

# PROCEDURE BYLAW

## BYLAW NO. 1/16

### **A BYLAW of the Village of Buena Vista, in the Province of Saskatchewan, to govern and regulate proceedings of the Municipal Council of the Village of Buena Vista and the Standing Committees in accordance with provisions of The Municipalities Act.**

The Council of the Village of Buena Vista in the Province of Saskatchewan enacts as follows:

#### **1. Short Title**

1.1 This Bylaw will be known as the “Procedure Bylaw”

#### **2. Purpose**

2.1 The purpose of this bylaw is to establish clear, transparent, consistent and accessible rules for conducting business at meetings, for council members, administrations and the public to follow and participate in governing the municipality and for council in establishing council committees.

#### **3. Definitions**

3.1 In this Bylaw and in any amending Bylaws, hereto, the following words and terms shall have the following meanings unless there is something in the subject matter inconsistent therewith:

- a) “**Act**” means *The Municipalities Act*,
- b) “**Chief Administrative Officer (CAO)**” means the person appointed as the Chief Administrative Officer for the Village of Buena Vista and includes any duly authorized representative or designate of such person,
- c) “**Communications**” include, but are not limited to the following: letter, memorandum, report, notice, electronic mail, facsimile, petition, brochure, or newspaper/magazine article
- d) “**Committee of the Whole**” means members present at a meeting of Village Council sitting in committee.
- e) “**Councillor**” means the term used to address the elected officials of the Village of Buena Vista,
- f) “**Council**” means the mayor and councillors of the municipality elected pursuant to the provisions of The Local Government Election Act.
- g) “**Resolution**” means a decision of Village Council or a committee resulting from a vote of members then present,
- h) “**Deputy Mayor**” means the member who is appointed by Village Council to act as Mayor in the absence or incapacity of the Mayor,

- i) **“Mayor”** means the council member duly elected in the municipality as the mayor in accordance with The Local Government Election Act
- j) **“Public Hearing”** means a meeting of Village Council or that portion of a meeting of Village Council, which is convened to hear matters pursuant to:
  - i) the Act,
  - ii) The Planning and Development Act,
  - iii) any other Act, or
  - iv) a proposed resolution or bylaw of Village Council.
- k) **“Quorum”** is
  - a. in the case of Village Council, a majority of the whole Village Council,
  - b. in the case of a committee, a quorum shall be a majority of the members of the committee.
- l) **“Village”** means the Municipal Corporation of the Village of Buena Vista.

#### **4. Application**

- 4.1 This bylaw applies to all meetings of council and committees.
- 4.2 When any matter relating to proceedings arises which is not covered by a provision of this Bylaw, Robert’s Rules of Order, current edition, shall govern.
- 4.3 In the event of any conflict between the provisions of this Bylaw and of the authority set out above, the provisions of this Bylaw shall apply.
- 4.4 Subject to subsection 4.3, any ruling of the mayor or chair shall prevail, subject, however, to the jurisdiction of council or the committee to consider any appeals of those rulings.

#### **5. Village Council**

- 5.1 Village Council shall consist of the Mayor and four (4) Councillors.
- 5.2 Subject to any limitations prescribed by law, Council may delegate or assign its powers and duties as may be deemed advisable and in the public interest.

#### **6. Mayor**

- 6.1 The Mayor shall preside, when in attendance, at all meetings of Council unless another member of Council is required, or permitted to preside, pursuant to The Municipalities Act or other applicable law or the terms of this Bylaw.
- 6.2 The Mayor is a member of all boards and committees established by Council unless Council provides otherwise.

#### **7. Deputy Mayor**

- 7.1 Council shall appoint a Councillor to be Deputy Mayor for a specified term.
- 7.2 If for any reason the Deputy Mayor is absent from a Council meeting

and is unable to perform the duties of the Mayor, in his/her absence the next designated councillor shall assume the role of Deputy Mayor for that meeting.

- 7.3 The Deputy Mayor shall exercise the authority and carry out the duties prescribed by law.

## **Meetings**

### **8. First meeting**

- 8.1 The first meeting of council shall be held within 31 days of the election.
- 8.2 At the first meeting of council:
- (a) the Returning Officer shall provide council with a copy of the declaration of results with respect to the election; and
  - (b) every council member shall take the oath of office pursuant to the Act.

### **9. Regular Meetings of Village Council**

- 9.1 The Village Council shall hold regular meetings on every second and fourth Tuesday of each month. Meetings shall be held in the designated Council Chambers. The meetings shall begin at 7:00 p.m., unless otherwise posted.
- 9.2 Whenever a Tuesday referred to in Subsection (1) falls on a Statutory or Public Holiday according to law, the Council, unless otherwise determined by a resolution passed at a previous meeting, shall meet at the same hour and place on the day next following, which is not a Statutory or Public Holiday.
- 9.3 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.
- 9.4 Notwithstanding the foregoing provisions, council may, by resolution, dispense with or alter the time of a regular meeting of council.
- 9.5 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

### **10. Change of Meetings**

- 10.1 Notwithstanding Section 9.1, Council may dispense with the holding of a regularly scheduled Council meeting or change the date, time or place of a regularly scheduled meeting. Notwithstanding Section 9.2 and 9.3 this shall be done by a resolution of Village Council.
- 10.2 The CAO may cancel a meeting whenever the CAO has been notified from the majority of councillors that they will be unable to attend a specific meeting. The CAO shall provide written notice to the members of Council prior to the scheduled meeting start time. This

notice is to be delivered personally or via email.

10.3 The CAO may cancel a meeting of Council upon the unanimous written consent of the members who intend to be present. This consent may be provided via email.

## **11. Notice of Meetings**

11.1 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 of Council not present at the meeting at which the change was made; and
- (b) the public.

11.2 A Council meeting held solely for the purpose of long-range or strategic planning may be held without notice to the public.

## **12. Method of Giving Notice**

12.1 Notice of a Council meeting is deemed to have been given to a member of Council 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 or consent of the member, sent to the member by facsimile or electronic mail at the address specified by the member.

12.2 Notice of a council meeting is to be given to the public by posting notice of the meeting at the municipal office.

## **13. Special Meetings**

13.1 The CAO shall call a special Council meeting in accordance with Section 97 of *The Municipalities Act* whenever requested to do so in writing by the Mayor or by a majority of Councillors.

13.2 For purposes of subsection (1), the CAO shall call a special Council meeting by giving at least 24 hours notice, in writing to each member of Council and to the public stating:

- (a) the purpose of the meeting; and
- (b) the date, time and place at which it is to be held.

13.3 Notwithstanding subsection (2), a special Council meeting may be held with less than 24 hours notice to the members of Council and without notice to the public if all members of Council agree to do so, in writing, immediately before the beginning of the meeting.

13.4 No business other than that stated in the written notice of the special meeting is to be transacted at a special meeting of Council unless all members of Council are present, in which case, by unanimous consent, any other business may be transacted.

#### **14. Meeting Through Electronic Means**

14.1 A Council meeting may be conducted by means of a telephone, electronic or other communication facility in accordance with Section 99 of *The Municipalities Act*.

#### **15. Meeting to be in Public**

15.1 Subject to subsections (2) and (3), Council and Village appointed Board/Committee meetings are required to be conducted in public.

15.2 Council may, by resolution, close all or part of its meeting to the public if the matter to be discussed is within one of the exemption in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*. When Council resolves to close a portion of a meeting to the public, in addition to the resolution to do so, the CAO shall record in the minutes the exemptions in 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.

15.3 No act or proceeding of Council is effective unless it is authorized or adopted at a meeting of Council, which is open to the public.

15.4 When Council resolves to close a portion of a meeting to the public, all persons shall be excluded from the meeting except:

- (a) the members of Council;
- (b) members of the public may be allowed to attend by permission of the presiding officer.

#### **16. Long Range or Strategic Planning Meetings**

16.1 Council may, at the request of the Mayor, meet for the purposes of long-range or strategic planning and such meetings shall be closed to the public.

16.2 No business may be transacted at a meeting referred to in subsection 16.1.

#### **17. Improper Conduct**

17.1 No person shall disturb the proceedings of Council by words or actions.

17.2 The Mayor may request any person who disturbs a Council meeting to leave.

17.3 Every person who refuses to leave when requested to do so is guilty of an offence and liable on summary conviction.

(a) in the case of an individual, to a fine not exceeding \$10,000.00; and

(b) in the case of a corporation, to a fine not exceeding \$25,000.00

17.4 Every person who refuses to leave when requested to do so may be removed.

17.5 If a person disturbs the proceedings of Council or refuses to leave when requested to do so, the Mayor may adjourn the meeting until the person leaves or until another date.

- 17.6 Members of the public who constitute the audience in the Council Chamber during a Council meeting
- (a) may not address Council, unless otherwise listed on the agenda, without permission of the Council;
  - (b) shall maintain order and quiet;
  - (c) shall not applaud, or otherwise interrupt any speech or action of the members, or any other person addressing Council;
  - (d) shall not display or have in their possession, picket signs or placards which would distract the proceedings or interfere in the decorum of Council.
- 17.7 The Mayor or presiding officer may, at any meeting, cause to be expelled any person who creates any disturbance or acts improperly during a meeting.

## 18. Order of Business

- 18.1 The order of business for every regular meeting of Village Council shall be as follows:
- (a) **Call to Order**, which shall proceed according to Section 9 of this bylaw;
  - (b) **Delegations**, during which Council shall hear delegations in accordance with Section 26. Delegations may be moved out of order on the agenda for the convenience of Council or of the delegate;
  - (c) **Approval of Minutes**, during which Council shall correct, if necessary, and adopt the minutes of the last regular meeting of Council, together with any special meetings of Council which has occurred since the last regular meeting;
  - (d) **Statement of Financial Activities**
  - (e) **Payment of Accounts**
  - (f) **Staff and Council Reports**, during which office staff and Council members shall present any matters necessary for Council's information;
  - (g) **Old Business**, during which items of unfinished business from previous Council meetings shall be listed and dealt with, if appropriate;
  - (h) **New Business**, during which minutes and business of various boards and committees may be presented. Also, any new items not already listed on the agenda may be dealt with at this time;
  - (i) **Correspondence**
  - (j) **Information Items**
  - (k) **Adjournment**, at which time a motion will be made to adjourn the meeting.
- 18.2 The business of Council shall be taken up in the order in which it stands on the agenda unless otherwise determined by a vote of a majority of members present.

**19. Duration of Council Meeting**

19.1 Every regular meeting of Council shall automatically adjourn after a period of three (3) hours, unless otherwise determined by unanimous vote of the members present.

**20. Agendas**

20.1 The CAO shall prepare the agenda for all regular and special meetings of Council in accordance with the order of business set out in Section 18.

20.2 Subject to other provisions of this Bylaw, every communication, report, summaries of delegations, or other written application shall be submitted in writing or verbally to the CAO before the end of regular office hours on the Thursday in the week preceding the meeting of Council at which it is desired to be presented to Council, or, at the discretion of the CAO. Staff reports are to be submitted in writing for each meeting.

20.3 No item of business placed on an agenda shall be discussed publicly by Administration, any Council member or the news media until after the item has been considered by Council.

**21. Commencement of a Council Meeting**

21.1 At the time set for the meeting, or as soon as there shall be a quorum present, the Mayor, or in his/her absence, the Deputy Mayor, shall take the Chair and call the members to order, and shall preside over the meeting until the end of the meeting.

21.2 If neither the Mayor, or Deputy Mayor is present within five (5) minutes of the time specified for the meeting and a quorum is present, a member of Council shall take the chair and commence the meeting until the arrival of the Mayor or Deputy Mayor.

21.3 If a quorum is not present thirty (30) minutes after the time appointed for the meeting, the CAO shall record the names of the members present at the expiration of such time and announce that Council shall then stand adjourned until the next meeting, unless a special meeting is called in the meantime.

21.4 Subject to Section 119 of the Municipalities Act, or any other statutory provision, if at any meeting the number of members is reduced to less than the number required for a quorum, Council shall stand adjourned.

21.5 Any unfinished business remaining at the time of the adjournment, due to the loss of the quorum, shall be considered at the next regular meeting, or it shall form the agenda for a special meeting called for that purpose.

**22 Adjournment**

22.1 A motion to adjourn the meeting may be made at any time, and if seconded, the motion must be put immediately without debate. If

the motion to adjourn is passed by a majority of the members present the meeting shall stand adjourned.

- 22.2 Any business which appears on the agenda, and which has not been dealt with at the time of adjournment, shall be deemed to be tabled until the next regular meeting of Council, or until a special meeting is called for the purpose of dealing with the unfinished items.

### **23 Conduct of Council Meetings**

- 23.1 The Mayor, or in his/her absence, the Deputy Mayor shall preside at all meetings of Council and shall preserve order and enforce the rules of Council.
- 23.2 Subject to being overruled by a majority vote of members, which vote shall be taken without debate, the Mayor or presiding member
- (a) shall maintain order and preserve decorum of the meeting;
  - (b) shall decide points of order without debate or comment, other than to state the rule governing;
  - (c) shall determine which member has a right to speak;
  - (d) shall ascertain that all members who wish to speak on a motion have spoken thereon, and that the members are ready to vote by asking the question, "Are you ready for the question?" and shall thereafter put the vote,
  - (e) shall rule when a motion is out of order; and
  - (f) may call a member to order.
- 23.3 When Council members are addressing the Mayor or presiding officer, every other member shall
- (a) remain quiet and seated;
  - (b) not interrupt the speaker, except on a point of order; and
  - (c) not carry on a private conversation which disturbs the member speaking.
- 23.4 When Council members are addressing the Mayor or presiding officer, they shall refrain from:
- (a) speaking disrespectfully of the federal government, the provincial government or another municipal council, or any official representing them;
  - (b) not use offensive words in referring to any member, employee of the Village, or member of the public;
  - (c) not reflect on any vote of Council, except when moving to rescind it, and when so doing, shall not reflect on the motives of the members who voted for the motion, or the mover of the motion;
  - (d) not shout or use immoderate tone, utter profane, vulgar, or offensive language.
- 23.5 Members wishing to leave the Council Chamber while a meeting of Council is in progress, shall rise and be acknowledged by the Mayor



or presiding officer before leaving their place.

23.6 No member shall leave the Council Chamber after a question is put to a vote, until the vote is taken.

23.7 Members shall ensure that all electronic devices remain silent and do not interfere with the meeting.

## **24 Public Hearing and Public Notice Matters**

24.1 If a Public Hearing is required by any Act or if Public Notice is required in accordance with the Village's Public Notice Policy, a Hearing shall be conducted in accordance with the provisions of this section.

24.2 The order of every Public Hearing shall be as follows:

(a) The Mayor or presiding officer shall declare the Hearing open;

(b) the CAO shall inform the Mayor and Council members of any written communications that have been received regarding the matter under consideration by indicating the name/s of who the correspondence has been received from and whether they are opposed or in favor of the matter under consideration. Such correspondence shall be circulated to the Mayor and Council member prior to the Council meeting;

(c) Village Council shall hear any person or group of persons or spokesperson acting on behalf of another person or group who wish to make representations on the matter under consideration;

(d) The applicant shall be given an opportunity to respond to the representations of other people;

(e) Village Council may request further information from Administration or any persons in attendance;

(f) The Mayor shall declare the Hearing closed; and

(g) Village Council may consider the bylaw of resolution at the same meeting, or refer the matter to Administration for further review.

24.3 The time allowed for each person making representation shall be five (5) minutes or determined by council at the time.

24.4 A Hearing may be adjourned to a specified later date.

## **25 Communications**

25.1 Communications which are addressed directly to Council, but which do not request an opportunity to speak to Council, shall be responded to by the Council and referred to a Council meeting. These communications, unless referred to a Council meeting, will not be listed on the Agenda.

25.2 All communications which specifically seek action of Council shall be referred to a Council meeting providing:

(i) the communication, with the exception of e-mail, is duly signed.

- E-mail communications must have the name of the individual sending the communication listed in the communication;
- (ii) the communication identifies a means of contacting the author;
  - (iii) the communication contains a description or a summary of the action or actions requested from Village Council by the author;
  - (iv) the communication does not contain offensive or disparaging remarks respecting the Village of Buena Vista, the Council as a whole, any member of; any Village employee or any other person.
- 25.3 All communications merely for the purpose of providing information without seeking action of Council, shall be provided to members of Council for their information.
- 25.4 All copies of communications not addressed directly to Council but intended for Council (i.e. carbon copies) shall be provided to members for their information.
- 25.5 Communications being listed on the agenda will not be read at the meeting unless requested otherwise by a Council member.
- 25.6 Whenever appropriate and possible, when a communication is being listed on the agenda the CAO shall prepare or cause to be prepared, a report of letter of transmittal for the benefit of Council. The CAO may delay placing a communication on the agenda for the purpose of obtaining such additional information unless directed to do so otherwise by the Mayor.
- 25.7 Communications requesting an opportunity for a delegation to speak to Council shall be dealt with in accordance with Section 25.

## **26 Delegations**

- 26.1 Delegations wishing to speak to Council shall submit a written or verbal application to the CAO. Such communication shall outline concisely the subject matter which the delegation wishes to place before Council.
- 26.2 If the subject matter requires Council approval, the delegate will be listed on a Council agenda within thirty (30) days from the date of receipt and shall be advised accordingly. If the subject matter does not require Council approval, the delegate may not be listed on a Council agenda and will be advised accordingly. The delegate shall be advised of these decisions within five (5) business days from receipt of the application.
- 26.3 In the circumstance where a delegate is not being listed on a Council agenda, Council members shall be notified in writing of that decision. If a Council member wishes to have the delegate placed on a Council agenda, a motion shall be brought forward to a Council meeting and approved. If a motion is passed, the delegate will be listed on a Council agenda within thirty (30) days from that date.
- 26.4 Each delegation shall be limited to a maximum of fifteen (15) minutes to make their presentation. Time limits for invited delegates will be at Councils discretion.

- 26.5 The CAO may refuse to place any request to speak on the agenda if subsection (1) is not followed.
- 26.6 Notwithstanding Subsection (1) if, in the opinion of the CAO, a communication or an application to speak to Council, is scandalous, criminal or offensive to the accepted rules of addresses to an elected body, the CAO shall refer the matter to a meeting of Council *en camera* for direction as to its disposition.

## **27 Enquiries**

- 27.1 A Councillor may make an enquiry to the Administration regarding any matter during a Council meeting.
- 27.2 The Mayor may rule that any enquiry is out of order as not constituting a proper enquiry and refuse to put forward the enquiry.
- 27.3 If a Councillor wishes to have a report from Administration on a matter placed on a future agenda, a motion requesting the same must be approved by a majority of Councillors present.

## **28 Motions**

- 28.1 All motions must be seconded.
- 28.2 When a motion is under debate no other motions may be made, except:
- (a) to extend the time of a Council meeting in accordance with Section 18;
  - (b) to amend the motion;
  - (c) to defer the motion to a fixed date;
  - (d) to request that the motion be put to a vote;
  - (e) to request that the motion be put to a recorded vote; or
  - (f) to adjourn the meeting.
- 28.3 Any motions allowed under Subsection (1) shall be considered in the order in which they were moved.

## **29 Motion to Defer to a Fixed Date**

- 29.1 If a majority of Village Council decides to defer a motion to a fixed date, the motion cannot be considered by Village Council until the fixed date.
- 29.2 Notwithstanding Subsection (1), Village Council may consider a deferred motion before the fixed date if the majority of Village Council agree that the motion may be considered before that date.
- 29.3 The only amendment allowed to a motion to defer to a fixed date is to change the date.

## **30 Request That Motion be Put to Vote**

- 30.1 A motion requesting that a motion be put to a vote cannot be moved or seconded by the member of Council who has spoken to the original motion.

- 30.2 A motion requesting that a motion be put to a vote cannot be amended or debated.
- 30.3 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.
- 30.4 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.

### **31 Motion to Adjourn**

- 31.1 A motion to adjourn is allowed at any time during a Village Council meeting except:
- (a) when a member of Village Council is speaking;
  - (b) when the members of Village Council are voting on a motion;
  - (c) when it has been requested that a motion be put to a vote;
- 31.2 A motion to adjourn shall be decided without debate.

### **32 Motion to Amend**

- 32.1 Any motion may be amended except:
- (a) a motion requesting that a motion be put to vote; or
  - (b) a motion to adjourn the Village Council meeting.
- 32.2 A motion to amend a motion shall not:
- (a) reverse the affirmative or negative intent of the original motion; or
  - (b) substantially change the intent of the original motion.
- 32.3 Once a motion to amend has been made, the original motion is set aside until the amendment has been decided.
- 32.4 Any member of Village Council may make a motion to amend, but only one amendment to an amendment shall be allowed until the amended motions are voted on by Village Council.
- 35.5 Amendments shall be put to Village Council in the reverse order to the order in which they were moved.

### **33 Motions Contrary to Rules**

- 33.1 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.

### **34 Motion to Rescind of Reconsider**

- 34.1 A motion to rescind or reconsider a resolution or bylaw shall only be considered by Village Council if at least one of the following conditions are met:
- (a) a member of Village Council provides written notice to all members of Village Council in accordance with sub-Section 11(1) of the proposed motion to rescind or reconsider at least 24 hours before the meeting at which the motion is to be considered;

(b) by unanimous vote of all members of Council, Council agrees to consider a motion to rescind or reconsider; or

(c) a Village Council Committee or the Administration recommends that Council consider a motion to rescind or reconsider.

34.2 Notice of a motion to rescind or reconsider a resolution or bylaw shall not be required if more than six months has passed since the resolution or bylaw was considered.

34.3 A motion to rescind or reconsider a resolution shall require at least four (4) votes to pass, regardless of the number of Council members present and voting at the meeting.

### **35 Withdrawal of Motion**

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

### **36 Defeated Motion**

36.1 When a motion has been defeated, such motion or a motion of similar content cannot be considered again at a Council meeting until ninety (90) days from the day the motion was defeated has passed.

36.2 If a motion has been considered again in ninety days or more and is defeated at that time, such motion or a motion of similar content cannot be considered at a Council meeting until one year has passed from the day the motion was defeated the second time.

### **37 Distinct Propositions**

37.1 When a motion under consideration contains distinct propositions, the vote upon each proposition may be taken separately, if requested by a member of Village Council.

### **38 Point of Order**

38.1 When any member of Village Council believes that another member of Village Council has not followed the rules of procedure of Village Council, they may stand and ask that the Mayor rule on a point of order.

38.2 When a point of order is raised, the member of Village Council speaking shall immediately be seated and shall remain seated until the Mayor decides the point of order raised.

38.3 A point of order must be raised immediately at the time the rules of procedure of Village Council are breached.

38.4 The member of Village Council against whom a point of order is raised may be granted permission by the Mayor to explain.

38.5 A point of order is not subject to amendment or debate.

### **39 Questions of Privilege**

- 39.1 Any member of Village Council may make a request to the Mayor on any matter related to the rights and privileges of Village Council or individual Village Councillors and ask that the Mayor rule on a question of privilege.
- 39.2 After the member of Village Council has stated the question of privilege, the Mayor shall rule whether the matter raised is a question of privilege.
- 39.3 If the matter is determined to be a question of privilege, the member of Village Council who raised the question of privilege shall be permitted to speak to the matter.
- 39.4 If the questions of privilege concerns a situation, circumstance, or event which arose between meetings of Village Council, the member shall raise the question of privilege immediately after adoption of the minutes of the previous meeting.
- 39.5 A question of privilege is not subject to amendment or debate unless a motion regarding the question of privilege is put to Village Council.

### **40 Bylaws**

- 40.1 Every proposed bylaw must have three distinct and separate readings.
- 40.2 A proposed bylaw must not have more than two readings at a Village Council meeting unless the members of Village Council present unanimously agree to consider the third reading.

### **41 Voting of Council**

- 41.1 A member of Village Council attending a Village Council meeting shall vote at the meeting on a matter before Village Council unless the member is required or permitted to abstain from voting pursuant to *The Municipalities Act* or any other Act.
- 41.2 If a member is not required to abstain from voting on a matter before Village Council and does not vote in the affirmative, the member is deemed to have voted in the negative.
- 42.3 If there is an equal number of votes for and against a motion, the motion is defeated.
- 42.4 The Mayor shall vote with the other members of Village Council on all questions.

### **42 Recorded Vote**

- 42.1 Upon a division of Council the minutes may show, if requested, the names of Councillors present and whether each member voted for or against the motion.
- 42.2 If a member is excused from voting on any question, it shall be recorded in the minutes.

**43 Suspension of Rules**

43.1 Any or all of the rules contained in this bylaw may be suspended for any one meeting by a unanimous vote of all the members of Village Council.

**44 Repeal of Former Bylaw**

44.1 Bylaw No. 3/13 and all amendments thereto are hereby repealed.

**45 Coming Into Effect**

45.1 This Bylaw shall come into force and have effect from and after the date of the final passing thereof.

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**MAYOR**

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**Chief Administrative Officer**

INTRODUCED AND READ a first time this 10<sup>th</sup> day of May, 2016.  
READ a second time this 10<sup>th</sup> day of May, 2016.  
READ a third time this 10<sup>th</sup> day of May, 2016.