

**VILLAGE OF AIR RONGE
BYLAW NUMBER 2024-14
COUNCIL PROCEDURES BYLAW**

A BYLAW of the Village of Air Ronge, in the Province of Saskatchewan, to provide for the establishment of Council and Committee meeting procedures.

THE COUNCIL FOR THE VILLAGE OF AIR RONGE, IN THE PROVINCE OF SASKATCHEWAN, ENACT AS FOLLOWS:

Short Title

- 1) This Bylaw may be cited as the “Procedures Bylaw”.

Purpose and Scope

- 2) Whereas it is deemed expedient to set forth rules and regularities for the order and dispatch of business of the Village of Air Ronge Council, including to:
 - a) Establish Committees and any other bodies necessary.
 - b) Define the specific functions, including the delegation of authority, if any, for each committee or other body.
 - c) Provide for the orderly conduct of the business of Council and any Committees established by Council.
 - d) Provide notice of regularly scheduled and special meetings.
 - e) Establish rules and procedures to be used by Council, Committees and Administration regarding Council and Committee meetings.
 - f) In the matter of procedure not herein provided for, the proceedings of the Council shall be guided by the Rules of the Parliament of Saskatchewan, and secondly by Roberts Rules of Order, as amended, revised or replaced from time to time, so long as those rules are applicable in the circumstance and are not inconsistent with the provisions of this bylaw or with the Act.

PART I INTERPRETATION

Definitions

- 3) In this Bylaw, in any amending Bylaws, and in any schedules attached hereto:
 - a) “Act” means *The Northern Municipalities Act, 2010*;
 - b) “Adjourn” means to end the meeting;
 - c) “Administration” means the Chief Administrative Officer or an employee(s) accountable to the Chief Administrative Officer;
 - d) “Chair” means a person who has the authority to preside over a meeting;
 - e) “CAO” means the person appointed as Chief Administrative Officer pursuant to section 126 of the Act;
 - f) “Committee” means a committee, board, authority or other body duly appointed by Council;
 - g) “Committee of the Whole or COTW” means members present at a meeting of council sitting in committee. Council may, by resolution, enter into COTW at any time during a Special or Regular Council meeting. Committee of the Whole meetings shall be separate and apart from the regular meetings of Council;
 - h) “Correspondence” includes, but is not limited to, the following: letter, memorandum, report, notice, electronic mail, facsimile, petition, brochure, or newspaper/magazine article;
 - i) “Council” means the Mayor and Councillors of the Village of Air Ronge, elected pursuant to the provisions of *The Local Government Election Act, 2015*;

- j) "Councillor" means the Council member duly elected in the Village as a councillor, in accordance with *The Local Government Election Act 2015*;
- k) "Deputy Mayor" means the Councillor appointed as the Deputy Mayor pursuant to this Bylaw;
- l) "Elder Advisor" means that person appointed by Council who undertakes the essential role of preserving, promoting, and passing down their knowledge, beliefs, and practices rooted in Indigenous culture.
- m) "Mayor" means the council member duly elected in the Village as the Mayor, pursuant to the provisions of *The Local Government Election Act, 2015* and this Bylaw;
- n) "Member" means a member of Council;
- o) "Petition" means any petition filed in accordance with the requirements of s.151 of the *Northern Municipalities Act, 2010*.
- p) "Point of Order" means the raising of a question by a member, with the view of calling attention to any departure from the Procedures Bylaw or the customary modes or proceedings in debate or in the conduct of the Council's business;
- q) "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 positions;
- r) "Point of Procedure" means a question directed to the Chair to obtain information on a matter of parliamentary law or the rules of Council bearing on the business at hand, in order to assist a member to make an appropriate motion, raise a point of order, understand the parliamentary situation or the effect of a motion;
- s) "Public Hearing" means a meeting of council or that portion of a meeting of council which is convened to hear matters pursuant to:
 - i) *The Northern Municipalities Act*;
 - ii) *The Planning and Development Act, 2007*;
 - iii) Any other Act; or
 - iv) A resolution or bylaw of council.
- t) "Quorum" is the majority of the members of council or committee pursuant to Section 112 in Act;
- u) "Resolution" means a formal decision by Council based on a motion, duly placed before a regularly scheduled Council Meeting or Special Council Meeting;
- v) "Special Meeting" means a meeting other than a regular scheduled meeting;
- w) "Village" means the Village of Air Ronge.

Schedules

- 4) The following schedules are attached to, and form part of, this Bylaw:
 - a) Schedule "A" – List of exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*.
 - b) Schedule "B" – forms
 - c) Schedule "C" - Information for Submission of Petition

PART II PROCEEDINGS OF COUNCIL

Council

- 5) Council is the governing body of the Village of Air Ronge and shall exercise the powers and carry out the duties prescribed by law.
- 6) Council shall consist of the Mayor, four (4) Councillors and one (1) Elder Advisor.
- 7) Subject to any limitations prescribed by Section 144 of The Act, Council may delegate or assign its powers and duties as it may be deemed advisable and in the public interest.

Mayor

- 8) In addition to performing the duties of a Councillor, a Mayor has the following duties:
 - a) to preside when in attendance, at all meetings of Council unless another member of Council is required or permitted to preside pursuant to The Act or other applicable law or the terms of this Bylaw;
 - b) to perform any other duty imposed on a Mayor by this or any other bylaw, Act or resolution.
- 9) The Mayor is a member of all boards and committees established by Council, unless Council provides otherwise.

Deputy Mayor

- 10) The Mayor shall at the first meeting of Council or as soon as possible thereafter and whenever the office becomes vacant, appoint Councillor(s) to be Deputy Mayor for the four (4) year term of Council. Terms for Deputy Mayor may be split into annual terms or as determined and set by the Mayor.
 - a) A Deputy Mayor acts as Mayor if the Mayor is unable to perform the duties of the Mayor or the office of Mayor is vacant.
 - b) A Council may appoint an Acting Mayor if both the Mayor and Deputy Mayor are unable to perform their duties or both the office of Mayor and Deputy Mayor is vacant.

Elder Advisor

- 11) An Elder Advisor shall be appointed by resolution of Council on an annual basis, shall serve in a principal advisory role, and have no voting authority on any matter before Council.

Persons allowed at the Table

- 12) No person, except Council members, the Elder Advisor, the CAO, the Deputy CAO, the Public Works Foreman, or other staff members as authorized by Council or the CAO are permitted to be seated at the council table during the sittings of the council.

Land Acknowledgement

- 13) The following land acknowledgement will be read aloud by the Chair after the Call to Order at every meeting: *As we come together around this table, we acknowledge that we are gathered on Treaty 6 territory. This land, which we now call home, and the water that flows through it, are the traditional territories of the Cree Peoples and the homeland of the Metis Nation. As we hold our discussions and make our decision, we commit to being mindful and respectful of the First Nations and Metis ancestors of this place. We are dedicated to working and walking together in a spirit of collaboration and mutual respect.*

Conduct of Public

- 14) All persons in the public gallery at a council meeting shall:
- a) Refrain from addressing council or an individual member of council 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 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 proceedings.

Any member of the public who conducts himself/herself improperly while in the Council Chambers, and therein disturbs the proceedings of Council by words or actions and who, when so requested by the presiding Chair, refuses to end such improper conduct or to leave the Council Chamber if so requested, shall be guilty of an offence and liable on summary conviction to the penalties provided in the General Penalty Bylaw of the Village.

Time and Location of Meetings

- 15) All regular and committee of the whole meetings of the Village of Air Ronge shall be held in Council Chambers located at 123 Cessna Street West, Air Ronge, Saskatchewan, except where there is a resolution to host the meeting elsewhere.
- a) All Council meetings will be held the first and third Tuesday of each month and will commence at 7 p.m.
 - b) Every regular meeting of the Council shall automatically adjourn at ten (10:00) p.m., if in session at that time, unless otherwise determined by a vote of the majority of Council members present.
 - c) Any Council meetings falling on Public Holidays shall be rescheduled to the next business day.
 - d) Meetings may be cancelled by council resolution or when the Chair determines insufficient business to convene a meeting, provided that no more than 2 consecutive meetings are cancelled.
- 16) An annual schedule of all regular and committee of the whole meetings of Council shall be approved by resolution of Council no later than the last regular meeting in December of the preceding year.
- 17) Council may by resolution alter the date, hour and/or place of any regular or committee of the whole meeting of Council.

Call to Order

- 18) All meetings of Council shall be called to Order when a majority of the members of Council are present at the hour appointed for that meeting by the Mayor or Presiding Chair.

Quorum

- 19) Except as required by the Act or other applicable law, the quorum of Council or Committee of the Whole shall be a majority of the members of Council.
- 20) No act or proceeding of Council or Committee of the Whole is valid if it is adopted at any meeting at which a quorum is not present.

Absence of Quorum

- 21) Unless a majority of members of Council are present within fifteen (15) minutes of the hour appointed for that meeting, the meeting shall stand adjourned until the next regular meeting of Council, unless a special meeting is called in the interim.
- 22) In the event of an absence of quorum, the CAO shall record the names of the members present and the fact that the meeting stood adjourned for want of quorum.

Meetings of Council to be in public, exceptions

- 23) Subject to the specific provisions of this Bylaw, all meetings of Council shall be open to the public and every member of the public shall have the right to be present during all Regular Council and Committee meetings unless that person has been expelled for improper conduct.
- 24) No act or proceeding of Council is effective unless it is authorized or adopted at a meeting of Council, which is open to the public.
- 25) At any time during a Regular or Special Council meeting, Council may, by Resolution, close part of a meeting to the public by going In-Camera to discuss a matter which is within one of the exemptions listed in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*.
- 26) Where Council resolves to go In-Camera, all persons shall be excluded from the meeting except:
 - a) the members of Council;
 - b) the CAO and such other members of Administration, including the CAO, when the members of Council may deem appropriate;
 - c) such members of the public as may be allowed to attend as per the Chair.
- 27) Where Council resolves to go In-Camera, in addition to the resolution to do so, the CAO shall record in the minutes the following:
 - a) the time the In-Camera portion of the meeting commenced and concluded;
 - b) the names of the parties present.

Meeting through Electronic Means

- 28) One or more members of Council may participate in a Council meeting by means of a telephonic, electronic, the internet or other communication facility if:
 - a) the members of Council provide the CAO with at least two (2) business days' notice of their intent to participate in this manner;
 - b) notice of the meeting is given to the public, including the way in which the 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 CAO attends that place; and
 - d) the facilities permit all participants to communicate adequately with each other during the Council meeting.
- 29) Members participating in a Council meeting held by means of a communication facility are deemed to be present at the Council meeting.

Submissions to Council

- 30) Subject to other provisions of this Bylaw, all communication, petitions, reports or other written applications shall be received by the CAO at or before 12:00 noon on the Monday in the week preceding the meeting of Council in order to be included in the Council Package.
- 31) The CAO is empowered to accept items of an emergency nature after the closing time for accepting such submissions and to include them on an original or revised agenda, if they are of the opinion that such items require the immediate attention of Council.
- 32) No communications or petition shall be placed on the agenda of Council or considered by Committee of the Whole where:
- a) the communication does not identify or provide any means of contacting the author;
 - b) with respect to communication, the purpose of which is to request an opportunity for a delegation be heard, does not contain a description of the issue or issues to be addressed by the delegation, together with a summary of the action or actions to be requested of Council by the delegation;
 - c) the communication or petition contains offensive or disparaging remarks respecting the Village of Air Ronge, Council, any member of Council, any civic official, or any other person;
 - d) the communication or petition is merely for the purpose of providing information without seeking action of Council, in which case, such communication shall be provided by the CAO to members of Council for their information.
- 33) Subject to the requirements of the Act or any other applicable law, the CAO may delay placing a petition on the agenda of Council for the purpose of determining the sufficiency of that petition.

Delegations

- 34) Delegations wishing to appear before Council shall make application to the CAO no later than 12:00 noon on Monday in the week preceding the meeting of Council at which such delegation wishes to appear. The applicant must complete a Presentation to Council form outlining what the delegation wishes to discuss.
- 35) Spokesperson for any one delegation shall be limited to one, except where Council otherwise permits, and the total time allowed for any one delegation to make its presentation shall be not more than five minutes, except where Council otherwise permits by majority consensus. The delegation shall be permitted a reasonable time to reply to any questions or concerns raised following the presentation.
- 36) The CAO may refuse to place any request to speak on the agenda of Council if the applicant does not fill out and present the Presentation to Council form to the sole satisfaction of the Administration within the time frame identified in this section. Delegations will not be permitted when the issue is not under the jurisdiction of Council authority, when the Delegation has already addressed Council on the same topic in the last twelve (12) months, or for a matter when a Public Hearing will be, or has been, held as a pre-requisite to a decision on the matter.

Public Hearings

- 37) The Chair shall only entertain submissions that are pertinent to the purpose of the proposed matter under consideration.

- 38) Presentations and responses by an owner or applicant or their agent shall be limited to a maximum of fifteen (15) minutes. Owners or applicants may provide written information or submissions to the CAO by 12:00 noon on the Monday in the week proceeding the Public Hearing.
- 39) The members may set a time limit for presentations (and further presentations) from individuals who are not an employee or agent of the Village, or owner or applicant of the matter that is the subject of the Public Hearing. If a person has additional information that he or she is unable to provide within the time limit, he or she shall be given a second opportunity to address Council after all other interested members of the public have been heard a first time.
- 40) The agenda for all Public Hearings shall be:
- i) Convene Hearing
 - ii) Reading or summarizing the notice of hearing
 - iii) Staff presentation
 - iv) Summary of Correspondence Received in relation to item being considered
 - v) Presentation by Owners, Applicants or their agents
 - vi) Call for submissions from the floor
 - vii) Responses by Owners, Applicants or their agents
 - viii) Close Hearing

First Meeting of Council

- 41) The first meeting of Council shall be held within thirty-one (31) days immediately following a general election. At or before the first meeting of Council:
- a) every Council member shall take an official oath of office pursuant to Section 108 of the Act.
 - b) the past Mayor, or in the absence of the past Mayor, the CAO, will call the meeting to order; and
 - c) the Returning Officer or the CAO will provide Council with a copy of the Declaration of Results with respect to the election.
- 42) The order of business for the First Meeting of Council shall be:
- i) Oath/Affirmations of Office
 - ii) Call to Order by the past Mayor or, in the absence of the past Mayor, CAO
 - iii) Land Acknowledgement
 - iv) Approval of Agenda
 - v) Declaration of Results
 - vi) Council Appointments:
 - (1) Appointment of Deputy Mayor (and/or schedule of Councillors that shall serve as Deputy Mayor)
 - (2) Appointments to Committees
 - (3) Signing Authority
 - vii) Adjournment

Regular Meeting Order of Business & Agendas

- 43) The order of business for every regular meeting of Council shall be as follows:
- i) Call to order
 - ii) Land Acknowledgement
 - iii) Adoption of Agenda and late items
 - iv) Adoption of minutes of previous meeting(s) of Council
 - v) Delegations and Public Hearings

- vi) Finance
 - (1) Budgetary Control Report
 - (2) Cheque/Payment registry
 - (3) Bank Reconciliations
 - (4) Bank Statements
 - (5) Reserves Status (Semi-Annually)
- vii) New Business Items
- viii) Reports
 - (1) CAO Report/Workplan
 - (2) Finance Manager Report
 - (3) Public Works Reports
 - (4) Mayor's Report
 - (5) Committee/Board Reports
- ix) Correspondence
- x) Business Rising from Delegations
- xi) Bylaws and Policies
- xii) In-Camera Items
- xiii) Adjournment

44) The business of Council shall be taken up in the order in which it stands on the agenda unless otherwise determined by the Mayor and consensus from Council.

Agenda Preparation

- 45) The CAO shall prepare the agenda for every regular meeting of Council in accordance with the order of business set forth in this bylaw.
- 46) The CAO shall ensure copies of the agenda, plus Council Package, are distributed to each member of Council and Village Administration at least seventy-two (72) hours preceding the meeting of Council for which it was prepared.
- 47) The CAO shall ensure that the draft Council meeting agenda is made available to the public at least twenty-four (24) hours in advance of the meeting being called to order by posting it on the Village website.
- 48) Items not included on the agenda shall not be considered unless a new matter is properly introduced as a late item and distributed to Members. In such instances, or where the subject matter is of an urgent nature, a late item may be approved for addition to an agenda by Resolution.
- 49) Once the agenda is approved, Members may only introduce, make inquiries, and make suggestions for items that are not included in the agenda by unanimous Resolution agreeing to add said item to the agenda.

Committees and Reports

- 50) All reports from Committees shall be placed under "Committee Minutes / Reports". Where applicable, Members may resolve to accept or reject the recommendations within the documentation, adopt a resolution that amends or differs from the recommendation, refer the matter to Administration, defer the matter, or refer the matter back to Committee for further investigation.

- 51) Should a Motion to rise and report be adopted during Council, the Council meeting resumes and the CAO shall present the COTW report to Council. Council may then choose the following actions:
- i) adopt all or some of the COTW report recommendations;
 - ii) reject the COTW report recommendations;
 - iii) postpone action on the COTW report;
 - iv) refer some or all subject matters for further consideration.

Special meetings of Council

- 52) The Mayor may direct the CAO to call a special meeting of Council whenever:
- a) the Mayor deems it expedient and in the public interest to do so; or
 - b) the Mayor is requested to do so in writing by a majority of Councillors.
- 53) Where a special meeting of Council is called, the CAO shall at least twenty-four (24) hours prior to the meeting provide notice of the meeting, including the date, time, place and general description of the business to be conducted by:
- a) Providing all members of Council an electronic notice by telephone, voice mail, or email at the number or address specified by the member;
 - b) posting a copy of the notice at the Village Office.
- 54) The Mayor may direct the CAO to call a special meeting of Council on less than twenty-four (24) hours-notice and without posting notice at the Municipal Office provided that, immediately prior to the beginning of the special meeting, all members of Council unanimously agree to do so.
- 55) In case of the absence of the Mayor and the Deputy Mayor, a special meeting shall be called at any time by the CAO upon a requisition to him/her signed by a majority of the members of Council.
- 56) No business, other than that stated in the notice, shall be transacted at any special meeting of Council unless:
- a) all members of Council are present at the meeting; and
 - b) all members of Council unanimously resolve to do so.

Long-range or strategic planning meetings

- 57) Council may meet for the purposes of long-range or strategic planning and such meetings shall be closed to the public (S138 (2) (b) of the Act).
- 58) No business may be transacted at a long-range or strategic planning meeting.
- 59) No minutes or record of proceedings shall be kept with respect to a long-range or strategic planning meeting.

Council proceedings and voting

- 60) All questions, matters and proceedings properly before Council shall be decided by resolution of members of Council then present.
- 61) All members of Council present shall vote on all matters properly before Council, unless the member is required or permitted to abstain from voting pursuant to the Act or any other applicable law.

- 62) If a member of Council has a conflict of interest the member shall disclose the conflict of interest and leave the meeting. The CAO shall ensure to record in the minutes, the members name, and general nature of conflict and time the member exits and returns to the meeting.
- 63) If a member abstains from voting on a matter, for which that member is not required or permitted to abstain from voting, the member shall be deemed to have voted in the negative.
- 64) If there are an equal number of votes for and against a resolution or bylaw, the resolution or bylaw shall be defeated.
- 65) The Mayor shall cite the rules or authority applicable to the rulings from the chair if requested to do so.

Member's privilege, re: speaking

- 66) Subject only to the limitations set forth in this Bylaw, all members of Council shall have the privilege of speaking to any issue properly before Council.
- 67) No member of council shall speak:
- a) Except when called upon to do so by the presiding chair, other than for the purpose of raising a point of order or question or privilege;
 - b) Respecting a matter other than the matter or questions properly before council;

Recorded Vote

- 68) Prior to the question being put to Council on a matter, any member of Council may request that the vote on that matter be recorded.
- 69) In the event a member of Council requests that the matter be recorded:
- a) the presiding chair shall, following the question being put, state the name of each member voting for, and each member voting against, the matter; and
 - b) the CAO shall record in the minutes the names of each member present and whether each member voted for or against the matter.

Preservation of Order

- 70) The presiding chair shall preserve order and decorum during all meetings of Council and, subject to any appeal to Council, shall decide all questions of Order or points of privilege.
- 71) No member of Council shall:
- a) Interrupt another member while speaking, except to raise a point of order or question of privilege;
 - b) Debate any previous vote of Council, except for purposes of moving that such vote be amended, rescinded or reconsidered in accordance with this Bylaw;
 - c) Speak disrespectfully to anyone;
 - d) Resist the rule or disobey the decision of the presiding chair respecting any question or order or procedure of Council.
- 72) In the event a member of Council refuses to leave his/her seat when ordered to do so by the presiding chair of the meeting shall be temporarily adjourned until:

- a) The member has apologized to Council for his/her conduct and is permitted to retake his/her seat;
- b) The member voluntarily leaves his/her seat or is removed by an officer and order is restored.

73) A member that has been ordered to leave his/her seat by the presiding chair may request permission to retake his/her seat during the remaining part of that meeting and may do so, by resolution of the remaining members of Council.

Matters of Order and Privilege

74) Any member of Council may raise their hand on a point of order or a question or privilege and, when he/she does so, if the debate is in progress, it shall be suspended, and the speaker shall wait until the point of order or question of privilege is settled.

75) The person raising their hand on the point of order or question of privilege shall state the point of order or question of privilege without unnecessary comment.

76) The decision of the presiding chair shall stand unless reversed by a vote of a majority of members present.

77) Any member of Council may appeal the decision of the presiding chair to a vote of a majority of members present, which decision shall be final and binding.

Motions

78) No notice need be given of any motion made before the Council, unless required by any Act.

79) A motion shall express fully and clearly the intent of the decision to be made.

80) A motion shall not be considered until it has been moved and has been seconded.

81) Any member of Council may, at any point in the debate, request that the motion under debate be read by the presiding chair.

82) When a motion is under debate no other motion may be made, except a motion to:

- a) amend the motion;
- b) postpone a motion to a fixed date;
- c) request that additional information be obtained.

Motion to Amendments

83) 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.

84) 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.

- 85) An amended motion may also be amended.
- 86) 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.

Reconsideration of a Motion

- 87) No motion once passed by Council, shall be subject to reconsideration except in accordance with this section.
- 88) Any motion may be reconsidered by Council if a change has occurred in any material fact relied upon by Council in deciding or in the event new information is made available to members of Council, which was not available at the time of Council's decision.
- 89) After a motion has been passed, any member in the majority may give notice in writing to the CAO within twenty-four (24) hours of his/her desire to bring a motion of reconsideration before Council.
- 90) In the event the CAO receives a written notice for reconsideration of a motion, the CAO shall promptly notify the Council and no action shall be taken to carry into effect the main motion until after the motion of reconsideration has been decided by Council.
- 91) At the next regular meeting of Council, the main motion shall be placed before members of Council, together with the member's motion for reconsideration of that motion in question.
- 92) During debate on a motion for reconsideration, no debate shall be allowed with respect to the main motion unless and until Council resolves to reconsider the matter, except for the purpose of the mover of the motion giving his/her reasons for bringing the motion.

PART III COMMITTEE OF THE WHOLE

Proceedings of Committee of the Whole

COTW provides an opportunity for Council to receive reports or information, informally discuss an agenda item with Administration or other resources present, and provide direction or request additional information regarding an agenda item. Council, sitting as COTW, cannot make a decision on Village business, but may provide guidance to Administration or make recommendations to Council ("rise and report") which will be dealt with at the next regular meeting of Council.

- 93) The Deputy Mayor shall chair Committee of the Whole meetings.
- 94) The order of business for every Committee of Whole meeting shall be as follows:
- i) Call to Order
 - ii) Delegations
 - iii) Reports from Administration
 - (1) CAO
 - (2) Administration/Public Works
 - (3) Outside Sources
 - iv) Council Members Round Table Discussion
 - v) In-Camera Items

vi) Adjourn

- 95) The rules of procedure provided for in Part II of this Bylaw respecting the proceeding of Council shall apply to the proceedings of Committee of the Whole, except for the following:
- a) No motions can be passed or adopted;
 - b) That a motion for an adjournment is not required.

PART IV PROCEDURE RESPECTING BYLAWS

Introduction of a bylaw

- 96) Every proposed bylaw must have three (3) distinct and separate readings.
- 97) 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.
- 98) Only the title and bylaw number need to be read at each reading of the bylaw.
- 99) Each member present at the meeting where a bylaw is being considered must have been given or had the opportunity to review the full text and any amendments prior to the vote.
- 100) A proposed bylaw may be amended at any time during the three (3) readings unless prohibited by the Act.
- 101) 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.
- 102) The CAO 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.
- 103) After passage, every bylaw shall be signed by the Mayor and CAO, pursuant to the Act and marked with the corporate seal of the municipality.

PART V COUNCIL MEMBER BOARDS AND COMMITTEES

Council Member Boards and Committee appointments

- 104) Council Member Boards and Committees shall be appointed by the Mayor and approved by resolution of Council.
- 105) Subject to any specific powers, duties and authority which may be delegated by bylaw or resolution of Council, no decision, recommendation or resolution of a board or committee established shall be effective unless specifically adopted by resolution of Council.
- 106) Committees must consider, enquire into, report on, and make recommendations to Council about matters referred to the Committee by Council. Committees must report and make recommendations to Council as soon as possible, unless a date and time is established by Council. Members appointed to Committees represent the Village of Air Ronge, and as such are to represent the interests of ratepayers and the integrity of the community of the Village of Air Ronge.

PART VI MISCELLANEOUS

Minutes

- 107) Minutes of the proceedings of Council must be legibly recorded, certified as correct by the CAO, and signed by the Chair of the meeting.

- 108) The names of all Members present and absent shall be recorded in the meeting minutes.

- 109) The CAO may make minor amendments to approved minutes, including, but not limited to, typographical errors, sequential numbering errors, and grammatical errors.

- 110) An error or omission in the minutes may be identified by a member verbally and corrected by resolution, failing which the adoption of the minutes shall be postponed to the next meeting.

Severability

- 111) If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed, and the remainder of this bylaw is deemed to have been adopted without the severed section, subsequent, paragraph, subparagraph, or phrase.

Repeal and Coming into Force

- 112) Bylaw No 306-21 and all amendments are hereby repealed.
- 113) This Bylaw shall come into force upon final passage by the Village of Air Ronge Council.

Read a first time this 18th day of September 2024
Read a second time this 26th day of November 2024
Read a third and final time this 26th day of November 2024

MAYOR

Chief Administrative Officer

SCHEDULE "A"

List of Exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*

The following information is confidential and the proceedings of Council or any committee of Council may be held in-camera (closed meeting) for the purpose of obtaining or discussing such information:

- 1) Information obtained in confidence either implicitly or explicitly from another level of government or another local authority.
- 2) Information, the release of which could interfere or prejudice law enforcement or any lawful investigation or be injurious to the conduct of existing or anticipated legal proceedings.
- 3) A record that contains a draft bylaw or resolution.
- 4) In-camera (closed meeting) agendas or deliberations that include personal information.
- 5) Records that may contain:
 - a) advice, proposals, recommendations, analysis or policy options developed by or for a local authority;
 - b) consultations or deliberations involving officers or employees of the local authority;
 - c) positions, plans, procedures, criteria or instructions developed for contractual or other negotiations by or on behalf of the local authority;
 - d) plans that relate to the management of personnel or the administration of the local authority which have not been implemented; and
 - e) information including proposed plans, policies or projects that may reasonably expect to result in disclosure of a pending policy or budgetary decision.
- 6) A record which could reasonably be expected to disclose:
 - a) trade secrets;
 - b) proprietary information;
 - c) information obtained through research by an employee, the disclosure of which could be reasonably expected to deprive the employee of priority of publication;
 - d) information, the disclosure of which could reasonably be expected to interfere with contractual or other negotiations;
 - e) positions, plans, procedures, criteria or instructions developed for the purpose of contractual or other negotiations;
 - f) information, the disclosure of which could reasonably be expected to prejudice the economic interest of the local authority; and
 - g) information, the disclosure of which could reasonably be expected to result in an undue benefit or loss to a person.
- 7) Third party information that includes trade secrets of a third party or other information supplied in confidence to a local authority by a third party.
- 8) Records that contain information relating to testing or auditing procedures or details of specific tests to be given or audits to be conducted, the disclosure of which could reasonably be expected to prejudice the use or results of the tests or audits.
- 9) Any record, the disclosure of which could threaten the safety or physical or mental health of an individual.
- 10) Records that contain information that is subject to solicitor-client privilege.

SCHEDULE "B"
Bylaw 2024-14/24
Form 1 – Request for a Special Meeting

Date: _____
To: _____, CAO, Village of Air Ronge, Saskatchewan.

Pursuant to Section 141(1) of *The Northern Municipalities Act, 2010*, I / we hereby request you to call a special meeting of the Council of the Village of Air Ronge to discuss the following matters:

- 1 _____
- 2 _____
- 3 _____
- 4 _____

Meeting Details:

Location: _____
Date: _____
Time: _____

Dated _____ Day of _____, 20____
this _____

SIGNED:
Name: _____
Name: _____
Name: _____
Name: _____
Name: _____
Name: _____

FOR OFFICE USE ONLY

Members provided notice pursuant to subsection 141(3) of *The Northern Municipalities Act, 2010*.

Form 2 – Waiver of Notice for Council Meeting

Village of Air Ronge Special Meeting Date: _____

Waiver of Notice of a Special Meeting of Council called under authority of sub-section 123(3) of the Municipalities Act.

We, the undersigned members of the Council of the Village of Air Ronge hereby waive notice of a Special Meeting of the Council to be held at _____ on the ____ day of _____, 20__, commencing at _____ a.m./p.m. for the purpose of discussing and acting on the following items:

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

Signed by:

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

Form 3 – Request for Method of Providing Notice

Date: _____
To: _____, CAO, Village of Air Ronge Saskatchewan.
From: _____, Council Member

Pursuant to Section 141 of *The Northern Municipalities Act, 2010*, I / we hereby request notice of council or committee meetings be provided to me by the alternate means:

Check one of the following:

By telephone or voice mail
at _____
Phone Number

By email at _____
Email Address

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

Dated _____ Day of _____, 20____
this _____

Signature of Member

Form 4 - Presentations or Delegation Requests to Council

- 1) Presentations or delegation requests are required to enter a request for action, update Council on activities, or to provide information on an issue currently before Council for decision. If the issue under request is not within the authority of Council, has been already addressed by Council in the preceding twelve (12) months, or is a matter considered or to be considered under Public Hearing, the request will not be accepted.
- 2) Requests must be completed and received no later than noon on the Monday of the week prior to the upcoming meeting. Written materials must accompany the request and be suitable for distribution. Requests and written material submissions will be reviewed and may or may not be accepted at the discretion of the CAO.
- 3) Please indicate a preferred date and include at least one alternative date for the presentation. Every effort will be made to assign a date as requested. You will be notified by the CAO, or their designate, of the presentation date and time.
- 4) List the name(s) and contact information of the individuals who wish to address Council.
- 5) Briefly specify the purpose of the presentation and the key points you or your group expect to address at the Council meeting.
- 6) Up to 5 minutes will be set aside for presentations. It is at Council’s discretion to extend any time limits for presentations.
- 7) During the presentation, all delegations and responses to Council or staff are addressed through the Mayor.

Please provide the following information:

Requested Appearance Date: _____ Alternate Date: _____

Applicant Name: _____ Email: _____

Organization or Group (as applicable): _____

Mailing Address: _____

Tel or Cell #: _____ Business Tel #: _____

Primary Purpose of Your Presentation to Council:

Please Note: This is a Public Document and may be posted on the Village’s Website with the appropriate Council Package.

Applicant signature: _____ Date: _____

For further information or assistance with this form please contact the Village Office at Tel: (306) 425-2107 or by Email at villageoffice@airronge.ca

For Office Use Only:

Date and Time of Appearance: _____ Approved by CAO: _____

Bylaw # 2024-14
Schedule C – Information for Submission of Petition

The following is provided to inform potential Petitioners of the requirements and procedures that are set out for the Northern Village of Air Ronge by the Northern Municipalities Act, 2010. Should you wish to produce a Petition for Council consideration, it is recommended that you make an appointment to speak with the Chief Administrative Officer prior to the commencement of petitioning to ensure all requirements of the Act are met.

Petition for referendum

150(1) Voters in a Municipality, northern settlement or resort subdivision may petition for a referendum on a bylaw or resolution on any matter within the jurisdiction of the Council pursuant to this Act, except for the following:

- (a) the adoption of an operating budget;
 - (b) the adoption of a capital budget;
 - (c) the authorization of the tax levy in accordance with section 304.
- (2) A Council that receives a petition requesting a referendum signed by at least 15% of the population of the Municipality, northern settlement or resort subdivision shall submit the request for a referendum to a vote by the voters residing in the Municipality, northern settlement or resort subdivision in accordance with sections 151 to 156.
- (3) Only voters of the Municipality, northern settlement or resort subdivision are eligible to be petitioners.

Requirements for petition

151(1) A petition for a referendum must consist of one or more pages, each of which must contain:

- (a) an identical statement of the purpose of the petition; and
 - (b) a statement to the effect that, by signing the petition, the petitioner is attesting that he or she is a voter of the Municipality, northern settlement or resort subdivision and has not previously signed the petition.
- (2) The petition must include, for each petitioner:
- (a) the printed surname and printed given names or initials of the petitioner;
 - (b) the petitioner's signature;
 - (c) the petitioner's street or road address or the legal description of the land located within the Municipality, northern settlement or resort subdivision on which the petitioner's right to be a voter is based; and
 - (d) the date on which the petitioner signs the petition.
- (3) Each signature must be witnessed by an adult person who shall sign opposite the signature of the petitioner.
- (4) The petition must have attached to it a signed statement of a person stating:

- (a) that the person is the representative of the petitioners;
 - (b) that the Municipality may direct any inquiries about the petition to the representative; and
 - (c) the date on which the first signature was collected.
- (5) No signatures collected before the date mentioned in clause (4)(c) shall be included in the petition.
- (5.1) For the purposes of clauses (2)(d) and (4)(c), the date must include the month, day and year.
- (6) The petition must be filed with the Administrator within 90 days after the date on which the first signature is obtained on the petition.

2010, c.N-5.2, s.151; 2015, c.L-30.11, s.192.

Counting petitioners

- 152**(1) The Administrator is responsible for determining if a petition for a referendum is sufficient.
- (2) No name may be added to or removed from a petition after it has been filed with the Administrator.
- (3) In counting the number of petitioners on a petition, the Administrator shall exclude the name of any person:
- (a) whose signature is not witnessed;
 - (b) whose signature appears on a page of the petition that does not have the same purpose statement that is contained on all the other pages of the petition;
 - (c) whose printed name is not included or is incorrect;
 - (d) whose street or road address or legal description of land is not included or is incorrect;
 - (e) whose signature is not accompanied by the date on which the person signed the petition or the date is incomplete; or
 - (f) who signed the petition before the date mentioned in clause 151(4)(c).
- (4) Instead of verifying that the requirements of subsection (3) have been met with respect to each petitioner, an Administrator may use a random statistical sampling method with a 95% confidence level to determine the sufficiency of the petition.
- (5) An Administrator shall not use a random sampling method to determine the sufficiency of the petition as provided for in subsection (4) if the Administrator has already excluded the name of any person pursuant to subsection (3).
- (6) An Administrator may apply to the court for direction as to the sufficiency of the petition.

Report on sufficiency of petition

- 153**(1) Within 30 days after the date on which a petition for a referendum is filed, the Administrator shall report to the Council on whether the petition is sufficient or insufficient.

- (2) The Administrator's determination as to sufficiency or insufficiency is final.
- (3) If a petition is not sufficient, the Council is not required to take any notice of it.

Council's duty on receiving sufficient petition

154(1) If the Administrator reports to Council that a petition for a referendum is sufficient, the Council shall take any steps that it considers necessary to submit to the voters a bylaw or resolution in accordance with the request of the petitioners.

(2) The Council shall submit the bylaw or resolution to the voters:

- (a) if the petition is filed with the Administrator on or before July 1 in the year in which a general election is held, before the end of the year in which the petition is filed; or
- (b) if the petition is filed with the Administrator at any time other than the time mentioned in clause (a) or if the petition is filed in relation to the district, a northern settlement or a resort subdivision, within nine months after the petition is filed.

(3) The wording of the draft bylaw or resolution as it will appear on the ballot must be set by Council at least eight weeks before the vote.

(4) A Council is not required to submit a bylaw or resolution to a referendum if the Council passes a bylaw or resolution that accords with the bylaw or resolution requested in the petition before the referendum would otherwise have to be conducted.

(5) If a referendum is conducted on a bylaw or resolution, the Council may refuse to receive any further petition on the same or a similar subject filed within three years after the date of the vote.

2010, c.N-5.2, s.154.

Result of referendum

155(1) If a proposed bylaw or resolution is approved by a vote at a referendum by a majority of the persons voting whose ballots are not rejected, the Council shall pass the bylaw or resolution at the first meeting, or in the case of the district within one month, following the vote.

(2) If a majority of the persons voting at a referendum do not approve the proposed resolution or bylaw, the Council is not required to pass the proposed resolution or bylaw, but the Council may pass the proposed resolution or bylaw if it chooses to do so.

2010, c.N-5.2, s.155.

Application to court

156(1) A Council may apply to a judge of the Court of Queen's Bench, or to a judge of the provincial court in the prescribed manner, for direction if the Council is of the opinion that:

- (a) the wording of a petition is unclear;
- (b) two or more petitions received are in conflict; or
- (c) for any other reason respecting a referendum, the direction of the judge

of the Court of Queen's Bench or the provincial court judge, as the case may be, is required.

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c N-5.2 NORTHERN MUNICIPALITIES, 2010

(2) An application pursuant to subsection (1) shall be made within 30 days after the report of the Administrator as to the sufficiency of the petition or petitions.

(3) The application shall be served on the persons named in the petition or petitions as the representatives of the petitioners.

(4) The judge of the Court of Queen's Bench or the provincial court judge, as the case may be, may make any order that he or she considers appropriate, and any order made by the judge of the Court of Queen's Bench or the provincial court judge, as the case may be, shall govern the referendum vote.

2010, c.N-5.2, s.156.

Application of *The Local Government Election Act, 2015*

157 When, by this Act or any other Act, a vote of the voters of a Municipality, northern settlement or resort subdivision is to be conducted respecting a bylaw, resolution or question, the Council shall conduct the vote in accordance with Part IX of *The Local Government Election Act, 2015*, and all forms set out in that Act apply, with any necessary modification.

2010, c.N-5.2, s.157; 2015, c.L-30.11, s.192.

Amendment or repeal of referendum bylaws or resolutions

158(1) Subject to subsection (3), a bylaw or resolution that a Council was required to pass as a result of a vote of the voters may be amended or repealed only if:

(a) a vote of the voters is held on the proposed amendment or repeal and the majority of the persons voting whose ballots are not rejected vote in favour of the proposed amendment or repeal;

(b) three years have passed from the date that the bylaw or resolution was passed and public notice is given of the proposed amendment or repeal; or

(c) amendment or repeal is necessary to avert an imminent danger to the health or safety of the residents of the Municipality, northern settlement or resort subdivision.

(2) Public notice required by clause (1)(b) must be given at least 21 days before the proposed amendment or repeal.

(3) A bylaw or resolution that a Council was required to pass as a result of a vote of the voters may be amended if the amendment does not affect the substance of the bylaw or resolution.

2010, c.N-5.2, s.158.