

RURAL MUNICIPALITY OF LAC DU BONNET
COUNCIL PROCEDURES BY-LAW
BY-LAW NO. 09-23

BEING a by-law of the Rural Municipality of Lac du Bonnet to regulate the proceedings and conduct of council and the committees thereof, and to repeal By-law 10-22 (2nd Amendment);

WHEREAS Section 149 of the Municipal Act provides that a council must establish By-law rules of procedure and review the by-law at least once during its term of office.

THEREFORE, BE IT RESOLVED that the Council of the Rural Municipality of Lac du Bonnet in open meeting assembled, enacts as follows:

1. TITLE

- a. THAT this by-law may be referred to as "The Rural Municipality of Lac du Bonnet Council Procedures By-law".
- b. The following rules and regulations shall be observed in all council meetings and in all council committees thereof.

2. LEGISLATION

- a. All proceedings of Council shall be governed and conducted in accordance with The Municipal Act, being Chapter 58 of the Statutes of Manitoba S.M. 1996, as amended, which shall supersede all sections of this by-law inconsistent therewith.
- b. The Council's Procedures By-Law shall, at no time, set a lower standard of procedure or conduct than that provided for in the Municipal Act.
- c. Every meeting of a Council or council committee must be conducted in public. Everyone has a right to be present at a meeting of Council or council committee unless the person chairing the meeting expels a person for improper conduct.
- d. Council or a Committee of Council may close a meeting to the public under Section 152(3) of *The Municipal Act*.

3. DEFINITIONS

- a. **Agenda** - means the agenda for a regular or special meeting of council but does not include agendas for in-camera meetings.
- b. **Act or MA** - means The Municipal Act S.M. 1996 c.58.
- c. **CAO** - means the Chief Administrative Officer of the Rural Municipality of Lac du Bonnet, or a designated officer delegated to perform duties as the CAO by the CAO in their absence.
- d. **Chair** - means person presiding at the meeting of council or committee.
- e. **Committee** - means a committee or other body established under the Rural Municipality of Lac du Bonnet Council's Organizational By-Law.
- f. **Committee of the Whole Council** - means a committee of all members present at a Council meeting sitting as a committee or a meeting of the whole council outside a regular council meeting.
- g. **Communication Facility** – means the use of real time internet audio or video methods, teleconferencing, or video conferencing to participate in a council meeting from a remote location.
- h. **In-camera** - means in private or to the exclusion of the public
- i. **Members** - means when referring to the council, the Reeve, and the Councillors.
- j. **General holiday** - means each Saturday and Sunday, and includes such days as New Year's Day, Louis Riel Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Terry Fox Day, Labour Day, National Day for Truth and Reconciliation, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day, and any other day declared a holiday by the provincial or federal governments.
- k. **MCCIA** - means the Municipal Council Conflict of Interest Act.
- l. **MB-CMG** - means the Manitoba "Council Members Guide 2018-2022"

4. SUSPENSION

- a. Any rule contained in this by-law may be suspended by a vote of the majority of the members present, except in cases where the Act or this By-law, or some other vote is required.

RURAL MUNICIPALITY OF LAC DU BONNET
COUNCIL PROCEDURES BY-LAW
BY-LAW NO. 09-23

5. COUNCIL INAUGURAL MEETING

- a. Following a general election, the Reeve must call the Inaugural Meeting of Council within 30 days, and the meeting shall be held at The Rural Municipality of Lac du Bonnet Council Chambers.
- b. Each member of Council must take the Oath of Office at or before the Inaugural Meeting obligating the faithful execution of the responsibilities of office.
- c. Council must review and adopt the Procedures and Organizational by-laws within 6 months of the Inaugural meeting.
- d. Council must appoint committee member representatives for standing committees and council committees by no later than the 3rd regular council meeting after the Inaugural meeting.

6. QUORUM

- a. A quorum of council for the Rural Municipality of Lac du Bonnet shall be a minimum of three (3) members. [Sec. 135(3) MA] A quorum is required for and during each council meeting.
- b. The minimum quorum must be maintained even if a position on council is vacant, or a member is not counted if the member is required to abstain from voting under *The Municipal Council Conflict of Interest Act*. [Sec. 135(4) MA]
- c. Lack of quorum - If no quorum is present within 30 minutes after the time scheduled for a meeting, the council shall stand adjourned, and the Chief Administrative Officer shall enter into the minutes the names of the members present at the meeting.
- d. Quorum for any Standing Committee of Council shall be the number determined by the committee or a majority of the committee appointees but no less than three.
- e. The Quorum for any Council Committee shall be the number determined by the committee or a majority of the committee appointees but no less than three.

7. MEETING THROUGH ELECTRONIC COMMUNICATIONS

- a. Members of Council may participate in a meeting of council remotely by means of an electronic or other communication facility if the communication facility enables members to hear and speak to each other and the public to hear the members.
- b. Members of Council may participate in a meeting of Council remotely by means of an electronic or communication facility, only in special circumstances; however, attendance at Council Meetings in-person is preferred.
- c. If the Reeve is participating by means of a communication facility, the Deputy Reeve will assume the role as chair.
- d. Members participating in a meeting conducted by means of a communication facility are deemed to be present at the meeting.
- e. Members participating in a meeting of council remotely by means of a communication facility must ensure that they are in a private location and utilizing a secure internet connection.

8. ATTENDANCE

- a. A member of Council must advise the Chief Administrative Officer in advance that they are unable to attend the meeting, or that they will be delayed.
- b. A member of Council must advise the Chief Administrative Officer in advance that they will be attending the meeting remotely via an electronic

RURAL MUNICIPALITY OF LAC DU BONNET
COUNCIL PROCEDURES BY-LAW
BY-LAW NO. 09-23

communication facility.

9. AGENDA

- a. A draft agenda of each regular meeting of council, as prepared by the CAO, together with copies of supporting materials shall be available to the members of council by 4:30 p.m. on the Thursday preceding the Council Meeting, through the on-line All-Net Meetings program. A copy of the agenda shall be posted on the municipal website and in the municipal office at the same time.
- b. All items to be placed on the agenda of the next regular meeting of council must be provided to the CAO by 3:00 p.m. the Wednesday preceding the regular meeting.
- c. All agenda items shall provide supporting materials and information sufficient for a decision including the Request for Decision (RFD) and Administrative Recommendation, as outlined on Schedule A and B.
- d. Council members and the CAO may attach documents such as briefing notes to individual items on the agenda but must have them submitted to the CAO by no later than 3:00 p.m. of the day prior to the regular meeting.
- e. Additions to the agenda: Only items of a time sensitive nature may be added to the agenda at a regular meeting of council by a majority vote of the members present, prior to adopting the final agenda for the regular meeting of council.
- f. In preparing the council agenda, the CAO shall state the business for consideration in accordance with the Order of Agenda as outlined in Schedule C.
- g. Notwithstanding the provisions under Schedule C - Order of Agenda, the Council may vary the order of business on the agenda by majority vote of the members present.

10. REGULAR MEETINGS

- a. Regular meetings of council shall be held twice a month on Tuesdays in the Council Chambers of the Rural Municipality of Lac du Bonnet at 3:00 p.m.
- b. A notice prior to the first Council meeting each year shall be posted in the municipal office and on the municipal website outlining the regular meeting schedule for that year, as outlined in Schedule D.
- c. All meetings of Council shall be chaired by the Reeve or in their absence, by the Deputy Reeve. If the Reeve or Deputy Reeve is not present at the time scheduled for a meeting, the council may appoint one of its members to chair the meeting.
- d. Notice of regular meetings of Council (agenda copy) must be posted in the lobby of the Municipal Office and on the municipal website by 4:30 p.m. on the Thursday preceding the regular scheduled meeting.
- e. Council may, by resolution, vary the date, time, and place of a regular meeting, as circumstances may require. If the day fixed for a regular meeting of council is a general holiday, the meeting shall be held on the next day following which is not a holiday at the same time and place.
- f. Council may, by resolution, cancel one regular meeting during a month period, as circumstances may require.
- g. Notice of any changes or cancellation of a regular meeting of council shall be advertised in the local paper, time permitting, at least five (5) days prior to the meeting and posted on the municipal website and in the municipal office at least 96 hours before the regularly scheduled date of the meeting.
- h. At the hour set for a meeting to commence, and providing that a quorum is present, the Reeve shall take the chair and shall call the meeting to order.

RURAL MUNICIPALITY OF LAC DU BONNET
COUNCIL PROCEDURES BY-LAW
BY-LAW NO. 09-23

- i. If a regular meeting of Council reaches the hour of 7:30 pm the agenda item under discussion will be the last item dealt with on that day. The Chair shall request a motion to adjourn and if carried, declare the Council adjourned and leave the chair, unless the Council, by unanimous resolution, decides to extend the time of adjournment by a specific time.
- j. Every meeting of a council or council committee must be conducted openly, and no person shall be excluded, except for improper conduct. Meetings will be conducted in council chambers or by means of a communication facility that allows for public viewing.
- k. Despite clause 10(i) of this by-law, council or council committees may close a meeting to the public if:
 - i. in the case of a council, the council decides during the meeting to meet as a committee to discuss a matter; and
 - ii. the decision and general nature of the matter are recorded in the minutes of the meeting; and
 - iii. if the matter to be discussed relates to:
 - 1. an employee, including the employee's salary, duties and benefits and any appraisal of the employee's performance,
 - 2. a matter that is in its preliminary stages and respecting which discussion in public could prejudice a municipality's ability to carry out its activities or negotiations,
 - 3. the conduct of existing or anticipated legal proceedings,
 - 4. the conduct of an investigation under, or enforcement of, an Act or by-law,
 - 5. the security of documents or premises, or
 - 6. a report of the Ombudsman received by the head of council under clause 36(1)(e) of The Ombudsman Act.
- l. No resolution or by-law may be passed at a meeting that is closed to the public, except a resolution to reopen the meeting to the public.

11. DELEGATIONS

- a. Registration, Rules, and Procedures of conduct when appearing before council are attached as Schedule E and include two 15-minute presentations spots, with the exception that additional spots may be approved by Council if required.

12. SPECIAL MEETINGS

- a. A special meeting of the Council may be called at any time by the Reeve and/or CAO if considered appropriate to do so.
- b. The Reeve must call a special meeting of Council, if a written request for the meeting stating its purpose from at least two Councillors is received by the Reeve;
 - i. The written request must also be served to the CAO;
 - ii. The written request must be in written or electronic format;
 - iii. The Reeve and CAO must confirm when the request is received;
 - iv. The Reeve must call the special meeting within forty-eight (48) hours of confirming receipt of the written request.
- c. If the Reeve does not call a special meeting within forty-eight (48) hours after confirming receipt of the written request, the CAO must call the meeting in the manner provided in this by-law.
- d. Should the Reeve be unavailable because of approved leave, the Deputy Reeve may call a special meeting only if requested in writing by two members in accordance with this part.

RURAL MUNICIPALITY OF LAC DU BONNET
COUNCIL PROCEDURES BY-LAW
BY-LAW NO. 09-23

- e. The date and time chosen for any special meeting must allow a minimum of forty-eight (48) hours before the scheduled time of the meeting, for written notice of the meeting to be posted in the municipal office lobby and on the municipal website.
- f. Notice of the special meeting must be provided to all members of council and must state the purpose of the meeting. The notice may be given in oral, electronic, or written format.
- g. Members of Council automatically waive the right to be given notice of a special meeting when on vacation or on approved leave.
- h. At a special meeting, no subject, or matters, other than those mentioned in the notice calling the meeting, shall be taken into consideration, unless all members of council are present, and all members unanimously agree by resolution to add items to the agenda.
- i. In accordance with Section 6, a council member may participate in a special meeting remotely via an electronic communication facility.
- j. In special circumstances, special meetings may be conducted remotely via a communication facility, if the communication facility enables members to hear and speak to each other and the public to hear the members.
- k. Council may close a special meeting to the public, but no resolution or by-law may be passed.

13. SPECIAL EMERGENCY MEETINGS

- a. Where an emergency prevention order or state of emergency is declared under an Act of the Legislature or an Act of Parliament or, where in the opinion of the Reeve, a disaster or emergency exists or is imminent, a special emergency meeting of Council may be called by the Reeve after giving such notice as is considered reasonable in the circumstances.
- b. Council does have the ability to declare a State of Local Emergency without the Reeve. In this case the Chief Administrative Officer or another member of Council can call the meeting.
- c. Only such business as arises out of, or is incidental to, the emergency or disaster may be transacted at this meeting and Council must record in the minutes the proceedings, and the manner in which notice of the meeting is given.

14. VOTING

- a. A member has one vote each time a vote is held at a council meeting at which the member is present.
- b. The minutes of a meeting at which council votes on the third reading of a by-law must show the name of each member present, the vote or abstention of each member, and the reason given for any abstention.
- c. The CAO must record in the minutes the name of any member who exercises their right to abstain from voting on any resolution and provide the reason for abstaining.
- d. If an equal number of members vote for and against a resolution or by-law, the resolution or by-law is defeated.
- e. Council may not reconsider or reverse a decision within one year after it is made unless:
 - i. at the same meeting at which the decision is made, all members who voted on the original resolution are present and agree to reconsider and vote again; or

RURAL MUNICIPALITY OF LAC DU BONNET
COUNCIL PROCEDURES BY-LAW
BY-LAW NO. 09-23

- ii. A member gives written notice to the council, from at least one regular meeting to the next regular meeting of council, of a proposal to review and reverse the decision.
- f. When council reconsiders and reverses a decision, the minutes must show the original decision and the decision made on reconsideration.
- g. Any member of council may, prior to the taking of a vote on any question put forth, require a recorded vote to be taken. The CAO must record in the minutes of the meeting of council the names of the members present, the vote or abstention of each member.
- h. A council decision is the decision of the municipality. Once a decision is made, all members should respect the decision.

15. PUBLIC HEARINGS

- a. Each member of council must attend a public hearing called by council unless the member:
 - i. is excused by the other members from attending the hearing;
 - ii. is unable to attend due to illness; or
 - iii. is required under *The Municipal Council Conflict of Interest Act* to withdraw from the hearing.
- b. The Chair can adjourn the Public Hearing if the number of people greatly exceeds the capacity of the facility.
- c. The place for a public hearing may be moved from the Council Chambers to another suitable facility identified by the Reeve to accommodate a larger audience.
- d. The Chair of the public hearing has the right to limit the time taken by a person to 10 minutes, after which council may wish to ask questions of the person. All questions must be channeled through the Chair of the hearing, all rules and procedures will apply.
- e. The Chair of the public hearing may decline to hear further presentations, questions, or objections where Council is satisfied that the matter has been addressed at the public hearing.
- f. The Chair of the public hearing may decide which presenters will be heard, if Council is satisfied that presentations are the same or similar.
- g. The Chair of the public hearing may require any person, other than a member of council, who is, in the opinion of the Chair, conducting themselves in a disorderly or improper manner to leave the public hearing. If that person fails to do so, may cause that person to be removed.
- h. If a public hearing is adjourned, the council shall provide public notice of the date, time and place of the continuation of the hearing, unless information is announced at the time of adjournment of the hearing.

16. ELECTRONIC RECORDINGS OF MEETINGS

- a. Council may audio or video record all regular and special meetings that are open to public attendance.
- b. When council closes a meeting to the public (in-camera) under section 9(k) of this By-law, all recording equipment devices must be turned off.
- c. The public attending an open council or council committee meeting may not use personal electronic audio and/or visual recording equipment unless required as an accommodation for Accessibility pursuant to Section 25.

RURAL MUNICIPALITY OF LAC DU BONNET
COUNCIL PROCEDURES BY-LAW
BY-LAW NO. 09-23

17. BY-LAWS AND RESOLUTIONS

- a. Council may only act by Resolution or By-law.
- b. A resolution of a council is not valid unless it is passed at a council meeting.
- c. No motion shall be debated or put forward unless it is in writing and is seconded.
- d. Every proposed By-law must be given three separate readings, and each reading must be put to a separate vote.
- e. Council may not give a proposed By-law more than two readings at the same council meeting.
- f. The title and identifying By-law number must be read at each reading of a proposed By-law.
- g. Each member present at the meeting at which first reading is to take place must be given, or have had, the opportunity to review the full text of the proposed By-law before the By-law receives first reading. Each member present at the meeting at which third reading is to take place must, before the proposed By-law receives third reading, be given, or have had, the opportunity to review the full text of the proposed By-law before the By-law and any amendment(s) passed after first reading.
- h. A By-law is passed when it receives third reading and is signed by the Reeve and CAO. The By-Law becomes effective the day after it is passed unless council specifies a later date.
- i. The amendment or repeal of a by-law is subject to the same requirements that apply to passing the By-law unless the Act or any other act expressly provides otherwise.

18. HEAD OF COUNCIL TAKING PART IN DEBATE

- a. If the Chair desires to present or second a motion, they must leave the chair, and call upon one of the council members to fill their place until they resume the chair. The Chair does not need to leave the chair to discuss or debate a motion.

19. CONDUCT

- a. Every member before speaking shall address the Chair.
- b. When two or more members address the Chair at the same time, the Chair shall name the member who is to speak first.
- c. When the Chair is called on to decide a point of order or practice, they shall do so without comment unless requested to do so.
- d. When the Chair is putting a question forward, no member shall leave their chair.
- e. Discussion shall be limited to the question in debate.
- f. No member shall speak to the question or reply for longer than 5 minutes without approval of council.
- g. Adjournment is done by way of motion. A motion to adjourn takes precedence over all others and may be moved at any time, but the question cannot be received after another question is put forward and while council is engaged in voting.
- h. Immediately before putting the question forward the Chair shall have the privilege of summarizing the debate, but no new matter shall be introduced.
- i. The public shall not participate in discussion at a council meeting, unless by unanimous consensus of the members present, or if necessary, a majority vote of council, the public is asked for their participation.

RURAL MUNICIPALITY OF LAC DU BONNET
COUNCIL PROCEDURES BY-LAW
BY-LAW NO. 09-23

- j. Where at a council meeting, any person other than a member of council is, in the opinion of the Chair, conducting themselves in a disorderly or improper manner, the Chair may require that person to leave the meeting and if that person fails to do so, may cause that person to be removed.
- k. Where at a council meeting, a member of council is conducting themselves in a disorderly or improper manner, the council may, by resolution passed by the majority, plus one, of all other members require the member to leave the meeting, and if the member fails to do so, may cause the member to be removed. (See Council Code of Conduct By-Law).
- l. Persons in the council chambers are not permitted to display signs or placards to applaud participants in debate or to engage in conversation or other behaviors which may disrupt council proceedings.
- m. A member must keep in confidence a matter that is discussed at a meeting closed to the public under subsection 152(3) of the Act and that the committee decides to keep confidential until the matter is discussed at a council meeting or of a council committee conducted in public.
- n. A member who breaches the requirement of confidentiality under 18(m) clause may become disqualified from council.

20. COMMITTEE OF THE WHOLE AGENDA & MEETING

- a. Committee of the Whole meetings shall be held monthly prior to the first Regular Council meeting of the month starting at 2:00 p.m.
- b. All items to be placed on the agenda of the Committee of the Whole meeting must be provided to the CAO by 3:00 p.m. the Wednesday preceding the regular meeting.
- c. A draft agenda of each Committee of the Whole meeting, as prepared by the CAO, together with copies of supporting materials will be available to the members of council by 4:30 p.m. on the Thursday preceding the Council Meeting, through the on-line All-Net Meetings program. A copy of the agenda shall be posted on the municipal website and in the municipal office at the same time.
- d. The Committee of the Whole agenda may include verbal Council committee reports, new business discussions and a Public Question period.
- e. The rules of the council shall be observed in the Committee of the Whole as far as may be applicable, except with reference to motions which are not permitted at committee meetings.
- f. The Committee of the Whole allows for a period for questions from the public regarding items contained in the agenda of the day.

21. OPEN QUESTION PERIOD

- a. Open question period allows members of the public to ask brief questions of council regarding items contained in the agenda of the Committee of the Whole meeting, time permitting.
- b. Persons asking a question of council are required to identify themselves, direct all questions to the Chair, adhere to all directions of the Chair, and must comply with 22(j) and 18(k) remaining respectful to all while in council chambers.
- c. During the open question period, questions, and answers to each question, one per person, is limited to a maximum of (5) five minutes per individual to ensure everyone present has an opportunity to ask a question.
- d. If no other member of the public has a question, the Chair may allow an individual to ask a second question.

RURAL MUNICIPALITY OF LAC DU BONNET
COUNCIL PROCEDURES BY-LAW
BY-LAW NO. 09-23

- e. Other members of the public are not allowed to participate in the question-and-answer process.
- f. Council may determine the question too lengthy or unanswerable at the time and will direct the person to submit the question in writing.
- g. The name of the person asking the question, and the question will be recorded in the minutes of the meeting.

22. PETITIONS TO COUNCIL

- a. Where a petition is required under the Act, other than in Part 2 of the Act, the petition must meet the requirements of the Act.
- b. A petition is received by council on the day it is presented to council.
- c. Council may disregard a petition if council decides it is not sufficient under the Act and is not required to act in respect of the petition unless any Act requires that action be taken.

23. PUBLIC DISCLOSURE OF PARTICIPANT INFORMATION

- a. Given the public nature of Council and Committee Meetings, an individual who submits an email or any other written correspondence or documentation to a member of council or administration for a public hearing, and/or a delegation, should expect that the information, including their personal information (name and address) might be disclosed at a council meeting and may form part of the meeting minutes of such meeting as a matter of public record.
- b. This also means that if a copy of the correspondence or documentation presented to council and/or administration regarding a public hearing or delegation is requested by a third party (the media) it may be disclosed.
- c. In accordance with *The Freedom of Information and Protection of Privacy Act* the municipality will be mindful under the guidelines set out by the Act and perform its duty to protect the personal information of individuals; unless it is appropriate or necessary to disclose such information.

24. CONFLICT OF INTEREST (*The Municipal Conflict of Interest Act, MCCA*)

- a. Where during any meeting there arises:
 - i. A matter in which a council member or any of their dependents has a direct or indirect pecuniary interest; or
 - ii. A matter involving the direct or indirect pecuniary interest of any person, corporation, subsidiary or a corporation, partnership, or organization to whom or which a member or any of their dependents has a direct or indirect pecuniary liability;
- b. The member shall:
 - i. Disclose the general nature of the direct or indirect pecuniary interest or liability;
 - ii. Withdraw from the meeting without voting or participating in the discussion; and
 - iii. Refrain at all times from attempting to influence the matter.
- c. For the purpose of clause 22(a) "meetings" includes:
 - i. A council meeting.
 - ii. A meeting of any committee or sub-committee of a council, or any sub-committee, on which the member sits;
 - iii. A meeting of any commission, board, or agency on which the member serves in their official capacity as a member of council; and
 - iv. A meeting of any Board of Revision on which the member sits.
- d. Where a member fails to comply with clause 22(a) by reason of the absence of the member from a meeting referred to therein, the member shall:

RURAL MUNICIPALITY OF LAC DU BONNET
COUNCIL PROCEDURES BY-LAW
BY-LAW NO. 09-23

- i. Disclose the general nature of their direct or indirect pecuniary interest or liability at the next meeting or the same body before which the matter arose; and
 - ii. Refrain always from attempting to influence the matter.
- e. Where a member has complied with clause 22(a) the recorder of the meeting minutes shall record:
- i. The disclosure
 - ii. The general nature of the direct or indirect pecuniary interest or liability disclosed; and
 - iii. The withdrawal of the member from the meeting;
- And the recorder of the meeting minutes shall subsequently file with the CAO
- iv. The information recorded under subclause (i), (ii), and (iii); and
 - v. A notation indicating whether the meeting in question was open to the public or was a closed meeting or the minutes of which are not open to the public.
- f. The CAO shall keep a central record for purposes of recording information.
- g. The central record referred to in clause 22(f) shall be available for inspection by any person without charge during normal municipal business hours.
- h. No later than the last day of November or each year, every council member shall file with CAO a statement disclosing assets and interests.
- i. The statement referred to in 22(h) shall be available for inspection by any person without charge during normal municipal business hours.
- j. A council member who violates any provision of the Municipal Conflict of Interest Act is disqualified from office and the member's seat on council becomes vacant, as of the time of the declarations referred to in *(Sec.21 (1)(a) and Sec 21(2)(a) MCCA)*.
- k. Any council member must provide notice of any conflict-of-interest declarations, as outlined in the Conflict of Interest Act, within two business days, and must immediately refrain from any discussion and decisions that may be perceived as conflict.

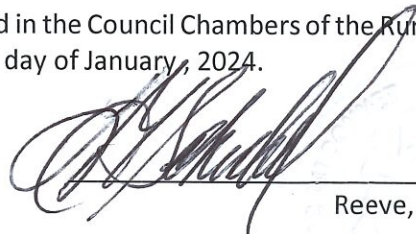
25. ACCESSIBILITY ACCOMMODATIONS

- a. The municipality shall take reasonable steps to ensure barrier-free access to our services, facilities, and public events such as council meetings and public hearings.
- b. The municipality shall accept requests for special accommodation and upon review take reasonable steps to provide the accommodation.

26. ROBERTS RULES OF ORDER

- a. All points of order and procedure not resolved by rules provided in this By-law shall generally follow Roberts Rules of Order as a guideline or be resolved by a majority decision of council.

DONE, PASSED and ENACTED by Council duly assembled in the Council Chambers of the Rural Municipality of Lac du Bonnet, in the Province of Manitoba, this 9th day of January, 2024.



Reeve, Loren Schinkel



Chief Administrative Officer, Sandra Broek

READ A FIRST TIME:	December 5, 2023	RESOLUTION:	2023 0626
READ A SECOND TIME:	January 9, 2024	RESOLUTION:	2024 0024
READ A THIRD TIME:	January 9, 2024	RESOLUTION:	2024 0025

**RURAL MUNICIPALITY OF LAC DU BONNET
COUNCIL PROCEDURES BY-LAW
BY-LAW NO. 09-23**

SCHEDULE A



REQUEST FOR DECISION

RM OF LAC DU BONNET

Meeting:
Meeting Date:
Submitted by:

RFD TITLE:
AGENDA ITEM NUMBER:

BACKGROUND INFORMATION

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

COST/SOURCE OF FUNDING (IF APPLICABLE)

RECOMMENDED ACTION

DATE: _____

CAO: _____

**RURAL MUNICIPALITY OF LAC DU BONNET
COUNCIL PROCEDURES BY-LAW
BY-LAW NO. 09-23**

SCHEDULE B



**ADMINISTRATIVE RECOMMENDATION TO COUNCIL
RM OF LAC DU BONNET**

TITLE:

Date:

Submitted by:

BACKGROUND INFORMATION

RECOMMENDATION

RURAL MUNICIPALITY OF LAC DU BONNET
COUNCIL PROCEDURES BY-LAW
BY-LAW NO. 09-23

SCHEDULE C



Order of Agenda

Committee of the Whole Meeting starts at 2:00 pm (45 Minutes) unless otherwise posted.

or

Public Works Committee Meeting starts at 2:00 pm (30 minutes) unless otherwise posted.

Regular Meeting of Council

3:00 p.m. – Twice monthly (Tuesdays)

Call Regular Meeting to Order

Call for additions to the agenda

Adoption of the agenda with any additions and/or revisions

Hearings and Delegations from 3:00 pm and 3:15 pm

(Delegations - see Schedule B)

Adoption of Minutes

Payment of Accounts

Adoption of Monthly Financial Statement

Public Works Items

Unfinished Business

New Business

By-laws

Reports

Committee Minutes

Correspondence

In Camera Session (if requested or required)

Adjournment

RURAL MUNICIPALITY OF LAC DU BONNET
COUNCIL PROCEDURES BY-LAW
BY-LAW NO. 09-23

SCHEDULE D



2024 Schedule of Meetings

<p>January</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p>February</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td></td><td></td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29			<p>March</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p>April</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
Su	Mo	Tu	We	Th	Fr	Sa																																																																																																																																																																												
	1	2	3	4	5	6																																																																																																																																																																												
7	8	9	10	11	12	13																																																																																																																																																																												
14	15	16	17	18	19	20																																																																																																																																																																												
21	22	23	24	25	26	27																																																																																																																																																																												
28	29	30	31																																																																																																																																																																															
Su	Mo	Tu	We	Th	Fr	Sa																																																																																																																																																																												
				1	2	3																																																																																																																																																																												
4	5	6	7	8	9	10																																																																																																																																																																												
11	12	13	14	15	16	17																																																																																																																																																																												
18	19	20	21	22	23	24																																																																																																																																																																												
25	26	27	28	29																																																																																																																																																																														
Su	Mo	Tu	We	Th	Fr	Sa																																																																																																																																																																												
					1	2																																																																																																																																																																												
3	4	5	6	7	8	9																																																																																																																																																																												
10	11	12	13	14	15	16																																																																																																																																																																												
17	18	19	20	21	22	23																																																																																																																																																																												
24	25	26	27	28	29	30																																																																																																																																																																												
31																																																																																																																																																																																		
Su	Mo	Tu	We	Th	Fr	Sa																																																																																																																																																																												
	1	2	3	4	5	6																																																																																																																																																																												
7	8	9	10	11	12	13																																																																																																																																																																												
14	15	16	17	18	19	20																																																																																																																																																																												
21	22	23	24	25	26	27																																																																																																																																																																												
28	29	30																																																																																																																																																																																
<p>May</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p>June</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							<p>July</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p>August</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Su	Mo	Tu	We	Th	Fr	Sa																																																																																																																																																																												
			1	2	3	4																																																																																																																																																																												
5	6	7	8	9	10	11																																																																																																																																																																												
12	13	14	15	16	17	18																																																																																																																																																																												
19	20	21	22	23	24	25																																																																																																																																																																												
26	27	28	29	30	31																																																																																																																																																																													
Su	Mo	Tu	We	Th	Fr	Sa																																																																																																																																																																												
						1																																																																																																																																																																												
2	3	4	5	6	7	8																																																																																																																																																																												
9	10	11	12	13	14	15																																																																																																																																																																												
16	17	18	19	20	21	22																																																																																																																																																																												
23	24	25	26	27	28	29																																																																																																																																																																												
30																																																																																																																																																																																		
Su	Mo	Tu	We	Th	Fr	Sa																																																																																																																																																																												
	1	2	3	4	5	6																																																																																																																																																																												
7	8	9	10	11	12	13																																																																																																																																																																												
14	15	16	17	18	19	20																																																																																																																																																																												
21	22	23	24	25	26	27																																																																																																																																																																												
28	29	30	31																																																																																																																																																																															
Su	Mo	Tu	We	Th	Fr	Sa																																																																																																																																																																												
				1	2	3																																																																																																																																																																												
4	5	6	7	8	9	10																																																																																																																																																																												
11	12	13	14	15	16	17																																																																																																																																																																												
18	19	20	21	22	23	24																																																																																																																																																																												
25	26	27	28	29	30	31																																																																																																																																																																												
<p>September</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						<p>October</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<p>November</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<p>December</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31											
Su	Mo	Tu	We	Th	Fr	Sa																																																																																																																																																																												
1	2	3	4	5	6	7																																																																																																																																																																												
8	9	10	11	12	13	14																																																																																																																																																																												
15	16	17	18	19	20	21																																																																																																																																																																												
22	23	24	25	26	27	28																																																																																																																																																																												
29	30																																																																																																																																																																																	
Su	Mo	Tu	We	Th	Fr	Sa																																																																																																																																																																												
		1	2	3	4	5																																																																																																																																																																												
6	7	8	9	10	11	12																																																																																																																																																																												
13	14	15	16	17	18	19																																																																																																																																																																												
20	21	22	23	24	25	26																																																																																																																																																																												
27	28	29	30	31																																																																																																																																																																														
Su	Mo	Tu	We	Th	Fr	Sa																																																																																																																																																																												
					1	2																																																																																																																																																																												
3	4	5	6	7	8	9																																																																																																																																																																												
10	11	12	13	14	15	16																																																																																																																																																																												
17	18	19	20	21	22	23																																																																																																																																																																												
24	25	26	27	28	29	30																																																																																																																																																																												
Su	Mo	Tu	We	Th	Fr	Sa																																																																																																																																																																												
1	2	3	4	5	6	7																																																																																																																																																																												
8	9	10	11	12	13	14																																																																																																																																																																												
15	16	17	18	19	20	21																																																																																																																																																																												
22	23	24	25	26	27	28																																																																																																																																																																												
29	30	31																																																																																																																																																																																

Committee of the Whole/Regular Council Meeting
 Public Works Meeting/ Regular Council Meeting
 Variation and Conditional Use

Statutory Holiday/Office Closed
 December 24 & December 31 1/2 days

RURAL MUNICIPALITY OF LAC DU BONNET
COUNCIL PROCEDURES BY-LAW
BY-LAW NO. 09-23

SCHEDULE E
PROCEDURES BY-LAW 09-23



Delegation Rules

Rules of conduct when appearing before council as a delegation

Given the public nature of Council and Committee Meetings, an individual who submits an email or any other written correspondence or documentation to a member of council, administration, for a public hearing, and/or a delegation should expect that the information, including his/her personal information (name and address) might be disclosed at a council meeting and may form part of the meeting minutes of such meeting as a matter of public record.

This also means that if a copy of the correspondence or documentation presented to council, administration regarding a public hearing and is requested by a third party (the media) may be disclosed. In accordance with *The Freedom of Information and Protection of Privacy Act* the municipality will perform its duty to redact and protect the personal information of individuals.

To ensure that the best use of time, and provide a fair method of dealing with delegations at Council meetings of the Rural Municipality of Lac du Bonnet, the following Rules and Procedures will apply:

1. All person(s) wishing to appear before Council as a delegation must register by completing a Delegation Registration Form (available on the RM of Lac du Bonnet website or from the Municipal Office). This form must be filled out with the Administrative Staff no later than 5 days before the scheduled commencement of the meeting.
2. Persons registering for a delegation must provide a short, comprehensive statement as to the subject and purpose of the delegation. This information will allow council to notify appropriate RM personnel to be present at the delegation, and/or provide pre-delegation information for council.
3. In order to ensure that Council will have adequate time to deal with municipal business, the Chief Administrative Officer or Assistant (in consultation with the Reeve and/or Deputy Reeve) can limit the number of delegations appearing at any single meeting of Council.
4. In the case where a delegation is denied for a specified Council meeting, the Chief Administrative Officer or Assistant (in consultation with the Reeve and/or Deputy Reeve) shall consider the delegation if deemed to be of an urgent nature.
5. In situations where a delegation consists of many people, one spokesperson must be appointed to speak for the group.
6. Should special audio-visual equipment be required for a presentation, such equipment should be accompanied by the presenter, or suitable arrangements may be made with administrative staff if it is requested and available prior to the meeting.
7. If written documentation is to be provided, seven copies are required for council, preferably prior to the council meeting. The onus is on the delegation presenter to collect and prepare their own documentation.
8. All delegations are limited to fifteen (15) minute presentations. Where additional time is required, such a requirement should be communicated to administrative staff at the time of registration. The Chair shall interrupt the presenter to complete the presentation when the expired time approaches to allow for the next registered delegation.
9. Council members will have a five (5) minute period at the end of the delegation to ask questions or clarify information.
10. Delegations making applications to discuss a matter that has already been discussed and dealt with through an earlier delegation, to the satisfaction of Council, may not be allowed to appear before Council. Delegations making applications to discuss a matter that is under current or anticipated legal proceedings shall not be considered by council. The applicant

RURAL MUNICIPALITY OF LAC DU BONNET
COUNCIL PROCEDURES BY-LAW
BY-LAW NO. 09-23

shall be advised accordingly.

11. All comments and/or questions will be directed to the Chair and there shall be no interaction between parties in the chambers. Presenters who deviate from the subject matter as indicated in their Delegation Registration will be interrupted by the Chair. If the presenter persists in deviating from the subject matter the Chair may close the presentation.
12. Delegations shall adhere to all directions from the Chair and all presenters must remain respectful to all while in the Council Chambers.
13. Delegations are only for presenting information. Council may choose to follow up on the information at a later date.

RURAL MUNICIPALITY OF LAC DU BONNET
COUNCIL PROCEDURES BY-LAW
BY-LAW NO. 09-23



DELEGATION REGISTRATION FORM

In accordance with the Rural Municipality of Lac du Bonnet Council Procedures By-Law;
All persons wishing to appear before Council as a delegation must provide the following information and by signing below agree to comply with all the Rules of Conduct listed under Schedule B of the Rural Municipality of Lac du Bonnet Council Procedures By-Law. All persons must register by completing a Delegation Registration Form (available on the municipality website or in person at the municipal office) The registration form must be filed with the administrative office no later than 5 DAYS before the scheduled commencement of the meeting.

Date of Council Meeting Requested: _____

Requested time for delegation: 3:00 pm _____ 3:15 pm _____

Name of person presenting the delegation: _____

Group delegation: Name of Group _____

Spokesperson _____

Subject and purpose of the delegation – Please explain the purpose of the delegation and information to presented.

Note:

1. If the subject matter or issue listed above has been dealt with to the satisfaction of Council, or is under current or anticipated legal proceedings, the Delegation may be refused by Council.
2. Seven (7) copies of any written documentation must be provided.

Person Requesting Delegation:

Print Name: _____

Signature: _____

Address: _____

Telephone: _____

Email: _____

Received by the Administrative Office (FOR OFFICE USE ONLY):

Date: _____ **Time:** _____

Received By: Print Name: _____

**RURAL MUNICIPALITY OF LAC DU BONNET
COUNCIL PROCEDURES BY-LAW
BY-LAW NO. 09-23**

Signature: _____

CAO APPROVAL: YES NO: (explain) _____

Note: If the requested date is time is not available, the Municipality will contact you to arrange an alternate date.