TOWN OF CARLYLE

BYLAW NO. 2022-04

A Bylaw to Regulate the Proceedings of Municipal Council and Committees of the Council

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The Council of the Town of Carlyle, in the Province of Saskatchewan, enacts as follows:

1. Short Title

This Bylaw may be cited as the Council Procedures Bylaw.

2. Purpose and Scope

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

2.2 This bylaw applies to all proceedings of Council and any board or committee established by Council except where, by bylaw, Council has established procedures to the contrary for a specific board or committee.

2.3 Notwithstanding subsection 2.2, council may by resolution or bylaw allow a board and committee to establish its own procedures.

3. Definitions

In this Bylaw, in any amending bylaws, and in any schedules attached hereto, the following words and terms shall have the following meanings unless there is something in the subject matter inconsistent therewith:

a) "Act" means the *Municipalities Act*

b) "Administration Bylaw" means Bylaw No. 2010-08 of the Town of Carlyle, as amended from time to time;

c) "Administrator" means the person appointed as the Administrator for the Town of Carlyle and includes any duly authorized representative or designate of such person;

d) "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.

e) "Committee" means a committee, board, authority or other body duly appointed by council.

f) "Council" means the elected officials of the Town of Carlyle;

g) "Communications" include, but are not limited to the following: letter, memorandum, report, notice, electronic mail, facsimile, petition, brochure, or newspaper/magazine article.

h) "Deputy Mayor" means the alderman appointed, from time to time, as the Deputy Mayor pursuant to section 4 of this Bylaw;

i) "Elected" means person(s) elected, from time to time, to public office, in accordance with *The Local Government Elections Act*;

j) "Mayor" means the Mayor of the Town of Carlyle.

k) "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.

l) "Resolution" means a formal determination made by council or a committee on the basis of a motion, duly placed before a regularly constituted meeting or a special meeting of council or a committee for debate and decision, and is duly passed.

m) "Seconder" means a person who formally supports a motion or amendment at the time it is proposed.

4. Council

4.1 Town Council is the governing body of the Town of Carlyle and shall exercise the powers and carry out the duties prescribed by law.

4.2 Town Council shall consist of the Mayor and six (6) Aldermen.

4.3 Subject to any limitations prescribed by law, Town Council may delegate or assign its powers and duties as it may be deemed advisable and in the public interest.

4.4 (a) The Mayor shall preside, when in attendance, at all meetings of Town Council, unless another member of Council is required or permitted to preside pursuant to The Municipalities Act or other applicable law or the terms of this Bylaw.

(b) The Mayor is an ex-officio member of all committees established by Council, unless Council specifically provides otherwise.

4.5 (a) Town Council shall, at the first meeting after a general election, appoint aldermen as Deputy Mayor, and such appointments shall be in consecutive terms of six (6) months or until a successor is appointed.

(b) The Deputy Mayor shall exercise the authority and carry out the duties prescribed by law.

5. Regular Meetings

5.1 Annually the administrator shall submit a regular schedule of council meetings to council for approval by resolution.

5.2 All Regular Meetings of Council shall commence at 7:00 p.m.

5.3 All Regular Meetings of Council shall be held in the Council Chambers at the Carlyle Civic Center.

5.4 Notwithstanding the foregoing provisions, council may, by resolution, dispense with or alter the time of a regular meeting of council.

5.5 Council may, by resolution, authorize the mayor to reschedule a regular meeting of council pursuant to the Act during a period of time to be specified within the resolution.

5.6 If Council changes the date, time or place of a regularly scheduled meeting, at least twenty-four (24) hours' notice of the change will be given to:

a. any members not present at the meeting at which the change was made; and
b. the public.

6. Notice of Meetings

6.1 Notice of regularly scheduled council meetings is not required to be given.

6.2 If council changes the date, time or place of a regularly scheduled meeting, at least 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.

7. First Meeting of Council

7.1 The first meeting of council following a general election will be held within thirty-one (31) days after the date of the election.

7.2 The administrator shall determine the date, time, and place of the meeting.

7.3 The administrator shall provide written notice of the date, time, and place at least twenty-four (24) hours prior to the meeting by personal service, delivery to the place of business or residence or, at the request of the member, by facsimile or electronic mail.

7.4 The Returning Officer shall provide Council with a copy of the declaration of results with respect to the election; and

7.5 Every Council member shall take the oath of office pursuant to the Act.

8. Special Meetings

8.1 The administrator shall call a special meeting of council, whenever requested to do so, in writing, by the mayor / reeve or a majority of the members.

8.2 If the position of administrator is vacant or the administrator is unable to act, the assistant administrator shall call a special meeting whenever requested to do so in writing by the mayor or the majority of council members, pursuant to section 81.1 of the Municipalities Act

8.3 The written request referred to in subsection 8.1 shall include all items of business to be transacted.

(a) the Mayor deems it expedient and in the public interest to do so; or
(b) the Mayor is requested to do so in writing by a majority of Aldermen.

8.4 Subject to subsection (iii), where a special meeting of Council is called:
(a) all members of Council shall receive, at least twenty-four (24) hours notice in writing of the time and place of the meeting, and in general terms, the business to be transacted at the meeting; and
(b) the Administrator shall post a notice of the time and place of the meeting at the Town Office at least twenty-four (24) hours prior to the meeting and shall describe, in general terms, the business to be transacted at the meeting.

8.5 The Mayor may direct the Administrator to call a special meeting of Council on less than twenty-four hours notice and without posting a notice at the Town Office provided that, immediately prior to the beginning of the special meeting, all members of Council unanimously sign a waiver of notice as per prescribed Form 1 attached to this bylaw.

8.6 No business other than that stated in the notice shall be transacted at any special meeting of Council unless:
a) all members of Council are present at the meeting; and
b) members of Council unanimously resolve to do so.

9. Actions in Public

9.1 An act or proceeding of council is not effective unless it is authorized or adopted by bylaw or resolution at a duly constituted public meeting of council.

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

10. Closed Sessions

10.1 Council may close all or any part of its meetings to the public if the matter to be discussed:
a) Is within one of the exemptions of Part III of *The Local Authority Freedom of Information and Protection of Privacy Act;* or
b) Concerns long-range or strategic planning.

10.2 A resolution to move into closed session shall state in general terms the topic of discussion.

10.3 Where council resolves to close a portion of a meeting to the public, all persons shall be excluded from the meeting except:
a) The members of council;
b) The administrator and other members of administration as the members of council may deem appropriate; and
c) The members of the public as the members of council may deem appropriate.

10.4 Where council resolves to close a portion of a meeting to the public, in addition to the resolution to do so, the administrator shall record in the minutes:
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.

10.5 No resolutions or bylaws may be passed during a closed meeting.

10.6 No business other than that described within the resolution pursuant to subsection 10.2 may be discussed.

10.7 Matters discussed or to be discussed in a closed meeting are to be kept in confidence until discussed at a public meeting of council unless otherwise provided for in this bylaw

11. Meeting through Electronic Means

11.1 One or more members of council may participate in a council meeting by means of a telephonic, electronic or other communication facility if:

a) the members of council provide the administrator with at least two (2) business days' notice of their intent to participate in this manner:

b) notice of the council meeting is given to the public including the way in which the council meeting is to be conducted;

c) The facilities enable the public to at least listen to the meeting at a place specified in that notice and the administrator attends that place; and

d) the facilities permit all participants to communicate adequately with each other during the council meeting.

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

12. Order of Business

12.1 The order of business for regular meetings of Council shall be as follows:

1. **Call to Order**, which shall proceed according to section 13 of this Bylaw.
2. **Land Acknowledgement**
3. **Adoption of Agenda**
4. **Declaration of Conflict of Interest,** which shall be recorded, along with the nature of the conflict, by the Administrator. The member of council is obliged to leave the chambers prior to the beginning of any discussion on the matter in conflict, but may participate in the regular business of the meeting aside from the particular issue.
5. **Adoption of Minutes**, during which Council shall receive, corrects if necessary, and adopts the minutes of the last regular meeting of Council, and any special meetings of Council which have occurred since the last regular meeting.
6. **Business Arising from Minutes**, during which Council shall deal with any business which was postponed from a previous meeting or that was pending when the last meeting adjourned.
7. **Administration Reports,** which shall include the administrator's reports, approval of accounts, approval of the list of paid accounts and approval of monthly financial reports and bank reconciliations
8. **Public Works Report**
9. **Parks, Recreation and Culture Report**
10. **Mayor and Councillor's Forum**, Statements shall include the sharing of the following information:
    a. events, activities or community functions attended; and
    b. general work of members on behalf of council colleagues, constituents and the municipality
    All comments will be verbal and shall not be recorded in the minutes of the meeting.
11. **Committees of Council,** during which Council shall receive the minutes of any meeting of an Advisory Committee or other committee of Council which has occurred since the last regular meeting of Council; and debate any recommendation of such committees that require the approval of Council.
12. **Delegations and Petitions**, during which Council shall hear delegations and receive petitions in accordance with Sections 27 and 28 of this Bylaw.
13. **Bylaws/Policies**, during which Council shall receive and/or consider any bylaws or policies placed before them by the Administrator.
14. **Unfinished Business**, during which Council shall consider items that have come before Council at previous meetings but have not been finalized as well as items that have been referred to a specific committee for recommendation.
15. **Correspondence**
16. **New Business** during which Council shall consider individual items or issues, and motions.
17. **Other (including motion to go into Committee of the Whole)**
18. **Adjournment**

12.2 The Administrator shall prepare the agenda for every regular meeting of Council in accordance with the business set forth in subsection 12.1.

12.3 The business of Council shall be taken up in the order in which it stands on the agenda unless otherwise determined by a vote of a majority of members present.

12.4 Every regular meeting of Council shall automatically adjourn at the hour of ten (10:00) o'clock p.m., if in session at that hour, unless otherwise determined by unanimous vote of the members present.

13. Call to Order

13.1 All meetings of Council shall be called to order when a majority of the members of Council are present at the hour appointed for that meeting by:

(a) the Mayor; or

(b) in the absence of the Mayor, the Deputy Mayor; or

(c) in the absence of the Mayor and Deputy Mayor, the Administrator.

13.2 If any member of Council who is to preside at a meeting of Council is unable to attend or does not attend within fifteen (15) minutes of the hour appointed for that meeting, the remaining members of Council may appoint a member present to perform the duties of the absent member of Council.

14. Quorum

14.1 Except as required in The Municipalities Act or other applicable law, the quorum of Council shall be a majority of the members of Council.

14.2 No act or proceeding of Council is valid if it is adopted at any meeting at which a quorum is not present.

14.3 Unless a majority of the members of Council are present within thirty (30) minutes of the hour appointed for that meeting, the meeting shall stand adjourned until the next regular meeting of Council, unless a special meeting is called in the interim.

14.4 In the event of an absence of quorum, the Administrator shall record the names of the members present and the fact that the meeting stood adjourned for want of quorum.

14.5 Subject to the Act, if at any meeting the number of members is reduced to less than the number required for a quorum, council shall stand adjourned.

14.6 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.

14.7 Members are encouraged to notify the administrator when the member is aware that he or she will be absent from any meeting of council.

15. Council Proceedings and Voting

15.1 All questions, matters and proceedings properly before Council shall be decided by resolution of members of Council then present.

15.2 All members of Council present shall vote on all matters properly before Council unless the member is required or permitted to abstain from voting pursuant to The Municipalities Act or any other applicable law.

15.3 If a member abstains from voting on a matter for which that member is not required or permitted to abstain from voting, the member shall be deemed to have voted in the negative.

15.4 If there are an equal number of votes for and against a resolution or bylaw, the resolution or bylaw, as the case may be, shall be defeated.

15.5 The presiding officer shall vote on all matters properly before Council unless the member is required or permitted to abstain from voting pursuant to The Municipalities Act or other applicable law.

15.6 The Administrator shall record the minutes of each council meeting without note or comment and shall distribute copies of the minutes to each member at least twenty-four (24) hours prior to a subsequent council meeting.

15.7 The names of the members present at the meeting are to be recorded in the minutes of every meeting.

15.8 Any member may make a motion amending the minutes to correct any mistakes.

15.9 The minutes of each meeting are to be approved at the next regular meeting of the council and singed by the presiding member and the administrator in accordance with the Act.

16. Member's Privilege

16.1 Subject only to the limitations set forth in this Bylaw, all members of Council shall have the privilege of speaking to any issue properly before Council.

16.2 No member of Council shall speak:

(a) except when called upon to do so by the presiding officer, other than for the purpose of raising a point of order or question or privilege;

(b) respecting a matter other than the matter or question properly before Council;

(c) more than three (3) times with respect to the same question.

16.3 All members of Council shall, when speaking to a matter or question before Council, address the presiding officer and make all inquiries of and through the presiding officer.

17. Recorded Vote

17.1 Before a vote is taken by council, any member of Council may request that the vote on that matter be recorded.

17.2 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.

18. Preservation of Order

18.1 The presiding officer shall preserve order and decorum during all meetings of Council, and, subject to any appeal to Council, shall decide all questions of order or points of privilege.

18.2 No member of Council shall:

(a) interrupt another member while speaking, except to raise a point of order or question or privilege;

(b) debate any previous vote of Council, except for purposes of moving that such vote be amended, rescinded or reconsidered in accordance with the provisions of this Bylaw;

(c) walk across or out of the room or leave the meeting when the question has been put;

(d) speak disrespectfully to members of Council or Administration;

(e) resist the rule or disobey the decision of the presiding officer respecting any question of order or procedure of Council.

(f) speak disrespectfully of the federal government, the provincial government or another municipal council, or any official representing them;

(g) use offensive words in referring to a member, an employee of the municipality or a member of the public;

(h) shout or use an immoderate tone, profane, vulgar or offensive language

18.2.1 When a member is addressing the council, all other members shall:

a) remain quiet and seated;

b) refrain from carrying on a private conversation in such a manner that disturbs the speaker.

18.2.2 Members shall ensure that all electronic devices remain silent and do not interfere with the meeting.

18.3 In the event a member of Council resists or disobeys the decision of the presiding officer, the presiding officer may order that member to leave his/her seat for the remaining part of that meeting.

18.4 In the event a member of Council refuses to leave his/her seat when ordered to do so by the presiding officer pursuant to subsection 18.3, the meeting shall be recessed or adjourned to another day unless:

(a) the member apologizes to Council for his/her conduct and is permitted to retake his/her seat; or

(b) the member voluntarily leaves his/her seat or is removed by a peace officer and order is restored.

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

19. Matters of Order and Privilege

19.1 Any member of Council may rise on a point of order or a question of privilege and, when he/she does so, if the debate is in progress, it shall be suspended and the speaker shall yield the floor until the point of order or question or privilege, as the case may be, is settled.

19.2 The person rising on the point of order or question or privilege shall state the point of order or question or privilege, as the case may be, without unnecessary comment and shall then resume his/her seat.

19.3 The Administrator may, at the request of the presiding officer, provide advice to Council with respect to any procedural matter, the rights and privileges of members of Council, or the application or interpretation of the procedures set forth in this Bylaw.

19.4 The decision of the presiding officer shall stand unless reversed by a vote of the majority of members present.

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

20. Motions

20.1 After a motion has been accepted by the presiding officer and duly seconded, the motion shall be deemed to be in the position of Council and may not be altered or amended except in accordance with the provisions of this Bylaw.

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

20.3 Upon request of a member, the presiding officer shall read the motion prior to further debate.

20.4 The mover of a motion may, prior to the question being put, ask the presiding officer to alter or correct the wording of the motion in the event it has been improperly or inaccurately recorded.

21. Motions Restricted During Debate

21.1 When a matter is under debate, no motion shall be received by the presiding officer except:

(a) a motion to amend the main motion;
(b) a motion to amend an amendment;
(c) a motion to lay the matter on the table and postpone debate;
(d) a motion to refer the matter for additional information;
(e) a motion to invoke the procedure known as ‘closure’.

22. Debate Restricted on Certain Motions

22.1 The following motions shall be neither amendable or debatable:

(a) a motion to lay the matter on the table and postpone debate, except as to the date or even upon which the matter shall be lifted from the table;
(b) a motion to refer the matter, except as to whom the matter shall be referred and/or the nature of the additional information to be obtained;
(c) a motion to invoke the procedure known as ‘closure’.

23. Procedure: Amendments to Motions

23.1 Except as otherwise provided herein, every motion, prior to the question being put, shall be subject to amendment and every amendment shall be subject to further amendment in a like fashion.

23.2 An amendment must relate to the original motion and must not alter, in a substantive way, the principle or intent of the original motion.

23.3 Any number of amendments, as well as sub-amendments, may be offered in succession, provided that not more than one of each may be pending at the same time.

24. Procedure: Closure of Debate

24.1 A motion to invoke the procedure known as ‘closure’ may be moved by any member of Council for the purpose of closing debate.

24.2 When a ‘closure’ has been moved and seconded, the presiding officer shall put it to a vote, without debate, and if carried, all pending motions respecting the matter, including the main motion, shall be put to the members, in their proper order, without further debate.

25. Procedure: Reconsideration of a Motion

25.1 No Motion, once decided by Council, shall be subject to reconsideration except in accordance with this section.

25.2 Any Motion may be reconsidered by Council if a change has occurred in any material fact relied upon by Council in deciding the question or in the event new information is made available to members of Council, which information was not available at the time of Council's decision.

25.3 After a Motion has been decided, any member in the majority may give notice in writing to the Administrator within twenty-four (24) hours of his/her desire to bring a motion of reconsideration before Council.

25.4 In the event the Administrator receives a notice pursuant to subsection 25.3, no action shall be taken to carry into effect the main motion until after the motion of reconsideration has been decided by Council.

25.5 During debate on a motion for reconsideration, no debate shall be allowed with respect to the main motion unless and until Council resolves to reconsider the matter, except for the purpose of the mover of the motion giving his/her reasons for bringing the motion.

26. Voting on Distinct Propositions

26.1 When the motion under consideration contains distinct propositions, the presiding officer may, at his/her discretion, direct that a vote be taken with respect to each proposition separately.

27. Communications and Petitions

27.1 Every communication, notice of motion, and application seeking action of Council and all petitions intended for Council must be received by the Administrator on or before 4:00 in the afternoon on the Thursday in the week preceding the meeting of Council.

27.2 Except as otherwise provided for in this Bylaw, the Administrator shall place all communications and petitions on the agenda of the next ensuing regular meeting of Council.

27.3 Whenever appropriate and possible, the Administrator shall prepare, or cause the preparation of, a report or letter of transmittal for the benefit of members of Council to accompany all communications and, for the purpose of obtaining such additional information, the Administrator may delay placing a communication on the agenda of Council until such information is available unless directed to do otherwise by the Mayor.

27.4 No communication or petition shall be placed on the agenda of Council where:

(a) the communication does not identify or provide any means of contacting the author;

(b) with respect to a communication to request an opportunity for a delegation to be heard, that communication does not contain a description of the issue(s) to be addressed by the delegation, together with a summary of the action(s) to be requested of Council by the delegation;

(c) the communication or petition contains offensive or disparaging remarks respecting the Town of Carlyle, Council, any member of Council, any civic official or any other person;

(d) the communication or petition is merely for the purpose of providing information without seeking action of Council, in which case, such communication shall merely be provided by the Administrator to members of Council for their information.

27.5 Subject to the requirements of The Municipalities Act or any other applicable law, the Administrator may delay placing a petition on the agenda of Council for the purpose of determining the sufficiency of that petition.

28. Delegations before Council

28.1 No person or delegation shall be heard by Council, except:

(a) in relation to a matter on the agenda of, and when properly before Council;

(b) notwithstanding subsection 28.1(a), by resolution permitting that delegation or person, as the case may be, to address members of Council;

(c) after the commencement of the debate by members of Council on a motion respecting the matter in question, other than a motion to permit persons or delegations to speak.

28.2 Prior to addressing members of Council, all persons wishing to speak on behalf of themselves or a delegation shall state their name for the record.

28.3 Unless the presiding officer otherwise permits, spokespersons for any one delegation shall be limited to one (1) individual.

28.4 The total time allowed for any one delegation to speak to its presentation, exclusive of the time required to answer questions of council, shall be limited to fifteen (15) minutes.

28.5 The spokesperson shall confine comments to the subject matter contained in the original communication to the Administrator.

28.6 No person who has been granted the privilege of addressing members of Council shall make offensive or disparaging remarks respecting the Town of Carlyle, Council, any member of Council, any civic official, or any other person or shout or use an immoderate tone, profane, vulgar or offensive language.

28.7 In the event of a violation of subsection 28.6, the presiding officer shall promptly interrupt the speaker and require an immediate withdrawal of the offending remarks, with suitable apology.

28.8 In the event the speaker fails to comply with the requirements of the presiding officer pursuant to subsection 28.7, that person shall not be permitted to continue his/her address to members of Council and may, by resolution, be expelled for Council Chambers upon such terms and conditions as Council may deem appropriate.

29. Proceedings of Committee of the Whole

29.1 The Mayor or Deputy Mayor, as the case may be, shall preside at all meetings of the Committee of the Whole.

29.2 The rules of procedure provided for in this Bylaw respecting the proceeding of Council shall apply, mutatis mutandis, to the proceedings of the Committee of the Whole, provided, however, that no motion shall require a seconder.

29.3 Committee of the Whole shall be called to order by the presiding officer upon resolution of Council to do so.

29.4 On motion of the Committee of the Whole to rise and report, the question shall be decided without debate.

30. Procedure Respecting Bylaws

30.1 Every bylaw shall be introduced by the presiding officer upon resolution of the Council to do so.

30.2 No bylaw shall be introduced in blank or imperfect form.

30.3 No bylaw shall be introduced unless all members of Council have had an opportunity to review the full text of the proposed bylaw.

30.4 (a) a motion to give first reading to a bylaw is not subject to debate.
(b) during first reading of a bylaw, the presiding officer shall read the title only of the bylaw.
(c) a bylaw is not subject to amendment during first reading.

30.5 (a) a motion to give second reading to a bylaw shall be subject to debate.
(b) during second reading of a bylaw, the presiding officer shall read the title only of the bylaw.
(c) amendments to a bylaw may be moved and adopted during second reading.

30.6 (a) a motion to give third reading to a bylaw shall be subject to debate.
(b) during third reading of a bylaw, the presiding officer shall read the title only of the bylaw.
(c) a bylaw is not subject to amendment during third reading.
(d) no bylaw shall receive more than two readings at the same meeting of Council except by unanimous resolution of the members present.

30.7 Every bylaw which has been passed by Council shall be numbered, dated, signed by the Mayor and Administrator, affixed with the corporate seal, and kept in safekeeping by the Administrator.

30.8 Every bylaw which has been passed by Council shall be bound with the minutes of Council, as a supplement thereto, for the year in which it is passed.

31. Standing Committees of Council

31.1 Each standing committee of Council will be comprised of two-three members of Council and the Mayor.

31.2 The following shall be the standing committees of the Town of Carlyle:

- **Protection and Public Safety**– which deals with matters of policing, fire protection, and emergency measures operations, animal control

- **Sanitation** – which deals with landfill operations, waste collection, untidy and unsightly properties
- **Public Works and Utilities** – which deals with matters of transportation equipment, streets, sidewalks, street lighting, trees, water, sewer, and snow removal
- **Property**– which deals with the sale of town property, development of town property, public spaces, parks and zoning
- **Finance and Human Resources** – which deals with matters of assessment, budget, mill rates, investments, loans, and employee relations
- **Parks, Recreation and Culture** – which deals with matters related to the town owned and operated recreation and culture facilities, parks and greens spaces

31.3 Standing committee members shall be appointed by the Mayor at the first meeting in the term of office, and ratified by resolution of Council.

31.4 The Chairperson of each standing committee shall report any activities of the committee at each regular meeting of council.

31.5 Annually, council shall review appointments to council committees.

31.6 Appointments to council committees shall be for a two-year term beginning on January 1st and ending December 31st of the following year.

31.7 Appointees may be reappointed from term to term to a maximum of two terms on one particular council committee.

31.8 A member of any council shall only be appointed to a maximum of two council committees at one time.

31.9 The administrator shall advise council of any council committee members absent for more than two meetings within a calendar year and request that a written warning be forwarded to the member. As well, if the member misses three meetings within a calendar year council shall be advised to decide if the member should be removed from the council committee.

31.10 Council may in its discretion revoke the membership of any individual who has been appointed to a council committee.

32. Method of Giving Notice

32.1 Notice of a council meeting is deemed to have been given to a member if the notice is:

a) delivered personally;
b) left at the usual place of business or residence of the member; or
c) at the request of the member, sent by ordinary mail, telephone or voice mail, facsimile or electronic mail or similar method at the number or to the address specified by the member.

32.2 Form 2, appended hereto and forming part of this bylaw, shall be the form used to request the administrator to use alternate method of providing notice of meetings.

32.3 Notice a council meeting is to be given to the public by posting notice of the meeting at the municipal office.

33. Public Hearing

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

33.2 The procedure by which the public hearing will be conducted or by which public input will be obtained shall be as follows:

a) the mayor shall declare the hearing on the matter open;
b) the administration shall present a report on the bylaw or resolution under consideration, including the administrator 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;
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.
d) 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;
e) council may request further information from administration;

f) council shall formally receive all communications and written reports submitted to it on the subject matter of the hearing;
g) the mayor shall declare the hearing closed; and
h) council shall then consider the matter and at the conclusion of the deliberation, council shall vote on the bylaw or resolution in accordance with the procedures contained in this bylaw.

33.3 The time allowed for each person making representations shall be fifteen (15) minutes.

33.4 A hearing may be adjourned to a certain date.

33.5 A member shall abstain from taking part in the debate or voting on the bylaw resolution which is the subject of the hearing if the member was absent from any part of the public hearing.

34. Public Forum

34.1 Any member of the public wishing to speak to council on a municipal matter may appear at a council meeting as long as they pre-register with the administrator prior to 12:00 noon on the day of the council meeting so that their name may be placed on a speakers list.

34.2 The total time allowed to speak shall be not more than fifteen (15) minutes per individual or delegation.

35. Recess

35.1 The council may recess at any time during the meeting.

35.2 A motion to recess must state the time of duration of the recess, and must be passed by a majority of the members present.

35.3 The council may reconvene sooner than the time mentioned in the motion of recess, but must not reconvene later than thirty (30) minutes after the time specified for reconvening or the meeting shall be deemed to be adjourned due to lack of quorum.

36. Conduct of Public

36.1 All persons in the gallery at a council meeting shall:

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

37. Repeal of Previous Bylaws

37.1 Bylaw No. 2020-02 is hereby repealed.

38. Enactment

38.1 This bylaw shall come into force and take effect on the date of final reading thereof.

_____
Mayor/Deputy Mayor

S E A L

_____
Administrator

Town of Carlyle
Bylaw No. 2022-04
Form 1
Request for a Special Meeting

Date: _____

To: Chief Administrative Officer, Town of Carlyle

Pursuant to section 123 of *The Municipalities Act*, I/we hereby request you to call a special meeting of the Council of the Town of Carlyle, to discuss the following matter(s):

1. _____
2. _____
3. _____

Meeting details:

Location: _____

Date: _____

Time: _____

Dated this _____ day of _____, 20____.

SIGNED:

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Office Use Only:

___ Members provided notice pursuant to subsection 124(1) of *The Municipalities Act*

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

Town of Carlyle
Bylaw No. 2022-04
Form 2
Request for Method of Providing Notice

Date:_____

To: Chief Administrative Officer, Town of Carlyle

From: _____
Name of Council Member

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

_____ by regular mail _____

_____ by telephone or voice mail_____

_____ by facsimile _____

_____ by email _____

Check one of the above.

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

Dated this ____ day of _____ 20____.

_____
Signature of Council Member