



REGIONAL MUNICIPALITY
OF **WOOD BUFFALO**

Procedure Bylaw

Bylaw No. 25/027

Table of Contents

PART ONE – DEFINITIONS AND INTERPRETATION	5
Short Title	5
Definitions	5
PART TWO – APPLICATION.....	8
PART THREE – GENERAL PROCEDURES	8
Electronic Attendance at Meetings	8
Quorum	10
Recess Periods	10
Agendas	10
Emergent Matters.....	11
Consent Agenda.....	11
Notice of Motion	12
Motions.....	13
Splitting Motions:	15
Reconsideration:	15
Supplemental Motions	15
Voting	16
Presentations	17
Addressing Council and Council Committees	17
Questions	18
Closed Sessions.....	18
Minutes of Meetings	18
Pecuniary Interests and Conflicts of Interest.....	19
Role of the Chair	21
Members Responsibilities	21
Point of Order	22
Point of Privilege	22
Conduct of the Public	23
PART FOUR –MEETINGS	23
Attendance	23
General	23
Alternative Locations for Council Meetings	24

Committee of the Whole	24
Organizational Meeting.....	25
PART FIVE - COUNCIL REPRESENTATIVES	26
PART SIX - COUNCIL COMMITTEE MEETINGS.....	26
PART SEVEN - PUBLIC HEARINGS	26
PART EIGHT – PASSING OF BYLAWS	28
PART NINE – REPEAL AND COMING INTO FORCE	28
SCHEDULE A	30
SCHEDULE B	32
SCHEDULE C	33

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

WHEREAS pursuant to section 145 the *Municipal Government Act*, RSA 2000, c. M-26, amended or replaced (the “MGA”), a Council may pass bylaws in relation to the procedure and conduct of Council and Council Committees;

AND WHEREAS section 191 of the MGA allows Council to amend or repeal a bylaw;

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

PART ONE – DEFINITIONS AND INTERPRETATION

Short Title

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

Definitions

2. In this Bylaw, all words shall have the same meaning as the MGA, unless otherwise defined:
 - (a) “Act” or “MGA” means the *Municipal Government Act*, RSA 2000, c M-26;
 - (b) “Administration” means the CAO and any other person who exercises a power, function, or duty of the Municipality, including natural person powers, where under the delegation of the CAO or by any other authority or agreement;
 - (c) “Agenda” means the list of items and orders of business for any Council or Council Committee Meeting;
 - (d) “Agenda Review Panel” means a working group consisting of the Mayor, Deputy Mayor, CAO, and the Chief Legislative Officer that reviews the Council Meeting Agendas. Elected Officials will be invited and may attend meetings of the Agenda Review Panel;
 - (e) “Chair” means the person who presides over a Council or Council Committee Meeting;
 - (f) “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;

- (g) “Closed Session” means a Meeting or portion of a Meeting that is closed to the public pursuant to the provisions of subsection 197(2) of the Act and Division 2 of Part 1 of the *Access to Information Act*, as amended or successor legislation;
- (h) “Committee of the Whole” means an informal meeting of Council established for the purpose of allowing Administration to share information with Council and the public;
- (i) “Consent Agenda” means the items on the Agenda of a Meeting in which the recommended action is to approve (without discussion, questions, or debate), which includes the recommendations in each of the items referenced within;
- (j) “Council” means the collective group of Elected Officials who govern the Municipality;
- (k) “Council Committee” means a Council appointed committee, board or other body established in accordance with the Act;
- (l) “Deputy Mayor” means a Councillor appointed under subsection 152(1) of the Act;
- (m) “Elected Officials” means all, some, or any of the Mayor and Councillors;
- (n) “Electronic Participation” means the participation of Members, Presenters, and registered Speakers in a Meeting via Electronic Means, as defined in subsection 199(1) of the Act, such as teleconferencing or web-conferencing.
- (o) “Emergent Matter” means an urgent item proposed to be added to an Agenda that has not previously been submitted by either an ordinary request through the Agenda Review Panel, or through a Notice of Motion and for which proceeding by either an ordinary request or through Notice of Motion would unnecessarily or unreasonably delay the matter’s consideration, including but not limited to emergency situations in which there is imminent danger to public safety or of serious harm to property;
- (p) “Ex Officio” means a Member of a Council Committee by virtue of position.
- (q) “Mayor” means the Chief Elected Official as defined by the Act;
- (r) “Meeting” means a duly constituted regular or special meeting of Council or of a Council Committee where municipal business is conducted or issues are discussed, as further defined in Schedule “C”;

- (s) “Member” means an Elected Official or a person appointed to a Council Committee acting in their capacity as a member of Council or Council Committee;
- (t) “Motion” means a formal proposition put forward by a Member in attendance at a Meeting with the intention that it be put to a vote;
- (u) “Municipality” means the specialized municipal corporation of the Regional Municipality of Wood Buffalo;
- (v) “Notice of Motion” means the informing of Elected Officials, 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 submit written or verbal commentary regarding a matter scheduled for Public Hearing.
- (x) “Organizational Meeting” means the annual meeting prescribed under subsection 192(1) of the Act;
- (y) “Point of Order” means the raising of a question by a Member 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 by another Member;
- (z) “Point of Privilege” means all matters affecting the rights and privileges of Council collectively or of individual Member;
- (aa) “Presenter” means any person who is presenting an approved presentation on a registered Agenda item to Council or a Council Committee.
- (bb) “Public Hearing” means a Meeting of Council, or a dedicated portion of a Meeting that Council is required to hold under the Act, or to hear other matters which Council directs be considered through a public hearing process;
- (cc) “Quorum” means a majority of Members entitled to vote who must be present in order to conduct a Meeting and is a majority of the membership of the voting body, which shall include Members participating by Electronic Participation;
- (dd) “Resolution” means a Motion which has been voted on and carried by Council;

- (ee) “Speaker” means any person, other than Administration, who wishes to speak to an item on an Agenda at a Meeting, either on their own behalf or as a representative of a group or organization; and
- (ff) “Supplemental Motion” means a Motion directly related to the subject matter under discussion, but which does not constitute an amendment to the main Motion under consideration.

PART TWO – APPLICATION

- 3. This Bylaw shall govern the proceedings of Council and Council Committees.
- 4. 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” (“RONR”) shall govern the matter.
- 5. In the event of conflict between the provisions of this Bylaw and RONR, the provisions of this Bylaw shall prevail.
- 6. Nothing in this Bylaw prohibits Council and Council Committees from dealing with administrative matters such as scheduling availability and attendance at events via email communication.

PART THREE – GENERAL PROCEDURES

Electronic Meetings and Participation

- 7. Meetings may be conducted by Electronic Means. Electronic Participation at Meetings is authorized in accordance with this Bylaw and section 199 of the Act.
 - (a) Only Members, Administration, Presenters, and registered Speakers may participate in a Meeting by Electronic Means but shall make every reasonable effort to attend Meetings in-person. Nothing in this Bylaw prevents the general public from viewing or listening to Meetings that are broadcast or livestreamed.
 - (b) Elected Officials may Electronically Participate in no more than three (3) Regular Council Meetings per calendar year, unless otherwise approved by Council resolution, due to:
 - (i) an exceptional or extenuating circumstances; or
 - (ii) inclement weather or limited travel options available where the Member resides in a rural ward.

- (c) Electronic Participation in a meeting must be made from a quiet environment free of background noise or distractions, with a neutral and non-distracting background visible at all times. The Member must maintain professionalism and decorum at all times, remain stationary, fully engaged, and attentive to the proceedings, and must not participate while walking, driving, or performing other activities.
- 8. All requests for Electronic Participation:
 - (a) in a Meeting of Council must be submitted to the CAO and the Chief Legislative Officer no later than 12:00 noon on the day of the Meeting; or
 - (b) in a Council Committee Meeting must be submitted to the designated administrative personnel and clerk no later than 12:00 noon on the day of the Meeting.
- 9. When Members are Electronically Participating in a Meeting, the identity of each Member must be verbally confirmed to the Chair at roll call.
- 10. A Member Electronically Participating is deemed present for the purposes of quorum and voting in accordance with section 199 of the Act.
- 11. Where a Meeting is closed to the public in accordance with section 197 of the Act, electronic access for the public shall be restricted or suspended, and members of the public whose access is restricted or suspended are deemed to be present outside the Meeting room for the purposes of subsection 197(5) of the Act.
- 12. Members Electronically Participating in a Closed Session Meeting must do so from a secure and private location to prevent the disclosure of confidential information.
- 13. The Chair may direct that a Member's Electronic Participation be terminated if the Member cannot be clearly understood or if the connection or background noise disrupts the Meeting.
- 14. If a technical issue prevents or interrupts a Member's Electronic Participation, the Meeting minutes shall indicate the time at which the Member ceased to participate. If the issue is resolved and the Member rejoins the Meeting, the minutes shall reflect the time of re-entry.
- 15. If a Member's Electronic Participation connection is interrupted during a vote and cannot be restored before the vote concludes, the Member is deemed to have left the Meeting for that vote and may not participate in the ongoing vote.

Quorum

16. As soon as there is Quorum after the time set for a Meeting, the Chair shall call the Meeting to order.
17. If there is no Quorum within 30 minutes after the time set for the Meeting, the names of the Members who are present shall be recorded, and no Meeting will take place on that date.
18. 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 shall be adjourned.
19. 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.

Recess Periods

20. No regularly scheduled Meetings shall be held during recess periods established by Council at an Organizational Meeting under section 143(d) of this Bylaw.
21. In an election year, the recess period shall include the period between the closing of the Nomination Period and the inaugural Meeting of the newly elected Council.
22. Council Committees may, by resolution, establish recess periods for the year at the first meeting of the year.

Agendas

23. Council Meeting Agendas will be prepared and reviewed in accordance with the provisions set out in Schedule A – Agenda Review Panel: Mandate and Responsibilities.
 - (a) If an item submitted by an Elected Official is not placed on a Council Agenda, the Elected Official may still bring the matter forward by Notice of Motion in accordance with this Bylaw.
24. Council Committee Agendas will be reviewed with the Committee Chair and Legislative Services Clerk.
25. Once an Agenda has been published on the Municipality's website, it may only be modified by a Resolution of Council or Council Committee when adopting the Agenda at the Meeting to which it applies.
 - (a) Notwithstanding section 25 of this Bylaw, the CAO may modify an Agenda at any time prior to the start of that Meeting if a clerical, typographical, or grammatical error is noted that does not materially change the content of

the Agenda, or if an Emergent Matter arises in accordance with sections 29-33 of this Bylaw.

26. All items on the Agenda for debate will be dealt with in the order that they appear on the Agenda, unless otherwise determined by the Chair or, on motion, by Council.
27. Regular Council Meeting Agendas and supporting documentation will be distributed to all Elected Officials on the Wednesday immediately preceding such Meeting, or as soon as practicable thereafter, and will be posted on the municipal website 48 hours after the distribution to the Elected Officials, to allow Members adequate time for review. Supporting documentation received too late for inclusion with the Agenda will be made publicly available as soon as reasonably practicable.
28. Regular Council Committee Meeting Agendas and all supporting documentation will be distributed to all Committee members and posted on the municipal website on the Friday immediately preceding such Meeting, or as soon as practicable thereafter. Supporting documentation that is received too late to be included with the Agenda will be made publicly available as soon as reasonably practicable.

Emergent Matters

29. The addition of Emergent Matters to an Agenda must be kept to a minimum as Council aims to operate their business in a transparent manner where notice of matters coming before Council are shared with the public in advance.
30. The CAO or a Member introducing an Emergent Matter must state why the matter could not otherwise proceed as either an ordinary request for inclusion on an Agenda or through a Notice of Motion, and how such manner of inclusion would unnecessarily or unreasonably delay the matter's consideration.
31. Emergent Matters must be submitted to the Chief Legislative Officer at the earliest possible opportunity by their proposing party.
32. The Chief Legislative Officer will make reasonable efforts to distribute any written materials supporting an Emergent Matter to either Council or a Council Committee, Administration and the public during or following the Meeting.
33. Inclusion of an Emergent Matter on an Agenda requires the unanimous consent of the Members attending a Meeting.

Consent Agenda

34. The following matters are eligible for placement on a Consent Agenda:
 - (a) bylaws scheduled for first reading in Council;

- (b) council Committee reports and recommendations to Council;
 - (c) reports presented for information purposes only;
 - (d) approval of minutes;
 - (e) confidential matters;
 - (f) agreements or claims that require Council's approval; and
 - (g) any other item added at Council's or a Council Committee's discretion during adoption of the Agenda.
35. Despite section 34 of this Bylaw, a Member may add or remove any item from the Consent Agenda. Such a request must be made before voting occurs on the Consent Agenda.
36. Where an item has been removed from the Consent Agenda, a Motion must be made before such exempted item is discussed, debated, or the subject of questions.
37. Approval of the Consent Agenda must be by one single resolution and may include approval of all the recommendations contained in the respective reports.

Notice of Motion

38. Where possible, an Elected Official 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.
39. An Elected Official who wishes to introduce a new matter that is not an Emergent Matter must deliver a Notice of Motion in writing at least ten (10) days prior to the Council Meeting at which it is to be served. The Notice of Motion shall be provided to all Members of Council, the CAO, the Chief Legislative Officer, and any other members of Administration the CAO requires to receive notice. Written notice may be delivered electronically, including by email.
40. A Notice of Motion must also be served by an Elected Official at a regular Council Meeting held at least seven (7) calendar days before the meeting at which the Motion will be considered.
41. A Notice of Motion shall not be served at a Special Meeting.
42. At the Meeting where notice is served, the Elected Official shall also state the Notice of Motion verbally for the record.

43. 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 debated. The Motion, precisely as stated in the Notice of Motion, will then appear on the applicable Council Agenda.
44. A Notice of Motion must be served without verbal comment or debate, but written copies may include explanatory comments.
45. A Notice of Motion can be withdrawn at any time after it has been served and prior to the Council Meeting at which it is being debated, by providing written notice to all Councillors, the CAO, and the Chief Legislative Officer. An Elected Official may also withdraw their Notice of Motion during the meeting when the Notice of Motion is to be debated. An Elected Official should make all attempts to provide notice of withdrawal as soon as they are aware.
46. A Notice of Motion may only be deferred once. The Notice of Motion will be deemed withdrawn if not debated at the Meeting the Notice of Motion was deferred to.

Motions

47. Once a Motion has been moved and accepted by the Chair, it may only be withdrawn with the consent of the majority of Members present at the Meeting.
48. Unless otherwise specified in this Bylaw, a Motion is passed when a majority of Members participating in the Meeting and who are entitled to vote have voted in favour of the Motion. A Motion put to a vote and not passed is defeated.
49. A matter not amounting to a Motion that is put to a vote of the Members 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 or Council Committee if a majority of Members present indicate support for it. For greater certainty, a recommendation in a report does not constitute a Motion until a Member has formally moved it.
50. The Chair may participate in debate and vote on all matters before Council or Council Committee, without relinquishing the Chair.
51. The Chair may make Motions but must vacate the Chair to do so and while the Motion is being debated.
52. Any Member may require a Motion under debate to be re-read at any time during the debate if the Motion is not electronically displayed but must not interrupt a speaker to do so.
53. 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 Member 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 Members 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 to a Closed Session**; or
 - (g) **reconvene in public**.
54. All Members must be provided with an opportunity to speak to a Motion before any Member is permitted to speak to the Motion a second or subsequent time.

Amending Motions

55. A Member may only amend their 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 where no other Member objects. A Member may also propose such a “friendly amendment” to another Member’s Motion, which may be accepted by the Chair if the originating Member agrees and no Member objects.
56. A proposed amendment to a Motion under debate that changes such Motion 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 directly negate the Motion under debate.

57. 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.
58. When a Motion to amend is on the floor, Members may debate only the proposed amendment, not the main Motion under debate to which the amendment pertains.
59. 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:

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

Reconsideration:

61. After a Motion has been voted upon, but before the Meeting is adjourned, any Member who voted with the prevailing side may move for reconsideration of a previous Motion.
62. Debate on a Motion for reconsideration of a previous Motion must be confined to reasons for or against reconsideration of the previous Motion.
63. 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 or Council Committee may affirm, overturn or vary a Motion for reconsideration.
64. A Member who voted with the prevailing side on a Motion may serve notice of intention to bring a Motion for reconsideration at a subsequent Meeting; however, a motion for reconsideration is out of order if the original Motion has already been irrevocably acted upon.

Supplemental Motions

65. Supplemental Motions are in order only when directly related to the subject matter under consideration, and do not require the serving of prior notice.
66. Any Motion not directly related to the subject matter under consideration requires the serving of a Notice of Motion, unless unanimous consent of the Members in attendance, by resolution, vote in favour of dispensing with notice.

Voting

67. A Motion relating to a matter not within the jurisdiction of Council or Council Committee is not in order.
68. Any Member may call for a vote on a Motion following the debate period.
69. 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 to all Members present, either in hard copy or electronically; or
 - (ii) requesting that the Member who made the Motion restate it immediately prior to the vote.
70. Members must vote on all matters unless required or permitted to abstain from voting under the Act, or any other bylaw or enactment.
71. Members must:
 - (a) use the electronic voting system, if available;
 - (b) vote by show of hands if the electronic voting system is unavailable; or
 - (c) if attending by Electronic Participation, vote verbally by stating “yes” or “no” to the Motion.
72. Once a vote has been called, no Member will be given an opportunity to speak to the matter.
73. 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.
74. After the Chair declares the result of a vote, Members may not change their recorded votes, except where the electronic voting system has incorrectly identified a Member as having voted for or against a Motion.
75. If a Member has temporarily left the Meeting, other than for declaring a pecuniary interest or conflict of interest, and a vote is about to be taken, the Chair shall recess the Meeting for up to 10 minutes to allow the Member to return to the Meeting to participate in the vote. If the Member has not returned after 10 minutes, the Chair shall call the Meeting back to order and the vote shall proceed.
76. If a Member leaves while the vote is occurring, they shall be deemed to have left the Meeting prior to the vote and shall not be permitted to rejoin the Meeting while the vote is ongoing.

Presentations

77. All persons who wish to be added to a Meeting Agenda as a Presenter, either on their own behalf or as a representative of a group or organization, must make a written request to the Chief Legislative Officer. For greater certainty, a written request must clearly identify the general nature of the intended presentation and include all supporting materials.
78. Approved presentations will be allocated a maximum of five (5) minutes to present, unless otherwise prescribed by the Chair.
79. Notwithstanding Sections 77 and 78, a person or group invited by Council, Council Committee, or Administration, may be scheduled on the Agenda. In such cases, Presenters do not have to submit a written request and the amount of time allocated for their presentation is subject to confirmation when the Agenda is reviewed by the Chair.

Addressing Council and Council Committees

80. All persons who wish to speak to an item on a Meeting Agenda on their own behalf or as a representative of a group or organization must make a written request to the Chief Legislative Officer.
81. All requests to speak made under this section must be received by the Chief Legislative Officer no later than 12:00 noon on the day of the Meeting.
82. Only registered Speakers will be able to speak to an item on the Meeting Agenda, with the exception of:
 - (a) any bylaw or other matter that requires a Public Hearing for which a Public Hearing is to be held;
 - (b) any bylaw scheduled for 1st reading;
 - (c) any item that is addressed through the consent agenda; and
 - (d) presentations under sections 77-79
83. Despite section 82, 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.
84. Speakers:
 - (a) must clearly state their name for the official record when addressing Council or a Council Committee;

- (b) are not permitted to speak more than once to a single Agenda item; and
- (c) will be permitted a maximum of five (5) minutes to speak to the item.

Questions

- 85. Members are permitted to ask questions for clarification to a Presenter or Speaker following the conclusion of the presentation or address of an Agenda item. Debate is not permitted during this stage.
- 86. The Member must first be acknowledged by the Chair before being permitted to ask questions of a Presenter or Speaker.
- 87. Members are permitted to ask questions of Administration following any questions posed to Presenters or Speakers.
- 88. Any questions posed to Council or Council Committee by a Presenter or Speaker may be referred to Administration, who may either provide an immediate response or ask for additional time to prepare a response and return before Council or Council Committee.

Closed Sessions

- 89. Council and Council Committees may, by resolution, close all or part of a Meeting to the public if a matter that is to be discussed falls within one of the exceptions to disclosure as set out either in subsection 197(2) of the Act or within the *Access to Information Act, SA 2024, c A-1.4*, as amended.
- 90. A Closed Session may include persons invited to attend by Council or Council Committee, as necessary for the matter being discussed.
- 91. The only Motion that may be passed during a Closed Session is a Motion to reconvene in public.
- 92. All matters discussed during in a Closed Session must be kept confidential by all those in attendance, including all Members and all other invitees.
- 93. No person, including Members, are permitted to take notes of the matters discussed during the Closed Session, except as required by section 100.
- 94. Only Members and invited persons may Electronically Participate in a Closed Session in accordance with this Bylaw and the Act, provided they are in a secure and private location to ensure confidentiality.

Minutes of Meetings

- 95. The Chief Legislative Officer will prepare or cause to be prepared written minutes of Council, Committee of the Whole, and Council Committee Meetings.

96. At every regular Meeting, the minutes of the previous regular Meeting and any special Meeting held more than 48 hours prior to such regular Meeting shall be considered for adoption.
97. 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.
98. The minutes will reflect the time that any Member leaves the Meeting, and, if applicable, the time that such Member returns.
99. Meetings may be recorded, with the exception of any portion of a Meeting that is held as a Closed Session under section 89.
100. The minutes pertaining to any portion of a Meeting that is held in a Closed Session under section 89 will be limited to the following items:
 - (a) the Motion to move into Closed Session, the movers of the Motion, and vote thereof;
 - (b) the provision of the *Access to Information Act* that applies to the Closed Session;
 - (c) a general description of Closed Session;
 - (d) the identification of those in attendance at the Closed Session, including any party invited in by Council or Council Committee, and their entrances and exits; and
 - (e) the Motion to return to open session, the movers of that Motion, and vote thereof.

Pecuniary Interests and Conflicts of Interest

101. Elected Officials must file with the Chief Legislative Officer a statement containing the following information no later than January 31st of each year:
 - (a) the Elected Officials family;
 - (b) the Elected Officials employer(s);
 - (c) each corporation, other than a distributing corporation, in which the Elected Official is a shareholder, director, or officer;
 - (d) each distributing corporation in which the Elected Official beneficially owns voting shares carrying out at least 10% of the voting rights attached to the

voting shares of the corporation or of which the Elected Official is a director or officer; and

- (e) each partnership or firm of which the Elected Official is a member.
102. The Chief Legislative Officer will compile and maintain a list of all the names reported on the statements filed and provide a copy of the list to the CAO.
103. No later than the last business day of February each year, the Chief Legislative Officer must publish on the Municipality's website the information disclosed by all Elected Officials in accordance with section 102, except any personal information under the *Protection of Privacy Act*.
104. An Elected Official is required to declare and disclose to the CAO the general nature of any anticipated pecuniary interest or conflict of interest following their review of the Agenda a minimum of one business day prior to the date of the scheduled Meeting to allow for consideration as to whether independent legal advice is recommended for such Elected Official.
105. Each Elected Official shall have the option of seeking independent legal advice, at the Municipality's expense, with respect to any situation which may result in pecuniary or other conflict of interest.
106. During a Meeting, a Member who has a reasonable belief that they have a pecuniary interest, as defined by the Act, must:
- (a) make a statement disclosing the general nature of the pecuniary interest prior to any discussion of the matter or the matter being heard;
 - (b) remove themselves from the meeting room until the matter is concluded; and
 - (c) abstain from discussion or otherwise voting on the matter.
107. During a Meeting, a Member who has a reasonable belief that they have a conflict of interest or perceived conflict of interest in a matter, as defined by the Act, may make a statement disclosing the general nature of the conflict of interest or perceived conflict of interest prior to any discussion of the matter or the matter being heard. If the Member discloses the conflict of interest or perceived conflict of interest, the Member may:
- (a) abstain from voting on any question relating to the matter;
 - (b) abstain from any discussion relating to the matter; and
 - (c) leave the Meeting until discussion and voting on the matter are concluded.

108. Any disclosure under section 106 or 107, and the subsequent abstention of a Member must be recorded in the minutes of the Meeting under section 95.

Role of the Chair

109. The Chair must:

- (a) maintain order and decorum in a manner which promotes fairness and forward progress;
- (b) keep a sequence of speakers and recognize Members, Administration, or Presenters to speak at the appropriate segments of the Agenda;
- (c) make rulings on Points of Order or Point of Privilege;
- (d) ensure that the Members understand the Motion before them;
- (e) call the vote;
- (f) perform such other leadership functions as may be required for the efficient and effective conduct of the Meeting;
- (g) at a Closed Session, ensure that only the matters that are approved to be discussed at the Closed Session are discussed; and
- (h) duly exercise the roles as set out in this Bylaw.

Members Responsibilities

110. All Members must:

- (a) respect and adhere to all applicable procedural rules as prescribed in this Bylaw, as well as all other governing legislation, policies, procedures, and guidelines of the Municipality;
- (b) address the Chair when speaking;
- (c) 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;
- (d) except in case of medical emergency, or when section 136 applies, refrain from leaving their seats or making any noise while a vote is being taken or result thereof declared;
- (e) refrain from re-entering the Meeting while the vote is being taken, if absent from the Meeting due to a conflict of interest or pecuniary interest.

- (f) refrain from interrupting other speakers, except to raise a Point of Order or a Point of Privilege.
- (g) Not use a cellphone or other electronic device during a Meeting to engage on any social media platform or send or receive a private text or instant message or email message from any person, including another Member, while the Meeting is in progress.

Point of Order

- 111. An Elected Official may call for a Point of Order to address immediate concerns of another Member breaching this Bylaw.
- 112. When a Point of Order is raised, the Chair will ask the Member raising the Point of Order to briefly explain the Point of Order.
- 113. The Chair must either immediately rule on the Point of Order or ask that the Council or Council Committee as whole vote on the Point of Order.
- 114. The Chair may call to order any Member who is out of order.
- 115. When a Member 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 Member. The breach declared by the Chair may be noted in the minutes at the direction of the Chair.
- 116. If a Member who is the subject of the Point of Order apologizes for the breach and withdraws any objectionable statements, the Member may remain in the Meeting and continue to participate in the Meeting.
- 117. If a Member who is the subject of the Point of Order refuses to apologize for the breach, the Member must immediately leave the Meeting. Immediately thereafter, all Members in attendance must vote, without debate, on whether to expel the Member in question for the remainder of the Meeting.
- 118. If a Member is expelled under section 117, they must not return to the Meeting for the remainder of the Meeting.
- 119. The Chair may declare a Meeting recessed or adjourned if an expelled Member does not leave the Meeting voluntarily.
- 120. No expulsion under section 117 shall extend beyond the Meeting in progress.

Point of Privilege

- 121. Subject to section 136 a Member who wishes to leave the Meeting for any reason other than having declared a pecuniary interest or a conflict of interest shall so

advise the Chair on a Point of Privilege. The times of the Member's departure and subsequent return shall be noted in the minutes.

Conduct of the Public

122. During a Meeting, members of the public must conduct themselves in accordance with the Public Conduct Guidelines set out in Schedule "B" to this Bylaw. The Chair may order any member of the public who fails to adhere to the Public Conduct Guidelines, or who otherwise disturbs the proceedings of the Meeting by words or actions or in any other manner, to be expelled from the Meeting.
123. The Chief Legislative Officer shall ensure that the Public Conduct Guidelines are displayed where all members of the public may see and read them before entering a Meeting and are posted on the Municipality's website.
124. 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.
125. The Chair may further declare a Meeting recessed or adjourned if a person ordered expelled does not leave the Meeting voluntarily.

PART FOUR – COUNCIL MEETINGS

Attendance

126. Elected Officials are expected to attend all regular and special Meetings in accordance with the requirements set out in section 174 of the Act. Elected Officials shall notify the CAO as soon as reasonably possible if they are unable to attend a meeting. All absences must be recorded in the meeting minutes.
127. An annual report shall be published on the municipal website within three months of the end of each calendar year, detailing each Elected Official's attendance at all Council Meetings, as well as any scheduled training sessions, team-building activities, retreats, or other events organized for Council as a whole.

General

128. All Council Meetings shall be held in the Council Chamber on the date and at the time established at the Organizational Meeting, unless otherwise specified under section 137. For greater clarity, gatherings of Council that do not constitute a Meeting are set out in Schedule "C".
129. All Council Meetings shall be open to the public, subject to the capacity limit of the Council Chamber. Where there are more members of the public who wish to attend a Council Meeting than can be safely and lawfully accommodated within the Council Chamber, the Chief Legislative Officer shall make all reasonable efforts to accommodate the members of the public within the building where there is alternative viewing via visual or audio means.

130. Only Elected Officials, the CAO, and persons authorized by the Chair are permitted to come within the enclosure formed by the Elected Officials' chairs during a Meeting.
131. Only Elected Officials or other persons recognized by the Chair shall be allowed to address Council during a Meeting.
132. 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 an Elected Official from any ruling.
133. 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.
134. Only matters of substance or rulings on Points of Order can be appealed.
135. If the Chair wishes to leave the chair for any reason, the Chair must call on the Deputy Mayor to preside. In the absence of the Deputy Mayor, Councillors present must determine who will preside over the meeting.
136. Elected Officials must attempt to remain in the Council Chamber at all times during a Meeting. If an Elected Official must leave the Council Chamber for a short time for personal reasons, the Elected Official shall so indicate by a signal to the Chair which may be non-verbal. Upon acknowledgement by the Chair, the Elected Official may leave the Council Chamber while proceedings continue. In such case, the Chair shall avoid calling for a vote while the Elected Official is not present in the Council Chamber and shall afford the Elected Official a reasonable time to return before any vote is taken.

Alternative Locations for Council Meetings

137. Where possible and practical, Council may hold special Council Meetings in rural communities of the Regional Municipality of Wood Buffalo.
 - (a) In addition to matters which are ordinarily the subject of Council consideration, Council will use such opportunity to address matters of significant importance or impact to the community in which such Council meeting is held.

Committee of the Whole

138. 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 its members;
 - (b) hear from members of the public; and

- (c) allow for a relaxing of procedural rules.
- 139. Committee of the Whole is open to the public, subject to all or part of the proceedings being held in a Closed Session as required or permitted by the Act.
- 140. Elected Officials may ask questions and discuss any of the information presented during the Committee of the Whole but must not enter into any debate or vote and must not make any decisions or give any direction to the CAO or other employees or contractors or say or do any other thing that materially progresses the business of the Municipality.

Organizational Meeting

- 141. 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.
- 142. At or before the first Organizational Meeting of a Council term, all Elected Officials must take the oath of office before dealing with any matter of business.
- 143. At the Organizational Meeting, Council must by resolution:
 - (a) establish a Deputy Mayor roster for the following year;
 - (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;
 - (d) establish a schedule of Recess Periods for the following year; and
 - (e) deal with any other business described in the notice of the Organizational Meeting.
- 144. The seating arrangements of Elected Officials in the Council Chamber shall be assigned immediately prior to each Organizational Meeting and occur via random draw conducted by the Chief Administrative Officer.
- 145. Council will appoint one Councillor to hold the office of Deputy Mayor. The term of appointment for Deputy Mayor shall be two (2) months in duration and will rotate amongst Elected Officials ensuring the office is filled at all times, according to the following:
 - (a) At the onset of the Council term, the rotation will begin with the more experienced Elected Officials who wish to serve as Deputy Mayor and continue in sequence, ensuring that all Elected Officials who wish to serve are provided an opportunity during the term of office.

- (b) Participation in the Deputy Mayor rotation is voluntary and not mandatory.

PART FIVE - COUNCIL REPRESENTATIVES

- 146. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.
- 147. Unless Council directs otherwise, the Mayor is Council's official spokesperson.
 - (a) In the absence of the Mayor, the Deputy Mayor shall assume the role of Council's official spokesperson.
 - (b) If the appointed Deputy Mayor is unavailable for a scheduled event, the Mayor is delegated the authority by Council to select another member of Council to attend on behalf of the Municipality, ensuring that all Elected Officials have opportunities to represent the Municipality as appropriate.
- 148. When municipal events occur in Wards 2, 3 and 4, the Mayor may designate the elected representative(s) from that ward to serve as the official representative for that event.

PART SIX - COUNCIL COMMITTEE MEETINGS

- 149. Council Committees are established pursuant to the Committees Bylaw No. 17/024.
- 150. The Mayor is an 'ex officio' Member and entitled to vote at all Council Committee Meetings, as is the Deputy Mayor when acting in the absence of the Mayor.
- 151. Elected Officials are expected to attend all regular and special Meetings in accordance with the requirements set out in Committees Bylaw No. 17/024.
- 152. Elected Officials and Committee Members shall notify the applicable Legislative Services Clerk as soon as reasonably possible if they are unable to attend a Meeting. All absences must be recorded in the meeting minutes.
- 153. An annual report shall be posted to the municipal website depicting Elected Officials member's attendance at all Council Committee Meetings within 3 months of the end of the previous calendar year.

PART SEVEN - PUBLIC HEARINGS

- 154. When a bylaw is subject to a Public Hearing, Council, without amendment or debate, shall vote on the motion for first reading of a bylaw and the setting of a public hearing date in accordance with the applicable form of notice. An Elected Official may ask a question or questions concerning the bylaw provided that such

questions are simply to clarify the intent, purpose or objective of the bylaw, and do not indicate the Elected Official's opinion for or against the bylaw.

155. The procedure for conducting a Public Hearing in Council is as follows:

- (a) The Chair will declare the Public Hearing open and advise of the process to be followed. A motion is not required.
- (b) Unless a more specific provision is included in this Part, the procedures prescribed elsewhere in this Bylaw apply to public hearings and items discussed at public hearings.
- (c) 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.
- (d) The proponent or applicant will be permitted a maximum of five (5) minutes to present opening remarks.
- (e) The Chair will then call upon those who have registered with Chief Legislative Officer to speak to the matter. All persons are required to provide their name, address and 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 before Council.
- (f) The Chair shall ask for any other person in attendance who wishes to speak to the item to come forward, provide their name, address and 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 before Council.
- (g) After each person has spoken, Elected Officials may ask the speaker relevant questions, but shall not otherwise comment, engage in debate or state opinions on the matter.
- (h) After all persons who wish to speak have spoken, any Elected Official may ask Administration relevant questions, but shall not otherwise comment, engage in debate or state opinions on the matter.
- (i) 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.

156. All Public Hearings are to be conducted using means which allow for Electronic Participation, in accordance with subsection 199(2.1) of the Act.

- (a) Members of the public must be provided with a method to access the Public Hearing and make verbal or written submissions electronically.
157. Any information required by the Act to be made publicly available in respect of the Public Hearing shall be made available through the Municipality's website.
- (a) Public notice of the Public Hearing shall specify the method(s) by which the public may access the Public Hearing.
158. The minutes of the Council Meeting during which a Public Hearing is held must contain the name of each speaker and indicate whether the speaker expressed support for or opposition to the matter under consideration.
159. Council may, at its discretion, schedule a non-statutory hearing for any other matter.

PART EIGHT – PASSING OF BYLAWS

160. A bylaw requires three readings to be passed.
161. A bylaw is passed and becomes effective upon receiving third (3rd) reading and being signed in accordance with the Act, unless another effective date is specified within the bylaw or other legislation.
162. In accordance with the Act, three readings of a bylaw may only occur during a single session of Council with Council's unanimous consent prior to consideration for third reading.
163. The CAO is authorized to correct clerical, typographical, and grammatical errors in bylaws.
164. The CAO is authorized to consolidate a bylaw by incorporating all amendments to it into a single bylaw.

PART NINE – REPEAL AND COMING INTO FORCE

165. Upon this Bylaw coming into effect, Bylaw No. 18/020 and all amendments thereto are hereby repealed.
166. This Bylaw shall become effective on the day it is passed.

Read a first time this 25th day of November, 2025.

Read a second time this 9th day of December, 2025.

Read a third and final time this 9th day of December, 2025.

Signed and Passed this 9th day of December, 2025

SCHEDULE A

Agenda Review Panel: Mandate and Guidelines

Mandate

1. The Agenda Review Panel is established to:
 - (d) ensure that the business of Council is dealt with fairly, transparently, and expeditiously;
 - (e) review potential agenda items to confirm that they are appropriate for inclusion on a Council Agenda;
 - (f) provide advice to Council on whether a matter should proceed at a given time; and
 - (g) support Council in focusing its meeting time on higher-order matters of strategic policy or direction.
2. The Agenda Review Panel shall operate by consensus and is not intended to act as a censor of Council business. Rather, it serves as a sounding board for Council and Administration to ensure that issues are dealt with effectively, openly, and in the proper sequence.
3. The Chief Administrative Officer and the Chief Legislative Officer act as advisors within the Panel.
4. Elected Officials will be invited and may attend meetings of the Agenda Review Panel.

Scope of Agenda Items

5. The following may be considered for inclusion on a Council Agenda:
 - (a) Items submitted by Administration requiring Council's review and approval.
 - (b) Items referred to the Agenda Review Panel by resolution of Council.
 - (c) Items submitted by individual Members of Council that the Panel determines warrant an Administration report or formal consideration, which may then proceed by way of a Notice of Motion.
 - (d) Matters raised by external boards or agencies that require Council's guidance before further action can be taken.
 - (e) Requests for Presentations submitted in accordance with the Request for Presentation to Council Policy GOV-110.

6. The Agenda Review Panel shall not defer an item for longer than one regularly scheduled Council Meeting without Council's prior consent by resolution.

Council Agenda Review and Approval Process

7. Any Elected Official may submit an item to the Agenda Review Panel for consideration.
8. The Agenda must be reviewed by the Agenda Review Panel prior to finalization. The Panel may adjust the order of business and add or refuse items, except for:
 - (a) items scheduled by resolution,
 - (b) items proceeding by way of Notice of Motion, or
 - (c) Emergent Matters in accordance with this Bylaw.
9. The Chief Legislative Officer shall be responsible for:
 - (a) administering the Agenda process;
 - (b) maintaining a tracking mechanism for matters submitted to the Agenda Panel; and
 - (c) advising Council on the disposition of such matters.

Council Committee Agenda Review and Approval Process

10. Any Council Committee Member may submit an item to the Committee Chair and Administration for consideration on a future Committee Agenda.
11. The Agenda must be reviewed with the Chair prior to finalization. The Chair may adjust the order of business and add or refuse items, except for:
 - (a) items scheduled by resolution,
 - (b) items proceeding by way of Notice of Motion, or
 - (c) Emergent Matters in accordance with this Bylaw.

SCHEDULE B**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.
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 Members while the Meeting is in progress, unless invited by the Chair to address Council or Council Committee as a speaker or presenter, 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 speaker or presenter, 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 Member participating in a Meeting.
6. Signs, picket signs, placards, banners, clothing with slogans, or any form of campaigning or protesting are not allowed in the Meeting without the express permission of the Chair.
7. Water and non-alcoholic beverages in covered containers are allowed in the Meeting, but food is prohibited.
8. Audio or video recordings are allowed in the Meeting, 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.

SCHEDULE C

Non-Meeting Activities

For the purposes of this Bylaw, the following activities do not constitute a Meeting under the Act, regardless of the number of Members participating:

1. Training activities;
2. Orientation and education activities;
3. Facilitated sessions, such as team building or retreats;
4. Municipal Association Conferences;
5. Social functions;
6. Community events; and
7. Any other matter which does not materially advance the business of the Municipality.