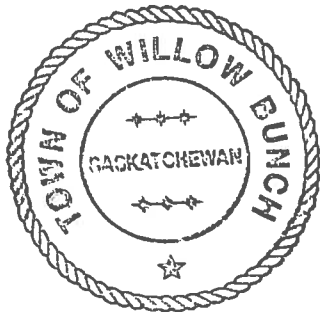


A BYLAW OF THE TOWN OF WILLOW BUNCH, IN THE PROVINCE OF SASKATCHEWAN TO SET PROCEDURES TO MAKE COUNCIL AND ITS MEETINGS MORE EFFICIENT.

1. CORRESPONDENCE  
All correspondence will be included in the Council packages.
2. BUSINESS ARISING FROM THE MINUTES
  - a. That Business Arising from the minutes, as presented on the agenda for a meeting of Council, be limited to a discussion of the following: (1) updates on any issue presented in the said minutes, (2) any issue tabled or postponed from the previous meeting of Council, and (3) any motion to reconsider a motion carried at the previous meeting of Council.
  - b. That any issue tabled, postponed or reconsidered meet the requirements of Section 3a or 3b.
3. REPORTS
  - a. That any member of Council or Employee requiring a decision from Council provide a written report included in the Council package, explaining the issue and the background information required for the decision (50-100 words or as required).
  - b. That any ratepayer or resident requiring a decision from Council provide a written report as in Section 3a.
4. DELEGATIONS
  - a. That any delegation wishing to present an issue at a meeting of Council provide a written report included in the Council package, explaining the issue and any decision(s) sought from Council (50-100 words or as required).
  - b. That any delegation wishing to present an issue at a meeting of Council register with the Town Administrator.
  - c. That each delegation be allotted a maximum of ten (10) minutes per meeting of Council.
  - d. That the number of delegations per meeting of Council be limited to a maximum of two (2) delegations unless an emergency.
5. COUNCIL PACKAGE
  - a. That the deadline for providing written reports (Sections 3a, 3b, 4a) in the Council package or registering as a delegation (Section 4b) be 1:00 p.m. on the Friday preceding the meeting of Council.
  - b. That any issue, report or delegation not included in the Council package be forwarded to a later meeting of Council unless an emergency.
6. DEFINITIONS
  - a. "Council package" refers to the ensemble of information provided to each member of Council in preparation for a meeting of Council, including the agenda, minutes, correspondence, reports, financial reports, accounts, etc.
  - b. "Administrator" refers to the administrator/clerk for the Town of Willow Bunch.

Read three times and passed by Council of the Town of Willow Bunch this 8<sup>th</sup> day of February, 2005.



*Jordan Dord*  
\_\_\_\_\_  
Mayor

*Collette Mee*  
\_\_\_\_\_  
Administrator



Certified a true and correct copy of Bylaw No. 209/05  
adopted by the Council of the Town  
of Willow Bunch on the 8 day of February, 2005.  
*Margaret Brown*  
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Administrator/Deputy Mayor