

**TOWN OF INUVIK
BY-LAW #2697/LEG/22**

**A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF INUVIK IN THE
NORTHWEST TERRITORIES TO REGULATE THE PROCEEDINGS OF COUNCIL**

PURSUANT to Sections 29 and 30 of the *Cities, Towns and Villages Act* S.N.W.T. 2003 c.22 of the Northwest Territories and any subsequent amendments thereto:

WHEREAS it is deemed desirable to provide rules for:

- (a) the calling of meetings of Council and its committees;
- (b) the procedures of Council;
- (c) the calling of public meetings of Council;
- (d) the behaviour of the Council members and members of the public present at meetings of Council and its committees; and
- (e) the establishment, appointment and designation of the duties and responsibilities of Council Boards, Commissions and Committees.

NOW THEREFORE BE IT RESOLVED that the Council of the Municipal Corporation of the Town of Inuvik in Council duly assembled enacts as follows:

1.0 SHORT TITLE

This By-law may be cited as "The Council Proceedings By-law".

2.0 INTERPRETATION

2.1 In this by-law, the following terms have the following meanings, unless context requires otherwise:

- (a) "Administration" means the employees of the Town of Inuvik.
- (b) "Assistant Deputy Mayor" means the Assistant Deputy Mayor of the Municipal Corporation of the Town of Inuvik.
- (c) "Business Day" means a day on which the municipal offices are open for business.
- (d) "Chairperson" means the person who is presiding at Council or Council committee meetings.
- (e) "Council" means the Council of the Municipal Corporation of the Town of Inuvik.
- (f) "Council Member" means a member of Council.
- (g) "Council Chambers" means the assembly location of the Municipal Corporation of the Town of Inuvik.
- (h) "CTV Act" means the *Cities, Towns and Villages Act* S.N.W.T. 2003, C.22 and all amendments thereto.
- (i) "Deputy Mayor" means the Deputy Mayor of the Municipal Corporation of the Town of Inuvik.
- (j) "Donation and Sponsorship Policy" means the Town of Inuvik Donation and Sponsorship Policy MG.001 as amended.
- (k) "Ex-Officio" means the appointed members of Council and committees that have exactly the same rights and privileges as do all other members excluding the right to vote.
- (l) "In Camera" means a meeting of the entire body of Council members present which is closed to the media and the public.
- (m) "Mayor" means the presiding Council member and the Senior Executive Officer of the Municipal Corporation of the Town of Inuvik.

- (n) "Meeting" means a duly constituted regular, special or committee of the whole meeting of Council where municipal business is conducted or issues are discussed.
- (o) "Motion" means a standard terminology used by Council to describe the original statement whereby business is brought before a meeting.
- (p) "Resolution" means a formal expression by a meeting, agreed to by a vote.
- (q) "Senior Administrative Officer" means the Senior Administrative Officer of the Municipal Corporation of the Town of Inuvik appointed under the *Cities, Towns and Villages Act* of the Northwest Territories.
- (r) "Statutory Holiday" means a holiday away from work during the work week which is officially recognized pursuant to the Town of Inuvik Human Resources policy as amended.
- (s) "Town" means the Municipal Corporation of the Town of Inuvik.
- (t) "Town Office" means the offices of the Municipal Corporation of the Town of Inuvik.

3.0 REGULAR AND SPECIAL COUNCIL MEETINGS

- 3.1 All regular Council meetings shall be held on the second and fourth Wednesday of each month beginning at 7:00 p.m. and terminating by 10:00 p.m. Council may, by motion, extend the time limit for any regular Council meeting with a unanimous vote in favour of the motion to extend the meeting past the hour of 10:00 p.m.
- 3.2 If a Statutory Holiday falls on a Monday or a Wednesday, the regular Council meetings and committee of the whole Council meetings described in section 3 (1) and 4 (1) may be re-scheduled by a motion of Council or cancelled by the Mayor and/or Council as required.
- 3.3 If there are an inadequate number of agenda items to justify a meeting, the Mayor or Council by motion may reschedule or cancel the meeting.
- 3.4 Council must hold at least one regular council meeting each month at the time and place that Council fixes by sections 3.1 and 4 of this by-law.
- 3.5 When a regular council meeting is scheduled on a Statutory Holiday, that meeting will be automatically rescheduled to the Thursday immediately following the Statutory Holiday, unless the meeting is cancelled.
- 3.6 All regular council meetings shall be held in the Council Chambers except where the location is changed by Council motion.
- 3.7 No regular or special Council meetings will be held on Sundays.
- 3.8 Notices and/or agendas of all committee of the whole, regular and special Council meetings will be posted in a public place at the Town Office, on the Town of Inuvik Website, and social media platforms and announced on the CBC radio message service seventy-two (72) hours in advance of the meetings.
- 3.9 No business other than that stated in the notice for such special meeting shall be transacted at that meeting unless all members of the council are present and a resolution therefore is passed unanimously.

4.0 COMMITTEE OF THE WHOLE MEETINGS

- 4.1 All Council committee of the whole meetings shall be held two (2) days prior to the regular council meeting beginning at 7:00 p.m. and terminating by 10:00 p.m. Council may, by unanimous agreement, extend the meeting beyond 10:00 p.m.
- 4.2 When a Council committee of the whole meeting is scheduled on a Monday that is a Statutory Holiday, that meeting will be automatically rescheduled to the Tuesday immediately following the Statutory Holiday unless the meeting is cancelled.
- 4.3 All Council committee of the whole meetings shall be held in the Council Chambers except where the location is changed by Council motion.
- 4.4 No by-law or motion, apart from the motion necessary to go in and out of an in-camera session, may be passed.
- 4.5 Chair for Committee of the Whole meetings may be held by any member of Council and appointed via motion at the proceeding Committee of the Whole meeting. Should no motion be made the Mayor shall chair the meeting.

5.0 IN CAMERA MEETINGS

- 5.1 Council shall limit "In Camera" discussions to the following items:
- (a) commercial information that, if disclosed, would likely be prejudicial to the municipal corporation or the persons involved;
 - (b) information received in confidence that, if disclosed, would be prejudicial to the municipal corporation or the persons involved;
 - (c) personal information, including personal information about employees;
 - (d) the salary, benefits or performance record of an employee;
 - (e) a matter still under consideration and on which council has not yet publicly announced a decision, if discussion in public would likely prejudice the municipal corporation's ability to carryout its activities or negotiations;
 - (f) the acquisition or disposition of property by or on behalf of the municipal corporation;
 - (g) the setting of minimum tax sale prices under the Property Assessment and Taxation Act;
 - (h) the conduct of existing or anticipated legal proceedings;
 - (i) the conduct of an investigation under, or enforcement of, an enactment or bylaw;
 - (j) information, the disclosure of which could prejudice public security or the maintenance of law and order;
 - (k) the security of documents or premises
- 5.2 Participants (i.e. Administration and Council members) in In Camera meetings are morally and duly bound to treat all discussions, information, documentation or correspondence received and informal decisions reached in these meetings to be of a strictly private and confidential nature.
- 5.3 Any breach of the Code of Confidentiality will result in the offending party being censured by Council motion.
- 5.4 All correspondence and documentation received as part of any In Camera meeting will be returned to the Senior Administrative Officer at the end of the In Camera meeting in order that the correspondence or documentation may be shredded to avoid its circulation.

- 5.5 Minutes of In Camera meetings may be recorded at Council's request.
- 5.6 A quorum of Council shall constitute a quorum for In Camera meetings.
- 5.7 In Camera meetings may be held immediately following the committee of the whole or regular Council meeting(s) at Council's discretion.

6.0 QUORUM

- 6.1 A quorum of Council for regular, special, committee of the whole and in camera meetings is five (5) Council members except in the case of an emergency meeting, as described in Sections 28 (1), 28 (2), 28 (3) and 28 (4) of the *Cities, Towns and Villages Act*, when those members of Council present constitute a quorum.
- 6.2 If a quorum is present, the Mayor shall take the chair and call the Council meeting to order. If no quorum is present fifteen (15) minutes past the time set for the meeting, the Senior Administrative Officer will record the names of those present and the Mayor will adjourn the meeting and announce the time and place of the next Council meeting.
- 6.3 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.

7.0 AGENDAS

- 7.1 The Council meeting agendas shall be made available to each Council member by 4:00 p.m. on the Friday immediately preceding the week in which the Committee of the Whole or Regular Council Meeting is to be held. Should the Friday fall on a statutory holiday, agendas shall be made available at 4:00 p.m. on the Thursday preceding the meeting.
- 7.2 Items for the agenda (for the Council committee of the whole and regular Council meetings) shall be made available to the Senior Administrative Officer, or his/her designate, by 5:00 p.m. on the Thursday preceding the meeting.
- 7.3 An amended agenda for regular Council meetings, as outlined in the Order of Business in this by-law, shall be made available to each Council member immediately preceding the regular Council meeting.
- 7.4 An agenda for special Council meetings shall be made available to each Council member seventy-two (72) hours prior to the special Council meeting.

8.0 MINUTES

- 8.1 At the Committee of the Whole meetings, minutes shall include motions to go in and out of an in camera session, and to adjourn the meeting. Motions are not used for any other business recorded in the minutes of the committee of the whole meetings.

9.0 ORDER OF BUSINESS

- 9.1 The Order of Business to be followed in conducting the Regular Council Meeting and Committee of the Whole Meeting will be as follows:

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| Item #1 | Call to Order |
| | i Land Acknowledgment |
| Item #2 | Adoption of the Agenda |
| | i. as presented |
| | ii. with additions |
| | iii. with deletions |
| | iv. with revisions |
| Item #3 | Declaration of Conflict of Interest or Pecuniary Interest |
| Item #4 | Delegations, Presentations or Petitions |
| Item #5 | Public Question Period |
| Item #6 | Adoption of the Minutes |
| Item #7 | Action Items |
| Item #8 | New Business |
| Item #9 | By-laws |
| Item #10 | Department Head Reports |
| Item #11 | Information Items |
| Item #12 | Council Concerns |
| Item #13 | In Camera Items |
| Item #14 | Adjournment |

- 9.2 Council may vary the Order of Business by means of a motion passed by a majority of Council.

- 9.3 Council shall pass a motion to adopt the agenda as presented or with additions or with deletions.

10.0 DELEGATIONS TO COUNCIL

- 10.1 Delegations wishing to appear before Council will advise the Senior Administrative Officer or his/her designate of their intention to do so at least two (2) full working days prior to the committee of the whole meeting in order to be assured of being placed on the agenda.
- 10.2 Delegations will be requested to appear before Council at the committee of the whole meetings in lieu of the regular Council meetings. Organizations requesting donations from the Town of Inuvik that require Council approval under the Donation and Sponsorship Policy shall ensure that a representative is present at the committee of the whole Council meeting to answer questions or provide additional information. Council reserves the right to postpone making a decision until such time as a representative is available to attend.
- 10.3 Delegations presenting themselves to Council unannounced and without proper notice will only be heard if Council, by mutual consent of a quorum of Council members present, agrees to hear the delegation. Otherwise the delegation may be asked to present their concerns or issues at a subsequent Council meeting.
- 10.4 Delegations will be limited to a maximum presentation time of ten (10) minutes, unless Council agrees to extend this time restriction by mutual consent of a quorum of Council members present. Each delegate may speak only once per meeting.
- 10.5 Upon being recognized, a Council member may direct questions to a delegate or to Administration, but at no time shall a Council member, a delegation or Administration enter into a debate during the delegation section of the agenda.
- 10.6 Delegations will be encouraged to present a written text of their presentation to Council two (2) full working days prior to their appearance before Council so that their request(s), issue(s) or concern(s) can be circulated to Council with the meeting agenda.
- 10.7 Council will listen to the delegations before it. Council will then take their concern(s), issue(s) or request(s) under advisement and defer any decision on the matter to later on in the meeting or to a subsequent Council meeting. This deferment will then allow Council time for thoughtful discussion and debate, or an opportunity to obtain input from Administration prior to arriving at a decision. This deferment will avoid any situation where Council might feel pressured into making a hasty decision.

11.0 PETITIONS

- 11.1 Persons wishing to present a petition to Council must ensure the petition meets the following criteria in order to be considered a valid, legal and binding petition. The petition can only request Council to do something that falls within Council's legally legislated mandate.
- (a) The petition, at the top of each page must clearly state the purpose of the petition and what action the petitioners wish the Council to take.
- (b) Persons signing the petition must be:
- (i) eighteen (18) years of age or older;
 - (ii) eligible voter(s) in the community; and,
 - (iii) resident(s) in the community for the last twelve (12) months.

- (c) Each line on the petition must provide a place for the following:
 - (i) the petitioner to print his/her name;
 - (ii) the petitioner to print his/her complete address including:
 - 1. P.O. Box number;
 - 2. civic street address; and,
 - 3. phone number.
 - (iii) the petitioner to give his/her written signature; and,
 - (iv) the petitioner to indicate whether he/she is in favour of or against the petition.
- (d) The original petition must be submitted to Council. Council will not accept a facsimile or photocopy of the petition.
- (e) The petition must be in pen. Penciled in names, addresses and signatures will not be considered to be bona fide petitioners.
- (f) The petition, once it is formally presented to and accepted by Council, becomes the property of the Town and cannot be withdrawn by the petitioner.
- (g) Each page of the petition must be numbered in consecutive order, with page numbers appearing at the bottom middle of each petition page.
- (h) The last page of the petition is to contain an affidavit declared by the originator of the petition as to the sufficiency of the petition, and that to the best of his/her knowledge, all signatories are eligible voters and all have signed the petition with the understanding of the request involved. Further, that the petition as presented is complete.
- (i) The Council will, by motion, accept the petition 'in principle' as presented. Council will then turn the petition over to the Senior Administrative Officer to determine the sufficiency and validity of the petition and have the Senior Administrative Officer report his/her findings back to the next meeting of Council. Council cannot act on the petition until its sufficiency and validity have been determined.
- (j) The Senior Administrative Officer will report on the sufficiency and legality of the petition at the next Council meeting. If the petition is found to be valid and meets the sufficiency requirements, Council is then in a position by motion to confirm the petition and carry out its recommendations.

12.0 ATTENDANCE

- 12.1 A record of attendance of Council members shall be maintained during each calendar year.
- 12.2 Where a member of Council is absent without prior notification or approval of Council for more than three (3) consecutive regular Council meetings, the member of Council is deemed to have resigned. Council may, by motion, consent to a member of Council being absent for more than three (3) consecutive regular Council meetings.

13.0 MAYOR AND DEPUTY MAYOR

- 13.1 The Mayor shall preside over all Council meetings and shall maintain order and decorum. The Mayor shall decide all questions of order subject to the appeal of Council members present. Questions of order or procedure that are not covered by this By-law shall be determined by referring to the most recent edition of "Robert's Rules of Order."
- 13.2 The Mayor is by virtue of his/her office, an Ex-Officio voting member of all Council committee(s), board(s) and commission(s) and possesses all the rights, privileges, powers and duties of that membership.
- 13.3 The Mayor, as Senior Executive Officer of the Municipal Corporation, shall communicate information to Council and recommend measures within the authority of the Council that, in the opinion of the Mayor, may be necessary and in the public interest.

- 13.4 The Mayor, in consultation with Council shall provide direction to the officers of the Municipal Corporation through the Senior Administrative Officer.
- 13.5 The Deputy Mayor or Assistant Deputy Mayor shall perform the duties and may exercise the powers of the Mayor when the Mayor is absent or unable to act and perform such other duties and may exercise such other powers subject to the authority of the Mayor as the Council may determine.
- 13.6 Where the Mayor, Deputy Mayor and Assistant Deputy Mayor are absent for a meeting, Council may appoint a Council member to act as chairperson.
- 13.7 The candidate who receives the highest number of votes at the municipal election is declared the Deputy Mayor. The candidate who receives the second highest number of votes is declared the Assistant Deputy Mayor.
- 13.8 Should there be a tie for the highest number of votes, or there is no election resulting in all Councillors being acclaimed, the Senior Administrative Officer shall call for nominations from the floor at the first Regular Council Meeting of the new Council.
- 13.9 For the purposes of the selection of Deputy Mayor and Assistant Deputy Mayor, the Mayor is given voting privileges.
- 13.10 The Senior Administrative Officer shall make the first call for nominations for the position of Deputy Mayor. Any Councillor may nominate any other Councillor. The nomination shall be seconded by another Councillor.
- 13.11 After each nomination, the Senior Administrative Officer shall ask the Councillor whether or not he or she wishes to accept the nomination. If the nomination is accepted, the Senior Administrative Officer shall announce that the Councillor has been nominated. The process shall continue until all Councillors have submitted their nominations.
- 13.12 If only one Councillor has been nominated and accepts the nomination, the Senior Administrative Officer shall declare that Councillor as Deputy Mayor.
- 13.13 Once it appears that all nominations have been made, the Senior Administrative Officer shall make the second call for nominations followed by the final call and then close nominations.
- 13.14 Once nominations have closed, voting shall be done by secret ballot. The nominee who receives the highest number of votes shall be declared Deputy Mayor.
- 13.15 The nomination process detailed in clauses 13.8 through 13.14 shall follow for the selection of the Assistant Deputy Mayor.

14.0 EX-OFFICIO POSITIONS OF COUNCIL

- 14.1 There will be one ex-officio position on the Inuvik Town Council: Youth Member.
- 14.2 This position will have the following criteria but will not be limited to:
 - (a) Non-voting position.
 - (b) Not participate in in-camera sessions
 - (c) To participate actively in and contribute to the process of municipal government.
 - (d) Representatives will be appointed by their respective councils to the Inuvik Town Council.
 - (e) The term of the position will be on a one (1) year basis.
 - (f) Representative is to bring knowledge and input to the table.
 - (g) Express views of their organization/council.
 - (h) Effectively communicate advice from council to their organization/council.

- (i) Foster the co-ordination of resources.
- (j) Review and provide constructive feedback on council information provided.
- (k) Proactively generate new ideas for administrative delivery of services.
- (l) Act as a liaison between the Inuvik Town Council and their organization/council.
- (m) Promote a good working relationship between their organization/council by promoting and fostering better lines of communication and interaction between the groups.
- (n) Bring to the attention of the Inuvik Town Council, opportunities, issues and problems related to municipal government.

15.0 COMMITTEES

- 15.1 Council may, by motion, appoint a special committee of Council, designate its mandate, term, composition and authorities, duties and responsibilities, and appoint its members to deal with any matter. Such a committee will cease to exist when Council, by motion, decides that the special mandate is completed. Council may remove Committee members for just cause.
- 15.2 Council committee meetings, other than the committee of the whole, may be held at any time and place as determined by the Committee, provided that all Committee Members have been notified in advance of the time and place of the meeting.
- 15.3 A Committee of Council has no powers to pass any by-law or motion but can make recommendations to Council on any matter within its mandate.
- 15.4 Each committee will consist of a minimum of three (3) members appointed by Council with the Chairperson of that committee being a Council member.
- 15.5 Where, in the opinion of the committee, it is in the public interest to discuss matters in private, the Committee may hold the meeting in private, conditional upon the agreement of two thirds (2/3) of the members present.
- 15.6 A committee of Council or its appointed representatives has no authority or power to commit Council or the municipality to any course of action or to incur any expenditure on behalf of Council or the municipality.

16.0 OTHER AGENCIES

- 16.1 Council, may, by by-law, establish boards or commissions to carry out special operations or projects of Council, and prescribe their mandate, duties, responsibilities, and length of tenure.
- 16.2 Council, may, by motion, dissolve the commission or board created upon completion of its mandate.
- 16.3 Council, may, by motion, appoint and/or discharge board or commission members for just cause.
- 16.4 Council boards or commissions or their members have no power or authority to commit the Council or the municipality to any course of action or incur any expenditures on behalf of the Council or municipality without its prior consent.
- 16.5 Council boards and commissions have no authority to pass by-laws or resolutions.

17.0 VOTING

- 17.1 All Council members are encouraged to vote on every issue before Council unless excused from voting by Council motion due to a conflict of interest, a pecuniary interest

in, or a declared religious, ethical or moral reason that hinders them voting on the issue before Council.

- 17.2 Upon a tie vote, the Mayor, as a member of Council, is entitled to cast the deciding vote.
- 17.3 A vote by ballot can be ordered (without debate) by a majority vote. There can be no motion to disclosure of a Council member's vote or views on the matter.
- 17.4 Balloting Procedure
- (a) Where the ballot voting is to take place in the same room as the meeting, the chair appoints a teller to distribute, collect and count the ballots, and to report the vote.
 - (b) The tellers should be chosen for accuracy and dependability should not have a direct personal involvement in the question or in the result of the vote to an extent that they would be obliged to refrain from their position with regard to the issue involved.
 - (c) To ensure accuracy and to enable the teller when unfolding the ballots to detect any error, each ballot should be folded in manner announced in advance.
 - (d) The teller is to collect each vote and place in a central ballot box.
 - (e) The Chair is to close the polls.
 - (f) When everyone appears to have voted, the chair shall ensure by asking if everyone has voted who wished to do so. If there is no response, the chair shall declare the polls closed.
 - (g) Recording of votes:
 - i) Blank ballots will be ignored.
 - (h) The teller stands, addresses the chair, reads the teller's report and hands it to the chair without declaring the result.
 - (i) The teller's report is entered in full in the minutes, becoming a part of the official records.
 - (j) After completion of a ballot on a motion, the ballots are to be ordered to be destroyed immediately.

18.0 MOTIONS IN COUNCIL

- 18.1 Council may act by by-law or motion, based upon statutory requirements.
- 18.2 A motion is defeated unless a quorum of the Council members present and voting at a duly constituted Council meeting votes in favour of it.
- 18.3 All motions are to be stated in the affirmative. Negative motions will not be accepted.
- 18.4 All motions once passed shall be in writing.
- 18.5 The vote on a motion shall be recorded when a recorded vote is requested by a member of Council before the voting commences or when the vote requires more than a simple majority to pass. Each Council member's name will be recorded and whether he/she voted in favour of or against the motion.
- 18.6 Minutes of each regular Council meeting and committee of the whole meeting shall be typed and distributed to all members of Council and to whomever Council shall direct. These minutes are to be made available to outside agencies on request.
- 18.7 Main Motions
- (a) When a motion has been moved and seconded, and has been stated or read, it shall be deemed to be in possession of the Council, and may only be withdrawn by majority consent of the Council members present.

- (b) Every motion or resolution shall be stated or read aloud. The mover shall speak first to the motion and close debate on the motion.
- (c) When a member who has moved a motion closes the debate the chairperson shall put the motion to a vote.
- (d) When duly moved and seconded, a motion shall be open for discussion and debate. A member may speak to a motion to a maximum of two (2) times only unless Council agrees to provide a member another opportunity to address the issue.
- (e) When the motion has been put to a vote, no member shall debate further on the question or speak any words except to request that the motion be read aloud.
- (f) Unless the chairperson is overruled by a majority vote of the members present at the Council meeting, the chairperson shall determine when a motion is to be put and the chairperson's decision shall be final.
- (g) The mover and seconder of any motion may speak and vote for or against any motion.
- (h) When required by the chairperson, a motion shall be in writing and a copy shall be given to Administration before such motion is open for consideration.
- (i) When a motion under consideration concerns two (2) or more specific matters, any member of Council may request that the vote upon each matter be taken separately.
- (j) Any member of Council may require the motion under discussion to be read for the member's information at any time during the debate, but not so as to interrupt a member who is speaking.
- (k) When a motion is tabled but is not finally settled, no similar or conflicting motion whose adoption would restrict Council in acting on the first motion may be introduced unless brought up again in accordance with sections 18.7 (a) and (b) of this by-law.
- (l) Any motion which has the effect of changing or nullifying a previous action or direction of Council shall not be brought up unless in accordance with section 18.13 (a) of this by-law.
- (m) No motion other than amending motion or a motion to table or refer shall be considered until any motion already before Council has been disposed of.
- (n) A motion to adjourn shall not require a seconder and shall be brought to a vote. Such motion shall not be discussed or debated.

18.8 Motion to Table

- (a) A motion to table shall be used only to temporarily set aside an issue and bring it back at the same meeting.

18.9 Motion to Postpone

- (a) A motion to postpone passed by a majority of Council members present may postpone any motion in possession of Council.
- (b) Any motion postponed to a date specified shall appear on the agenda for the next regular council meeting and be considered as an item of unfinished business at that meeting.
- (c) A postponed motion shall be on the next regular agenda unless otherwise specified.
- (d) When duly moved and seconded, a motion to postpone shall be open for discussion and debate. A member may speak to a motion to postpone a maximum of one (1) time only.

18.10 Motion to Amend

- (a) A motion to amend an original motion may be made by any member of Council.
- (b) Amendments shall be voted on in reverse order to that in which they are moved.

- (c) Every amending motion shall, when requested by the chairperson, be in writing, and shall be decided on or withdrawn before the original motion is put to a vote.

18.11 Motion to Refer

- (a) Any member of Council may "move to refer" an original motion to administration or committee in order that additional information may be brought to Council prior to further consideration.
- (b) A member who is moving a motion to refer may include in the motion:
 - (i) The terms on which the motion is being referred;
 - (ii) The time when the matter referred is returnable; and
 - (iii) Whatever explanation is necessary as to the purpose of the motion.

18.12 Notice of Motion

- (a) A notice of motion may be given at any Council meeting, but may not be dealt with at that meeting.
- (b) A notice of motion shall be given verbally and in writing to all members of Council present. A copy of such notice of motion shall be given to Administration upon adjournment of the meeting at which the notice was given.
- (c) Every notice of motion shall precisely specify the entire content of the motion to be considered, and shall be on the agenda for the next regular Council meeting unless otherwise specified.
- (d) Administration shall include the subject referred to in the notice of motion under New Business on the agenda of the next regular Council meeting or the meeting specified in the notice of motion.

18.13 Motion to Reconsider, Alter or Rescind

- (a) A question once decided shall not, during a period of one (1) year after the decision, be reversed, reconsidered or rescinded unless a written notice of motion to do so has been given from one (1) meeting to the next and a minimum of four (4) members vote in favour of the reversal.
- (b) Notwithstanding anything provided in section 18.13 (a), where pursuant to any motion duly passed by Council the Town has a contractual liability or obligation, Council shall not reconsider, alter, vary, revoke, rescind or replace the motion except to the extent that it does not attempt to avoid or interfere with that liability or obligation.

18.14 Debate on Motion

- (a) No member without the consent of the chairperson shall speak to the same question or in reply for longer than three (3) minutes.

19.0 BY-LAWS

- 19.1 The Council is empowered to make by-laws under the provisions of the *Cities, Towns and Villages Act* of the Northwest Territories.
- 19.2 Every by-law must have three (3) distinct and separate readings to be effective. Each reading of a by-law requires a separate motion of Council.
- 19.3 No Council shall give more than two (2) readings to a by-law at any one (1) meeting of the Council, unless all Council members are present at the meeting and prior to third reading, they all agree, by motion, to give the by-law third reading at the same meeting.
- 19.4 Every by-law being introduced to Council for passage shall be presented in written form prior to the by-law receiving its first reading.
- 19.5 A by-law that requires the approval of the territorial authorities shall receive two (2) readings prior to the submission of a certified copy to the territorial authorities. Approval

of the by-law by way of a form signed by the territorial authority shall be received prior to third reading.

20.0 CONDUCT OF MEMBERS OF COUNCIL

- 20.1 Members of Council shall notify the Mayor or Senior Administrative Officer in the event that they are unable to attend a regular or special Council meeting.
- 20.2 Members of Council shall at all times conduct themselves in a manner and with decorum befitting their office and abide by the terms and conditions of the Code of Conduct Policy as amended. Members of Council shall not, during any meeting, demean, be sarcastic towards, ridicule or threaten other Council members, Administration, the public, federal or territorial politicians or staff.
- 20.3 Members of Council shall, when speaking, address the chair and not individual members of the Council or the public.
- 20.4 Members of Council shall only speak after being recognized by the chair.
- 20.5 The chairperson shall treat each question in a judicial spirit, but shall not take part in the debate of Council.
- 20.6 The chairperson may step down from the chair for the purpose of taking part in the debate, in which case the Deputy Mayor or other member may be called to take the chair.
- 20.7 The chairperson may give explanations and recommendations or information within his/her knowledge from the chair in respect to the business being discussed.
- 20.8 Town personnel issues will only be discussed and debated during In Camera Council meetings. Final decisions resulting from such discussions such as personnel recruitment, terminations, suspensions, salaries and benefits, as required, will be finalized by Council motion in an open session of Council duly convened.
- 20.9 Individual Councillors have no authority to give direction to Administration. Such direction from Council will be by means of a Council motion or directive channeled through the Senior Administrative Officer.
- 20.10 No Councillor may leave the room during discussion of a motion once moved and seconded, but must wait until the motion is voted on, unless the Councillor is in a conflict of interest.
- 20.11 When a Councillor wishes to declare a conflict of interest in a matter to be discussed, the following steps must be taken:
- (a) the conflict of interest must be declared; and,
 - (b) the Councillor or Mayor must leave the room prior to discussion of the matter so that it is clear that the member has not participated in the discussion or attempted to influence the voting of the other members of Council.
- 20.12 Individual Council members are not authorized to commit Council to any course of action or to commit the municipality to any expenditure of monies other than collectively by Council motion, in Council duly assembled.

21.0 CONTRACTS AND TENDERS

- 21.1 The Council collectively and duly assembled may, by motion, make contracts for and on behalf of the Town for the provision of goods and/or services and for any projects or services with the Government of the Northwest Territories or the Government of Canada. They shall do so in accordance with the Town of Inuvik Procurement Policy By-law as amended.

22.0 SIGNING AUTHORITIES

22.1 Cheque and document signing authorities are defined in the Town of Inuvik Signing Authority Policy FM.002.

23.0 REPEALS

23.1 By-law 2619/LEG/19 and any previous council proceedings by-laws are hereby repealed.

24.0 EFFECT


24.1 This by-law supersedes and repeals any previous Council proceedings by-laws previously in effect.

24.2 This by-law shall come into effect upon the day of its final passage.

READ A FIRST TIME THIS 23 DAY OF November, 2022 A.D.

READ A SECOND THIS 23 DAY OF November, 2022 A.D.

READ A THIRD TIME AND FINALLY PASSED THIS 14 DAY OF December, 2022 A.D.




MAYOR



SENIOR ADMINISTRATIVE OFFICER

I hereby certify that this by-law has been made in accordance with the requirements of the Cities, Towns and Villages Act and the by-laws of the Town of Inuvik.



SENIOR ADMINISTRATIVE OFFICER