

DISTRICT OF WELLS

BYLAW No. 1

A bylaw of the District of Wells to regulate the meetings of the Council and the Conduct thereof.

WHEREAS the Council shall, by bylaw, pursuant to Section 205 of the Municipal Act, regulate Council meetings and their conduct,

AND WHEREAS the Council is desirous to provide for the orderly and efficient conduct of Council meetings,

NOW THEREFORE, the Council of the District of Wells in open meeting assembled, enacts as follows:

PART I – GENERAL

1. TITLE

This Bylaw may be cited for all purposes as “Council Procedures Bylaw No. 1, 1998”.

2. INTERPRETATION

In this Bylaw, unless the context requires otherwise:

“Amendment” means an alteration of a main motion by substituting, adding or deleting a word or words without materially altering the basic intent of the main motion.

“Chairman” means the person for the time being who is authorized to control the proceedings and procedures at any meeting of Council or any Committee of Council and includes the Mayor or Acting Mayor as the case may be, when such person is in attendance at a meeting.

“Clerk” means the person duly appointed as such from time to time, and includes his/her lawful deputy.

“Member” means a member of District Council.

“Motion” means a formal proposal placed before a meeting or deliberative assembly in order that it may be debated to a conclusion, such conclusion being a resolution of Council.

“Pro tem” means “for the time being”.

3. COUNCIL AS A CONTINUING BODY

- a. The Council is, and has been since incorporation, always continuing and existing, notwithstanding a change in its membership.
- b. The Council, after being sworn in, may take up and carry on to completion, all proceedings commenced, but not completed prior to its swearing in.

4. INAUGURAL MEETING

The Council shall meet on the first Tuesday after December 1st in each year for its Inaugural Meeting, and the meeting shall be held after noon, at a time and place designated by the Mayor or, in an election year, by the Mayor-elect.

5. QUORUM

The quorum of Council or the Committee of the Whole shall be four members.

6. ACTING MAYOR – APPOINTMENTS

- a. Annually at the Inaugural Meeting, the Council shall, by resolution, establish a list of rotating Acting Mayors by appointing persons as Acting Mayors from among its members who shall fulfill the responsibilities of the Mayor in his absence.
- b. Where the Mayor or Acting Mayor is not present at the time appointed for a meeting of Council, the member next falling in succession as noted in the rotating list of Acting Mayors, shall be the Acting Mayor *pro tem*.
- c. In the event that the Mayor is not present at the time appointed for a meeting and, where the Council has not appointed a sequence of Acting Mayors under Section 6(1), the Clerk shall call the members to order and, if a quorum is present, the members shall choose an Acting Mayor *pro tem* who shall preside during the meeting or until the arrival of the Mayor.

PART II - MEETINGS

7. OPENING PROCEDURES

a. Call the Meeting to Order

At the time set for a meeting to convene, and provided that a quorum is present, the Mayor shall take the chair and shall call the meeting to order.

b. Lack of Quorum

Should there be no quorum present within 15 minutes after the time appointed for a meeting to convene:

- i. The Clerk shall record the names of the members present and shall adjourn the meeting to the next Tuesday thereafter, not being a holiday, at the ours or 7:00 P.M.; or
- ii. The members present may, upon the affirmative vote of those members, meet as a Committee of Council.

8. SCHEDULE

After the Inaugural Meeting of council, the Council shall meet on the second and fourth Tuesday of every month at the hour of 7:00 P.M. with any “in-camera” sessions held immediately after the regular meeting; or when such Tuesday is a holiday, the meeting shall be held on the following Tuesday. Council may, by resolution, cancel or postpone a regular Council Meeting.

9. SPECIAL MEETINGS

Special meeting of Council may be held at any time and the call of such meetings shall be in accordance with the requirements of Section 194 and 195 of the Municipal Act. Only those mattes included in the notice given prior to the holding of a Special Meeting shall be considered or dealt with a such meeting, unless the new matter for consideration is properly introduced as a late item, pursuant to Subsection 10(5).

10. AGENDAS and REPORTS

a. Agenda

- i. Prior to each Regular meeting of Council, the Clerk shall prepare an Agenda, setting out all items for consideration at that meeting.
- ii. To enable the Clerk to prepare the Regular Council Agenda, all documents submitted by staff and the public, and intended for consideration at the Regular Meeting, shall be delivered to the Clerk no later than:

12:00 noon on the Wednesday immediately preceding the Tuesday on which the next Regular Meeting is to take place.

- iii. Should a holiday fall on a Friday preceding a Regular Meeting of the Council, the agenda deadline, as outlined in Section 10(1) (b)

shall be moved ahead twenty-four (24) hours for each day of holiday.

- iv. An item received in the Clerk's office after the appropriate deadline, as outlined in Section 10(1)(b) and (c) shall not be placed on the Regular Meeting Agenda unless, in the opinion of the Mayor or district Clerk, the item is an emergency, but shall instead be placed on the Agenda for consideration at the following Regular meeting.
- v. Whenever practical, Regular Council Agendas will be available to the members and the public by Friday, 12:00 noon, prior to the Regular Meeting.
- vi. Only those matters included on the Agenda shall be considered or dealt with at a Regular Meeting of the Council, unless a new matter for consideration is properly introduced as a late item, pursuant to Section 10(5).

b. Enclosures

- a. Whenever practical, the Agenda for a meeting of Council shall have attached to it copies of all communications, reports, resolutions and bylaws to be considered at that meeting.
- b. In cases where documents are too unwieldy to be readily reproduced, the Clerk may omit these materials from the Agenda and shall refer to these items in short form on the Agenda and keep the documents on file in the Clerk's office for reference purposes.

c. Order of Business

In preparing the Council Agenda, the Clerk shall cite the business for the consideration of the Council in accordance with the following headings:

- A. Call to Order
- B. Adoption/Receipt of Minutes
- C. Business Arising from the Minutes and Unfinished Business
- D. Delegations and Petitions
- E. Consent Calendar
- F. Correspondence
- G. New Business
- H. Committee/Staff Reports
- I. Bylaws and Resolutions
- J. Information and Announcements
- K. Adjournment

d. Varying Order of Business

Notwithstanding the provisions under Section 10(3), the Council may vary the order in which business on the Agenda shall be dealt with, by a majority of votes of the members present.

e. Late Items

i. An item not included on the Agenda shall not be considered at a meeting unless introduction of the late item is approved at the time allocated on the Agenda (Item G – New Business), by way of a motion carried by a majority vote of the members present.

ii. Information pertaining to late items for possible consideration at any meeting of the Council shall be distributed to the members at the commencement of the meeting.

11. CONSENT AGENDA (CONSENT CALENDAR)

a. A Consent Calendar shall be comprised only of items with specific recommendations to Council that are of a routine nature which seemingly do not require explanation by staff or discussion by Council.

b. The Consent Agenda shall be dealt with in the order as outlined in Section 10(c).

c. The Consent Calendar of the Regular Agenda shall be preceded by an explanatory note, such as:

“All matters listed under Agenda Item #, Consent Calendar, are considered to be routine and non-controversial and will be approved by one motion. There will be no separate discussion of these items unless a member so requests, in which case, the item will be removed from the Consent Calendar and considered either:

- separately under another heading of the Regular Agenda, or
- immediately after the adoption of the Consent Calendar

d. When the Consent Calendar items are grouped together in the Regular Agenda, one of the following motions will effectively deal with all items contained therein:

i. “I move that approval be given to the Consent Calendar items () through (), as indicated”, or

ii. “I move that approval be given to the Consent Calendar items () through (), as indicated, with the exception of item ()”.

12. DELEGATIONS

- a. All delegations requesting permission to appear before Council shall submit to the Clerk written requests to address Council, including written briefs outlining their intended presentation pursuant to Section 10(a)(ii) and (ii).
- b. Written briefs from a delegation wishing to address Council shall clearly outline the topic and include specific concerns of the delegation relative to the topic which shall be included in the Council Agenda. No letters, affidavits or other documents shall be attached to the briefs unless the subject matters of the same are embodied in the petitions or briefs.
- c. In the absence of written requests, including briefs, as required under Section 12(a) and (b), the Clerk shall not place a delegation on the Agenda except where the Mayor so directs.
- d. Notwithstanding the above, Council may, by resolution, grant individuals or groups not listed on the Agenda an opportunity to be heard on matters related to either Agenda items or matters not listed on the Agenda.
- e. The spokesperson or persons for a group presentation shall be made known prior to publication of the Council Agenda and shall give their full name and address to Council prior to make their presentations.
- f. A delegation may be afforded a maximum of fifteen (15) minutes to make their presentation and shall be restricted to the summarizing of their brief, as included on the Agenda. Additional time may be available at the discretion of the Chairman, for answering questions presented by members. Delegations shall be limited to two (2) per Council meeting.
- g. After the initial presentation, the Chairman may at his discretion, grant other persons or spokesperson for a group of persons in gallery attendance, permission to address Council on the subject matter.
- h. Time will be allocated on the Agenda to allow members to question the individuals making the presentation.
- i. Council may defer any discussion on a presentation until members have had sufficient time for study and discussion.
- j. If the decision is delayed, the spokesperson of the presentation will be informed by the administration when the topic will be placed on a future Agenda.

13. NEW BUSINESS

Any member desiring to bring a new matter before Council, other than a point of order or a point of privilege or a matter of purely informational nature, may do so in the form of a motion during the “New Business” section of the Agenda (Agenda item G).

14. PETITIONS AND COMMUNICATIONS

- a. Communications and petitions intended to be presented to the Council shall be legibly written, typed or printed, and shall be signed by at least one person.
- b. Communications addressed to Council which relate to matters that fall within the scope of responsibility of a particular civic department may be referred directly to staff by the Clerk with a copy to the District Administrator, and in such cases, shall not necessarily appear on the Agenda for the addressed body.
- c. If a matter is referred under Section 14(b), a copy of the communication shall be filed with each member with a copy forwarded to the District Clerk and the appropriate municipal staff member. An acknowledgement shall be mailed to the write on receipt of the communication, advising where the matter has been referred.
- d. All petitions or other written communications that require a report may be referred to the Clerk by means of a formal motion.

15. BYLAWS

- a. Every proposed Bylaw shall be printed or typewritten before it is introduced for consideration by Council.
- b. Subject to Section 15(c), no Bylaw shall be adopted unless it shall have received three readings and in finally adopted by Council not less than one day after third reading, provided that, in the case of a Bylaw requiring the assent of the electors, the approval of the Lieutenant Governor in Council, the Minister or the Inspector of Municipalities, such Bylaw shall not be adopted unless it shall have obtained three readings and such assent or approval as the case may be.
- c. A Bylaw respecting a community plan or zoning bylaw shall not be adopted by Council unless a public hearing or notice in accordance with the Municipal Act is held or provided, as the case may be, after second reading but prior to third reading of such Bylaw; and

- such bylaw may be adopted by Council at the same meeting at which such Bylaw received third reading;
 - And such Bylaw may be given only first and second reading at the same time of introduction of such Bylaw.
- d.
- i. A Bylaw other than a Bylaw referred to in Section 15(b) may be voted upon by way of a motion to give it first, second and third reading; and
 - ii. A Bylaw referred to in Section 15(b) other than a Bylaw in respect of a community plan may be voted upon by way of a motion to give it first and second reading;
 - iii. A Bylaw in respect of a community plan shall be voted upon at each reading of the Bylaw;

provided that a Bylaw shall not be orally recited at each reading and further provided that individual motions in respect of each reading shall not be made unless Council shall, upon motion, vote in the affirmative for separate motions in respect of each reading of the Bylaw.

- e. Council may give clause by clause consideration to the provision of a Bylaw only upon consideration of a motion to give second reading of such Bylaw, and such clause by clause consideration may be conducted only after Council shall have resolved by majority vote to conduct such detailed consideration.
- f. A Bylaw may be reconsidered pursuant to Section 18.
- g.
- i. Amendments may be made to a proposed zoning bylaw after public hearings have been held pursuant to the Municipal Act, provided that such amendments do not materially affect the intent of such proposed zoning bylaw;
 - ii. Where council desires to make material changes to a zoning bylaw after public hearings have been held pursuant to the Municipal Act, it shall cause the matter to be placed before a new public hearing as follows:
 - a) by repealing the original bylaw;
 - b) by introducing a new proposed bylaw in its place with the incorporated changes.
- h. Where Council desires to make substantial change to a zoning bylaw, it shall refer the matter back to a public hearing, as follows:

- i. by repealing the original bylaw;
- ii. by introducing a new bylaw in its place with the incorporated changes.

16. MINUTES

- a. The Clerk shall ensure that the minutes of the proceedings of Council are legibly recorded.
- b. The Clerk shall ensure that a copy of the minutes of every meeting of council is distributed to each member prior to the meeting at which they are proposed to be adopted.
- c. The minutes of a meeting as prepared by the Clerk shall be, whenever possible, adopted at the next Regular Meeting of Council and, once adopted, shall be certified correct by the Clerk and signed by the Mayor or person presiding at the meeting at which they are adopted.

PART II – MOTIONS

17. GENERAL

- a. A motion is made by a member securing the recognition of the Chairman, stating “I move that....”
- b. A motion should be worded in affirmative terms.
- c. There shall be one main motion before a meeting at any one time. When any question is under consideration, no other main motion shall be received.
- d. All main motions must be seconded by another member making a statement to that effect, AND, if not seconded, the motion is “lost for a lack of a seconder”.
- e. When the main motion is seconded, the Chairman then restates the motion and, by so doing, puts the question to the meeting and opens the debate.
- f. Every motion shall be recorded in writing by the Clerk or Recording Secretary.
- g. After a motion has been made as provided under Section 17(d), it shall be deemed to be in the possession of Council but may, with the permission of Council, be withdrawn at any time by the mover and the seconder, before decision or amendment.

18. RECONSIDERATION

- a. After a vote has been taken on any question, except one of tabling or postponement of a subject, a member who voted on the prevailing side, that is, voted in favour if the motion involved was adopted, or voted contrary if the motion was defeated, may move for the reconsideration of the motion.
- b. The member desirous of reconsideration must give written notice at a meeting of Council, of his/her intention to move at a subsequent meeting that Council give reconsideration to the question.
- c. The motion shall be seconded, and requires a two-thirds (2/3) vote of the members present to carry.
- d. Should Council vote to reconsider the matter, the matter shall be put to Council in the form of a question
Example: "Upon reconsideration, should Bylaw No. be given fourth reading?"

In the event this motion is passed by a simple majority, final reading of the Bylaw will have been completed and the Bylaw will have been adopted.

- e. Notwithstanding Section 18(a), a member who was absent from a meeting at which a vote was taken on any questions, except one of tabling or postponing or a subject, may, at the next regular meeting move for the reconsideration of the motion.
- f. The Council shall not reconsider any question more than once, following which the question shall not be introduced for a period of six (6) months except with the unanimous consent of the members.
- g. Notwithstanding Section 18(b), the Mayor may, pursuant to Section 240 of the Municipal Act:
 - i. At any time within one (1) month after its adoption, return for consideration a bylaw, resolution or proceeding of Council which has not had the assent of the electors, has not been reconsidered by the Council under Section 18(g)(iii) or has not been acted on by an officer, servant or agent of the Municipality.
 - ii. The Mayor may state his objections to the Council. The Clerk shall record in the minute book the objections, suggestions or amendments of the Mayor.

- iii. The Council shall, as soon as convenient, consider the objections and either reaffirm or reject the Bylaw, resolution or proceeding, and, if rejected, it is deemed to be repealed.
- iv. The rejected bylaw, resolution or proceeding shall not be reintroduced to Council for six (6) months, except with the unanimous consent of the members.
- v. The conditions which applied to the passage of the original bylaw resolution or proceeding apply to its rejection.
- h.
 - i. Once Council has made a decision on an issue, if any request comes forward from the general public prior to the next regular meeting to address Council on the matter, that request shall be placed on the appropriate agenda for the next regular meetings of the Council. If the Council wishes to consider the submission at the Regular Meeting, it may do so by a majority vote; such vote authorizes the introduction of the material/submission without causing the Council to reconsider its original motion. In the event that Council wishes to deal further with its original decision in light of the new material, it shall follow the procedure as set out in Sections 18(a) and (b) above.
 - ii. Following the next regular meeting of Council after a decision has been made on an issue, if any request comes forward within six (6) months from that date from the general public to address Council on the matter, that request shall not be placed on the agenda for the next regular meeting but rather the Clerk shall circulate the submission with a covering memorandum to all members as an item of general information.

19. AMENDMENTS

- a. Any member may move to amend a motion that is under debate provide that the amendment is relevant to the main motion and does not materially change its intent.
- b. An amendment may propose that certain words be left out, that certain words be omitted and replaced by others or that certain words be inserted or added.
- c. Every amendment must be strictly relevant to the question being considered.
- d. An amendment that would simply negate the effect of the main motion is not acceptable, such an intention being properly fulfilled by merely voting against the motion.

- e. Once the question on the amendment has been put and dealt with by Council, it shall be in order for a member to again amend the main motion or amend the previous amendment. Only two (2) such amendments may be entertained at the same time.
- f. An amendment to an amendment must be relevant to the amendment.
- g. One of the amendments must be disposed of before any new amendment can be entertained.
- h. There is no limit to the number of amendments admissible to a question provided Sections 19(e) and 19(f) are observed.
- i. When a member moves to amend a motion, the Chairman shall state the original motion, followed by the amendment and then shall propose the question on the amendment to Council.
- j. An amendment or motion to refer once defeated by the Council shall not be moved a second time.
- k. When the question on the amendment is resolved, the Chairman shall again proposed the main question and debate may ensue thereon, or other amendments may be submitted.

10. CEASING AND LIMITING DEBATE

- a. A motion to “call for the previous question” shall always be in order. If seconded, the debate shall immediately halt and the Chairman shall put the question “shall the main question be now put?”. If carried by a two-thirds (2/3) vote, all debate immediately ceases and the Chairman shall immediately “call the question”.
- b. A motion to limit debate or adjourn shall always be in order, need not be in writing and shall be decided without debate or amendment. In this instance a motion may be made to limit the time allowed each speaker, or the number of speeches on each side, or to appoint a time at which debate shall close and the question be put. No second motion to the same effect shall be made until some intermediate proceedings have occurred.

21. APPEAL RULING OF THE CHAIR

- a. Whenever the Chairman is of the opinion that a motion is contrary to the rules and privileges of the Council, he/she shall apprise the members thereof without proposing the question and shall cite the rule of authority applicable to the case without argument or comment. The ruling of the Chair may be appealed to the other members then present.

- b. A member challenging the chair shall state the reason for the challenge, at which time the Chair shall explain the ruling. Only the challenger and the Chair shall speak.
- c. On an appeal by a member from the decision of the chairman, the question shall be immediately put by him, and decided without debate, “shall the Chair be sustained?” and the Chairman shall be governed by the vote of the majority of the members then present, excluding himself. In the event of the vote being equal, the question shall pass in the affirmative. The names of the members voting for or against the question shall be recorded in the minutes.
- d. If the Chairman refuses to put the question “shall the Chair be sustained?”, the Council shall immediately appoint a Chairman *pro tem*. He/She shall proceed in accordance with Section 231(b). A resolution or motion carried under this subsection is as binding as if carried under Section 21(b).

PART IV – RULES OF CONDUCT AND DEBATE

22. GENERAL

- a. If a member or administration wishes to speak to any question or motion, or if a member wishes to make or second any motion, he/she shall raise his/her hand, wait to be recognized by the Chairman, and once recognized by the Chair, shall address him/herself to the Chair.
- b. Members shall address the Chair as “Your Worship” and shall refer to each other as “Your Worship” or “Councillor” as the case may be.
- c. Members of staff shall be addressed as “Mr.,” “Mrs.,” “Miss” or “Ms”, or shall be referred to by their official title.
- d. When two or more members desire to speak at the same time, the Chairman shall name the member who shall take the floor.
- e. No member shall speak a second time to the same question as long as any member who desires to speak has not spoken to that question.
- f. When the Chairman is of the opinion that there has been sufficient debate, he may put the question.

23. QUESTIONS OR ORDER – CHAIRMAN

- a. The Chairman may call any member to order while that member is speaking.

- b. When such action is taken, the Chairman shall immediately suspend the debate, and the member in question shall refrain from speaking until the point of order is determined by the Chairman, whose ruling is subject to an appeal to the members. All appeals shall be decided by majority vote and without debate.
- c. No member shall speak beside the question in debate or reflect upon any vote of the Council except for the purpose of moving that such vote be rescinded.
- d. No member shall resist the rules of Council, nor disobey the decision of the Chairman, on points of order or practice or upon the interpretation of the rules of Council.
- e. Should any member resist or disobey the decision of the Chairman, the member shall leave his/her seat for that meeting and, in the event of his/her refusing to do so, the Chairman may order the police to remove him/her from the meeting.
- f. In the event of a satisfactory apology being made by the offending member, the Council may, by vote of the majority, permit him/her to resume his/her seat forthwith.
- g. When the Chairman is putting a question, no member shall walk out of the Council Chambers.
- h. When a member is speaking, no other member shall hold discourse which may interrupt the speaker, except to raise a point of order, nor shall any member pass between the speaker and the Chair.
- i. Any member may, by right, require the question under discussion to be read for his/her information at any period of the debate, but shall not do so as to interrupt a member speaking.
- j. When the question under discussion contains distinct propositions, any member may request, by motion, that the vote upon each proposition shall be taken separately, and the Council shall decide by majority vote of the members present, how such vote shall be taken.
- k. After a question is finally put by the Chairman, no member shall speak to the question, nor shall any other motion be made, until after the result of the vote has been declared.
- l. The decision of the Chairman as to whether the question has been finally put, shall be conclusive.

24. VOTING

- a. No vote shall be taken in Council by ballot or by any other method of secret voting.
- b. Members who are in the room shall always take their places when a vote is called for and shall not leave until the vote has been taken.
- c.
 - i. Whenever a vote of council is taken for any purpose, each member present and voting shall signify his/her vote upon the question, openly and individually by raising his/her hand and the Chairman shall declare the motion carried unanimously, carried or defeated as the case may be.
 - ii. Each member present who does not signify his vote upon the question openly and individually by raising his hand, shall be recorded as in the affirmative.
- d. Where a motion has been carried or defeated, the names of members voting in favour and those opposed shall be recorded by the Clerk.

PART V – COMMITTEES

25. COMMITTEE OF THE WHOLE

- a. During any meeting of the Council, the Council may by motion, resolve itself into Committee of the Whole to consider specific matters, appoint a Chairman to preside over the Committee of the Whole, and state who is to be present (other than Council members).
- b. When all matters referred to Committee of the Whole have been considered, a motion to rise and report the Committee's recommendations to Council shall be adopted.
- c. On resumption of business in Council, the Chairman in Committee of the Whole shall report to the Council and the Committee may:
 - i. adopt the report; or
 - ii. reject the report; or
 - iii. adopt the report with amendments; or
 - iv. commit the subject matter for further consideration, either in part or in total; or.
 - v. postpone action on the report; or
 - vi. approve a request of Committee to sit again, the Committee having reported progress after partial consideration of the subject.

26. IN-CAMERA

- a.
 - i. An In-Camera meeting is a meeting other than a Regular Meeting of Council where, in the opinion of council, the public interest so requires that “persons other than members and officers, or persons other than members” are excluded.
 - ii. Members must be given twenty-four (24) hours notice as outlined in Section 9, unless waived by unanimous vote of Council.
- b. It shall be the responsibility of the Mayor and District Clerk, collectively or individually, to determine the subject matter that is to be submitted as “In-Camera”.
- c. In-Camera subject matters shall be restricted to:
 - i. personnel;
 - ii. legal opinions;
 - iii. acquisition or disposal of property;
 - iv. other matters, where in the opinion of council, it is in the best interest of the municipal citizens to have the matters remain confidential.
- d. All In-Camera agendas shall be sealed in envelopes and specifically marked “In-Camera” prior to being available for distribution.
- e. All In-Camera materials will be prepared and locked in Council members’ boxes by 12:00 noon on the Friday preceding a regularly scheduled Council meeting, or prior to a Special Committee meeting.
- f. In the event that staff normally utilized for the recording of Council minutes are excused from the Council Chambers during discussion periods, Council will appoint an Acting Clerk from its members for recording purposes.
- g. Council may, by motion passed by a majority vote of the members present, bring forward to the public portion of the Council meeting, any of the written material marked “In-Camera”.
- h. Any topics to be discussed verbally “In-Camera” may also be brought forward, by resolution to the public session of the Council meeting on a majority vote of the members present.
- i. The content of “In-Camera” Council deliberations shall not be released or announced publicly unless specific authorization to do so has been given by Council resolution adopted at a duly constituted meeting by a majority of the members present.

- j. The release of “In-Camera” deliberatoinns shall, unless otherwise specified by Council resolution, include the entire content of the relevant section of the appropriate “In-Camera” minuts.
- k. Members wishing to explain their personal position on the matter shall be given an opportunity to do so in conjunction with the release, or at any time thereafter.
- l. The Chariman of an “In-Camera” meeting may expel or exclude from a meeting of Council a member who, in his/her opinion, has disclosed confidential information and is therefore guilty of improper conduct.

27. COMMITTEE APPOINTMENTS

a. **Mayor Appointments**

The Mayor shall review and update annually, as soon after the Statutory Inaugural Council Meeting as possible, and not later than December 31st of the current year, the list of Mayor’s Committee Members.

b. **Council Committees**

The Council shall review and update annually, as required to comply with the requisite Bylaws, Statues or Terms of Reference, the list of Council Committee Members.

c. **Associated Committees**

The appropriate parent body for each Associated Committee shall, on a continuous basis, update the list of members and shall forward same to the office of the Clerk immediately thereafters. The revised Committee listings shall be distributed to all persons on the suscription list.

d. **Continuity in Functioning of Committees**

Unless specifically prohibited by Bylaw, Provincial statute, terms of reference or other governing document, the members of all Committees shall, regardless of the designated termination date of their respective position as a Committee member, continue to serve until such time as a replacement has been appointed, or until such time as the said member’s term is officially extended.

28. APPLICATION OF RULES

The rules and order contained in this Bylaw shall apply to all meetings of Council, whether In-Camera, Regular or Committee of the Whole. In all cases, the

proceedings of the council shall be governed by Robert's Rules of Order (Revised).

29. SUSPENSION OF RULES

Any one or more of the rules and orders contained in this Bylaw may be temporarily suspended by an affirmative vote or not less than two-thirds (2/3) of the members present, except those contained in Part II, Section 15 (Bylaws).

30. READINGS

READ a FIRST TIME this 29th day of June, 1998.

READ a SECOND TIME this 29th day of June, 1998.

READ a THIRD TIME this 29th day of June, 1998..

FINALLY ADOPTED this 14th day of July, 1998 by two-thirds decision of members of District Council.

Signed: Joseph Jourdain, Mayor

Doug Ruttan, Municipal Clerk

Registered at the office of the Inspector of Municipalities, October 27th, 1998.