

Council Procedure Bylaw

TOWN OF ROULEAU

BYLAW NO 01-2023

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

The Council of the Town of Rouleau 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 council members, administration and the public to follow and participate in governing the municipality and for council in establishing council committees.

3. Definitions

3.1 In this bylaw:

- (a) "Act" means *The Municipalities Act*.
- (b) "Acting Mayor" means the councilor elected by council to act as the Mayor if a vacancy arises in that office.
- (c) "Adjourn" means to suspend proceedings to another time or place.
- (d) "Administration" means the Administrator or an employee accountable to the Administrator.
- (e) "Administrator" means the person appointed as Administrator pursuant to section *The Municipalities Act*.
- (f) "Business Day" means a day other than Saturday, Sunday or a holiday.
- (g) "Chair" means a person who has the authority to preside over a meeting.
- (h) "Committee" means a committee, board, authority or other body duly appointed by council.
- (i) "Communications" include, but are not limited to the following: letter, memorandum, report, notice, electronic mail, facsimile, petition, brochure, or newspaper/magazine article.
- (j) "Council" means the mayor and councilors of the municipality elected pursuant to the provisions of *The Local Government Election Act*.
- (k) "Councilor" means the council member duly elected in the municipality as a councilor, in accordance with *The Local Government Election Act*.
- (l) "Deputy mayor" means the councilor who is appointed by council, pursuant to section 30 of this bylaw, to act as mayor in the absence or incapacity of the mayor.
- (m) "Mayor" means the council member duly elected in the municipality as the mayor in accordance with *The Local Government Election Act*.
- (n) "Member" means the mayor, councilor or an appointed individual to a committee, commission or board of council.

- (o) "Motion" means a formal proposal placed before a meeting in order that it may be debated to a conclusion.
- (p) "Mover" means a person who presents or proposes a motion or amendment.
- (q) "Municipality" means the Town of Rouleau.
- (r) "Order of business" means the list of items comprising the agenda and the order in which those items appear on the agenda.
- (s) "Public hearing" means a meeting of council or that portion of a meeting of council which is convened to hear matters pursuant to:
 - i. *The Municipalities Act.*
 - ii. *The Planning and Development Act, 2007;*
 - iii. any other Act; or
 - iv. a resolution or bylaw of council.
- (t) "Quorum" is, subject to sections 98 of the Act:
 - i. in the case of council, a majority of the whole council,
 - ii. in the case of a committee, a majority of the members appointed to the committee.
- (u) "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.
- (v) "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.
- (w) "Special committee" means a committee appointed by council at any time to deal with a specific issue(s) and exist for a length of time required to review the issue(s) and make recommendations to council.
- (x) "Special meeting" means a meeting other than a regular scheduled meeting called pursuant to Section 123 of the Act or the provisions of this bylaw.

4. Application

- 4.1 This bylaw applies to all meetings of council and committees.
- 4.2 Notwithstanding subsection 4.1, council may by resolution or bylaw allow a board and committee to establish its own procedures.
- 4.3 When any matter relating to proceedings arise which is not covered by a provision of this bylaw, the matter shall be decided by reference to *Robert's Rules of Order*.
- 4.4 In the event of any conflict between the provisions of this bylaw and those contained in any of the other authorities set out above, the provision of this bylaw shall apply.
- 4.5 Subject to subsection 4.3, any ruling of the mayor or chair shall prevail, subject, however, to the jurisdiction of council or the committee to consider any appeals of those rulings.

PART II – MEETINGS

5. First Meeting

- 5.1 The first meeting of council shall be held on the second Monday immediately following a general election.
- 5.2 At the first meeting of council:

- (a) the Returning Officer shall provide council with a copy of the declaration of results with respect to the election; and
- (b) every council member shall take the oath of office pursuant to the Act.

6. Regular Meetings

- 6.1 Regular meetings of council shall be held on the second Monday of each month commencing at 7 p.m.
- 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 mayor, such meetings shall be held at the same time on the next day that the municipal office is scheduled to be open for business.
- 6.3 Notwithstanding the foregoing provisions, council may, by resolution, dispense with or alter the time of a regular meeting of council.
- 6.4 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.

7. Special Meetings

- 7.1 The Administrator shall call a special meeting of council, whenever requested to do so, in writing, by the mayor 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 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.
- 7.4 Notwithstanding subsection 7.2, a special meeting may be held with less than twenty-four (24) hours' notices 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.
- 7.5 No business, other than that stated in the notice, shall be transacted at a special meeting, unless all the members are present and, by unanimous consent, they authorize other business to be transacted.

8. Meeting through Electronic Means

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

9. Notice of Meetings

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

- 9.2 If council changes the date, time or place of a regularly scheduled meeting, at least twenty-four (24) hours notice of the change will be given to:
- (a) any members not present at the meeting at which the change was made;
 - and,
 - (b) the public.

10. Method of Giving Notice

- 10.1 Notice of a council meeting is deemed to have been given to a member if the notice is:
- (a) delivered personally;
 - (b) left at the usual place of business or residence of the member; or
 - (c) at the request of the member, sent by ordinary mail, telephone or voice mail, facsimile or electronic mail or similar method at the number or to the address specified by the member.
- 10.2 Notice of a council meeting is to be given to the public by posting notice of the meeting at the municipal office.

11. Actions in Public

- 11.1 An act or proceeding of council is not effective unless it is authorized or adopted by bylaw or a resolution at a duly constituted public meeting of council.
- 11.2 Every person has the right to be present at council meetings that are conducted in public unless the person presiding at the council meeting expels a person for improper conduct.

12. Closed Sessions

- 12.1 Council may close all or any part of its meetings to the public if the matter to be discussed:
- (a) is within one of the exemptions of Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*; or
 - (b) concerns long-range or strategic planning.
- 12.2 A resolution to move into closed session shall state, in general terms, the topic of discussion.
- 12.3 Where council resolves to close a portion of a meeting to the public, all persons shall be excluded from the meeting except:
- (a) the members of council;
 - (b) the Administrator and other members of administration as the members of council may deem appropriate; and
 - (c) such members of the public as may be allowed to attend by the council.
- 12.4 Where council resolves to close a portion of a meeting to the public, in addition to the resolution to do so, the Administrator shall record in the minutes thereto:
- (a) the time that the in-camera portion of the meeting commenced and concluded;
 - (b) the names of the parties present; and
 - (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 council, unless otherwise provided for in this bylaw.

PART III – COUNCIL MEETING PROCEDURES

13. Agendas

- 13.1 The Administrator shall prepare a draft agenda for all regular and special meetings of council, to be posted no later than 4:00 pm the preceding business day to the meeting.
- 13.2 The Administrator shall finalize the agenda no later than 12:00 pm the day of the meeting.
- 13.3 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.
- 13.4 If, for any reason, the Administrator is unable to meet the deadline mentioned in subsection 13.1 and 13.2, the Administrator shall prepare and distribute the agenda as soon as reasonably possible to allow council members an opportunity to review the agenda prior to the council meeting.
- 13.5 All administrative reports, communication from the public, requests, or any other material intended for inclusion in a council agenda and received by the Administrator after the agenda has been prepared may be added at the Administrator's discretion.

14. Order of Business at Meetings

- 14.1 The general order of business of every regular council meeting shall be as follows:
 - (a) Call to order;
 - (b) Declaration of conflict of interest;
 - (c) Approval of agenda;
 - (d) Adoption of minutes;
 - (e) Adoption of financial activities;
 - (f) Approval of accounts;
 - (g) Delegations;
 - (h) Reports of administration, council members and committees;
 - (i) Unfinished business;
 - (j) New business;
 - (k) Other business; and
 - (l) Adjournment.
- 14.2 The business shall, in all cases, be taken up in the order in which it stands on the agenda, unless the mayor determines during the proceedings of council that for public interest a matter be moved forward to be dealt with promptly.

15. Commencement of Council Meeting

- 15.1 At the hour set for the meeting, or as soon as all members of council are present, the mayor, or in his or her absence the deputy mayor, shall take the chair and call the members to order.
- 15.2 In case neither the mayor nor the deputy mayor is in attendance within 15 minutes after the hour appointed, and subject to a quorum being present, council shall appoint an acting mayor pursuant to section 27 of this bylaw who shall call the meeting to order and shall preside over the meeting until the arrival of the mayor or the deputy mayor, and all proceedings of such meeting shall be deemed to be regular, and in full force and effect.
- 15.3 If a quorum is not present 30 minutes after the time appointed for the meeting, the Administrator shall record the names of the members present at the

- expiration of such time and announce that council shall then stand adjourned until the next meeting, unless a special meeting is called in the meantime.
- 15.4 Subject to the Act, if at any meeting the number of members is reduced to less than the number required for a quorum, council shall stand adjourned.
- 15.5 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.
- 15.6 Members are encouraged to notify the Administrator when the member is aware that he or she will be absent from any meeting of council.

16. Quorum

- 16.1 A quorum of council is a majority of members.
- 16.2 Any act or proceeding of council that is adopted at any council meeting at which a quorum is not present is invalid.

17. Minutes

- 17.1 The Administrator shall record the minutes of each council meeting without note or comment and shall distribute copies of the minutes to each member at least twenty-four (24) hours prior to a subsequent council meeting.
- 17.2 The names of the members present at the meeting are to be recorded in the minutes of every meeting.
- 17.3 Any member may make a motion amending the minutes to correct any mistakes.
- 17.4 The minutes of each meeting are to be approved at the next regular meeting of the council and signed by the presiding member and the Administrator in accordance with the Act.

18. Public Hearing

- 18.1 If a public hearing is required by any Act, it shall be conducted in accordance with the provisions of this section.
- 18.2 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 administration recommendations;
 - (c) if it is a hearing that involves an applicant, the applicant shall be given an opportunity to make representations on the matter under consideration;
 - (d) after the applicant, any person or group of persons or spokesperson acting on behalf of another person or group shall be given an opportunity to make representations on the matter under consideration;
 - (e) if it is a hearing that involves an applicant, at the conclusion of the speakers, the applicant shall be given an opportunity to respond to the representations of other people;
 - (f) council may request further information from administration;
 - (g) council shall formally receive all communications and written reports submitted to it on the subject matter of the hearing;
 - (h) the mayor shall declare the hearing closed; and
 - (i) council shall then consider the matter and at the conclusion of the deliberations, council shall vote on the bylaw or resolution in accordance with the procedures contained in this bylaw.
- 18.3 The time allowed for each person making representations shall be 15 minutes.
- 18.4 A hearing may be adjourned to a certain date.

- 18.5 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.

19. Communications - General

- 19.1 When a person wishes to have a communication considered by council, it shall be addressed to council, and:
- (a) clearly set out the matter in issue and the request; and
 - (b) for written communications, must be printed, typewritten or legibly written, contain the mailing address of the writer and be signed with the name of the writer; or
 - (c) for electronic communication, must contain the name of the writer and both the mailing and electronic address of the writer.
- 19.2 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*.
- 19.3 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.
- 19.4 A written communication received before the agenda deadline shall be placed by the Administrator on the council agenda and shall be dealt with when the matter is considered by council at its meeting.
- 19.5 In the event that the communication to the Administrator is received after the agenda deadline, the Administrator will bring the request to the attention of council:
- (a) The individual will be advised by the Administrator that the communication may not be considered by council unless the majority of members vote to allow the communication within the motion to approve the agenda.

20. Delegations

- 20.1 When a person wishes to speak to council on a matter, for which a hearing is not required, that person shall notify the Administrator in writing, the request shall include the following:
- (a) the name and correct mailing address of the spokesperson;
 - (b) telephone number where the representative of the delegation can be reached during the day;
 - (c) originally signed, except when submitted by facsimile or e-mail; and
 - (d) clearly setting out the subject matter to be discussed and the request being made of council.
- 20.2 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 three (3) business days preceding the council meeting so that their name may be placed on the Delegation list.
- 20.3 Members of the public requesting to be a delegate shall complete the prescribed form attached to this bylaw and submit it to the Administrator.
- 20.4 In the event that a delegation makes an application to the Administrator after the deadline, the Administrator will bring the request to the attention of council:
- (a) Delegations will be advised by the Administrator that they may not be heard by council unless the majority of members vote to allow the delegation to speak within the motion to approve the agenda.
- 20.5 Delegations speaking before council shall address their remarks to the stated business:
- (a) Delegations will be limited to speaking only once; and

- 20.6 (b) Rebuttal or cross debate with other delegations shall not be permitted. A maximum of 15 minutes shall be allotted for each delegation to present his or her position of support or opposition.
- 20.7 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 mayor shall at the conclusion of 15 minutes, inform the delegation that the time limit is up.
 - (c) Only upon a motion to extend the 15-minute limitation adopted by a majority of members shall the 15-minute limit be extended.
 - (d) Delegations will not be permitted to assume any unused time allocated to another delegation.
- 20.8 Upon the completion of a presentation to council by a delegation, any discourse between members and the delegation shall be limited to members asking questions for clarification and obtaining additional, relevant information only:
 - (a) Members shall not enter into debate with the delegation respecting the presentation; and
 - (b) Once a motion has been moved, no further representation or questions of the delegation shall be permitted.
- 20.9 The Administrator, who shall consult with the mayor, may refuse to accept a request to speak to council if council has, within the six (6) months immediately preceding the request, already heard from the person and dealt with the same or substantially the same matter by resolution or bylaw.

21. Mayor and Councilors' Reports

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

22. Bylaws

- 22.1 Every proposed bylaw must have three (3) distinct and separate readings.
- 22.2 A proposed bylaw must not have more than two (2) readings at a council meeting unless the members present unanimously agree to consider third reading.
- 22.3 A proposed bylaw will be considered by council immediately following consideration of the report or item to which the bylaw relates.
- 22.4 Only the title or identifying number has to be read at each reading of the bylaw.
- 22.5 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.
- 22.6 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.
- 22.7 When a bylaw has been given three (3) readings by council, it:
 - (a) becomes a municipal enactment of the municipality; and
 - (b) is effective immediately unless the bylaw or an applicable provincial statute provides otherwise.

- 22.8 The administrator shall be empowered to correct any typographical error that may not have been corrected at the time of submission to council and the bylaw shall have the same status as if council had corrected same.
- 22.9 After passage, every bylaw shall be signed by the mayor and the administrator, pursuant to the Act and marked with the corporate seal of the municipality.

23. Adjournment

- 23.1 All regularly scheduled council meetings shall stand adjourned when the council has completed all business as listed on the order of business.
- 23.2 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 council meeting, or until a special meeting is called for the purpose of dealing with the unfinished items.

24. Extension of Time

- 24.1 Notwithstanding section 24, a majority of the members present may extend a regularly scheduled council meeting beyond its limit by unanimous vote of all members present.
- 24.2 If council extends its meeting pursuant to subsection 24.1, the meeting shall continue until:
- (a) the business of the meeting is completed;
 - (b) a motion to adjourn is passed; or
 - (c) a quorum is no longer present.

PART IV – CONDUCT AT COUNCIL MEETINGS

25. Mayor

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

26. Deputy Mayor

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

27. Acting Mayor

- 27.1 Council shall, appoint a member to act as mayor if:
- (a) both the mayor and the deputy mayor, if one has been appointed pursuant to section 26, are unable to perform the duties of his or her office; or

- (b) the offices of both the mayor and the deputy mayor are vacant.
- 27.2 The member to be appointed, pursuant to subsection 27.1, shall be elected by a majority of the members present.
- 27.3 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.
- 27.4 The member whose name is on the sheet withdrawn pursuant to subsection 27.3(d) shall be declared elected.

28. Persons Allowed at the Table

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

29. Conduct of Public

- 29.1 All persons in the public gallery at a council meeting shall:
- (a) refrain from addressing council or a member unless permitted to do so;
 - (b) maintain quiet and order;
 - (c) refrain from disturbing the proceedings by words, gestures or actions including applauding, displaying flags, placards or similar material;
 - (d) refrain from talking on cellular telephones;
 - (e) refrain from making audio or video recordings of council proceedings;
 - (f) refrain from making notes, either paper or electronic, of council proceedings; and
 - (g) 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.

30. Conduct of Delegations

- 30.1 When addressing members at a council meeting, a delegation shall refrain from:
- (a) speaking disrespectfully of the federal government, the provincial government or another municipal council, or any official representing them;
 - (b) using offensive words in referring to a member, an employee of the municipality or a member of the public;
 - (c) reflecting on a vote of council except when moving to rescind or reconsider it;
 - (d) reflecting on the motives of the members who voted on the motion or the mover of the motion; or
 - (e) shouting or using an immoderate tone, profane, vulgar or offensive language.

31. Conduct of Members

- 31.1 Members of council wishing to speak at a meeting shall ensure they do not interrupt another member.
- 31.2 If more than one member wishes to speak at a meeting at the same time, the mayor shall indicate which member shall speak first.
- 31.3 When addressing a council meeting, a member shall refrain from:
- (a) speaking disrespectfully of the federal government, the provincial government or another municipal council, or any official representing them;

- (b) using offensive words in referring to a member, an employee of the municipality or a member of the public;
 - (c) reflecting on a vote of council except when moving to rescind or reconsider it,
 - (d) reflecting on the motives of the members who voted on the motion or the mover of the motion; or
 - (e) shouting or using an immoderate tone, profane, vulgar or offensive language.
- 31.4 When a member is addressing the council, all other members shall:
- (a) remain quiet and seated;
 - (b) refrain from interrupting the speaker, except on a point of order or point of procedure; and
 - (c) refrain from carrying on a private conversation in such a manner that disturbs the speaker.
- 31.5 Members shall ensure that all electronic devices remain silent and do not interfere with the meeting.

32. Improper Conduct

- 32.1 The mayor may request that any person in the public gallery who disturbs the proceedings of council or acts improperly at a council meeting, as set out in section 28, leave or be expelled from the meeting.
- 32.2 The mayor may request that any delegation who addresses council improperly as set out in section 29, leave or be expelled from the meeting
- 32.3 No person shall refuse to leave a council meeting when requested to do so by the mayor.
- 32.4 Any person who refuses to leave when requested to do so may be removed.
- 32.5 If a person disturbs the proceedings of council or refuses to leave when requested to do so, the mayor may recess the meeting until the person leaves or adjourn the meeting to another day.

33. Leaving the Meeting

- 33.1 Every member who leaves the council meeting before the meeting is over, whether intending to return to the meeting or not, shall notify the Administrator.

34. Calling a Member to Order

- 34.1 When the mayor 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.
- 34.2 In the event that a member refuses to resume his or her seat when called to order, the mayor shall request the deputy mayor, or if the deputy mayor is absent or is the unruly member, any other member of council to move a resolution to remove the unruly member either:
- (a) for the balance of the meeting,
 - (b) until a time, which shall be stated in the motion, or
 - (c) until the member makes an apology acceptable to council for his or her unruly behavior, whichever shall be the shortest time.
- 34.3 When the majority of council votes in favour of the resolution, the mayor shall direct the unruly member to leave the council chamber, and if the member refuses to leave, the mayor 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.
- 34.4 When council has directed an unruly member to leave the council chambers, and the member so directed makes an explanation and apology adequate and

satisfactory to the council, it may, by a majority vote of the remaining members present, allow the offending member to remain in his or her place if he or she has not left or been removed, or to retake his or her place.

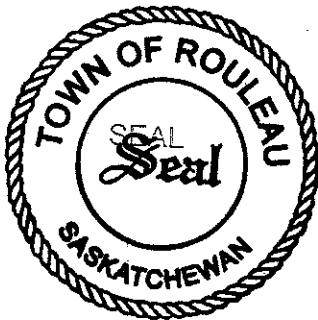
PART V – MISCELLANEOUS

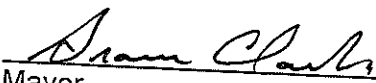
35. Repeal of Bylaws & Resolutions

35.1 Bylaw No. 01-2016 and all amendments thereto are hereby repealed.

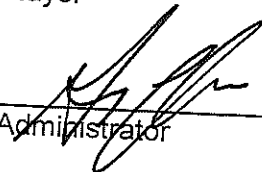
36. Coming Into Force

36.1 This bylaw shall come into force and take effect on February 6, 2023.





Mayor



Administrator

Read a third time and adopted
this 6 day of FEB, 2023



Administrator

Bylaw # 01-2023
Form 1 – Request for a Special Meeting

Date: _____
To: _____, Chief Administrative Officer, Town of Rouleau

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 Rouleau 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
 Notice not provided pursuant to subsection 123(3) of the Act

TOWN OF ROULEAU



BOX 250, ROULEAU SK, S0G 4H0
 EMAIL: townofrouleau@sasktel.net

PHONE: (306)776-2270
 FAX: (306)776-2482

COUNCIL DELEGATE REQUEST

Date of Application:	
Name:	
Organization you are representing:	
Email address & Mailing address:	
Phone #:	
Council Appearance Date requested:	
Reason for Request:	
Outcome requested:	
Have you spoken to a council member or the Town Administration? Who	

INTERNAL USE:

Reviewed and accepted by:	
Date:	
Time:	

Review and retain the attached Page 2, for your information.

Information for Council Meeting Delegates

If you wish to appear before Council during a regularly scheduled meeting, please complete the Delegation Request Form and submit it to the Town of Rouleau Municipal Office.

Requests **must be submitted no later than 3 business days prior to a scheduled meeting**. The Chief Administrative Officer (CAO) may only schedule 2 delegations per meeting. The CAO may approve or deny the request or add additional delegates, pursuant to the Council Procedure Bylaw.

Delegate Preparation:

Delegates are encouraged to speak to a Councilor and/or Administration staff with any questions they may have, prior to requesting a delegation with Council.

Delegates are asked to provide any documents, pictures, etc. that they wish to present to Council, at the time of application for appearance. This is to allow Council members time to review those documents. Documents may be sent electronically to townofrouleau@sasktel.net or dropped off at the municipal office.

Presentation to Council:

- Delegates are allotted a maximum of 15 minutes for their presentation; Council may choose to extend the time limit of the presentation if they feel it is necessary
- It is encouraged to have a spokesperson to speak on behalf of large groups
- Members of Council may ask delegates questions for clarification but will not engage in debate during or after the presentation.

Conduct of Delegations:

When addressing Council members or staff, a delegate shall refrain from:

- speaking disrespectfully, shouting or using an immoderate tone, profane, vulgar or offensive language.

Upon completion of the Delegation:

If the delegate has requested a response from Council, their request will be discussed when Council reaches the matter on the agenda. If the matter was not listed on the agenda, it will be scheduled for discussion at a future meeting.