Corporation may be convened by one and the same notice, and it shall be no objection to the said notice that it only convenes the second meeting contingently on any resolution being passed by the requisite majority at the first meeting.

### **Conduct of Meeting**

70.25 Meetings of the shareholder will be held and conducted in alignment with the terms and conditions for a duly constituted meeting of Northern Village of Green Lake council as set out in the Northern Municipalities Act and, unless otherwise required by the Act, the most current edition of Robert's Rules of Order.

70.26 If within 10 minutes from the time appointed for the meeting a quorum is not present, the shareholders present may adjourn the meeting to a fixed time and place but may not transact any other business.

70.27 The chair, if any, of the Board shall preside as chair at every general meeting of the Corporation.

70.28 If there is no chair of the Board, or if at any meeting he or she is not present within 10 minutes after the time appointed for holding the meeting or if he or she is unwilling to act as chair, the members present shall choose someone of their number to be chair of the meeting.

70.29 The chair of the meeting may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of the original meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at any adjourned meeting.

## **Quorum**

- 70.30 No business shall be transacted at any general meeting unless sufficient shareholders holding a majority of the issued shares of the Corporation are present either personally or by proxy. The quorum for the transaction of business at a shareholder meeting shall be the quorum in accordance with the Act and in particular section 133 (4) which provides that if a corporation has only one shareholder, or only one holder of any class or series of shares, the shareholder present in person or by proxy constitutes a meeting.
- 70.31 At any meeting of the shareholders a resolution put to the vote of the meeting shall be decided on a show of hands, unless a ballot is (before or on the declaration of the result of the show of hands) demanded by at least one member, and, unless a ballot is so demanded, a declaration by the chair that a resolution has, on a show of hands, been carried, or carried unanimously, or by a particular majority, or lost, and an entry to that effect in the book of the proceedings of the Corporation, shall be conclusive evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against that resolution.
- 70.32 If a poll is duly demanded it shall be taken forthwith in such manner as the chair of the meeting directs, and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
- 70.33 The chair of a meeting of the shareholders shall not have a second or casting vote.

## **Appointed Representative**

- 70.34 Unless otherwise required by the Act or the articles or by-laws of the Corporation, all questions proposed for consideration of the shareholder at a meeting shall be decided by a duly appointed representative of the shareholder. In accordance with section 134 (2) of the Act, if a body corporate is a shareholder of a corporation, the corporation shall recognize any individual authorized by a resolution of the directors or governing body of the body corporate to represent it at meetings of shareholders of the corporation.
- 70.35 Subject to the Act, an approved motion by the Northern Village of Green Lake Municipal Council appointing a proxy/representative may be in the following form, or in any other form which the Board may approve:

We, the Northern Village of Green Lake Municipal Council, as representatives of the Northern Village of Green Lake Municipality in the province of Saskatchewan, being a shareholder of Openeetan Economic Development Corporation, hereby appoint \_\_\_\_\_ to vote on behalf of the municipality at the annual (or special as the case may be) meeting of the Openeetan Economic Development Corporation to be held on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

## **Meetings of Directors**

- 70.36 The Board of OEDC will hold meetings as required, at minimum quarterly.
- 70.37 It is 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 members.
- 70.38 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.

## **Notice of Meetings**

- 70.39 Notice of the time and place of each meeting of the Board shall be given to each director, in the case of notice given by personal delivery or by facsimile, not less than forty-eight (48) hours before the time when the meeting is to be held, and in the case of notice given by mail, not less than ninety-six (96) hours before the time when the meeting is to be held; provided that meetings of the Board or of any committee of the Board may be held at any time without formal notice if all the directors are present (including present by way of telephone participation) or if all the absent directors waive notice.
- 70.40 For the first meeting of the Board to be held immediately following the appointment of directors at an annual or general meeting of the shareholders or for a meeting of the Board at which a director is appointed to fill a vacancy in the Board, no notice need to be given to the newly appointed director or directors in order for the meeting to be duly constituted, provided a quorum of directors is present.
- 70.41 Notice of any meeting of the Board or of any committee of the Board or any irregularity in

the notice thereof may be waived by any director in any manner, and such waiver may be validly given either before or after the meeting to which such waiver relates.

- 70.42 Any notice respecting an OEDC 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.

**Note:** For notice of a public meeting, see bylaw 70.47

### **Public Meetings**

- 70.43 The Board of Directors of OEDC may choose to hold any of its board meetings in public.
- 70.44 Everyone has the right to be present at OEDC meetings that are conducted in public unless the chair expels a person for improper conduct.
- 70.45 The conduct of delegations or the public at OEDC public Board of Directors Meetings, which they are entitled to attend, shall be subject to the requirements as set out in section 37 of this bylaw.
- 70.46 The chair may request any individual to be expelled from a meeting, in accordance with the guidelines as set out in section 39 of this bylaw.
- 70.47 Any public meeting of the Board requires twenty-four (24) hours' notice be provided to the public by posting notice of the meeting at the municipal office.

### **Conduct of Meetings**

- 70.48 The chair shall preside at every meeting, participate in the debate and shall vote on all motions.
- 70.49 The chair, if any, of the Board, or in his or her absence the vice-chair, shall preside as chair of every meeting of Board of Directors of OEDC, but if, at any meeting, any such person is not present within 10 minutes after the time appointed for holding same, the directors present may elect one of their number to be chair of the meeting. The board member elected to chair a meeting will discharge their duties as chair upon the arrival of the chair or vice-chair.
- 70.50 The business the OEDC Board of Directors shall be conducted in accordance with the rules governing the procedure of council or as otherwise established by council for OEDC or established by the OEDC Board of Directors.
- 70.51 Subject to the Corporations Act, the Board of Directors of OEDC may delegate any of their powers to committees consisting of such member or members of their body as they think fit; and committees so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on them by the Board.
- 70.52 A committee of the Board of Directors of OEDC may elect a chair of their meetings. If no such chair is elected, or at any meeting the chair is not present within 10 minutes after the time appointed for holding the same, the members present may choose one of their number to be chair of the meeting.
- 70.53 A committee of the Board of Directors of OEDC may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present.
- 70.54 All acts done by any meeting of the Board of Directors of OEDC or of a committee of the Board, or by any person acting as a director, shall, notwithstanding that it be afterwards discovered that there was some defect in the appointment of any such director or persons acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a director.
- 70.55 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.
- 70.56 The minutes of the last OEDC Board of Directors meeting shall be distributed to each Director at least twenty-four (24) hours before the next Board of Directors meeting for consideration.
- 70.57 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, in confidence, to council and for safekeeping.

- 70.58 No Councilor of the Municipality, Staff Member of the Municipality, Director of OEDC, or Staff Member of OEDC shall release or otherwise make public any information at a 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 the Board of Directors of OEDC; or
  - (b) until the matter is included on a public agenda of the Board of OEDC.
- 70.59 OEDC will report to council through its Secretary as outlined in bylaw 70.15(g) and no action of OEDC will be binding on the municipality unless:
- (a) power to take such action is expressly conferred on OEDC by legislation, bylaw or resolution of council; or,
  - (b) council has considered the report of OEDC and, if adopted, shall become the resolve of council.

**Conduct of Directors**

70.60 The conduct of Directors shall be subject to the requirements as set out in section 38 of this bylaw.

**Remuneration of Directors**

- 70.61 The remuneration rate per meeting for OEDC Board members shall not exceed current rates set for municipal council members excluding the Mayor.
- 70.62 The OEDC Board is restricted to allowing a Christmas Bonus of not more than \$300.00 for each board member unless a representative attends a meeting of council to present a request for exemption on behalf of the board members which council may agree to in unusual circumstance.

**Correspondence with the Board of Directors**

- 70.63 When a person, or a group of persons, wishes to bring any matter to the attention of OEDC or appear as a delegation, a communication shall be addressed to the Administrator or the Secretary of the OEDC Board of Directors and will be subject to the requirements set out in sections 20 to 26 of this bylaw.
- 70.64 Upon receipt of such communication, the Administrator or Secretary shall place the communication on the agenda of the next meeting of the committee for its consideration;
- 70.65 All submissions to OEDC must be received by the Administrator or Secretary of the OEDC Board of Directors no later than 96 hours prior to the committee meeting.
- 70.66 Reporting to OEDC shall be provided through the Administrator or the Secretary of the OEDC Board of Directors.

**Amendments to OEDC Board Governance Policies and Bylaws**

- 70.67 Any proposed changes to OEDC Board Governance Policies require shareholder approval prior to implementation of the changes. Shareholder approval can be provided at either an OEDC shareholder’s meeting or at a meeting of the NVGL Council.
- 70.68 Any proposed bylaw amendments require approval by the shareholder at a shareholder’s meeting prior to implementation of any amendment as stipulated in OEDC’s bylaws.

**PART VIII – MISCELLANEOUS**

**71. Coming Into Force**

71.1 This bylaw shall come into force and take effect upon third and final reading, Bylaw 01-2016 is hereby repealed and replaced by Bylaw 05-2018.

**Read a first time this 10<sup>th</sup> day of September, 2018**  
**Read a second time this 5<sup>th</sup> day of November, 2018**  
**Read a third and final time and adopted this 7<sup>th</sup> day of January, 2019**

\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 Administrator

SEAL



Bylaw # 05/2018  
Form 1 – Request for a Special Meeting

**REQUEST TO CALL A SPECIAL MEETING OF COUNCIL  
UNDER AUTHORITY OF SECTION 141  
OF THE *NORTHERN MUNICIPALITIES ACT, 2010***

**Northern Village of Green Lake**

Date: \_\_\_\_\_

To the Administrator;

I/We, the undersigned Mayor/Deputy Mayor/Members of the Council of the Northern Village of Green Lake hereby request that a special meeting of council be called for \_\_\_\_\_ commencing at \_\_\_\_\_ for the purpose of discussing and acting on the following items:

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

Meeting Details:

Location: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

**SIGNED:** (Mayor/Deputy Mayor or majority of Council Members)

\_\_\_\_\_  
Mayor (Deputy Mayor)                      Date: \_\_\_\_\_

**OR**

Alderman: \_\_\_\_\_ Date: \_\_\_\_\_

Alderman: \_\_\_\_\_ Date: \_\_\_\_\_

Alderman: \_\_\_\_\_ Date: \_\_\_\_\_

Alderman: \_\_\_\_\_ Date: \_\_\_\_\_

Alderman: \_\_\_\_\_ Date: \_\_\_\_\_

(This call for a Special Meeting shall be kept as part of the minutes as evidence that the meeting was properly called.)

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Office Use Only:

- Members provided notice pursuant to subsection 141(2) of the Act
- Notice not provided pursuant to subsection 141(3) of the Act

**Bylaw # 05/2018**  
**Form 2 – Request for Method of Providing Notice**

Date: \_\_\_\_\_

To: The Administrator, Northern Village of Green Lake

From: \_\_\_\_\_  
(Name of council member)

Pursuant to clause 142(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)

**NORTHERN VILLAGE OF GREEN LAKE**  
**MUNICIPAL PUBLIC DISCLOSURE STATEMENT**  
*The Northern Municipalities Act, 2010, section 160*

**Form 3 –Public Disclosure Statement**

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.*

**Form 3A –Public Disclosure Annual Declaration**

**Form 3B –Public Disclosure Statement Amendment**

Excerpt of subsection 160(6) of *The Northern Municipalities Act, 2010*.

A member of council is, required to submit to the administrator a written amendment to the member's public disclosure statement:

- (a) if the member declares a conflict of interest, as soon as is practicable after the declaration;
- (b) if there is a material change to the information detailed in the disclosure statement, within 30 days after the  
material change;
- (c) if there is a recognition by the member or another person of an error or omission, as soon as is practicable  
after the error or omission is recognized

ADOPTED BY COUNCIL:     October 3, 2016  
RESOLUTION NO:         206/16

**NORTHERN VILLAGE OF GREEN LAKE  
PUBLIC DISCLOSURE STATEMENT  
Form 3**

Council Member Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

**Disclosure of Employer, etc.:**

Pursuant to (subclause 160(2)(a)(i) of *The Northern Municipalities Act, 2010*), 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	Payee (employer)	Nature of Relationship

**Disclosure of Corporate Interests:**

Pursuant to (subclause 160(2)(a)(ii) of *The Northern Municipalities Act, 2010*), 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: (including appointments by council)

My Name or Name of Family Member	Name of Corporation

**Disclosure of Partnerships:**

Pursuant to (subclause 160(2)(a)(iii) of *The Northern Municipalities Act, 2010*), 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

**Disclosure of Business Arrangements:**

Pursuant to (subclause 160(2)(a)(iv) of *The Northern Municipalities Act, 2010*), 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<sup>2</sup>; 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 160(2)(b) of *The Northern Municipalities Act, 2010*), 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 160(2)(c) of *The Northern Municipalities Act, 2010*), 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 NORTHERN VILLAGE OF GREEN LAKE, 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\_\_\_\_.

\_\_\_\_\_  
Signature of Declarant

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date Received

**NORTHERN VILLAGE OF GREEN LAKE  
PUBLIC DISCLOSURE ANNUAL DECLARATION  
Form 3A**

---

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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This annual declaration is made pursuant to (subsection 160(3) of *The Northern Municipalities Act, 2010*).

**I hereby declare that no material change has occurred since my last Public Disclosure Statement was filed.**

**OR**

**The following are changes to my last Public Disclosure Statement:**

	Name
	Address
	Disclosure of Employer, etc.
	Disclosure of Corporate Interests
	Disclosure of Partnerships
	Disclosure of Business Arrangements
	Disclosure of Property Holdings
	Disclosure of Contracts and Agreements

**Details of Changes:**

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**DECLARATION**

I, \_\_\_\_\_, of the NORTHERN VILLAGE OF GREEN LAKE], 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\_\_.

\_\_\_\_\_  
*Signature of Declarant*

\_\_\_\_\_  
*Witness*

Date Received:

\_\_\_\_\_

**NORTHERN VILLAGE OF GREEN LAKE  
PUBLIC DISCLOSURE STATEMENT AMENDMENT  
Form 3B**

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Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Pursuant to (subsection 160(6) of *The Northern Municipalities Act, 2010*)<sup>3</sup>, my public disclosure statement should be amended as follows:

	Name
	Address
	Disclosure of Employer, etc.
	Disclosure of Corporate Interests
	Disclosure of Partnerships
	Disclosure of Business Arrangements
	Disclosure of Property Holdings
	Disclosure of Contracts and Agreements

**Details of Changes:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DECLARATION**

I, \_\_\_\_\_, of the NORTHERN VILLAGE OF GREEN LAKE], 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\_\_\_\_.

\_\_\_\_\_  
*Signature of Declarant*

\_\_\_\_\_  
*Witness*

Date Received:

\_\_\_\_\_