



# Hamlet of Cambridge Bay By-Law

<b>By-Law Name:</b>	Council Procedures
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<b>By-Law Number:</b>	298
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## Description

A by-law of the Municipal Corporation of the Hamlet of Cambridge Bay in the Nunavut Territory to regulate proceedings in Council meetings, and to establish the Terms of Reference for its Standing Committees, pursuant to the provisions of the Hamlets Act, R.S.N. W.T., 1988, c. H-1. Section 29 as amended by S.Nu. 2003, c.3.

## By-Law

AS Council shall, by by-law, make rules respecting procedures for Council.

NOW, THEREFORE, THE COUNCIL OF THE HAMLET OF CAMBRIDGE BAY, in a meeting duly assembled, enacts as follows:

## Short Title

This by-law may be cited as the Council Procedures By-law.

## Interpretation

1. In this By-law:

"Council"	means the Council of the Hamlet;
"Councillor"	means a member of Council, other than the Mayor;
"Hamlet"	means the Municipal Corporation of the Hamlet of Cambridge Bay;
"Mayor"	means the Mayor of the Hamlet;
"Member"	means a member or members of Council and/or subcommittees, inclusive of the Mayor;

## **Quorum of Council**

8. A quorum of Council shall consist of a majority of Members, being 5 (five) who comprise the Council being of 9 (nine).
  - (a) As soon after the time set for the meeting as a quorum is present, the Presiding Officer shall take the Chair and call the Council to order. If a quorum is still not present one-half hour past the time set for the meeting, the Senior Administrative Officer shall take down the names of those present and the meeting shall stand adjourned until the next day of meeting unless a special meeting is duly called in the meantime. Adjournments at all other times shall be by motion.
  - (b) Where the number of Members that have a pecuniary interest, direct or indirect, is such that at any meeting the remaining Members are not sufficient to constitute a quorum, the remaining number of Members shall be deemed to constitute a quorum, subject to the provisions of the Conflict of Interest Act of the Nunavut Territory.

## **Order and Decorum during Meetings**

9. If the Mayor is not present within fifteen (15) minutes of the time set for a regular or special Council meeting, the Deputy Mayor shall take the Chair and call the Members to order if a quorum is present. In the event that the Mayor and Deputy Mayor are absent, an Acting Mayor, appointed by the Members present, shall immediately take the Chair and call the meeting to order if there are sufficient Councillors on the floor to constitute a quorum. If the Mayor or Deputy Mayor should arrive later, then the Presiding Member shall vacate the Chair and turn the meeting over to the more senior Member.
10. The Presiding Member shall maintain order and decorum and shall decide all questions of order.
11. When the Presiding Officer is putting the question, no Member shall walk across or out of the room or make any noise or disturbance; nor when a Member is speaking shall any other Member pass between that Member and the Chair, or interrupt except to raise a point of order.
12. No person except Members and Officers of Council shall be allowed to come within the bar while Council is sitting, unless that person has the special permission of Council.

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## Conflict of Interest

13. A Member is considered to be in conflict if the Member has any direct or indirect pecuniary interest, as defined in the Conflict of Interest Act of the Nunavut Territory.
14. When a Member has any direct or indirect pecuniary interest in any matter in which Council is considering and is present at the meeting at which the matter is the subject of consideration, that Member shall declare an interest in the matter before Council or a Committee of Council, the Member shall state the nature and extent of the interest and remove themselves from visual range of the meeting area during consideration of the matter.
15. Where the interest of the Member has not been disclosed by reason of:
  - (a) the Member being absent from the meeting in which the matter was being considered, or
  - (b) the Member acquired the interest after the meeting,the Member shall declare an interest in the matter at the next meeting of Council that the Member is in attendance.
16. Every declaration of interest shall be recorded in the minutes of the meeting.
17. In the case of the seat of any Councillor becoming vacant, the Member appointed to fill the vacancy shall occupy that seat in the Council Chambers.

## Debate

18. If the Presiding Member desires to take part in the debate, or leave the Chair for any other reason, a Councillor shall, before the Chair is vacated, be appointed by the Presiding Member to occupy the Chair and preside over the meeting for the time being.
19. Every Member in speaking to any question or motion shall address only the Presiding Member.
20. When two or more Members desire to speak to a matter, the Presiding Member shall settle the priority; a motion may be made that any Member who is addressing the Chair "be now heard" or "do not speak", which motion shall be put without comment or debate.

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## Speaking

21. The first to speak to a motion is the Member who has introduced the motion. The same Member is entitled to close the debate, but not until every Member choosing to speak has spoken. No Member shall speak more than twice to the same question (only once to a question of order), and no speech longer than five (5) minutes will be allowed. The limit as to the number and length of speeches may be waived with the unanimous consent of all members present.

## Protocol

22. When addressing Council, no member shall:
  - (a) speak disrespectfully of Her Majesty the Queen or her official representatives;
  - (b) use offensive words in referring to any member of the Council, or to any officer or employee of the Hamlet;
  - (c) indulge in personalities in the course of debate nor reflect on the motives of members who may have voted for a particular motion;
  - (d) use profane, vulgar or offensive language.
23. The business of Council shall always be dealt with in the order set out in "Schedule A" unless Council decides, by resolution passed by a majority of Members present, on a different Order of Business.
24. At all special meetings of Council, the Agenda or Order of Business shall be set out and printed in a manner decided by the Mayor or Acting Mayor and the Senior Administrative Officer, but should this not be done, then in the same manner as set out in Schedule A for a regular meeting, as far as this can be done.
25. When any order, resolution, or question is left unresolved by Council or Committee breaking for want of a quorum, the order, resolution, or question so left shall be the first item of business at the next meeting of such Committee or Council, under that particular order of business.

## Agenda material

26. The agenda for each regular meeting of Council and Standing Committees, and all supporting material, shall be provided to Members at least forty-eight (48) hours preceding the meeting. Delegations must be received ninety-six (96) hours preceding the meeting.
27. The agenda format for each regular meeting of Council shall be as established in Schedule A of this By-law, which may be amended from time to time, by resolution of Council.
28. The supporting material for each agenda shall follow the order of business established in Schedule A of this ByLaw.

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## Motions

29. Any Member may require the motion or question under discussion to be read at any time during a debate but not so as to interrupt a Member who is speaking.
30. All motions shall be seconded before being debated or put from the Chair, except that a motion to propose a vote of thanks shall not require a seconder and is not debatable.
31. After a motion is read or stated by the Chair, it shall be considered to be in the possession of Council but may, with the unanimous consent of Council, be withdrawn at any time before decision or amendment.
33. When any motion is before a meeting, it may be debated, amended, superseded, negated, withdrawn, laid on the table, referred, postponed, adjourned, or the previous question may be moved.
34. When a question is under debate, no motion shall be received unless to commit, to amend it, to lay it on the table, to postpone it, to adjourn, to move the previous question, to move that the vote now be taken, or to extend the hour for closing proceedings.
35. The motion for the previous question must be decided at once before any amendments may be made and shall be put in the following words: "I move that the question be now put." If this motion is carried, the original motion (the previous question) must be put forthwith without any amendment or further debate. If this motion is defeated, the main question is thereby superseded but may be revived at a future day.
36. If it is moved and seconded that the vote be now taken, then that motion shall be put without debate and, if carried by a simple majority, the motion and amendment under discussion shall immediately be read or stated by the Chair and put to the vote without any further discussion.
37. No motion shall be offered that is substantially the same as one of which the judgement of the meeting has already been expressed during the same meeting.
38. Whenever the Presiding Member is of the opinion that a motion offered to Council is contrary to the Rules and Privileges of Council, the Members shall immediately be apprised thereof and the rule or authority applicable to the case shall be cited without
39. debate or comment before the question is put. If the motion is of such a nature that the objection cannot be removed, the Presiding Member shall refuse to receive it.
40. The resolutions of Council shall be numbered in order each year, commencing with number one for the first resolution in the calendar year; this number to be followed by the year, and continuing through to the last meeting of the calendar year.

## Amendments to Motions

41. While a motion is under discussion by Council, a Member may only move an amendment

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which directly relates to the subject matter of the principal motion.

41. Amendments shall be put in the reverse order to that in which they are moved and shall be decided or withdrawn before the main question is put to the vote.
42. Only one amendment shall be allowed to an amendment. Any amendment more than one must be to the main question.

## By-Laws

43. No by-law shall be referred to the Committee of the Whole or Council until printed copies of the by-law have been given to the Members of Council unless Council decides otherwise by resolution. A motion to this effect must be put to the vote without debate.
44. Every by-law shall be introduced by a Member upon motion or permission to do so stating the title of the by-law.
45. During consideration of a by-law by Council or Committee of the Whole, the preamble shall be considered first, then each clause or section in its proper order and then the title, or in such other manner as Council or Committee of the Whole may decide.
46. All amendments made in Committee of the Whole to a by-law shall be reported by the Chairman of the Committee to the Council, which shall receive them immediately. After the report has been received, the by-law shall be open to debate and amendment before it is ordered for a second reading.

## Voting

47. All Councillors present shall vote when the question is put by the Presiding Member except in the case of Councillors who have declared a pecuniary or other special interest in the question, in which case the fact that they did not vote, and the reason for not voting, shall be recorded in the Minutes, and their abstention shall not be counted as negative or affirmative.
48. The names of all Councillors voting shall be recorded and whether for or against the motion.
49. After a question is finally put by the Presiding Member, no Member shall speak to the question, nor shall any other motion be made, until after the result of the vote has been declared.
50. The Presiding Member shall not vote on any motion at a Regular or Special Meeting of Council except to cast the deciding vote for or against the motion in the case of a tie.

## Reconsideration of Motions

51. (a) After any motion, except to one of indefinite postponement, has been voted on, any Member who voted with the majority on that question may, at the same or any later regular meeting, serve notice that the Member will move, at the next regular meeting held thereafter, for

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reconsideration of the question.

- (b) At the next regular meeting, the Member who served notice as set out in 51(a), shall make a motion for the reconsideration of the question, but no discussion of the question shall be allowed until the motion for reconsideration is carried by a 2/3 majority of Councillors in attendance, and no question shall be reconsidered more than once unless approved by a majority of Councillors in attendance.

## Committee of the Whole

- 52. Whenever it is moved and carried that Council go into Committee of the Whole, the Presiding Member shall leave the Chair, but shall first appoint a Chairman of the Committee of the Whole, who shall maintain order in the Committee, and who shall report its proceedings; but a Chairman of a Committee whose report is under consideration, or a Member introducing a by-law, shall not be required to take the Chair.
- 53. Proceedings during Committee of the Whole shall not be recorded in Minutes of Council, and the business shall be reported by the Chairman of the Committee of the Whole to Council when it reconvenes.
- 54. Questions of order arising in Committee of the Whole shall be decided by the Chairman of the Committee, but any Member may appeal to the Mayor or, in the absence of the Mayor, the Acting Mayor. If any disorder should arise in the  
  
Committee, the Mayor or Acting Mayor shall return to the Chair without any motion being made.
- 55. On motion in Committee of the Whole to rise and report, the question shall be decided at once without debate.
- 56. A motion in Committee of the Whole to rise without reporting shall always be in order and shall take precedence over any other motion. Debate shall be allowed on such a motion and, if resolved in favour of the motion, the business which was before the Committee shall be considered to have been disposed of in the negative and the Mayor or Acting Mayor shall assume the Chair and move on to the next order of business.

## Point of Order

- 57. When the Presiding Member is asked to decide a point of order, the point shall be decided without unnecessary remarks or comments and the Presiding Member shall state the authority for the ruling. Any Member has the right to appeal the Presiding Member's ruling on a question of order and, if the appeal is seconded, the Presiding Member shall ask Council to decide whether the ruling of the Presiding Member shall be upheld.
- 58. A Member called to order shall immediately cease to speak but may afterwards explain, and Council, if appealed to, shall decide the same without debate; if there is no appeal the decision of the Presiding Member shall prevail.

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59. Whenever any matter of privilege arises, it shall be immediately taken into consideration.

## Adjournment of Meetings

60. Every regular Council meeting shall be adjourned at or before 8:30 p.m., unless a motion to extend the meeting beyond 8:30 p.m. is passed by the unanimous consent of all Members present.
61. A motion to adjourn a meeting of Council, or adjourn debate is not debatable and shall always be in order except:
- (a) when a Member is speaking;
  - (b) when the vote has been called for;
  - (c) when Members are voting;
  - (d) when it has been decided that the previous question shall be now put;
  - (e) in Committee of the Whole.

## Standing and Special Committees

62. At the first meeting of Council following a general election the Chairperson and Members of Standing and Special Committees shall be appointed by Council.
63. Committee Member Eligibility; Criteria include a person who:
- Is a Canadian citizen;
  - Is 18 years of age or older;
  - Has lived in the community for at least 12 consecutive months immediately before nominations close;
  - Is a resident of the community.
64. The Mayor shall be ex-officio a Member of all standing and special committees.
65. Each standing and special committee shall be composed of at least two (2) Members of Council and one (1) of the Councillors shall serve as Chairman of the Committee. Council may appoint other members as per the "Terms of Reference for Committees of Council", prescribed in Schedule B, attached to this By-law which may be amended from time to time by resolution of Council.
66. In any Committee the majority of its Members shall be a quorum.
67. Regular meetings of Standing Committees shall be fixed as to a date and time by Council and shall only be changed by resolution of Council.
68. Every member of a regular or special committee has one vote for each item presented at a meeting of that committee providing the member is in attendance.



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69. Special Meetings of any Committee may be called whenever it is deemed necessary by the Chairman or any two (2) Members of that Committee and all Council members shall be notified at least 24 hours in advance of the date and time of the meeting.
70. The general duties of all Committees of Council shall be to report to Council whenever it may require them to do so, on all matters connected with their duties and to recommend such action as may be deemed necessary.
71. The "Terms of Reference for Standing Committees of Council" shall be as prescribed in Schedule B, attached to this By-law which may be amended from time to time by resolution of Council.
72. The "Terms of Reference for Special Committees of Council" shall be as prescribed by resolution of Council for whatever reasons or purposes Council deems necessary.
73. All reports and recommendations of Standing and Special Committees shall be put in writing and no report shall be referred to the Committee of the Whole or to Council until printed copies of the report have been given to the Members unless Council decides otherwise by resolution. A motion to this effect must be put to the vote without debate.

### Minutes of Meetings

74. The Minutes of all Council proceedings shall be numbered in order each year, commencing with Regular Council Meeting (RCM) or Special Council

Meeting (SCM), followed by number one for the first meeting in the calendar year; this number to be followed by the year and continuing in order through to the last meeting of the calendar year. This numbering is to be applied in strict order whether the meetings are recorded as Regular or Special and must appear on every document or copy of the Minutes to which it refers.



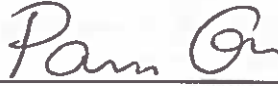

75. All official Minutes of Council Meetings shall have the motion number approving them affixed to each set, shall be signed by the Presiding Member and the Senior Administrative Officer or designate, and shall have the official seal of the Municipal Corporation of the Hamlet of Cambridge Bay affixed to it near the signatures.

### General Matters

76. The person or persons in charge of any work for Council shall be subject only to Council, and shall not be subject to any Member of Council acting as an individual.
77. In all cases not provided for in this by-law, Roberts Rules of Order shall be followed so far as they may be applicable.

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78. By-law number 253, Council Procedures is hereby, repealed.

<b>Date of First Reading</b>	<b>(Day)</b>	24	<b>(Month)</b>	10	<b>(Year)</b>	2018
<b>Date of Second Reading</b>	<b>(Day)</b>	24	<b>(Month)</b>	10	<b>(Year)</b>	2018
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">               _____  <b>Mayor</b> </div> <div style="text-align: center;">               _____  <b>Senior Administrative Officer</b> </div> </div>						
<b>Date of Third Reading and Passed</b>	<b>(Day)</b>	30	<b>(Month)</b>	04	<b>(Year)</b>	2019
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">               _____  <b>Mayor</b> </div> <div style="text-align: center;">               _____  <b>Senior Administrative Officer</b> </div> </div>						



Hamlet of Cambridge Bay, NU.

BY-LAW No.298 –Schedule A

COUNCIL PROCEDURES

COUNCIL AGENDA

(R) OR (S)CM # xx ,20xx (DAY)  
(MONTH) (YEAR)

1. CALL TO ORDER
2. OPENING PRAYER
3. ADOPTION OF AGENDA
4. DECLARATION OF INTEREST
5. DELEGATIONS AND PETITIONS
6. ADOPTION OF MINUTES OF COUNCIL
7. BUSINESS ARISING FROM THE MINUTES
8. OLD BUSINESS
9. COMMITTEE REPORTS
10. MANAGEMENT REPORTS
11. FINANCIAL MATTERS
12. CORRESPONDENCE REQUIRING ACTION
13. AROUND THE TABLE
14. NEW BUSINESS
15. BY-LAWS AND POLICIES
16. ADJOURN

## **LAND DEVELOPMENT COMMITTEE**

### **Committee Purpose**

Members of this Committee of Council are responsible for considering all matters related to the orderly development of land within the community and the use of Municipal lands.

This will include decisions based on the acquisitions and disposals of municipal lands, the Land Administration ByLaw, Community Plan ByLaw and the Community Zoning By-law.

The Committee will report to and make recommendations to Council on issues related to land use and land development.

### **Composition**

Five Members composed of 3 Councillors and 2 members of the public.

The Chair shall be a Councillor.

The Mayor is deemed to be an ex-officio member on all committees.

The public positions will be advertised at the beginning of each year.

### **Length of Term**

Councillor – 1 year

Member of the Public-1 year

Resources include the Senior Administrative Officer, Planning and Lands Officer, Development Officer (appointed), CGS representatives.

### **Activities will include:**

- Review and Conformity to the General Community Plan and Zoning By-law
- Review of Land Applications that are denser than a residential duplex and land uses that are commercial, industrial and community use in nature
- Review of Development Permits that denser than a residential duplex and land uses that are commercial, industrial and community use in nature
- Land Development activities such as contracts for development
- Review of Subdivision designs and surveys
- Reviewing variances
- Land Acquisition Bylaws
- Land Disposition Bylaws
- Quarry and gravel management
- Road naming, house numbering
- Identification of lands for municipal infrastructure

## **THE COMMITTEE FOR HEALTHY LIVING**

### **Committee Purpose**

Members of this Committee of Council are responsible for considering all matters related to the wellness and health of the community considering the 4 pillars of Social, Physical, Cultural and Mental wellbeing.

### **Composition**

Five Members composed of 3 Councillors and 3 members of the public.

The Chair shall be a Councillor.

The Mayor is deemed to be an ex-officio member on all committees.

The public positions will be advertised at the beginning of each year.

### **Length of Term**

Councillor – 1 year

Member of the Public-1 year

Resources include the Senior Administrative Officer, Recreation Officer, Wellness Coordinator and other staff.

### **Activities will include:**

Development and delivery of programs for mental, social, physical and cultural well-being.

Planning for Special Events and Celebrations

Recreation Facility Joint-Use Agreements

Parks and Play area Development

Recreation Facilities programming and development

Development of a multiplex for the community

Sport

and

athletic

competition

## **FINANCIAL, ADMINISTRATIVE & PERSONNEL COMMITTEE**

### **Committee Purpose**

The Committee shall consider matters related to the financial, administrative and personnel issues of the Municipality.

### **Composition:**

4 Councillors

The Mayor is an ex-officio member of the Finance Committee

### **Length of Term**

Councillors – 1 year

Resources include Senior Administrative Officer, Director of Finance, Human Resource Manager.

### **Activities**

- Review of Auditor's Report and audited financial statement.
- Quarterly review of Budget variance
- Capital Projects
- Capital Financing
- Council Indemnities
- Legislation - Draft By-laws and Policies
- Public Tenders/Calls for Proposals
- Human Resources
- Report to and make recommendations to Council on issues related to Financial, Administrative and Personnel.

## **MUNICIPAL WORKS & PUBLIC SAFETY COMMITTEE**

Shall be responsible for considering matters related to the delivery of municipal services, the operations and maintenance of equipment and buildings and municipal infrastructure, protective services functions, and third-party service contracts and to report to and make recommendations to Council on issues related to Municipal Works and Public Safety.

### **Five Members:**

The Chairperson shall be a Councillor.

3 Councillors

2 At large members.

Resources include Senior Administrative Officer, Manager Facilities Maintenance, Manager Municipal Services, By-law Enforcement Officer, Fire Chief, Search and Rescue coordinator, Municipal Public Works staff, and CGS and GN resources.

- Ambulance Services
- By-law Enforcement
- Animal Control and Protection
- Fire Protection Services
- Search and Rescue
- Public Health Standards
- Garbage Pickup and Removal
- Solid Waste Site Operations and Maintenance
- Cemetery Development and Maintenance
- Traffic Signs - Maintenance
- Streets, Roads, Paths, and Walkways Operations and Maintenance
- Utilities
- Hamlet Buildings Operations and Maintenance
- Mobile Equipment Operations and Maintenance
- Water Intake, pumphouse and distribution (truck and piped) systems
- Sewage pump out, disposal, and lagoon systems
- Community Public Works Agreement

## **COMMUNITY ECONOMIC DEVELOPMENT COMMITTEE**

Shall be responsible for the oversight of the Economic Development function as it relates to the Partnership Agreement with ED&T as well as overseeing the Hamlet's Economic Development Plan and to report to and make recommendations to Council for matters related to Economic Development

**Six members:** The Chairperson shall be a Councillor.

**3 Councillors** at large members

**1** recommended by the Wellness Committee

**2** at large members

Resources include Senior Administrative Officer, Economic Development Officer, Business persons, ED&T staff, KEDC staff, consultants, and public

- support for local businesses
- oversight of NNI or business incentives
- support for Inuit culture
- marketing Cambridge Bay
- tourism opportunities
- increase income opportunities and potentials
- proposals for grants and contribution programs GN
- proposals for funding Canada
- business proposals
- community consultations
- co-ordination with other Hamlet committees
- Kitikmeot Trade Show
- Liaison with other Economic Development agencies
- Nunavut Business Services Centre