

MEETING ATTENDANCE REQUEST FORM

Policy 200-6 as per Resolution 6-13.

**Information and Request Sheet for
Presentations to Council by Individuals &/or Groups**

1. It is recognized that meetings of council are public, and that members of the public may attend meetings, subject to certain rules of order.
2. Attendees not making a formal presentation to council may attend as observers. Observers shall:
 - a. Be seated in areas designated by council at all times during the meeting, except to come into the council meeting room and leave the council meeting room;
 - b. Refrain from speaking while the council meeting is in progress;
 - c. Refrain from any form of rude or aggressive behaviour, and refrain from making any body motions or gestures that may be disruptive in any manner.
3. Should anyone contravene any of the terms set out in No. 2 above, the Reeve and Council may cause to have the attendee or attendees in contravention removed from the council chambers immediately, and may further ban the attendees in contravention from attendance at meetings of council and the municipal office permanently.
4. Persons wishing to address council on a topic may do so by making an appointment with the Reeve or Administrator not less than one week in advance of a meeting, and shall disclose at least one week prior to the meeting the topic which the person wishes to address. The Reeve, Administrator and Council have the right to accept or reject anyone applying to address a council meeting.
5. Attendees making a formal presentation to council shall:
 - a Limit their presentation to 15 minutes or less, and at all times, address the topic which the attendee has stated he or she has come to the meeting to address;
 - b Refrain from any form of rude or aggressive behaviour, and refrain from making any body motions or gestures that may be disruptive in any manner.
6. Should anyone contravene any of the terms set out in No. 5 above, the Reeve and Council may cause to have the attendee or attendees in contravention removed from the council chambers immediately, and may

further ban the attendees in contravention from attendance at meetings of council and the municipal office permanently.

7. This policy applies to committee meetings as well as council meetings.
8. Please indicate the preferred date and at least one alternative date for the presentation.
9. Briefly specify the purpose of the presentation and the key points you or your group expect to address at the Council meeting.
10. List the names of the individuals who wish to address Council.
11. Please provide the following information on the contact person:

Name:

Organization or Group if applicable:

Address:

Postal Code

Phone Number:

200-10 MEETING PROCEDURES

All municipal business must be conducted at a properly constituted meeting.(MA sec.119 & 120)

Each year, **the first meeting** of Council must be held within 31 days of the annual election at the time and place specified by the Administrator.

Meetings are conducted under parliamentary procedures. Council motions are not required to be seconded.

Each member of Council must **vote** on all resolutions of council. Anyone refraining from voting will be considered as voting in the negative. The administrator is required to record each abstention and the reasons for the abstention in the minutes. (MA sec.99, 100 & 102)

If there is a **tied vote** for and against a resolution or bylaw that bylaw or resolution is defeated.

A **recorded vote** may be requested by any council member however it must be made before the vote is taken. The minutes will then show the names of the members of council present and whether they voted for or against the proposal or abstained.

All council meetings and committee meetings must be **open to the public**. Any person considered to be guilty of improper conduct may be expelled and excluded from the meeting by the Reeve.

Council or council committees may close all or part of a meeting to the public but only if the matter to be discussed is within one of the exceptions of Part III of *The Local Authority Freedom of Information and Protection of Privacy Act* or if it *concerns long range or strategic planning*, however all bylaws or resolutions must be voted on in open public meeting of council. (MA sec. 119 & 120)

A majority of council members including the Reeve constitutes a **quorum** required to lawfully transact business.

There must be a **quorum** before the meeting begins; if a quorum is lost during a council meeting, the meeting automatically ends and no further business can be conducted.

A **quorum** is not affected by any member declaring a pecuniary interest and

leaving the room.

200-10.1 PECUNIARY INTEREST

Pecuniary interest occurs when a council member or someone in the member's family has a controlling interest or is a director or senior officer of a corporation that could make a financial profit or be adversely affected financially by a decision of council. A council member also has a pecuniary interest if he/she or a closely connected person could make a financial profit or be adversely affected by a decision of council. Members do not have pecuniary interest in any situation or matter that the council member (or closely connected person) may have as a voter, taxpayer or utility customer of the municipality. (MA se. 141 & 143)

**PLEASE SEE THE PROCEEDINGS OF COUNCIL BYLAW NO. 134-16
PLEASE SEE THE CODE OF ETHICS BYLAW NO. 140-16**

200-10.2 DISCLOSURE OF PECUNIARY INTEREST

It is the duty of the individual council member to determine whether or not he/she has a pecuniary interest with respect to the issue at hand.

When a member of council has a pecuniary interest in a matter before council or council committee, it is the onus of the council member to:

- a) declare the interest before any discussion in the matter;
- b) abstain from voting on any question relating to the matter;
- c) abstain from discussion of the matter and
- d) leave the meeting while the matter is being discussed and voted on.

The member shall not attempt, either before, during or after the meeting to influence the voting in any way.

The Administrator shall record in the minutes any abstention or disclosure made by the member of council. The member is not counted for the purpose of determining whether a quorum of council is present when the matter or question is put to a vote. If the number of members declaring pecuniary interest in a matter results in a loss of quorum, the remaining members are deemed to be a quorum unless the number is less than 2. If all but one of the members declares pecuniary interest in a matter, the council may by resolution apply to a judge of the court for consideration of the matter.

These procedures apply to all council meetings and council committees.

**PLEASE SEE THE PROCEEDINGS OF COUNCIL BYLAW NO. 134-16
PLEASE SEE THE CODE OF ETHICS BYLAW NO. 140-16**

200-10.3 TYPES OF COMMITTEES

Council committees may be set up by resolution and consist only of members of council. The Reeve is an ex-officio member of all council committees. Meetings of these committees are informal. Members speak as often as necessary provided they do not deprive other members of opportunities to present their views. The chair-person may take an active part in the discussion and may put questions to a vote on his/her own initiative after an informal discussion.

1. Standing committees may be established for any purpose which would be better regulated and managed by means of such a committee. The committee considers such matters that are referred to it, and reports to council with or without a recommendation.
2. Special committees of council are established to deal with a specific problem or issue and cease to exist when that matter is concluded.
3. Council may sit as a committee of the whole and discuss a matter under relaxed rules of procedure.

200-10.4 REGULAR MEETINGS

Regular council meetings are set for the Second Tuesday of each month commencing at 10:00 a.m. with exceptions due to farming schedules and agreed upon the Regular Council Meeting prior to the next meeting time shall commence at 1:00 p.m.

Regular scheduled council meeting dates may be made at a prior council meeting or if between council meetings up to 24 hours prior by means of a teleconference with all members and administrator present.

Regular meetings may be held with less than 24 hours notice to council or committee members or to the public if all members of council or the committee sign a waiver of notice before the commencement of the meeting. (MA 122)

200-10.5 SPECIAL MEETINGS

Council may hold “special meetings” to deal with specific issue. The special meeting must be called by having written notice served prior to the day of the meeting, 24 hours if delivered in person or 7 days by mail. The council meeting may be held without notice if all members are present and a resolution is adopted with an unanimous vote to waive notice. No business other than that stated in the notice is to be transacted at a special meeting unless all members of council are present and vote unanimously in favor of conducting other business at that meeting

200-10.6 MEETINGS BY ELECTRONIC MEANS

Council and committee meetings can be conducted by electronic means, such as telephone, electronic or other communication technologies if:

- The public has been provided notice of the meeting and how the meeting will be conducted;
- the facilities enable the public to at least listen to the meeting at a place specified in the notice;
- the Administrator is present at the place specified in the notice; and
- the facilities permit all participants to communicate adequately with each other during the meeting.

A member of a council or committee who participates in a meeting using electronic means is deemed to be present at the meeting.

200-10.7 AUDIO RECORDINGS

Municipal audio recordings of council meetings and proceedings shall be for internal use only and not for public release. Recordings may be kept up to one year.

200-10.8 MEETINGS - ADMINISTRATOR SUBSTITUTE (Res.333-10)

It is the administrator’s legislative duty to record the minutes of all council and council committee meetings. However in the event the administrator, the administrator’s delegate or the acting administrator is unavailable to record the minutes of a council meeting or committee meeting, council shall appoint some

other person to record the minutes of the meeting. The appointee may be another municipal employee or someone not associated with the municipal organization. A member of council cannot be appointed as an employee of the municipality (MA 112). The appointment of a substitute recorder for the meeting should be the first decision made at this meeting.

200-10.10 COMMITTEE OF THE WHOLE

Under normal procedure, the council, by moving to a committee of the whole, is taking a step to carry out full discussion of a subject in a less formal manner than would be necessary during the regular part of the meeting of the council. Any item of business could be discussed by the committee of the whole where it is felt that a more informal discussion should take place. The committee discusses the item referred to it by council and then rises and reports its findings for formal consideration by council. The finding should be reported formally back to the council by way of recommendation.

The council may act on the recommendation or just record the report of the committee. Both the recommendation by the committee of the whole and council's subsequent action or non action is recorded in the formal minutes of the council meeting.

The committee itself cannot enact resolutions, only council members meeting as a duly constituted public meeting of council can adopt bylaws or pass resolutions.

During a regular or special council meeting, Council may on a motion move to a committee of the whole a "private" or "in-camera" session if the matter to be discussed is within one of the exemptions of Part III of *The Local Authority Freedom of Information and Protection of Privacy Act* or if it concerns long range or strategic planning. (MA.Sec. 120)

Procedure - on a motion of the council to resolve itself into the committee of the whole, the Reeve should step down and the committee names some other member of the council as chairperson of the committee. After the discussion has been concluded, the committee shall report back to the council.

It is not necessary to keep minutes of the committee of the whole. The minutes of Council meeting would record:

- the resolution to go into committee of the whole;
- the report or recommendation from the committee;
- that the council meeting has been reconvened; and
- the action or non action taken by Council.

200-10.11 STANDING COMMITTEES

Employee Committee

The employees' committee shall consist of the reeve and two councillors to be appointed annually. Its mandate is to:

- Act as a liaison between the council and employees;
- Negotiate salaries with the employees;
- Act as a grievance committee;
- Make recommendations to the council.

Financial Planning Committee

The financial planning committee shall consist of the administrator, the reeve and a councillor appointed annually. Its mandate is to:

- Develop a 5- year policy on a construction, maintenance, capital and financial plan;
- Review the plan and update it each year;
- Assist in the budgeting process each year;
- Make recommendations to the council.

Gravel Committee

The gravel committee shall consist of a minimum of two councillors appointed in January each year. Its mandate is to:

- Review the gravel map each year and allocate the most efficient haul routes for each pit;
- When requested by council to explore new deposits and bring any findings to the council's attention;
- Ensure that the gravel map is followed and to investigate any discrepancies;
- Make recommendations to the council.

Planning & Development Committee

The committee shall consist of the Reeve, administrator and one councillor appointed annually. Its mandate is to:

- Review the zoning bylaw of the municipality from time to time to ensure it meets our growing needs;
- Develop a plan for light industrial and commercial subdivisions;
- Review all development and subdivision applications and make recommendations to the council.

Texas Gate Committee

The committee shall consist of three council members to be appointed annually. Its purpose is to:

- Inspect all cattle guards in the R.M. annually and report any which do not meet specifications to the council;
- Investigate any complaints received regarding cattle guards and take appropriate action.

200-10.99 APPOINTMENTS AS PER BYLAWS AND R.M. ACT

Airport Committee
Ambulance Board
Antelope Regional Park Board
Autumn House
Deputy Reeve
Development Appeals
East View Court/Life Lease
EMO Board
Gull Lake Fire District
Library Board (Gull Lake)
Library Board (Tompkins)
Library Board (Regional)
Pest Control Officer
Planning & Development
Recreation Board (Gull Lake)
Road Bans Committee
Weed Inspector

Committees of Council Appointments:

Employee Committee
Five Year Financial Planning
Gravel Committee
Texas Gate Committee
Office Maintenance Committee
Economic Development Committee
Tompkins Water Well
Pittville Water Well
Winter Water Well

The above appointments shall be brought forward on November of each year and set as motion in the minute book.