

TOWN OF NORMAN WELLS
BYLAW NO. 21-16
COUNCIL PROCEDURES BY-LAW
REPEALS 21-15

BEING A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF NORMAN WELLS IN THE NORTHWEST TERRITORIES TO ESTABLISH RULES FOR THE CALLING OF MEETINGS, GOVERNING THE PROCEDURES OF COUNCIL, THE CONDUCT OF ITS MEMBERS, THE APPOINTMENT OF ITS COMMITTEES AND GENERALLY FOR THE TRANSACTION OF THE BUSINESS OF COUNCIL, PURSUANT TO THE PROVISIONS OF THE CITIES, TOWNS & VILLAGES ACT, S.N.W.T. 2003, C- 22.

WHEREAS pursuant to section 29 of the *Cities, Towns & Villages Act*, S.N.W.T. 2003, C-22, s. 2, Council may pass by-laws in relation to the establishment and functions of Council Committees, and the procedure and conduct of Council and Council Committees and

WHEREAS the *Cities, Towns & Villages Act* governs the conduct of Councils, Councillors, Council Committees; municipal organization and administration; public participation; and the powers of a municipality;

NOW THEREFORE, the Council of the Town of Norman Wells, in a meeting duly assembled, enacts as follows:

1. The purpose of this by-law is to establish rules to follow in governing the Town of Norman Wells, and to establish Committees of Town Council.
2. The purpose of this Bylaw is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of the Municipality and a procedure for the investigation and enforcement of those standards. A code of conduct ensures that members of council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of councillors;
3. That this by-law shall be known as “The Council Procedures By-Law”.

DEFINITIONS

4. In this by-law, unless the context otherwise requires

Chair	means a person who has been given authority to direct the conduct of a meeting
Confidential	means containing information whose unauthorized disclosure could be prejudicial to the interest of the Town or persons involved
Council	means the Council of the Town of Norman Wells
Council Committee	means any committee, board or other body established by Council by by-law under the <i>Cities, Towns & Villages Act</i> .

Councillor	includes the Mayor and all duly elected members of Council
Disqualified	means no longer eligible to hold office
Mayor	means the chief elected official of the Town within the meaning of the <i>Cities Towns & Villages Act</i> ;
Orders of the Day	means the order of business for a meeting of Council as set out in Schedule A and constitutes the agenda
Pecuniary Interest	<p>a. Direct Pecuniary Interest: means a member may have a pecuniary interest when the result of a matter before Council could impact, either positively or negatively, the member's finances, economic prospects, or asset value. This could include, for example, a decision that would lead to an increase or decrease in value of property, creating new economic opportunities, or greater employment benefits.</p> <p>b. Indirect pecuniary interest: A member may also have a pecuniary interest where they have an indirect pecuniary interest in the matter as a result of a relationship with another entity. An indirect pecuniary interest can arise when the matter before Council will impact the finances, economic prospects, or property value of:</p>
Person	includes an individual, partnership, association, corporation, trustee, executor, administrator, or legal representative
Public Hearing Meeting	means a Council or Committee meeting held for statutory hearings;
Special Resolution	means a resolution passed by a two-thirds vote of all Councilors or two-thirds of all members of a Committee
Town	means the Town of Norman Wells
Town Manager/SAO	means the Senior Administrative Officer or his designate within the meaning of the <i>Cities, Towns & Villages Act</i>

5. If a question relating to the procedures of Council or Committees of Council is not answered by this by-law, the answer to the question is to be determined by referring to the most recent revision of *Robert's Rules of Order Newly Revised* and/or the Cities, Towns and Villages Act.

PREVALENCE

6. This by-law will prevail over any other Town By-Law.

Representing the Municipality

7. Members shall:
 - a. act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;
 - b. perform their functions and duties in a conscientious and diligent manner with integrity, accountability, and transparency.
 - c. conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council; and
 - d. arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.

Communicating on Behalf of the Municipality

- a. A Member must not claim to speak on behalf of Council unless authorized to do so.
- b. When a member who is authorized to act as Council's official spokesperson, they must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council's position.
- c. No Member shall make a statement when they know that statement is false.
- d. No Member shall make a statement with the intent to mislead Council or members of the public.

Respecting the Decision-Making Process

- a. Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Member shall, unless authorized by Council, attempt to bind the Municipality, or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.
- b. Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in an in-camera session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.
- c. Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

Adherence to Policies, Procedures and Bylaws

- a. Members shall uphold the law established by the Parliament of Canada and the Legislature of the Northwest Territories and the bylaws, policies and

procedures adopted by Council.

- b. Members shall respect the Municipality as an institution, its bylaws, policies, and procedures and shall encourage public respect for the Municipality, its bylaws, policies, and procedures.
- c. A Member must not encourage disobedience of any bylaw, policy, or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

Respectful Interactions with Council Members, Staff, the Public and Others

- a. Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
- b. Members shall treat one another, employees of the Municipality and members of the public with courtesy, dignity, and respect and without abuse, bullying or intimidation.
- c. No Member shall use indecent, abusive, or insulting words or expressions toward another Member, any employee of the Municipality or any member of the public.
- d. No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
- e. Members shall respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members.
- f. Members must not:
 - (a) involve themselves in matters of Administration, which fall within the jurisdiction of the Senior Administrative Officer as outlined in the *Cities, Towns and Villages Act*;
 - (b) use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or
 - (c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

Confidential Information

- a. Members must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.
- b. Members shall refrain from disclosing or releasing any confidential information acquired by virtue of their office except when required by law or authorized by Council to do so.
- c. No Member shall use confidential information for personal benefit or for the benefit of any other individual organization.
- d. In the course of their duties, Members may also become privy to confidential

information received outside of an “in-camera” meeting. Members must not:

- (a) disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council to do so;
 - (b) access or attempt to gain access to confidential information in the custody or control of the Municipality unless it is necessary for the performance of the Member’s duties and is not otherwise prohibited by Council, and only then if the information is acquired through appropriate channels in accordance with applicable Council bylaws and policies;
 - (c) use confidential information for personal benefit or for the benefit of any other individual or organization.
- e. Confidential information includes information in the possession of, or received in confidence by, the Municipality that the Municipality is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose any other information that pertains to the business of the Municipality, and is generally considered to be of a confidential nature, including but not limited to information concerning:
 - (a) the security of the property of the Municipality;
 - (b) a proposed or pending acquisition or disposition of land or other property;
 - (c) a tender that has or will be issued but has not been awarded;
 - (d) contract negotiations;
 - (e) employment and labour relations;
 - (f) draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been the subject matter of deliberation in a meeting open to the public;
 - (g) law enforcement matters;
 - (h) litigation or potential litigation, including matters before the courts and;
 - (i) advice that is subject to solicitor-client privilege.

Conflicts of Interest

- a. Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.
- b. Members shall approach decision-making with an open mind that is capable of persuasion.
- c. **Improper Use of Influence**
 - a. No Member shall use the influence of the Member’s office for any purpose other than for the exercise of the Member’s official duties.
 - b. No Member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a committee of Council or any other body established by Council.
 - c. Members shall refrain from using their positions to obtain employment with the Municipality for themselves, family members or close associates. Members are ineligible to apply or be considered for any position with the Municipality while they hold their elected position and for one year

after leaving office.

Pecuniary Interest

The direct and indirect pecuniary interests of a member's spouse, child (regardless of age) or parent are deemed to be the same interests of the Council member.

Members shall:

1. Declare the pecuniary interest at the commencement of a Council meeting. When the matter of pecuniary interest is before Council, leave the meeting room until discussion and voting on the matter are concluded.
2. Refrain from attempting in any way whether before, during or after the meeting to influence the voting on any such matter.
3. Return to the meeting after the matter has been discussed and a decision has been made.
4. Complete and submit the Disclosure of a Pecuniary Interest Form to the Governance Officer on the same day the matter is before Council.

These procedures apply to all regular and special meetings of Council.

Vote Implications: When pecuniary interest has been declared, the member of Council making the declaration must refrain from voting. Quorum is then established with the remaining members.

DISCLOSURE OF A PECUNIARY INTEREST FORM OPEN MEETING OR CLOSED MEETING

PLEASE COMPLETE AND SUBMIT TO THE GOVERNANCE OFFICER ON THE SAME DAY THE PECUNIARY INTEREST IS BEING DECLARED.

I, _____, AM DECLARING DIRECT OR INDIRECT PECUNIARY INTEREST AS
IT RELATES TO AGENDA ITEM NUMBER _____ REGARDING

1. MY PECUNIARY INTEREST IS: ☐ DIRECT ☐ INDIRECT

2. RELATES TO: ☐ MYSELF ☐ MY SPOUSE ☐ MY CHILD ☐ A PARENT

3. THE NATURE OF MY INTEREST IS AS FOLLOWS:

PRINT NAME: _____ SIGNATURE: _____

DATE SUBMITTED TO THE GOVERNANCE OFFICER: _____

Contravention of the Procedural Bylaw

Complaint Procedure

- (a) To report an alleged contravention of the code of ethics, an individual, organization or member of council may submit their concern by sending it directly to the Senior Administrative Officer by mail, e-mail, mail, fax or courier. The complaint will then be presented to council at the next regular meeting of council in an in camera session.
- (b) Upon receipt of a complaint, Council shall discuss the complaint and take all necessary steps to ensure the complaint is valid.
- (c) All discussions surrounding alleged and substantiated contraventions of this policy shall be conducted in an in camera session at a meeting of council.
- (d) If the claim is found to be substantiated, Council may, by resolution, impose an appropriate penalty detailed in 2(a) to (f) based on the severity of the contravention of the code of ethics.
 - (i) Any action taken by Council should include a time frame to complete the expected remedial action.

- (e) Council shall inform the claimant, member of council, and any other relevant party of council's decision, which includes:
 - (i) Informing the claimant and member of council that the complaint is dismissed, or
 - (ii) Informing the complainant and member of council of the corrective action and/or the measures taken to ensure the behavior or activity does not continue.

Contravention during a Council Meeting

1. If council is of the opinion that a member has violated the code of ethics during a council meeting, council may require the member to remove themselves for the remainder of the council meeting. Council may apply additional penalties based on the severity of the contravention.

Remedial Action if Contravention Occurs

2. Should a Member of a Council breach any of the principles outlined in this code, the possible courses of action that are available to Council include but are not limited to:
 - (a) An apology, either written and/or verbal, by the Member of Council to the impacted individual(s), Council, and/or the general public.
 - (b) Educational training on ethical and respectful conduct.
 - (c) Repayment of moneys/gifts received.
 - (d) Removal of the Member from Council Committees and/or bodies.
 - (e) Dismissal of the Member from a position of Chairperson of a Committee.
 - (f) Reprimand.

MEETINGS

First Meeting

8. All Councillors must take the oath of office;
9. Council will hold regular council meetings on the dates established during the first meeting;
 - a. At this meeting Council shall, by resolution:
 - appoint on the recommendation of the Mayor, a Deputy Mayor;
 - appoint Councillors to Special Committees of Council based on the best interests of the Town and desires expressed by Councillors

Regular Meeting

10. Regular meetings of Council shall be held on the first and third Tuesday of each month at 7:00 P.M. unless that day falls on a holiday, in which case the meeting shall be scheduled for the next regular working day at 7:00 P.M.
11. Regular Council and Committee Meetings and Public Hearing Meetings will be held in the Council Chambers.
12. Notwithstanding the foregoing provisions, Council may, by resolution move to an electronic format for Council meetings, that allows all Councillors to hear and speak and for the public to hear, when deemed unsafe to meet in the Council Chambers due to the declaration of a State of Emergency within the territory or community.
13. Notification of the change in time, date or location of any meeting must be provided in accordance.

14. Council may cancel any meeting and a Committee may cancel any of its meetings if notice is given in accordance with section 11

Special Meeting

15. A special meeting of Council may be called by the Mayor or any two Councillors at any time and the calling of such meetings shall be in accordance with the requirements of the CTV Act.
16. For all meetings requiring notice, the Town Manager shall, at 48 hours in advance, give notice of the time and place of the meeting and the nature of the business to be transacted at the meeting.
17. Council shall ensure that public notice of meetings occurs as per Section 26 (1), (2) and (3) of the *Cities Towns and Villages Act*.
18. Special Council or Special Committee meetings will be held on the date and at the time and location specified in the notice of the special meeting.
19. No other business shall be conducted at a Special Council or Special Committee meeting except that which is included on the notice referred to in section 12 unless all Members are present and they all agree.

Meetings

20. A quorum for a regular or special meeting of Council is a majority of the Members then holding office
21. A quorum of Council for an emergency meeting shall be those Members in attendance
22. As soon as there is a quorum after the time for commencement of a Council meeting:
 - a. The Mayor must take the chair and begin the meeting ; or
 - b. If the Mayor and the Deputy Mayor are absent, the Town Manager must begin the meeting by calling for a motion for the appointment of a Chair;
 - c. If there is no quorum within fifteen (15) minutes after the time set for the meeting the Town Manager will record the names of the Councilors present and the meeting will be adjourned to the time of the next regular Council meeting;
 - d. Those items from the adjourned meeting shall be incorporated into the agenda of the next regular meeting of the Council.

Attendance

23. Any Member absent for three (3) consecutive regular meetings of Council, without Council's permission by resolution passed at a regular meeting of Council, shall be deemed to have resigned.
24. Permission for a Member to be absent from a regular meeting of Council pursuant to section 20 shall not be unreasonably denied
25. A Member may participate in a meeting using an electronic means of communication if it enables the Members to hear and speak to each other, and allows the public to hear the Members.
26. A Member participating in a meeting in a manner referred to in section 22 is deemed to be present at the meeting

27. Only Members who, at the time of the meeting, are outside the municipality or are physically unable to attend the meeting, may participate in the manner described in section 22.
28. The Town Manager shall attend all meetings of Council. Directors will attend meetings as directed by the Town Manager.

Agenda

29. The order of business at a meeting is the order of the items on the agenda except:
 - a. When the Council alters the order of business for the convenience of the meeting by a motion;
 - b. When the same subject matter appears in more than one place on an agenda and Council decides, by motion, to deal with all items related to the matter at the same time; and
 - c. When the Council decides not to deal with an item on the agenda and no motion is made about it.
30. The agenda orders the business for a meeting and will follow the appropriate Orders of the Day set out in Schedule A.
31. The Town Manager in consultation with the Mayor will prepare the agenda.
32. The Town Manager will deliver copies of the agenda and reports to an agreed upon location, no later than the Friday preceding each regular Council or Committee meeting.
33. Council must vote to adopt the agenda prior to transacting other business and may:
 - a. Add new items, including reports that were to be distributed when available, to the agenda by Special Resolution; and
 - b. Delete any matter from the agenda by unanimous vote.

Minutes of Council

34. The Town Manager shall ensure minutes are prepared for all Members which will include:
 - a. all decisions and other proceedings;
 - b. the names of the Councilors present at, absent and excused from the meeting;
 - c. the names of the Councilors voting for and against all motions and of those who are absent for the vote when a Councillor has requested a recorded vote;
 - d. any absence and abstentions made under the Conflict of Interest Act by any Councillor and the reason for the abstention; and
 - e. The signatures of the Chair and the Town Manager.
35. The minutes of each meeting must be circulated prior to the meeting at which they are to be adopted.
 - a. If there are errors and omissions, Council must pass a motion to amend the minutes and adopt the minutes as amended; or
 - b. If there are no errors or omissions, Council must adopt the minutes as circulated;
 - c. The Town Manager will make a re-playable audio recording of all Council

meetings;

- d. The Town Manager must retain all audio recordings of meetings until adoption of the minutes by Council, then the recording will be retained for seven (7) years;
- e. This section does not apply to meetings or portions of meetings held in private.

Council instructions

- 36. Council may give instructions to the Town Manager, but individual Councillors must not give direct instructions to the Town Manager or to the employees of the Town Manager without a specific direction from Council.

Motions

- 37. A councillor may move a motion on any agenda item before it is discussed.
- 38. A recommendation in a report does not constitute a motion until a Councillor has expressly moved it.
- 39. All motions must be seconded and stated by the Chair that it is in the possession of Council, and may not be withdrawn without majority consent of all Councillors present at the meeting.
- 40. Once a motion has been moved, seconded, and stated by the Chair, it is in the possession of Council and may not be withdrawn without majority consent of all Councillors present at the meeting.
- 41. Unless otherwise specified in this by-law, a motion will be carried when a majority of Councillors present at a meeting vote in favour of the motion. The mayor will vote on all motions.
- 42. A motion is defeated when the vote is tied.
- 43. Any councillor who fails to vote will be recorded as having voted in the affirmative unless a statute expressly allows or requires an abstention and unless the Councillor has abstained on the basis of a declared Conflict of Interest or an apprehension of bias.
- 44. A motion can be voted on by the remaining Councillors in the case when there would be no quorum due to any abstention on the basis of a declared Conflict of Interest allowed or required by statute.
- 45. There will be no abstentions for reasons other than stated in sections 40 and 41.
- 46. Votes on all motions must be taken as follows:

Councillors must:
 - a. vote by a show of hands;
 - b. vote verbally if participating by a communication facility;
 - c. the Chair must declare the result of the vote..
- 47. Notwithstanding the foregoing provisions for voting, voting via E-Mail will be instituted when items in question are considered extremely time sensitive financial and/or resource issues and many have serious consequences for the Town of Norman Wells.

Voting on all motions via E-Mail must be taken as follows:

- a. When the Chairperson is confident that circumstances of urgency require a vote and a Special Meeting of Council is not reasonable, the Chair or designate may authorize the Senior Administrative Officer (SAO) to facilitate a vote via electronic mail.
- b. As directed by the Chair, the SAO shall prepare background information on the issue at hand to ensure all Council members are fully informed. The SAO will also prepare an electronic ballot.
- c. The background information and ballot shall be emailed to all Council members. Council members must acknowledge that they have received the ballot. The subject line of the email message shall include the words "Council Decision Required". A timeline for response shall be indicated in the message. The SAO will make it clear when the voting begins and when voting ends (i.e. 72 hours).
- d. The motion must have a mover and seconder indicated in an email response to all Council members.
- e. Each Council member should respond as follows: "MOTION on xxxx". I am IN FAVOUR of this motion OR I am OPPOSED to this motion OR I ABSTAIN from this motion.
- f. Email responses are to be sent to all Council members ("reply all") so that all Council members may see how they have voted. If a voting platform (doodle poll) was used then the SAO will provide the full voting results with names this will be specified in the message.
- g. If a motion is defeated because too few Council members have cast ballots, those persons not responding will have no vote counted and will be considered "absent" from the vote. A motion cannot be considered "passed" simply in absence of votes. In the case where the number of votes received does not constitute a quorum, the vote counting can be extended in 48-72 hour periods until such a time a quorum is reached. If quorum is still not reached, the motion is withdrawn, and no decision will have been made.
- h. Upon expiry of the specified time, the SAO shall verify that all votes came from the email addresses identified by the Council members. The SAO will then count the ballots and advise the Chair of the outcome of the vote. When the Chair is satisfied that the Council's requirements for voting have been met, the SAO shall advise all Council members of the outcome of the vote by email.
- i. The Chair will then authorize the SAO to act in accordance with the result of the vote.
- j. The SAO shall retain copies of all correspondence and ballots related to the vote for a period that complies with the retention policy established for its records management system.
- k. The motion, regardless of the outcome of the email vote, shall be brought forward at the next meeting of Town Council for ratification and for inclusion in the minutes as a matter of public record.

Debate

48. The Chair will determine the speaking order when two or more Councillors wish to speak, subject to a challenge.
49. Councillors must address the Chair when speaking.
50. Councillors may be excluded from the meeting by a majority vote if they were to:

- a. speak disrespectfully of anyone;
 - b. use offensive words in Council Chambers, or against Council or any Councillor;
 - c. discuss a vote of Council, unless to move to reconsider, renew or rescind; to break the rules of Council or disturb the proceedings; or
 - d. disobey the decision of the Chair or of the Council on any question of order, practice or interpretation.
51. A Councillor may require that the motion being considered be read at any time during debate but must not interrupt a speaker.
52. Unless otherwise provided in this by-law, Councillors may speak only twice on any motion, once in debate and once to ask questions:
53. Each Councillor may speak for only five minutes:
- a. by asking questions on a motion;
 - b. in debate on a motion;
 - c. by asking questions on an amendment or in debate on an amendment; and
 - d. in reply, when the Councillor is the mover of the motion;
 - e. unless Council gives permission, by a majority vote, to speak for an additional five minutes.
54. Each Councillor will be given an opportunity to speak to a motion before it is put to a vote, unless a motion is passed to limit or end debate.
55. The Chair may participate in debate.
56. The Chair will preserve order and decorum and decide all questions of procedure.
57. If the Chair wishes to leave the chair for any reason, he must call on the Deputy Mayor to preside.
58. The Chair may call to order any Councillor who is out of order and the Chair may order any member of the public who disturbs the proceedings of Council by words or actions to be expelled.

Public and private meetings

59. Subject to section 46, Council and Committee meetings will be held in public and no person may be excluded except for improper conduct.
60. Council or a Committee may, by resolution, meet privately to discuss any matter as authorized by the *Cities, Town and Villages Act* the holding of that meeting in the absence of the public and including the following matters:
- a. wages, salaries and other personnel matters including but not limited to any performance evaluation or assessment or the personnel file of any employee of the Town;
 - b. any information regarding contract negotiations, whether with contractor, supplier or trade union, prior to the completion and execution of such agreements;
 - c. the acquisition, sale, lease or exchange of land, or any other matter that may affect the valuation of land being acquired or disposed of by the Town;

- d. matters which are in, or near, litigation, disputed claims, liens, and matters involving legal agreements or contracts where legal advice is required;
 - e. instructions to the Town 's legal counsel and advice from it on matters which may result in litigation or prejudice to the Town or any other party if made public prematurely;
 - f. matters concerning criminal activity in the community and confidential investigations related thereto;
 - g. matters involving communications or negotiations between the Town and another order of government where such matters have not been made public by the other order of government, and where the other order of government has requested continued confidentiality;
 - h. information that, if disclosed, could prejudice public health and safety, security or the maintenance of the law;
 - i. information, the disclosure of which would likely prejudice the position of the person who supplied it, prejudice the Town 's activities or negotiations, or if it would allow the information to be used for improper gain or advantage, or reveal a trade secret;
 - j. information regarding the Town 's accounting practices and procedures that, if disclosed, could prejudice the safekeeping of Town assets.
61. The motion to move to an in-camera session must identify the general nature of the topics to be discussed during the in camera session.
62. The only resolution that can be passed in a private Council or Committee meeting is a resolution to revert to a public meeting.
63. Any Councillor may move that Council resolve into Committee of the Whole to consider any matter.
64. Quorum of Committee of the Whole is a majority of Councillors.
65. Procedures in Committee of the Whole only differ from Council in that:
- a. Councillors may speak more than once, provided that all Councillors who wish to speak to the matter have been permitted to speak;
 - b. the proceedings will be recorded in minutes;
 - c. the only motions permitted are:
 - to adopt reports or recommendations and to recommend amendments;
 - to amend its own reports or recommendations ;
 - to rise without reporting; and
 - to rise and report.
 - d. A motion to rise and report may be made at any time and must be decided without debate;
 - e. Any matter which has not been decided will be considered lost;
 - f. A motion to rise without reporting is always in order and takes precedence over any other motion when Council is in Committee of the Whole;

- g. Debate is allowed and if the motion to rise without reporting is passed by a Two- Thirds Vote, the motion that was on the floor is lost.
- 66. Any Councillor may move to adopt the recommendations of the Committee of the Whole and debate will only be allowed on any amendments proposed by Committee of the Whole.

COMMITTEES

- 67. The following Council Committees are established:
 - a. Town Planning and Land Use;
 - b. Economic Development and Tourism Committee;
 - c. Recreation Committee;
 - d. Advancement of Equity and Inclusion Committee;
 - e. Grievance Committee;
 - f. Community Emergency Response Committee;
- 68. The membership shall be established in accordance with the by-law establishing the committee.
- 69. All Councillors may attend any meeting of any Committee and participate in debate but may not make motions or vote.
- 70. The Mayor is a member by virtue of office, of all Committees, unless Council has decided that the Mayor is an actual member of a particular Committee.
 - a. If the Mayor is a member by virtue of office and is present at a Committee meeting, the Mayor must be counted to determine quorum and has all of the rights and privileges of the other Committee members including the right to make motions and vote.
- 71. If quorum is not possible because of the absence of one or more members of a Committee, any Councillor present at the Committee meeting will become an alternate member of the Committee and will be counted to determine quorum.
- 72. All Committees must submit its reports directly to Council either verbally or in writing on a regular basis.

BY-LAWS

- 73. The Town Manager must approve the form of every proposed by-law prior to its submission to Council. All proposed by-laws must have a by-law number assigned by the Town Manager and a concise title.
- 74. The by-law number and the title of a proposed by-law must be included on the agenda, and the Town Manager must provide all Councillors with a copy of the proposed by-law prior to any motion for first reading.
 - a. A proposed by-law must be introduced at a Council meeting by a motion that "By-law Number (specify the number assigned by the Town Manager) be read for a first time".
 - b. Council may hear an introduction of the proposed by-law from the Administration.

75. After first reading has been given, any Councillor may move that "By-law Number (specifying the proposed by-law number) be read a second time".
- a. Any amendments to the by-law which are carried prior to the motion for third reading being put forth will be considered to have been given first and second reading and will be incorporated into the proposed by-law;
 - b. If amendments to the proposed by-law have been carried:
 - i. all Councillors must be given an opportunity to review the full text of the amendments; and
 - ii. the Chair must put the question that "By-law Number (specify the by-law number), as amended, be given third reading
76. After second reading has been given, any Councillor may move that "By-law Number (specifying the bylaw number) be read a third time".
77. Council may not give a by-law more than two readings at a meeting unless full Council is present at the meeting *and* vote in favour of allowing a third reading at that meeting.
- a. If any reading of a proposed by-law fails:
 - (i) any previous readings are rescinded; and
 - (ii) first reading of the proposed by-law may not be dealt with again
 - b. Subject to the Land Use By-law, failure of any reading of a proposed by-law will not preclude the introduction of another proposed by-law with similar terms and effect.
78. The Mayor and the Town Manager must sign and seal the by-law as soon as reasonably possible after third reading is given.
79. A by-law is effective from the beginning of the day it is signed, unless the by-law or any applicable statute provides for another effective date.
80. Once a by-law has been passed, it may only be amended or repealed by another by-law made in the same way as the original by-law, unless another method is specifically authorized by provincial legislation.

PUBLIC REPRESENTATION

81. If a person wishes to speak to Council or a Committee on any matter, for which a hearing is not required by statute, that person must notify the Town Manager by Thursday, 5:00 P.M. prior to the Council meeting and must state the reason for the request to speak. Council may, at their discretion, accept or refuse a last-minute delegation.
82. Any person speaking before Council is restricted to a time limit of fifteen (15) minutes unless the time is extended by a majority vote.
83. After having heard the presentation, the Council may:
- a. refer the matter to a Committee for further review, or
 - b. table the matter to another meeting of Council.
84. When hearing from the public, Council does not require a motion on the floor.

ADMINISTRATION

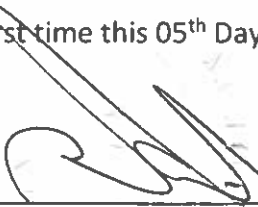
82. Repeal

That By-law No. 21-15 is hereby repealed.


83. Effect

This by-law shall come into force and effect upon completion of third reading_and otherwise meets the requirements *Cities, Towns and Villages Act*, S.N.W.T. 2003 C-22.

Read a first time this 05th Day of October, 2021

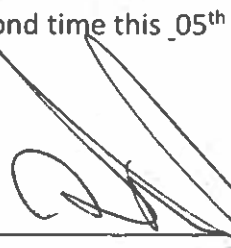


Mayor




Acting, Senior Administrative Officer
Karen Boudreau

Read a second time this 05th Day of October, 2021

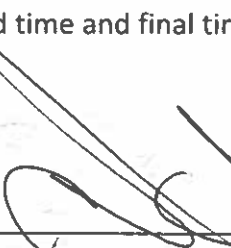


Mayor




Acting, Senior Administrative Officer
Karen Boudreau

Read a third time and final time and passed this 05th Day of October, 2021



Mayor



Acting, Senior Administrative Officer
Karen Boudreau

It is hereby certified that this By-Law No. 21-16 has been made in accordance with the requirement of the *Cities, Towns and Villages Act* and the By-Laws of the Town of Norman Wells.



Town Manager / S.A.O
Karen Boudreau.