

# THE UTILITY BOARD PROCEDURES BYLAW

## Dundurn Rural Water Utility

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# DUNDURN RURAL WATER UTILITY Procedures Bylaw

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## DUNDURN RURAL WATER UTILITY

### BYLAW NO: 2/2022

#### A BYLAW TO REGULATE THE PROCEEDINGS OF DUNDURN RURAL WATER UTILITY BOARD OF DIRECTORS AND UTILITY COMMITTEES

The Board of the Dundurn Rural Water Utility in the Province of Saskatchewan enacts as follows:

#### **PART I – INTERPRETATION**

##### **1. Short Title**

1.1 This bylaw may be cited as “The Procedure Bylaw”.

##### **2. Purpose**

2.1 The purpose of this bylaw is to establish clear, transparent, consistent, and accessible rules for conducting business at meetings, for the Board members, administrations, and the public to follow and participate in governing the Utility and for the Board in establishing the Board committees.

##### **3. Definitions**

3.1 In this bylaw:

- (a) “Act” means *The Municipalities Act*.
- (b) “Acting chair” means the Board member elected by the Board to act as the chair 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.
- (f) “Agenda deadline” means the time established in subsection 13.6 of this bylaw and Policy 206-5.
- (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) “Board” means the Board of Directors of the Dundurn Rural Water Utility
- (i) “Business day” means a day other than a Saturday, Sunday, or holiday.
- (j) “Chair” means a person who has the authority to preside over a meeting.
- (k) “Committee” means a committee, board, authority, or other body duly appointed by the Utility.
- (l) “Communications” include, but are not limited to the following: letter, memorandum, report, notice, electronic mail, facsimile, petition, brochure, or newspaper/magazine article.
- (m) “Consent agenda” means a portion of a meeting that lists items of business which are routine in nature and do not require substantial discussion and/or debate.

- (n) “Consent motion” means a motion to adopt, without debate, the recommendations of several reports within a consent agenda.
- (o) “Member” means the chair, Board member or an appointed individual to a committee, commission, or board of directors.
- (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) “Order of business” means the list of items comprising the agenda and the order in which those items appear on the agenda.
- (s) “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 board member are contrary to the procedural rules or practices.
- (t) “Point of privilege” is the raising of a matter by a member which occurs while the Board meeting is in session, where:
  - i. the rights, privileges, decorum, or dignity of the Board 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 Board, 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 Board room have been misinterpreted or misunderstood by the Community, the public or the news media in order to clarify his or her position.
- (u) “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.
- (v) “Public hearing” means a meeting of the Board or that portion of a meeting of the Board which is convened to hear matters pursuant to:
  - i. *The Municipalities Act*
  - ii. any other Act; or
  - iii. a resolution or bylaw of the Board.
- (w) “Quorum” is, subject to section 98 of the Act:
  - i. in the case of the Board, a majority of the whole Board,
  - ii. in the case of a committee, a majority of the members appointed to the committee.
- (x) “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.
- (y) “Resolution” means a formal determination made by the Board or a committee on the basis of a motion, duly placed before a regularly constituted meeting or a special meeting of the Board or a committee for debate and decision and is duly passed.
- (z) “Special committee” means a committee appointed by the Board 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 the Board.
- (aa) “Special meeting” means a meeting other than a regular scheduled meeting called pursuant to 123 of the Act or the provisions of this bylaw.

- (bb) "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.
- (cc) "Unfinished Business" means business which has been raised at the same, or a previous meeting, and which has not been completed.
- (dd) "Urgent Business" means a time sensitive matter which requires the Board's immediate and urgent consideration.
- (ee) "Utility" means the Dundurn Rural Water Utility.
- (ff) "Vice-Chair" means the Board member who is appointed by the Board, pursuant to section 34 of this bylaw, to act as chair in the absence or incapacity of the chair.

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 the Board and committees.
- 4.2 Notwithstanding subsection 4.1, the Board may by resolution or bylaw allow a board and committee to establish its own procedures.  
When any matter relating to proceedings arise which is not covered by a provision of this bylaw, the Dundurn Rural Water Utility Board will use the Council Member's Handbook for Rural Municipalities and the Guide to Council Meeting Procedures for Rural Municipalities as developed by Saskatchewan Municipal Affairs, Culture and Housing for the Rules of Order for board meetings along with Robert's Rules of Order.
- 4.3 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 chair shall prevail, subject, however, to the jurisdiction of the Board or the committee to consider any appeals of those rulings.

### **PART II – MEETINGS**

#### **5. First Meeting**

- 5.1 The first meeting of the Board shall be held within 30 days after the date of the annual meeting; and at a time, date and place determined by the administrator.
- 5.2 At the first meeting of the Board:
  - (a) every Board member shall take the oath of office pursuant to the Act.

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

- 6.1 Regular meetings of the Board shall be held on the fourth Wednesday of each month commencing at 9:15 a.m. in the Dundurn Rural Water Utility Board room, 401 Second Street, Dundurn, Saskatchewan.
- 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 Utility, such meetings shall be held at a date and time as determined by the Board.

- 6.3 Notwithstanding the foregoing provisions, the Board may, by resolution, dispense with or alter the time of a regular meeting of the Board.
- 6.4 The Board may, by resolution, authorize the chair / administrator to reschedule a regular meeting of the Board 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 the Board, whenever requested to do so, in writing, by the chair 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 the Board.
- 7.4 When a special meeting is to be held, the administrator shall provide written notice of the time, date, and place of the meeting to all members pursuant to section 10 of this bylaw and to the public at least twenty-four (24) hours prior to the meeting and, in general terms, of the business to be transacted at the meeting.
- 7.5 Notwithstanding subsection 7.2, a special meeting may be held with less than twenty-four (24) hours' notice to members, and without notice to the public, if all members agree to do so, in writing, immediately before the beginning of the special meeting.
- 7.6 No business, other than that stated in the notice, shall be transacted at a special meeting, unless all the members are present and, by unanimous consent, they authorize other business to be transacted.

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

- 8.1 One or more members of the Board may participate in a Board meeting by means of a telephonic, electronic, ZOOM or other communication facility if:
  - (a) the members of the Board provide the administrator with at least two (2) business days' notice of their intent to participate in this manner;
  - (b) notice of the Board meeting is given to the public including the way in which the Board 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 Board meeting.
- 8.2 Members participating in a Board meeting held by means of a communication facility are deemed to be present at the Board meeting.
- 8.3 Members of the Board or the Board committee participating in a meeting held by means of communication facility will respond within twenty-four (24) hours of receipt of communication.

## **9. Notice of Meetings**

- 9.1 Notice of regularly scheduled Board meetings is not required to be given.
- 9.2 If the Board 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 Board 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 Board 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 the Board is not effective unless it is authorized or adopted by bylaw or a resolution at a duly constituted public meeting of the Board.
- 11.2 Every person has the right to be present at the Board meetings that are conducted in public unless the person presiding at the Board meeting expels a person for improper conduct.

## **12. Closed Sessions**

- 12.1 The Board 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 the Board resolves to close a portion of a meeting to the public, all persons shall be excluded from the meeting except:
  - (a) the members of the Board;
  - (b) the administrator and other members of administration as the members of the Board may deem appropriate; and
  - (c) such members of the public as may be allowed to attend by the Board.
- 12.4 Where the Board resolves to close a portion of a meeting to the public, in addition to the resolution to do so, the administrator shall record in the minutes thereto:
  - (a) the time that the in-camera portion of the meeting commenced and concluded;
  - (b) the names of the parties present; and
  - (c) the legislative authority including the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act* relied upon for authority to close the meeting to the public.
- 12.5 No resolutions or bylaws may be passed during a closed meeting.
- 12.6 No business other than that described within the resolution pursuant to subsection 12.2 may be discussed.

- 12.7 Matters discussed or to be discussed in a closed meeting are to be kept in confidence until discussed at a public meeting of the Board, unless otherwise provided for in this bylaw.

### **PART III – THE BOARD MEETING PROCEDURES**

#### **13. Agendas**

- 13.1 The administrator shall prepare the agenda for all regular and special meetings of the Board.
- 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 Board agendas are delivered to each member no later than three (3) days immediately preceding the Board meeting.
- 13.4 The administrator shall ensure that the Board agendas are available to the general public no later than the day of the Board meeting.
- 13.5 If, for any reason, the administrator is unable to meet the deadline mentioned in subsection 13.4, the administrator shall prepare and distribute the agenda as soon as reasonably possible to allow the Board members an opportunity to review the agenda prior to the Board meeting.
- 13.6 All administrative reports, communication from the public, requests, or any other material intended for inclusion in a Utility agenda must be received by the administrator no later than four (4) business days prior to the scheduled regular meeting of the Board. Exceptions to the timeline of four (4) days may be made at the discretion of the Administrator/Chair.
- 13.7 The Board 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 The Board 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 Board meeting shall be as follows:
- (a) Call to order;
  - (b) Adoption of minutes;
  - (c) Notice of proclamations;



- (d) Presentations and recognitions;
  - (e) Public hearings;
  - (f) Delegations;
  - (g) Communications;
  - (h) Reports of administration, Maintenance and committees;
  - (i) Unfinished business;
  - (j) New business; and
  - (k) 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 chair determines during the proceedings of the Board that for public interest a matter be moved forward to be dealt with promptly.

## **16. Commencement of The Board Meeting**

- 16.1 At the hour set for the meeting, or as soon as all members of the Board present, the chair, or in his or her absence the vice-chair, shall take the chair and call the members to order.
- 16.2 In case neither the chair nor the vice-chair is in attendance within ten minutes after the hour appointed, and subject to a quorum being present, the Board shall appoint an acting chair pursuant to section 33 of this bylaw who shall call the meeting to order and shall preside over the meeting until the arrival of the chair or the vice-chair, 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 fifteen 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 the Board 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, the Board 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 the Board.

## **17. Quorum**

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

## **18. Minutes**

- 18.1 The administrator shall record the minutes of each of the Board meetings without note or comment and shall distribute copies of the minutes to each member at least twenty-four (24) hours prior to the subsequent Board 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 Board and signed by the presiding member and the administrator in accordance with the Act.

## **19. Proclamations**

- 19.1 All requests for proclamations shall be submitted to the chair for approval, outlining the date to be proclaimed, specific name of day, week or month requested, the reason for the proclamation and information about the group, including contact person and telephone number at least fourteen (14) days prior to the proposed date for the proclamation. However, exceptions may be made in extenuating circumstances.
- 19.2 Subject to The Saskatchewan Human Rights Code, the chair may, in his or her sole discretion, approve the proclamation submitted pursuant to subsection 19.1, provided the proclamation does not:
- (a) promote any commercial business, unless, at the discretion of the chair, the Proclamation provides a significant benefit to the community;
  - (b) involve any person or organization which promotes hatred of any person or class of persons or otherwise involves illegal activity; or
  - (c) contain any inflammatory, obscene, or libelous statement.
- 19.3 The chair may:
- (a) issue the proclamation:
    - i. in the words and form of the proclamation as submitted; or
    - ii. in words and form chosen by the chair; or
  - (b) forward the proclamation for consideration by the Board.
- 19.4 Once the proclamation has been approved, the proclamation shall be noted on the appropriate Board agenda as information.
- 19.5 The Board, having delegated the administration of proclamations, shall not hear delegations related to proclamation requests, unless specifically approved by the Board.
- 19.6 Each organization shall be responsible for any costs and the disseminating of the proclamation to the media and making arrangements for the attendance of the chair or the Board members at the specific function or event.
- 19.7 The local media are requested:
- (a) not to publish any proclamation claiming to be proclaimed by the chair unless it bears his or her signature; and
  - (b) when publishing a proclamation by the chair, that the proclamation contains only the following:
    - i. the seal of the Utility;
    - ii. the name of the Utility; and
    - iii. the text of the proclamation.

## **20. Presentations & Recognitions**

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

## **21. Public Hearing**

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

- 21.2 The procedure by which the public hearing will be conducted or by which public input will be obtained shall be as follows:
- (a) the chair 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) the Board may request further information from administration;
  - (g) the Board shall formally receive all communications and written reports submitted to it on the subject matter of the hearing;
  - (h) the chair shall declare the hearing closed; and
  - (i) the Board shall then consider the matter and at the conclusion of the deliberations, the Board shall vote on the bylaw or resolution in accordance with the procedures contained in this bylaw.
- 21.3 The time allowed for each person making representations shall be fifteen (15) minutes.
- 21.4 A hearing may be adjourned to a certain date.
- 21.5 A member shall abstain from taking part in the debate or voting on the bylaw or resolution, which is the subject of the hearing if the member was absent from any part of the public hearing.

## **22. Communications - General**

- 22.1 When a person wishes to have a communication considered by the Board, it shall be addressed to the Board, and:
- (a) clearly set out the matter in issue and the request; and
  - (b) for written communications, must be printed, typewritten, or legibly written, contain the mailing address of the writer and be signed with the name of the writer; or
  - (c) for electronic communication, must contain the name of the writer and both the mailing and electronic address of the writer.
- 22.2 A communication received by the administrator, which does not meet the conditions in subsection 22.1 or is abusive in nature, shall be forwarded to The Board for review and disposition.
- 22.3 A communication received by the administrator which contains or relates to personal information shall be dealt with in accordance with the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act*.
- 22.4 Bound documents or studies in support of the delegation's notice shall, if sufficient copies are provided by the delegation, be circulated to members, but will not be reproduced.

## **23. Communications – Matters on the Board Agenda**

- 23.1 A written communication pertaining to a matter already on the Board agenda must be received by the administrator no later than the agenda deadline in order to be included on the Board agenda.

- 23.2 A written communication received before the agenda deadline shall be placed by the administrator on the Board agenda and shall be dealt with when the matter is considered by the Board at its meeting.
- 23.3 In the event that the communication to the administrator is received after the agenda deadline, regarding a subject which is on the agenda, the administrator will bring the request to the attention of the Board:
  - (a) The individual will be advised by the administrator that the communication may not be considered by the Board unless the majority of members vote to allow the communication.

#### **24. Communications – Matters not on The Board Agenda**

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

#### **25. Delegations – Matters on The Board Agenda**

- 25.1 When a person wishes to speak to the Board on a matter already on the Board 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 the Board.
- 25.2 A request to speak to the Board pursuant to subsection 25.1 must be received by the administrator no later than the agenda deadline in order to be included on the Board agenda.
- 25.3 In the event that a delegation makes an application to the administrator after the agenda deadline, regarding a subject which is on the agenda, the administrator will bring the request to the attention of the Board:
  - (a) Delegations will be advised by the administrator that they may not be heard by the Board unless the majority of members vote to allow the delegation to speak within the motion to approve the agenda.
- 25.4 Delegations speaking before the Board shall address their remarks to the stated business:
  - (a) Delegations will be limited to speaking only once; and
  - (b) Rebuttal or cross debate with other delegations shall not be permitted.
- 25.5 A maximum of fifteen (15) minutes shall be allotted for each delegation to present his or her position of support or opposition.
- 25.6 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 chair shall at the conclusion of fifteen (15) minutes, inform the delegation that the time limit is up.
  - (c) Only upon a motion to extend the fifteen (15) minute limitation adopted by a majority of members shall the fifteen (15) minute limit be extended.
  - (d) Delegations will not be permitted to assume any unused time allocated to another delegation.
- 25.7 Upon the completion of a presentation to the Board 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.

## **26. Delegations – Matters not on The Board Agenda**

- 26.1 When a person wishes to speak to the Board on a matter not on the Board 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 the Board.
- 26.2 A request to speak to the Board pursuant to subsection 26.1 must be received by the administrator no later than the agenda deadline to be included on the agenda.
- 26.3 The administrator, who shall consult with the Board, may refuse to accept a request to speak to the Board if the Board has, within the six (6) months immediately preceding the request, already heard from the person and dealt with the same or substantially the same matter by resolution or bylaw.
- 26.4 If a request to speak to the Board is refused pursuant to subsection 26.3, a copy of the request and reply, shall be forwarded to members by the administrator.
- 26.5 In the event that a delegation makes an application to the administrator after the agenda deadline, regarding a subject which is not on the agenda, the administrator will bring the request to the attention of the Board.
- (a) Delegations will be advised by the administrator that they may not be heard by the Board unless the majority of members vote to allow the delegation to speak within the motion to approve the agenda.

## **27. Chair and The Board Forum**

- 27.1 Statements shall include the sharing of the following information:
- (a) events, activities, or community functions attended; and
  - (b) general work of members on behalf of the Board colleagues, constituents, and the Utility.
- 27.2 All comments will be verbal only and shall not be recorded in the minutes of the meeting.

## **28. Bylaws**

- 28.1 Every proposed bylaw must have three (3) distinct and separate readings.
- 28.2 A proposed bylaw must not have more than two (2) readings at a Board meeting unless the members present unanimously agree to consider third reading.
- 28.3 A proposed bylaw will be considered by the Board immediately following consideration of the report or item to which the bylaw relates.
- 28.4 Only the title or identifying number has to be read at each reading of the bylaw.
- 28.5 Each member present at the meeting at which first reading is to take place must be given or have had the opportunity to review the full text of the proposed bylaw before the bylaw receives first reading.
- 28.6 Each member present at the meeting at which third reading is to take place must, before the proposed bylaw receives third reading, be given or have had the opportunity to review the full text of the proposed bylaw and of any amendments that were passed after first reading.
- 28.7 When a bylaw has been given three (3) readings by the Board, it:
  - (a) becomes a municipal enactment of the Utility; and
  - (b) is effective immediately unless the bylaw or an applicable provincial statute provides otherwise.
- 28.8 The administrator shall be empowered to correct any typographical error that may not have been corrected at the time of submission to the Board and the bylaw shall have the same status as if the Board had corrected same.
- 28.9 After passage, every bylaw shall be signed by the chair and the administrator, pursuant to the Act and marked with the corporate seal of the Utility.

## **29. Recess**

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

## **30. Adjournment**

- 30.1 All regularly scheduled Board meetings shall stand adjourned when the Board has completed all business as listed on the order of business.
- 30.2 Any business which remains on the agenda, and which has not been dealt with at the time of adjournment shall be deemed to be postponed until the next regularly scheduled Board meeting, or until a special meeting is called for the purpose of dealing with the unfinished items.

## **PART IV – CONDUCT AT THE BOARD MEETINGS**

### **31. Chair**

- 31.1 The chair shall:
  - (a) preside at all the Board meetings;
  - (b) preserve order at the Board meetings;
  - (c) enforce the rules of the Board;
  - (d) decide points of privilege and points of order; and

- (e) advise on points of procedure.
- 31.2 The chair shall have the same rights and be subject to the same restrictions, when participating in debate, as all other members.
- 31.3 The chair shall have the same rights and be subject to the same restrictions as all other members to make a motion.

### **32. Vice- Chair**

- 32.1 The Board shall, at its first meeting, or as soon thereafter as conveniently possible and whenever the office becomes vacant, appoint from the Board members a vice-chair who shall hold office for a term of one year or for such longer period as the Board may decide, and in any event until a successor is appointed.
- 32.2 If the chair, for any reason, is unable to perform the duties of his or her office, the vice-chair shall have all the powers of the chair during the inability.

### **33. Acting Chair**

- 33.1 The Board shall, appoint a member to act as chair if:
  - (a) both the chair and the vice-chair, if one has been appointed pursuant to section 35, are unable to perform the duties of his or her office; or
  - (b) the offices of both the chair and the vice-chair are vacant.
- 33.2 The member to be appointed, pursuant to subsection 35.1, shall be elected by a majority of the members present.
- 33.3 Where two (2) members have an equal number of votes, the administrator shall:
  - (a) write the names of those members separately on blank sheets of paper of equal size, colour and texture;
  - (b) fold the sheets in a uniform manner so the names are concealed;
  - (c) deposit them in a receptacle; and
  - (d) direct a person to withdraw one (1) of the sheets.
- 33.4 The member whose name is on the sheet withdrawn pursuant to subsection 35.3(d) shall be declared elected.

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

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

### **35. Conduct of Public**

- 35.1 All persons in the public gallery at a Board meeting shall:
  - (a) refrain from addressing the Board 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 the Board 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.

### **36. Conduct of Delegations**

- 36.1 When addressing members at a Board meeting, a delegation shall refrain from:
- (a) speaking disrespectfully of the federal government, the provincial government or another municipal Board, or any official representing them;
  - (b) using offensive words in referring to a member, an employee of the Utility or a member of the public;
  - (c) reflecting on a vote of the Board 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.

### **37. Conduct of Members**

- 37.1 Members of the Board wishing to speak at a meeting shall ensure they do not interrupt another member.
- 37.2 If more than one member wishes to speak at a meeting at the same time, the chair shall indicate which member shall speak first.
- 37.3 When addressing the Board meeting, a member shall refrain from:
- (a) speaking disrespectfully of the federal government, the provincial government or another municipal Board, or any official representing them;
  - (b) using offensive words in referring to a member, an employee of the Utility or a member of the public;
  - (c) reflecting on a vote of the Board 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.
- 37.4 When a member is addressing the Board, 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.
- 37.5 Members shall ensure that all electronic devices remain silent and do not interfere with the meeting.

### **38. Improper Conduct**

- 38.1 The chair may request that any person in the public gallery who disturbs the proceedings of the Board or acts improperly at a Board meeting, as set out in section 37, leave, or be expelled from the meeting.
- 38.2 The chair may request that any delegation who addresses the Board improperly as set out in section 38, leave, or be expelled from the meeting.
- 38.3 No person shall refuse to leave a Board meeting when requested to do so by the chair.
- 38.4 Any person who refuses to leave when requested to do so may be removed.



- 38.5 If a person disturbs the proceedings of the Board or refuses to leave when requested to do so, the chair may recess the meeting until the person leaves or adjourn the meeting to another day.

### **39. Leaving the Meeting**

- 39.1 Every member who leaves the Board meeting before the meeting is over, whether intending to return to the meeting or not, shall notify the administrator.

### **40. Point of Order**

- 40.1 A member may rise and ask the chair to rule on a point of order.  
40.2 When a point of order is raised, the member speaking shall immediately cease speaking until the chair decides the point of order raised.  
40.3 A point of order must be raised immediately at the time the rules of the Board are breached.  
40.4 The member against whom a point of order is raised may be granted permission by the chair to explain.  
40.5 The chair may consult the administrator before ruling on a point of order.  
40.6 A point of order is not subject to amendment or debate.

### **41. Point of Privilege**

- 41.1 A member may rise and ask the chair to rule on a point of privilege.  
41.2 After the member has stated the point of privilege, the chair shall rule whether or not the matter raised is a point of privilege.  
41.3 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.  
41.4 If the point of privilege concerns a situation, circumstance or event which arose between Board meetings, the member shall raise the point of privilege immediately after adoption of the minutes of the previous Board meeting.  
41.5 The chair may consult the administrator before ruling on a point of privilege.  
41.6 A point of privilege is not subject to amendment or debate unless a motion regarding the point of privilege is put to the Board.

### **42. Point of Procedure**

- 42.1 Any member may ask the chair for an opinion on a point of procedure.  
42.2 When a point of procedure is raised, the member speaking shall immediately cease speaking until the chair responds to the inquiry.  
42.3 After the member has asked the point of procedure, the chair shall provide an opinion on the rules of procedure bearing on the matter before the Board.  
42.4 The chair may consult the administrator before providing an opinion on the point of procedure.  
42.5 A point of procedure is not subject to amendment or debate.  
42.6 The chair's answer to a point of procedure is not a ruling and cannot be appealed to the whole of the Board.

### **43. Appeal**

- 43.1 Whenever a member wishes to appeal any ruling of the chair or a point of order or point of privilege to the whole Board:  
(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 chair may state the reason for the decision; and
- (d) following which the question shall be put immediately without debate.
- 43.2 The chair shall be governed by the vote of the majority of the members present.
- 43.3 A ruling of the chair must be appealed immediately after ruling is made or the ruling will be final.

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

- 44.1 When the chair 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.
- 44.2 In the event that a Board member refuses to resume his or her seat when called to order, the chair shall request the deputy chair, or if the deputy chair is absent or is the unruly member, any other member of the Board 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 the Board for his or her unruly behavior, whichever shall be the shortest time.
- 44.3 When the majority of the Board votes in favour of the resolution, the chair shall direct the unruly member to leave the Board room, and if the member refuses to leave, the chair 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.
- 44.4 When the Board has directed an unruly member to leave the Board room, and the member so directed makes an explanation and apology adequate and satisfactory to the Board, 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**

#### **45. Motions and Debate**

- 45.1 A motion shall express fully and clearly the intent of the mover
- 45.2 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.
- 45.3 When a motion is under debate no other motion may be made, except a motion to:
  - (a) amend a motion;
  - (b) refer motion to the Board committee or administration for a report back to the Board;
  - (c) postpone a motion to a fixed date;
  - (d) request that a motion be put to a vote;
  - (e) extend the time for the Board meeting; or
  - (f) adjourn the meeting.
- 45.4 Notwithstanding any other provisions of this bylaw, the member, who moved a motion after a motion is under debate, may, with the consent of the Board:
  - (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.

- 45.5 Any motions allowed under subsection 47.4 shall be considered in the order in which they were moved.

#### **46. Motion to Amendments**

- 46.1 Except as provided in subsection 48.12, 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.
- 46.2 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.
- 46.3 An amending motion may also be amended.
- 46.4 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.
- 46.5 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.
- 46.6 There is no limit to the number of amendments or sub amendments that may be proposed.
- 46.7 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.
- 46.8 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.
- 46.9 The main motion shall not be debated until all amendments to it have been put to a vote.
- 46.10 Amendments shall be put in the reverse order to the order in which they were moved.
- 46.11 When all amendments have been voted on, the main motion incorporating all amendments adopted shall be put to a vote.
- 46.12 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.

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

- 47.1 A member may request, or the chair may direct that a motion be divided if the motion contains more than one separate and complete recommendation.
- 47.2 The Board shall then vote separately on each recommendation.
- 47.3 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.

#### **48. Motion Arising**

- 48.1 When a particular matter is before the Board, 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.

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

- 49.1 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.
- 49.2 A motion requesting that a motion be put to a vote shall not be amended or debated.
- 49.3 If a motion requesting that a motion be put to a vote is passed by the Board, the original motion shall immediately be put to a vote of the Board without any amendment or debate.
- 49.4 If a motion requesting that a motion be put to a vote is not passed by the Board, the original question may be amended or debated.

#### **50. Motion to Adjourn**

- 50.1 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 the Board 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.
- 50.2 A motion to adjourn shall be decided without debate.

#### **51. Consent Agenda**

- 51.1 The consent agenda portion of a meeting is moved and voted upon without debate as one item regardless of the number of reports included.
- 51.2 If a member wishes to debate an item included in the consent motion, a request to remove the item from the consent agenda must be made before the chair calls the questions, and the item shall be removed from the consent agenda without further debate or vote.
- 51.3 Any items so removed shall be addressed immediately following approval of the consent agenda.
- 51.4 If an item is removed from the consent agenda pursuant to subsection 53.2 a person may address the Board on the item.

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

- 52.1 A member may make a motion that a Board meeting move to a closed meeting.
- 52.2 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 Board meeting to be held in a closed meeting.
- 52.3 No bylaw or resolution shall be passed during a closed meeting.

## **53. Motion Contrary to Rules**

- 53.1 The chair may refuse to put to the Board a motion which is, in the opinion of the chair, contrary to the rules and privileges of the Board.

## **54. Withdrawal of Motions**

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

## **55. Motion to Reconsider**

- 55.1 A motion to reconsider shall apply to resolutions only and shall not apply to bylaws passed by the Board.
- 55.2 A motion to reconsider is in order whether the original motion passed or failed.
- 55.3 A motion to reconsider may only be made at the same the Board meeting as the original motion was voted on.
- 55.4 A motion to reconsider must be moved by a member who voted with the prevailing side of the original motion.
- 55.5 When a motion loses on a tied vote, the prevailing side is those who voted against the motion.
- 55.6 A motion to reconsider is debatable only if the motion being reconsidered is debatable.
- 55.7 A motion to reconsider cannot be amended.
- 55.8 A motion to reconsider shall require a majority vote of the members present at the meeting.
- 55.9 If a motion to reconsider is adopted, the original motion is immediately placed before the Board to be reconsidered.
- 55.10 Once a vote on a motion to reconsider has taken place, there shall be no further motion to reconsider that resolution.

## **56. Motion to Rescind**

- 56.1 A motion to rescind shall apply to resolutions only and shall not apply to bylaws passed by the Board.
- 56.2 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.
- 56.3 A motion to rescind may be made at any time following the Board meeting at which the original motion was voted on regardless of the time that has elapsed since the original vote was taken.
- 56.4 A motion to rescind may be moved by any the Board member regardless how they voted on the original motion.
- 56.5 A motion to rescind is debatable.
- 56.6 A motion to rescind may be amended.

- 56.7 A motion to rescind shall, in all cases, require a majority vote of all the Board members to pass.
- 56.8 A motion cannot be rescinded:
- (a) when the making or calling up of a motion to reconsider is in order;
  - (b) when action on the motion has been carried out in a way that cannot be undone; or
  - (c) when a resignation has been accepted or actions electing or expelling a person from membership or office have been taken.

**57. Motion to Postpone**

- 57.1 Where a majority of all members decide to postpone a motion to a fixed date, the motion cannot be considered by the Board until the fixed date.
- 57.2 Notwithstanding subsection 59.1, the Board may consider a postponed motion before the fixed date if a majority of members agree that the motion may be considered before that date.
- 57.3 The only amendment allowed to a motion to postpone to a fixed date is to change the date.

**58. Motion to Refer**

- 58.1 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.
- 58.2 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.

**59. Debate on Motion**

- 59.1 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.
- 59.2 The mover of the motion shall be given the first opportunity to speak.
- 59.3 The mover of the motion shall be allowed a reply at the conclusion of the debate.

**60. Legal Advice**

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

**61. Voting of the Board**

- 61.1 A member attending a Board meeting shall vote at the meeting on a matter before the Board unless the member is required to abstain from voting pursuant to the Act or any other Act.
- 61.2 If a member is not required to abstain from voting on a matter before the Board and abstains from voting, the Board member is deemed to have voted in the negative.
- 61.3 The administrator shall ensure that each abstention is recorded in the minutes of the meeting.

**62. Voting of Chair**

62.1 The chair shall vote with the other members on all questions.

**63. Majority Decision**

63.1 Unless a greater percentage of votes is required by any provision of this bylaw, at every Board meeting, all questions are to be decided by a majority vote of the members present.

**64. Recorded Vote**

64.1 Before a vote is taken by the Board, a member may request that the vote be recorded.

64.2 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.

**65. Tied Vote**

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

**PART VI – COMMITTEES**

**66. Procedure for Appointments**

66.1 The administrator shall utilize the following procedure for appointments to committees:

(a) Prior to the AGM, invite submissions from members of the Board for appointments to which the Board is entitled to make appointments to the ensuing term;

(b) Obtain information from the various committees that the Board is entitled to make appointments to in the ensuing term regarding the dates and times of their regular meetings and the attendance by the Board appointed representatives in the previous term;

**67. Term**

67.1 Appointments to committees shall be for a one (1) year term appointed at the first meeting following the Annual General Meeting.

67.2 The administrator or committee secretary shall advise the Board of any members absent for more than two (2) meetings within a calendar year, and request that a warning correspondence be forwarded to the member, as well, if the member misses three (3) meetings, within a calendar year, the Board be advised to decide if the member should be removed from the committee.

67.3 The Board may, in its discretion, revoke the membership of any individual whom has been appointed to a committee.

**68. Committee Procedures**

68.1 The Board may from time to time establish a committee in response to specific issues requiring immediate or long-term attention.

68.2 The membership and jurisdiction of a committee shall be as provided for in the enabling legislation or as directed by the Board.

68.3 The chair and the vice-chair are ex-officio voting member of all committees established by the Board pursuant to the Act, unless the Board provides

- otherwise, and when in attendance, possesses all of the rights, privileges, powers and duties of other members, whether elected or appointed.
- 68.4 The chair's attendance shall not, however, be included for the purpose of determining a quorum.
- 68.5 The chair of all committees established by the Board shall be designated by the Committee unless the Board directs otherwise.
- 68.6 All the Board members may attend the meetings of committees established pursuant to the Act and may take part in the proceedings of the same.
- 68.7 Each committee shall meet as soon as possible after it has been appointed and where a chair has not been appointed by the Board, members of that committee shall select a chair and vice-chair, and if required, decide the day and time for holding its regular meetings.
- 68.8 The chair shall preside at every meeting, participate in the debate, and shall vote on all motions.
- 68.9 In the absence of the chair, the vice-chair shall preside, and in the absence of both the chair and the vice-chair, one (1) of the other members of the committee shall be elected to preside and shall discharge the duties of the chair during the meeting or until the arrival of the chair or vice-chair.
- 68.10 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.
- 68.11 Everyone has the right to be present at committee meetings that are conducted in public unless the chair expels a person for improper conduct.
- 68.12 Subject to subsection 14, committees shall conduct all committee meetings in public.
- 68.13 Committees may close all or part of the meeting if the matter to be discussed is within one (1) of the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*.
- 68.14 Notice of regularly scheduled committee meetings is not required to be given.
- 68.15 If a committee changes the date, time or place of a regularly scheduled meeting, the Administrator 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.
- 68.16 Notwithstanding subsection 71.16, 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.
- 68.17 The consent to waive notice of a change in date, time, or place of a meeting pursuant to subsection 70.17 may be given in person or by facsimile, electronic mail and other similar means.
- 68.18 If a committee cancels its regularly scheduled meeting, the administrator 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.
- 68.19 The Administrator 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 70.17.



- 68.20 For committees operating without regularly scheduled meeting, it shall be the duty of the chair, or in the chair's absence, the Administrator to call a meeting of the committee whenever requested in writing to do so by a majority of the committee.
- 68.21 The business of committees shall be conducted in accordance with the rules governing the procedure of the Board or as otherwise established by the Board for the committee or established by the committee.
- 68.22 Each committee, whom the administrator does not provide secretarial services to, will recommend to the administrator the appointment of a Secretary, who will be responsible for:
- (a) tracking the attendance;
  - (b) preparing meeting agendas and minutes; and
  - (c) reporting the committee's decisions to the Board.
- 68.23 When a person, or a group of persons, wishes to bring any matter to the attention of a committee or appear as a delegation, a communication shall be addressed to the administrator or the secretary and will be subject to the requirements set out in sections 22 to 26 of this bylaw.
- 68.24 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;
- 68.25 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.
- 68.26 Reporting to committees shall be provided through the administrator or the secretary.
- 68.27 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.
- 68.28 Notice to the public of a committee meeting as required by subsections 70.16 to 70.19 is sufficient if the notice is posted at the municipal office.
- 68.29 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.
- 68.30 The Secretary shall record the minutes, without note or comment.
- 68.31 The minutes of the committee shall be distributed to each member at least twenty-four (24) hours before the next committee meeting for consideration.
- 68.32 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 the Board and for safekeeping.
- 68.33 All minutes, once approved, shall be open for inspection by the public.
- 68.34 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 the Board or with civic staff who are privy to that information:
- (a) unless authorized by the Board; or
  - (b) until the matter is included on a public agenda of the Board.

- 68.35 Every committee shall report to the Board, and no action of any committee shall be binding on the Utility unless:
- (a) power to take such action is expressly conferred on the committee by legislation, bylaw, or resolution of the Board; or,
  - (b) the Board has considered the report of the committee and if adopted, shall become the resolve of the Board.
- 68.36 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 38 of this bylaw.
- 68.37 The conduct of members shall be subject to the requirements as set out in section 39 of this bylaw.
- 68.38 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.

[SEAL]

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Chair

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Administrator

Section 81.1 of *The Municipalities Act*

Certified a true copy of  
Bylaw No. 2-2022 adopted  
by resolution of the Board  
on the 28th day of September, 2022.

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Administrator

**Bylaw # 2 - 2022**  
**Form 1 – Request for a Special Meeting**

Date: \_\_\_\_\_  
To: Administrator, Dundurn Rural Water Utility

Pursuant to section 123 of the Act<sup>1</sup>, I / we hereby request you to call a special meeting of the Board of the Utility to discuss the following matter(s):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Meeting Details:

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

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

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

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

SIGNED:

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

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

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

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

Office Use Only:

- Members provided notice pursuant to subsection 124(1) of the Act<sup>2</sup>  
 Notice not provided pursuant to subsection 123(3) of the Act<sup>3</sup>

<sup>1</sup> 97 CA, 123 MA, 141 NMA

<sup>2</sup> 98(1) CA, 124(1) MA, 142(1) NMA

<sup>3</sup> 97(3) CA, 123(3) MA, 141(3) NMA

**Bylaw # 2 - 2022**  
**Form 2 – Request for Method of Providing Notice**

Date: \_\_\_\_\_  
To: Administrator, Dundurn Rural Water Utility  
From: \_\_\_\_\_ (name of the Board member)

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

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

Check one of the above

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

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
(signature of member)