



TOWN OF CASTOR
BYLAW NO 2025 - 1104

A BYLAW OF THE TOWN OF CASTOR, A MUNICIPAL CORPORATION IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE ORDERLY PROCEEDINGS OF COUNCIL MEETINGS, MEETINGS OF COMMITTEES OF COUNCIL AND TRANSACTING OF BUSINESS BY THE COUNCIL OF THE TOWN OF CASTOR.

WHEREAS, Section 145 (a) of the *Municipal Government Act*, being Chapter M-26 of the Revised Statutes of Alberta, 2000, as amended from time to time, provides for Municipal Councils to pass bylaws for the establishment and functions of Council committees and other bodies;

AND WHEREAS, Section 145 (b) of the *Municipal Government Act* allows a Council to pass a bylaw in relation to the procedure and conduct of Council, and other bodies established by Council, the conduct of members of other bodies established by Council;

NOW THEREFORE, under the authority of the *Municipal Government Act*, the Municipal Council of the Town of Castor, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. TITLE

1.1. This Bylaw may be cited as “The Procedural Bylaw”.

2. DEFINITIONS

2.1. “Act” means the *Municipal Government Act*, R.S.A. 2000, Chapter M-26

2.2. “Administrative Inquiry” is a request by a Councillor to the Chief Administrative Officer for the future provision of information.

2.3. “Agenda” is the order of business of a meeting and the associated reports, bylaws or other documents.

2.4. “Chief Administrative Officer” means the Chief Administrative Officer of the Town of Castor or designate.

2.5. “Chair” means the Mayor, Deputy Mayor or other person authorized to preside over a meeting.

- 2.6. “Confidential” means a meeting or portion of a meeting of Council without the presence of the public where the matter to be discussed is within one of the exceptions to disclosure in Division 2, of Part 1 of the *Freedom of Information and Protection of Privacy Act*.
- 2.7. “Council” means the municipal Council of the Town of Castor.
- 2.8. “Councillor” means a member of Council who is duly elected and continues to hold office and includes the Mayor.
- 2.9. “Council Committees” means any committee, board or other body established by Council by bylaw under the Act.
- 2.10. “Council Appointments” means any external committee, board or other body that Council appoints delegates/representatives to on behalf of Council.
- 2.11. “Deputy Mayor” means the Councillor appointed by Council to act as the Mayor when the Mayor is unable to preform the duties of Mayor, or if the office of the Mayor is vacant.
- 2.12. “General Election” means an election held in the Town of Castor to elect the members of Council as described in the *Local Authorities Election Act*.
- 2.13. “Inaugural Meeting” means the Organizational Meeting immediately following the General Election.
- 2.14. “Member” includes a Councillor and a member of a Council Committee who is not a Councillor.
- 2.15. “Organizational Meeting” means the meeting held as described in Section 5.3 and 5.4 and includes the Inaugural Meeting.
- 2.16. “Pecuniary Interest” means a pecuniary interest with the meaning of the *Municipal Government Act*.
- 2.17. “Point of Order” means a demand that the Chair enforce the rules of procedure.
- 2.18. “Postpone” means the motion by which action on a pending question can be put off, within limits, to a definite day, meeting, or hour, or until after a certain event.
- 2.19. “Public Hearing” is a pre-advertised public hearing that Council is required to hold under the Act or other enactments or any matter at the direction of Council.

- 2.20. "Question of Privilege" means a request made to the Chair, unrelated to the business on the floor, that affects the comfort, dignity, safety, or reputation of Council or individual Councillors.
- 2.21. "Quorum" is the minimum number of Members that must be present at a meeting for business to be legally transacted.
- 2.22. "Mayor" means the Chief Elected Official of the Town of Castor.
- 2.23. "Resolution" may also be referred to as a motion.
- 2.24. "Table" means a motion to delay consideration of any matter, which does not set a specific time to resume consideration of the matter.
- 2.25. "Two-Thirds Vote" means a vote by at least two-thirds of Members present at the meeting and entitled to vote on the motion.

3. APPLICATIONS AND INTERPRETATION

GENERAL RULES

- 3.1. The procedures contained in the bylaw shall be observed in all proceedings of Council.
- 3.2. The procedures contained in this bylaw shall be observed in Council Committee meetings with the exception of the limit of the number of times for speaking. However, no Member shall speak more than once to any question until every other Member choosing to speak shall have spoken.
- 3.3. To the extent that a procedural matter is not dealt with in the *Act* or this Bylaw, the matter will be determined by referring to the most recent version of Robert's Rules of Order Newly Revised 11th Edition.
- 3.4. Subject to any statutory obligation to the contrary, Council or a Council Committee may temporarily suspend any provision of this Bylaw by a Two-Thirds Vote.
- 3.5. A Resolution suspending any provision of this Bylaw as provided for in Section 3.4 is only effective for the meeting during which it is passed.

4. COMMITTEES

- 4.1. The following Council Committees established by Council may be governed by these rules and regulations:

- a) Castor and District Recreation Board
- b) Castor Library Board
- c) Cemetery Committee
- d) Fire Intermunicipal Committee
- e) Municipal Planning Committee
- f) Regional Assessment Review Board
- g) Safety Program and Risk Control Committee
- h) Subdivision and Development Appeal Board
- i) Dog and Cat Control Committee
- j) Safety Committee

4.2. The Council may appoint delegates/representatives to the following external Committees, Councils, Boards, Association (hereinafter call “Council Appointments”):

- a) Alberta Rural Transportation Committee
- b) Assessment Review Committee
- c) Battle River Watershed Alliance
- d) Battle River Economic Opportunities Committee
- e) Castor and District Family and Community Support Services
- f) Castor and District Housing Authority
- g) Castor and Area Health Care Providers Attraction and Retention Committee
- h) Castor Museum Committee
- i) Castor and District Community Van Society
- j) Castor Curling Club
- k) Castor Fair Board
- l) Castor and District Food Bank Committee
- m) Castor Golf Club
- n) Coronation and Consort Victim Services
- o) Community Hall Board and Agricultural Society
- p) East Central 911 Call Answer Society
- q) East Central Ambulance Association
- r) Education and Joint Use Committee
- s) Insurance Risk Pro Committee
- t) Paintearth Adult Learning Council
- u) Paintearth Regional Waste Management Ltd.
- v) Palliser Regional Municipal Services Board
- w) Parkland Regional Library Board
- x) Shirley McClellan Regional Waste Services Commission
- y) Veterans Memorial Highway Association
- z) Waste Connections of Canada Landfill Liaison Committee

- 4.3. The delegates/representatives to each Council Committee/Committee Appointments referred to above shall be appointed by the Council for a specified period of time at the organizational meeting each year, unless in the event of resignation or loss of member for whatever reason, a replacement member will be appointed by the Council at the next regular meeting.
- 4.4. The Council may, from time to time, by resolution, establish other committees and decide to discontinue the operations of any established committee.
- 4.5. The Mayor shall be ex-officio, a member of every Committee listed in 4.1 above, and shall act in an advisory capacity thereto, shall be entitled to participate in committee discussion, shall be entitled to introduce motions and to vote at a committee meeting.
- 4.6. Each Council Committee of the Council shall have a "Terms of Reference" for its governance, which shall be approved by the Council.
- 4.7. Prior to the organizational meeting, the Chief Administrative Officer will compile a listing of Members at Large who have indicated a desire to serve on external committees as listed above for Council's consideration at the organizational meeting.
- 4.8. A Chair and a Vice-chair of each Committee shall be elected by its members unless otherwise provided by "Terms of Reference" approved by the Council.
- 4.9. A Special Committee may be appointed at any time by the Council or by the Mayor acting upon the instructions of the Council providing that a motion has been adopted specifying the matters to be dealt with by the Committee.
- 4.10. It shall be the duty of the Chair of each Council Committee or Special Committee, or in the case of illness or absence, it shall be the duty of the vice-chair of the said Committee to summon a special meeting of any such Committee whenever requested to do so by a majority of members of any such Committee.
- 4.11. All meetings are recorded with written minutes; without note or comment. The Agendas of Council meetings will be an integral part of the minutes, available to the public pursuant to the *Municipal Government Act*.

5. MEETINGS

INAUGURAL MEETINGS

- 5.1. Council must hold its Inaugural Meeting not later than two weeks after the third Monday in October following the General Election.
- 5.2. At this meeting:
 - a) all Councillors must take the official oath prescribed by the *Oaths of Office Act*;
 - b) Council must confirm the Council Chambers seating arrangements of Councillors;
 - c) review of the Procedural Bylaw; and
 - d) all other matter required by Section 5.4 must be dealt with.
- 5.3. The use of audio or video recording devices by the public or the media during a meeting is prohibited without the consent of Council.

ORGANIZATIONAL MEETINGS

- 5.4. An Organizational Meeting must be held not later than two weeks after the third Monday in October each year.
- 5.5. At the Organizational Meeting, Council must:
 - a) approve the secret ballot voting method to be used for various positions;
 - b) appoint a Councillor to the position of Mayor;
 - c) appoint a Councillor to the position of Deputy Mayor;
 - d) appoint Members to Council Committees and other bodies;
 - e) set the time, dates and place for Regular Meetings;
 - f) review of the Procedural Bylaw;
 - g) review pertinent policies, such as remuneration, travel, subsistence and out of pocket expenses to be paid to members and members at large; and
 - h) appoint signing authorities, auditor and assessors.
- 5.6. The use of audio or video recording devices by the public or the media during a meeting is prohibited without the consent of Council.

REGULAR COUNCIL MEETINGS

- 5.7. Regular Council meetings are held every second and fourth Monday of each month in Council Chambers of the Town of Castor Administrative Office.
- 5.8. Unless authorized by motion of Council, all Council meetings will commence at 7:00 p.m.
- 5.9. Council, may by Resolution, establish other regular Council meeting dates as may be required from time to time.

- 5.10. Council may change the date, time or place of a regularly scheduled meeting by a Two-Thirds Vote.
- 5.11. Notice of a change in date, time or place, of any meeting of Council will be provided at least 24 hours prior to Councillors in accordance with the *Municipal Government Act* and to the public by:
 - a) Posting a notice in the Town of Castor Administrative Office; and/or
 - b) Posting a notice on the Town of Castor website.
- 5.12. Council may cancel any meeting if notice is given in accordance with Section 5.9.
- 5.13. The use of audio or video recording devices by the public or the media during a meeting is prohibited without the consent of Council.

SPECIAL MEETINGS

- 5.14. The Mayor may call a special Council meeting at any time and must do so if a majority of Councillors make a request in writing stating the purpose of the meeting.
- 5.15. A special Council meeting requested by Councillors must be held within 14 days after the request is received.
- 5.16. Notice of a special Council meeting must be given at least 24 hours in advance and accordance with Section 5.9.
- 5.17. A special Council meeting may be held with less than 24 hours' notice to all Councillors and without notice to the public if at least Two-Thirds of the whole Council agrees to this in writing before the beginning of the meeting.
- 5.18. The use of audio or video recording devices by the public or the media during a meeting is prohibited without the consent of Council.

ELECTRONIC PARTICIPATION IN MEETINGS

- 5.19. Electronic communication may be used to hold Council meetings (inaugural, organizational, regular and special meetings), committee of the whole, Council committee meetings, and hearings.
- 5.20. The following types of electronic communication are authorized for use to hold meetings and hearings:

- a) Telephone or speakerphone with or without internet support,
- b) Full-featured internet, or combination of internet/telephone, meeting services with integrated audio (and optionally video).

5.21. Electronic meetings shall be subject to all procedures in this bylaw as well as the following regarding electronic participation:

- a) The Chair must be physically present to preside over a meeting or hearing that is being held electronically. If the Chair wishes to participate in the meeting electronically, they must vacate the position for that meeting or hearing.
- b) Members must notify the Chair and Chief Administrative Officer as soon as they are aware of their need to participate in a meeting electronically.
- c) Members shall announce themselves at the first opportunity after joining the telephone call or identify themselves as required to sign into the internet meeting service and shall maintain internet and audio access throughout the meeting whenever present but shall sign out upon any departure before adjournment.
- d) The presence of a quorum shall be established by audible roll call at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members, unless any member demands a quorum count by audible roll call. Such a demand may be made following any vote for which the announced totals add to less than a quorum.
- e) Each member is responsible for their telephone, audio and internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
- f) The Chair may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The Chair's decision to do so shall be announced during the meeting and recorded in the minutes.
- g) All votes shall be taken by audio roll call. The Chair's announcement of the voting result shall include the number of members voting on each side of the question.
- h) No Councillor may attend more than two (2) consecutive meetings by electronic means, unless approved by a Two-Thirds Vote.

5.22. A fee will be charged for a recording if available.

5.23. No electronic recordings are allowed without the consent of the Council.

5.24. The use of audio or video recording devices by the public or the media during a meeting is prohibited.

- 5.25. The approved minutes of a meeting will form the official record of the meeting. Any audio, video, or other record of the meeting shall not be considered an official record.

6. PUBLIC HEARINGS

- 6.1. Public Hearings will be held in conjunction with a regular Council meeting. However, a special Council meeting for the purpose of holding a Public Hearing may be called.
- 6.2. The procedure for a Public Hearing is as follows:
- a) The Chair will call for a motion to go into a Public Hearing;
 - b) The Chair will introduce members of Council and staff, outline the purpose of the Public Hearing, the process to be followed in the Public Hearing and any preliminary matters;
 - c) If applicable:
 - 6.2.c.1. Town of Castor development staff will present their report followed by questions for clarification by Council; or
 - 6.2.c.2. The proponent or their agent will be requested to present their application within a reasonable time period followed by questions for clarification by Council;
 - d) After identifying themselves, representatives from the provincial government or provincial agencies will be invited to make a verbal presentation followed by questions for clarification from Council;
 - e) After identifying themselves, representatives from the municipal government or municipal agencies will be invited to make a verbal presentation followed by questions for clarification from Council;
 - f) After identifying themselves, members from the public will be invited to make a verbal presentation followed by questions for clarification from Council;
 - g) Depending on the number of written submissions; Town of Castor development staff may provide a report on the number of written submissions received and if appropriate a general overview of the contents of the written submissions; and
 - h) If applicable:
 - 6.2.h.1. Town of Castor development staff will present a closing summary and response to any questions that may have been raised in the presentations; or
 - 6.2.h.2. The proponent or their agent will present a closing summary and respond to any questions that may have been raised in their presentations.
- 6.3. The use of slides, maps, videos and other similar materials is permitted and these along with written submissions become the property of the Town of

Castor as exhibits to the hearing.

- 6.4. Persons addressing Council shall give their name, location of residence, an indication as to whether they are speaking on their own behalf or for another person or a group and address the chair when responding to questions or providing information.
- 6.5. Individuals may speak for a maximum of ten (10) minutes.
- 6.6. One spokesperson per petition or group may speak for a maximum of ten (10) minutes.
- 6.7. At the discretion of the Chair, the time limits for speaking and presentations may be extended to ensure that all interested parties have had a fair and equitable opportunity to express their views.
- 6.8. At the discretion of the Chair, after everyone has had the opportunity to speak once, those interested in speaking a further time and providing new information may be granted further opportunity to speak.
- 6.9. The Chair is hereby authorized to make any other decisions or determinations with respect to the process or rules of order for the Public Hearing.
- 6.10. After considering the representations made to it at the public hearing and after considering any other matter it considers appropriate, Council may pass the bylaw; or resolution or make any amendment to the bylaw or resolution it considers necessary and proceed to pass it without further advertisement or hearing; or defeat the bylaw or resolution.
- 6.11. The minutes of a Council meeting during which a Public Hearing is held must contain the names of the speakers and a summary of the nature of representations made at the Public Hearing.
- 6.12. The use of audio or video recording devices by the public or the media during a meeting is prohibited without the consent of Council.

PUBLIC HEARINGS PROCEDURES CONDUCTED BY ELECTRONIC MEANS

- 6.13. In the event that the *Municipal Government Act* provisions allow for Public Hearings to be conducted by electronic means and Council determines it appropriate to hold a Public Hearing through the use of electronic means the following applies:
 - a) Participants in electronic meetings or hearings are deemed to be present at the meeting and their electronic participation is to be recorded in the

minutes.

- b) The Chief Administrative Officer shall provide notice to the public that the Public Hearing is to be conducted by electronic means and provide the method in which the public can view the meeting:
 - 6.13.b.1. Individuals will be encouraged to join the meeting in person,
 - 6.13.b.2. Individuals will be encourage to join the meeting via video conference in order to view the presentations provided to Council or any materials submitted in addition to those included in the Council Agenda;
 - 6.13.b.3. Individuals that are unable to join the meeting via video conference are invited to participate via teleconference but will be unable to view the presentation provided to Council or any materials submitted in addition to those included in the Council Package.
- c) Individuals are encouraged to pre-register to speak to provide for hearing efficiency by submitting their contact information and file number of the hearing they will be participating in to the Chief Administrative Officer by 4:00 p.m. on the day before the Public Hearing.
- d) Individuals will be required to provide their contact information to be used in the event that they are disconnected for the Public Hearing and to identify them in the hearing proceedings. The Town will make a reasonable attempt to re-connect with any pre-registered speaker in the event that they are disconnected but reserves the right to proceed with the Public Hearing at their discretion.
- e) During the Public Hearing process, all individuals will be requested to mute their microphones until they are granted the opportunity to speak by the Chair.

7. QUORUM

- 7.1. Quorum for Council is a majority of Councillors unless specified otherwise by this or any bylaw, or the *Municipal Government Act*.

QUORUM

- 7.2. If there is no Quorum within thirty (30) minutes after the time set for the meeting, the Chief Administrative Officer will record the names of the Councillors present and the meeting will be adjourned to the time of the next Council meeting.

LOST QUORUM

- 7.3. If any time during a meeting Quorum is lost, the meeting will be recessed and if Quorum is not achieved again within fifteen (15) minutes, the meeting will be

deemed to be adjourned.

8. ABSENCES

- 8.1. A Councillor is disqualified if they are absent from all regular Council meetings held during any period of eight (8) consecutive weeks, unless the absence is authorized by a resolution of Council prior to the end of the eight (8) weeks; or if there is no regular meeting during the eight (8) week period, at any time before the end of the next regular meeting.
- 8.2. A Councillor is not considered to be absent from a Council meeting if the Councillor is absent on Council business at the direction of Council.
- 8.3. A Councillor may submit a request for authorization by resolution of Council to allow for a prolonged absence for Council meetings.

9. COMMENCEMENT OF MEETINGS AND HEARINGS

- 9.1. As soon as there is a Quorum after the time for commencement of a Council meeting:
 - a) the Mayor must take the Chair and begin the meeting; or
 - b) if the Mayor is absent the Deputy Mayor must take the Chair and begin the meeting; or
 - c) if the Mayor and Deputy Mayor are not in attendance within fifteen (15) minutes after the appointed time set for the meeting and there is a Quorum; the Chief Administrative Officer must begin the meeting by calling for a motion for the appointment of a Chair. Upon their arrival, the Mayor or Deputy Mayor will assume the Chair.
- 9.2. Should the Mayor desire to leave the Chair for the purpose of taking part in the debate, or otherwise, they shall call upon the Deputy Mayor to take their place until they resume the Chair.

10. DUTIES OF THE MAYOR

- 10.1. The Mayor:
 - a) opens Council meetings;
 - b) chairs Council meetings;
 - c) preserves order in Council meetings;
 - d) decides all questions of procedure;
 - e) ensures that each Councillor who wishes to speak on a debatable motion is granted the opportunity to do so;
 - f) decides who, aside from Councillors, may address Council; and
 - g) is the spokesperson for the Elected Officials.

11. AGENDA

- 11.1. The Agenda for each Council meeting shall be established by the Chief Administrative Officer. Such agendas are to be viewed for addition or deletions by the Mayor if so requested.
- 11.2. The order of business at a Council meeting shall be the order of the items on the adopted agenda. The order of items for the regular agenda shall be as follows:
 - a) Call to Order
 - b) Acceptance of the Agenda
 - c) Adoption of Previous Minutes
 - d) Delegations
 - e) Financial Reports
 - f) Correspondence
 - g) Bylaws
 - h) Business
 - i) Committee Reports
 - j) Closed Session

AGENDA DELIVERY

- 11.3. The Chief Administrative Officer will have the Council Agenda package available prior to the Council meeting.

LATE SUBMISSIONS

- 11.4. Reports and supplementary materials related to items on the Agenda and that are received too late to be included with the Agenda package will be made available as soon as reasonably possible.
- 11.5. Additional Agenda items, reports and supplementary material that are time sensitive and received too late to be included on the Agenda may be made available for consideration of Council as an additional Agenda item and will be delivered to Council members in paper or electronic format as soon as possible.
- 11.6. The Chief Administrative Officer will make copies of the Agenda and background information available to the public after distribution to Council.

ADOPTION OF THE AGENDA

- 11.7. Council must vote to adopt the Agenda prior to transacting other business and may add new items or delete any matter from the Agenda by a Two-Thirds Vote.

- 11.8. The Agenda of an adjourned meeting will be dealt with at the beginning of the next regular meeting unless a special meeting is called to deal with the business of the adjourned meeting.

12. ORDER OF BUSINESS

ORDER OF BUSINESS

- 12.1. The Order of Business for each meeting shall state the business for consideration of Council in the order agreed upon from time to time by Council.

DEVIATION FROM ORDER OF BUSINESS

- 12.2. The Chair, in their determination, may deviate from the Order of Business to accommodate special circumstances and ensure effective and efficient use of time.

13. MINUTES

- 13.1. The Chief Administrative Officer will prepare minutes for all Council meetings which will include:
- a) the full corporate name of the municipality;
 - b) the type of Council meeting, date, hour and place of meeting;
 - c) the names of Councillors, committee members and members of Administration in attendance;
 - d) the name of the presiding officer;
 - e) the name of administration or other person who is the official in charge of recording the minutes; and any other appointed officials in attendance, including each person's title;
 - f) an item of correspondence with every item on the agenda for that meeting;
 - g) a resolution for every item;
 - h) a record of time(s) a Councillor left and returned to the meeting and any recesses/breaks; and
 - i) the signatures of presiding official, designated officer and recording secretary.

14. PROCEEDINGS

DISCUSSION DIRECTED THROUGH CHAIR

- 14.1. All discussion at a Council meeting must be directed through the Chair who will be addressed as "Mayor (name)" or "Mister/Madam Chair" and refer to

each other as “Councillor (name)” as the case may be.

- 14.2. All delegations or members of the public wishing to make representation to Council shall do so only upon being recognized by the Chair and shall address themselves to the Chair.
- 14.3. When a Councillor has a Pecuniary Interest in a matter before Council or a Council Committee the Councillor must, if present, disclose the general nature of the Pecuniary Interest prior to any discussion on the matter, abstain from voting on any question relating to the matter and, subject to the *Municipal Government Act*, abstain from any discussion of the matter and leave Council Chambers until discussion and voting on the matter are concluded.

SPEAKING TO MOTIONS

- 14.4. A Councillor may not speak unless and until recognized by the Chair.
- 14.5. Unless permitted by the Chair, a Councillor may only speak twice on any motion, once in debate and once to ask questions.
- 14.6. Each Councillor may speak for only five (5) minutes, unless otherwise permitted by the Chair.

INTERRUPTION OF A SPEAKER

- 14.7. A Councillor who is speaking may only be interrupted by another Councillor:
 - a) by a Question of Privilege;
 - b) by a Point of Order.
- 14.8. A Councillor who is speaking when a Question of Privilege or a Point of Order is raised must cease speaking immediately.
- 14.9. The Chair may grant permission:
 - a) to the Councillor raising a Question of Privilege or a Point of Order to explain the Question or Point briefly; and
 - b) to the Councillor who was speaking to respond briefly,

But otherwise a Question of Privilege or Point of Order is not debatable or amendable.

RULING OF PROCEEDINGS

- 14.10. The Chair will rule on a Question if the Mayor desires to leave the Chair for the

purpose of taking part in the debate, or otherwise, they shall call upon the Deputy Mayor to take their place until they resume the Chair.

- 14.11. The Chair may seek advice on a Question of Privilege or Point of Order to determine whether a matter is within the jurisdiction of Council.

CHALLENGING A RULING

- 14.12. Any ruling of the Chair may be challenged.
- 14.13. A motion to challenge a ruling may be made only at the time of the ruling, whether or not another speaker has the floor.
- 14.14. A motion to challenge is debatable unless it is related to decorum, the priority of business, or an undebatable pending motion.
- 14.15. If a motion to challenge is made the Chair must state the question “is the ruling of the Chair upheld?” and may participate in debate on the challenge without leaving the Chair.
- 14.16. If the Chair refuses to put the question on a challenge, the person who would preside if the individual occupying the chair were absent must put the question to Council.
- 14.17. Council will decide the challenge by voting and the decision of Council is final.

15. MOTIONS

CONSIDERATIONS OF MOTIONS

- 15.1. Unless otherwise determined by the Chair, no matter may be debated or voted on by Council unless it is in the form of a motion.
- 15.2. A Councillor may move a motion whether or not the Councillor intends to support it.
- 15.3. Once a motion has been moved and stated by the Chair, it is in the possession of Council and may only be withdrawn with the unanimous consent of the Councillors present at the meeting.
- 15.4. All motions shall be presented in a manner that will allow Council to take a positive action.
- 15.5. A Councillor may request the motion under discussion to be read for their

information at any period during the debate not so as to interrupt the member speaking.

- 15.6. When required to do so by the *Municipal Government Act*, Council will provide reasons why a motion was defeated.
- 15.7. A motion does not require a seconder.

MOTIONS TO THE MAIN MOTION

- 15.8. When a motion is made and is being considered, no Councillor may make another motion except to:
- a) amend the motion;
 - b) amend any amendment to the motion;
 - c) refer the main motion for consideration;
 - d) Table the motion;
 - e) Postpone the motion; or
 - f) Move a privileged motion.

PRIVILEGED MOTIONS

- 15.9. The following motions are privileged motions:
- a) a motion to recess
 - b) a motion to adjourn
 - c) a motion to set the time for adjournment, and
 - d) a Question of Privilege.

MOTION TO RECESS

- 15.10. The Chair, with a motion, may recess the meeting for a specified period.
- 15.11. Any Councillor may move that Council recess for a specified period.
- 15.12. After a recess, business will be resumed at the point where it was interrupted.

AMENDING MOTIONS

- 15.13. A Councillor may not amend a motion or make an amendment which:
- a) does not relate to the subject matter of the main motion; or
 - b) is contrary to the main motion.
- 15.14. Only one amendment to the main motion and only one amendment to that amendment are allowed.

15.15. The main motion will not be debated until any proposed amendments to it have been debated and voted on.

15.16. When all proposed amendments have been voted on, the main motion, incorporating the amendment that has been adopted by Council, will be debated and voted on.

REFERRING MOTIONS

15.17. A Councillor may move to refer any motion to the appropriate Council Committee or the administration for investigation and report, and the motion to refer:

- a) precludes all further amendments to the motion;
- b) is debatable; and
- c) may be amended only as to the body to which the motion is referred and the instructions on the referral.

MOTION TO LIMIT OR END DEBATE

15.18. Any motion to limit or end debate:

- a) cannot be debated
- b) must be passed by a Two-Thirds Vote; and
- c) may only be amended as to the limit to be placed on the debate.

MOTION TO TABLE

15.19. A motion to Table another motion:

- a) cannot be debated;
- b) takes precedence over any other motion connected with the motion being Tabled; and
- c) may be raised from the Table at any time by the majority of Council.

15.20. A Tabled motion is brought back with all of the motions connected with it, as it was when Tabled.

MOTION TO POSTPONE

15.21. A motion to Postpone:

- a) takes precedence over any other motion connected with the motion being Postponed;
- b) can only be debated as to the time, or date; and
- c) cannot be amended.

RECONSIDERATION OF MOTIONS

- 15.22. If a motion is voted on by Council, the same matter dealt with in the motion cannot be reconsidered by Council unless:
- a) a General Election has been held;
 - b) six months has passed since the date that motion was considered; or
 - c) a motion to reconsider has passed.
- 15.23. A Councillor may introduce a motion asking Council to reconsider a matter dealt with in a previous motion providing:
- a) the motion is made at the same meeting of Council at which the original matter was considered and is moved by a Councillor who voted with the prevailing result; or
 - b) a Notice of Motion is submitted by a Councillor who voted with the prevailing result, prior to the meeting at which it is to be considered, in which the Councillor sets out what special or exceptional circumstances warrant Council considering the matter again; and
 - c) the motion to which it is to apply had not already been acted upon.
- 15.24. If a motion to reconsider is passed the original motion is on the floor.

16. CONFIDENTIAL ITEMS

MOTION TO GO TO CLOSED SESSION

- 16.1. Any Councillor may move that Council convene into a closed session if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*.

CLOSED SESSION MEETING

- 16.2. All Closed Session meetings will:
- a) be chaired by the Mayor;
 - b) be held without the presence of the public unless invited by Council;
 - c) the basis on which, under an exception to disclose in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act* or under subsection (7), the part of the meeting to be closed;
 - d) record in the minutes the names of the persons from the public and the reasons for allowing them to attend;
 - e) no bylaw or motion will be passed at a Closed Session meeting except for a motion to revert to a meeting to be held in public;
 - f) after the closed meeting discussions are completed, any members of the public who are present outside the meeting room will be notified that the rest of the meeting is now open to the public, and a reasonable amount of time will be given for those members of the public to return to the meeting before

it continues.

17. NOTICE OF MOTION

- 17.1. A Councillor wishing to introduce a new matter for consideration must submit the motion in writing to the Chief Administrative Officer.
- 17.2. A Councillor may make a motion introducing any new matter only if:
 - a) notice is given at a previous Council meeting;
 - b) notice is submitted to the Chief Administrative Officer to be included in the next Council Agenda; or
 - c) Council, by a Two-Thirds Vote, agrees to dispense with notice.

18. VOTES OF COUNCIL

REQUIREMENT TO VOTE

- 18.1. Each Councillor present must vote on every motion, unless the Councillor is required or permitted to abstain from voting under the *Municipal Government Act*.
- 18.2. When a public hearing on a proposed bylaw or resolution is held, a Councillor:
 - a) must abstain from voting on the bylaw or resolution if the Councillor was absent from all of the public hearing, and
 - b) may abstain from voting on the bylaw or resolution if the Councillor was only absent from a part of the public hearing.
- 18.3. Recording of Votes
 - a) before a vote is taken by Council, a Councillor may request that the vote be recorded.
 - b) when a vote is recorded, the minutes must show the names of the Councillors present and whether each Councillor voted for or against the proposal or abstained.

VOTING PROCEDURE

- 18.4. Votes on all motions must be taken as follows:
 - a) except for a meeting conducted through other communication facilities, Councillors must be in their designated Council seat when the motion is considered;
 - b) the Chair puts the motion to a vote;
 - c) Councillors vote by a show of hands or other method agreed to by Council; and
 - d) the Chair declares the result of the vote.

- 18.5. Unless otherwise specified in this bylaw, a motion is carried when a majority of Councillors present at a meeting vote in favor of the motion.
- 18.6. A secret ballot must be held if requested by any Councillor present at the meeting. A vote by secret ballot must be confirmed by a resolution of Council.

DECLARING RESULTS OF A VOTE

- 18.7. After the Chair declares the result of the vote, Councillors may not change their vote for any reason.
- 18.8. A question on the results of a vote may be resolved by the Chair immediately calling for a revote on the motion.

TIED VOTE

- 18.9. A motion is lost when the vote is tied.

19. ADMINISTRATIVE INQUIRIES

WRITTEN ADMINISTRATIVE INQUIRIES

- 19.1. A Councillor wishing to make an Administrative Inquiry at a Regular Meeting of Council shall put the Administrative Inquiry in writing and, prior to the Regular Meeting of Council, submit it to the CAO.
- 19.2. Unless an inquiry specifies that the Councillor wishes the answer to appear on a subsequent Agenda, the CAO or their delegate may give the answer directly to the Councillors in the following manner:
 - a) verbally, if the Councillor does not require a written response; or
 - b) in writing, if the request requires a written response; and
 - c) requires Two-Thirds Vote of support from Council members.

RESPONSE TO ADMINISTRATIVE INQUIRIES:

- 19.3. For inquiries referred to in section 19.2, Administration must fulfill the request of the Administrative Inquiry within fourteen (14) days. Administrative Inquiries not fulfilled within fourteen (14) days, must come to the next Regular Meeting of Council for direction.
- 19.4. When an inquiry involves a written answer to be given at a future meeting and it appears to the CAO that the Town would incur a cost of over five hundred dollars (\$500.00) by reason of:
 - a) time of Town employees who must be taken from performance of their

- regular duties or overtime that must be worked;
- b) the need to hire additional employees, or
- c) the necessity of obtaining and paying for the information other than from Town employees; and
- d) no appropriation has been made for such expenditure in the Budget, the CAO shall report the anticipated cost to Council before undertaking such an inquiry.

- 19.5. When the CAO has reported the cost of an inquiry, Council must:
- a) direct Administration to proceed with the investigation necessary to answer the inquiry;
 - b) make provision for the payment of the cost; or
 - c) by Two-Thirds Vote, direct Administration to abandon the inquiry.

- 19.6. Councillors will be advised as to when the response to an administrative inquiry will be provided.

20. BYLAWS

BASIC REQUIREMENTS

- 20.1. All proposed bylaws must have:
- a) a bylaw number assigned by the Chief Administrative Officer; and
 - b) a concise title indicating the purpose of the bylaw.
- 20.2. Councillors will be provided the opportunity to review a copy of the proposed bylaw, in its entirety, prior to any motion for first reading.

INTRODUCING A BYLAW

- 20.3. A proposed bylaw must be introduced at a Council meeting by a motion that the bylaw be read a first time. Council may hear an introduction of the proposed bylaw from the Chief Administrative Officer.
- 20.4. After first reading has been given, subject to the requirements of the *Municipal Government Act*, any Councillor may move that the bylaw be read a second time.
- 20.5. Council may not give a bylaw more than two readings at a meeting unless all Councillors present at the meeting unanimously vote in favor to consider third reading.

AMENDMENTS TO BYLAWS

- 20.6. Any amendments to the bylaw which are carried prior to the vote on third reading will be considered to have been given first and second readings and will be incorporated into the proposed bylaw.

DEFEATED BYLAWS

- 20.7. The previous readings of a proposed bylaw are rescinded if the proposed bylaw:
- a) does not receive third reading within two years after first reading; or
 - b) is defeated on second or third reading.

EFFECTIVE DATE

- 20.8. A bylaw is effective from the beginning of the day it is signed unless the bylaw or any applicable statute provides for another effective date.

BYLAWS SIGNED AND SEALED

- 20.9. The Mayor and Chief Administrative Officer must sign and seal the bylaw as soon as reasonably possible after third reading is given.
- 20.10. Once a bylaw has been passed, it may only be amended or repealed by another bylaw made in the same way as the original bylaw, unless another method is specifically authorized by the *Act* or another enactment.

21. COUNCILLOR REPORTS

- 21.1. Councillors will report to Council on the meetings they have attended representing the Town by:
- a) verbal report during the Council Report of the agenda and
 - b) written report to Council at least once per month which:
 - 21.1.b.1. shall update Council on recent activities of interest to the Council and the municipality;
 - 21.1.b.2. shall report to Council on the activities of boards and committees to which the Councillor has been appointed by Council;
 - 21.1.b.3. shall be provided in electronic format to the Chief Administrative Officer by 4:00 p.m. on the Wednesday immediately prior to the scheduled Council meeting at which the report shall be presented.

22. DELEGATIONS

PRESENTATIONS AT COUNCIL MEETINGS

- 22.1. Requests for an appointment to make a presentation to Council must be received by the Chief Administrative Officer and must:
- a) request a time allotment through the Office of the Chief Administrative Officer or be in writing and received at least seven (7) days prior to the Council meeting date or at the discretion of the Chair;
 - b) clearly identify the reason or purpose of the appointment;
 - c) identify the individual or primary contact for a group or organization; and
 - d) include contact information of the individual or organization.

22.2. The number of delegations that may be scheduled on any given agenda will normally be limited to two (2) delegations.

22.3. Unless otherwise approved by the Chair the time allocated for a delegation to make a presentation shall be limited to a maximum of ten (10) minutes and such time allotments shall be noted in the agenda for the meeting.

If a delegation presents a request the matter will be referred back to the Chief Administrative Officer for review and preparation of a background report/recommendation from the Chief Administrative Officer. The administrative report/recommendation from the Chief Administrative Officer shall be included on the next Council meeting agenda.

22.4. Whenever possible every delegation shall be supported in the agenda by a written presentation or communications providing Council with background and a concise statement of the purpose of the delegation and the action being taken.

22.5. Council shall through the Chair, address any question to the delegation upon completion of the presentation with respect to clarification of the issue being discussed.

22.6. No motion or resolution shall be made during the delegation portion of the meeting and any decision forthcoming should be referred to the appropriate section of the agenda of the current or a subsequent meeting.

22.7. Presentations from salespersons will not be allowed.

22.8. Delegations shall not appear before Council if a member of the public has spoken at a public meeting or hearing held by Council in respect of the same matter.

22.9. No electronic recordings are allowed without the consent of the Council.

CRITERIA FOR WRITTEN SUBMISSIONS

- 22.10. Any communication intended for Council must be forwarded to the Chief Administrative Officer in writing and must:
- a) be legible and coherent;
 - b) be able to identify the writer and the writer's contact information;
 - c) be on paper or, in a printable format; and
 - d) not be libelous, impertinent or improper.

RESPONSIBILITIES OF THE CHIEF ADMINISTRATIVE OFFICER

- 22.11. If the Chief Administrative Officer determines the communication or presentation is within the governance authority of Council, the Chief Administrative Officer will:
- a) if it relates to an item already on the Agenda, deliver a copy of the communication or a summary of it to Councillors prior to or at the meeting at which the Agenda is being considered; or
 - b) acquire all information necessary for the matter to be included on a future Council agenda for consideration by Council.

DECISIONS ON COMMUNICATION

- 22.12. If the Chief Administrative Officer determines the communication and/or presentation is not within the governance authority of Council, the Chief Administrative Officer will:
- a) refer the communication to administration for a report or a direct response and provide a copy of the original correspondence and the referral to the Councillors;
 - b) take any other appropriate action on the communication.
- 22.13. If a Councillor objects to the process determined by the Chief Administrative Officer, a Councillor may introduce a notice of motion requesting the item be included for Council consideration on a Council Agenda.
- 22.14. If the standards set out in Section 22.10 are not met, the Chief Administrative Officer may file the communication without any action being taken.
- 22.15. The Chief Administrative Officer will respond to the person sending the communication and advise that person of the process to be followed and any action taken on the subject of the communication.

23. CONDUCT IN COUNCIL MEETINGS

PUBLIC CONDUCT

- 23.1. During a Council meeting members of the public must:
- a) not approach or speak to Council without permission of the Chair;
 - b) not speak on any matter for longer than ten (10) minutes unless permitted by the Chair;
 - c) maintain order and quiet; and
 - d) not interrupt a speech or action of Council or another person addressing Council.
- 23.2. The Chair may order a member of the public who creates a disturbance or acts improperly at a meeting to be expelled.

COUNCIL CONDUCT

- 23.3. During a Council meeting, Councillors must not:
- a) imply attribution of motive, speak disrespectfully, or use offensive words;
 - b) address Councillors without permission;
 - c) carry on a private conversation;
 - d) break the rules of Council or disturb the proceedings;
 - e) leave their seat or make any noise or disturbance while a vote is being taken or the result declared; or
 - f) disobey the decision of the Chair on any question or order, practice or interpretation.

CELL PHONES AND PERSONAL ELECTRONIC DEVICES

- 23.4. During a Council meeting all cell phones and personal electronic devices shall be turned off or set on a mode that will not be a disruption to the meeting.

BREACH OF CONDUCT

- 23.5. A Councillor who persists in a breach of Subsection 23.3 or 23.4, after having been called to order by the Chair, may, at the discretion of the Chair, be ordered to leave for the duration of the meeting.
- 23.6. At the discretion of the Chair, a Councillor may resume their seat after making an apology for the Councillor's offending conduct.

24. INFORMATION PROVIDED TO COUNCILLORS

- 24.1. Where one or more Councillors obtain information about the operation or administration of the municipality from the Chief Administrative Officer or a person designated by the Chief Administrative Officer, that information will be provided to all other Councillors as soon as is practicable.

25. REPEAL

25.1. Bylaw No. 1069 is hereby repealed.

26. EFFECTIVE DATE

26.1. This Bylaw will come into force and effect on the final day of passing and signature thereof.

Read for a first time this 28th day of April 2025.

Read for a second time this 12th day of May 2025.

Read for a third time and passed this 12th day of May 2025.

Mayor

Chief Administrative Officer