

OPERATION OF VILLAGE COUNCIL

In addition to all legislative requirements, the Mistusinne Village Council will seek to adhere to the following guidelines:

1. Operation of Council - Council exercises its duties by:

- Passing bylaws and motions.
- Developing "policies or guidelines for administration and employees to use in day to day operations."¹ It is not typically the duty of Council to do the tasks of its employees but rather to set up the policy framework and the budget support needed for those tasks.

2. Duties of Mayor – In addition to being a Councilor, the Mayor:

- Presides at all meetings,
- Requests the Administrator to call special meetings,
- Calls a public meeting when authorized by Council or after having received a petition requesting one,
- Signs bylaws and securities along with the Administrator

3. Deputy Mayor – The Deputy Mayor:

- Is appointed by Council,
- Acts as Mayor if the Mayor is unable to perform those duties.

4. Designated Councilor – A Designated Councilor may be appointed:

- To assume the duties of Mayor for a brief period of time when both the Mayor and Deputy Mayor are absent or unavailable.

5. Councilor Remuneration and Expenses – Payment to Council and Mayor:

- Is set by Bylaw, based on the taxable assessment of the Resort Village,
- Is payable semi-annually.
- Does not increase if Council holds additional Council meetings or committee meetings.
- Travel expenses are payable at the Council rate when a Council member makes a special trip to the Resort Village that the member would not otherwise make, or for Council approved purposes such as attendance at a conference.

6. Meetings of Council

- The first meeting after a General Election is called by the Administrator within 30 days of the election.
- Regular meetings are typically held:

¹ Municipal Council Member's Handbook, page 5.

- On a regular day of the month, as set by Council
- On alternate days, with posted notice.
- Special meetings:
 - May be held at the call of the Mayor or at the request of the majority of Council,
 - Must include at least 24 hours notice to Council members unless a waiver of notice (stating the purpose of the special meeting) is signed by all members of the Council.
 - Conference call meetings may be held if the Administrator is included and if the meetings are necessitated because of emergency or unavailability of a quorum of Council to travel for a regular meeting.
- A quorum of Council (three of the five members) shall be necessary before a meeting is held.
- The Agenda for the Council meeting will:
 - Typically be determined co-operatively by the Administrator and the Mayor.
 - Be posted on the website, preferably by Thursday evening.
 - Typically begin (after approval of the agenda and approval of the minutes) with reports from staff followed by New Business and reports from the Mayor and each Councilor.
 - Typically be emailed to Council at least two days prior to the meeting.
- Background information will also be distributed by Thursday evening in advance of the meeting.

7. Public Access to Meetings

- Public notice of meetings is provided by posting meeting notices:
 - On the Council bulletin board near the Mistusinne **Community Center**,
 - In the **Mistusinne Community Center**.
- All meetings are open to the public.
 - Observers do not take part in the meeting unless they are a delegation.
 - Delegations typically contact the Administrator or Clerk in advance of the meeting to book a time on the agenda.
- Council may move to exclude the public from all or part of a meeting dealing with confidential personnel matters or concerning long-range or strategic planning.²

8. Bylaws

- Bylaws are the laws that govern the village regarding:
 - Order, safety, welfare, public amenities, nuisances.
 - Vehicles, streets and roads, services, utilities, buildings.
 - Other areas as established under the Municipalities Act or other applicable legislation.
- Council will adhere to the Municipalities Act with regard to passing bylaws, including:
 - The proposed bylaw must have 3 distinct readings.

² Municipal Councilor Meeting Guide, page 6.

- Unanimous consent of Councilor is required to consider 3 readings at a meeting.
- Bylaws are drafted by the Administrator at the request of Council.

9. Policies

- Policies are meant to outline the day by day operation of Council, particularly regarding personnel, plus the provision of services and recreation in the village.
- Policies are typically drafted by the Administrator, usually after discussion at the Council table in which Council decides on the general parameters of the proposed policy. After initial discussion, Council may give "approval in principle" for the administrator to draft the policy.
- Policy becomes binding on Council and staff after it has been given final reading and approved by a majority motion.

10. Motions and Voting

- Motions are moved but not seconded.
- The Mayor may step down from the chair to move a motion.
- All members of Council vote, including the Mayor.
- A member will declare a pecuniary interest and leave the meeting during debate and voting on motions that could provide a financial affect to the member or the member's family.
- Abstaining from voting is deemed to be a vote in the negative.
- If there are an equal number of votes for and against, the motion or bylaw is defeated.
- When a motion is before Council, the passing of a motion to table will result is the setting aside of the original motion until such time as another motion is passed to return the original motion back to table.
- A recorded vote will show names for and against in the minutes.
 - If there is no motion for a recorded vote; the call from any one Councilor is sufficient.
 - The call must come prior to the vote being taken.
- Regarding a matter before council, unless a motion is made and voted upon, the discussion at Council on said matter is not to be taken as a Council position.

11. Minutes - Minutes of all meetings of Council:

- Are kept by the Administrator,
- Contain the record of members present, motions and bylaws, not the discussion.
- Cannot be released to the public until they are ratified at the subsequent meeting.
- Are posted:
 - On the Council bulletin board,
 - On the web site, and
 - Are available at the office in Elbow.

12. Council Communication with Public

- Council Updates:
 - Are newsletters about the work of Council,
 - Are mailed or emailed to ratepayers and are posted on the web site,
- The Village of Mistusinne Web Site will typically include:
 - Dates and agendas of upcoming regular and special meetings of Council,
 - Minutes that have been ratified by Council,
 - Council Updates,
 - Council Bylaws,
 - Council Policies.
 - Reminders (“What’s New”).