

CITY OF BROOKS BYLAW NO. 26/008

A BYLAW OF THE CITY OF BROOKS TO REGULATE THE PROCEEDINGS OF COUNCIL AND COMMITTEE MEETINGS.

WHEREAS pursuant to the *Municipal Government Act* RSA 2000, c M-26 and regulations as amended, Council may pass a Bylaw respecting the procedure and conduct of Council.

NOW, THEREFORE, the Council of the City of Brooks, in the Province of Alberta, hereby enacts as follows:

1. TITLE

100. This Bylaw may be referred to as the “Procedural Bylaw”.

2. INTERPRETATION

200. In this Bylaw, unless the content otherwise requires:

- 201. **“Act”** means the *Municipal Government Act* RSA 2000 c-M-26 and regulations made under the *Municipal Government Act* as amended;
- 202. **“Acting Mayor”** means the Member who is appointed pursuant to the Act to act as Mayor in the absence or incapacity of the Mayor and/or Deputy Mayor and shall be appointed to serve for a one-year term;
- 203. **“Administration”** means the general operations of the City, including all personnel, financial and other related resources, as permitted by the Act;
- 204. **“Agenda”** means the order of items of business for a meeting and the associated reports, bylaws or other documents;
- 205. **“Bylaw”** means the City of Brooks Bylaw No. 26/008 as may be amended from time to time;
- 206. **“Chair”** means the Person presiding at the meeting of Council or Council Committee;
- 207. **“Chief Administrative Officer”** means the Chief Administrative Officer of the City of Brooks regardless of any subsequent title that may be conferred on that officer by Council or statute, or their designate;

208. "**City**" means the City of Brooks, a Municipal Corporation in the Province of Alberta, or the geographical area contained within the boundaries of the City of Brooks, as the context may require;
209. "**Closed Meeting**" means a meeting or a portion of a meeting which is closed to the public;
210. "**Council**" means the Municipal Council of the City of Brooks;
211. "**Council Committee**" means a committee within the meaning of the Act that is carrying out the powers, duties and functions delegated to it by Council and is comprised of all Members of Council;
212. "**Delegation**" means a Person or group of Persons wishing to appear before Council to address a specific matter;
213. "**Deputy Mayor**" means the Member who is appointed pursuant to the Act to act as Mayor in the absence or incapacity of the Mayor and shall be appointed to serve for a one-year term;
214. "**Electronic Communication**" means an electronic or telephonic communication method that enables all persons attending a meeting to hear and communicate with each other during the course of the meeting and/or hearing;
215. "**Executive Assistant**" means the Person or designate appointed by the Chief Administrative Officer to prepare Agendas, Minutes and motions for any meeting and be responsible for indexing bylaws and Council resolutions;
216. "**Mayor**" means the Chief Elected Official elected in accordance with the Act;
217. "**Member**" means a Member of Council;
218. "**Minutes**" means the record of decisions of any meeting recorded in the English language without note or comment;
219. "**Pecuniary Interest**" means a Pecuniary Interest within the meaning of the Act;
220. "**Person**" means any Person, firm, partnership, association, corporation, company or organization of any kind;
221. "**Point of Information**" means a request to a Member or the Administration, for information relevant to the business at hand, but not related to a Point of Procedure;
222. "**Point of Order**" means the raising of a question by a Member to call attention to any departure from this Bylaw;

223. “**Point of Procedure**” means a question directed to the Chair to obtain information on a matter of parliamentary law or the rules of Council bearing on the business at hand in order to assist a Member to make an appropriate motion, raise a Point of Order or understand the parliamentary situation or the effect of a motion;
224. “**Public Hearing**” means a meeting of Council convened to hear matters pursuant to the *Municipal Government Act*, or any other Act, or any other matter at the direction of Council;
225. “**Question of Privilege**” means the raising of a question which concerns a Member of Council, or the Council collectively they believe their comments have been misunderstood or misinterpreted by another Member or Members; and,
226. “**Quorum**” means the majority of all Councillors that comprise the Council pursuant to Section 143 of the Act. If there is a vacancy on Council and the Council is not required to hold a by-election under Section 162 or 163 of the Act, Quorum shall consist of the majority of the remaining Councillors that comprise the Council under Section 143 of the Act.

3. GENERAL

300. This Bylaw shall govern all meetings of Council, Council Committee, standing committees, adhoc committees, Public Hearings and any other meeting as may be directed by Council.
301. In the absence of any statutory obligation to the contrary, the strict application of this Bylaw may be waived if approved by a vote of the majority of Council.
302. A motion to waive any provision of this Bylaw as provided for in Subsection 301 may be brought at any time, and if accepted, the resolution waiving the strict application of the Bylaw will only be effective for the meeting during which it was passed.
303. The precedence of the rules governing the procedure of Council is:
304. the Act;
305. other Provincial Legislation; and,
306. this Bylaw.
307. All sections of the Act referenced in this Bylaw are for information only and may change as the Act is amended.
308. Any meeting governed by this Bylaw may be conducted through Electronic Communication. Acceptable forms of Electronic Communication include video conferencing or telephone.

309. A Member must notify the Chair and/or Executive Assistant of their intent to attend a meeting utilizing Electronic Communication.
310. The form of Electronic Communication must allow the Member attending through Electronic Communication to hear the voices of those physically present at the Council or Council Committee meeting and must provide for the Member's voice to be heard inside the physical meeting room.
311. The Chair shall announce to those in attendance at the Council or Council Committee meeting that a Member is attending the meeting by means of Electronic Communication.
312. A Member attending a Council or Council Committee meeting through Electronic Communication must confirm their identity. A Member attending via video conference must display their full name and utilize the camera function. A Member attending via telephone must state their full name at the start of the meeting and state their vote when voting on a motion.
313. When a Member attends a Closed Meeting through Electronic Communication, they will be required to confirm that they are attending the Closed Meeting alone prior to the start of the Closed Meeting discussion.
314. A member of the public wishing to attend and/or provide submissions to a Council or Council Committee meeting conducted through Electronic Communication must register with the City by 4:30 p.m. on the Friday before the meeting is held.
315. When Council establishes the annual schedule of meetings, no Council or Council Committee meetings shall be scheduled between the close of the nomination period and the first organizational meeting following a general election.
316. Notwithstanding Subsection 315, a Council or Council Committee meeting may be held between the close of the nomination period and the first organizational meeting following a general election if a matter is deemed urgent by the Mayor and Chief Administrative Officer.

4. ORGANIZATION OF COUNCIL & COMMITTEES

Council:

400. The Mayor, when present, shall preside as Chair over all meetings of Council and Council Committee.
401. At each organizational meeting of Council, Council shall appoint a Councillor to the position of Deputy Mayor.
402. The Deputy Mayor shall Chair Council and Council Committee meetings when the Mayor is absent or unable to act as Mayor and shall have the powers and responsibilities of the Mayor under this Bylaw.

403. At each organizational meeting, Council shall appoint a Councillor to the position of Acting Mayor.
404. In the absence or inability of the Mayor and Deputy Mayor to act, the Councillor appointed to be Acting Mayor shall assume the Chair of Council and Council Committee meetings and shall have the powers and responsibilities of the Mayor under this Bylaw.

Standing and Adhoc Committee Establishment:

405. Council may establish Standing and Adhoc Committees as are necessary or advisable for the orderly and efficient handling of the affairs of the City and establish the terms of reference and duration of a Committee. Such committees shall be appointed by motion by a majority vote of Members present at a Council meeting and any Member may be appointed to a committee, notwithstanding the absence of such Member at the time of being named to such committee for a one-year term commencing the following day of the annual organizational meeting and expiring on the date of the next annual organizational meeting.
406. Council Committee, standing committees and adhoc committees shall not have authority to:
 407. pass bylaws or adopt policies;
 408. make, suspend or revoke the appointment of a Person to the position of Chief Administrative Officer;
 409. adopt budgets or budget adjustments under Part 8, Financial Administration of the Act;
 410. set taxes covered under Section 347 of the Act;
 411. decide on appeals imposed by the Act or any other enactment;
 412. authorize accumulated annual expenditures over \$10,000 that are not included in the approved operating and capital budget;
 413. sell land that is not at market value;
 414. approve subdivisions or rezone any parcel of land;
 415. make changes to Area Structure Plans or the Municipal Development Plan; and/or,
 416. approve annexations or expropriations.

Council Committee:

417. The Mayor shall be the designated Chair.
418. Meetings shall be held when required, with a minimum of twenty-four hours' notice.
419. Delegated powers, duties and functions of Council Committee may include, but are not limited to the following:

420. making new or revised policy proposals to Council;
421. receiving reports on work in progress;
422. creating and being responsible for sub-committees and their terms of reference;
423. providing performance evaluations and ongoing monitoring of the Chief Administrative Officer as required by the Act;
424. reviewing and making recommendations about corporate structure, corporate personnel issues and corporate policy to Council;
425. providing initial budget guidelines in consultation with the Chief Administrative Officer;
426. reporting on Council's strategic priorities; and/or,
427. referring reports to Council for policy review and direction.

Council:

428. The regular meetings of Council shall be held in Council Chambers at City Hall twice per month, on days and times set by Council. When the meeting day falls on a statutory holiday the meeting shall be held the following day which is not a statutory holiday.

Change in Date/Time:

429. If there are changes to the date and time of the meeting, the municipality must give at least twenty-four hours' notice of the change to all Members and post a public notice. Posting a public notice in the front foyer of City Hall is sufficient notice to the public if the Chair or designate is unable to advertise, as per the Public Notification Bylaw.

Closed Meetings

430. Council may conduct all or a portion of any meeting as a Closed Meeting, pursuant to Section 197(2) of the Act.
431. Items discussed in a Closed Meeting shall remain Confidential.
432. No bylaw or resolution shall be passed during a Closed Meeting, except a resolution to revert to meeting in public.

Organizational Meeting

433. An organizational meeting of Council shall be held annually pursuant to the Act.
434. When the Mayor has been elected at an election immediately preceding the meeting, the Chief Administrative Officer shall call the meeting to order and shall preside over the meeting until every Member present has made and subscribed the official oath prescribed by the Oath of Office Act.

435. The Chief Administrative Officer, in conjunction with the Mayor, shall fix the time and prepare the Agenda which shall be restricted to:
- 436. the administration of the oath and the introduction of new Members of Council should the meeting follow the general municipal election;
 - 437. the establishment of meeting dates;
 - 438. the appointment of Members to act on committees, boards and other bodies which Council is entitled to representation;
 - 439. appointment of Councillors as Deputy Mayor and Acting Mayor;
 - 440. assigning signing authority for the City; and,
 - 441. any such other business as is required by the Act.

Public Meetings

442. Except as provided in Subsection 431 of this Bylaw, all meetings shall be held in public.

Quorum

443. A Council meeting is called to order when sufficient Members are present to form a Quorum at the time set for the start of the meeting. The Mayor shall take the Chair and call the Council meeting to order.
444. If there is no Quorum present within half an hour after the time appointed for the meeting of Council, the Executive Assistant shall call the roll and take down the names of the Members present, and Council shall stand absolutely adjourned until the next meeting, unless a special meeting is duly called in the meantime.

Attendance

445. Attendance is required as pursuant to the Act.

Special Meetings

446. The Mayor may call a special Council meeting whenever the official considers it appropriate to do so and when a written request, stating purpose, is received from a majority of the Members.
447. Written notice of a special Council meeting stating the purpose of the meeting and the time and place at which it is to be held shall be provided to the public and all Members not less than twenty-four hours in advance of the meeting.
448. The Mayor may call a special meeting of Council upon shorter notice; however, no such special meeting may be held unless two-thirds of Members give their written or electronic consent prior to the holding of the meeting.
449. No matter other than that stated in the notice shall be discussed at any special meeting of Council, unless all Members are present and the Council agrees to

deal with the matter in question.

Cancellation of Meetings

450. Council meetings may be cancelled:

451. by a majority of Members at a previously held Meeting; or,

452. with the written consent of a majority, provided twenty-four hours' notice is provided to Members and the public; or,

453. with the written or oral consent of two-thirds of the Members if twenty-four hours' notice is not provided to the public.

454. Special Meetings may be cancelled:

455. by the Mayor if twenty-four hours written notice is provided to all Members and the public; or,

456. if less than twenty-four hours notice is provided, the Mayor may cancel with the written or oral consent of two-thirds of the Members.

5. AGENDA & MINUTES

Agenda Procedures for Council and Council Committee

500. The draft Agenda for Council and Council Committee shall be prepared by the Executive Assistant. The Chief Administrative Officer shall review the Council Agenda with the Mayor prior to the regular scheduled Council meeting.

501. All items for Agendas prepared by Administration and/or Members shall be delivered in writing to the Executive Assistant by noon on the Wednesday preceding the Council or Council Committee meeting.

502. Items to be discussed during a Closed Meeting shall be marked Confidential and distributed to Members and designated staff, as directed by the Chief Administrative Officer.

503. Unless otherwise specified in this Bylaw the order of business for meetings shall endeavor to be contained in the Agenda. Copies of all Agenda material to be dealt with will generally be placed at the disposal of Council by the end of the day on the Friday preceding the meeting.

504. In the event that the Mayor and/or Chair determines a matter is required to be added to the Agenda, a Member or the Chief Administrative Officer may bring the matter before Council, notwithstanding that the matter did not appear on the Agenda.

505. The order of business in the Council Agenda shall generally be as follows:

1. Items to add or delete from the Agenda
2. Adoption of the Agenda
3. Adoption of the previous Minutes
4. Business arising out of Minutes
5. RCMP Report
(once per quarter, unless otherwise required)
6. Municipal Enforcement Report
(once per quarter, unless otherwise required)
7. Delegations
8. Correspondence and Information
 - a. Council Conferences and/or Workshops
 - b. Boards, Committee & Commission Reports (Councillors)
(once per quarter)
 - c. Minutes from various Boards, Committees & Commissions
9. Administrative Reports
10. Business
11. Public Hearings
(when required)
12. Bylaws
13. Business – Closed Session
14. Adjournment

Delegations:

506. A Delegation wishing to address Council at any meeting shall:

507. make a written submission to the Executive Assistant at least seven business days prior to the meeting unless the Mayor and/or Chief Administrative Officer approve a lesser time;
508. the written submission will indicate the topic and purpose for requesting to appear before Council and shall become public information, unless requested to be confidential by the Delegation;
509. Delegations consisting of more than one individual shall appoint a spokesperson who will be responsible for presenting the points of view or position for the group;
510. presentations will be directed to the Chair and are subject to a ten minute time limit unless otherwise determined by the Chair to have the time extended;

511. information presented by the Delegation shall be restricted to the topic noted in the written submission;
512. debate concerning matters raised by a Delegation will take place at the discretion of the Members;
513. the Members, by unanimous vote, may make a motion to consider the topic presented under the new business section of the Council Agenda;
514. notwithstanding Subsections 507 – 513, the Members by unanimous vote, may authorize a Delegation to speak at a meeting, at any time.

Minutes:

515. The Executive Assistant shall:
 516. prepare the Minutes of every Council and Council Committee meeting and distribute to Members and include them in the Agenda package for the next regularly scheduled Council meeting, where Minutes of the meetings shall be adopted or received as information;
 517. record in writing or electronically, motions made at each Council and Council Committee meeting including names of Members who vote for and against a motion when a recorded vote is taken;
 518. number each motion in the Minutes numerically and record in the City's Council resolution index after each Council meeting;
 519. make arrangements to have the Council Minutes signed by the Mayor and Chief Administrative Officer after the Council Minutes have been adopted by Council;
 520. maintain original copies of the meeting Minutes permanently in the vault, on the City's website and scan an approved copy for document imaging; and,
 521. record the names and general nature of a Pecuniary Interest declared by a Member.
522. A Member, who has reason to believe that the Minutes of a prior Council or Council Committee meeting are incorrect, whether those Minutes have been officially adopted or not, may present a notice of motion pursuant to this Bylaw requesting that the Minutes be amended to correct the inaccuracy or the omission.
 523. where a notice of motion is received pursuant to this section, the Executive Assistant shall review the recording of the meeting in question and shall prepare a summary of the relevant portion of the recording for Council or Council Committee; and,
 524. in the event of disagreement between the Member and the Executive Assistant as to the accuracy of the Executive Assistant's summary of recordings, Council may request that the Executive Assistant provide a copy of the recording which will be played at the meeting at which the motion seeking the correction is to be heard.

Recording

525. Council and Council Committee meetings will be recorded and broadcast on the City's social media channels and shall be stored for at least one hundred twenty days. Agenda packages for Council and Council Committee meetings are available to the public and are posted on the City's website on the Friday before the meeting is held.
526. The Chair has the authority to prohibit the use of still and video recording devices at meetings by Members, Administration, the press or the public if the use is disruptive and/or interfering with Council and Council Committee meetings.

6. ROLES AND RESPONSIBILITIES***Role of the Mayor***

600. The Mayor as Chair of Council and Council Committee meetings shall:
- 601. maintain order and preserve decorum and may, if necessary, call a Member to order;
 - 602. decide Points of Order without debate or comment;
 - 603. ensure that all Members who wish to speak on a motion have spoken, that the Members are ready to vote and shall subsequently call the vote; and,
 - 604. rule when a motion is out of order.
605. The Chair shall have the same rights and be subject to the same restrictions, as to participation in debate, as all other Members. When wishing to make a motion, the Chair shall:
- 606. vacate the Chair, and request that the Deputy Mayor or Acting Mayor take the Chair;
 - 607. remain out of the Chair until the motion on the floor has been dealt with, exclusive of the motions arising; and,
 - 608. the current Chair may vacate the Chair at anytime.
609. Procedure is a matter of interpretation, to be determined by the Mayor or Chair, as applicable.

Role of Council

610. Members must not exercise a power or function or perform a duty that is by this or another enactment or Bylaw specifically assigned to the Chief Administrative Officer or a designated officer.
611. Members are to make decisions as a collective body for all matters regarding policy or of a program nature. Individual Council Members do not have authority to bind Council or the City to a specific course of action, unless the authority has been expressly granted through resolution of Council.

612. The Members shall deal with and control the executive and administrative functions through the Chief Administrative Officer and Council shall, as normal practice, require that its directives be carried out through the Chief Administrative Officer.
613. A Member who wishes to leave the meeting of Council, without intent to return prior to adjournment, shall so advise the Chair and the time of departure shall be recorded in the Minutes.

Pecuniary Interest

614. Where a Member has a Pecuniary Interest in the matter before Council, as defined by the Act, the Member shall disclose the general nature of the Pecuniary Interest, shall leave Council Chambers before debate on the matter and shall not return until after all discussions and voting on the matter has been completed.
615. where a Member has declared a Pecuniary Interest in a matter and has vacated Council Chambers, that Member can no longer be counted for the purpose of determining whether there is a Quorum.
616. where a Member has declared a Pecuniary Interest with a question on which, under the Act or another enactment, the Member as a taxpayer, an elector or an owner has a right to be heard by the Council;
617. it is not necessary for the Member to leave the room; and,
618. the Member may exercise a right to be heard in the same manner as a person who is not a Member.
619. If a Member who is attending a meeting by Electronic Communication declares a Pecuniary Interest in a matter, the Member's electronic participation will be ended while the matter is discussed and voted upon, and the Member will be invited to rejoin once the discussion and voting has finished.

Public Conduct

618. Members of the public who constitute the audience in Council Chambers during a Council meeting shall:
619. not address Council without Council permission;
620. maintain order and quiet; and,
621. not applaud or otherwise interrupt any speech or action of the Members, or any other Person addressing Council.
622. A member of the public who persists in a breach of Subsections 619 - 621, after having been called to order by the Chair may, at the discretion of the Chair be ordered to leave Council Chambers.

Member Debating

623. A Member wishing to speak on a matter at a meeting should indicate their intention by raising their hand and wait to be recognized by the Chair.
624. Supplementary questions or a series of questions relating to the matter before the meeting may be raised by the Member, but each such question requires the consent of the Chair.
625. All questions or debate shall be directed through the Chair.
626. Members may pose questions on the matter to the Chief Administrative Officer or another member of Administration. Members shall not frame questions in a way that invites Administration to engage in debate or calls into question the competence or good faith of Administration.

7. POINTS OF INFORMATION, ORDER, PROCEDURE AND QUESTION OF PRIVILEGE

700. When a Point of Order, Point of Procedure or Question of Privilege arises, it shall be considered immediately.

Point of Information

701. When a Point of Information is raised, the Mayor shall answer or direct the Point to the appropriate member of Administration.

Question of Privilege

702. A Member who desires to address Council upon a matter which concerns the rights or privileges of Council collectively shall be permitted to raise such Question of Privilege. While the Chair is ruling on the Question of Privilege, no one shall be considered to be in possession of the floor.

Point of Order

703. A Member who desires to call attention to a violation of the rules on a Point of Procedure shall ask leave of the Chair to raise a Point of Order with a concise explanation and shall attend the decision of the Chair on the Point of Order. The Member in possession of the floor, when the Point of Order was raised, shall have the right to the floor when the debate resumes.
704. A Member called to order by the Chair shall immediately vacate the floor until the Point of Order is dealt with, and shall not speak again without the permission of the Chair unless to appeal the ruling of the Chair.

Appeal Ruling

705. The decision of the Chair shall be final, subject to an immediate appeal by a Member.

706. If the decision is appealed, the Chair shall give concise reasons for their ruling and Council, without debate, shall decide the question. The ruling of Council shall be final.

8. MOTIONS

800. Motions do not require a seconder and can be moved and presented by a single Member.

801. A Councillor may move a motion whether or not they intend to support it.

802. Every motion, when moved and presented to the Chair is the property of Council; a motion may only be withdrawn with the unanimous consent of the Council.

803. All motions shall be in writing and should be concise and unambiguous.

804. Any Member may require the motion under discussion to be read at any time during the debate, except when a Member is speaking.

805. The mover of a motion must be present when the vote on the motion is taken.

806. When a matter is under debate, no motion shall be received other than a motion to:

807. fix the time for adjournment;

808. adjourn;

809. withdraw;

810. table;

811. call the question (that the vote must now be taken);

812. postpone to a certain time or date (only debatable for time and date);

813. refer;

814. amend; or,

815. postpone indefinitely.

which order shall be the order of precedence.

816. A motion relating to a matter not within the jurisdiction of Council shall not be in order.

817. A motion to table may be made when a Member wishes Council to decline to take a position on the main question. The motion is not debatable and when passed, may only be resurrected by a motion to raise from the table.

818. A motion to refer shall require direction as to the Person or group to which it is being referred and is debatable.

819. A motion to postpone indefinitely must include a reason for postponement and is debatable.

Amendment

820. Only one amendment at a time shall be presented to the main motion. When the amendment has been disposed of, another may be introduced. All amendments must relate to the matter being discussed in the main motion and shall not so substantially alter the motion so as to change the basic intent or meaning of the main motion. The Chair shall rule on disputes arising from amendments.
821. The amendment shall be voted upon. If any amendment is carried, the main motion, as amended, shall be put to the vote, unless a further amendment is proposed.
822. Nothing in Subsections 820 and 821 above shall prevent other proposed amendments being read for the information of the Members.

Motions Out of Order

823. It is the duty of the Mayor to determine which motions or amendments to motions are in order, subject to challenge by a Member, and decline to put forward a motion deemed to be out of order.
824. The Mayor shall advise at a Council meeting that a motion is out of order and cite the applicable rule or authority without further comment.
825. The Mayor may refuse to accept a motion to refer, that has the effect of defeating the motion to which it refers.
826. Once a motion has been voted on, a similar motion may not be made for six (6) months without first reconsidering the original motion.
827. If a motion is contrary to the procedures and privileges, the Mayor may refuse to accept it and must cite the rule or authority applicable without other comment.
828. A motion containing several distinct recommendations is not out of order for that reason alone.

Reconsideration

829. After a motion has been voted upon, and before moving to the next item on the Agenda, any Member who voted with the prevailing side may move for reconsideration and shall state the reason.
830. Reconsideration shall then be open to debate, voted upon, and shall require the votes of a majority of Members present to pass.
831. If a motion for reconsideration is moved at a subsequent meeting by a Member who voted with the prevailing side, it shall be preceded by a notice of motion and shall require a majority vote for the Members present to carry.
832. If a motion to reconsider is decided in the affirmative, such reconsideration shall become the next order of business, unless the motion calls for a future definite

date. Debate on the matter to be reconsidered shall proceed as though it had not previously been voted upon.

833. A notice for reconsideration must be confined to reasons for or against reconsideration.

834. A motion for reconsideration which is voted upon and approved, automatically suspends the previous motion to which it relates.

Rescinding Motions

835. A motion to rescind a previous motion may be accepted by the Chair under special circumstances; and, if passed by a majority vote of the Members present, the previous motion referred to would be declared null and void.

Splitting Motions

836. When the motion under consideration contains a number of distinct propositions, each proposition shall, if a Member requests, be voted upon separately.

Notice of Motion

837. Notice of motion should be used to give notice when an extended period of time is advisable prior to considering a subject.

838. In accordance with Subsection 836 above, a notice of motion may be received by the Chair prior to the closing of the meeting. The Member shall read the notice of motion which shall form part of the Agenda for the subsequent meeting.

839. A Member who hands a written notice of motion to the Chair to be read at any meeting need not necessarily be present during the reading of the notice.

840. A motion, notice of which has been given, if not moved on the day and at the meeting for which notice has been given, cannot be moved at any subsequent meeting without notice being given on the Agenda for such meeting.

Voting – Close Debate

841. When a motion to close debate and take the vote is presented, it shall be put to a vote without debate and, if carried by a two-thirds (2/3) vote of the Members present, the motion and any amendments thereto shall be submitted to a vote immediately without further debate.

842. When the Chair, having ascertained that no further information is required, commences to take a vote, no Member shall speak to or present another motion until the vote has been taken on such motion or amendment.

Requirement to Vote

843. Every Member present, including the Mayor, shall vote on every matter, unless:

844. in a specific case, the Member is excused by resolution of the Council from voting; or,

845. disqualified from voting by reason of Pecuniary Interest.

846. A Member may request a recorded vote on any motion.

Tie Vote

847. Any Bylaw or resolution on which there is an equality of votes shall be deemed to be decided in the negative.

9. BYLAWS

900. Where a Bylaw is presented to Council for enactment, the Executive Assistant shall cause the number and short title of the Bylaw to appear on the Agenda.

901. Every Bylaw shall have three readings. Only the title or identifying number must be read at each reading.

902. A Bylaw shall be introduced for first reading by a motion that the Bylaw be read a first time. The following shall apply at first reading:

903. Council shall vote on the motion for first reading of a Bylaw without amendment or debate; and,

904. after first reading, a Member may ask a question concerning the Bylaw.

905. A Bylaw shall be introduced for second reading by a motion that the Bylaw be read a second time.

906. A Bylaw shall be introduced for third reading by a motion that the Bylaw be read a third time.

907. The following applies at second and third reading:

908. Council may debate the substance of the Bylaw;

909. Council may propose and consider amendments to the Bylaw; and,

910. a Member may request all or a portion of the Bylaw to be read.

911. A Bylaw shall not be given more than two readings at one Council meeting, unless the Members present unanimously agree to a motion authorizing third reading.

912. If a reading of a proposed Bylaw fails:

913. previous readings are rescinded; and,

914. excepting a land use bylaw, first reading of a proposed Bylaw with similar terms and effect may be dealt with again.

915. In accordance with the Act, if a Bylaw:

916. does not receive third reading within two years from the date of the first reading, the readings are deemed to have been rescinded; and,

917. is defeated on third reading the previous readings are deemed to have been rescinded.

918. A Bylaw shall be signed by the Mayor, Deputy Mayor, or Acting Mayor and Chief Administrative Officer after third reading is given and passed, and shall be impressed with the corporate seal of the City.

919. The Executive Assistant shall be responsible for keeping a record of all bylaws, including amendments, in the City's bylaw index, and shall update the bylaw index after each regular Council meeting, as required.

10. PUBLIC HEARINGS

1000. Members of the public or a representative may address Council on a planning matter or other matter directed by Council to be considered at a Public Hearing, subject to a ten-minute time limit unless otherwise determined by the Chair to have the time extended.

1001. Individuals addressing a meeting must state their name and who they represent, if anyone, and provide the Executive Assistant with the correct spelling of their name.

1002. Members shall not ask questions of the Administration until all representatives have been heard, except under Subsection 1004 below.

1003. The order of business for each item of a Public Hearing shall be:

1004. explanation of the proposed Bylaw from Administration and questions of clarification;

1005. Public Hearing presentations by:

1006. those speaking in favour;

1007. those speaking against; and,

1008. follow-up questions from Members;

1009. questions of Administration from Members;

1010. final comments from Administration; and,

1011. adjournment.

1012. Members, who are absent for the whole Public Hearing, are not entitled to vote on the matter.

1013. Public Hearings are advertised as outlined in the City's Public Notification Bylaw 18/08, as amended or replaced from time to time.

- 1014. Any Person intending to speak at a Public Hearing must register with the City by 4:30 p.m. on the Friday before the meeting is held if they wish to participate through Electronic Communication.
- 1015. No Person registered to speak at a Public Hearing shall display any visual materials unless those materials have been provided to the City as a written submission and approved.
- 1016. Due to the potential for connectivity issues or technical problems, members of the public who choose to participate by Electronic Communication must provide a written copy of their oral submissions by the deadline for submissions.
- 1017. If a registered participant experiences connectivity issues or technical problems during a Public Hearing, the Chair shall move to the next speaker. If the registered participant can resolve the issue, the Chair may allow the registered participant to continue. If the issue is not resolved at the end of the Public Hearing, the Chair will refer Council to the written copy of the submission provided.

11. SEVERABILITY

1100. It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is the further intention of Council that if any provision of this Bylaw is declared invalid, all other provisions hereof shall remain valid and enforceable.

12. REPEAL OF BYLAW

1200. That Bylaw No. 22/01 and 25/16 be hereby repealed.

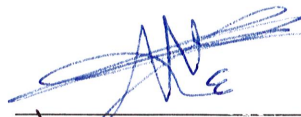
13. EFFECTIVE DATE

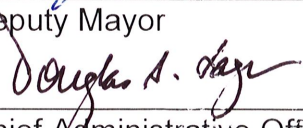
1300. This Bylaw shall take effect at the date of final passing thereof.

Read a first time this 26th day of January, 2026.

Read a second time this 26th day of January, 2026.

Read a third time and finally passed this 26th day of January, 2026.



Deputy Mayor


Chief Administrative Officer