



MUNICIPAL DISTRICT OF SMOKY RIVER NO. 130

PROCEDURAL BYLAW NO. 22-961

Adopted July 12th, 2022

BYLAW NO 22-961 – Procedural Bylaw

Table of Contents

I.	Title	Page 1
II.	Definitions	Page 1-2
III.	Application	Page 2
IV.	Organizational Meeting	Page 2-3
V.	Regular and Special Meetings	Page 3-4
VI.	Committee of the Whole	Page 4
VII.	Quorum	Page 4-5
VIII.	Meeting Through Electronic Communications	Page 5-6
IX.	Cancellation of Meetings	Page 6
X.	Agenda for Council Meetings	Page 6-7
XI.	Communications Intended for Council	Page 7-8
XII.	Minutes	Page 8
XIII.	Delegations	Page 8-9
XIV.	General Rules of Council	Page 9-10
XV.	Motions	Page 10-11
XVI.	Motions Before Council	Page 11-13
XVII.	Miscellaneous	Page 13
XVIII.	Petitions	Page 13
XIX.	Committees and Boards	Page 13-15
XX.	Reading of Proposed Bylaws and Proceedings Thereon	Page 15

A handwritten signature in blue ink, appearing to be 'R. R.', is located in the bottom right corner of the page.

BYLAW NO. 22-961

A BYLAW OF THE MUNICIPAL DISTRICT OF SMOKY RIVER NO.130, IN THE PROVINCE OF ALBERTA, TO REGULATE THE PROCEEDINGS OF COUNCIL MEETINGS AND THE TRANSACTING OF BUSINESS BY COUNCIL FOR THE MUNICIPALITY.

WHEREAS, it is Council's desire to establish and follow a process and procedure of municipal governance that reflects an open, transparent government where decisions are made after all information has been provided;

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000, Chapter M-26, and amendments thereto, Council may pass bylaws in relation to the procedures of Council and Council Committees, and the conduct of elected officials and members of Council committees; and

The Council hereby establishes the following rules and regulations for the order and conduct in which the business of all Council meetings shall be transacted.

I. TITLE

This bylaw shall be cited as the "Procedural Bylaw".

II. DEFINITIONS

1. "Act" means the *Municipal Government Act (MGA)*, RSA 2000 Chapter M-26 and regulations made under the *MGA* as amended.
2. "Administration" means the employees of the Municipal District of Smoky River No.130.
3. "Agenda" means the agenda for regular or special meetings of Council prepared pursuant to Section X of this bylaw.
4. "Chief Administrative Officer" or "CAO" means the person appointed to that position by Council under the provisions of the *MGA*.
5. "Closed Session" means the portion of the meeting at which only members of Council and other persons designated by Council may attend.
6. "Council" shall mean the Council of the Municipal District of Smoky River No.130.
7. "Deputy Reeve" shall mean the member who is appointed pursuant to the Act to act as Reeve in the absence or incapacity of the Reeve.
8. "Electronic Communications" Section VIII shall mean that members of Council may attend a Council or Committee of the Whole Meeting through electronic communications. This can include using a telephone with the use of the speaker; via personal computer, or other means as technology advances.

Reeve
Initials: 

CAO
Initials: 

9. "Member" means a member of Council duly elected and continuing to hold office, or where the context requires a member of a Council committee appointed by Council.
10. "Municipality" means the Corporation of the Municipal District of Smoky River No.130.
11. "Municipal Official" means the Chief Elected Official, Chief Administrative Officer, or other official of a municipality duly authorized to act on behalf of the municipality.
12. "Presiding Officer" means the Reeve, or in the absence of the Reeve, the Deputy Reeve, or in the absence of the Deputy Reeve any other member of Council chosen to preside at the meeting.
13. "Public Hearing" means a meeting of Council convened to hear matters pursuant to the Act.
14. "Quorum" Section VII is the majority of all members, being fifty (50) percent plus one (1) unless Council provides otherwise in this bylaw.
15. "Reeve" shall mean the Chief Elected Official or presiding officer of the Municipal District of Smoky River No.130.
16. "Special Meeting" Section V means a meeting called by the Reeve pursuant to the Act.

III. APPLICATION

1. Words importing the masculine gender only, include the feminine gender whenever the context so requires and vice-versa.
2. Words importing the singular shall include the plural or vice-versa whenever the context so requires.
3. From the date of the passing of the Bylaw, the following rules and regulations shall only be observed for the order and dispatch of business in Council and all Committees thereof and all motions, rules or regulations existing and consistent with this Bylaw are hereby repealed.
4. The precedence of the rules governing the procedures of Council are:
 - a. the MGA;
 - b. other provincial legislation; and
 - c. this bylaw.
5. In the absence of statutory obligation, any provision of this bylaw may be temporarily altered or suspended by an affirmative vote of two-thirds of all members present. A motion to temporarily alter or suspend this bylaw is not debatable or amendable.

IV. ORGANIZATIONAL MEETING

1. Council shall hold an Organizational Meeting not later than two weeks after the third Monday in October each year.
2. The CAO shall set the time and place for the

Reeve
Initials: 

CAO
Initials: 

Organizational Meeting, the business of the meeting shall be limited to:

- a. The appointments of members to Committees which Council is entitled to make;
 - b. Establishing a roster of Reeve and Deputy Reeve for the following year;
 - c. Any other business required by the *MGA*, or which Council or the CAO may direct.
3. Appointments of Council members to committees shall be for a term of one year, unless otherwise specified and reviewed at the Organizational Meeting.
 4. Seating of the Councillors shall be determined by lot (or draw) at the yearly Organizational Meetings of Council, unless all members of Council agree to continue the present seating arrangements.
 5. In case the seat of any Councillor become vacant by reason of death, resignation or otherwise, the member elected to fill his place shall occupy his seat in the Council Chamber.

V. REGULAR AND SPECIAL MEETING

1.
 - a. Council shall, at its organizational meeting each year, establish the days and times of its regular meetings. If a regular meeting falls on a holiday, the meeting shall be held on the next following day, not being a holiday. Council, at a regular meeting can alter the scheduled date and times of its meeting by resolution.
 - b. When it is necessary to continue the meeting beyond the relevant day, the meeting will be continued at 10:00 a.m. the day following the said day, unless otherwise determined by a vote of 2/3 of all the members of Council.
 - c. On the day of a Council meeting, Council shall adjourn at 6:00 p.m. in the evening if in session at that hour, unless otherwise determined by a vote of the majority of all the members of Council.
2. If there are changes to the date and time of a regular meeting, the municipality must give at least twenty-four (24) hours' notice of the change to all members and post the notice in a public office. Posting a public notice in the front foyer of the Municipality's Administration Office and social media platforms, is sufficient notice to the public if administration is unable to advertise the change in the local newspaper.
3. All meetings will be open to members of the public, except for during closed session portions of the meeting.
4. Council has the authority to move "Closed Sessions" pursuant to Section 197(2) of the *MGA* for the purposes of:
 - a. Protecting the Municipality, its operations, economic interests and delivery of its mandate from harm that could result from

Reeve
Initials: 

CAO
Initials: 

- the release of certain information;
- b. To comply with Division Two of Part One of the *Freedom of Information and Protection of Privacy Act*.
- c. Matters which may be discussed in a Closed Session, include the following:
 - i. Wages, salary and other personnel matters;
 - ii. Any information regarding contract negotiations;
 - iii. The acquisition, sale, lease or exchange of land;
 - iv. Matters involving litigation, or the discussion of legal advice provided to the Municipality;
 - v. Matters concerning RCMP investigations or confidential reporting; and,
 - vi. Information pertaining to the Municipality's accounting practices.

VI. COMMITTEE OF THE WHOLE MEETING

1. The Committee of the Whole enables committee members to review upcoming and important issues and opportunities with members of administration where deemed appropriate
2. Committee of the Whole is a committee of Council whose purpose is;
 - a. To discuss any matters within the exception to disclosure Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act in the absence of the public
 - b. To make recommendations to Council when necessary
3. Once established, Committee of the Whole Meetings will be advertised at least 24 hours prior
4. The Committee shall consist of all members of Council with the Reeve as Presiding Officer and in his/her absence the Deputy Reeve shall assume the Chair
5. If the Committee changes the date, time or place of a meeting, the municipality must give at least twenty-four (24) hours' notice of the change to any member not present at the meeting which the change was made and to the public.
6. The rules of Council shall be observed in Committee of the Whole, whenever applicable.
7. Questions or points of order arising in the Committee of the Whole shall be decided by the Chairman, subject to an appeal to the Council.

VII. QUORUM

1. A quorum of Council shall be a majority of those members elected and serving on Council, including the Reeve.

Reeve
Initials: 

CAO
Initials: 

2. As soon after the hour of meeting and there is a quorum present, the Reeve shall take the chair and the members shall be called to order.
3. In case the Reeve or Deputy Reeve shall not be in attendance within 15 minutes after the hour appointed, the CAO shall call the meeting to order until a Presiding Officer shall be chosen, who shall preside during the meeting until the arrival of the Reeve or Deputy Reeve.
4. If quorum is not constituted within half an hour from the time set for commencement of a Council meeting, the CAO shall record the names of all the members present and adjourn the meeting.
5. Whenever a vote on a motion before Council cannot be taken because of a loss of quorum resulting from:
 - a. The declaration of pecuniary interest; or
 - b. From a Councillor or Reeve not being present for all or part of a Public Hearing;then the motion shall be the first order of business to be proceeded with and disposed of at the meeting of Council under that particular order of business.
6. If a quorum is lost for any other reason than those aforementioned in section VII. 5, the meeting is adjourned.

VIII. MEETING THROUGH ELECTRONIC COMMUNICATIONS

1. Council members may attend a Council meeting by means of electronic communication. Acceptable alternatives include: through the use of a telephone (with the speaker on), ensuring that dialogue is available for both parties; through the use of a personal computer; or other means as technology advances.
2. A Council member may attend Regular or Special Council meetings by means of electronic communication a maximum of three (3) times per calendar year, unless otherwise approved by Council.
3. A Council member shall be permitted to attend a meeting using electronic communication if that location is able to support its use, ensuring that all Council members participating in the meeting are able to communicate effectively.
4. A Council member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active.
5. The Reeve, Deputy Reeve or Presiding Officer shall announce to those in attendance at the Council meeting that a Council member is attending the meeting by means of electronic

Reeve
Initials:

CAO
Initials: Red

communications.

6. When a vote is called, Council members attending the meeting by means of electronic communications shall be asked to state their vote only after all other Council members present at the meeting have cast their votes by a show of hands.
7. When a Council member attends a Closed session, they will be required to confirm that they have attended the Closed session alone in keeping with the definition in this bylaw of a "Closed Session" by providing a statutory declaration or affidavit sworn or declared before the CAO or Commissioner for Oaths prior to the next regular Council meeting.

IX. CANCELLATION OF MEETINGS

1. A regular meeting may be cancelled:
 - a. by a resolution of Council at a previously held meeting;
2. A special meeting of Council may be cancelled:
 - a. by the Reeve if twenty-four (24) hours written notice is provided to all members and the public, or;
 - b. by the Reeve, with the written consent of two-thirds (2/3) of the members, if less than twenty-four (24) hours' notice is provided to all members.

X. AGENDA FOR COUNCIL MEETINGS

1. The agenda for each Regular or Special Council meeting shall be prepared by the CAO or designate and provided together with copies of all pertinent correspondence, statements and reports to each member of Council at least four (4) calendar days prior to the meeting.
2. Any Council member, Municipal Official, or any other person wishing to have an item of business placed on the agenda for a regular Council meeting, shall make the submission to the CAO not less than 5 days prior to the Council Meeting. The submission shall contain adequate information to the satisfaction of the CAO to enable the Council to consider the matter. Late additions to the agenda that are not part of the Council meeting package, must be approved as an additional item by Council resolution.
3. The Council shall consider no item of business unless the item has been placed on the agenda, either in the manner described in Section 2, above or as modification to the agenda approved by a vote at the meeting.
4. When the CAO receives a request for presentation to the Council, he shall place it on the Council agenda. If the communication is considered administrative in nature, the

Reeve
Initials: 

CAO
Initials: 

originator will be notified of the administrative follow-up by the CAO.

5. The general order of business on the agenda shall be as follows; however, the actual order may be adjusted by Council as necessary:
 - i. Turn personal electronics off or on silent mode
 - ii. Call to Order
 - iii. Modification to or Adoption of Agenda
 - iv. Public Hearings
 - v. Adoption of Minutes
 - vi. Minutes of Various Boards & Committees
 - vii. Monthly Budget Report
 - viii. Request for Decision
 - ix. Bylaws
 - x. Delegation
 - xi. Reports
 - xii. Correspondence
 - xiii. Adjournment
6. Among the reports to each Council meeting shall be written reports from the CAO upon matters requiring the Council's decision or providing information to the Council or including any other matter that is submitted at the request of Council or because the CAO deems it to be a matter that should properly be placed before Council.

XI. COMMUNICATIONS INTENDED FOR COUNCIL

1. Every written communication reaching the CAO and intended for Council shall be fairly written or printed on paper and shall be signed by at least one person whose address is also shown.
2. When a communication intended for Council is received by the CAO he shall place it on the agenda of the next regular meeting of Council once he is assured that there is sufficient information contained therein or attached thereto to allow Council to render a decision.
3. If Council decides by a 2/3 majority of the members present that a communication sent to it deserves immediate action, then the matter may be dealt with at that Council meeting.
4. Any type of communication received by the Council may be referred to a Committee of Council or may be referred to the CAO for report.
5. Notwithstanding any provision of this Bylaw, the Council will grant a full and fair hearing to persons entitled by law to make oral submissions to Council.
6. Subject to Section X.4 of the Bylaw, a person wishing to make representation directly to Council shall so advise the CAO in writing not less than five days prior to the Council meeting date.
7. In questioning delegations whether statutory or otherwise members of Council will ask only those questions which are relevant to the subject of the hearing and will avoid repetition. Delegations speaking to the subject will be restricted to speaking to the subject matter only, and may be

Reeve
Initials: AB

CAO
Initials: RD

subject to specific time guidelines as Council may determine.

8. The reference book in resolving procedural disputes not covered in this Bylaw shall be the most current edition of Robert's Rules of Order.

XII. MINUTES

1. The CAO may delegate any duties relating to Council to other administrative personnel, but shall remain responsible for the performance of those duties.
2. If a member of the Council arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be so recorded in the minutes.
3. The CAO shall record in the minutes, each time a member of the Council is absent; and each time a member of Council refrains from discussion and voting by reason of absence or pecuniary interest as well as the general nature of the pecuniary.

XIII. DELEGATIONS

1. The Delegation portion of Council meeting shall provide:
 - a. An opportunity for individuals to appear as a formal delegation (i.e., they have submitted information in accordance with Section X.2. of this bylaw and their submission has been included in the agenda package distributed to Council); and,
 - b. An opportunity for members of the public to ask questions or make brief presentations to Council on matter of public interest or concern.
2. As a guideline, the recommended total time allotment for all presentations at a Council meeting is one hundred and twenty (120) minutes, subject to the discretion of the Presiding Officer.
3. All persons wishing to address Council will be required to give their name, topic of concern and whether there has been any previous contact with a member of Council or Administration regarding the matter.
4. In the event that all persons who expressed an interest to speak at a Council meeting cannot be heard within the allotted amount of time for Delegations, they will be invited to attend and appear before the next regular Council Meeting, otherwise a time extension beyond the 30 minutes is subject to the discretion of the Presiding Officer.
5. Council will not entertain submissions from the public on issues that are before the Subdivision and Development Appeal Board, the courts, or require a statutory Public

Reeve
Initials: 

CAO
Initials: 

Hearing.

6. A response to each speaker's comments/concerns will be provided through one or more of the following:
 - a. A resolution of Council at the meeting; or,
 - b. Referral of the matter to Administration for review and recommendation at a subsequent time, depending on the significance of the issue and the time required to adequately research the matter.

XIV. GENERAL RULES OF COUNCIL

1. Council meetings shall adjourn at 6:00 p.m. (if in session at that hour), unless the members of the Council present, by a 2/3-majority vote, agree to extend the time.
2. Every person wishing to speak during a Council meeting shall address their comments through the Reeve. The Reeve shall be addressed as "Your Worship" and no person shall be permitted to speak unless and until the Reeve has granted that person permission.
3. A meeting may be adjourned by a motion or by declaration of the Reeve. A declaration by the Reeve to adjourn a meeting may be appealed through a motion decided by a majority of members.
4. Council or Council Committee meetings may be filmed or recorded by accredited media on permission of Council.
5. After the Reeve or other presiding officer shall have taken his seat, the minutes of the preceding meeting shall be read by the CAO in order that errors or omissions may be corrected by Council unless these minutes have been previously circulated to the Councillors in which case on motion, may be adopted as circulated,
6. The Reeve or other presiding officer shall preserve order, decorum and decide questions of procedure subject to an appeal to the Council, and the decision of the Reeve or other presiding officer shall be final unless reversed by a majority vote of the members present, without debate.
7. When the Reeve, or other presiding officer, is called upon to decide a point of order or practice, the point shall be stated without unnecessary comment, and the Reeve, Deputy Reeve or other presiding officer shall cite the rule or authority applicable to the same.
8. Every member in speaking to any question or motion shall address himself only to the Reeve or presiding officer.
9. When two or more members desire to speak to a matter, the Reeve or other presiding officer shall settle the priority.
10. During the readings or minutes, reports,

Reeve
Initials: 

CAO
Initials: 

communications or other papers, and when a member or any other person is addressing the Council, silence shall be observed and no one shall be allowed to disturb the meeting.

11. A member call to order shall immediately cease to speak, but may afterwards explain, and the Council, if appealed to shall decide the same without debate; if there be no appeal the decision of the Reeve or other presiding officer shall be submitted to.
12. No member shall speak disrespectfully of the Sovereign, or any of the Royal Family, or of the Governor General, or the Lieutenant-Governor, or persons administrating the government of Canada or of this Province, nor shall he use offensive words in or against the Council or against any member thereof, nor shall he speak except upon the question in debate; and no member shall reflect upon any vote of the Council except for the purpose of moving that such a vote be rescinded, nor shall he resist the rules of the Council, or disobey the decision of the Reeve or of the Council on any question of order or practice or upon the interpretation of the rules of the Council.

XV. MOTIONS

1. The time limit for speaking shall be set at 3 minutes and the number of times that a member may speak on the same motion or matter will be twice.
2. Any member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a member while speaking.
3. After a motion is made, it may be withdrawn by the mover at any time before a vote is taken or an amendment is made.
4. The CAO shall record all motions in writing before the motion is debated or put to a vote.
5. The Reeve shall reference all motions before they are debated or voted upon.
6. No motion shall be offered that is substantially the same as one that has already been expressed during the same meeting.
7. Where a matter under consideration contains several distinct propositions, a member may request, or the Reeve may direct, that each proposition be made as a separate motion.
8. The presiding officer will give each member who wishes to speak, an opportunity to do so before putting the question.
 - a. A motion submitted to Council does not require a seconder
9. After the Reeve has called the vote, no member shall speak to the motion nor shall any other

Reeve
Initials:

CAO
Initials:

motion be made until after the result of the vote has been declared.

10. Voting on all motions shall be done by clearly raising one hand so that the Reeve may easily count them. When using electronic communications, the Reeve will ask whether the member is voting for or against the motion. After the Reeve has counted the vote, he shall declare whether it was "carried", "carried unanimously" or "defeated". Except where provided for in this bylaw or by the applicable legislation, a majority vote of the members present who are eligible to vote, shall decide a motion or question before the Council. If the vote results in a tie, the motion will be considered defeated.
11. Upon a division of the Council on a particular matter, those who wish to have their vote recorded, may so signify to the Reeve or presiding officer before the vote.

XVI. MOTIONS BEFORE COUNCIL

1. When a motion has been made and is being considered by the Council, no other actions may be considered except:
 - a. A motion to *refer* to some other party for consideration, or to *withdraw* the motion;
 - b. A motion to *amend* the motion;
 - c. A motion to *defer* the motion to a later time within the same meeting;
 - d. A motion to *postpone* the motion to a future date if there is a specific meeting that the item is to be brought back to;
 - e. A motion to *adjourn* the meeting; and, any necessary resultant motion to postpone shall not be debated except as to the time when the matter will again be considered; or,
 - f. A motion of privilege, an incidental or a subsidiary motion.
2. A motion to refer, adjourn, postpone or to table, until it is voted upon, shall preclude all amendments to the main motion. A motion to refer or postpone is debatable, while a motion to table is not. A motion to adjourn is not debatable except as allowed in Section XVI (1)(e) above.
3. Each motion to amend or motion to amend an amendment to a motion:
 - a. Must be relevant to the motion on which it is proposed. Any amendment that raises a new question can only be considered as a new distinct motion;
 - b. Must not propose a direct negative which would be considered out of order;

Reeve
Initials: 

CAO
Initials: 

- c. Must be decided upon or withdrawn before the main question is put to a vote. Only one amendment at a time to the main motion shall be allowed; and, only one amendment to an amendment shall be allowed at one time;
 - d. Shall not be moved by the original mover of the motion or the amendment;
 - e. Must not enlarge the scope of the amendment (an amendment to an amendment), but should only deal with matters not covered by the original amendment;
 - f. Shall only be sub-amended one time. A request for a second amendment to an amendment would require the current motion to be defeated and a new motion to be moved.
4. A motion to *reconsider* a motion shall:
- a. only be made at the same meeting the motion was decided;
 - b. only be made by a member who voted with the prevailing side of the motion involved;
 - c. not be proposed more than once for a specific motion at any one meeting of Council;
 - d. be decided by a majority of the members of Council present; and,
 - e. not be allowed on a motion of adjournment.
5. A motion to *rescind* a previous motion of Council may:
- a. Be made by any member of the Council; and
 - i. be offered at any time subsequent to the meeting at which the original motion was passed;
 - ii. be passed by:
 - (i) a vote of 2/3 of the members of Council (who hold office at the time) when the motion is without notice; and
 - (ii) a simple majority of the members of Council present when notice has been given. Notice shall be through a Notice of Motion or the inclusion of the item on an agenda delivered to the members of council before the meeting.
 - b. the previous motion has not been acted upon to the extent that the Municipality has undertaken or become subject to any liability or obligation; or
 - c. was not a motion for a reading of a bylaw.
6. A motion that will address a bylaw for first reading shall be decided without amendment or debate,

Reeve
Initials:

CAO
Initials: RD

but motions for subsequent readings are debatable. Each bylaw shall be read a first, second and third time before being signed by the Reeve and CAO. Unanimous agreement is required to have the third reading at the same meeting.

XVII. MISCELLANEOUS

1. No member shall:
 - a. Use offensive words in or against the Council;
 - b. Speak to a subject, except upon the question in debate;
 - c. Reflect upon any vote of the Council except for the purpose of moving that such a vote be rescinded or reconsidered; or
2. The Council may adjourn from time to time to a fixed future date, any special meeting of Council that has been duly convened, but not terminated. The object of adjourning is to finish the business for which the meeting was called, but which has not been completed.

XVIII. PETITIONS

1. Statutory petitions will be submitted to the CAO and will be processed in accordance with the MGA.
2. On receipt of a non-statutory petition, the CAO may do the following:
 - a. Include it as an item on the agenda for the next regular meeting of Council in full or summary form;
 - b. Refer it to Administration for a report to Council or appropriate Council committee;
 - c. Circulate it to the members of Council individually as information if it does not require any further action by Council.

XIX. COMMITTEES AND BOARDS

1. The Council shall appoint Council representatives to such committees, boards and commissions as required by legislation, agreement or bylaw as they deem necessary. Unless an immediate appointment is required mid-term, these appointments shall be made on an annual basis at the Organizational Meeting.
2. Every Committee, Board or other body established by Council "Council Committee" MUST be established by bylaw in which the terms of reference are established.
3. It shall be the duty of the Chairman of each board or committee (or his designee), to summon members for meetings.

Reeve
Initials 

CAO
Initials 

4. The Reeve shall be an ex-officio member of all Council committees and bodies which Council has a right to appoint members under the MGA. (Does not apply to certain committees, e.g. Subdivision and Development Appeal Board, Assessment Review Board, etc.)
5. Appointed Council members shall keep the rest of the Council informed of the actions of committees or boards to which they are appointed by Council, by providing regular activity highlights through their Councillors' reports and statements as requested.
6. All standing and special Committees shall be appointed on motion of a member by consent of a majority of the members present at a meeting of the Council, and any member of the Council may be placed on a Committee notwithstanding the absence of any such member at the time of his being named upon such Committee and the Reeve shall be ex-officio a member of all Committees and the Reeve as such member of the Committees shall have all the powers and privileges of any member of the same including the right to vote upon all questions to be dealt with by such Committee.
7.
 - a. In any case where a member of a standing or special Committee is absent from the Municipal District or is otherwise unable to attend meetings of the Committee of which he is a member, the Reeve may appoint a member of Council to such Committee to attend the meetings of the Committee concerned, such appointment to be restricted to one meeting unless authorized by Council.
 - b. The member so appointed by the Reeve shall during the term of such appointment have all the powers, rights and duties as a member of the Committee concerned as if appointed by Council thereto.
8. Among the reports to each Council meeting shall be written reports from the CAO upon matters requiring the Council's decision or providing information to the Council or including any other matter that is submitted at the request of Council or because the CAO deems it to be a matter that should properly be placed before Council.
9. A special committee may be appointed at any time by Council or by the Reeve acting upon the instruction of Council, providing only that a motion has been adopted specifying the matters to be dealt with by the Committee, and including the term of the Committee.
10. The members of Council at their Organizational Meeting shall select from among themselves the Chairman and members of all standing Committees of Council who shall continue in such position until the next organizational meeting of Council, unless determined otherwise by a majority vote of Council.

Reeve
Initials: 

CAO
Initials: 

11. a. The membership of standing Committees shall be subject to revision on a yearly basis at the organizational Meeting of each year of a Council's term of office.
- b. Each proposed change will be noted upon and decided by majority vote.
- c. The Reeve shall recommend to Council appointments of Councillors to committees and boards.

XX. READING OF PROPOSED BYLAWS AND PROCEEDINGS THEREON

1. When a proposed Bylaw is read in Council, the CAO shall certify the reading and the date of the reading on the face thereof. When a Bylaw has been read a third time and finally passed, the CAO shall keep on file correct copies thereof including amendments, if any.
2. A Bylaw appearing upon the Council agenda when listed as ready for first reading shall be introduced by a member moving "That Bylaw No. (quoting Bylaw No.) be now read a first time". After first reading, the Bylaw may be debated, referred or laid over. If Bylaw fails to receive first reading, then it may be struck from the agenda.
3. All amendments to a Bylaw made in Committee of the Whole shall be reported by the Presiding Officer to the Council, who shall receive the whole forthwith. After a report has been received, the proposed Bylaw shall be open to debate and amendment.
4. Every Bylaw shall be read a third time before it is signed by the Reeve or Deputy Reeve. If a Bylaw fails to receive third reading, it shall remain on the agenda to be dealt with at the next regular meeting of Council, unless it is removed from future agendas by Council.
5. Every Bylaw of general application shall be printed or otherwise duplicated so as to be available to all interested parties; other Bylaws shall be recorded and filed as well as amendments thereto and the CAO shall retain the original of every Bylaw on file and properly record amendments thereto.
6. Every Bylaw which has passed the Council shall immediately after being sealed with the seal of the Corporation, and signed by the Reeve and the CAO, be securely deposited by the CAO.

Reeve
Initials: 

CAO
Initials: 

DATE OF COMMENCEMENT

This Bylaw commences upon the date of its finally being passed.

This Bylaw rescinds Bylaw No. 22-956

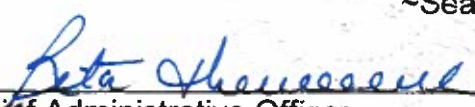
Received First Reading this 12 day of July, 2022.

Received Second Reading this 12 day of July, 2022.

Received Third Reading and passed this 12 day of July, 2022.



Reeve



Chief Administrative Officer

~Seal~

Reeve
Initials: 

CAO
Initials: Rd