

SCHEDULE A  
PROCEDURES RESOLUTION 2024-02-05  
LOCAL URBAN DISTRICT (L.U.D.) OF MIAMI

TITLE

1.0 This resolution may be referred to as "The Local Urban District of Miami Procedures Resolution".

1.1 The following rules and regulations shall be observed by the Committee for the L.U.D. of Miami.

DEFINITIONS

2.0 In this resolution:

a) "Agenda" means the agenda for a regular or special meeting of the L.U.D. of Miami Committee.

b) "Act" means The Municipal Act S.M. 1996 c.58.

c) "Chair" means the person presiding at the meeting of the L.U.D. of Miami Committee.

d) "Committee" means the duly elected members of the L.U.D. of Miami and one Councillor appointed by Council for the Rural Municipality of Thompson that has been elected for the ward in which the local urban district is located.

e) "Committee Meeting" means a regular or special meeting of the Committee.

f) "In Camera" means in private or to the exclusion of the public.

g) "General Holiday" includes such days as New Year's Day, Louis Riel Day, Good Friday, Easter Monday, Victoria Day, Canada Day, the first Monday in August, Labour Day, Truth and Reconciliation Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day and any other day declared a holiday by the Provincial or Federal Government.

SUSPENSION

3.0 Any rule contained in this resolution may be suspended by a vote of the majority of the members present, except in cases where the Act or this resolution, requires some other vote.

COMMITTEE INAUGURAL MEETING

4.0 Following a general election, an Inaugural Meeting of the Committee must be held within thirty (30) days and the meeting shall be held at 10:00 a.m. in the Rural Municipality of Thompson Council Chamber.

4.1 The Committee must at the Inaugural Meeting review the Procedures Resolution.

QUORUM

5.0 A majority of the members of the Committee constitutes a quorum. A quorum of the Committee for the LU.D. of Miami shall be two (2) members.

5.1 If a position on the Committee is vacant, the quorum will be the majority of the remaining members of the Committee provided that the minimum number for a quorum cannot be less than two (2) members

5.2 Lack of quorum - If no quorum is present within thirty (30) minutes after the time scheduled for a meeting, the Committee shall stand adjourned and the names of the members present at the meeting shall be entered into the minutes.

AGENDA

6.0 A draft agenda of each regular meeting of the Committee shall be available the day before the next scheduled meeting.

6.1 Items may be added to the agenda at a regular meeting of the Committee by a majority vote of the members present, prior to adopting the final agenda.

6.2 In preparing the Committee agenda, the business for consideration shall be stated in accordance with the following order of business:

- call the meeting to order
- adoption of the agenda
- confirmation of the minutes
- confirmation of financial statement
- accounts and invoices for payment
- reception of delegations
- reception of petitions
- discussions
- business
- in camera
- adjournment

6.3 Notwithstanding the provisions under 6.2, it shall always be in order for the Committee to vary the order in which business on the agenda shall be dealt with by a majority vote of the members present

#### REGULAR MEETING

7.0 Regular meetings of the Committee shall be held on the third Wednesday of each month in the Rural Municipality of Thompson Council Chamber at the hour of 10:00 a.m.

7.1 All meetings of the Committee shall be chaired by the Chairperson of the Committee.

7.2 If the day fixed for a regular meeting of the Committee 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.

7.3 The Committee may by resolution vary the date and time of a regular meeting as circumstances may require.

7.4 At the hour set for a meeting to commence and providing that a quorum is present, the Chairperson shall take the chair and call the meeting to order.

7.5 The Committee shall hold its meetings openly and no person shall be excluded, except for improper conduct.

7.8 Despite clause 7.5 of this resolution, The Committee may close a meeting to the public if:

- a) the members decide during the meeting to discuss a matter, and
- b) the decision and general nature of the matter are recorded in the minutes of the meeting.

7.7 No resolution may be passed at a meeting that is closed to the public, except a resolution to reopen the meeting to the public.

#### SPECIAL MEETINGS OF THE COMMITTEE

8.0 A special meeting of the Committee of the L.U.D. of Miami may be called at any time by the Chairperson of the Committee and must be called if the Chairperson receives a written request from at least two members of the Committee stating the purpose.

8.1 At a special meeting, no subjects or matters other than those mentioned in the notice calling the meeting, shall be taken into consideration unless all members of the Committee are present and the members unanimously agree by resolution to the addition of items to the agenda.

#### DELEGATIONS

9.0 The Chair may limit the time taken by a delegation to ten (10) minutes. The delegation must appoint a spokesperson.

#### VOTING

10.0 A member has one vote each time a vote is held at a Committee meeting at which the member is present.

10.1 If an equal number of members vote for and against a resolution, the resolution is defeated.

10.2 The Committee may not reconsider or reverse a decision within one year after it is made unless:

- a) at the same meeting at which the decision is made, all the members who voted on the original resolution are present and agree to reconsider and vote again, or
- b) a member gives written notice to the Committee, from at least one regular meeting to the next regular meeting, of a proposal to review and reverse the decision.

10.3 Any member of the Committee may, prior to the taking of a vote on any question put, require a recorded vote to be taken. The minutes of the Committee meeting must show the names of the members present, the vote or abstention of each member.

#### RESOLUTIONS

11.0 The Committee may act only by resolution.

11.1 No motion shall be debated or put unless it is in writing and is seconded, excepting only a motion to adjourn which need not be in writing.

#### CONDUCT

12.1 A member must keep in confidence a matter that is discussed at a meeting closed to the public under Subsection 83(1)(d) of the Act until the matter is discussed at a committee meeting conducted in public.

12.2 A member who breaches the requirement of confidentiality under Clause 12.1 becomes disqualified from the Committee.

All points of order and procedure not resolved by rules provided in this resolution shall be resolved by a majority decision of the Committee.