

## **RESORT VILLAGE OF LUMSDEN BEACH**

### **DRAFT BYLAW NO. 2016 / 2**

#### **A BYLAW TO PROVIDE FOR THE ESTABLISHMENT OF COUNCIL PROCEDURES**

The Council of the Resort Village of Lumsden Beach (RVLB) in the Province of Saskatchewan enacts as follows:

##### **1. PURPOSES AND SCOPE**

1. Establish rules and procedures to be followed by RVLB Council and Administrator.
2. Establish Committees when and if necessary.
3. If a matters arise that are not covered by the provisions of this bylaw the Saskatchewan Municipalities Act and/or Robert's Rules of Order shall govern.

##### **2. COUNCIL MEETINGS**

1. The first meeting of Council following a general election shall be held within 31 days after the date of the election. At the first meeting, every Council member shall take the oath of office.
2. The Mayor shall determine the time, date and place of Council meetings and be responsible to inform Council members at least seven days prior to the meeting.
3. The quorum of Council is a majority of members of Council. Decisions shall not be taken at Council meetings without a quorum present.
4. A special meeting of Council shall be called whenever requested by the Mayor or by a majority of Council by giving at least 24 hours notice in person to the members of Council stating the purpose of the meeting and the date, time and place the meeting is to be held. No business other than that stated in the notice may be transacted at the special meeting, unless all members of Council are present and agree unanimously to transact other business.
5. Meetings of Council may be conducted through electronic means if agreed upon by Council.
6. Actions of Council only become effective once adopted by resolution or bylaw passed at an open Council meeting.
7. RVLB ratepayers have the right to be present at Council meetings. They may request, in writing, to be heard at Council meetings or to submit materials in writing for consideration by Council.
8. Council may close all or any part of Council meetings to the public for long range or strategic planning or for issues requiring privacy.
9. The Administrator shall record the minutes of all Council meetings and shall distribute copies of the minutes to Council members at least 24 hours prior to any subsequent Council meeting at which time the minutes are to be, if necessary, amended and then approved.

##### **3. PUBLIC MEETINGS**

1. Council shall establish a time, date and location for an annual meeting of ratepayers.
2. The annual public meeting shall take place a maximum of 15 months after the previous public meeting.
3. At the public meeting, Council shall report on the affairs of the municipality including the audited financial statements and shall allow time for ratepayers to ask questions and provide feedback to Council.
4. If a public hearing is deemed appropriate for the presentation of information on a bylaw or resolution being considered by Council then such a meeting is to be publicly advertised and convened. Provision is to be made to allow for verbal and/or written presentations at the meeting by RVLB individuals or groups. Council shall vote on the matter at hand following the conclusion of the public hearing.

##### **4. COUNCIL MEMBERS**

1. The Council of RVLB shall be made up of three ratepayers one of whom shall be the Mayor.
2. The Mayor shall preside at Council meetings and be an ex-officio member of all committees established by Council.
3. The Mayor shall set meeting agendas, enforce rules and take part in debate at Council meetings.
4. Council shall appoint an Acting Mayor if the Mayor is unable to perform the duties of the Mayor or the office of Mayor is vacant. An Acting Mayor may hold office until the next election is held.

## **5. VOTING**

1. Each Council member has one vote. All questions are to be decided by the majority of the votes.
2. Every Council member attending a Council meeting shall vote on every matter put before Council unless the member abstains from voting for pecuniary interest(s). If a member is not required to abstain from voting and abstains from voting, the member is deemed to have voted in the negative.
3. Prior to any vote being taken, any member of Council may request that the vote on that matter be recorded.
4. If there are an equal number of votes for or against a resolution or bylaw, the resolution or bylaw is defeated.

## **6. MOTIONS AT MEETINGS**

1. All motions put forward must be seconded before becoming resolutions.
2. A motion to amend shall not substantially change the intent of the motion.
3. A motion to rescind or reconsider a resolution shall only be considered by Council by a unanimous vote of all members of Council.
4. A motion introducing a new matter shall not be considered by Council unless notice of motion has been submitted in writing to all members of Council 7 days prior to the meeting in which it is to be considered.
5. Council may, by unanimous consent of the members present, waive the requirement for notice.

## **7. BYLAWS**

1. Municipal bylaws come under the jurisdiction of Saskatchewan provincial legislation.
2. Members of Council must be given an opportunity to read proposed bylaws at least 7 days prior to the meeting that the proposed bylaw is to be presented unless Council gives unanimous agreement.
3. Every Bylaw must have three distinct readings. A proposed bylaw must not have more than two readings at a Council meeting unless the members of Council present unanimously agree to consider the third reading.
4. Motions to repeal or amend a bylaw shall be circulated to all Council members 7 days prior to the meeting in which the motion is being made unless Council gives unanimous agreement.
5. After passage, every bylaw shall be signed by the Mayor and the Administrator and marked with the RVLB corporate seal.

## **8. ADMINISTRATION**

1. Council shall appoint an individual to act on their behalf as the Administrator of RVLB.
2. When asked, the Administrator shall attend Council meetings as a non-voting representative.
3. Council shall assign responsibilities to the Administrator as they see fit and may include areas such as being an official signatory of documents, an authorized signatory at financial institutions and recorder of minutes.

## **9. COUNCIL COMMITTEES**

1. Council may appoint committee(s) if deemed appropriate and may determine if members of Council are to be on such committee(s).
2. Council Committee(s) may:
  - \* Determine when and where the committee will meet
  - \* Keep minutes
  - \* Provide advice to Council
  - \* Make recommendations on policy to Council
  - \* Set policies on matters specific to their committee as delegated
  - \* Prepare an initial budget to be forwarded to Council