

BYLAW NO. 1069
OF THE TOWN OF CASTOR IN THE
PROVINCE OF ALBERTA

A BYLAW OF THE TOWN OF CASTOR 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* allows a Council to pass a bylaw 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 Councillors and the conduct of members of other bodies established by Council;

NOW THEREFORE, the Council of the, duly assembled, hereby enacts:

1. TITLE

1. 1 This Bylaw may be cited as “The Procedure Bylaw”.

2. DEFINITIONS

In this Bylaw:

- 2.1 “Act” means the *Municipal Government Act*, R.S.A. 20000, 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.

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- 2.11 “Deputy Mayor” means the Councillor appointed by Council to act as the Mayor when the Mayor is unable to perform the duties of Mayor, or if the office of 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 4.3 and 4.4 and include 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.
- 2.23 “Resolution” can 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. APPLICATION 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.

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- 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) Fire Intermunicipal Committee
 - b) Municipal Planning Committee
 - c) Regional Assessment Review Board
 - d) Safety Program & Risk Control Committee
 - e) Subdivision & Development Appeal Boards
 - f) Cemetery Committee
 - g) Castor & District Recreation Board
 - h) Dog and Cat Control Committee
 - i) Safety Committee
- 4.2 The Council may appoint delegates/representatives to the following external Committees, Councils, Boards, Association (hereinafter called "Council Appointments")
- a) Alberta Rural Transportation Committee
 - b) Assessment Review Committee
 - c) Battle River Alliance for Economic Development
 - d) Battle River Watershed Alliance
 - e) Battle River Economic Opportunities Committee
 - f) Canadian Badlands Tourism Association
 - g) Castor & District Family & Community Support Services
 - h) Castor & District Housing Authority
 - i) Castor, Consort, Coronation & Area Doctor Recruitment/Retention Committee
 - j) Castor Doctor Recruitment/Retention Committee
 - k) Castor Museum Committee
 - l) Castor & District Community Van Society
 - m) Castor Fair Board
 - n) Coronation & Consort Victim Services
 - o) Community Hall Board and Agricultural Society
 - p) East Central Alberta Destination Marketing Fund (DMF) Committee
 - q) East Central Ambulance Association
 - r) East Central 911 Call Answer Society
 - s) Education and Joint Use Committee
 - t) Insurance Risk Pro Committee
 - u) Paintearth Community Adult Learning Council
 - v) Paintearth Economic Partnership Society
 - w) Paintearth Regional Waste Management Ltd.
 - x) Palliser Regional Municipal Services Board
 - y) Parkland Regional Library Board
 - z) Shirley McClellan Regional Water Services Commission
 - aa) Veterans Memorial Highway Association
 - bb) 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 the external committees as listed above for Council's consideration at the organizational meeting. Once appointed all Members at Large are required to sign off that they will be in compliance with the code of conduct for elected officials.
- 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.

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- 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 Meeting

- 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 Procedure Bylaw;
 - d) review and signing of the code of conduct for elected officials; and
 - e) all other matter required by Section 5.4 must be dealt with.

Organizational Meetings

- 5.3 An Organizational Meeting must be held not later than two weeks after the third Monday in October each year.
- 5.4 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 Procedure 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.

Regular Council Meetings

- 5.5 Regular Council meetings are held every second and fourth Monday of each month in Council Chambers of the TOWN OF CASTOR Administration Office.
- 5.6 Unless authorized by motion of Council, all Council meetings will commence at 7:00pm.
- 5.7 Council may, by Resolution, establish other regular Council meeting dates as may be required from time to time.
- 5.8 Council may change the date, time or place of a regularly scheduled meeting by a Two-Thirds Vote.
- 5.9 Notice of a change in date, time or place, of any meeting of Council will be provided at least 24 hours prior to the meeting to Councillors in accordance with the *Act* and to the public by:
- a) posting a notice in the TOWN OF CASTOR Administration Office; and/or
 - b) posting a notice on the TOWN OF CASTOR website.
- 5.10 Council may cancel any meeting if notice is given in accordance with Section 5.9.

Special Meetings

- 5.11 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.
- 5.12 A special Council meeting requested by Councillors must be held within 14 days after the request is received.
- 5.13 Notice of a special Council meeting must be given at least 24 hours in advance and in accordance with Section 5.9.
- 5.14 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.

Electronic Recording of Proceedings

- 5.15 The Town of Castor may record a Council meeting by electronic or other means at the sole determination of the Chair. If the Chair determines that the recording of a Council meeting or Public Hearing by electronic or other means is

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disruptive or will inhibit or discourage any member of Council or the Public Hearing from fully participating in a Council meeting or Public Hearing the Chair may prohibit, limit or restrict the recording of a Council meeting or Public Hearing by electronic or other means.

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

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

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 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
 - i) Town of Castor development staff will present their report followed by questions for clarification by Council; or
 - ii) 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 governments 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 submission, 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
 - i) Town of Castor development staff will present a closing summary and response to any questions that may have been raised in the presentations; or
 - ii) The proponent or their agent will present a closing summary and respond to any questions that may have been raised in the 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 fifteen (15) minutes.

6.6 One spokesperson per petition or group may speak for a maximum of fifteen (15) 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 an 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.

7. QUORUM

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

No 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 regular Council meeting.

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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 consecutive weeks, unless the absence is authorized by a resolution of council prior to the end of the eight weeks; or if there is no regular meeting during the eight 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 away 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 from 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 additions or deletions by the Mayor if so requested.

Agenda Delivery

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

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Late Submissions

- 11.3 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.
- 11.4 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.
- 11.5 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

- 11.6 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.
- 11.7 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

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 administrator 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 that 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.

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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 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 *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.

Time Limit

- 14.6 Each Councillor may speak for only five (5) minutes, unless otherwise permitted by the Chair.

Interruption of Speaker

- 14.7 A Councillor who is speaking may only be interrupted by another Councillor;
- a) by a Question of Privilege; or
 - 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.

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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

Consideration 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 but not so as to interrupt the member speaking.

15.6 When required to do so by the *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.

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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, without a motion, may recess the meeting for a specific period.

15.11 Any Councillor may move that Council recess for a specific 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 debate.

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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 a majority vote of Council.

15.20 A Tabled motion is brought back with all of the motions connected with it, exactly 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; or
- 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;

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- b) be held without the presence of the public unless invited by Council;
- c) the basis on which, under an exception to disclosure in Division 2 of Part 1 of the *Freedom of Information of Privacy Act* or under the regulations 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 *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;

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- 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. BYLAWS

Basic Requirements

19.1 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.

19.2 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

19.3 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.

19.4 After first reading has been given, subject to the requirements of the *Act*, any Councillor may move that the bylaw be read a second time.

19.5 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

19.6 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

19.7 The previous readings of a proposed bylaw are rescinded if the proposed bylaw:

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- a) does not receive third reading within two years after first reading; or
- b) is defeated on second or third reading.

Effective Date

- 19.8 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

- 19.9 The Mayor and Chief Administrative Officer must sign and seal the bylaw as soon as reasonably possible after third reading is given.
- 19.10 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.

20. COUNCILLOR REPORTS

- 20.1 Councillors will verbally report to Council on the meetings they have attended representing the Town.

21. DELEGATIONS

Presentations at Council Meetings

- 21.1 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.
- 21.2 The number of delegations that may be scheduled on any given agenda will normally be limited to two delegations.
- 21.3 Unless otherwise approved by the Chair the time allocated for a delegation to make a presentation shall be limited to a maximum of fifteen (15) 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, 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.
- 21.4 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.
- 21.5 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.

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- 21.6 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.
- 21.7 Presentations from salespersons will not be allowed.
- 21.8 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.
- 21.9 The amount of time allocated for delegations is at the sole discretion of the Chair.
- 21.10 No electronic recordings are allowed without the consent of the Council.

Criteria for Written Submissions

- 21.11 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

- 21.12 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 Communications

- 21.13 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.
- 21.14 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.
- 21.15 If the standards set out in Section 20.5 are not met, the Chief Administrative Officer may file the communication without any action being taken.
- 21.16 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.

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22. CONDUCT IN COUNCIL MEETINGS

Public Conduct

- 22.1 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 fifteen (15) 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.
- 22.2 The Chair may order a member of the public who creates a disturbance or acts improperly at a meeting to be expelled.

Council Conduct

- 22.3 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

- 22.4 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

- 22.5 A Councillor who persists in a breach of Subsection 21.3 or 21.4, 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.
- 22.6 At the discretion of the Chair, a Councillor may resume his or her seat after making an apology for the Councillor's offending conduct.

23. INFORMATION PROVIDED TO COUNCILLORS

- 23.1 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.

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Received First Reading this ____ Day of _____, 2019 on a motion of Councillor _____. Carried

Received Second Reading this ____ Day of _____, 2019 on a motion of Councillor _____. Carried

Proceed to Third Reading this ____ Day of _____, 2019 on a motion of Councillor _____.
Unanimously Carried

Read a Third Time and Finally Passed this ____ Day of _____, 2019 on a motion of Councillor _____.
Carried

Signed by the Chief Elected Official and Chief Administrative Officer this ____ Day of _____ 2019.

“Original Signed”

Mayor

“Original Signed”

Chief Administrative Officer