

**PUBLIC MEETINGS BYLAW
HAMLET OF _____, NT
BYLAW NUMBER**

A bylaw of the Hamlet of _____ in the Northwest Territories for the calling and holding of Public Meetings pursuant to the *Hamlets Act*, S.N.W.T., 2003, C.22, s.32.

WHEREAS the Hamlet feels it is in the best interests of the community to voluntarily hold a Public Meeting on certain issues concerning the Hamlet, and to establish procedures for Public Meetings.

NOW, THEREFORE, THE COUNCIL OF THE HAMLET OF _____, at a duly assembled meeting enacts as follows:

Title

1. This bylaw may be cited as the "Public Meetings Bylaw".

Interpretation

2. In this bylaw,
 - (a) "Council" means the Council of the Hamlet of _____;
 - (b) "Council Member" means a member of Council, inclusive of the Mayor;
 - (c) "Hamlet" means the Municipal Corporation of the Hamlet of _____;
 - (d) "Mayor" means the Mayor of the Hamlet;
 - (e) "Presenter" means a member of the public who makes written or oral submission at the Public Meeting;
 - (f) "Presiding Officer" means the person authorized to preside over a Public Meeting, determined in accordance with Section 10;
 - (g) "Public Meeting" means a public meeting convened at the direction of Council in accordance with this bylaw, but does not include a Council meeting, Council committee meeting or Statutory Public Hearing;
 - (h) "SAO" means the senior administrative officer of the Hamlet; and

- (i) “Statutory Public Hearing” means a public hearing that Council is required to hold under the *Hamlets Act* or another enactment.

Calling of a Public Meeting

- 3. Council may, at any Council meeting, call for a Public Meeting to be held.
- 4. When Council calls for a Public Meeting to be held, it shall establish the topic(s) to be addressed at the Public Meeting and designate the date, time and location of the Public Meeting.

Notice of Public Meeting

- 5. Subject to Section 6, at least two (2) weeks’ public notice of a Public Meeting shall be provided prior to the date set for the Public Meeting.
- 6. Council may, by unanimous resolution, shorten the notice period set out in Section 5 to one (1) week.
- 7. The SAO shall ensure that notice of a Public Meeting is posted in at least three (3) public locations.
- 8. The SAO may, in addition to posting notice in accordance with Section 7, use further methods to advertise the Public Meeting, including, without restriction, radio, television, flyers, newspapers and online posting.
- 9. The notice of a Public Meeting shall include:
 - (a) time, date and location of the Public Meeting;
 - (b) the topic(s) to be addressed at the Public Meeting;
 - (c) an overview of the process for making written and oral submissions at the Public meeting; and
 - (d) details regarding access to any written materials relevant to the Public Meeting.

Presiding Officer

- 10. The Presiding Officer at Public Meetings shall be determined in accordance with the following:
 - (a) the Mayor shall be the Presiding Officer;

- (b) if the Mayor is absent, or otherwise unable to preside, the Deputy Mayor shall be the Presiding Officer; and
 - (c) if both the Mayor and Deputy Mayor are absent, or otherwise unable to preside, the Presiding Officer shall be chosen by the Council Members present.
11. All questions of procedure at a Public Meeting shall be decided by the Presiding Officer.

Written Submissions

12. Members of the public may provide written submissions to be considered by Council and the public at large at a Public Meeting.
13. Written submissions for Public Meetings must:
- (a) be received by the SAO at least three (3) business days prior to the date of the Public Meeting;
 - (b) be legible, coherent and respectful;
 - (c) be related to the topic of the Public Meeting; and
 - (d) identify the name of the person making the submission.
14. Written submissions that, in the opinion of the SAO, meet the requirements of Section 13 shall be included in the materials for the Public Meeting, and will be provided to all Council Members and made accessible to the public at large at the earliest practical time prior to the Public Meeting.

Meeting Procedure

15. The following shall be the order followed at the Public Meeting:
- (a) the Presiding Officer will make an opening statement;
 - (b) the Presiding Officer or administration will describe the topic or topics being addressed at the Public Meeting;
 - (c) Presenters who have made written submissions, and are present at the Public Meeting, will be invited to speak to their written submission;

- (d) in the event that there are Presenters who have provided written submissions in accordance with this Bylaw, but are not present at the Public Meeting, administration will read their submission aloud or, where appropriate, provide a general overview of the content of the submissions;
 - (e) the Presiding Officer will call for a fifteen (15) minute break;
 - (f) Presenters who have not provided a written submission in accordance with this bylaw will be invited to make oral submissions; and
 - (g) at the conclusion of business of the Public Meeting, the Presiding Officer shall declare the Public Meeting closed.
16. Persons intending to make oral submissions at a Public Hearing shall identify themselves to the SAO before the Public Meeting commences, or during the break referenced in Section 15(e).
17. If a person fails to comply with Section 16, the Presiding Officer may still, in his or her discretion, permit that person to make an oral submission at the end of the Public Meeting.
18. Each Presenter shall begin his or her oral submission by:
- (a) providing his or her name;
 - (b) indicating whether they are speaking on their own behalf or on behalf of a group or organization; and
 - (c) providing a brief summary statement of his or her position on the topic being addressed at the Public Meeting.
19. The order in which Presenters make oral submissions is in the discretion of the Presiding Officer.
20. Each presenter shall have a maximum of five (5) minutes to make oral submissions.
21. If a Presenter is speaking on behalf of an organization or group, the Presiding Officer may, in his or her sole discretion, grant that Presenter an additional five (5) minutes to speak.
22. Only one (1) Presenter may speak on behalf of each group or organization.

23. Council Members may ask Presenters questions following each oral submission.
24. A Public Meeting is not a meeting of Council, and no decisions shall be made by Council during a Public Meeting.

Decorum

25. During a Public Meeting, all questions and oral submissions by the Council Members and the Presenters shall be directed to the Presiding Officer.
26. During a Public Meeting, no person shall:
 - (a) interrupt the oral presentation of another;
 - (b) use threatening, obscene or abusive language; or
 - (c) otherwise disturb the Public Meeting by words, actions or other improper conduct.
27. The Presiding Officer may order a person who contravenes Section 26 to leave the Public Meeting.
28. If a person who is ordered to leave a Public Meeting under Section 27 does not leave voluntarily, the Presiding Officer may request that the Royal Canadian Mounted Police remove that person from the Public Meeting.

Report for Council

29. The SAO shall prepare a report for Council within two (2) weeks after a Public Meeting that:
 - (a) identifies the Council Members that were present at the Public Meeting;
 - (b) lists the Presenters at the Public Meeting; and
 - (c) summarizes the written and oral submissions that were made at the Public Meeting.

Repeal

30. Bylaw No. _____ is hereby repealed.

Read a first time this ___ day of _____, 20__.

Read a second time this ___ day of _____, 20__.

Read a third time this ___ day of _____, 20__.

Signed, certified by the senior administrative officer and sealed this ___ day of _____, 20__.

Mayor

I hereby certify that this bylaw has been made in accordance with the requirements of the *Hamlets Act* and the bylaws of the Municipal Corporation of the Hamlet of _____.

Senior Administrative Officer

[SEAL]