

RESORT MUNICIPALITY OF STANLEY BRIDGE, HOPE RIVER, BAYVIEW, CAVENDISH
AND NORTH RUSTICO

Council Procedures and General Business Bylaw

Bylaw No. 19-8

A Bylaw relating to the procedure and conduct of council and committee meetings and to the conduct of the Resort Municipality's council members, committee members, and administrative staff.

This Bylaw is made under the authority of the *Municipal Government Act*, R.S.P.E.I. 1988, Cap. M-12.1.

BE IT ENACTED BY THE COUNCIL OF THE RESORT MUNICIPALITY OF STANLEY BRIDGE, HOPE RIVER, BAYVIEW, CAVENDISH AND NORTH RUSTICO as follows:

1. Title

This Bylaw may be cited and referred to as the "Council Procedures and General Business Bylaw".

2. Definitions

In this Bylaw:

- (a) "Act" means the *Municipal Government Act*, R.S.P.E.I., 1988 Cap. M-12.1, as may be amended from time to time, or any successor act;
- (b) "Administration" means the employees, including the Chief Administrative Officer, of the Resort Municipality;
- (c) "Chief Administrative Officer" means the person appointed to that position by Council under the Act;
- (d) "Closed Meeting" means all or a portion of a Council meeting or a Council committee meeting in which only the Council members or the Council committee members may attend, together with any persons designated by the Council or the Council committee;
- (e) "Committee of the Whole" means a committee of all Council members;
- (f) "Council" means the council of the Resort Municipality;
- (g) "Councillor" means a member of the Council of the Resort Municipality, but excludes the Mayor;
- (h) "Deputy Mayor" means the Council member who is appointed by the Mayor to act as Mayor in the absence or illness of the Mayor;
- (i) "Family Member" means, in relation to a person, a spouse, common law spouse, parent, child, brother, sister, aunt, uncle, grandchild, grandparent, mother-in-law,

father-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law, and includes a step-parent, step-child, child-in-law, sibling-in-law and half-sibling;

- (j) "Presiding Officer" means the Mayor, or in the Mayor's absence the Deputy Mayor, or in both of their absences, such member of Council who is appointed to act in the Mayor's place;
- (k) "Quorum" means (i) the Mayor, or in his or her absence the Deputy Mayor, and at least one half of Councillors then holding office; or (ii) such fewer members of council a may be authorized under the Act.
- (l) "Resort Municipality" means the Resort Municipality of Stanley Bridge, Hope River, Bayview, Cavendish and North Rustico;
- (m) "Special Meeting" means a special meeting called in accordance with the Act;
- (n) "Website" means the website that is operated and maintained by or on behalf of the Resort Municipality and is accessible to the general public.

3. Application

3.1 This Bylaw applies to the operations of the Resort Municipality including all meetings of the Council, and meetings of Council committees, as applicable.

3.2 To the extent that a procedural matter is not dealt with in the Act or this Bylaw, Council shall refer to *Robert's Rules of Order Newly Revised* and they shall prevail.

3.3 The order of precedence of the rules governing the procedures of Council is:

- (a) the Act;
- (b) other applicable legislation;
- (c) this Bylaw;
- (d) other bylaws or policies of the Resort Municipality; and
- (e) *Roberts Rules of Order Newly Revised*.

4. Conflicts of Interest

4.1 This section applies to:

- (a) the Mayor;
- (b) the Councillors;
- (c) the Administration; and
- (d) Members and directors appointed by the Resort Municipality on any of its committees, corporations or commissions.

4.2 No person listed in section 4.1 shall:

- (a) seek or obtain by reason of his or her office any privilege or advantage for himself or herself or for a Family Member not otherwise available to other persons;
- (b) accept any fees, gifts, gratuities or other benefits which would reasonably be deemed to influence his or her decision in respect of the performance of his or her functions;
- (c) make use of privileged or confidential information to which he or she has access by reason of his or her office for personal gain or for the gain of others;
- (d) hold any office or position incompatible with the disinterested performance of his or her duties and responsibilities; or
- (e) act contrary to any of the conflict of interest provisions set forth in the Act.

4.3 Where during any meeting there arises a matter in which a person listed in section 4.1 has a direct or indirect pecuniary interest, or is otherwise affected, that person shall:

- (a) declare the person's interest in the matter before the Council;
- (b) remove himself or herself from the Council meeting and any other meeting when the matter is discussed;
- (c) abstain from the discussion and voting on the matter; and
- (d) not attempt in any way, before, during or after a meeting, to influence the discussion or voting on any question, decision, recommendation or other action to be taken involving a matter in which the person has a conflict of interest.

4.4 For purposes of section 4.3, "meeting" includes:

- (a) a meeting of the Resort Municipality Council; and
- (b) a meeting of any committee, corporation or commission on which the member serves by virtue of an appointment by the Resort Municipality.

4.5 The Chief Administrative Officer, or such other person charged with recording the minutes, shall record the disclosure of the conflict and that the disclosing person withdrew from the meeting without voting or participating in the discussion.

4.6 A complaint that a member of Council is in a conflict of interest may be made to Council pursuant to section 97 of the Act:

- (a) by a member of Council; or
- (b) in writing, by a qualified elector of the Resort Municipality, as determined by subsection 32(3) of the Act.

4.7 After a complaint has been made against a member of Council, the Mayor shall ensure that the complaint comes before Council to be addressed as follows:

- (a) Where a member of Council has made a complaint against another member of Council, the complainant will address Council with respect to the nature of the complaint.
- (b) Where an elector has made a complaint against a member of Council, the complaint will be tabled in writing and the elector will be given the opportunity to speak.

4.8 At the conclusion of either event in section 4.7, the Council member against whom the complaint is made must be given an opportunity to respond to the complaint.

4.9 The complaint must be recorded in the minutes of the meeting.

4.10 In the event that the Mayor is the subject of the complaint, the Deputy Mayor will bring the matter before Council.

4.11 After the member of Council against whom the complaint has been made has addressed Council, the member of Council must excuse themselves from the room for the duration of the discussion regarding the complaint.

4.12 Council may seek an opinion from legal counsel for the municipality when determining whether or not a conflict exists and the matter may be tabled until that advice has been received and considered.

4.13 The member of Council may seek an opinion from independent legal counsel and the matter may be tabled until that advice has been received and considered.

4.14 The member of Council against whom a complaint has been made must be absent from any discussion in advance of a vote and shall not vote in any way or attempt to influence the discussion of or voting on the matter at issue until the complaint has been resolved and it has been determined by Council that the member is not in a conflict.

4.15 Council will consider all relevant information and will determine, by vote, if a conflict of interest exists. The Council must declare that:

- (a) the member is in a conflict of interest; or
- (b) the member is not in a conflict of interest.

4.16 The disclosure and decision as to whether a conflict of interest exists must be recorded in the minutes of the Council meeting.

4.17 If Council determines a conflict of interest exists, Council will require the member of Council to:

- (a) remove himself or herself from the Council meeting and any other meeting when the matter is discussed;
- (b) abstain from the discussion and voting on the matter; and
- (c) not attempt in any way, before, during or after a meeting, to influence the discussion or voting on any question, decision, recommendation or other action to be taken involving a matter in which the member has a conflict of interest.

5. Meetings (Regular and Special)

5.1 Regular meetings of Council shall be held on the third Monday of each month, at the Resort Municipality Office at 7591 Cawnpore Lane, with an alternate meeting date of the following Monday at the same location in the event that a regular meeting is cancelled in accordance with section 8.1 below.

5.2 Regular meetings of Council shall begin at 5 o'clock p.m.

5.3 Council may, by resolution, change the time and location of regular Council meetings.

5.4 Public notification of the change of date, place and time of Council meeting or a Council committee meeting shall be posted on the Website and on a sign or poster at the Resort Municipality's office at least 24 hours prior to the time of the meeting.

5.5 Subject to Part 6 below, and the Act, all Council meetings and Council committee meetings are open to the public.

5.6 Public notification of regular Council meetings and regular committee meetings shall be posted on the Website and on a sign or poster at the Resort Municipality's office and such notification shall include the date, time and place of each meeting.

5.7 In addition to the notification provided in section 5.6 above, Council members shall be provided with notice respecting the regularly scheduled meetings of Council and committee meetings in accordance with Part 20 below.

5.8 Special Meetings of Council shall be called in accordance with section 121 of the Act and special meetings of a Council committee shall be called in accordance with the same procedure.

6. Closed Meetings

6.1 Council or a Council committee may, by resolution passed at a public meeting of the Council or committee, hold a Closed Meeting when the subject matter of the meeting is considered to be confidential in accordance with section 119(1) of the Act.

6.1. No resolution or bylaw will be passed during a Closed Meeting other than a resolution set out in section 119(2) of the Act.

6.2. A resolution to close a meeting to the public must state the reason(s) for closing the meeting, in accordance with section 119(3) of the Act.

6.3. The Council or Council committee shall make public any matter considered at a Closed Meeting when confidentiality is no longer required, in accordance with subsection 119(4) of the Act.

6.4. No Council member, Council committee member or employee of the Resort Municipality shall, subject to subsection 119(5) of the Act, disclose or act on any information acquired at a Closed Meeting of Council or at a Closed Meeting of a Council committee respecting a matter or report disclosed or discussed at the meeting, prior to the matter or report being dealt with at an open meeting of Council or that Council committee.

7. Meeting by Electronic Means

7.1. Pursuant to section 122 of the Act, Council hereby authorizes Council meetings and Council committee meetings to be conducted by electronic means, in accordance with the Act, the regulations, and the provisions of this Bylaw.

7.2. A meeting shall only be conducted by electronic means if the electronic means by which the meeting is conducted enables, at a minimum:

- (a) the Council members or Council committee members participating in the meeting to hear and speak to each other; and
- (b) where the meeting is open to the public, the public to see and hear the meeting's participants at a place specified in the notice of the meeting.

7.3. The Chief Administrative Officer shall ensure that at least 24 hours' notice of an electronic meeting is given to all Council members or Council committee members, and to the public, advising:

- (a) that the meeting will be conducted by electronic means; and
- (b) where the meeting is open to the public, of the location of the facilities where the public can see and hear the meeting.

7.4. The CAO shall ensure that a municipal employee is present at the location specified in the notice to facilitate the viewing of the meeting and to ensure that the public can see and hear the meeting.

7.5. A Council member or Council committee member who is unable to attend a meeting of the Council or the Council committee in person may participate in the meeting by telephone or by electronic means provided that member has notified the Chief Administrative Officer at least 48 hours prior to the scheduled meeting.

7.6. Where a Council member or Council committee member is participating in a meeting conducted by electronic means or is participating by telephone or electronic means and there is a report or recommendation to be considered in respect of a matter before the Council or the Council committee, the Council member or Council committee member shall take part in the debate and vote on that matter only if the member has before him or her a copy of the report or recommendation to be considered, in accordance with subsection 122(6) of the Act.

7.7. Pursuant to subsection 122(4) of the Act, Council members and Council committee members participating by telephone or electronic means are considered to be present at the meeting.

7.8. If the Council or Council committee is in a Closed Meeting, the chair of the Council or Council committee meeting shall require every Council member or Council committee member participating by telephone or electronic means to confirm that there is no one else present in their location who is able to hear the discussion.

8. Cancellation of Meetings

8.1 A regular meeting of Council may be cancelled:

- (a) by a vote of the majority of Councillors at a previously held meeting;

- (b) with the written consent of a majority of Councillors at least twenty four (24) hours in advance of the meeting;
- (c) with the written consent of two thirds (2/3) of the Councillors if twenty four (24) hours notice is not provided; or
- (d) by the Administrator where weather conditions, access to facilities, or lack of quorum impede proceeding with the meeting.

8.2 Public notification of a cancellation of a regular Council meeting must be provided:

- (e) by posting notice thereof on the Website;
- (f) by notifying local media (print and radio);
- (g) by posting notice thereof on a publicly-accessible space at the location where the meeting was to be held; and
- (h) by any other method or methods as may be determined by the Council.

9. Committees of Council

9.1 Council may, by resolution, establish standing and/or ad hoc committees that will consider, discuss and debate matters of Council interest before such matters are forwarded to Council for decision.

9.2 Council may also designate each committee's mandate, term, composition, objectives, tasks, duties and responsibilities. Council may likewise establish the eligibility criteria for membership and determine the events or circumstances that would result in termination of a committee member.

9.3 Subject to sections 9.2 and 9.4, the Mayor shall appoint the members of each committee established by Council.

9.4 No person shall be approved to a Council committee unless that person is a qualified elector in accordance with subsection 32(3) of the Act.

9.5 The Chief Administrative Officer shall post on the Website and in the Resort Municipality's newsletter a notice of any current vacancies on Council committees and, at least 2 months before any pending vacancy on a Council Committee, notice that there will be a vacancy.

9.6 Council committees will cease to exist when Council, by resolution, decides that the objectives of the committee have been achieved and tasks have been completed.

9.7 Council may, by resolution, remove any member of a Council committee who misses 3 or more consecutive committee meetings or who has released confidential information provided to the committee that is not otherwise available to the public.

9.8 Pursuant to the subsection 260(2) of the Act, the following committees, boards and organizations existed prior to the coming into force of the Act and continue under the Act in accordance with their mandates and terms of reference:

- (a) Planning Board;
- (b) Cavendish Sewer Utility;
- (c) Heritage Park and Historical Committee;
- (d) Council Remuneration Committee; and
- (e) Committee of the Whole.

9.9 In accordance with section 90 of the Act, the Mayor is a member of every committee or other organization which the Council establishes pursuant to the Act, and when in attendance, the Mayor possesses all the rights, privileges, powers and duties of the other members of the committee or organization.

9.10 Each committee of Council will consist of a minimum of three members. At a minimum, a committee of Council will include one Council member who will hold the position of chair.

10. Agendas for Council Meetings

10.1 The agenda for each Council meeting shall be prepared by the Chief Administrative Officer, in consultation with the Mayor, and submitted with copies of all pertinent correspondence, statements and reports to each Council member at least 2 calendar days prior to the meeting. In computing the date by which the agenda and documentation must be provided to Council members, the date the agenda and documentation is provided and the date of the meeting shall be excluded.

10.2 Any Council member or any other person desiring to have an item of business placed on the agenda for a regular Council meeting shall make the submission to the Chief Administrative Officer not later than 4 pm of the Tuesday in the week prior to the Council meeting.

10.3 The submission shall contain sufficient information, to the satisfaction of the Chief Administrative Officer, to enable the Council to deal with the matter.

10.4 The Council shall consider no item of business unless the item has been placed on the agenda, either in the manner prescribed in section 10.2, or as a modification of the agenda approved by resolution of the Council at the meeting.

10.5 If and when the Chief Administrative Officer receives requests for presentations to the Council, the Chief Administrative Officer shall place it on the Council agenda unless the communication is considered to be administrative in nature, in which case the Chief Administrative Officer shall notify the requesting party of the process that will be used to deal with the request.

11. Presentations

11.1 The presentations portion of Council meetings shall provide:

- (a) an opportunity for individuals or groups to appear as a formal delegation pursuant to section 10.2; and
- (b) an opportunity for members of the public to ask questions or make brief presentations to Council on matters of public interest or concern.

11.2 The total time allotment for all presentations at a Council meeting is thirty (30) minutes, subject to the discretion of the Presiding Officer and section 13.7 below.

11.3 All persons wishing to address Council shall give their name, topic of concern and whether the Council has previously considered the matter or whether there has been any previous contact with a member of Council or Administration regarding the matter.

11.4 When a member of the public wishes to ask questions or make a brief presentation to the Council and his or her presentation is not on the agenda that person shall be allotted, time permitting, a maximum of five (5) minutes.

11.5 In the event that all persons who expressed an interest to speak at a Council meeting cannot be heard within the time allotted for presentations, they will be invited to attend and appear before the next regular Council meeting, unless a time extension for presentations is granted by the Presiding Officer and subject to section 13.7 below.

11.6 Council will not entertain submissions from the public on matters that are still before the planning board, or are still under consideration by any committee authorized under the Act or pursuant to this Bylaw.

11.7 A response to each speaker's presentation will be provided through one or more of the following methods:

- (a) immediate response at the Council meeting by the Mayor or the Administration;
or
- (b) referral of the matter to committee or the Administration for review and recommendation at a subsequent time.

12. Quorum

12.1 When Quorum is present at the time set for commencement of a Council meeting, the Presiding Officer shall call the meeting to order.

12.2 If Quorum is not constituted within thirty (30) minutes from the time set for commencement of a Council meeting, the Chief Administrative Officer shall record the names of all the members present and the Presiding Officer shall adjourn the meeting.

12.3 If Quorum is lost during the meeting for any reason, the meeting is adjourned.

13. General Procedures for Council Meetings

13.1 The Presiding Officer shall preserve order and decorum at all meetings of Council.

13.2 If the Presiding Officer wishes to express a personal opinion on a matter, he or she may do so only after temporarily ceding the chair to the Deputy Mayor or, if the Deputy Mayor is acting as the Presiding Officer, to another Council member selected by the majority vote of remaining Council members.

13.3 Voting on all matters shall be done by a verbal "yea" (affirmative) or "nay" (negative) when called upon by the Presiding Officer. If members of the public are present, or to ensure clarity, the Presiding Officer may direct Councillors to vote by raising the hand in such a clear manner as to be easily counted by the Presiding Officer.

13.4 Every Council member attending a Council meeting shall vote on all matters put to a vote at the meeting unless they are required, pursuant to this Bylaw or the Act, to abstain from voting; if a Council member does not vote when not required to abstain, his or her vote shall be deemed to be in the affirmative.

13.5 Every person wishing to speak during a Council meeting shall address his or her comments through the Presiding Officer, and no person shall speak until the Presiding Officer has granted that person permission to do so.

13.6 A meeting shall be adjourned by a resolution of the Council or by declaration of the Presiding Officer; a declaration by the Presiding Officer to adjourn a meeting may be overturned by a resolution of a majority of Councillors present.

13.7 Despite any other provision of this Bylaw, Council meetings shall adjourn no later than 8:30 p.m. unless the Council members present vote by a two thirds (2/3) majority to extend the time.

14. Motions

14.1 Each motion shall have a mover and a seconder before proceeding to discussion and a vote of the Council.

14.2 The Presiding Officer has authority to set a time limit and the number of times that a Council member may speak on the same motion or matter, giving due regard to the importance of the matter.

14.3 After a motion has been duly moved and seconded, the motion is deemed to be in the possession of the Council; the motion may be withdrawn by the originator at any time before a vote is taken or an amendment is made.

14.4 A motion to amend the main motion shall have a mover and a seconder before proceeding to discussion and a vote of Council.

14.5 The Chief Administrative Officer shall record all motions in writing before the motion is debated or voted upon.

14.6 The Presiding Officer shall read out each motion before it is debated or voted upon.

14.7 After each Council member has had an opportunity to speak to the motion at least once, any member of Council may suggest an end to debate by calling 'question.'

14.8 Once 'question' has been called, the Presiding Officer shall determine whether every member of Council has had an opportunity to speak and shall determine whether any further discussion is required.

14.9 If no further discussion is deemed necessary, the Presiding Officer shall call a vote; at that point, no member shall speak to the motion nor shall any other motion be made until after the result of the vote has been declared.

14.10 After a vote has been counted, the Presiding Officer shall declare the motion to be "carried", "carried unanimously" or "defeated".

14.11 The Presiding Officer shall not vote except to break a tie.

14.12 Except where otherwise provided in this Bylaw, or in legislation, a majority vote of the members present and eligible to vote shall decide a motion or other matter before Council.

15. Conduct During Council Meetings

15.1 No member of Council shall:

- (a) use offensive language in Council or committee settings;
- (b) shout or immoderately raise his or her voice in Council or committee settings;
- (c) comment on the person or character of any member; or
- (d) speak to a subject, except upon the question in debate.

15.2 If any Council member acts contrary to this section, he or she shall immediately be cautioned by the Presiding Officer, which shall be recorded in the minutes by the Chief Administrative Officer.

15.3 If the member in question is the Presiding Officer, any Council member may move to caution the Presiding Officer by resolution of Council. If the resolution to caution the Presiding Officer is carried, the resolution shall be recorded in the minutes by the Chief Administrative Officer.

15.4 If any Council member is cautioned twice in the same meeting he or she shall, on the order of the Presiding Officer, be required to leave that meeting.

15.5 If the Presiding Officer is cautioned twice in the same meeting he or she shall, by resolution of Council, be required to leave that meeting.

15.6 Where the Presiding Officer has been required to leave a meeting, the Deputy Mayor shall preside over the remainder of the meeting. If the Deputy Mayor was acting as the Presiding Officer then a Council member selected by majority vote of the remaining Council members shall preside over the remainder of the meeting.

13.7 Should the offending Council member adequately apologize to the Council, he or she may, by majority vote of the remaining members, be permitted to retake his or her seat at the meeting.

15.8 The Presiding Officer may cause to be removed from any meeting any person who creates any disturbance during a meeting or who, in the opinion of the Presiding Officer, has been guilty of improper conduct.

15.9 A decision of the Presiding Officer may be appealed to the Council and a majority vote of Council may nullify, or may uphold, the decision of the Presiding Officer.

16. General Business Matters

16.1 The Council may from time to time by resolution fix the location of the Resort Municipality's office within the Resort Municipality.

16.2 The banking business of the Resort Municipality, or any of its committees, shall be transacted with such bank, trust company or other firm or corporation carrying on a banking business as the Council may designate, appoint or authorize from time to time by resolution.

17. Insurance

17.1 The Resort Municipality may purchase and maintain insurance for the benefit of the Resort Municipality, its Mayor, Councillors, committee members and/or Administration members, to defend and indemnify them against costs, expenses, losses, damages, fines and/or liability for any act done or not done in good faith in the exercise of their powers and/or duties for the Resort Municipality.

18. Agents and Attorneys

18.1 The Council may appoint agents or attorneys for the Resort Municipality with such powers of management or otherwise (including the power to sub-delegate) as may be thought fit.

19. Auditors

19.1 The Council shall annually appoint an auditor, in accordance with the requirements set forth in the Act, who shall audit the financial statements of the Resort Municipality.

19.2 The auditor shall be a person qualified to practice as a public accountant under the *Public Accounting and Auditing Act*, R.S.P.E.I. 1988, Cap P-28, as amended from time to time, or any successor act.

19.3 The auditor shall, on or before June 30 in each year, make a report to the Council on the financial statements of the Resort Municipality and shall state in his or her report whether, in his or her opinion, the financial statements referred to therein present fairly the financial position of the Resort Municipality and the results of its operations during the immediately preceding fiscal year, in accordance with generally accepted accounting principles applied on a basis consistent with that of the previous fiscal year.

19.4 The auditor shall adhere to all requirements for financial statements and auditors as set forth in the Act.

20. Notices – Method of Giving

20.1 Any notice, communication or other document to be given by the Resort Municipality to a Council member under this or any other bylaw shall be sufficiently given if delivered personally, if delivered to the person's last known address on file with the Resort Municipality, if mailed by prepaid ordinary mail in a sealed envelope addressed to the person at his or her address on file with the Resort Municipality, or if sent by electronic mail at the person's last email address on file with the Resort Municipality.

20.2 A notice, communication or document delivered personally shall be deemed received upon receipt. A notice, communication or document sent by ordinary mail shall be deemed to have been given on the third day after it was deposited in a post office or public letter box. A notice sent by electronic mail shall be deemed to have been received on the date of transmission, unless sent after 5 p.m., in which case it will be deemed to have been received the next business day.

20.3 The Chief Administrative Officer may change the address on file with the Resort Municipality for any Council member or Council committee member in accordance with any information believed by him or her to be reliable.

21. Omissions and Errors

The accidental omission to give any notice to any Council member or Council committee member, or any error in any notice not affecting the substance thereof, shall not invalidate any action taken at any meeting held pursuant to such notice or otherwise founded thereon.

22. Waiver of Notice

Any Council member or Council committee member may waive any notice required to be given under any bylaw of the Resort Municipality and such waiver, whether given before or after the meeting or other event of which notice is required to be given, shall cure any default in giving such notice.

23. Effective Date

This Bylaw comes into force on **October 21, 2019.**

24. Repeal

All previous bylaws of the Resort Municipality pertaining to Council procedures and conflicts of interest are hereby repealed including, without limitation, the Council Procedures and General Business Bylaw, Bylaw No. 2015-1.

First Reading:

This Bylaw was read a first time at the Council meeting held on the 3rd day of October, 2019.

This Bylaw was approved by a majority of Councillors present at the Council meeting held on the 3rd day of October, 2019.

Second Reading:

This Bylaw was read a second time at the Council meeting held on the 21st day of October, 2019.

This Bylaw was approved by a majority of Councillors present at the Council meeting held on the 21st day of October, 2019.

Adoption and Approval by Council:

This Bylaw was adopted by a resolution of Council at the Council meeting held on the 21st day of October, 2019.

The Council Procedures and General Business Bylaw is declared to be passed on the 21st day of October, 2019.

WITNESS the corporate seal of the Resort Municipality.



Mayor



Chief Administrative Officer

BE IT RESOLVED THAT: Bylaw No. 19-8, being a bylaw related to the procedure and conduct of council and committee meetings and the conduct of the Resort Municipality's Council members, committee members and administrative staff, is hereby enacted as a bylaw of the Resort Municipality and the Mayor and Chief Administrative Officer be and they are hereby authorized to sign the Bylaw and apply the Resort Municipality's seal thereto.

Dated the 21st day of October, 2019.



Mayor



Chief Administrative Officer