

**TOWN OF SHELLBROOK  
COUNCIL PROCEDURES BYLAW  
BYLAW 2016-01**

- The information in this document refers to:
- *The Municipalities Act*, section 81.1

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- (m) "Consent motion" means a motion to adopt, without debate, the recommendations of several reports within a consent agenda.
- (n) "Council" means the mayor and councillors of the municipality elected pursuant to the provisions of *The Local Government Election Act*.
- (o) "Councillor" means the council member duly elected in the municipality as a councillor, in accordance with *The Local Government Election Act*.
- (p) "Deputy Mayor" means the councillor who is appointed by council, pursuant to section 34 of this bylaw, to act as mayor in the absence or incapacity of the mayor.
- (q) "Mayor" means the council member duly elected in the municipality as the mayor in accordance with *The Local Government Election Act*.
- (r) "Member" means the mayor, councillor or an appointed individual to a committee, commission or board of council.
- (s) "Motion" means a formal proposal placed before a meeting in order that it may be debated to a conclusion.
- (t) "Mover" means a person who presents or proposes a motion or amendment.
- (u) "Municipality" means the Town of Shellbrook.
- (v) "Order of business" means the list of items comprising the agenda and the order in which those items appear on the agenda.
- (w) "Point of order" means the raising of a question by a member in a meeting claiming that the procedures of the meeting or of an individual council member are contrary to the procedural rules or practices.
- (x) "Point of privilege" is the raising of a matter by a member which occurs while the council is in session, where:
  - i. the rights, privileges, decorum or dignity of the council collectively or the rights and privileges of a member individually have been affected,
  - ii. when a member believes that another member has spoken disrespectfully toward them or the council, or
  - iii. when a member believes their comments have been misunderstood or misinterpreted by another member or members; or
  - iv. when a member believes that comments made by the member outside the council Chamber have been misinterpreted or misunderstood by the Community, the public or the news media in order to clarify his or her position.
- (y) "Point of procedure" means a question directed to the person presiding at a meeting to obtain information on the rules or procedures bearing on the business at hand.
- (z) "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.
- (aa) "Quorum" is, subject to sections 142 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.

## **6. Regular Meetings**

- 6.1 Regular meetings of council shall be held on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month commencing at 6 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 or the next suitable date as determined by Council.
- 6.3 Annually the administrator shall submit a regular schedule of council meetings to council for approval as set out in subsections 6.1 and 6.2, or may recommend alternate meeting dates.
- 6.4 Notwithstanding the foregoing provisions, council may, by resolution, dispense with or alter the time of a regular meeting of council.
- 6.5 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 Form 1, appended hereto and forming a part of this bylaw, shall be the form used to direct the administrator to call a special meeting of council.
- 7.4 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.
- 7.5 Notwithstanding subsection 7.2, a special meeting may be held with less than twenty-four (24) hours' notice 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.
- 7.6 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.

- (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 the agenda for all regular and special meetings of council.
- 13.2 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.
- 13.3 The administrator shall ensure that the council agendas are delivered to each member no later than 2 (two) days immediately preceding the council meeting.
- 13.4 The administrator shall ensure that the council agendas are available to the general public no later than 24 hours after adoption.
- 13.5 If, for any reason, the administrator is unable to meet the deadline mentioned in subsection 13.3, 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.
- 13.6 All administrative reports, communication from the public, requests, or any other material intended for inclusion in a council agenda must be received by the administrator no later than 4 pm on the Thursday preceding the meeting.
- 13.7 Council may, on a majority vote, permit additional material on the agenda.

#### **14. Urgent Business**

- 14.1 The administration may request to add a matter to the agenda of a meeting as urgent business after the agenda has been prepared and distributed by the administrator.
- 14.2 In these circumstances, the administration shall submit a report to the administrator including an explanation of the reasons and degree of urgency of the matter as soon as possible.
- 14.3 The administrator shall distribute any requests from the administration to add a matter of urgent business to the agenda to the members as soon as they are available.
- 14.4 During the confirmation of the agenda, a member may move to add a report, communication or delegation to the agenda if the matter arises from an unforeseeable situation of urgency.
- 14.5 Council may only consider a matter of urgent business by a majority vote of members present.

- 16.6 Members are encouraged to notify the administrator when the member is aware that he or she will be absent from any meeting of council.

### **17. Quorum**

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

### **18. Minutes**

- 18.1 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.  
18.2 The names of the members present at the meeting are to be recorded in the minutes of every meeting.  
18.3 Any member may make a motion amending the minutes to correct any mistakes.  
18.4 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.

### **19. Proclamations**

- 19.1 All requests for proclamations shall be submitted to the mayor for approval, outlining the date to be proclaimed, specific name of day, week or month requested, the reason for the proclamation and information about the group, including contact person and telephone number at least fourteen (14) days prior to the proposed date for the proclamation. However, exceptions may be made in extenuating circumstances.  
19.2 Subject to The Saskatchewan Human Rights Code, the mayor may, in his or her sole discretion, approve the proclamation submitted pursuant to subsection 19.1, 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.  
19.3 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.  
19.4 Once the proclamation has been approved, the proclamation shall be noted on the appropriate council agenda as information.  
19.5 Council, having delegated the administration of proclamations, shall not hear delegations related to proclamation requests, unless specifically approved by council.  
19.6 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.  
19.7 The local media are requested:  
(a) not to publish any proclamation claiming to be proclaimed by the mayor unless it bears his or her signature; 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.
- 22.2 A communication received by the administrator, which does not meet the conditions in subsection 22.1 or is abusive in nature, shall be forwarded to Council as part of correspondence for review and disposition.
- 22.3 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*.
- 22.4 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.

### **23. Communications – Matters on council Agenda**

- 23.1 A written communication pertaining to a matter already on a council agenda must be received by the administrator no later than the agenda deadline in order to be included on the council agenda.
- 23.2 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.
- 23.3 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<sup>3</sup>:
- (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.

### **24. Communications – Matters not on Council Agenda**

- 24.1 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.
- 24.2 In the event that the communication to the administrator is received after the agenda deadline, regarding a subject which is not on the agenda, the administrator will bring the request to the attention of council<sup>4</sup>.
- 24.3 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.

### **25. Delegations – Matters on Council Agenda**

- 25.1 When a person wishes to speak to council on a matter already on a council agenda, for which a hearing is not required, that person shall notify the administrator in writing, which notice shall include the following:

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<sup>3</sup> This clause provides council with express authority to postpone consideration of a communication until such time as council has sufficient opportunity to fully consider the contents of the communication.

<sup>4</sup> This clause provides council with express authority to postpone consideration of a communication until such time as council has sufficient opportunity to fully consider the contents of the communication.

- (d) clearly setting out the subject matter to be discussed and the request being made of council.
- 26.2 A request to speak to council pursuant to subsection 26.1 must be received by the administrator no later than the agenda deadline to be included on the agenda.
- 26.3 The administrator, who shall consult with 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.
- 26.4 If a request to speak to council is refused pursuant to subsection 26.3, a copy of the request and reply, shall be forwarded to members by the administrator.
- 26.5 In the event that a delegation makes an application to the administrator after the agenda deadline, regarding a subject which is not on the agenda, the administrator will bring the request to the attention of council.<sup>6</sup>
  - (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.

## **27. Mayor and Councillors Forum**

- 27.1 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.
- 27.2 All comments will be verbal only and shall not be recorded in the minutes of the meeting.

## **28. Bylaws**

- 28.1 Every proposed bylaw must have three (3) distinct and separate readings.
- 28.2 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.
- 28.3 A proposed bylaw will be considered by council immediately following consideration of the report or item to which the bylaw relates.
- 28.4 Only the title or identifying number has to be read at each reading of the bylaw.
- 28.5 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.
- 28.6 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.
- 28.7 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.

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<sup>6</sup> This clause provides council with express authority to postpone hearing from a person until such time as council has sufficient opportunity to fully consider the intent of the presentation.



- (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.
- 33.2 The mayor shall have the same rights and be subject to the same restrictions as all other members to make a motion.
- 33.3 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.

#### **34. Deputy Mayor**

- 34.1 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 4 (four) months or for such longer period as the council may decide, and in any event until a successor is appointed.
- 34.2 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.

#### **35. Acting Mayor**

- 35.1 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 35, 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.
- 35.2 The member to be appointed, pursuant to subsection 35.1, shall be elected by a majority of the members present.
- 35.3 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.
- 35.4 The member whose name is on the sheet withdrawn pursuant to subsection 35.3(d) shall be declared elected.

#### **36. Persons Allowed at the Table**

- 36.1 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.

#### **37. Conduct of Public**

- 37.1 All persons in the public gallery at a council meeting shall:
- (a) refrain from addressing council or a member unless permitted to do so;

#### **40. Improper Conduct**

- 40.1 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 37, leave or be expelled from the meeting.
- 40.2 The mayor may request that any delegation who addresses council improperly as set out in section 38, leave or be expelled from the meeting.
- 40.3 No person shall refuse to leave a council meeting when requested to do so by the mayor.
- 40.4 Any person who refuses to leave when requested to do so may be removed.
- 40.5 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.

#### **41. Leaving the Meeting**

- 41.1 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.

#### **42. Point of Order**

- 42.1 A member may rise and ask the mayor to rule on a point of order.
- 42.2 When a point of order is raised, the member speaking shall immediately cease speaking until the mayor decides the point of order raised.
- 42.3 A point of order must be raised immediately at the time the rules of council are breached.
- 42.4 The member against whom a point of order is raised may be granted permission by the mayor to explain.
- 42.5 The mayor may consult the administrator before ruling on a point of order.
- 42.6 A point of order is not subject to amendment or debate.

#### **43. Point of Privilege**

- 43.1 A member may rise and ask the mayor to rule on a point of privilege.
- 43.2 After the member has stated the point of privilege, the mayor shall rule whether or not the matter raised is a point of privilege.
- 43.3 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.
- 43.4 If the point of privilege concerns a situation, circumstance or event which arose between council meetings, the member shall raise the point of privilege immediately after adoption of the minutes of the previous council meeting.
- 43.5 The mayor may consult the administrator before ruling on a point of privilege.
- 43.6 A point of privilege is not subject to amendment or debate unless a motion regarding the point of privilege is put to council.

#### **44. Point of Procedure**

- 44.1 Any member may ask the mayor for an opinion on a point of procedure.
- 44.2 When a point of procedure is raised, the member speaking shall immediately cease speaking until the mayor responds to the inquiry.
- 44.3 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.
- 44.4 The mayor may consult the administrator before providing an opinion on the point of procedure.
- 44.5 A point of procedure is not subject to amendment or debate.

- (a) amend a motion;
  - (b) refer motion to a council committee or administration for a report back to council;
  - (c) postpone a motion to a fixed date;
  - (d) request that a motion be put to a vote;
  - (e) extend the time for a council meeting; or
  - (f) adjourn the meeting.
- 47.5 Notwithstanding any other provisions of this bylaw, the member, who moved a motion after a motion is under debate, may, with the consent of council:
- (a) on his or her own initiative while he or she is speaking on the same; 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.
- 47.6 Any motions allowed under subsection 47.4 shall be considered in the order in which they were moved.

#### **48. Motion to Amendments**

- 48.1 Except as provided in subsection 48.12, 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.
- 48.2 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.
- 48.3 An amending motion may also be amended.
- 48.4 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.
- 48.5 Only two (2) 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.
- 48.6 There is no limit to the number of amendments or sub amendments that may be proposed.
- 48.7 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.
- 48.8 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.
- 48.9 The main motion shall not be debated until all amendments to it have been put to a vote.
- 48.10 Amendments shall be put in the reverse order to the order in which they were moved.
- 48.11 When all amendments have been voted on, the main motion incorporating all amendments adopted shall be put to a vote.
- 48.12 No amendments shall be made to the following motions:

- 53.2 If a member wishes to debate an item included in the consent motion, a request to remove the item from the consent agenda must be made before the mayor calls the questions, and the item shall be removed from the consent agenda without further debate or vote.
- 53.3 Any items so removed shall be addressed immediately following approval of the consent agenda.
- 53.4 If an item is removed from the consent agenda pursuant to subsection 53.2 a person may address council on the item.

**54. Motion to Move to a Closed Meeting**

- 54.1 A member may make a motion that a council meeting move to a closed meeting.
- 54.2 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*;
  - (b) the titles or subject of the item(s) to be discussed; and
  - (c) include the reason for the council meeting to be held in a closed meeting.
- 54.3 No bylaw or resolution shall be passed during a closed meeting.

**55. Motion Contrary to Rules**

- 55.1 The mayor may refuse to put to council a motion which is, in the opinion of the mayor, contrary to the rules and privileges of council.

**56. Withdrawal of Motions**

- 56.1 The mover and seconder of a motion may withdraw it at any time prior to a vote being taken or prior to the motion being amended.

**57. Motion to Reconsider**

- 57.1 A motion to reconsider shall apply to resolutions only, and shall not apply to bylaws passed by council.
- 57.2 A motion to reconsider is in order whether the original motion passed or failed.
- 57.3 A motion to reconsider may only be made at the same council meeting as the original motion was voted on.
- 57.4 A motion to reconsider must be moved by a member who voted with the prevailing side of the original motion.
- 57.5 When a motion loses on a tied vote, the prevailing side is those who voted against the motion.
- 57.6 A motion to reconsider may be seconded by any member regardless how the member voted on the original motion.
- 57.7 A motion to reconsider is debatable only if the motion being reconsidered is debatable.
- 57.8 A motion to reconsider cannot be amended.
- 57.9 A motion to reconsider shall require a majority vote of the members present at the meeting.
- 57.10 If a motion to reconsider is adopted, the original motion is immediately placed before council to be reconsidered.
- 57.11 Once a vote on a motion to reconsider has taken place, there shall be no further motion to reconsider that resolution.

**63. Voting of council**

- 63.1 A member attending a council meeting shall vote at the meeting on a matter before council unless the member is required to abstain from voting pursuant to the Act or any other Act.
- 63.2 If a member is not required to abstain from voting on a matter before council and abstains from voting, the council member is deemed to have voted in the negative.
- 63.3 The administrator shall ensure that each abstention is recorded in the minutes of the meeting.

**64. Voting of Mayor**

- 64.1 The mayor shall vote with the other members on all questions.

**65. Majority Decision**

- 65.1 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.

**66. Recorded Vote**

- 66.1 Before a vote is taken by council, a member may request that the vote be recorded.
- 66.2 If a vote is recorded, the minutes must show the names of the members present and whether each voted for or against the proposal or abstained.

**67. Tied Vote**

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

**PART VI – COMMITTEES**

**68. Procedure for Appointments**

- 68.1 The administrator shall utilize the following procedure for appointments to committees:
  - (a) Prior to November 1st, by advertisement, invite submissions from the public for appointments to which council is entitled to make appointments to in the ensuing term;
  - (b) Prior to November 1st, invite submissions from members of council for appointments to which council is entitled to make appointments to in the ensuing term;
  - (c) Obtain information from the various committees that council is entitled to make appointments to in the ensuing term regarding the dates and times of their regular meetings and the attendance by council appointed representatives in the previous term; and
  - (d) Compile all applications received and provide the compiled applications to council.

**69. Term**

- 69.1 Appointments to committees shall be for a two (2) year term beginning on January 1st to December 31st of the following year.
- 69.2 Notwithstanding subsection 70.1, in a general election year, the term of appointments shall be reduced to coincide with the day of the election.

- (b) preparing meeting agendas and minutes; and
  - (c) reporting the committee's decisions to council.
- 70.17 When a person, or a group of persons, wishes to bring any matter to the attention of a committee or appear as a delegation, a communication shall be addressed to the administrator or the secretary and will be subject to the requirements set out in sections 22 to 26 of this bylaw.
- 70.18 Upon receipt of such communication, the administrator or Secretary shall place the communication on the agenda of the next meeting of the committee for its consideration;
- 70.19 All submissions to committees must be received by the administrator or Secretary within the established deadlines, usually four (4) business days prior to the meeting.



*[Signature]* Mayor

*[Signature]* Administrator

Section 81.1 of *The Municipalities Act*

Read a third time and adopted  
 this 9 day of May, 2016

*[Signature]*  
 administrator

**Bylaw # 2016-01**

**Form 2 – Request for Method of Providing Notice**

Date: \_\_\_\_\_  
To: \_\_\_\_\_, Administrator, Municipality of Town of Shellbrook  
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:

- By regular mail
- By telephone or voice mail
- By facsimile
- By email

Check one of the above and provide address, etc.

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 member)