

TOWN OF ASQUITH

BYLAW NO. 2026 - 03

**A BYLAW TO REGULATE THE MEETING PROCEDURES OF COUNCIL, COUNCIL COMMITTEES
AND OTHER BODIES**

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

PART I – INTERPRETATION

Short Title

1. This Bylaw shall be referred to as the “Council Procedures Bylaw”.

Purpose

2. The purpose of this Bylaw is to establish clear, transparent, consistent, and accessible procedures for conducting business at meetings of Council, Council Committees, and other affiliated bodies in the Town of Asquith.

Definitions

3. In this Bylaw:
 - (a) **Act** means *The Municipalities Act*, SS 2005, c M-36.1.
 - (b) **Acting Mayor** means the Councillor elected by Council to act as Mayor in the event of a vacancy in that office.
 - (c) **Adjourn** means to suspend proceedings of a meeting to another time or place.
 - (d) **Administration** means the Administrator or an employee accountable to the Administrator.
 - (e) **Administrator** means the Chief Administrator Officer (“**CAO**”) or the Administrator of the Municipality, appointed by Council pursuant to Section 110 of the Act and is responsible for the overall management and Administration of municipal affairs.
 - (f) **Agenda** means the agenda for any regular or Special Meeting of Council as prepared by the Administrator in accordance with Sections 43 - 49 of this Bylaw.
 - (g) **Agenda Deadline** means the time established in Section 48 of this Bylaw for submission of materials to be included in the meeting Agenda.
 - (h) **Amendment** means an alteration to a main Motion by substituting, adding, or deleting words without materially changing the intent of the Motion.
 - (i) **Business Day** means a day other than a Saturday, Sunday, or statutory holiday.
 - (j) **Chair** means the individual authorized to preside over a meeting.
 - (k) **Communications** include, but are not limited to: letters, memoranda, reports, notices, emails, facsimiles, petitions, brochures, newspaper/magazine articles or any other common form of communicating.
 - (l) **Consent Agenda** means a section of a meeting Agenda listing routine items that do not require discussion or debate and may be approved collectively.
 - (m) **Contact Information** means:
 - (i) The name of a person; and
 - (ii) The most appropriate method, as determined by the Municipality, to reach the intended recipient, including:
 - (A) Mailing address;
 - (B) Street or civic address;
 - (C) Email address;
 - (D) Telephone number;

- (E) Fax number; or
- (F) Any other prescribed method.
- (n) **Council** means the Mayor and Councillors of the Municipality elected pursuant to the provisions of *The Local Government Election Act*, SS 1982-83, c L-30.1.
- (o) **Council Committee** means a committee established by Council, consisting solely of Council Members.
- (p) **Councillor** means an elected Member of Council, other than the Mayor, elected in accordance with *The Local Government Election Act*, SS 1982-83, c L-30.1.
- (q) **Delegation** means the public who are making presentation to the Council or Council Committee.
- (r) **Deputy Mayor** means the Councillor appointed by Council, under Sections 132 through 133 of this Bylaw, to act as Mayor in the Mayor's absence or incapacity.
- (s) **Mayor** means the elected head of Council, as defined in *The Local Government Election Act*, SS 1982-83, c L-30.1.
- (t) **Member** means a Mayor, Councillor, or an individual appointed to a Council Committee or Other Body established by Council.
- (u) **Motion** means a formal proposal presented at a Council meeting for debate and decision.
- (v) **Mover** means the person who presents or proposes a Motion or Amendment.
- (w) **Municipality** means the Town of Asquith.
- (x) **Order of Business** means the sequence in which Agenda items are listed and considered during a meeting.
- (y) **Other Body** means any committee, board, authority, commission, or similar body duly appointed by Council, but does not include a Council Committee.
- (z) **Point of Order** means a question raised by a Member during a meeting asserting that the meeting's proceedings or the conduct of a Member is not in accordance with established rules or procedures.
- (aa) **Point of Privilege** means a matter raised by a Member during a meeting concerning:
 - (i) The rights, privileges, decorum, or dignity of Council collectively or of a Member individually;
 - (ii) Disrespectful comments made toward a Member or Council;
 - (iii) Misunderstanding or misinterpretation of a Member's comments by others;
 - (iv) Misrepresentation of a Member's comments made outside of the Council Chamber by the public, media, or community, which the Member wishes to clarify.
- (bb) **Point of Procedure** means a question directed to the Chair to obtain information regarding the rules or procedures relevant to the business under consideration.
- (cc) **Public Hearing** means a meeting, or portion of a meeting, convened to hear matters pursuant to:
 - (i) *The Municipalities Act*, SS 2005, c M-36.1;
 - (ii) *The Planning and Development Act, 2007*, SS 2007, c P-13.2;
 - (iii) Any other applicable legislation; or
 - (iv) A Resolution or bylaw of Council.
- (dd) **Quorum**, subject to Section 98 of the Act, means:
 - (i) For Council: a majority of all Members of Council;

- (ii) For a Council Committee: a majority of the Members appointed to that committee;
 - (iii) For any Other Body: a majority of its appointed Members.
 - (ee) **Recess** means a temporary pause in a meeting that does not end the meeting, after which the meeting resumes at the point of interruption.
 - (ff) **Resolution** means a formal decision made by Council, a Council Committee, or another body, based on a Motion that has been debated and passed at a duly constituted meeting.
 - (gg) **Special Meeting** means a meeting convened outside of the regular schedule, in accordance with Section 123 of the Act or the provisions of this Bylaw.
 - (hh) **Unfinished Business** means an item of business previously introduced at the same or a prior meeting that has not yet been concluded.
 - (ii) **Urgent Business** means a time-sensitive matter that requires Council's immediate attention and action.
4. A reference in this Bylaw to an enactment of the Legislative Assembly of Saskatchewan includes all Amendments to that enactment, as well as any regulations made pursuant to it, as amended from time to time.

Application

- 5. This Bylaw applies to all meetings of Council, Council Committees, and other bodies.
- 6. Notwithstanding Section 5, Council may, by Resolution or bylaw, allow a Council Committee or Other Body to establish its own procedures.
- 7. 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.
- 8. In the event of any conflict between the provisions of this Bylaw and those contained in Section 7, the provision of this Bylaw shall apply.
- 9. Subject to Section 7, any ruling of the Mayor or Chair shall prevail, subject to the jurisdiction of Council or the Council Committee to consider any appeals of those rulings.

PART II - MEETINGS

First Meeting

- 10. The first meeting of Council following an annual election for the Municipality will be held within 30 days after the date of the election.
- 11. The Administrator shall determine the time, date, and place of the first meeting.
- 12. The Administrator shall provide written notice of the time, date, and place of the first meeting of the Council to all Members of Council at least 24 hours before the meeting in the same manner as for a Special Meeting of the Council, but all subsequent regular meetings of the Council are to be held on any days that the Council may determine.

Regular Meeting of Council

- 13. Regular meetings of Council shall be held on the second Wednesday of each month, except for those cases when this day falls on a statutory holiday, in which case the regular meeting shall be moved to the first Wednesday of that month, commencing at 5:15 p.m.
- 14. Council shall ensure that no more than 60 days elapse between regularly scheduled Council meetings.
- 15. Each year, the Administrator shall prepare and submit a proposed schedule of regular Council meetings for Council's approval, in accordance with Sections 13 and 14, or may recommend alternate meeting dates.

16. A Council or Council Committee meeting may be held with less than 24 hours' notice to the Council or Council Committee Members and no notice to the public if all Members of Council sign a waiver before the commencement of the meeting.
17. Notwithstanding the foregoing, Council may, by Resolution, cancel or alter the date and/or time of any regular meeting.
18. A Council meeting held solely for the purpose of long-range or strategic planning may be held without notice to the public.
19. In the case of a state of emergency having been declared (declared by Federal Government, Provincial Government, or the Town of Asquith) the Asquith Town Council, at the Mayor's discretion, will be able to hold their meetings through electronic means and a synopsis of that meeting will be posted to the Town's website for the public to peruse.

Special Meetings

20. The Administrator shall call a Special Meeting of Council upon receiving a written request from the Mayor or a majority of Council Members, in accordance with Section 81.1 of the Act.
21. If the Administrator is unable to act or if the position is vacant, the Assistant Administrator shall call a Special Meeting upon receiving a written request from the Mayor or a majority of Council Members, in accordance with Section 81.1 of the Act.
22. The written request referenced in Section 20 and 21 must include a list of all items of business to be considered at the Special Meeting.
23. Form 1, attached to and forming part of this Bylaw, shall be used to direct the Administrator to call a Special Meeting of Council.
24. When a Special Meeting is scheduled, the Administrator shall provide written notice to all Council Members of the time, date, and location of the meeting, in accordance with Sections 31 through 33 of this Bylaw and shall also provide notice to the public at least 24 hours in advance of the meeting. The notice shall include a general description of the business to be transacted.
25. Notwithstanding Section 24, a Special Meeting may proceed with less than 24 hours' notice to Members and without public notice, provided all Members consent in writing prior to the commencement of the meeting.
26. No business other than that stated in the notice shall be transacted at a Special Meeting unless all Council Members are present and unanimous consent is given.

Meeting Through Electronic Means

27. One or more Members of Council may participate in a Council meeting by electronic means, provided the following conditions are met:
 - (a) The Member(s) provide the Administrator with at least two (2) business days' notice of their intention to participate electronically;
 - (b) Public notice of the Council meeting is issued, including details of how the meeting will be conducted;
 - (c) The facilities used allow the public to listen to the meeting from a location specified in the public notice, and the Administrator is present at that location; and
 - (d) The electronic facilities permit all participants to communicate effectively with one another throughout the meeting.
28. Members participating in a Council meeting by electronic means shall be deemed to be present at the meeting.

Notice of Meetings

29. Notice of regularly scheduled Council meetings is not required to be given.
30. 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.

Method of Giving Notice

31. 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, provided or sent according to the Member's Contact Information.
32. 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.
33. Notice of a Council meeting is to be given to the public by posting a notice at the municipal office or on the Municipality's website or in any other manner specified by Council through bylaw.

Actions in Public

34. An act or proceeding of Council and/or a Council Committee is not effective unless it is authorized or adopted by bylaw or Resolution at a duly constituted public meeting of Council.
35. Every person has the right to be present at Council meetings that are conducted in public unless:
 - (a) the person presiding at the Council meeting expels, or has expelled, the person for improper conduct at that meeting; or
 - (b) the person is subject to an active restriction, prohibition, or attendance ban imposed pursuant to the Municipalities bylaws or any successor policy adopted by Council.

Closed Sessions

36. Council may close all or any part of its meetings to the public if the matter to be discussed:
 - (a) Falls within one of the exemptions outlined in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*, SS 1990-91, c L-27.1; or
 - (b) Relates to long-range or strategic planning.
37. A Resolution to move into closed session shall clearly state, in general terms, the topic of discussion.
38. When Council resolves to close a portion of a meeting to the public, all persons shall be excluded from the meeting, except:
 - (a) Members of Council;
 - (b) The Administrator and other Members of Administration as deemed appropriate by Council; and
 - (c) Members of the public as deemed appropriate by Council.
39. When Council resolves to close a portion of a meeting, the Administrator shall record the following in the minutes, in addition to the Resolution to close the meeting:
 - (a) The time the closed portion of the meeting began and ended;
 - (b) The names of those present; and
 - (c) The legislative authority, including the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*, SS 1990-91, c L-27.1 relied upon to justify closing the meeting.
40. No Resolutions or bylaws may be passed during a closed meeting.
41. No business other than that described in the Resolution pursuant to Section 37 may be discussed during the closed session.
42. Matters discussed in a closed session shall remain confidential until discussed in a public meeting of Council, unless otherwise specified in this Bylaw.

PART III – COUNCIL MEETING PROCEDURES

Agendas

43. The Administrator shall prepare the Agenda for all regular and Special Meetings of Council.
44. The Agenda shall include the Order of Business, all items to be considered, and any associated reports, bylaws, or supporting documents, arranged according to the established Order of Business.
45. The Administrator shall ensure that Council Agendas are delivered to each Member no later than two (2) business days prior to the meeting.
46. The Administrator shall also ensure that Council Agendas are made available to the public upon request.
47. If the Administrator is unable to meet the deadline outlined in Section 45 the Agenda shall be prepared and distributed as soon as reasonably possible to ensure that Council Members have an opportunity to review it in advance of the meeting.
48. All administrative reports, public Communications, requests, or other materials intended for inclusion in a Council Agenda must be submitted to the Administrator no later than five (5) business days before the scheduled meeting.
49. Council may, by majority vote, permit the addition of supplementary material to the Agenda.

Urgent Business

50. Administration may request the addition of an item to the Agenda as Urgent Business after the Agenda has been prepared and distributed.
51. If an additional item has been added to the Agenda in accordance with Section 50, the Administrator shall submit a report to Council as soon as possible, outlining the matter, the reasons for its urgency, and the degree of urgency involved.
52. The Administrator shall distribute any requests to add Urgent Business to the Agenda to all Council Members as soon as the information becomes available.
53. During the confirmation of the Agenda, a Member of Council may move to add a report, Communication, or Delegation if the matter arises from an unforeseeable and urgent situation.
54. Council may only consider a matter of Urgent Business with the approval of a majority of Members present.

Order of Business at Meetings

55. The general Order of Business of every regular Council meeting shall be as follows:
 - (a) Call to order;
 - (b) Approval / adoption of agenda;
 - (c) Conflict of interest declarations;
 - (d) Approval of minutes;
 - (e) Notice of proclamations;
 - (f) Presentations and recognitions;
 - (g) Public Hearings;
 - (h) Delegations;
 - (i) Communications;
 - (j) Reports of Administration and Council Committees and Other Bodies;
 - (k) Mayor and Councillor's forum;
 - (l) Unfinished Business;
 - (m) New business;
 - (n) Public forum; and

- (o) Adjournment.
56. Business shall, in all cases, be taken up in the order in which it stands on the Agenda, unless:
- (a) Council, by majority vote and without debate, passes a Motion to vary the Order of Business; or
 - (b) The Mayor determines during the meeting that, in the public interest, a particular matter should be advanced for immediate consideration.

Commencement of Council Meeting

57. At the scheduled time for the meeting, or as soon as all Members of Council are present, the Mayor, or in their absence, the Deputy Mayor, shall take the Chair and call the meeting to order.
58. If neither the Mayor nor the Deputy Mayor is present within fifteen (15) minutes of the scheduled start time, and a Quorum is present, Council shall appoint an Acting Mayor in accordance with Section 91 of the Act and Sections 134 through 137 of this Bylaw.
59. The Acting Mayor appointed under Section 58 shall preside over the meeting until the Mayor or Deputy Mayor arrives. All proceedings conducted during this time shall be deemed valid and fully effective.
60. If a Quorum is not present within thirty (30) minutes after the scheduled start time, the Administrator shall record the names of the Members present and announce that the meeting is adjourned. Council shall then reconvene at the next regular meeting, unless a Special Meeting is called in the interim.
61. Subject to the provisions of the Act, if during any meeting the number of Members falls below the required Quorum, the meeting shall immediately stand adjourned.
62. Any Unfinished Business remaining due to a loss of Quorum shall be carried forward to the next regular meeting or added to the Agenda of a Special Meeting called specifically to address the outstanding items.
63. Members are encouraged to notify the Administrator in advance if they expect to be absent from any Council meeting.

Quorum

64. A Quorum of Council is a majority of Members.
65. Any act or proceeding of Council that is adopted at any Council meeting at which a Quorum is not present is invalid.

Minutes

66. The Administrator shall record the minutes of each Council meeting without note or comment and shall distribute copies to all Members at least twenty-four (24) hours before the next Council meeting.
67. Notwithstanding Section 66, the Administrator shall record in the minutes every declaration of a conflict of interest, including the general nature and material details of the disclosure, as well as any abstention or withdrawal from the discussion or vote.
68. The names of all Members present at each meeting shall be recorded in the minutes.
69. Any Member may move to amend the minutes to correct an error or omission.
70. The minutes of each meeting shall be presented for approval at the next regular Council meeting. Once approved, the minutes shall be signed by the presiding Member and the Administrator, in accordance with the Act.
71. Approved minutes shall be made available for public inspection.

Proclamations

72. All requests for proclamations shall be submitted to the Mayor for approval outlining:
- (a) The date to be proclaimed;
 - (b) Specific name of the day, week, or month requested;

- (c) The reason for the proclamation; and
 - (d) Information about the group, including contact person and Contact Information at least 14 days prior to the proposed date for the proclamation.
- 73. Exceptions to Section 72 may be made in extenuating circumstances.
- 74. Subject to *The Saskatchewan Human Rights Code*, 2018, SS 2018, c S-24.2, the Mayor may, in their sole discretion, approve the proclamation submitted pursuant to Section 72, provided the proclamation does not:
 - (a) Promote any commercial business, unless, at the discretion of the Mayor, 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.
- 75. The Mayor 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 Mayor; or
 - (b) Forward the proclamation for consideration by Council.
- 76. Once the proclamation has been approved, the proclamation shall be noted on the appropriate Council Agenda as information.
- 77. Council, having delegated the Administration of proclamations, shall not hear Delegations related to proclamation requests unless specifically approved by Council.
- 78. 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 Mayor or Councillors at the specific function or event.
- 79. The local media are requested:
 - (a) Not to publish any proclamation claiming to be proclaimed by the Mayor unless it bears their signature; and
 - (b) When publishing a proclamation by the Mayor, that the proclamation contains only the following:
 - (i) The crest of the Municipality;
 - (ii) The name of the Municipality; and
 - (iii) The text of the proclamation.

Presentations and Recognitions

- 80. Presentations shall be listed on the Agenda when authorized by the Mayor and shall be intended to recognize an individual or group on behalf of Council for some award or similar honour which they have received, or for a group or individual to present to Council some award or similar honour which the Municipality has been awarded.

Public Hearing

- 81. Where a Public Hearing is required by legislation, the Public Hearing shall be conducted in accordance with the applicable legislation and, to the extent not inconsistent with that legislation, the provisions of this Bylaw.
- 82. 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's 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 of persons, 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.
83. The time allowed for each person making representations shall be limited to fifteen minutes.
84. A hearing may be adjourned to a certain date.
85. 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.

Communications – General

86. When a person wishes to have a Communication considered by Council, it must be addressed to Council and:
- (a) Clearly state the matter at issue and the specific request; and
 - (b) For written Communications, must be printed, typewritten, or legibly handwritten, contain the Contact Information of the writer, and be signed by the writer; or
 - (c) For electronic Communications, must include the writer's name, along with both the mailing and electronic addresses of the writer.
87. A Communication received by the Administrator that does not meet the conditions in Section 86 or is abusive in nature shall be forwarded to the Mayor for review and appropriate disposition.
88. A Communication received by the Administrator that contains or relates to personal information shall be handled in accordance with the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act*, SS 1990-91, c L-27.1.
89. Bound documents or studies submitted in support of a Delegation's presentation shall, if sufficient copies are provided by the Delegation, be circulated to Members, but will not be reproduced by the Municipality.

Communications – Matters on Council Agenda

90. A written Communication pertaining to a matter already on the Council Agenda must be received by the Administrator no later than the Agenda Deadline in order to be included on the Council Agenda.
91. 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.
92. 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 Council and the individual presenting such Communication for consideration 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.

Communications – Matters Not on Council Agenda

93. A written Communication received before the Agenda Deadline shall be placed by the Administrator on the Council Agenda and addressed when the matter is considered by Council at its meeting.
94. If a Communication is received by the Administrator after the Agenda Deadline regarding a subject not already on the Agenda, the Administrator will bring the request to the attention of Council.
95. The individual presenting such Communication for consideration will be informed by the Administrator that the Communication may not be considered by Council unless the majority of Members vote to allow the Communication to be included within the Motion to approve the Agenda.

Delegations – Matters on Council Agenda

96. When a person, or Delegation, wishes to speak to Council on a matter already on the Council Agenda, for which a hearing is not required, the Delegation shall notify the Administrator in writing. The notice shall include the following:
 - (a) The name and correct mailing address of the spokesperson;
 - (b) A telephone number where the representative of the Delegation can be reached during the day;
 - (c) An original signature, except when submitted by facsimile or email; and
 - (d) A description of the subject matter to be discussed and the specific request being made of Council.
97. A request to speak to Council under Section 96 must be received by the Administrator no later than 4:00pm on the Agenda Deadline in order to be included on the Council Agenda.
98. In the event that a Delegation submits an application to the Administrator after the Agenda Deadline regarding a subject already on the Agenda, the Administrator will bring the request to the attention of Council and such Delegation 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.
99. Delegations addressing Council shall adhere to the following guidelines:
 - (a) They may speak only once;
 - (b) Rebuttals or cross-debate between Delegations will not be permitted.
100. Each Delegation will be allotted a maximum of fifteen (15) minutes to present their position, whether in support of or opposition to the matter.
101. When multiple delegates share the same position on a matter, they are encouraged to select a spokesperson to present their collective views. Additionally:
 - (a) Delegations should avoid repeating information already presented by earlier Delegations;
 - (b) The Mayor will inform the Delegation when their fifteen (15) minutes have expired;
 - (c) The fifteen (15) minute time limit may only be extended if a Motion to do so is adopted by a majority of Members;
 - (d) Delegations may not assume or carry over unused time from other Delegations.
102. After a Delegation has completed its presentation, any dialogue between Members and the Delegation shall be limited to clarifying questions and gathering additional or relevant information. Specifically:
 - (a) Members shall not engage in debate with the Delegation regarding the presentation; and
 - (b) Once a Motion has been moved, no further questions or representations from the Delegation shall be permitted.

Delegations – Matters Not on Council’s Agenda

103. A person, or Delegation, wishing to speak to Council on a matter not included on the meeting Agenda, and for which no Public Hearing is required, must submit a written request to the Administrator. The request must include the following:
 - (a) The name and accurate Contact Information of the spokesperson;
 - (b) A daytime telephone number where the representative can be reached;
 - (c) An original signature, unless the request is submitted by fax or email;
 - (d) A clear description of the subject matter and the specific request being made of Council.
104. Requests made under Section 103 must be received by the Administrator no later than 4:00pm on the Agenda Deadline in order to be included on the Agenda.
105. The Administrator, in consultation with the Mayor, may refuse a request to appear before Council if the matter has already been addressed by Resolution or bylaw within the previous six (6) months, and the request is substantially the same as a previous Delegation.
106. If a request is refused under Section 105, the Administrator shall provide Council Members with a copy of the request and the response.
107. If a Delegation submits a request after the Agenda Deadline regarding a matter not on the Agenda, the Administrator shall bring the request to Council’s attention and in such cases, the Administrator shall advise the Delegation that they may only be heard if a majority of Council Members vote to allow it during the Motion to approve the agenda.

Mayor and Councillor’s Forum

108. Statements made during the Forum may include the sharing of the following information:
 - (a) Events, activities, or community functions attended; and
 - (b) General work undertaken by Members on behalf of Council colleagues, constituents, and the Municipality.
109. All comments shall be verbal only and will not be recorded in the minutes of the meeting.

Bylaws

110. Every proposed bylaw must receive three distinct and separate readings.
111. A proposed bylaw shall not receive more than two readings at the same Council meeting unless all Members present unanimously agree to proceed with a third reading.
112. A proposed bylaw shall be considered by Council immediately following the consideration of the report or Agenda item to which the bylaw pertains.
113. At each reading, only the title or identifying number of the bylaw to be adopted shall be read aloud.
114. Each Member present at the meeting at which the first reading is to occur must have been given, or had the opportunity to review, the full text of the proposed bylaw prior to the first reading.
115. When a bylaw has received all three readings by Council, it:
 - (a) Becomes a municipal enactment of the Municipality; and
 - (b) Takes effect immediately, unless the bylaw itself or an applicable provincial statute provides otherwise.
116. The Administrator is authorized to correct any typographical errors not identified prior to submission to Council, and the bylaw shall retain full legal effect as though Council had made the correction.
117. After its passage, every bylaw shall be signed by the Mayor and the Administrator in accordance with the Act and shall be affixed with the corporate seal of the Municipality.

Public Forum

118. Any member of the public wishing to speak to Council on a municipal matter may do so at a Council meeting, provided they pre-register with the Administrator by 4:00 p.m. on the Friday before the meeting to have their name added to the speakers' list.
119. Each individual shall be allowed a maximum of fifteen (15) minutes to speak.

Recess

120. Council may Recess at any time during a meeting.
121. A Motion to Recess must specify the intended duration of the Recess and must be approved by a majority of Members present.
122. Council may reconvene earlier than the time stated in the Motion to Recess; however, if the meeting does not resume within ten minutes after the specified reconvening time, it shall be deemed Adjourned due to a lack of Quorum.

Adjournment

123. All regularly scheduled Council meetings shall stand Adjourned when Council has completed all business as listed on the Order of Business or upon the arrival of 8:15 p.m.
124. If a Member is speaking upon arrival of the time mentioned in Section 123, the Mayor shall wait until that person is done speaking before asking Council to consider whether it wants to extend the time of the meeting.
125. 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 Business.

Extension of Time

126. Notwithstanding Sections 123 through 125, a regularly scheduled Council meeting may be extended beyond 8:15 p.m. by a majority vote of the Members present.
127. If Council extends a meeting pursuant to Section 126, 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

Mayor

128. 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.
129. The Mayor shall have the same rights and be subject to the same restrictions when participating in debate as all other Members.
130. The Mayor shall have the same rights and be subject to the same restrictions as all other Members to make a Motion.

131. When wishing to make a Motion, the Mayor shall:
- (a) Vacate the chair, and request that the Deputy Mayor take the chair;
 - (b) If the Deputy Mayor is absent, the immediately previous Deputy Mayor shall take the chair; and
 - (c) The Mayor shall remain out of the chair until the Motion has been dealt with.

Deputy Mayor

132. Council shall, at its first meeting or as soon thereafter as conveniently possible, and whenever the office becomes vacant, appoint from among the Councillors a Deputy Mayor who shall hold office for a term of one calendar year or for such longer period as Council may decide, and in any event until a successor is appointed.
133. If the Mayor is, for any reason, unable to perform the duties of their office, the Deputy Mayor shall have all of the powers of the Mayor during the period of inability.

Acting Mayor

134. Council shall appoint a Member to act as Mayor if:
- (a) Both the Mayor and the Deputy Mayor are unable to perform the duties of their office; or
 - (b) The offices of both the Mayor and the Deputy Mayor are vacant.
135. The Member to be appointed pursuant to Section 134 shall be elected by a majority of the Members present.
136. Where two Members receive 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 of the sheets.
137. The Member whose name is on the sheet withdrawn pursuant to Section 136(d) shall be declared elected.

Persons Allowed at the Table

138. No person, other than Members, the Administrator, or other staff authorized by Council, shall be permitted to sit at the Council table during a sitting of Council without the prior permission of Council.

Conduct of Public

139. 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; 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.

Conduct of Delegations

140. When addressing Members at a Council meeting, a Delegation shall refrain from:

- (a) Speaking disrespectfully about the federal government, the provincial government, another municipal Council, or any official representing those bodies;
- (b) Using offensive or derogatory language when 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, using an immoderate tone, or using profane, vulgar, or otherwise offensive language.

Conduct of Members

- 141. Members of Council shall ensure they do not interrupt another Member.
- 142. If more than one Member wishes to speak at a meeting at the same time, the Mayor shall indicate which Member shall speak first.
- 143. When a Member is addressing Council, the Member shall refrain from:
 - (a) Speaking disrespectfully about the federal government, the provincial government, another municipal Council, or any official representing them;
 - (b) Using offensive language in reference 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 a Motion, or the Mover of the Motion; or
 - (e) Shouting, using an immoderate tone, or using profane, vulgar, or otherwise offensive language.
- 144. When a Member is addressing 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 private conversations in a manner that disturbs the speaker.
- 145. Members shall ensure that all electronic devices remain silent and do not interfere with the meeting.

Improper Conduct

- 146. The Mayor may request that any person in the public gallery who disturbs the proceedings of Council or engages in improper conduct, as outlined in Section 139, leave the meeting or be expelled.
- 147. The Mayor may request that any Delegation who addresses Council improperly, as outlined in Section 140, leave the meeting or be expelled.
- 148. No person shall refuse to leave a Council meeting when requested to do so by the Mayor.
- 149. Any person who refuses to leave when requested may be removed from the meeting.
- 150. If a person disturbs the proceedings of Council or refuses to leave when requested, the Mayor may Recess the meeting until the individual departs or Adjourn the meeting to another day.
- 151. The Mayor may direct that law enforcement officials be engaged to assist in the removal of a person in the public gallery or any Delegation engaging in improper conduct.

Leaving the Meeting

- 152. 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.

153. The Administrator shall make a notation in the minutes of the name of any Member leaving the meeting pursuant to Section 152, and the time the Member did so.

Point of Order

154. A Member may rise and ask the Mayor to rule on a Point of Order.
155. When a Point of Order is raised, the Member speaking shall immediately cease speaking until the Mayor decides the Point of Order raised.
156. A Point of Order must be raised immediately at the time the rules of Council are breached.
157. The Member against whom a Point of Order is raised may be granted permission by the Mayor to explain.
158. The Mayor may consult the Administrator before ruling on a Point of Order.
159. A Point of Order is not subject to Amendment or debate.

Point of Privilege

160. A Member may rise and ask the Mayor to rule on a Point of Privilege.
161. After the Member has stated the Point of Privilege, the Mayor shall rule whether the matter raised is a Point of Privilege.
162. 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.
163. If the Point of Privilege concerns a situation, circumstance, or event that arose between Council meetings, the Member shall raise the Point of Privilege immediately after adoption of the minutes of the previous Council meeting.
164. The Mayor may consult the Administrator before ruling on a Point of Privilege.
165. A Point of Privilege is not subject to Amendment or debate unless a Motion regarding the Point of Privilege is put to Council.

Point of Procedure

166. Any Member may ask the Mayor for an opinion on a Point of Procedure.
167. When a Point of Procedure is raised, the Member speaking shall immediately cease speaking until the Mayor responds to the inquiry.
168. After the Member has asked the Point of Procedure, the Mayor shall provide an opinion on the rules of procedure bearing on the matter before Council.
169. The Mayor may consult the Administrator before providing an opinion on the Point of Procedure.
170. A Point of Procedure is not subject to Amendment or debate.
171. The Mayor's answer to a Point of Procedure is not a ruling and cannot be appealed to the whole of Council.

Appeal

172. Whenever a Member wishes to appeal any ruling of the Mayor on a Point of Order or Point of Privilege to the whole of Council:
- (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 Mayor may state the reason for the decision; and
 - (d) Following which, the question shall be put immediately to a vote without debate.
173. The Mayor shall be governed by the vote of the majority of the Members present.
174. A ruling of the Mayor must be appealed immediately after the ruling is made, or the ruling will be final.

Calling a Member to Order

175. When the Mayor calls a Member to order, the Member shall resume their seat but may, afterward, explain their position in making the remark for which they were called to order.
176. In the event that a Member refuses to resume their 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 their unruly behavior, whichever shall be the shortest time.
177. 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.
178. When Council has directed an unruly Member to leave the Council chamber pursuant to the above, and the Member makes an explanation and apology adequate and satisfactory to Council, it may, by a majority vote of the remaining Members present, allow the offending Member to remain in their place if they have not yet left or been removed.

PART V – MOTIONS

Motions and Debate

179. A Motion shall express fully and clearly the intent of the Mover and shall not be preceded by any preamble or *whereas* clauses.
180. 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.
181. When a Motion is under debate, no other Motion may be made except a Motion to:
 - (a) Propose an Amendment;
 - (b) Refer the Motion to a Council Committee or to Administration for a report back to Council;
 - (c) Postpone the Motion to a fixed date;
 - (d) Request that the Motion be put to a vote;
 - (e) Extend the time for a Council meeting; or
 - (f) Adjourn the meeting.
182. Notwithstanding any other provisions of this Bylaw, the Member who moved a Motion may, with the consent of Council:
 - (a) On their own initiative while speaking to the Motion; 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.
183. Any Motions allowed under Section 182 shall be considered in the order in which they were moved.

Motion to Amend

184. Except as provided in Section 195, 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.
185. 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.
186. An amending Motion may also be amended (also called a sub-Amendment).
187. 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.
188. Only two 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.
189. There is no limit to the number of Amendments or sub-Amendments that may be proposed.
190. 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.
191. 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.
192. The main Motion shall not be debated until all Amendments to it have been put to a vote.
193. Amendments shall be put in the reverse order to the order in which they were moved.
194. When all Amendments have been voted on, the main Motion incorporating all Amendments adopted shall be put to a vote.
195. 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.

Dividing a Motion into Parts

196. A Member may request, or the Mayor may direct, that a Motion be divided if the Motion contains more than one separate and complete recommendation.
197. Council shall then vote separately on each recommendation.
198. 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.

Motion Arising

199. When a matter is before Council, a Motion arising on the same matter is permitted, provided:
- (a) The proposed Motion is related to and arises 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.

Request that Motion Be Put to Vote

- 200. 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.
- 201. A Motion requesting that a Motion be put to a vote shall not be amended or debated.
- 202. If a Motion requesting that a Motion be put to a vote is passed by Council, the original Motion shall immediately be put to a vote of Council without any Amendment or debate.
- 203. If a Motion requesting that a Motion be put to a vote is not passed by Council, the original question may be amended or debated.

Motion to Adjourn

- 204. 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) Council 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.
- 205. A Motion to Adjourn shall be decided without debate.

Consent Agenda

- 206. The Consent Agenda portion of a meeting is moved and voted upon without debate as one item regardless of the number of reports included.
- 207. If a Member wishes to debate an item included in the Consent Agenda, a request to remove the item must be made before the Mayor calls the question, and the item shall be removed from the Consent Agenda without further debate or vote.
- 208. Any items so removed shall be addressed immediately following approval of the Consent Agenda.
- 209. If an item is removed from the Consent Agenda pursuant to Section 207, a person may address Council on the item.

Motion to Move to a Closed Meeting

- 210. A Member may make a Motion that a Council meeting move to a closed meeting.
- 211. 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, SS 1990-91, c L-27.1*;
 - (b) Include in general terms the subject of the item(s) to be discussed; and
 - (c) Include the reason for moving to a closed meeting.

Motion Contrary to Rules

- 212. The Mayor may refuse to put to Council a Motion which, in the opinion of the Mayor, is contrary to the rules and privileges of Council.

Withdrawal of Motions

- 213. The Mover of a Motion may withdraw a Motion at any time prior to a vote being taken or prior to the Motion being amended.

Motion to Reconsider

- 214. A Motion to reconsider shall apply to Resolutions only and shall not apply to bylaws passed by Council.
- 215. A Motion to reconsider is in order whether the original Motion passed or was defeated.
- 216. A Motion to reconsider may only be made at the same Council meeting at which the original Motion was considered.
- 217. A Motion to reconsider must be moved by a Member who voted on the winning side of the original Motion.
- 218. When the original Motion lost on a tie vote, the winning side is those who voted against the Motion.
- 219. A Motion to reconsider may be seconded by any Member regardless of how the Member voted on the original Motion.
- 220. A Motion to reconsider is debatable only if the original Motion was debatable.
- 221. A Motion to reconsider cannot be amended.
- 222. A Motion to reconsider shall require a majority vote of the Members present at the meeting.
- 223. If a Motion to reconsider is adopted, the original Motion is immediately placed before Council to be reconsidered.
- 224. Once a vote on a Motion to reconsider has taken place, there shall be no further Motion to reconsider that Resolution.

Motion to Rescind

- 225. A Motion to rescind shall apply to Resolutions only and shall not apply to bylaws passed by Council.
- 226. 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.
- 227. A Motion to rescind may be made at any time following the Council meeting at which the original Motion was voted on regardless of the time that has elapsed since the original vote was taken.
- 228. A Motion to rescind may be moved and seconded by any Council Member regardless of how they voted on the original Motion.
- 229. A Motion to rescind is debatable.
- 230. A Motion to rescind may be amended.
- 231. A Motion to rescind shall, in all cases, require a majority vote of all Council Members to pass.
- 232. 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 for/from membership or office have been taken.

Motion to Postpone

- 233. Where a majority of all Members decide to postpone a Motion to a fixed date, the Motion cannot be considered by Council until the fixed date.
- 234. Notwithstanding Section 233, Council may consider a postponed Motion before the fixed date if a majority of Members agree that the Motion may be considered before that date.
- 235. The only Amendment allowed to a Motion to postpone to a fixed date is to change the date.

Motion to Refer

- 236. 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 complete the review.
- 237. A Member making a referral Motion should generally include in the Motion:
 - (a) The terms under which the matter is being referred; and
 - (b) The date or time by which the matter is to be returned to Council.

Debate on Motion

- 238. 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.
- 239. The Mover of the Motion shall be given the first opportunity to speak.
- 240. The Mover of the Motion shall be allowed a reply at the conclusion of the debate.

Legal Advice

- 241. Where a majority of the Members present at a Council meeting wish to receive legal advice in private, Council may Recess for a period of time sufficient to receive legal advice.

Voting of Council

- 242. A Member attending a Council meeting shall vote on a matter before Council unless the Member is required to abstain from voting pursuant to the Act or other applicable legislation.
- 243. If a Member is not required to abstain from voting on a matter before Council pursuant to Section 242 and abstains from voting, the Council Member is deemed to have voted in the negative.
- 244. The Administrator shall ensure that each abstention is recorded in the minutes of the meeting.
- 245. The Mayor shall vote with the other Members on all questions.

Majority Decision

- 246. Unless a greater percentage of votes is required by any provision of this Bylaw, at every Council meeting, all questions are to be decided by a majority vote of the Members present.

Recorded Vote

- 247. Before a vote is taken by Council, a Member may request that the vote be recorded.
- 248. If a vote is recorded, the minutes must show the names of the Members present and whether each voted for or against the Motion or abstained.

Tied Vote

- 249. If there are an equal number of votes for and against a Motion or bylaw, the Motion or bylaw is defeated.

Repeal and Coming into Force

- 250. The following Bylaws are hereby repealed:
 - (a) Bylaw No. 13-2015 A BYLAW TO PROVIDE FOR THE ESTABLISHMENT OF COUNCIL PROCEDURES;
 - (b) Bylaw No. 1-2020 A BYLAW TO AMEND BYLAW NO. 13-2015, A BYLAW TO PROVIDE FOR THE ESTABLISHMENT OF COUNCIL PROCEDURES BYLAW;
 - (c) Bylaw No. 3-2020 A BYLAW TO AMEND BYLAW NO. 13-2015, A BYLAW TO PROVIDE FOR THE ESTABLISHMENT OF COUNCIL PROCEDURES BYLAW; and
 - (d) Bylaw No. 1-2022 A BYLAW TO AMEND BYLAW NO. 13-2015, A BYLAW TO PROVIDE FOR THE ESTABLISHMENT OF COUNCIL PROCEDURES BYLAW.

251. This Bylaw shall come into effect on the day of its final passing.

(SEAL)

Mayor

Administrator

Read a third time and
finally adopted this 12th day
of August 2026.

Certified a true copy of Bylaw No. 2026 - 03
adopted by resolution of Council on the 12th
day of August 2026.

Administrator

Form 1 – Request for a Special Meeting

Date: _____, 20 _____

To: _____, Town of Asquith
Administrator

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

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

Meeting Details:

Location: _____

Date: _____

Time: _____

Dated this _____ day of _____, 20 _____

SIGNED:

Name: _____

Name: _____

Name: _____

Name: _____

Office Use Only: _____

Members provided notice pursuant to subsection 142(1) of the Act

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

Form 2 – Request for Method of Providing Notice

Date: _____ , 20_____
To: _____ , Town of Asquith
Administrator
From: _____
name of council member

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

Check one option

- ☐ By regular mail to: _____
- ☐ By telephone or voice mail to: _____
- ☐ By facsimile to: _____
- ☐ By email to: _____

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)