

MINUTES OF A MEETING OF THE COUNCIL OF THE RURAL MUNICIPALITY OF HILLSDALE NO. 440,

held in the Municipal Office in Neilburg on
Thursday, January 7, 2016 at 9:00 a.m. MST.

Call to Order

Reeve Glenn Goodfellow called the meeting to order.

Members Present

Reeve Glenn Goodfellow; Councillors Trevor McCrea, Jerry Petovello, Bernadette Poppleton, Vincent Murphy, Floyd Whitney and Chip Chibri; Foreman Cliff Stewart; Administrator Janet Black and Assistant Administrator Natalie Sousa-Pelley.

Agenda

1/16 BERNADETTE POPPLETON

That the agenda be approved as presented.

Motion Carried.

Declaration of Interest

Councillor Bernadette Poppleton declared an interest in Prickly Pear Homestead Ltd.

Minutes

2/16 VINCE MURPHY

That the minutes of the December 3, 2015 meeting be adopted as circulated.

Motion Carried.

Special Meeting Minutes

3/16 FLOYD WHITNEY

That the minutes of the December 18, 2015 special meeting be adopted as circulated.

Motion Carried.

Financial Activities

4/16 TREVOR MCCREA

That the Statement of Financial Activities for the month of December 2015 and the Bank Reconciliation for December 2015 be approved as presented.

Motion Carried.

Accounts

5/16 FLOYD WHITNEY

That the accounts be approved and paid as presented in Schedule 'A' to these minutes.

Motion Carried.

Cliff Stewart gave his foreman's report as presented in Schedule 'B' to these minutes

Tender Opening – Range Road 3250

The tenders for reconstruction of Range Road 3250.09-3250.12 were opened at 10:05 a.m. by the Reeve and the tenders were as follows:

Garry's Construction	\$ 699,000.00
Brodsky Construction	\$ 577,735.00
Caribou Pumping	\$ 756,400.00
Ulmer Construction	\$ 580,070.00
Allan's Construction	\$ 554,997.00
Kowal Construction	\$ 769,900.00
D & R Contracting	\$ 398,895.00
Prairie Boyz Construction	\$ 594,690.00
Brydon Construction	\$ 658,195.00
Maxies Excavating	\$1,428,466.00
Martushev Logging	\$ 753,155.00
Prairie North Construction	\$ 433,905.00
Top Grade Construction	\$ 504,235.00

In Camera

6/16 TREVOR MCCREA

That the meeting proceed in camera at 10:30 a.m. as per Section 16(1) of the *Local Authority of Freedom of Information and Protection of Privacy Act* to discuss the tenders in detail.

Present: Reeve Glenn Goodfellow; Councillors Trevor McCrea, Jerry Petovello, Bernadette Poppleton, Vincent Murphy, Floyd Whitney and Chip Chibri; Foreman Cliff Stewart; Administrator Janet Black and Assistant Administrator Natalie Sousa-Pelley; Dave Wintonyk and Tyler engineers with Amec Foster Wheeler.

Motion Carried.

Meeting Reconvenes

7/16 VINCE MURPHY

That the Council come out of camera.

Motion Carried.

Road Construction – Freemont

8/16 CHIP CHIBRI

That the Rural Municipality of Hillsdale No. 440 accept the tender from D&R Construction Ltd. to reconstruct the subgrade on Range Road 3250 East of Section 13, 24, 25, 36-44-25 W3M for a cost of \$398,895.00 plus applicable taxes.

Motion Carried.

Correspondence

Ronald McDonald House	Re: Newsletter
SARM	Re: Lieutenant Governor's Award
FCM	Re: Throne Speech Highlights
LEON Manufacturing	Re: Products
Heritage Saskatchewan	Re: 2016 Membership Drive
NCTPC	Re: Minutes
Envirotec	Re: Onsite Used Oil Collection Costs
SK WCB	Re: 2016 Industry Premium
SARM	Re: Snow Removal Checklist – OH&S
GWP	Re: 2016 Price List
Meridian	Re: Fuel Tanks & Fuel Express Trailers
SARM	Re: Civic Address Signage
Hudson Bay Route Association	Re: Membership
Maidstone Waseca & District Fire	Re: PTSD Budget
SARM	Re: New Fees
SARM	Re: Membership Fees

SARM	Re: Liability Self-Insurance
SARM	Re: Excess Liability
SARM	Re: Fidelity Bond Self-Insurance
FCM	Re: Membership 2016-2017
SARM	Re: Gravel Extraction Fees
Harvey Malanowich	Re: Vice-President Position
Carmen Sterling	Re: Vice-President Position
Ministry of Environment	Re: Transfer Station Inspection
Glen McGladdery	Re: PCO Report 2015
Schulte	Re: Product Offering
Trevor Chepelsky	Re: Resume
Mark Stenroos	Re: iHunter Saskatchewan App
Rapid Growth Communities	Re: January Meeting
NCTPC	Re: Gravel, Grading, OH & S Workshop
UCG	Re: Office Expansion
ekpass	Re: Heavy Equipment Training
SARM	Re: Bylaw Changes
Neilburg Fire Board	Re: Financial Statements 2012

Rapid Growth Communities Meeting

9/16 TREVOR MCCREA

That we authorize Jerry Petovello, Glenn Goodfellow and Janet Black to attend the Rapid Growth Communities meeting in Lloydminster on January 20, 2016 at 5:00 p.m.

Motion Carried.

NCTPC Workshop

10/16 BERNADETTE POPPLETON

That we authorize Cliff Stewart, Bernadette Poppleton, Jerry Petovello and Adam Steuer to attend the NCTPC Workshop in Edam on February 23, 2016 at 10:00 a.m. CST and that Glenn Goodfellow be the alternate.

Motion Carried.

Universal Consulting Group Ltd. Contract

11/16 JERRY PETOVELLO

That we contract Universal Consulting Group Ltd. to complete drawings of an office addition, renovation to the existing plan and to provide interior design services for an estimated cost of \$19,900.00 plus applicable taxes.

Motion Carried.

Break for Lunch

12/16 FLOYD WHITNEY

That we break for lunch at 12:00 p.m.

Motion Carried.

Council reconvened from lunch at 1:00 p.m.

Bond

The Administrator placed the Administration Bond before the Council for inspection.

Indemnity Rates

13/16 TREVOR MCCREA

That the rate for Council Indemnity and Supervision for 2016 be set at \$210.00 per day and \$0.65 per kilometer plus \$105.00 per month supervision/communication allowance.

Motion Carried.

Taxable Indemnity

14/16 BERNADETTE POPPLETON

That one third of the total sum paid by the municipality to each member of council in the current year for his/her services shall be designated incidental to the discharge of his/her duties as a member, incurred by such member, as authorized by subsection 82(2) of *The Municipalities Act*.

Motion Carried.

Crop Damages

15/16 JERRY PETOVELLO

That we pay the following crop damages for 2015 road construction:

William Herle

Wheat – 6 acres @ 40 bus/acre @ \$6.50 = \$1,560.00

Gary Grisbrook

Wheat – 1 acre @ 60 bus/acre @ \$6.50 = \$ 390.00

Canola – 1.5 acres @ 57 bus/acre @ \$10.50 = \$ 897.75

Shaun Herle

Wheat – 0.5 acres @ 60 bus/acre @ \$6.50 = \$ 195.00

Canola – 0.75 acres @ 50 bus/acre @ \$10.50 = \$ 393.75
\$3,436.50

Motion Carried.

Council Workers Compensation

16/16 VINCENT MURPHY

That the rate of coverage under Workers Compensation for the Reeve and Councillors for 2016 be set at \$69,242.00 each per annum.

Motion Carried.

Administrator

17/16 TREVOR MCCREA

That Janet Black be appointed as Administrator for 2016.

Motion Carried.

Assessor

18/16 FLOYD WHITNEY

That Janet Black be appointed as Assessor and Tax Collector for 2016.

Motion Carried.

Returning Officer

19/16 JERRY PETOVELLO

That Janet Black be appointed as Returning Officer for 2016.

Motion Carried.

Board of Revision

20/16 BERNADETTE POPPLETON

That Gord Krismer and Associates Ltd. be appointed as Board of Revision and Development Appeals Board for the Rural Municipality of Hillsdale No. 440 for 2016 with the following members:

Clint Krismer
Gord Krismer
Brian Lynch

Reg Skinner
Don Van Beseleare
Cory Halverson

Motion Carried.

Secretary Board of Revision

21/16 VINCENT MURPHY

That Christine Krismer be appointed Secretary of the Board of Revision for 2016.

Motion Carried.

Road Ban

22/16 CHIP CHIBRI

That the Rural Municipality of Hillsdale No. 440 remain in the Department of Highways Road Ban program for 2016.

Motion Carried.

Pest Control Officer Services

23/16 TREVOR MCCREA

That we contract Glen McGladdery to provide Pest Control Services within the Rural Municipality of Hillsdale No. 440 for 2016 at \$26.00 per hour and \$0.65 per kilometer.

Motion Carried.

Transfer Station Attendant

24/16 FLOYD WHITNEY

That we contract Elaine Etson to provide Transfer Station Attendant duties for the Rural Municipality of Hillsdale No. 440 at \$24.00 per hour for 2016, with the pay cheque to be to her by the 15th of the following month.

Motion Carried.

Janitor Contract

25/16 JERRY PETOVELLO

That we contract Ruby Flicek to provide Janitorial Services at the Rural Municipality of Hillsdale No. 440 at a rate of \$350.00 per month for 2016.

Motion Carried.

Agriculture Councillor

26/16 BERNADETTE POPPLETON

That Jerry Petovello be appointed as Agricultural Councillor for the Rural Municipality of Hillsdale No. 440 for 2016.

Motion Carried.

ADD Committee

27/106 FLOYD WHITNEY

That the Rural Municipal Agriculture, Development and Diversification Committee be appointed as follows for 2016:

Division One	Robin McCrea
Division Two	Carla Schmidt
Division Three	Kim Putnam
Division Four	Earl Ducherer
Division Five	Aaron Paton
Division Six	Brian Gibb

Motion Carried.

ADD Committee Remuneration

28/15 BERNADETTE POPPLETON

That the ADD Committee members be paid \$210.00 per day and \$105.00 per half day meeting and \$0.65 per kilometer.

Motion Carried.

ADD Board Representative

29/16 JERRY PETOVELLO

That Glenn Goodfellow be appointed as representative of the Rural Municipality of Hillsdale No. 440 to the Rural Municipal Agriculture Development and Diversification District Board for 2016 and that Kim Putnam be appointed as the alternate member.

Motion Carried.

Cemetery Managers

30/16 BERNADETTE POPPLETON

That the following Cemetery Managers be appointed for 2016:

Ed Pederson	Carruthers Hillcrest Cemetery
Kim Putnam	Woodlawn East Manitou Cemetery

and that the annual fee of \$200.00 be paid to each.

Motion Carried.

Poundkeeper

31/16 VINCENT MURPHY

That Barry McConnell be appointed Poundkeeper for 2016.

Motion Carried.

Fire Chiefs

32/16 BERNADETTE POPPLETON

That we appoint Fire Chiefs for 2016 for the following areas:

Cut Knife & District Rural Fire Area	Brett Robertson
Maidstone Waseca District Fire Area	Murray Lundquist
Neilburg Fire Association	Mike Fohse

Motion Carried.

Neilburg Fire Board Representative

33/16 BERNADETTE POPPLETON

That Miles O'Grady, Brian Gibb and Scott Downie be appointed as representatives of the Rural Municipality of Hillsdale No. 440 to the Neilburg Fire Board for 2016.

Motion Carried.

Maidstone Waseca Fire Board Representatives

34/16 FLOYD WHITNEY

That Laurie Wakefield be appointed as representative of the Rural Municipality of Hillsdale No. 440 to the Maidstone Waseca Fire Board for 2016.

Motion Carried.

Cut Knife Fire Board Representative

35/16 VINCENT MURPHY

That Trevor McCrea be appointed as representative of the Rural Municipality of Hillsdale No. 440 to the Cut Knife and District Fire Association for 2016.

Motion Carried.

Highway 40 Health Holdings

36/16 TREVOR MCCREA

That Jerry Petovello be appointed as representative of the Rural Municipality of Hillsdale No. 440 to the Highway 40 Health Holdings Board for 2016.

Motion Carried.

Council Committees

37/16 TREVOR MCCREA

That the following committees be appointed for 2016:

Finance – Glenn Goodfellow, Chip Chibri, Jerry Petovello, and Bernadette Poppleton

Bylaw 4/84 – Glenn Goodfellow and Bernadette Poppleton

Human Resources – Glenn Goodfellow, Chip Chibri, Floyd Whitney and Trevor McCrea

Road – Glenn Goodfellow, Vince Murphy, Bernadette Poppleton and Trevor McCrea (alternate)

Machinery – Glenn Goodfellow, Vince Murphy, Jerry Petovello, and Trevor McCrea

Asset Management – Glenn Goodfellow, Trevor McCrea, Floyd Whitney, Jerry Petovello and Bernadette Poppleton

Motion Carried.

NWMA Representative

38/16 FLOYD WHITNEY

That Glenn Goodfellow be appointed as representative of the Rural Municipality of Hillsdale No. 440 to the North West Municipalities Association for 2016.

Motion Carried.

NHOM Representative

39/16 BERNADETTE POPPLETON

That Glenn Goodfellow be appointed as representative of the Rural Municipality of Hillsdale No. 440 to the Northwest Heavy Oil Committee for 2016.

Motion Carried.

WYWRA Representative

40/16 BERNADETTE POPPLETON

That Glenn Goodfellow be appointed as representative of the Rural Municipality of Hillsdale No. 440 to the Yellowhead Waste Resource Authority for 2016.

Motion Carried.

Vet Service Board Representative

41/16 VINCENT MURPHY

That Bernadette Poppleton be appointed to represent the Rural Municipality of Hillsdale No. 440 on the Neilburg Veterinary Service Board for 2016.

Motion Carried.

West 40 RDC Representative

42/16 TREVOR MCCREA

That John Herbert and Barry Ducherer be appointed to represent the Rural Municipality of Hillsdale No. 440 on the West 40 Rural Development Corporation for 2016.

Motion Carried.

Weed Inspector

43/16 TREVOR MCCREA

That Tannis Chibri be appointed as weed inspector for 2016.

Motion Carried.

Auditor Appointment

44/16 TREVOR MCCREA

That the firm Holm Raiche Oberg be appointed as auditor for 2016.

Motion Carried.

Shaw Communications Development Application

45/16 VINCENT MURPHY

That we approve the development application from Shaw Communications to place a grade level vault within the road allowance adjacent to SE 31-44-25 W3M on the condition that Shaw Communications will be responsible for the costs if the vault needs to be relocated in the future.

Motion Carried.

Tractor Lease – John Deere 6155R

46/16 TREVOR MCCREA

That we lease a 2016 John Deere 6155R tractor with 640R farm loader for two (2) years from Agland at a total cost of \$151,500.00 and to trade-in the 2006 John Deere 6715 tractor with loader for a value of \$57,000.00.

Motion Carried.

Bylaw 1/2016 – Council Procedure – First Reading

47/16 VINCENT MURPHY

That Bylaw 1/2016, being a bylaw to regulate the proceedings of municipal council and council's committees be read a first time.

Motion Carried.

The Bylaw was read by the Administrator.

Bylaw 1/2016 – Council Procedure – Second Reading

48/16 FLOYD WHITNEY

That Bylaw 1/2016, being a bylaw to regulate the proceedings of municipal council and council's committees be read a second time.

Motion Carried.

The Bylaw was read by the Administrator.

Bylaw 1/2016 – Council Procedure – Third Reading Approval

49/16 CHIP CHIBRI

That Bylaw 1/2016, being a bylaw to regulate the proceedings of municipal council and council's committees be given three readings at this meeting.

Motion Carried.
Unanimously.

Bylaw 1/2016 – Council Procedure – Third Reading

50/16 TREVOR MCCREA

That Bylaw 1/2016, being a bylaw to regulate the proceedings of municipal council and council's committees be read a third time and finally approved.

Motion Carried.

The Bylaw was read by the Administrator.

Bylaw 2/2016 – Gravel – First Reading

51/16 JERRY PETOVELLO

That Bylaw 2/2016, being a bylaw to license the excavation of gravel from gravel pits be read a first time.

Motion Carried.

The Bylaw was read by the Administrator.

Bylaw 2/2016 – Gravel - Second Reading

52/16 BERNADETTE POPPLETON

That Bylaw 2/2016, being a bylaw to license the excavation of gravel from gravel pits be read a second time.

Motion Carried.

The Bylaw was read by the Administrator.

Bylaw 2/2016 – Gravel – Third Reading Approval

53/16 FLOYD WHITNEY

That Bylaw 2/2016, being a bylaw to license the excavation of gravel from gravel pits be given three readings at this meeting.

Motion Carried.
Unanimously.

Bylaw 2/2016 – Gravel – Third Reading

54/16 VINCENT MURPHY

That Bylaw 2/2016, being a bylaw to license the excavation of gravel from gravel pits be read a third time.

Motion Carried.

The Bylaw was read by the Administrator.

Allowance for Uncollectible

55/16 JERRY PETOVELLO

That we authorize the Administrator to increase the Municipal –
Allowance for Uncollectible Taxes account to \$100,000.00.

Motion Carried.

Joint Village/RM Employee Code of Conduct

56/16 TREVOR MCCREA

That we approve the joint Village of Neilburg/R.M. of Hillsdale No. 440
Employee Code of Conduct for office employees as per Schedule 'C' to
these minutes and that the Employee Code of Conduct be added to the
policy manual.

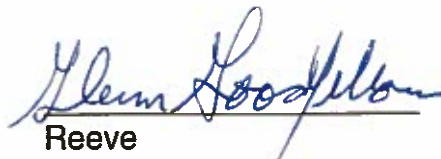
Motion Carried.

Adjournment

57/16 VINCENT MURPHY

That this meeting adjourn at 3:14 p.m.

Motion Carried.


Reeve


Administrator

Schedule 'A'

DD1038 – 1067	39,739.98
4700 Vincent Murphy	360.50
4701 Dale F. Chibri	316.95
4702 CUETS Financial	914.13
4703 Vincent Murphy	150.50
4704 Receiver General for Canada	13,749.55
4705 Receiver General for Canada	834.69
4706 Municipal Employees Pension Plan	8,769.62
4707 Ruby Flicek	350.00
4708 Bee J's Stationers Inc.	849.61
4709 Brent L. Black	80.00
4710 Brandt Tractor	3,391.05
4711 Cactus Environmental Service	1,747.20
4712 CUETS Financial	1,715.01
4713 Elaine Etson	1,302.20
4714 Frontier Glass & Door	294.00
4715 Highway 40 Courier	36.75
4716 Information Services Corp of Sask	75.74
4717 Edmonton Kenworth Ltd.	399.34
4718 Lafrentz Road Marking	30,947.07
4719 Lamb's Door Service Ltd.	1,403.10
4720 Linde Canada Limited	223.52
4721 Living Sky School Division No. 202	2,989.52
4722 Void	0.00
4723 Lloydminster Co-operative Ltd.	2,054.97
4724 Glen McGladdery	1,908.27
4725 McIntosh Garage & Auto Body Ltd.	28,484.14
4726 Munisoft	152.41
4727 Neilburg Altar Society	875.00
4728 Void	0.00
4729 Princess Auto	133.52
4730 Queen's Printer Revolving Fund	136.50
4731 Rack Petroleum Ltd.	2,279.89
4732 SARM	10.42
4733 Sask Energy	95.56
4734 Sask Power	939.21
4735 Sask Tel	572.54
4736 Sask Tel Mobility	44.91
4737 Shred-It	177.16
4738 Sperle's Tire & Battery Ltd.	71.50
4739 Stuart Wright Ltd.	616.89
4740 The Lloydminster Source	115.50
4741 Transit Technical Services Ltd.	5,759.25
4742 Van Houtte Coffee Services Inc.	53.99
4743 Vercomm Wireless	151.20
4744 Village of Neilburg	234.00
4745 WYWRA	1,262.69
4746 Glen McGladdery	2,460.00
4747 Vincent Murphy	963.09
4748 Northwest School Division No. 203	28,917.44
4749 Pat Gibbons Ltd.	94.28
4750 Prairie North Construction Ltd.	14,715.75
4751 Prairie North Construction Ltd.	38,306.82
4752 Prickly Pair Homestead Ltd.	472.55
4753 Floyd Whitney	963.09
4754 Void	0.00
4755 Bee J's Stationers Inc.	264.05
4756 City of Prince Albert	703.75
4757 Federation of Canadian Municipalities	180.23
4758 Hudson Bay Route Association	300.00
4759 Kal Tire	549.39


 GB

4760	Lloydminster Co-operative Ltd.	187.04
4761	Midway Distributors Ltd.	169.71
4762	Munisoft	7,460.20
4763	Princess Auto	24.12
4764	Rural Municipal Administrators Assoc	500.00
4765	SARM	18,434.04
4766	Stuart Wright Ltd.	54.05
4767	Vercomm Wireless	151.20
4768	Void	0.00
4769	Vincent Murphy	360.50
4770	Dale F. Chibri	316.95
4771	Cut Knife & District Fire Association	7,000.00
4772	Gary Grisbrook	1,287.75
4773	William Herle	1,560.00
4774	Shaun Herle	588.75
4775	Minister of Finance – PST	1,769.19
4776	Ed Pedersen	200.00
4777	Kim Putnam	200.00
4778	Sask Tel	118.76
4779	Stuart Wright Ltd.	3,067.11
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Handwritten initials: JLS, GB

Schedule 'B'**Foreman's Report**

- old side of shop interior painted
- finish up with Kohlman pit reclamation
- order fence posts
- Freemont road
 - need temporary fence on entire road
 - communicate with landowners
 - dead gas line
 - Sask Tel need to remove lines
 - water line from Graham to Harris
- order culverts
- service heaters in shop
- started survey at Gregoire's
- Brandt bill for plumbing wing – credit for work

Handwritten signature and initials in blue ink, located at the bottom left of the page. The signature appears to be "JD" and the initials "JB".

Schedule 'C'

Village of Neilburg

MUNICIPAL EMPLOYEE CODE OF CONDUCT



PRINCIPLES:

Our employees must observe the highest standards of conduct in the performance of their duties, regardless of personal consideration. Employees must avoid situations in which their personal interest conflicts, or appears to conflict, with the interests of the municipality in their dealings with persons doing or seeking to do business with the municipality.

Employees must not engage in any conduct or activity that contravenes our by-laws or any law in force in Saskatchewan which might:

- detrimentally affect the municipality's reputation;
- make the employee unable to properly perform his or her employment responsibilities;
- cause other employees to refuse or be reluctant to work with the employee; or
- otherwise inhibit the municipality's ability to efficiently manage and direct its operations.

PURPOSE:

This Code of Conduct is intended to:

- provide an understanding of the fundamental rights, privileges and obligations of municipal employees;
- protect the public interest;
- promote high ethical standards among municipal employees;
- provide a means for municipal employees to obtain authorization for conduct in circumstances where they are uncertain as to the ethical appropriateness of that conduct; and
- set out the corrective measures for unethical conduct.

GENERAL EXPECTATIONS

Employees are expected to comply with the Code of Conduct. The Municipality expects employees to abide by these policies in their daily activities and in their personal conduct.

Employees have a responsibility to request an interpretation of the Code from the municipality's senior administrative official (the Administrator) if they are unsure whether their behavior, circumstances, or interests contravene the Code.

Where an employee suspects that he or she is, or may potentially be, in conflict with any of the provisions of the Code, the employee must disclose the conflict or potential conflict in writing, to:

- his or her direct supervisor, in the case of any employee; or the supervisor must immediately advise the Administrator.
- council or the Personnel Committee in the case of the Administrator.

The disclosure should include a detailed description of the conflict or potential conflict.

Where a disclosure is made, the matter will be treated seriously and in confidence. The supervisor must review the disclosure within five (5) business days, from the date the disclosure is made, and determine an appropriate course of action to address the actual or potential conflict.

CONSEQUENCES OF NON-COMPLIANCE

The Rural Municipality will take corrective action in response to any infraction or transgression of the Employee Code of Conduct. Misconduct will be reviewed and may result in disciplinary action being taken against the employee, up to and including dismissal from employment, seeking restitution, commencement of civil action, criminal prosecution, transferring the employee to another position or any combination thereof.

1. CONFIDENTIALITY:

Every municipal employee must hold in strict confidence all information of a confidential nature acquired in the course of his or her employment with the municipality. Confidential information means information that is not part of the public domain and information designated by council as confidential, such as personal information, internal policies, items under any legal proceeding, etc.

Without restricting the scope of this principle, it is considered a breach of the Code of Conduct for an employee to use information that is obtained as a result of his or her employment and that is not available to the public to:

- further, or seek to further, his or her private interests or those of his or her family; or
- seek to improperly further another person's private interests.

2. USE OF INFLUENCE:

The municipality strives to ensure fairness and objectivity in its decision-making process.

Without restricting the scope of this principle, it is considered a breach of the Code of Conduct for an employee to use his or her position to seek to influence a decision of another person so as to:

- further, or seek to further, his or her private interests or those of his or her family; or
- seek to improperly further another person's private interests.

3. TECHNOLOGY:

The municipality provides technology resources to its employees, to improve productivity of municipal business activities and enhance communication effectiveness. Technology resources are to be used primarily for municipal business purposes. Limited personal use of technology resources is permitted.

Without restricting the scope of this principle, it is considered a breach of the Code of Conduct for an employee to use municipal resources to:

- access websites or engaging in email exchanges that could be considered inappropriate; or
- circulating or electronically storing materials that could be considered inappropriate; or
- use the municipality's technology resources to conduct non-municipal business activities, and check with your manager before using technology resources to support volunteer activities.

4. NEPOTISM

An employee's immediate family may work for the municipality provided there is no opportunity to exercise favoritism or there is no conflict of interest present. This prohibits an employee from being in direct supervision of their immediate family.

When an employee marries or cohabits with another employee and a conflict of interest or favoritism situation is obvious, if an alternative position is not available, one of the employees will be required to resign.

5. ACCEPTANCE OF GIFTS

An employee shall not accept a gift, favor, commission, reward, service, advantage or benefit of any kind from any individual, organization or other corporation other than the normal exchange of hospitality among persons doing business; a token exchanged as a part of protocol; or the normal presentation of gifts to persons participating in public functions.

6. NEGLIGENCE

Negligence in the performance of duties shall include blatant disregard and violation of municipal policies and procedures.

7. MISUSE OF LEAVE AND UNSATISFACTORY ATTENDANCE

Misuse of sick leave and unsatisfactory attendance shall not be tolerated.

8. THEFT AND/OR DISHONESTY

Theft shall include taking municipal or other employees' property. Dishonesty shall include falsifying records for any reason.

9. CONSUMPTION OF INTOXICATING DRUGS AND ALCOHOL

Employees must abide by applicable laws and regulations governing possession or use of alcohol or drugs.

It is not permissible for employees to attend to their job duties and responsibilities having consumed alcohol, be under the influence of drugs or other similar substances, which might adversely affect their performance on the job.

10. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (LAFOIP)

The Local Authority Freedom of Information and Protection of Privacy Act aims to balance the public's right to know with individual rights to privacy. It provides people with the right to request access to information held by a public body while protecting the privacy of personal information with controls on the collection, use, disclosure, retention and disposal of such information. It provides individuals with the right to request access to their own personal information and request correction of such information.

- Without restricting the scope of this principle, it is considered a breach of the Code of Conduct for an employee to:
- release personal information unless it is authorized for release; or
 - responding to informal requests that contain another person's personal, confidential, business information or confidential information supplied by a third party; or
 - revealing or discussing the identity of a LAFOIP applicant; or
 - collecting and using personal information that is not necessary in your normal course of duties; or
 - keeping personal information in an unsecured place where the confidentiality of the subjects is compromised.

11. JOINT OFFICE RESPONSIBILITY

As the Rural Municipality of Hillsdale No. 440 and the Village of Neilburg share the Municipal Office located at 39 L.E. Gibbons Centre Street, Neilburg, Saskatchewan and all inside employees work for both municipalities, all of the above statements relate to both municipalities information.

Sworn before me at Neilburg, Saskatchewan this ____ day of _____, 2016.

Witness

Employee

BYLAW 1/2016

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

The Council of the Rural Municipality of Hillsdale No. 440, 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 Municipalities Act*.
- (b) “Acting reeve” means the councillor elected by council to act as the reeve 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 111.
- (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, or newspaper/magazine article.
- (l) “Council” means the reeve and councillors of the municipality elected pursuant to the provisions of *The Local Government Election Act*.
- (m) “Councillor” means the council member duly elected in the municipality as a councillor, in accordance with *The Local Government Election Act*.
- (n) “Deputy reeve” means the councillor who is appointed by council, pursuant to section 34 of this bylaw, to act as reeve in the absence or incapacity of the reeve.
- (o) “Member” means the reeve, councillor or an appointed individual to a committee, commission or board of council.
- (p) “Motion” means a formal proposal placed before a meeting in order that it may be debated to a conclusion.
- (q) “Mover” means a person who presents or proposes a motion or amendment.
- (r) “Municipality” means the Rural Municipality of Hillsdale No. 440.
- (s) “Order of business” means the list of items comprising the agenda and the order in which those items appear on the agenda.
- (t) “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.

- (u) "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.
- (v) "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.
- (w) "Public hearing" means a meeting of council or that portion of a meeting of council which is convened to hear matters pursuant to:
 - i. *The Municipalities Act*;
 - ii. *The Planning and Development Act, 2007*;
 - iii. any other Act; or
 - iv. a resolution or bylaw of council.
- (x) "Quorum" is, subject to sections 123 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.
- (y) "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.
- (z) "Reeve" means the council member duly elected in the municipality as the Reeve in accordance with *The Local Government Election Act*.
- (aa) "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.
- (bb) "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.
- (cc) "Special meeting" means a meeting other than a regular scheduled meeting called pursuant to 123 of the Act or the provisions of this bylaw.
- (dd) "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.
- (ee) "Unfinished Business" means business which has been raised at the same, or a previous meeting, and which has not been completed.
- (ff) "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 reeve 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 within 31 days after the date of the election; and at a time, date and place determined by the Administrator.
- 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 the Act.

6. Regular Meetings

- 6.1 Regular meetings of council shall be held on the first Thursday after the first Tuesday of each month commencing at 9 am local time of the municipal office.
- 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 reeve, such meetings shall be held at the same time on the next day that the municipal office is scheduled to be open for business.
- 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 reeve 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 reeve 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 7.4, a special meeting may be held with less than twenty-four (24) hours' notice to members, and without notice to the public, if all members agree to do so, in writing, immediately before the beginning of the special meeting.
- 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 the legislative authority including the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act* relied upon for authority to close the meeting to the public.
- 12.5 No resolutions or bylaws may be passed during a closed meeting.
- 12.6 No business other than that described within the resolution pursuant to subsection 12.2 may be discussed.
- 12.7 Matters discussed or to be discussed in a closed meeting are to be kept in confidence until discussed at a public meeting of council, unless otherwise provided for in this bylaw.

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 4:30 pm the day immediately preceding the council meeting.
- 13.4 The administrator shall ensure that the council agendas are available to the general public no later than 4:30 pm the day immediately preceding the council meeting.
- 13.5 If, for any reason, the administrator is unable to meet the deadline mentioned in subsection 13.3, the administrator shall prepare and distribute the agenda as soon as reasonably possible to allow council members an opportunity to review the agenda prior to the council meeting.
- 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 12:00 pm the day immediately preceding 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 to the members 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) Declaration of Interest;

- (d) Adoption of Minutes;
- (e) Financial Statement;
- (f) Accounts;
- (g) Foreman's Report;
- (h) Correspondence
- (i) Public Hearings;
- (j) Other Business;
- (k) Reports of Administration and Committees;
- (l) Reeve and Councillor forum;
- (m) Delegations; and
- (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) the reeve determines during the proceedings of council that for public interest a matter be moved forward to be dealt with promptly.

16. Commencement of Council Meeting

- 16.1 At the hour set for the meeting, or as soon as all members of council present, the reeve, or in his or her absence the deputy reeve, shall take the chair and call the members to order.
- 16.2 In case neither the reeve nor the deputy reeve is in attendance within 10 minutes after the hour appointed, and subject to a quorum being present, council shall appoint an acting reeve pursuant to section 35 of this bylaw who shall call the meeting to order and shall preside over the meeting until the arrival of the reeve or the deputy reeve, 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. Public Hearing

- 19.1 If a public hearing is required by any Act, it shall be conducted in accordance with the provisions of this section.

- 19.2 The procedure by which the public hearing will be conducted or by which public input will be obtained shall be as follows:
- (a) the reeve shall declare the hearing on the matter open;
 - (b) the administration shall present a report on the bylaw or resolution under consideration including the administration recommendations;
 - (c) if it is a hearing that involves an applicant, the applicant shall be given an opportunity to make representations on the matter under consideration;
 - (d) 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 reeve 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.
- 19.3 The time allowed for each person making representations shall be 10 minutes.
- 19.4 A hearing may be adjourned to a certain date.
- 19.5 A member shall abstain from taking part in the debate or voting on the bylaw or resolution, which is the subject of the hearing if the member was absent from any part of the public hearing.

20. Communications - General

- 20.1 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.
- 20.2 A communication received by the administrator, which does not meet the conditions in subsection 20.1 or is abusive in nature, shall be forwarded to two members of Council for review and disposition.
- 20.3 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*.
- 20.4 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.

21. Communications – Matters on council Agenda

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

22. Communications – Matters not on Council Agenda

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

23. Delegations – Matters on Council Agenda

- 23.1 When a person wishes to speak to council on a matter already on a council agenda, for which a hearing is not required, that person shall notify the administrator in writing, which notice shall include the following:
 - (a) the name and correct mailing address of the spokesperson;
 - (b) telephone number where the representative of the delegation can be reached during the day;
 - (c) originally signed, except when submitted by facsimile or e-mail; and
 - (d) clearly setting out the subject matter to be discussed and the request being made of council.
- 23.2 A request to speak to council pursuant to subsection 23.1 must be received by the administrator no later than the agenda deadline in order to be included on the council agenda.
- 23.3 In the event that a delegation makes an application to the administrator after the agenda deadline, regarding a subject which is on the agenda, the administrator will bring the request to the attention of council:
 - (a) Delegations will be advised by the administrator that they may not be heard by council unless the majority of members vote to allow the delegation to speak within the motion to approve the agenda.
- 23.4 Delegations speaking before council shall address their remarks to the stated business:
 - (a) Delegations will be limited to speaking only once; and
 - (b) Rebuttal or cross debate with other delegations shall not be permitted.
- 23.5 A maximum of 10 minutes shall be allotted for each delegation to present his or her position of support or opposition.
- 23.6 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 reeve shall at the conclusion of 10 minutes, inform the delegation that the time limit is up.
 - (c) Delegations will not be permitted to assume any unused time allocated to another delegation.
- 23.7 Upon the completion of a presentation to council by a delegation, any discourse between members and the delegation shall be limited to members asking questions for clarification and obtaining additional, relevant information only:
 - (a) Members shall not enter into debate with the delegation respecting the presentation; and
 - (b) Once a motion has been moved, no further representation or questions of the delegation shall be permitted.

24. Delegations – Matters not on Council Agenda

- 24.1 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.

- 24.2 A request to speak to council pursuant to subsection 24.1 must be received by the administrator no later than the agenda deadline to be included on the agenda.
- 24.3 The administrator, who shall consult with Reeve and Councillor for the Division in which they are eligible to vote, 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.
- 24.4 If a request to speak to council is refused pursuant to subsection 24.3, a copy of the request and reply, shall be forwarded to members by the administrator.
- 24.5 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.
 - (a) Delegations will be advised by the administrator that they may not be heard by council unless the majority of members vote to allow the delegation to speak within the motion to approve the agenda.

25. Reeve and Councillors Forum

- 25.1 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.
- 25.2 All comments will be verbal only and shall not be recorded in the minutes of the meeting.

26. Bylaws

- 26.1 Every proposed bylaw must have three (3) distinct and separate readings.
- 26.2 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.
- 26.3 A proposed bylaw will be considered by council immediately following consideration of the report or item to which the bylaw relates.
- 26.4 Only the title or identifying number has to be read at each reading of the bylaw.
- 26.5 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.
- 26.6 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.
- 26.7 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.
- 26.8 The administrator shall be empowered to correct any typographical error that may not have been corrected at the time of submission to council and the bylaw shall have the same status as if council had corrected same.
- 26.9 After passage, every bylaw shall be signed by the reeve and the administrator, pursuant to the Act and marked with the corporate seal of the municipality.

27. Recess

- 27.1 The council may recess at any time during the meeting.
- 27.2 A motion to recess must state the time of duration of the recess, and must be passed by a majority of the members present.
- 27.3 The council may reconvene sooner than the time mentioned in the motion of recess, but must not reconvene later than 2 minutes after the time specified for reconvening or the meeting shall be deemed to be adjourned due to a lack of quorum.

28. Adjournment

- 28.1 All regularly scheduled council meetings shall stand adjourned when the council has completed all business as listed on the order of business or upon the arrival of 4:00 pm local time of the municipal office.
- 28.2 If a member is speaking at 4:00 pm local time of the municipal office, the reeve shall wait until that person is done speaking before asking council to consider whether it wants to extend the time of the meeting.
- 28.3 Any business which remains on the agenda and which has not been dealt with at the time of adjournment shall be deemed to be postponed until the next regularly scheduled council meeting, or until a special meeting is called for the purpose of dealing with the unfinished items.

29. Extension of Time

- 29.1 Notwithstanding section 29, a majority of the members present may extend a regularly scheduled council meeting beyond 4:00 pm local time of the municipal office by unanimous vote of all members present.
- 29.2 If council extends its meeting pursuant to subsection 29.1, the meeting shall continue until:
 - (a) the business of the meeting is completed;
 - (b) a motion to adjourn is passed; or
 - (c) a quorum is no longer present.

PART IV – CONDUCT AT COUNCIL MEETINGS**30. Reeve**

- 30.1 The reeve shall:
 - (a) preside at all council meetings;
 - (b) preserve order at council meetings;
 - (c) enforce the rules of council;
 - (d) decide points of privilege and points of order; and
 - (e) advise on points of procedure.
- 30.2 The reeve shall have the same rights and be subject to the same restrictions, when participating in debate, as all other members.
- 30.3 The reeve shall have the same rights and be subject to the same restrictions as all other members to make a motion.

31. Deputy Reeve

- 31.1 The council shall, at its first meeting, or as soon thereafter as conveniently possible and whenever the office becomes vacant, appoint from the councillors a deputy reeve who shall hold office for a term of two years or for such longer period as the council may decide, and in any event until a successor is appointed.
- 31.2 If the reeve, for any reason, is unable to perform the duties of his or her office, the deputy reeve shall have all of the powers of the reeve during the inability.

32. Acting Reeve

- 32.1 Council shall, appoint a member to act as reeve if:
 - (a) both the reeve and the deputy reeve, if one has been appointed pursuant to section 31, are unable to perform the duties of his or her office; or
 - (b) the offices of both the reeve and the deputy reeve are vacant.
- 32.2 The member to be appointed, pursuant to subsection 31.1, shall be elected by a majority of the members present.
- 32.3 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, color 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.
- 32.4 The member whose name is on the sheet withdrawn pursuant to subsection 32.3(d) shall be declared elected.

33. Persons Allowed at the Table

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

34. Conduct of Public

- 34.1 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.

35. Conduct of Delegations

- 35.1 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.

36. Conduct of Members

- 36.1 Members of council wishing to speak at a meeting shall ensure they do not interrupt another member.
- 36.2 If more than one member wishes to speak at a meeting at the same time, the reeve shall indicate which member shall speak first.
- 36.3 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.
- 36.4 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.
- 36.5 Members shall ensure that all electronic devices remain silent and do not interfere with the meeting.

37. Improper Conduct

- 37.1 The reeve may request that any person in the public gallery who disturbs the proceedings of council or acts improperly at a council meeting, as set out in section 34, leave or be expelled from the meeting.
- 37.2 The reeve may request that any delegation who addresses council improperly as set out in section 35, leave or be expelled from the meeting.
- 37.3 No person shall refuse to leave a council meeting when requested to do so by the reeve.
- 37.4 Any person who refuses to leave when requested to do so may be removed.
- 37.5 If a person disturbs the proceedings of council or refuses to leave when requested to do so, the reeve may recess the meeting until the person leaves or adjourn the meeting to another day.

38. Leaving the Meeting

- 38.1 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.

39. Point of Order

- 39.1 A member may rise and ask the reeve to rule on a point of order.
- 39.2 When a point of order is raised, the member speaking shall immediately cease speaking until the reeve decides the point of order raised.
- 39.3 A point of order must be raised immediately at the time the rules of council are breached.
- 39.4 The member against whom a point of order is raised may be granted permission by the reeve to explain.
- 39.5 The reeve may consult the administrator before ruling on a point of order.
- 39.6 A point of order is not subject to amendment or debate.

40. Point of Privilege

- 40.1 A member may rise and ask the reeve to rule on a point of privilege.
- 40.2 After the member has stated the point of privilege, the reeve shall rule whether or not the matter raised is a point of privilege.
- 40.3 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.
- 40.4 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.
- 40.5 The reeve may consult the administrator before ruling on a point of privilege.
- 40.6 A point of privilege is not subject to amendment or debate unless a motion regarding the point of privilege is put to council.

41. Point of Procedure

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

42. Appeal

- 42.1 Whenever a member wishes to appeal any ruling of the reeve 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 reeve may state the reason for the decision; and
- (d) following which the question shall be put immediately without debate.

42.2 The reeve shall be governed by the vote of the majority of the members present.

42.3 A ruling of the reeve must be appealed immediately after ruling is made or the ruling will be final.

43. Calling a Member to Order

43.1 When the reeve 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.

43.2 In the event that a member refuses to resume his or her seat when called to order, the reeve shall request the deputy reeve, or if the deputy reeve 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.

43.3 When the majority of council votes in favor of the resolution, the reeve shall direct the unruly member to leave the council chamber, and if the member refuses to leave, the reeve 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.

43.4 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

44. Motions and Debate

44.1 A motion shall express fully and clearly the intent of the mover and shall not be preceded by any preamble or whereas clauses.

44.2 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.

44.3 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.

44.4 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.

44.5 Any motions allowed under subsection 44.4 shall be considered in the order in which they were moved.

45. Motion to Amendments

- 45.1 Except as provided in subsection 45.12, 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.
- 45.2 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.
- 45.3 An amending motion may also be amended.
- 45.4 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.
- 45.5 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.
- 45.6 There is no limit to the number of amendments or sub amendments that may be proposed.
- 45.7 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.
- 45.8 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.
- 45.9 The main motion shall not be debated until all amendments to it have been put to a vote.
- 45.10 Amendments shall be put in the reverse order to the order in which they were moved.
- 45.11 When all amendments have been voted on, the main motion incorporating all amendments adopted shall be put to a vote.
- 45.12 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.

46. Dividing a Motion into Parts

- 46.1 A member may request or the reeve may direct that a motion be divided if the motion contains more than one separate and complete recommendation.
- 46.2 Council shall then vote separately on each recommendation.
- 46.3 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.

47. Motion Arising

- 47.1 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.

48. Request that Motion be put to Vote

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

- 48.3 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.
- 48.4 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.

49. Motion to Adjourn

- 49.1 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.
- 49.2 A motion to adjourn shall be decided without debate.

50. Motion to Move to a Closed Meeting

- 50.1 A member may make a motion that a council meeting move to a closed meeting.
- 50.2 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.
- 50.3 No bylaw or resolution shall be passed during a closed meeting.

51. Motion Contrary to Rules

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

52. Withdrawal of Motions

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

53. Motion to Reconsider

- 53.1 A motion to reconsider shall apply to resolutions only, and shall not apply to bylaws passed by council.
- 53.2 A motion to reconsider is in order whether the original motion passed or failed.
- 53.3 A motion to reconsider may only be made at the same council meeting as the original motion was voted on.
- 53.4 A motion to reconsider must be moved by a member who voted with the prevailing side of the original motion.
- 53.5 When a motion loses on a tied vote, the prevailing side is those who voted against the motion.
- 53.6 A motion to reconsider is debatable only if the motion being reconsidered is debatable.
- 53.7 A motion to reconsider cannot be amended.
- 53.8 A motion to reconsider shall require a majority vote of the members present at the meeting.
- 53.9 If a motion to reconsider is adopted, the original motion is immediately placed before council to be reconsidered.
- 53.10 Once a vote on a motion to reconsider has taken place, there shall be no further motion to reconsider that resolution.

54. Motion to Rescind

- 54.1 A motion to rescind shall apply to resolutions only, and shall not apply to bylaws passed by council.
- 54.2 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.

- 54.3 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.
- 54.4 A motion to rescind is debatable.
- 54.5 A motion to rescind may be amended.
- 54.6 A motion to rescind shall, in all cases, require a majority vote of all council members to pass.
- 54.7 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.

55. Motion to Postpone

- 55.1 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.
- 55.2 Notwithstanding subsection 55.1, 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.
- 55.3 The only amendment allowed to a motion to postpone to a fixed date is to change the date.

56. Motion to Refer

- 56.1 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.
- 56.2 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.

57. Debate on Motion

- 57.1 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.
- 57.2 The mover of the motion shall be given the first opportunity to speak.
- 57.3 The mover of the motion shall be allowed a reply at the conclusion of the debate.

58. Legal Advice

- 58.1 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.

59. Voting of council

- 59.1 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.
- 59.2 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.
- 59.3 The administrator shall ensure that each abstention is recorded in the minutes of the meeting.

60. Voting of Reeve

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

61. Majority Decision

- 61.1 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.

62. Recorded Vote

- 62.1 Before a vote is taken by council, a member may request that the vote be recorded.
- 62.2 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.

63. Tied Vote

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

PART VI – COMMITTEES**64. Procedure for Appointments**

- 64.1 The administrator shall utilize the following procedure for appointments to committees:
 - (a) where an appointee has expressed the desire to be removed from a committee, the administrator shall communicate that to council and council may appoint another person to that position.

65. Term

- 65.1 Appointments to committees shall be for a one (1) year term beginning on January 1st to December 31st of the current year.
- 65.2 Council may, in its discretion, revoke the appointment of any individual whom has been appointed to a committee.

66. Committee Procedures

- 66.1 Council may from time to time establish a committee in response to specific issues requiring immediate or long term attention.
- 66.2 The membership and jurisdiction of a committee shall be as provided for in the enabling legislation or as directed by council.
- 66.3 The reeve is an ex-officio voting member of all committees established by council pursuant to the Act, unless council provides otherwise, and when in attendance, possesses all of the rights, privileges, powers and duties of other members, whether elected or appointed.
- 66.4 The reeve's attendance shall not, however, be included for the purpose of determining a quorum.
- 66.5 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.
- 66.6 The chair of all committees established by council shall be designated by council, unless council directs otherwise.
- 66.7 All councillors may attend the meetings of committees established pursuant to the Act, and may take part in the proceedings of the same, except that non-committee members shall not have a vote.
- 66.8 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.
- 66.9 The chair shall preside at every meeting, participate in the debate and shall vote on all motions.
- 66.10 In the absence of the chair, the vice-chair shall preside, and in the absence of both the chair and the vice-chair, one (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.
- 66.11 An act or proceeding of a committee is not effective unless it is authorized or adopted by a resolution at a duly constituted public committee meeting.
- 66.12 Everyone has the right to be present at committee meetings that are conducted in public unless the chair expels a person for improper conduct.
- 66.13 Subject to subsection 14, committees shall conduct all committee meetings in public.

- 66.14 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*.
- 66.15 Notice of regularly scheduled committee meetings is not required to be given.
- 66.16 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.
- 66.17 Notwithstanding subsection 66.16, 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.
- 66.18 The consent to waive notice of a change in date, time or place of a meeting pursuant to subsection 66.17 may be given in person or by facsimile, electronic mail and other similar means.
- 66.19 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.
- 66.20 The Secretary shall call a special meeting of a committee whenever requested to do so, in writing, by the chair or by a majority of the committee members in the same manner as set out in subsection 66.17.
- 66.21 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.
- 66.22 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.
- 66.23 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.
- 66.24 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 24 of this bylaw.
- 66.25 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;
- 66.26 All submissions to committees must be received by the administrator or Secretary within the established deadlines, usually four (4) business days prior to the meeting.
- 66.27 Reporting to committees shall be provided through the administrator or the secretary.
- 66.28 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.
- 66.29 Notice to the public of a committee meeting as required by subsections 66.16 to 66.19 is sufficient if the notice is posted at the municipal office.
- 66.30 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.

- 66.31 The Secretary shall record the minutes, without note or comment.
- 66.32 The minutes of the committee shall be distributed to each member at least twenty-four (24) hours' before the next committee meeting for consideration.
- 66.33 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.
- 66.34 All minutes, once approved, shall be open for inspection by the public.
- 66.35 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.
- 66.36 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.
- 66.37 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 35 of this bylaw.
- 66.38 The conduct of members shall be subject to the requirements as set out in section 36 of this bylaw.
- 66.39 The chair may request any individual to be expelled from a meeting, in accordance with the guidelines as set out in section 40 of this bylaw.

PART VII – MISCELLANEOUS

67. Coming Into Force

- 67.1 This bylaw shall come into force and take effect on January 1, 2016.


Reeve


Administrator



BYLAW 1/2016
FORM 1 – Request for a Special Meeting

Date: _____

To: _____, Administrator, Rural Municipality of Hillsdale No. 440

Pursuant to section 123 of *The Municipalities Act*, I/we hereby request you to call a special meeting of the Council of the Rural Municipality of Hillsdale No. 440 to discuss the following matter(s):

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

Meeting Details:

Location: _____

Date: _____

Time: _____

Dated this _____ day of _____, 20____

Signed:

Name: _____

Name: _____

Name: _____

Name: _____

Office Use Only:

☐ Members provided note pursuant to subsection 124(1) of *The Municipalities Act*

☐ Notice not provided pursuant to subsection 123(3) of *The Municipalities Act*

BYLAW 1/2016
FORM 2 – Request for Method of Providing Notice

Date: _____

To: _____, Administrator, Rural Municipality of Hillsdale No. 440

From: _____, (name of Council Member)

Pursuant to section 124(1)(c) of *The Municipalities 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 council member)

BYLAW 2/2016

A BYLAW TO LICENSE THE EXCAVATION OF GRAVEL FROM GRAVEL PITS

The Council of the Rural Municipality of Hillsdale No. 440, in the Province of Saskatchewan, enacts as follows:-

1. This bylaw shall be referred to as the Gravel Licensing Bylaw.
2. In this bylaw:
 - (a) "administrator" shall mean the administrator of the municipality;
 - (b) "contractor" includes any person, firm or corporation, including those persons, firms or corporations engaged by the Crown, but does not include the Crown;
 - (c) "council" shall mean the council of the municipality;
 - (d) "gravel" includes rock, stone, sand and other material in excess of 105 microns in diameter;
 - (e) "municipality" shall mean the Rural Municipality of Hillsdale No. 440;
 - (f) "premise" includes any pit, site or location within the municipality, in which gravel is excavated.
3. No contractor shall operate or offer for hire any machine, tractor, truck or other appliance used in excavation of gravel from any premise within the municipality without having first obtained a license to do so from the municipality.
4. Any contractor requiring a license under provision of this bylaw shall each year, make written application to the Administrator of the municipality stating the name and address of the applicant, the location of each premise from which the gravel is to be excavated and an estimate of the amount to be excavated within the current year; and paying in advance a fee of:
 - (a) \$0.160 per cubic metre for each cubic metre, or
 - (b) \$0.122 per cubic yard for each cubic yard, or
 - (c) \$0.086 per tonne for each tonne, or
 - (d) \$0.080 per ton for each ton of gravel excavated from the premise.
5. Where the contractor estimates that the volume of gravel to be extracted will exceeds 10,000 tonnes, the contractor shall pay a pre-extraction fee equal to the estimated volume of gravel to be extracted multiplied by the rate prescribed in section 4.
6. Subject to the right of Council to suspend or revoke the same as provided by *The Municipalities Act*, every license shall remain in force or in effect until and including the 31st day of December in the year of issue.
7. On or before December 31st of the year in which the license has been issued the contractor shall make a return under oath, in form shown in Schedule "A" attached hereto, to the Administrator of the municipality showing the quantity of gravel, in the agreed units of measurement, excavated from each premise and pay the prescribed fee as set out in Section 4 of the bylaw.
8. The municipality shall refund to the contractor any fees collected under this bylaw for estimated quantities of gravel not excavated from the premise and for which the license fee has been paid.

- M-11
9. Any person found guilty of an infraction of any of the provisions of this bylaw shall be liable on summary conviction to the penalties imposed by the general penalty bylaw of the municipality.
 10. This bylaw shall come into effect on January 1, 2016.
 11. Bylaw 9/2013 is hereby repealed.


Reeve
Administrator

SCHEDULE "A"

DECLARATION
IN THE MATTER OF LICENSE BYLAW NO. 2/2016

I, _____ of the
_____ of _____ in the Province of
_____ do solemnly declare:

1. During the year 20_____, I excavated _____ from the gravel pit located on land described as _____ and;
2. I make this solemn declaration, conscientiously believing it to be true and knowing it is of the same force and effect as if made under oath and by virtue of *The Canada Evidence Act*.

Declared before me at the _____)
of _____ in the Province)
of Saskatchewan, this _____ day))
of _____, 20____.)

A Commissioner for Oaths in and for the Province of Saskatchewan

R.M. OF HILLSDALE NO. 440

GRAVEL EXCAVATION LICENSE APPLICATION
FOR THE YEAR _____

Applicant: Name _____
Address _____

I, the above named applicant, hereby apply for a Gravel Excavation License and I declare that I will be excavating the following estimated amounts of gravel from the following locations:

PIT LOCATION	ESTIMATED EXCAVATION
_____	_____
_____	_____
_____	_____
Total excavation estimate	_____
Gravel License Fee/Unit	_____
Total fee payable upon application	_____

- I agree that:
- if the amount of gravel I excavated during 20____ exceeds 10,000 tonnes or the above estimate I will pay to the R.M. of Hillsdale No. 440 the gravel license fee on this excess amount on a monthly basis.
 - I will on or before December 31st of this year make a return under oath to the Administrator of the R.M. of Hillsdale No. 440 showing the quantity of gravel excavated from each premise and pay the prescribed fee.

Applicant

Administrator

Approved this _____ day of _____, 20____.