

THE RESORT VILLAGE OF SUNSET COVE

BYLAW NO. 69/2006

A Bylaw of the Resort Village of Sunset Cove, in the Province of Saskatchewan, To Provide for the Orderly Conduct of Business

The Council of the Resort Village of Sunset Cove, in the Province of Saskatchewan enacts as follows:

1. The purpose of this bylaw is to establish rules and procedures for the orderly conduct of business of Council and any committees established by council. If a matter arises that is not covered by the provisions of this bylaw or The Municipalities Act, “Essentials of Parliamentary Procedure”, shall govern.
2. Definitions:
 - “Administrator/Clerk” means the person appointed as the Administrator/ Clerk for the Resort Village of Sunset Cove or his/her duly authorized representative or designate.
 - “Council” means the elected official of the Resort Village of Sunset Cove.
 - “quorum” is the majority of the members of council and is required at any meeting of the council.
 - “pecuniary interest” applies to a member of council if:
 - The member or someone in the member’s family has a controlling interest in, or is a director of or senior officer of, a corporation that could make a financial profit from or be adversely affected financially by a decision of council, a council committee, a controlled corporation, or other body established by the council.
 - The member or a closely connected person could make financial profit from or be adversely affected financially by a decision of council, a council committee, a controlled corporation, or other body established by the council.
 - “improper conduct” refers to, but is not limited to speaking out of turn, inappropriate language and/or actions or disruptive behavior.
3. Meetings of Council
 - (1) The first meeting of a council following a general election is to be held within 31 days after the election; at a time, date and place

determined by the administrator. 24-hours' notice will be given to the members of council and the public.

- (2) A minimum of 4 regular meetings of council will be held annually at the office of the administrator. The time and date will be agreed upon by the members of council and the public will be given a minimum of 24 hours notice.
- (3) Special meetings shall be called by the administrator whenever requested by the mayor or a majority of councilors by giving 24 hours notice to the members of council and the public stating the purpose of the meeting and the date, time and place the meeting is to be held. No other business other than that stated in the notice may be transacted unless all members of council are present and agree unanimously to transact other business.
- (4) A public meeting for the discussion of any municipal matter may be called when authorized by resolution of council or upon the receipt of a petition that has been signed by at least 8% of the population.

4. Meetings of Council

- (1) Notice of meetings to the members of council will be given personally or by telephone/voice mail, facsimile or electronic mail at the number or address specified by the member. Public notice will be given according to the municipality's Public Notice Policy Bylaw #70/06
- (2) All council and council committee meetings will be open to the public and everyone has a right to be present unless the person presiding at the meeting expels a person for improper conduct.
- (3) An act or proceeding of a council or a council committee meeting is not effective unless it is authorized or adopted by a bylaw or resolution at a duly constituted public meeting with a quorum.
- (4) All questions are to be decided by the majority of the votes. Each member of council has one vote and shall vote on every motion unless the member has a pecuniary interest. If a member abstains without just reason, the vote is deemed to be in the negative. Each abstention and the reason shall be recorded in the minutes.

- (5) A maximum of two delegations, consisting of one spokesperson per delegation, will be allowed at any regular council meeting, with a time allotment not to exceed 15 minutes. Written notice must be received by the Administrator at least 14 days prior to the next regular meeting of council, to be included on the agenda.
- (6) Every bylaw will have three separate readings. If the three readings are to be at the same meeting, all members of council present must unanimously agree.

5. Council Committees

As required, members of council will be appointed to attend approved committee meetings. Remuneration and mileage will be paid at a rate to be determined annually by council.

- 6. This bylaw shall come into force and take effect on January 1, 2006.

Mayor

(S E A L)

Administrator