



REGIONAL MUNICIPALITY  
OF **WOOD BUFFALO**

**Consolidated Version  
of  
Procedure Bylaw**

(being Bylaw No. 18/020 of the Regional Municipality of Wood Buffalo, as amended by Bylaw No. 24/018, consolidated and printed under the authority of the Chief Administrative Officer of the Regional Municipality of Wood Buffalo)

This is certified to be a true copy of consolidated Bylaw No. 18/020 of the Regional Municipality of Wood Buffalo.

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Jade Brown  
Chief Legislative Officer

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*The text shown in parentheses in various locations throughout this document identifies the corresponding amending bylaw which authorized the change. For example (BL 24/018) refers to Bylaw No. 24018.*

## **BYLAW NO. 18/020**

### **A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO REGULATE THE PROCEEDINGS OF COUNCIL AND COUNCIL COMMITTEES.**

**WHEREAS** pursuant to section 145 of the *Municipal Government Act* a Council may pass bylaws in relation to the procedure and conduct of Council and Council Committees;

**NOW THEREFORE**, the Council of the Regional Municipality of Wood Buffalo enacts as follows:

#### **Short Title**

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

#### **Definitions**

2. In this Bylaw:
  - (a) a word or expression that is defined in the Act and not otherwise defined in this Bylaw has the meaning set out in the Act; and
  - (b) words in the singular shall be read as though in the plural, and words implying a gender shall be read as including all genders, where the context so requires.
3. The following definitions shall apply in interpreting this Bylaw:
  - (a) “Act” means the *Municipal Government Act, R.S.A. 2000, c.M-26*;
  - (b) “Acting Mayor” is a Councillor appointed under subsection 152(3) of the Act;
  - (c) “Administration” includes the CAO and any other person who exercises a power, function or duty of the Municipality, including natural person powers, whether under delegation from the CAO or by any other authority or agreement;
  - (d) “Agenda” is the list of items and orders of business for any meeting of Council or a Council Committee;
  - (e) “Bylaw” means this Procedure Bylaw;
  - (f) “Chair” means the person who presides over a Council or Council Committee Meeting.

- (g) “Chief Administrative Officer” or “CAO” means a person appointed by Council as chief administrative officer within the meaning of the Act, or a person to whom the appointed CAO has delegated any CAO power, function or duty;
- (h) “Committee of the Whole” is an informal meeting of Council established for the purpose of allowing Administration to share information with Council and the public;
- (i) “Consent Agenda” means a single item on the agenda of a council meeting in which the recommended action is to approve, without discussion, questions, or debate, the recommendations in each of the agenda reports referenced in the consent agenda report;
- (j) “Council Committee” means a committee, board or other body established by Council by bylaw;
- (k) “Councillor” means a person elected to be a member of the Council including the Mayor, and, where the context permits, includes the definition of “Member”;
- (l) “Delegation” means any person other than Administration, who addresses Council at a regular Council meeting;
- (m) “Deputy Mayor” is a Councillor appointed under subsection 152(1) of the Act;
- (n) “*Ex Officio*” means a Member of a Council Committee by virtue of position.
- (o) “*In-camera*” means a Meeting or portion of a Meeting that is closed to the public;
- (p) “Matter of Substance” is an issue being discussed during meetings with the exception of items before Council for debate, motions or procedural matters.
- (q) “Mayor” is the chief elected official of the Municipality;
- (r) “Meeting” is a duly constituted regular or special meeting of Council or of a Council Committee where municipal business is conducted or issues are discussed;
- (s) “Member” means a Councillor acting as a member of a Council Committee;
- (t) “Motion” means a formal proposition put forward by a Councillor in attendance at a Meeting with the intention that it be put to a vote;
- (u) “Municipality” means the municipal corporation of the Regional Municipality of Wood Buffalo;

- (v) “Notice of Motion” means the informing of Councillors, in writing, of the intent to put a new Motion forward at a subsequent Council Meeting.
- (w) “Notice of Public Hearing” means a formal notice issued by the CAO to announce the date, place, time and purpose of a Public Hearing and the steps a person must take to be scheduled as a Delegation before a Public Hearing.
- (x) “Organizational Meeting” means the annual meeting prescribed under subsection 192(1) of the Act;
- (y) “Point of Order” is the raising of a question by a Councillor to call attention to any deviation from a provision of this Bylaw or any other bylaw, statute or regulation, or to any procedural matter that according to this Bylaw must be raised by way of Point of Order;
- (z) “Point of Privilege” refers to all matters affecting the rights and privileges of Council collectively or of individual Councillors;
- (aa) “Public Hearing” is a Meeting of Council, or a dedicated portion of a Meeting, for the purpose of complying with Section 230 of the Act.
- (bb) “Quorum” is a majority of Councillors, or, in the case of a Council Committee, a majority of Members.
- (cc) “Resolution” is a motion which has been voted on and carried by Council.
- (dd) “Supplemental Motion” is a Motion directly related to the subject matter under discussion, but which does not constitute an amendment to the main Motion under consideration.

### **Application**

- 4. This Bylaw shall govern the proceedings of Council and Council Committees.
- 5. When any matter relating to the proceedings of Council or Council Committees is not addressed in the Act or in this Bylaw, the provisions of the most recent version of *Robert’s Rules of Order Newly Revised* will govern the matter.
- 6. In the event of conflict between the provisions of this Bylaw and *Robert’s Rules of Order Newly Revised*, the provisions of this Bylaw shall apply.

### **Electronic Participation at Meetings**

- 7. A Councillor may participate in a Meeting via teleconferencing or other electronic means that has been tested for reliability and can be muted to block background noise, subject to:

- (a) the Councillor being from a rural ward, but is unable to travel to the meeting due to lack of travel options or inclement weather; or
- (b) the Councillor's participation is required to obtain quorum for the Meeting;
- (c) the Councillor's Health; or
- (d) during a special meeting of Council called pursuant to section 194 of the Act; or
- (e) for any other reason deemed necessary by a Councillor, however, whenever possible, Councillors will endeavor to attend all Council meetings in person.
- (f) All requests to electronically participate in a meeting must be received by the Chief Administration Officer and the Chief Legislative Officer by 12:00 noon the day of the meeting.

**(BL 20/008, 22/001)**

- 7.1 Councillors participating in a closed session of Council via electronic means must ensure that they are in a private location so as to not disclose or release by any means any confidential information shared during the in-camera meeting.

**(BL 22/001)**

8. The Chair may direct that the connection be terminated if the Councillor cannot be clearly understood, or if a poor connection or background noise is deemed to be disruptive to the meeting.
9. Notwithstanding Section 7, if a technical problem prevents or interrupts a Councillor's electronic participation in a Meeting, the minutes shall reflect the time at which the Councillor ceased to participate in the Meeting by reason of the technical problem. If such technical problem is later resolved and the Councillor rejoins the Meeting by electronic means without a vote on a Motion having taken place during the interruption in the Councillor's participation, the minutes shall reflect the time at which the Councillor rejoined the Meeting.
10. If electronic communication is interrupted during a Meeting and remains interrupted while a vote on a Motion is taken, the Councillor affected is deemed to have left the Meeting prior to the vote and shall not be permitted to rejoin the Meeting, either electronically or in person.
11. Participation in a Council Meeting by electronic means may take place as follows:
- (a) At a Meeting that has been advertised as taking place at a publicly accessible meeting location, only Councillors may participate in the Meeting electronically, unless otherwise provided for by Resolution; or
  - (b) At a Meeting that has been advertised as being conducted by electronic or other communications facilities pursuant to section 199 of the Act, where all

participants are able to watch or hear each other by such electronic or other communications facilities.

**(BL 20/008)**

### **Quorum**

12. As soon as there is a Quorum after the time fixed for a Meeting, the Chair shall call the Meeting to order.
13. If there is no Quorum within 30 minutes after the time set for the Meeting, the names of the Councillors present shall be recorded and no Meeting will take place on that date.
14. If at any time during a Meeting the quorum is lost, the Chair shall call a recess and if Quorum is not achieved again within 15 minutes, the Meeting will be adjourned.
15. The Agenda for an adjourned Meeting will be dealt with at the beginning of the next regular Meeting, unless a special Meeting is called before the next regular Meeting to deal with the business of the adjourned Meeting.

### **Pecuniary Interest**

16. A Councillor who has a reasonable belief that he has a pecuniary interest, as defined in the Act, in a matter scheduled before Council or a Council Committee must:
  - (a) declare and disclose to the CAO the general nature of the pecuniary interest a minimum of one business day prior to the date of the scheduled Meeting to determine if independent legal advice is required; and
  - (b) make a statement immediately prior to the matter being heard, identifying the general nature of the pecuniary interest, remove himself or herself from the Council Chamber until the matter is concluded, and abstain from discussion or otherwise voting on the matter.

### **Agendas**

17. The CAO will ensure that each Agenda is reviewed with the Chair prior to finalization of the Agenda. The Chair shall have the ability to re-arrange agenda content and add or refuse items, except those for which a date has been set by Resolution or are emergent in nature.
18. Any Councillor may submit an item to the Mayor and the CAO for consideration of placement on a future Council Meeting Agenda. A Councillor who submits an item for consideration that is not placed on a Council Agenda, retains the right to serve a Notice of Motion to compel debate and voting on the matter at a future meeting.
19. The final Agenda for a Council Meeting shall list the order of business, as determined during the process set out in section 17 of this Bylaw.

20. Once a Meeting Agenda has been published on the Municipality's website, it may only be modified by a Resolution of Council when adopting the Agenda at the Meeting to which it applies.
21. A regular Council Meeting Agenda and all supporting documentation will be distributed to all Councillors and posted on the municipal website on the Wednesday immediately preceding the Meeting, or as soon as practicable thereafter. Supporting documentation that is received too late to be included with the Agenda will be made available as soon as reasonably practicable.

**(BL 23/001)**

22. A regular Council Committee Meeting Agenda and all supporting documentation will be distributed to all Committee members and posted on the municipal website on the Friday immediately preceding the Meeting, or as soon as practicable thereafter. Supporting documentation that is received too late to be included with the Agenda will be made available as soon as reasonably practicable.

**(BL 23/001)**

### **Consent Agenda**

23. The following matters are eligible for placement on the consent agenda:
  - (a) any bylaws scheduled for first reading;
  - (b) Council Committee reports and recommendations;
  - (c) reports presented for information purposes only;
  - (d) approval of minutes;
  - (e) confidential matters; and
  - (f) any other item added at Council's discretion during adoption of the Agenda.
24. Despite section 22, a Councillor may add any item to or exempt any item from the Consent Agenda. Such request must be made before voting occurs on the Consent Agenda.
25. A Councillor may request for any item to be removed from the Consent Agenda and placed on to the Agenda. Such request must be made before voting occurs on the Consent Agenda.
26. Approval of the Consent Agenda shall be by one single resolution and may include approval of all the recommendations contained in the respective reports.
27. Council will deal with items for debate in the order that they appear on the agenda, unless otherwise determined in accordance with Section 22.



28. A motion must be made before any exempted item is discussed, debated, or the subject of questions.

### **Minutes of Meetings**

29. The Chief Legislative Officer will prepare or cause to be prepared written minutes of Council, Committee of the Whole and Council Committee Meetings.
30. At every regular Meeting, the minutes of the previous regular Meeting and any special Meeting held more than 48 hours prior to the current Meeting shall be considered for adoption.
31. The minutes shall be a concise record focusing on identifying those in attendance who participated in the Meeting, Motions made and the results of votes on Motions. The minutes may include clarifications or requests for information but shall not include comments made in the course of discussion or debate.
32. The minutes will reflect the time that any Councillor leaves the Meeting, and, if applicable, the time that the Councillor returns.
33. Meetings may be recorded, with the exception of any portion of a Meeting that is held *in camera*.

### **Organizational Meeting of Council**

34. An Organizational Meeting of Council must be held annually within two weeks after the third Monday in October at a date and time set by Council, except in the year of a general election when the CAO shall determine the date and time for the Organizational Meeting.
35. At or before the first Organizational Meeting of a Council term, all Councillors must take the oath of office before dealing with any matter of business.
36. At the Organizational Meeting, Council must by resolution:
  - (a) establish a Deputy Mayor and Acting Mayor roster for the following year; if consensus cannot be reached, the order of appointments shall be determined by random draw.
  - (b) make appointments to Council Committees and other agencies and boards to which a liaison is appointed;
  - (c) establish a schedule of regular Council Meetings for the following year; and
  - (d) deal with any other business described in the notice of the Meeting.
37. Seating in the Council Chamber shall be re-assigned immediately prior to each Organizational Meeting, with seat selection to occur via random draw conducted by the Chief Administrative Officer.

### **Recess Periods**

38. Regularly scheduled Council Meetings and Council Committee Meetings shall not be held during the following scheduled recess periods:
- (a) Summer Recess – the period immediately following the second Tuesday in July and ending on the Monday prior to the second Tuesday in September;
  - (b) Christmas Recess – the period immediately following the second Tuesday in December and ending on the Monday prior to the second Tuesday in January;
  - (c) in an election year, during the period between Nomination Day and Election Day; and
  - (d) any other recess period established by Council resolution.

### **Council Meetings**

39. Regular Council Meetings will be held in the Council Chamber on the time and dates established at the Organizational Meeting.
40. In the absence of any other method of notice having been adopted by Council, the schedule of regular Council Meetings will be posted on the municipal website and the date, time and location of special Council Meetings will be posted on the municipal website as soon as practicable after that information is available.
41. The Mayor is the Chair of Council Meetings. If the Mayor is absent the Deputy Mayor shall take the Chair, and if the Deputy Mayor is also absent the Acting Mayor shall take the Chair. In the absence of the Mayor, the Deputy Mayor and the Acting Mayor, the CAO shall begin the Meeting by calling for a motion for the appointment of a Chair from among the Councillors present.
42. All Council Meetings shall be open to the public and no person may be excluded up to the capacity limit of the Council Chamber, except for improper conduct as determined by the Chair. When there are more members of the public who wish to attend a Council Meeting than may be safely and lawfully accommodated in Council Chamber, the Chief Legislative Officer shall make reasonable efforts to accommodate as much of the overflow as possible in other areas of the building where there is access to the proceedings of the Meeting via television or other visual means.
43. Where possible and practical, Council shall hold special Council Meetings in rural communities to deal with matters of significant importance or impact to the community.

44. The CAO is authorized to cancel a scheduled Council meeting due to emergent reasons or insufficient agenda items. In such instances, cancellation shall be communicated to the public by way of news release and posting to the municipal website and social media accounts as soon as practicable.

### **In-Camera Sessions**

45. Council and Council Committees may, by resolution, close all or part of a Meeting to the public if a matter to be discussed falls within one of the exceptions to disclosure as set out in *the Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c.F-25, as amended.
46. An *in-camera* Meeting may include one or more persons invited to attend by Council.
47. The only Motion that may be passed during an *in-camera* Meeting is a Motion to reconvene in public.
48. All matters discussed during an *in-camera* Meeting must be kept confidential.

### **Scheduled Delegations**

49. - 51.

**DELETED (BL 23/001)**

### **Unscheduled Delegations**

52. - 54.

**DELETED (BL 23/001)**

### **Questions**

54. - 55.

**DELETED (BL 23/001)**

### **Presentations**

49. A request in writing in the manner prescribed by the Chief Legislative Office to address Council or a Committee, either on the person's own behalf or as a representative of a group or organization must clearly identify the general nature of the intended presentation and include all supporting materials.
50. All Presentation requests will be reviewed in accordance with the Request for Presentation to Council Policy, or any successor policy dealing with the scheduling of Presentations, and may be approved, referred to Administration or refused at the time the Agenda is being reviewed in accordance with section 16 of this Bylaw.
51. Approved Presentations will be allocated a maximum of five (5) minutes to present.

**BL (23/001)**

### **Other Presentations**

52. A person or group invited by Council or Administration, may be scheduled on the Agenda as a Presentation. In such case, all procedural rules of this Bylaw pertaining to Presentations apply, with the exception of the time allocation, which is subject to confirmation when the Agenda is reviewed with the Chair.

**BL (23/001)**

### **Delegations**

53. A written request may be submitted, in the manner prescribed by the Chief Legislative Officer to address Council or a Committee regarding an eligible item on a Meeting Agenda as a Delegation on the individual's own behalf or as a representative of a group or organization. Delegation requests must be received at the office of the Chief Legislative Officer no later than 12:00 noon on the day of the Meeting.
54. Despite section 53, the Chair shall, at the commencement of all Meetings, direct anyone who wishes to speak to an item on the Agenda to register with Legislative Services prior to the start of the Agenda item.
55. Only registered Delegations will be given an opportunity to speak to an eligible item on the Meeting agenda with the exception of:
- (a) any bylaw or other matter that requires a Public Hearing or for which a Public Hearing has already been held;
  - (b) any item that is addressed through the consent agenda; and
  - (c) Presentations.
56. All Delegations must clearly state their name, address, area of residence and identify the Agenda item to which they are speaking.
57. Delegations are not permitted to speak more than once to a single agenda item.
58. Delegations shall be permitted a maximum of five (5) minutes to speak.

**BL (23/001)**

### **Questions**

59. Upon being acknowledged by the Chair, a Councillor may pose questions for clarification to a Presenter or Delegation, or to Administration; however, debate is not permitted during this stage.

60. Any question posed to Council, by a Presenter or Delegation, may be referred to Administration, and it is not required that Council provide a response at that time..  
**BL (23/001)**

### **Public Hearings**

61. The procedure for conducting a Public Hearing is as follows, in sequence:
- (a) The Chair will declare the Public Hearing open and advise of the process to be followed. A motion is not required.
  - (b) Administration will be called upon to introduce the item, provide a brief overview, and clearly indicate whether or not the item is recommended for approval.
  - (c) The proponent or applicant will be permitted a maximum of five minutes to present opening remarks.
  - (d) The Chair will then call upon those who have registered with Legislative Services to speak to the matter. All persons are required to provide their name, address and/or area of residence and a brief explanation of the nature of their interest in the matter, after which they will be allocated a maximum of five (5) minutes to present their position.
  - (e) After each person has spoken, whether scheduled or unscheduled, any Councillor may ask the speaker relevant questions, but shall not otherwise comment, engage in debate or state opinions on the matter.
  - (f) After all persons who wish to speak have spoken, any Councillor may ask Administration relevant questions, but shall not otherwise comment, engage in debate or state opinions on the matter.
  - (g) After all questions have been posed and answered, the Chair will declare the Public Hearing closed. If it is anticipated that the Public Hearing may be resumed at a future date, the Chair may opt to declare an adjournment, as opposed to closing the Public Hearing.
62. The minutes of the Council Meeting during which a Public Hearing is held must contain the name of each speaker and indicate the nature of the speaker's interest.
63. Council may, at its discretion, schedule a non-statutory hearing for any other matter. In such cases, sections 56-57 of this Bylaw shall apply.

### **Meeting Procedure**

64. Only Councillors, the CAO and persons authorized by the Chair are permitted to come within the enclosure formed by the Councillors' chairs during a Meeting.
65. Only Councillors or other persons recognized by the Chair shall be allowed to address Council during a Meeting.
66. The Chair will preserve order and decorum and decide all questions relating to the orderly procedure of the Meeting, subject to an immediate appeal by a Councillor from any ruling.
67. If a ruling of the Chair is appealed, the Chair will give concise reasons for the ruling and Council will, without debate, determine by a show of hands whether to uphold or overturn the ruling. The Chair shall comply with the decision of the Council.
68. Only matters of substance or rulings on Points of Order can be appealed.
69. If the Chair wishes to leave the chair for any reason, the Chair must call on the Deputy Mayor, or in the Deputy Mayor's absence, the Acting Mayor, to preside.
70. Councillors must address the Chair when speaking.
71. All Councillors must be provided with an opportunity to speak to a Motion before any Councillor is permitted to speak to the Motion a second or subsequent time.
72. Councillors must attempt to remain in the Council Chamber at all times during a Meeting. If a Councillor must leave the Council Chamber for a short time for personal reasons, the Councillor shall so indicate by a signal to the Chair which may be non-verbal, and upon acknowledgement by the Chair the Councillor may leave the Council Chamber while proceedings continue. In such case, the Chair shall avoid calling for a vote while the Councillor is not present in the Council Chamber and shall afford the Councillor a reasonable time to return before any vote is taken.

### **Voting Procedures**

73. A motion relating to a matter not within the jurisdiction of Council is not in order.
74. Votes on all Motions must be taken as follows:
  - (a) the Chair will ensure that the Motion to be voted upon is clear by either:
    - (i) confirming that the Motion is viewable by Councillors, either in hard copy or electronically; or
    - (ii) requesting that the Councillor who made the Motion restate it immediately prior to the vote.

- (b) Councillors must vote on all matters unless required or permitted to abstain from voting under the Act, or any other bylaw or enactment.
  - (c) Councillors must:
    - (i) use the electronic voting system;
    - (ii) vote by show of hands if the electronic voting system is unavailable;  
or
    - (iii) vote verbally by stating “yes” or “no” to the motion if participating via teleconference or other electronic means.
  - (d) The Chair will announce the result of the vote, indicating whether or not the vote was unanimous, or the number of votes for and against the motion.
75. Once a vote has been called, no Councillor will be given an opportunity to speak to the matter.
76. After the Chair declares the result of a vote, Councillors may not change their recorded votes, except where the electronic voting system has incorrectly identified a Councillor as having voted for or against a Motion.

### **Conduct of Councillors at meetings**

77. Councillors must:
- (a) adhere to the Council Code of Conduct Bylaw;
  - (b) refrain from using crude, vulgar, profane or offensive language in the Meeting, or disturbing the orderly business of the Meeting in any way;
  - (c) respect and follow all applicable procedural rules;
  - (d) respect and obey all rulings of the Chair except in the case of an appeal of a Chair’s decision that is upheld by the Council;
  - (e) except in case of medical emergency or when section 68 applies, refrain from leaving their seats or making any noise while a vote is being taken or the result declared;
  - (f) refrain from re-entering the Meeting while the vote is being taken, if absent from the Meeting due to pecuniary interest;
  - (g) refrain from interrupting other speakers, except to raise a Point of Order or a Point of Privilege.
  - (h) refrain from using a cell phone or any other electronic device during a Meeting to access social media, which includes, but is not limited to, applications such as Facebook, Twitter, Instagram, and others; and

- (i) not use a cell phone or any other electronic device during a Meeting to engage on any social media platform or send or receive private, text or instant messages from any person, including another Councillor, while the Meeting is in progress.
78. When a Point of Order is called, the Councillor calling the Point of Order must identify the deviation.
  79. The Chair may call to order any Councillor who is out of order.
  80. When a Councillor persists in a breach of order, after having been called to order by the Chair, the Chair may declare the breach and name the offending Councillor.
  81. Subject to Section 76 the name of the offending Councillor and breach declared by the Chair shall be noted in the minutes.
  82. If a Councillor who has been named by the Chair under section 76 apologizes for the breach and withdraws any objectionable statements, the Councillor may remain in the Meeting and continue to participate in the Meeting, and the Chair shall in that event direct that the notation of the declaration of the breach and naming of the Councillor be removed from the minutes.
  83. If a Councillor who has been named by the Chair under Section 76 refuses to apologize for the breach, the Councillor must immediately leave the Meeting. Immediately thereafter, Council must vote, without debate, on whether to expel the Councillor for the duration of the Meeting.
  84. If a Councillor is expelled under Section 79, the Councillor must not return to the Meeting for the duration of the Meeting.
  85. The Chair may declare a Meeting recessed or adjourned if an expelled Councillor does not leave the Meeting voluntarily.
  86. No expulsion of a Councillor under Section 79 shall extend beyond the Meeting in progress.
  87. Subject to Section 68 and 73(e) a Councillor who wishes to leave the Meeting for any reason other than having declared a pecuniary interest shall so advise the Chair on a Point of Privilege. The times of the Councillor's departure and subsequent return shall be noted in the minutes.
  88. If a Councillor has temporarily left the Meeting, other than for declaring a pecuniary interest, and a vote is about to be taken, the Chair shall recess the Meeting for up to 10 minutes to allow the Councillor to return to the Meeting to participate in the vote. If the Councillor has not returned after 10 minutes, the Chair shall call the Meeting back to order and the vote shall proceed.



### **Conduct of the Public at Meetings**

89. During a Meeting, members of the public must conduct themselves in accordance with the Guidelines set out in Schedule “A” to this Bylaw. The Chair may order any member of the public who fails to adhere to the Schedule “A” Guidelines, or who otherwise disturbs the proceedings of Council by words or actions or in any other manner, to be expelled from the Meeting.
90. The Chief Legislative Officer shall ensure that the Schedule “A” guidelines are displayed outside the Council Chamber where all members of the public may see and read them before entering Council Chamber and are posted on the Municipality’s website.
91. The Chair may request the assistance of a security guard or peace officer if a person ordered expelled by the Chair does not leave voluntarily.

### **Motions**

92. A recommendation in a report does not constitute a motion until a Councillor has formally moved it.
93. Once a Motion has been moved and accepted by the Chair, it may only be withdrawn with the consent of the majority of Councillors present at the Meeting.
94. The mover of any Motion may speak and vote for or against the Motion.
95. Unless otherwise specified in this Bylaw, a Motion is passed when a majority of Councillors participating in the Meeting and entitled to vote have voted in favour of the Motion. A Motion put to a vote and not passed is defeated and does not result in a Resolution.
96. A matter not amounting to a Motion that is put to a vote of the Council in the same manner as a Motion, such as a challenge to a ruling of the Chair on a Point of Order, becomes an act of the Council if a majority of Councillors present indicate support for it.
97. The Chair may participate in debate and vote on all matters before Council, without relinquishing the Chair.
98. The Chair may make Motions but must vacate the Chair in order to do so and while the Motion is being debated.
99. Any Councillor may require a Motion under debate to be re-read at any time during the debate if the Motion is not electronically displayed in the Council Chamber but must not interrupt a speaker to do so.

100. When a Motion is under debate, no other Motion shall be made except to:
- (a) **table** (“lay on the table”) which means to cease discussion on the current topic to address another matter that the Councillor considers to be of greater urgency. A Motion to table is not debatable. If a Motion to table is passed, the Motion under debate is no longer debatable and a Motion to “lift from the table” is required to resume consideration of the matter. If not lifted from the table during the same Meeting, a tabled Motion expires at the end of that Meeting;
  - (b) **call for the question** which means to close debate and ask that a vote be taken on the Motion under debate. A Motion to call for the question is not debatable but is only in order if all Councillors have had an opportunity to speak to the Motion under debate. If a Motion to call for the question is in order and passes, the Chair must put the Motion under debate to an immediate vote;
  - (c) **refer** which means to redirect a matter under consideration to another party, such as Administration. A Motion to refer must include instructions to the referral body and is debatable;
  - (d) **defer** which means to temporarily set aside a Motion under debate to a future Meeting. A Motion to defer must identify a timeline for the matter to be brought back to Council and is debatable;
  - (e) **amend** which means to modify the wording of a motion. An amending motion is debatable;
  - (f) **move *in-camera***; or
  - (g) **reconvene in public**.

#### Amending Motions

101. A Councillor may only amend the Councillor’s own Motion for the purpose of clarifying the Motion’s intent without affecting the substance of the Motion. The Chair may accept such a “friendly amendment” upon putting a request to that effect to the Meeting and if no other Councillor objects. A Councillor may also propose such a “friendly amendment” to another Councillor’s Motion, which may be accepted by the Chair if the other Councillor agrees and no Councillor objects.
102. A proposed amendment to a Motion under debate that changes the Motion under debate in any substantive way must take the form of a Motion to amend and is debatable. A Motion to amend must be relevant to the subject matter of the Motion under debate and must not propose a direct negative of the Motion under debate.
103. Only one amendment to the main Motion under debate may be before the Meeting at any time, but a Motion to amend the proposed amendment may be before the Meeting at the same time.

104. When a Motion to amend is on the floor, Councillors may debate only the proposed amendment, not the main Motion under debate to which the amendment pertains.
105. An amendment to an amendment, if any, shall be voted upon before the Motion to amend. If no other amendment to the Motion to amend is proposed, the Motion to amend shall then be voted upon. Only after all Motions to amend have been put to a vote shall the main Motion under debate be put to a vote.

#### Splitting Motions

106. When a Motion under debate contains distinct propositions, at the request of any Councillor on a Point of Order, the Chair shall call for separate votes on each proposition.

#### Reconsideration

107. After a Motion has been voted upon, but before the Meeting is adjourned, any Councillor who voted with the prevailing side may move for reconsideration of a previous Motion.
108. Debate on a Motion for reconsideration of a previous Motion must be confined to reasons for or against reconsideration of the previous Motion.
109. If a motion to reconsider a previous Motion is passed, such reconsideration shall become the next order of business despite the Agenda for the Meeting. Council may affirm, overturn or vary a Motion under reconsideration.
110. A Councillor who voted with the prevailing side on a Motion may serve notice of intention to bring a Motion for reconsideration at a subsequent Council Meeting; however, a motion for reconsideration is out of order if the original Motion has already been acted upon irrevocably.

#### Supplemental Motions

111. Supplemental Motions are in order only when directly related to the subject matter under consideration, and do not require the serving of prior notice by the Councillor.
112. Any Motion not directly related to the subject matter under consideration requires the serving of a Notice of Motion, unless 2/3 of the Council Members in attendance, by resolution, vote in favour of dispensing with notice.

#### Adjournment

113. A Motion to adjourn the Meeting is always in order except:
  - (a) when another Councillor has the floor;
  - (b) when a vote on a Motion has been called for but not yet taken; or

- (c) when a vote on a Motion is in progress or has been completed but the Chair has not yet declared the results of the vote.

### **Notice of Motion**

114. A Councillor may make a Motion introducing a new matter only if:
- (a) notice is given by the Councillor at a regular Council Meeting held a minimum of seven (7) calendar days prior to the Council Meeting at which the Councillor intends to make the Motion introducing the new matter; or
  - (b) Council, by the unanimous consent of the Councillors participating in the Meeting, passes a resolution dispensing with notice in the face of emergent or emergency situations.
- BL24/018**
115. Where possible, a Councillor should consider pursuing all other avenues to advance a new matter prior to serving a Notice of Motion, including consultation with the CAO to determine if there are any ongoing or planned priorities or initiatives that may coincide or otherwise conflict with the proposed Motion.
116. A Notice of Motion shall be given both verbally and in writing to all Councillors present. A copy of the notice shall also be given to the CAO and to the Chief Legislative Officer.
117. A Notice of Motion must include the complete, precise text of the Motion to be considered, and must also state the date of the Council Meeting at which the Motion will be made. The Motion, precisely as stated in the Notice of Motion, will then appear on the applicable Council Agenda.
118. A Notice of Motion must be given without verbal comment, but written copies may include explanatory comments.
119. A Notice of Motion can be withdrawn at any time in writing to all Councillors. A copy of the withdrawal shall also be given to the CAO and Chief Legislative Officer.
120. Nothing in this Bylaw prohibits a Councillor from bringing forward a Notice of Motion.

### **Committee of the Whole**

121. Council may gather informally as a Committee of the Whole to:
- (a) receive briefings and updates from Administration and from other bodies to which Council appoints members;
  - (b) hear from members of the public; or
  - (c) allow for a relaxing of procedural rules.

122. Committee of the Whole is open to the public, subject to all or part of the proceedings being held *in camera* as required or permitted by the Act.
123. Councillors may ask questions and discuss any of the information presented in Committee of the Whole but must not enter into any debate and must not make any decisions or give any direction to the CAO or other employee or contractor or say or do any other thing that materially progresses the business of the Municipality.

### **Council Committees**

124. Council Committees are established pursuant to the *Council Committees Bylaw*.
125. The Mayor is an *ex officio* Member and entitled to vote at all Council Committee Meetings, as are the Deputy Mayor or Acting Mayor when acting in the absence of the Mayor.
126. Council Members shall not sit as voting Members on Council Committees, but may be appointed as a non-voting liaison, at Council's discretion. In such cases, participation of the Council Member does not impact quorum.

### **Training and Orientation Activities**

127. For purposes of this Bylaw, the following activities do not constitute a Meeting under the Act:
  - (a) Training activities;
  - (b) Orientation activities;
  - (c) Facilitated sessions, such as team-building or retreats;
  - (d) Municipal Association Conferences;
  - (e) Social functions;
  - (f) Community events; and
  - (g) Any other matter which does not materially advance the business of the Municipality.

regardless of the number of Council Members participating.

### **Administrative Matters**

128. Nothing in this Bylaw prohibits Council from dealing with administrative matters such as scheduling availability and attendance at events via email communication.

### **Bylaws**

129. A bylaw is passed and becomes effective upon receiving third reading and being signed in accordance with the Act, unless another effective date is specified within the bylaw or other legislation.
130. The CAO is authorized to correct clerical, typographical and grammatical errors in bylaws.
131. The CAO is authorized to consolidate a bylaw by incorporating all amendments to it into a single bylaw.

**Repeal and Coming into Force**

132. Bylaw No. 14/025 and all amendments thereto are hereby repealed.
133. This Bylaw shall become effective when passed.

READ a first time this 4<sup>th</sup> day of September, A.D. 2018.

READ a second time this 11<sup>th</sup> day of September, A.D. 2018.

READ a third and final time this 11<sup>th</sup> day of September, A.D. 2018.

SIGNED and PASSED this 11<sup>th</sup> day of September, A.D. 2018.

Amendments

20/008  
22/001  
23/001  
24/018

**Schedule A**

**Guidelines for Public Conduct at Council and Council Committee Meetings**

Members of the public attending at Council or Council Committee Meetings are expected to adhere to the following standards of conduct. Failure to do so may result in expulsion from the Meeting.

1. No crude, vulgar, obscene or offensive language or gesture is allowed at any time in the Council Chamber.
2. No person may attend a Meeting while intoxicated or otherwise impaired by drugs or alcohol.
3. No person attending a Meeting may approach or speak to the Mayor or a Councillor while the Meeting is in progress, unless invited by the Chair to address Council as a Delegation or Presentation, or during a break or recess in the proceedings called by the Chair.
4. Business attire is not required, but persons attending a Meeting must dress in a respectful manner. For example, clothing must not be worn that displays any crude, vulgar, obscene or offensive language or image.
5. Unless addressing the Meeting as a Delegation or Presentation, no talking or whispering is allowed. It is permissible to communicate by passing written notes, or by way of cell phone or other hand-held electronic device (set to silent or vibrate mode) if done in a discreet manner that does not interfere with any person's ability to follow the proceedings of the Meeting. Electronic messages may not be sent to any Councillor participating in a Meeting.
6. No signs, placards or banners of any kind are allowed in the Council Chamber except with the express permission of the Chair.
7. Water and non-alcoholic beverages in covered containers are allowed in the Council Chamber, but food is prohibited.
8. Audio and/or videotape recordings are allowed in the Council Chamber, only if all equipment is completely muted and is operated in a manner that does not interfere with any person's ability to hear or observe the proceedings.