

**TOWN OF BRUNO  
COUNCIL PROCEDURES BYLAW  
BYLAW No 03/2023**

**A BYLAW TO REGULATE THE PROCEEDINGS OF MUNICIPAL COUNCIL  
AND COUNCIL'S COMMITTEES**

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**PART I  
GENERAL**

**Short Title**

1. This bylaw may be cited as "The Council Procedure Bylaw".

**Purpose**

2. 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 participating in council committees.

**Definitions**

3. In this bylaw:
  - a) "Act" means *The Municipalities Act*.
  - b) "Acting mayor" means the councilor elected by council to act as the mayor if a vacancy arises in that office.
  - c) "Adjourn" means to suspend proceedings to another time or place.
  - d) "Administration" means the CAO, administrator or an employee accountable to the administrator.
  - e) "Administrator" means the person appointed as CAO, administrator or the person appointed as Acting Administrator in the absence of a CAO or Administrator.
  - f) "Business day" means a day other than a Saturday, Sunday or holiday.
  - g) "Chair" means a person who has the authority to preside over a meeting.
  - h) "Committee" means a committee, board, authority or other body duly appointed or established by council.
  - i) "Communications" include, but are not limited to the following: letter, memorandum, report, notice, electronic mail, facsimile, petition, brochure, or newspaper/magazine article.
  - j) "Council" means the mayor and councilors of the municipality elected pursuant to the provisions of *The Local Government Election Act*.
  - k) "Councilor" means the council member duly elected in the municipality as a councilor, in accordance with *The Local Government Election Act*.
  - l) "Deputy mayor" means the councilor who is appointed by council, pursuant to section 63 of this bylaw, to act as mayor in the absence or incapacity of the mayor.
  - m) "Ex-Officio" means a membership by virtue of one's office. Ex-Officio members form part of the quorum only when present at committee meetings, and when present, they shall vote. The mayor is ex-officio of all committees and bodies established by Council as per section 81 of *The Municipalities Act*.
  - n) "Mayor" means the council member duly elected in the municipality as the mayor in accordance with *The Local Government Election Act*.

Certified a true copy of Bylaw # 03/2023

Adopted by resolution on Feb 21, 2023

  
\_\_\_\_\_  
Administrator

- o) "Motion" means a formal proposal placed before a meeting in order that it may be debated to a conclusion.
  - p) "Mover" means a person who presents or proposes a motion or amendment.
  - q) "Municipality" means the Town of Bruno
  - r) "Order of business" means the list of items comprising the agenda and the order in which those items appear on the agenda.
  - s) "Quorum" is,
    - 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.
  - t) "Recess" means an intermission or break within a meeting that does not end the meeting, and after which proceedings are immediately resumed at the point where they were interrupted.
  - u) "Resolution" means a formal determination made by council or a committee on the basis of a motion, duly placed before a regularly constituted meeting or a special meeting of council or a committee for debate and decision, and is duly passed.
  - v) "Secunder" means a person who formally supports a motion or amendment at the time it is proposed.
  - w) "Special meeting" means a meeting other than a regular scheduled meeting called pursuant to 123 of the Act or the provisions of this
  - x) "Urgent Business" means a time sensitive matter which requires council's immediate and urgent consideration.
4. A reference in this bylaw to an enactment of the Legislative Assembly of Saskatchewan is a reference to the enactment as amended from time to time.

#### **Application**

- 5. This bylaw applies to all meetings of council and committees.
- 6. Council may by resolution or bylaw allow a board and committee to establish its own procedures.
- 7. When any matter relating to proceedings arise which is not covered by a provision of this bylaw, the matter shall be decided by reference to Robert's Rules of Order.
- 8. In the event of any conflict between the provisions of this bylaw and those contained in any of the other authorities set out above, the provision of this bylaw shall apply.
- 9. 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.

## **PART II MEETINGS**

#### **First Meeting**

- 10. The first meeting of council shall be held within 31 days following a general election.
- 11. the Returning Officer shall provide council with a copy of the declaration of results with respect to the election; and every council member shall take the oath of office pursuant to the Act.

#### **Regular Meetings**

- 13. Regular meetings of council shall be held on the 3rd Tuesday of each month commencing at 7:00pm.
- 14. 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 either the same time on the next day that the municipal office is scheduled to be open for business or as set out in section 24.
- 15. 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.

### **Special Meetings**

16. The CAO/administrator shall call a special meeting of council, whenever requested to do so, in writing or by electronic means, by the mayor or in the absence of the Mayor by a majority of the members.
17. The written request referred to in section 16 shall include all items of business to be transacted.
18. When a special meeting is to be held, the CAO/administrator shall provide notice of the time, date and place of the meeting to all members via email 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.
19. 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.
20. 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.

### **Meeting through Electronic Means**

21. Standing notice is hereby given that one or more members of council or all of Council may participate in a council meeting by means of an electronic device if:
  - a) the public may at least listen to the meeting at the Town Office and the CAO/administrator is in attendance at that place; and
  - b) the facilities/devices permit all participants to communicate adequately with each other during the council meeting.
22. Members participating in a council meeting electronically are deemed to be present at the council meeting.

### **Notice of Meetings**

23. Notice of regularly scheduled council meetings is not required to be given.
24. If council changes the date, time or place of a regularly scheduled meeting, at least twenty-four (24) hours' notice of the change will be given to the Public by posting notice of the meeting at the municipal office and/or the Post Office and/or via the municipal website.

## **PART III COUNCIL MEETING PROCEDURES**

### **Agendas**

25. At Regular Meetings of Council, the business shall take place in the following order unless otherwise agreed upon by the majority of Council:
  - a) Call to Order:
  - b) Declaration of Pecuniary or Conflict of Interest
  - c) Public Forum
  - d) Delegations
  - e) Adoption of Minutes
  - f) Matters Arising from the Minutes
  - g) Financial Information
  - h) Accounts for Approval
  - i) Reports of Administration & Committees
  - j) Communications
  - k) Mayor and Councilor's forum
  - l) Unfinished Business
  - m) New Business
  - n) Bylaws & Policies
  - o) Adjournment.

26. The CAO/administration shall prepare the agenda for all regular and special meetings of council.
27. The CAO/administrator shall, when possible, ensure that the council agendas are delivered to each member no later than the Friday immediately preceding the council meeting.
28. The CAO/administrator shall, when possible, ensure that the council agendas are available to the general public no later than 24 hours preceding the council meeting.
29. Council may, on a majority vote, permit additional material on the agenda.

#### **Deadlines**

##### **30. Communications**

- a) All Communications to be added to the Council Meeting agenda shall be received by 4:00 PM 7 days prior to the meeting. Items received after the deadline shall not be added except in special circumstances and if approved for inclusion by the CAO.

##### **31. Delegations**

- a) Delegates wishing to appear before Council must apply in writing no later than 4:00 PM 7 Days prior to the meeting. The delegate shall complete the delegate request form attached to this Bylaw. This form must be filled out in it's entirety to be considered by the CAO.
- b) Delegation is limited to 3 spoke persons per group, and will receive 15 minutes to speak on the specified subject matter only.

#### **Order of Business at Meetings**

##### **32. The business shall, be taken up in the order in which it stands on the agenda, unless:**

- a) it is determined by the CAO/administration that the order of business is required to be changed or amended to facilitate a more logical order of business that may arise for council to attend to; or
- b) otherwise determined upon motion passed by a vote of the majority of the members present to approve the agenda and which vote shall be placed without debate; or
- c) the mayor determines during the proceedings of council that for public interest a matter be moved forward to be dealt with promptly.
- d) A matter of Urgent Business may be added to the Agenda at the Council Meeting by Majority vote of Council.

#### **Actions in Public**

33. An act or proceeding of council is not effective unless it is authorized or adopted by bylaw or resolution at a duly constituted public meeting of council.
34. Every person has the right to be present at council meetings that are conducted in public unless the person presiding at the council meeting expels a person for improper conduct.

#### **Closed Sessions**

##### **35. Council may close all or any part of its meetings to the public if the matter to be discussed:**

- a) is within one of the exemptions of Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*; or
- b) concerns long-range or strategic planning.

##### **36. A resolution to move into closed session shall state, in general terms, the topic of discussion.**

##### **37. Where 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) the CAO/administrator and other members of administration as the members of council may deem appropriate; and
- c) such members of the public as may be allowed to attend by the council.

##### **38. Where council resolves to close a portion of a meeting to the public, in addition to the resolution to do so, the administrator shall record in the minutes thereto:**

- 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.
39. No resolutions or bylaws may be passed during a closed meeting.
40. No business other than that described within the resolution pursuant to section 36 may be discussed.
41. 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.

#### **Commencement of Council Meeting**

42. At the hour set for the meeting, or as soon as all members of council present, the mayor, or in his or her absence the deputy mayor, shall take the chair and call the members to order.
43. In case neither the mayor nor the deputy mayor is in attendance within 10 minutes after the hour appointed, and subject to a quorum being present, council shall appoint an acting mayor pursuant to section 65-68 of this bylaw who shall call the meeting to order and shall preside over the meeting until the arrival of the mayor or the deputy mayor, and all proceedings of such meeting shall be deemed to be regular, and in full force and effect.

#### **Quorum of Council**

44. If there is not quorum of Council within 10 minutes of the scheduled start time, then the CAO/Administrator shall record Council present and the Council shall stand adjourned until the next meeting date, unless a special meeting is called by the Mayor. Any act or proceeding of Council that is adopted at any council meeting at which quorum is not present is invalid.
45. Subject to the Act, if at any meeting the number of members is reduced to less than the number required for a quorum, Council shall stand adjourned.
46. 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 be placed on the agenda for a special meeting called for the purpose of dealing with the unfinished items.

#### **Delegates**

47. Delegates wishing to address Council shall have submitted the Delegate request form and those approved by the CAO shall be in attendance at the time allotted to them. Delegates that do not show up for their allotted time to address Council shall re-apply for consideration at the next regular meeting.
- a. Delegates shall state their name upon commencing their address to Council.
  - b. Delegates shall speak only to the topic that they have specified in their delegate request form.
  - c. Delegated shall be given 15 minutes to speak
  - d. No debate or rebuttal shall be carried out
  - e. Council shall, at their next regular meeting, deliberate on the information supplied and shall further instruct the CAO to supply correspondence to the delegate.
  - f. The CAO, who shall consult with the Mayor or designate, may refuse to accept a request to speak to Council if Council has, within six (6) months immediately preceding the request, already heard from the person and dealt with the same or substantially the same matter.
  - g. All delegates and the subject matter shall be recorded in the minutes of the meeting.

#### **Public Forum**

48. Any member of the public wishing to speak to council on a municipal matter, may appear at a council meeting, as long as they pre-register with the administrator prior to 12:00 noon on the day preceding the council meeting so that their name may be placed on a speakers list.
49. The total time allowed to speak shall be not more than 10 minutes per individual or delegation.

## **Minutes**

50. The CAO/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 one week prior to a subsequent council meeting.
51. 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.

## **Motions**

52. All motions shall be debated before recorded, except motions to adjourn. A motion shall be read, moved, and seconded to be a valid Act of Council.

## **Mayor and Councilors Forum**

53. Statements shall include the sharing of the following information: events, activities or community functions attended; and general work of members on behalf of council colleagues, constituents and the municipality.
54. All comments will be verbal only and shall not be recorded in the minutes of the meeting.

## **Bylaws**

55. Every proposed bylaw must have three (3) distinct and separate readings.
56. 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.
57. Only the title or identifying number has to be read at each reading of the bylaw.
58. 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.
59. The CAO/administrator shall be empowered to correct any typographical error that may not have been corrected at the time of submission to council and the bylaw shall have the same status as if council had corrected same.
60. After passage, every bylaw shall be signed by the mayor and the CAO/administrator, pursuant to the Act and marked with the corporate seal of the municipality.

## **PART IV CONDUCT AT COUNCIL MEETINGS**

### **Mayor**

61. The mayor shall:
  - a) preside over all council meetings;
  - b) preserve order at council meetings;
  - c) enforce the rules of council;
62. The mayor shall have the same rights and be subject to the same restrictions, when participating in debate, as all other members.
63. The mayor shall have the same rights and be subject to the same restrictions as all other members to make a motion.

### **Deputy Mayor**

64. The council shall, at its first meeting, or as soon thereafter as conveniently possible and whenever the office becomes vacant, appoint from the councilor's a deputy mayor who shall hold office for a term of two years (2) or for such longer period as the council may decide, and in any event until a successor is appointed.
65. 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.

### **Acting Mayor**

66. 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 63, 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.
67. The member to be appointed shall be elected by a majority of the members present.
68. Where two (2) members have an equal number of votes, the administrator shall create a draw of the names
69. The member whose name is on the sheet withdrawn shall be declared elected.

### **Persons Allowed at the Table**

70. 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.

### **Conduct of Public**

71. All persons in the public gallery at a council meeting shall:
  - a) refrain from addressing council or a member unless permitted to do so;
  - b) maintain quiet and order;
  - c) refrain from disturbing the proceedings by words, gestures or actions including applauding, displaying flags, placards or similar material;
  - d) refrain from talking on cellular telephones;
  - e) refrain from making audio or video recordings of council proceedings; and
  - f) ensure that all electronic devices are silent and operated in such a manner that does not interfere with the meeting or with another person's ability to hear or view the proceedings.

### **Conduct of Delegations**

72. When addressing members at a council meeting, a delegation shall refrain from:
  - a) speaking disrespectfully of the federal government, the provincial government or another municipal council, or any official representing them;
  - b) using offensive words in referring to a member, an employee of the municipality or a member of the public;
  - c) reflecting on a vote of council except when moving to rescind or reconsider it;
  - d) reflecting on the motives of the members who voted on the motion or the mover of the motion; or
  - e) shouting or using an immoderate tone, profane, vulgar or offensive language.

### **Conduct of Members**

73. Members of council wishing to speak at a meeting shall ensure they do not interrupt another member.
74. If more than one member wishes to speak at a meeting at the same time, the mayor shall indicate which member shall speak first.
75. When addressing a council meeting, a member shall refrain from:
  - a) speaking disrespectfully of the federal government, the provincial government or another municipal council, or any official representing them;
  - b) using offensive words in referring to a member, an employee of the municipality or a member of the public;
  - c) reflecting on a vote of council except when moving to rescind or reconsider it,
  - d) reflecting on the motives of the members who voted on the motion or the mover of the motion; or
  - e) shouting or using an immoderate tone, profane, vulgar or offensive language.
76. When a member is addressing the council, all other members shall:
  - a) remain quiet and seated;
  - b) refrain from interrupting the speaker, except on a point of order or point of procedure; and
  - c) refrain from carrying on a private conversation in such a manner that disturbs the speaker.

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

#### **Improper Conduct**

78. The mayor may request that any person in the public gallery who disturbs the proceedings of council or acts improperly at a council meeting leave or be expelled from the meeting.
79. The mayor may request that any delegation who addresses council improperly leave or be expelled from the meeting.
80. No person shall refuse to leave a council meeting when requested to do so by the mayor.
81. Any person who refuses to leave when requested to do so may be removed.
82. 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.

#### **Leaving the Meeting**

83. 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.

### **PART V MOTIONS**

#### **Motions and Debate**

84. A motion shall express fully and clearly the intent of the mover and shall not be preceded by any preamble or whereas clauses.
85. A motion shall not be considered unless it has been seconded.
86. Any member may require the motion under debate to be read at any time during the debate, but not so as to interrupt a member while speaking.

#### **Request that Motion be put to Vote**

87. A motion requesting that a motion be put to a vote shall not be moved or seconded by a member who has spoken to the original motion.
88. A motion requesting that a motion be put to a vote shall not be amended or debated.
89. 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.
90. 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.

#### **Motion to Adjourn**

91. A member may move a motion to adjourn a meeting at any time, except when:
  - a) another member is in possession of the floor;
  - b) a call for a recorded vote has been made;
  - c) the members are voting;
  - d) when council is considering a motion requesting that a motion be put to a vote; or
  - e) a previous motion to adjourn has been defeated and no other intermediate proceeding has taken place.
92. A motion to adjourn shall be decided without debate.

#### **Withdrawal of Motions**

93. 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.



### **Legal Advice**

94. Where a majority of the members present at a council meeting wish to receive legal advice in private, council may recess for a period of time sufficient to receive legal advice.

### **Voting of council**

95. 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.
96. 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.
97. The administrator shall ensure that each abstention is recorded in the minutes of the meeting.

### **Voting of Mayor**

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

### **Majority Decision**

99. 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.

### **Recorded Vote**

100. Before a vote is taken by council, a member may request that the vote be recorded.
101. 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.

### **Tied Vote**

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

## **PART VI COMMITTEES & BOARDS**

### **Committee and Board Procedures**

103. Council establishes Municipal Committees and Boards by resolution of council, except in the case where Bylaws exist.
104. Each municipal Committee or Board established by resolution of council shall be responsible and accountable to Council.
105. Council is responsible to appoint Council members and, or as the case may be, members of the public by resolution to the municipal Committees or Boards.
106. The Mayor is Ex-Officio of all Council Committees and Boards, and any committees and boards as established by Bylaw.
107. Committee and Board terms of reference are to be reviewed on an annual basis to ensure that they reflect the current mandates of the Committee with respect to the responsibility conferred upon the Committee by Council.
108. Each municipal Committee or Board shall submit to Council, at Council's request, a list of its members and executive members for ratification.
109. Council shall have the authority to form sub committees and task forces from among its members, to assist it in carrying out its objectives and responsibilities as set out within *the Municipalities Act*.
110. Committee and Board shall have the authority to form subcommittees and task forces from among its members, to assist it in carrying out its objectives and responsibilities.

111. Subcommittees created by Council or Council Committees shall report to Council in a manner that is determined by Council.
112. A Committee or Board shall adopt rules, consistent with the provisions of *The Municipalities Act* or by the rules set out by this Bylaw, governing its conduct and procedures.
113. Each Committee or Board shall have a Chair to conduct all meetings of the Committee or Board.
  - a) Each Committee or Board shall have a Vice Chair to act in the absence of the Chair.
  - b) In the absence of both the Chair and Vice Chair, by majority vote of the members of the Committee or Board a member of the Committee or Board will act as the Chair and or until the return of the Chair at a meeting.
114. Each Committee or Board shall have a designated secretary to record the minutes of the Committee or Board.
114. The meetings of a Committee or Board shall have a quorum of members and no meeting shall be conducted without a quorum of members of the Committee or Board.
115. The duties of the Committees and Boards established by council shall be to:
  - a) Act in an advisory capacity to Council in all matters pertaining to that Committee's or Board's mandate and terms of reference, and to cooperate when needed with other governmental agencies and civic groups in the advancement of sound planning and programming.
  - b) (b)Formulate policies on matters pertaining to the Committee's or Board's mandate and terms of reference.
  - c) Make periodic assessment of services that exist or may be needed pertaining to that Committee's or Board's mandate and terms of reference.
116. All Committees and Boards of Council including ad hoc committees shall provide to Council at Council's request, the following:
  - a) copy of minutes from the Committee or Board meetings; and or
  - b) written reports of activities from the Committee or Boards.
117. All Committees, Boards of Council and appointees of Council members to the Committees or Boards including a subcommittee is to be covered by the Town's Liability Insurance.
118. Committees and Boards of organizations of which the Town belong through agreements and or bylaws shall have the required members appointed by resolution of Council.
119. Committee or Board terms of reference and duties are as per any bylaw determining the operation of the Board.
120. A Committee, Board or ad hoc committee shall not have the power to pledge the credit of the Town, to pass bylaws or to enter into any contractual agreements that extend to the Town, without the Town's consent by resolution of Council.
121. Each appointed Council Representative shall provide to Council a written report of any meetings attended with outcomes and or any actions required from those meetings that affect the Town.
122. The Town shall assume the defense of and save harmless the committee and boards from and against all claims, damages, costs, expenses, actions and suits caused by, or arising out of, or in connection with, whether directly or indirectly, the carrying out of the committee's duties; or by reason of matter or thing done, permitted or omitted to be done by the Town, its agents, or employees and whether occasioned by the negligence of the Town, its agents, employees or otherwise.
123. Council hereby establishes committee or Board representatives as set out in Appendix "A" attached to and forming part of this bylaw. Each appointed Council Representative is deemed to be a representative of Council and shall be responsible and accountable to Council.

**PART VII  
MISCELLANEOUS**

**REMUNERATION**

124. As set out in Appendix "B"

**MISCELLANEOUS**

125. Bylaw #02/2021 is hereby repealed.

126. The form and appendices attached to this bylaw may be amended from time to time.

**COMING INTO FORCE**

127. This bylaw shall come into force and take effect on February 22<sup>nd</sup>, 2023.



\_\_\_\_\_  
Mayor – Dale Glessman

\_\_\_\_\_  
CAO – Colette Radcliffe

Read a third time and adopted  
this 21<sup>st</sup> day of Feb, 2023

Colette Radcliffe

**Council Procedures Bylaw  
Bylaw 03/2023  
A BYLAW TO REGULATE THE PROCEEDINGS OF MUNICIPAL COUNCIL AND COUNCIL'S  
COMMITTEES**

**Form 1 – Request for a Special Meeting**

Date:

To: \_\_\_\_\_, Administrator or designate, Town of Bruno

Pursuant to section 123(1) of *The Municipalities Act 2006*, I / we hereby request you to call a special meeting of the Council of the Town of Bruno to discuss the following matter(s):

1.

Meeting Details:

Location:

Date:

Time:

Dated this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

SIGNED:

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Name: \_\_\_\_\_

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Office Use Only:

Members provided notice pursuant to subsection 124(1) of  
*The Municipalities Act 2016*

Notice not provided pursuant to subsection 123(3) of *The Municipalities Act 2006*

**Council Procedures Bylaw  
BYLAW 03/2023**

**A BYLAW TO REGULATE THE PROCEEDINGS OF MUNICIPAL COUNCIL AND COUNCIL'S  
COMMITTEES**

**APPENDIX "A"**

**COUNCIL APPOINTMENTS**

Human Resources Representative	Dale Glessman or Deb Kramer
REACT – Regional Waste Management	Deb Kramer
Wheatland Regional Library	Deb Kramer
Emergency Measures Organization (EMO)	Dale Glessman, Debra Kramer, CAO & Foreman
Fire Department & 1 <sup>st</sup> Responders	Michael Sorokoski
Economic Development	Dale Glessman, Kurtis Ellis, & CAO
Rink Committee Representative	Kurtis Ellis
Bruno Golf & Country Club Committee Representatives	Michael Sorokoski
Recreation Board Representative	Michael Sorokoski
Hall Representative	Kayla Shaw
Council Representative Responsible Water & Lagoon Reports	Kayla Shaw

**Council Procedures Bylaw**

**BYLAW 03/2023**

**A BYLAW TO REGULATE THE PROCEEDINGS OF MUNICIPAL COUNCIL AND COUNCIL'S  
COMMITTEES**

**APPENDIX "B"**

**COUNCIL REMUNERATION**

Regular Council Meetings	\$125 / meeting attendance
Special Meetings, Committee or Board Meetings, Regional Meetings	\$500 / year includes all other meeting attendances
Mayor – Annual Gratuity	\$3500
Deputy Mayor – Annual Gratuity	\$250
Mileage for out of Town meetings	.63/km



**TOWN OF BRUNO**  
The Cherry Town of the Prairies

Town of Bruno, Saskatchewan

**Delegation Request**

<b>Date:</b>			
<b>Name:</b>			
<b>Phone Number:</b>			
<b>Email Address or Mailing Address:</b>			
<b>Date Requested:</b>		<b>Time Requested:</b>	
<b>What is the reason for the request?</b>			
<b>What is the desired outcome of the request?</b>			
<b>Have you spoken to a council member about the issue?</b>			

**Please review the information provided on the back of this request form.**

<b>For Internal Use Only:</b>	
<b>Reviewed and Approved by:</b>	
<b>Date Approved:</b>	
<b>Time Approved:</b>	

## **Information for Council Meeting Delegates**

If you wish to appear before Council during a regularly scheduled meeting, please complete the Delegation Request Form and submit it to the Town of Bruno Municipal Office.

Requests must be submitted no later than 7 business days prior to a scheduled meeting. The Chief Administrative Officer (CAO) may only schedule 2 delegations per meeting. The CAO may approve or deny the request or add additional delegates, pursuant to the Council Procedure Bylaw.

### **Delegate Preparation:**

Delegates are encouraged to speak to The Chief Administrative Officer (CAO) with any questions they may have, prior to requesting a delegation with Council.

Delegates are asked to provide any documents, pictures, etc. that they wish to present to Council, no later than 7 days prior to the meeting, so that Council members have time to review those documents. Documents may be sent electronically to [admin@brunosaskatchewan.com](mailto:admin@brunosaskatchewan.com) or dropped off at the Town of Bruno Municipal Office.

### **Presentation to Council:**

- Delegates are allotted a maximum of 15 minutes for their presentation; Council may choose to extend the time limit of the presentation if they feel it is necessary.
- It is encouraged to have a spokesperson to speak on behalf of large groups.
- Members of Council may ask delegates questions for clarification but will not engage in debate during or after the presentation.

### **Conduct of Delegations:**

When addressing Council members or staff, a delegate shall refrain from:

- Speaking disrespectfully, shouting or using an immoderate tone, profane, vulgar or offensive language.

### **Upon completion of the Delegation:**

If the delegate has requested a response from Council, their request will be discussed when Council reaches the matter on the agenda. If the matter was not listed on the agenda or Council requires Administration to gather more information, it will be scheduled for further discussion at a future meeting.