



MUNICIPALITY OF CLYDE RIVER BY-LAWS

By-Law Title: Council Procedures

By-Law Number:

78

16. A Member called to order shall immediately cease speaking but may afterwards be permitted by the Mayor to explain. The Council, if appealed to, shall decide on the case without debate. If there is no appeal, the decision of the Mayor shall be final.
17. Discussion shall be limited to the question in debate.
18. Any Member may require the question or Motion under discussion to be read for his/her information at any time during the debate, but not so as to interrupt a Member while speaking.
19. No Member, other than the one proposing a question or Motion, shall speak more than once on the same question without permission of the Council, except in explanation of a material part of his/her speech which may have been misunderstood. He/she is not to introduce new matters.
20. No Member shall speak to a question or in replay for longer than five (5) Minutes without permission of the Council.
21. No Motion shall be debated or put forth unless it is seconded.
22. A Motion that has been read may be withdrawn at any time before a decision or amendment with the permission of the mover and seconder.
23. A Motion to adjourn the Council or adjourn the debate shall be in order except:
 - a) when a Member is in possession of the floor;
 - b) when a vote has been called for;
 - c) when the Members are voting;
 - d) when it has been decided that the previous question shall be not put forth; and/or
 - e) in the Committee of the Whole.
24. Immediately before putting forth the questions, the Mayor shall have the privilege of summarizing the debate, but no new matter shall be introduced.
25. The order of the day, unless otherwise determined by the Mayor, shall be as follows:
 1. Opening Prayer
 2. Approval of Agenda Items
 3. Delegations
 4. Approval of Minutes
 5. Information, Questions and Correspondence
 6. Council Business
 - a) employees
 - b) financials/payables
 7. Committee Reports
 8. Motions and By-Laws
 9. Other Business
 10. Public Notices
 11. Date of Next Meeting



12. Adjournment

26. Each delegate to a meeting shall be allowed no more than fifteen (15) Minutes to give his/her presentation unless he/she receives permission from the Mayor to extend the time.
27. The Council shall then either table the discussion on the item brought forward by the delegate or discuss it in presence of the delegate. This discussion shall not exceed twenty-five (25) Minutes. In the event that further discussion is needed before a decision is made, the item shall be tabled for the next meeting.

CONFLICT OF INTEREST

28. In addition to the provisions of the *Conflict of Interest Act*, a Council Member who declares a conflict of interest shall leave the room in which the meeting is being held when the item which he/she has declared conflict of interest in is being discussed.

BY-LAWS

29. By-laws shall be introduced by Motion for permission, a Motion to have the by-law brought forth, by an order of the Council or a need identified by the SAO.
30. A proposed by-law may be amended on any reading.
31. Every by-law shall be introduced by a Member upon Motion for permission to do so, specifying the title of the by-law.
32. The question 'that this by-law be now read a first time' shall be decided without amendments or debate.

PART III - COMMITTEES

COMMITTEE OF THE WHOLE

33. Council may, by resolution, resolve into Committee of the Whole, and the resolution shall name the Chairman of the Committee.
34. The Chairman of the Committee of the Whole, Council shall maintain order in the Committee and shall report the proceedings. A Chairman of the Committee whose report is under consideration, or a Member introducing a by-law, shall not be required to take the chair.
35. No by-law or report of the Committee shall be referred to the Committee of the Whole unless such by-law or report has been previously printed and placed in the hands of the Members except otherwise decided by a vote of two thirds (2/3) of the Members present without debate.
36. Proceedings during Committee of the Whole shall not be recorded in the Minutes of the Council, and the business transacted shall be reported by the Chairman of the Committee of the Whole to the Council when it reconvenes.



MUNICIPALITY OF CLYDE RIVER BY-LAWS

By-Law Title: Council Procedures

By-Law Number:

78

37. Questions of order arising in the Committee of the Whole shall be decided by the Chairman subject to appeal by any Member of the Council. If any disorder should arise in the Committee, the Mayor of the Council shall resume the chair without any questions being put forth.
38. On Motion to adjourn and report in the Committee of the Whole, the question shall be decided at once without debate.
39. A Motion in the Committee of the Whole to adjourn without reporting shall always be in order and shall take precedence over any other Motion. On such Motion, debate shall be allowed on an affirmative vote, the subject referred to the Committee shall be considered as disposed of in the negative and the Mayor of the Council shall resume the chair and proceed with the order of business.
40. During consideration of a by-law by the Committee of the Whole, the preamble shall be considered first, then each clause or section in its proper order and then the title.
41. All amendments made in the Committee of the Whole to a by-law shall be reported by the Chairman of the Committee of the Whole to the Council. After the report has been received, the by-law shall be open to debate and amendments before it is ordered for second reading.
42. The rules of the Council shall be observed in the Committee of the Whole except that the number of times speaking to a Motion shall not be limited.

STANDING AND SPECIAL COMMITTEES

43. The Council shall, at its first regular meeting following the general election, appoint one Councillor to chair each of the following Committees which shall comprise the standing Committees of the Council:
 - a) Finance Committee
 - b) Health Committee
 - c) Recreation Committee
 - d) Lands and Economic Development Committee
 - e) Labour Management Committee
 - f) Alcohol Committee
44. Each Chairman of each Committee shall appoint from the community at large one Member to sit on his/her Committee.
45. Notwithstanding Section 44, the Finance Committee shall consist of the Deputy Mayor, two Council Members appointed by Council, the SAO and the Secretary Translator.
46. Any Member of a Committee who refuses or neglects to attend three (3) consecutive meetings of the Committee, regular or special, shall be deemed to have resigned as a Member unless he/she has received permission to excuse himself/herself from the Committee by a majority vote of the Committee. The absence shall not exceed a period of three (3) months.



47. If, for any reason, a seat on any Committee becomes vacant, the Chairman of that Committee shall fill that vacancy by appointing a Member of the community at large.
48. The rules of the Council governing the conduct of the Members Council meetings shall be observed by the Committee Members at all Committee meetings.
49. The general duties of all Committees of the Council shall be as follows:
 - a) to report from time to time on all matters connected with the duties imposed on the Committee and to recommend such action as may be deemed necessary;
 - b) to prepare and introduce to Council all such by-laws as may be necessary to give effect to the reports or recommendations that re adopted by the Council; and
 - c) to consider and report respectively on any and all matters referred to it by the Council.

ROLES AND RESPONSIBILITIES OF STANDING AND SPECIAL COMMITTEES

50. The special duties of the Standing Committees, in addition to those set out in Section 48, shall be in accordance with Schedule 'B'.
51. The Council may, by resolution, appoint a Special Committee to deal with any issue that needs further investigation and consideration by the Council, and request the Special Committee to make recommendations to the Council for their action.
52. All reports and recommendations of the Standing and Special Committee to the Council shall be put in writing and signed by the Committee Chairman.

PART IV – DUTIES OF THE COUNCIL MEMBERS

53. The Mayor shall be the Chief Executive Officer of the Municipality with duties as follows:
 - a) to be vigilant and active in causing the laws of the Municipality to be duly executed and obeyed;
 - b) to communicate to the Council, from time to time, such information and recommend to it such measures as may tend to the improvement of the finances, health, security, cleanliness and comfort of the Municipality; and
 - c) to oversee the conduct of all officers and employees of the Council and, as far as practicable, cause any negligence, carelessness or violation of duty to be prosecuted and punished.
54. The Mayor shall not, at any time, without authority given by Councillors at a regular or special meeting of the Council, make any decisions which would affect the Municipality or its residents in part or in whole.
55. All Council Members shall endeavour to attend meetings at the appointed time.
56. Any Council Member who arrives late at a meeting of the Council shall not be permitted to vote on the subject under debate at the time of his/her arrival.



Committee meeting.

1.9 Quorums for the various Committees are as outlined herein.

2. STANDING COMMITTEE AND COMPOSITION

2.1 FINANCE

- Quorum – three (3) Voting Members
- CHAIRMAN – Deputy Mayor
- MEMBERS – two (2) Councillors
- MAYOR – Ex-Officio Voting Member
- STAFF – Senior Administrative Officer (SAO), Assistant Senior Administrative Officer (ASAO) (if SAO is absent), Secretary, Interpreter/Translator (when required)

2.2 LABOUR MANAGEMENT AND PUBLIC SAFETY COMMITTEE

- Quorum – one (1) Council Member (Councillor or the Mayor)
- CHAIRMAN – Councillor
- MEMBERS – one (1) Councillor, one (1) SAO or ASAO, two (2) Members (Union appointed)
- MAYOR – Ex-Officio Voting Member
- STAFF – SAO, ASAO or Foreman

2.3 COMMUNITY LAND AND ECONOMIC DEVELOPMENT COMMITTEE

- Quorum – two (2) Members [one (1) Councillor, one (1) staff or the Mayor]
- CHAIRMAN – Councillor
- MEMBERS – one (1) Councillor, two (2) Members (staff)
- MAYOR – Ex-Officio Voting Member
- STAFF – Community Land Administrator and Economic Development Officer

2.4 RECREATION COMMITTEE

- Quorum – two (2) Resident Members, one (1) Council Member (Councillor or the Mayor)
- CHAIRMAN – Councillor
- MEMBERS – two (2) Councillors, three (3) Members (Community Residents), one (1) Youth Committee Representative
- MAYOR – Ex-Officio Voting Member
- STAFF – Recreation Coordinator



- General Development Plan
- Land Applications
- Request for Road Closures
- New Business Licensing
- Community Economic Plan
- Economic Development issues
- Issues and items affecting Development, either present or future

3.4 RECREATION COMMITTEE

The Recreation Committee is responsible for addressing, researching and formulating recommendations for Council consideration concerning the following issues:

- Recreation Programs and Facilities operated by the Hamlet
- Community Celebrations (i.e. Christmas, Hamlet Day, July 1st, etc.)
- Liaise with Community Groups involved with the provisions of Recreational or Community Activities (i.e. Brownies, Girl Guides, Cadets, etc.)
- Liaise with external social agencies (i.e. Alcohol Committee, etc.)
- Recruitment of Volunteers for Special Programs and Special Events

3.5 HEALTH COMMITTEE

The Health Committee is responsible for addressing, researching and formulating recommendations for Council consideration concerning the following issues:

- Community Social Program Delivery
- Community Home Care issues
- Community Health Care services
- Community Elder Care issues
- Suicide Prevention issues
- Other related issues to better the quality of life for Clyde River Citizens

3.6 ALCOHOL EDUCATION COMMITTEE

The Alcohol Education Committee is an independent body that reviews and weighs Alcohol Possession Permits on a case-by-case basis in a manner similar to a Court of Law. The Board has authority to make decisions on such cases under the *Nunavut Liquor Act*.