



Village of Burns Lake

Bylaw No. 1109, 2026

Council Procedure Bylaw

THE CORPORATION OF THE VILLAGE OF BURNS LAKE

Council Procedure Bylaw No. 1109, 2026

A Bylaw to establish procedures for Council Meetings

The Council of the Village of Burns Lake, in an open meeting assembled, hereby enacts as follows:

**1. Citation:**

This Bylaw may be cited for all purposes as the *“Corporation of the Village of Burns Lake Council Procedure Bylaw No. 1109, 2026”*.

**2. Bylaw Repealed:**

The *“Corporation of the Village of Burns Lake Council Procedure Bylaw No. 936, 2012”* is hereby repealed.

**3. Purpose:**

- (a) This Bylaw establishes the procedures governing meetings of Council and its committees in accordance with the Community Charter.
- (b) The headings used in this bylaw are for convenience of reference only. They do not form part of this bylaw and are not to be used in the interpretation of this bylaw.

**4. Application of Rules of Procedure**

- (a) The provisions of this Bylaw govern the proceedings of Council and its committees.
- (b) In cases not provided for under this Bylaw, the applicable provisions of the Community Charter and the Local Government Act apply.
- (c) Where the Bylaw and applicable legislation are silent, the rules of procedure contained in Robert’s Rules of Order Newly Revised may be used as a guide to the extent they are applicable.
- (d) The presiding member is responsible for ruling on procedural matters, subject to an appeal to Council.

**PART 1 – DEFINITIONS**

**5. In this Bylaw, the following definitions are hereby applied:**

- (a) **“Agenda”** means the list of items prepared for consideration at a meeting;

- (b) **“Committee”** means a standing or select committee of Council and includes Committee of the Whole unless otherwise specified;
- (c) **“Corporate Officer”** means the person appointed by Council as Corporate Officer for the Village, or their designate;
- (d) **“Council”** means the Mayor and Council of the Village of Burns Lake;
- (e) **“Electronic Meeting”** means a meeting conducted by electronic or other communication facilities that enable participants to hear, or hear and be heard by, each other;
- (f) **“Presiding Member”** means the person presiding at a meeting in accordance with this Bylaw and the Community Charter;
- (g) **“Public Notice Bylaw”** means the Village of Burns Lake Public Notice Bylaw, as amended from time to time;
- (h) **“Regular Council Meeting”** means a Council meeting held in accordance with this Bylaw;
- (i) **“Special Council Meeting”** means a Council meeting other than a regular Council meeting;
- (j) **“Village”** means the Corporation of the Village of Burns Lake;
- (k) **“Village Website”** means the official website of the Village of Burns Lake.

## **PART 2 – COUNCIL MEETINGS**

### **6. Location of Meetings:**

- (a) Council meetings will be held in the Council Chambers at the Municipal Office, unless another location is specified in the meeting notice or the meeting is conducted by electronic means.

### **7. Regular Council Meetings:**

- (a) Regular Council meetings are held on Tuesdays at 7:00 p.m., unless otherwise resolved by Council.
- (b) Council must establish the dates of regular Council meetings by resolution.
- (c) Council must give public notice of the schedule of regular Council meetings at least annually, and before the first regular Council meeting of each year, in accordance with the Community Charter and the Public Notice Bylaw.
- (d) Council may, by resolution, amend the date, time, or location of a regular Council meeting.

- (e) Public notice of regular Council meetings, including any changes, must be provided in accordance with the Public Notice Bylaw.

**8. Special Council Meetings:**

- (a) The Mayor or two members of Council may call a special Council meeting in accordance with the *Community Charter*.
- (b) Notice of a special Council meeting must be provided in accordance with the *Community Charter* and the Public Notice Bylaw, unless waived in accordance with the *Community Charter*.
- (c) The notice must include the date, time, and place of the meeting and a general description of the matter(s) to be considered.
- (d) Council must not consider matters at a special meeting that are not described in the notice, unless all members of Council are present and unanimously agree to consider the matter.
- (e) Special Council meetings must not be scheduled to commence before 6:15 p.m., unless otherwise resolved by Council.

**9. Closed Meetings**

- (a) Council may close all or part of a meeting to the public in accordance with the Community Charter.
- (b) Before closing a meeting to the public, Council must pass a resolution in an open meeting identifying:
  - (c) the fact that the meeting is to be closed; and
  - (d) the basis under the Community Charter authorizing the closure.
- (e) Only those persons authorized by Council or the Corporate Officer may attend a closed meeting.
- (f) Unless otherwise provided in this Bylaw or determined by the presiding member, the rules of procedure applicable to open meetings apply to closed meetings.
- (g) Council may publicly report recommendations, decisions, or resolutions arising from a closed meeting where disclosure is authorized by Council resolution and permitted by applicable legislation.

**10. Electronic Meetings:**

- (a) Council meetings may be conducted by electronic or other communication facilities in accordance with the Community Charter.

- (b) A member participating electronically is deemed to be present at the meeting.
- (c) The electronic facilities must enable all participants to hear, or hear and be heard by, each other.
- (d) Members participating electronically must be able to clearly indicate their vote when a question is called.
- (e) When a vote is called, a member participating electronically must clearly state or indicate their vote while visibly present on camera.
- (f) When a vote is taken during an electronic meeting, the presiding member must ensure that each member's vote is clearly identified.
- (g) A member participating electronically must verbally state their vote when requested by the presiding member, or otherwise clearly indicate their vote in a manner that can be confirmed and recorded.
- (h) If the presiding member is unable to clearly determine the vote of a member participating electronically, the presiding member may require the vote to be retaken.
- (i) The presiding member may establish reasonable procedures to ensure the orderly conduct of an electronic meeting.
- (j) A member participating electronically in a closed Council meeting must ensure that they are participating from a private location and that no unauthorized person is able to hear or observe the proceedings.
- (k) At the commencement of a closed meeting, members participating electronically may be required to confirm that they are alone or that no unauthorized persons are present.
- (l) The presiding member may require a member participating electronically to take reasonable steps to confirm compliance with subsection (9).
- (m) A failure of technology that prevents a member from participating does not invalidate the proceedings of the meeting.

**11. Inaugural Meetings:**

- (a) Following a general local election, the first Council meeting must be held on a date within the first 10 days of November, in accordance with the Community Charter.
- (b) Where the regular meeting schedule does not fall within this period, the first Council meeting must be called as a special meeting.

**12. Public Attendance at Council Meetings**

- (a) Unless a meeting or part of a meeting is authorized to be closed to the public by the Community Charter, all meetings of Council must be open to the public.
- (b) Members of the public may attend open Council meetings in person or by electronic means where such access is provided by the Village.
- (c) Attendance at a meeting does not entitle a member of the public to participate in the meeting except as permitted by this Bylaw.
- (d) The presiding member may take reasonable steps to preserve order and ensure the safe and orderly conduct of a meeting.
- (e) Nothing in this section limits the authority of Council to close a meeting or part of a meeting in accordance with the *Community Charter*.

**13. Cancelled or Postponed Meetings**

- (a) Council may, by resolution, cancel or postpone a regular Council meeting.
- (b) Notice of a cancelled or postponed meeting must be provided in accordance with the Public Notice Bylaw.

**14. Designation of Member to Act in Place of the Mayor:**

- (a) In accordance with the Community Charter, Council must designate a Councillor to act in place of the Mayor when the Mayor is absent or otherwise unable to act.
- (b) The Councillor designated under subsection (1) has the same powers and duties as the Mayor in relation to the proceedings of a Council meeting.
- (c) Council may establish, by resolution, a rotation or schedule for Councillors to act in place of the Mayor.
- (d) If both the Mayor and the designated Councillor are absent, Council members present must choose a member to preside at the meeting.
- (e) If quorum is present and there is no presiding member, the Corporate Officer, or, in their absence, the Chief Administrative Officer, must call the meeting to order for the sole purpose of Council selecting a member to preside.

**PART 3 - COMMITTEE OF THE WHOLE MEETINGS, SELECT AND STANDING COMMITTEES AND COMMISSIONS**

**15. Committee of the Whole**

- (a) Council may resolve itself into Committee of the Whole to consider matters in a less formal manner than at a regular Council meeting.
- (b) Committee of the Whole meetings must be conducted in accordance with this Bylaw, except where modified by resolution of Council or by the presiding member for the orderly conduct of the meeting.
- (c) Committee of the Whole may make recommendations to Council, but must not adopt bylaws or resolutions of Council.

**16. Standing and Select Committees**

- (a) Standing and select committees may be established in accordance with the *Community Charter*.
- (b) The Mayor may establish standing committees and appoint their members in accordance with the *Community Charter*. At least half of the members of a standing committee must be Council members.
- (c) Council may establish select committees and appoint their members in accordance with the *Community Charter*. At least one member of a select committee must be a Council member.
- (d) Council may establish terms of reference for committees established under this section.
- (e) Council may dissolve committees established under this section by resolution.

**17. Commissions**

- (a) Council may establish commissions in accordance with the *Community Charter* or other applicable legislation.
- (b) Council may establish terms of reference for commissions established under this section.

**18. Conduct at Meetings**

- (a) The presiding member must preserve order and decorum at meetings and may take reasonable steps to ensure the safe and orderly conduct of the meeting.
- (b) Members of Council must conduct themselves in a respectful manner consistent with the Village of Burns Lake's Code of Conduct and applicable legislation.
- (c) A person who is disruptive or acting improperly at a meeting may be expelled or excluded by the presiding member.
- (d) A person speaking at a meeting must first be recognized by the presiding member and must not interrupt another speaker except to raise a point of order or with the consent of the presiding member.

**19. Meetings and Procedures**

- (a) Notice of Committee of the Whole, committee, and commission meetings must be provided in accordance with the Public Notice Bylaw.
- (b) Meetings must be conducted in a manner generally consistent with the rules applicable to regular Council meetings, unless otherwise provided in this Bylaw or the applicable terms of reference.
- (c) Minutes must be taken of all meetings and maintained in accordance with the *Community Charter*.
- (d) Unless otherwise established by Council or the applicable terms of reference, quorum for a committee or commission is a majority of its members.
- (e) Except where permitted by the *Community Charter*, meetings must be open to the public.

**PART 4 – AGENDA AND PROCEEDINGS**

**20. Agenda Preparation:**

- (a) Prior to each Council meeting, the Corporate Officer must prepare an agenda for approval by the Mayor or designate, which sets out all items for consideration.
- (b) To be included on the Agenda, items must be submitted by the deadline established by the Corporate Officer.
- (c) The Agenda must be made available to Council and the Public generally no later than forty-eight (48) hours prior to the meeting.

**21. Late Agenda Items:**

- (a) Items may only be added by Council resolution.

**22. Order of Proceedings – Open Meetings:**

- (a) Call to Order
- (b) Land Acknowledgement
- (c) Approval of the Agenda
- (d) Public and Statutory Hearing and Readings or Adoption
- (e) Delegations and Petitions
- (f) Adoption of Minutes
- (g) Mayor, Councillor and CAO Reports
- (h) Reports
- (i) Correspondence Action

- (j) Correspondence Information
- (k) Reading File
- (l) New Business
- (m) Accounts Payable
- (n) Public Question Period
- (o) Release of Closed Meeting Resolutions
- (p) Adjournment

**23. Order of Proceedings – Closed Meetings:**

- (a) Call to Order
- (b) Land Acknowledgement
- (c) Adoption of Agenda
- (d) Adoption of Minutes
- (e) Reports
- (f) Release of Closed Meeting Resolutions
- (g) Adjournment

**24. Calling to Order**

- (a) The presiding member must call the meeting to order at the scheduled time.

**25. Minutes**

- (a) The Corporate Officer must ensure that minutes are prepared for all Council meetings, Committee of the Whole meetings, and committee meetings.
- (b) Minutes must record the proceedings, resolutions, decisions, and other information required by legislation or considered necessary by the Corporate Officer.
- (c) Minutes of open meetings must be made available to the public in accordance with the *Community Charter*.
- (d) Minutes of closed meetings must be maintained in accordance with the *Community Charter*.
- (e) Minutes must be adopted by Council or the applicable body.

**26. Quorum**

- (a) Quorum for a Council meeting is a majority of the Council members holding office.
- (b) If there is no quorum within 15 minutes of the scheduled start time, the meeting must stand adjourned until the next scheduled meeting or until another meeting is called in accordance with this Bylaw.

- (c) If quorum is lost during a meeting, the presiding member may temporarily recess the meeting in an attempt to restore quorum and, if quorum cannot be restored within a reasonable period of time, the meeting must be adjourned.

**27. Conduct and Debate**

- (a) The presiding member is responsible for the orderly conduct of debate and for deciding questions of procedure, subject to an appeal to Council.
- (b) A member may speak only after being recognized by the presiding member.
- (c) A member must not interrupt another member who is speaking except to raise a point of order.
- (d) Council may, by resolution, establish limits on debate.

**28. Motions and Amendments**

- (a) Council must not debate any matter unless it has been moved and seconded.
- (b) A motion may be withdrawn by the mover at any time before the motion is decided.
- (c) A motion to amend must be directly related to the main motion.
- (d) Council may consider only one amendment to a motion and one amendment to that amendment at a time.
- (e) The presiding member may divide a motion containing distinct matters.

**29. Voting**

- (a) Each member present at a meeting must vote on every question unless prohibited from participating or voting under the Community Charter or other applicable legislation.
- (b) The presiding member must declare the result of each vote.
- (c) If the votes are equal for and against a motion, the motion is defeated.
- (d) The manner of determining a vote is at the discretion of the presiding member unless otherwise provided in this Bylaw or required by legislation.

**30. Bylaws**

- (a) Every proposed bylaw must be in written form.
- (b) Bylaws must be considered in accordance with the Community Charter and other applicable legislation.

- (c) The Corporate Officer may correct clerical, typographical, numbering, or formatting errors in a bylaw adopted by Council, provided the correction does not alter the intent of the bylaw.

**31. Public and Statutory Hearings**

- (a) Where a public hearing or statutory hearing is required by legislation, the hearing must be conducted in accordance with the applicable provisions of the Local Government Act, Community Charter, and any other applicable enactment.
- (b) Public notice of a hearing must be provided in accordance with applicable legislation and the Public Notice Bylaw.
- (c) The presiding member may establish reasonable procedures for the fair and orderly conduct of a hearing.
- (d) The Corporate Officer may consolidate bylaws for convenience.

**32. Adjournment and Recess**

- (a) A Council meeting may be adjourned or recessed by resolution of Council.
- (b) The presiding member may recess a meeting where quorum is temporarily lost or where the orderly conduct of the meeting cannot be maintained.
- (c) If quorum cannot be restored within a reasonable period of time, the meeting must be adjourned.
- (d) A recessed meeting must resume at the time determined by the presiding member or by resolution of Council.

**33. Full Force and Effect:**

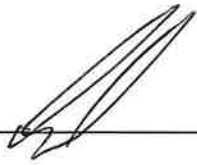
This Bylaw has full force and effect from the date of adoption until amended, repealed, or replaced.

READ A FIRST TIME THIS 12 DAY OF MAY 2026

READ A SECOND TIME THIS 12 DAY OF MAY 2026

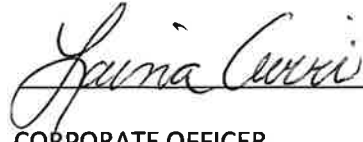
READ A THIRD TIME THIS 12 DAY OF MAY 2026

ADOPTED THIS 26 DAY OF MAY 2026



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MAYOR



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CORPORATE OFFICER

Certified to be a true copy of "*Corporation of the Village of Burns Lake Council Procedure Bylaw No. 1109, 2026*".