



VILLAGE OF EDBERG

BYLAW NO. 490-2023

Council Procedural Bylaw

BEING A BYLAW TO THE VILLAGE OF EDBERG IN THE PROVINCE OF ALBERTA TO REPEAL BYLAW #443-2015 PROCEEDINGS OF COUNCIL MEETINGS AND BEING REPLACED BY THIS BYLAW #490-2023 TO REGULATE THE PROCEEDINGS OF COUNCIL.

WHEREAS, pursuant to the *Municipal Government Act* Statutes of Alberta 2000, Chapter M-26 as amended or replaced from time to time, the Council of the Village of Edberg may pass a bylaw respecting the procedure and conduct of Council;

NOW THEREFORE COUNCIL OF THE VILLAGE OF EDBERG, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED ENACTS AS FOLLOWS:

1.0 This bylaw shall be known as and may be cited as the “Council Procedural Bylaw”.

2.0 DEFINITIONS

In this bylaw, unless the context otherwise requires:

- 2.1 ‘**ACT**’ shall mean the *Municipal Government Act*, Statutes of Alberta, 2000 as amended or replaced from time to time.
- 2.2 ‘**ADMINISTRATIVE INQUIRY**’ shall mean a written request from a Member of Council the Administration, for the future provision of information and report:
- 2.3 ‘**BYLAW**’ shall mean a bylaw of the Village of Edberg
- 2.4 ‘**COMMITTEE OF THE WHOLE**’ shall mean a committee comprised of all Members of Council who are in attendance.
- 2.5 ‘**CHAIRPERSON**’ shall mean a person presiding at the meetings.
- 2.6 ‘**CHIEF ADMINISTRATIVE OFFICER (CAO)**’ shall mean the person appointed as Manager of the Village of Edberg and whatsoever subsequent title may be conferred on him or her by Council or Statute, and includes any person who holds this position in an acting capacity. Chief Administrative Officer and CAO will be used interchangeably in this bylaw.
- 2.7 ‘**COUNCIL**’ shall mean the elected officials of the Village of Edberg.
- 2.8 ‘**DELEGATION**’ shall mean a person or group of persons wishing to appear before Council to address a specific matter.
- 2.9 ‘**DEPUTY MAYOR**’ SHALL MEAN A MEMBER WHO IS APPOINTED PURSUANT TO THE *Municipal Government Act* to act as Mayor in the absence or incapacity of the Mayor.
- 2.10 ‘**MAYOR**’ shall mean the Chief Elected Official elected in accordance to the *Municipal Government Act*.
- 2.11 ‘**MEMBER**’ shall mean a Member of Council.
- 2.12 ‘**MEETING**’ means any meeting of Council or Council appointed Boards or Committees.
- 2.13 ‘**PERSON**’ shall include an individual, partnership, corporation, trustee, executor, or administrator.

- 2.14 **‘POINT OF INFORMATION’** shall mean a request directed to the Mayor, or through the Chair to another Member or to staff, for information relevant to the business at hand, but not related to a point of procedure.
- 2.15 **‘POINT OF ORDER’** shall mean the raising of a question by a Member to call attention to any departure from the Procedural Bylaw.
- 2.16 **‘POINT OF PROCEDURE’** shall mean a question directed to the Chair to obtain information on a matter or parliamentary law or the rules of Council bearing on the business at hand to assist a Member to make an appropriate motion, raise a point of order to understand the parliamentary situation or the effect of a motion.
- 2.17 **‘PUBLIC ADDRESS’** shall mean the portion of the meeting whereby a person or group of person may address Council for a maximum of two (2) minutes to bring items to Council’s attention. The total time allocated per meeting for public address shall be 10 minutes. If the public address requires more time, the individual may request to be scheduled into the Presentations portion of the next scheduled meeting as outlined in Section 13.
- 2.18 **‘PUBLIC HEARING’** shall mean a meeting of Council convened to hear matters pursuant to the *Municipal Government Act*, *any other Act*, or any matter at the direction of Council.
- 2.19 **‘QUESTION OF PRIVILEGE’** shall mean a raising of a question which concerns a Member of Council, or the Council collectively, when a Member believes that another Member has spoken disrespectfully towards him or her or the Council, or when he or she believes his or her comments have been misunderstood or misinterpreted by another Member or Members.
- 2.20 **‘QUORUM’** shall mean the majority of the valid, subsisting Members of Council, or in the case of a committee, board or commission, or other organized and recognized group, as the context shall require, unless the bylaw or resolution establishing such body specifies a different quorum, the majority of Members.
- 2.21 **‘VILLAGE’** shall mean the Village of Edberg.

3.0 APPLICATION AND INTERPRETATION

General Rules

- 3.1 This bylaw shall govern the proceedings of Council.
- 3.2 When any matter relating to the proceedings of Council is not addressed by this bylaw, reference shall be made in accordance with the *Municipal Government Act*; and then, Robert’s Rules of Order; in that order.
- 3.3 In the event of conflict between the provisions of this bylaw and Robert’s Rules of Order, provisions of this bylaw shall apply.
- 3.4 In the absence or the inability of the Mayor or Deputy Mayor to act, Council shall appoint any other Member as Acting Mayor as provided by the *Municipal Government Act*.
- 3.5 The CAO may delegate any duties to a recording secretary, but shall accept all responsibilities of the duties.

4.0 MEETINGS

Inaugural Meeting

- 4.1 Council must hold its Inaugural Meeting not later than two (2) weeks after the date of an Alberta General Municipal Election.
- 4.2 At the Inaugural Meeting:
 - a) all Councilors must take the official oath prescribed by the *Oaths of Office Act*;
 - b) All other matters required by Section 4.5 that must be dealt with.

Organizational Meeting

- 4.3 An Organizational Meeting of Council shall be held annually not later than two (2) weeks after the 3rd Monday in October, unless the Organizational Meeting follows the General Municipal Election.
- 4.4 The CAO shall fix the time and place of the Organizational meeting. The CAO shall:
 - a) Take the chair and call the meeting to order;
 - b) and preside over the meeting until the election of the Mayor is completed and the Oath as prescribed by the *Oaths of Office Act* has been administered to the Mayor.
 - c) After the Mayor has taken the Oath and assumed the Chair, he or she will preside over the election of the Deputy Mayor and the remainder of the business to be conducted at the Organizational meeting.
- 4.5 Agenda for the Organizational Meeting shall be restricted to:
 - a) The establishment of the frequency, dates, times and location for Council meetings over the next 12 months and may consider the following in doing so:
 - i) reducing the number of Council meetings in the months of July, August and December;
 - ii) scheduling meetings utilizing the same frequency, dates, times and location as established at previous organizational meetings.
 - b) The appointment of Members to act on committees, boards and other bodies on which Council is entitled to representation.
 - c) The Mayor and Council shall determine their title at the Organizational Meeting and must be addressed as such;
 - d) Election of the Deputy Mayor;
 - e) Appointment of signing authority;
 - f) any such other business as is required by the *Act*.
- 4.6 Any required item that is inadvertently missed at the Organizational meeting may be dealt with at any regular meeting, so long as it is in accordance with the relevant Act by resolution by Council, and if all the Council Members are present and give unanimous consent.

Regular Council Meetings

- 4.7 The regular meetings of Council shall be held at the location, on the dates and time determined during the Organizational Meeting of Council. When the meeting day falls on a statutory holiday, the meeting shall be held the following working day thereafter, unless otherwise set by resolution of Council.

- 4.8 Council may, by resolution, establish other regular Council meeting dates as may be required from time to time.
- 4.9 Notice of Regular Council meetings will be provided on the Village of Edberg's website. Notice of a change in date, time or place, of any meeting of Council will be provided at least 24 hours prior to the meeting to Councilors in accordance with the provisions of the *Municipal Government Act* and to the public by:
 - a) Posting a notice at the Village Office; and
 - b) Posting a notice on the Village of Edberg website.
 - c) Council deems that providing notice in this manner is sufficient, pursuant to Section 196(2) of the *Municipal Government Act, RSA 2000 and amendments thereto*.
- 4.10 Council may cancel any meeting through resolution if notice is given in accordance with section 4.9.
- 4.11 The CAO or designate shall record the time of arrival and departure of Council Members at meetings should a Council Member arrive late or depart prior to the completion of the meeting.
- 4.12 Council meetings shall be limited to three (3) hours unless Council by resolution, agrees to extend a meeting past three (3) hours.

Special Meetings

- 4.13 The Mayor may call special meetings of Council whenever he or she considers it expedient to do so.
- 4.14 Written notice of a Special Council Meeting, stating the time and place at which it is to be held, and stating in general terms the nature of the business to be transacted thereat, shall be provided to the Members not less than 24 hours in advance of the meeting.
- 4.15 The Mayor may call a Special Meeting of Council upon such shorter notice, either written or oral, as he or she considers sufficient, however, no such Special Meeting may be held until at least two-thirds of the Members of Council give their consent to the holding of the meeting.
- 4.16 No business other than that stated in the notice shall be transacted at any Special Meeting of Council, unless all Members of Council are present, in which case, by unanimous consent, any other business may be transacted.
- 4.17 Where a Special Meeting is requested by a majority of Council, the Mayor shall call such meeting within 14 days of the date on which the request in writing was delivered to the Mayor or CAO.

Meeting Participation through Electronic Means

- 4.18 A Member of Council may participate in any Council meeting through electronic means, and when they do so, they are deemed to be present at the meeting.

5. PUBLIC HEARINGS

- 5.1 "Adjourn" used in relation to a Public Hearing, means to take a break in the Public Hearing with the intent of returning to the Public Hearing at another meeting.
- 5.2 "Close" used in relation to a Public Hearing, means to terminate the Public Hearing.

- 5.3 A sign-in sheet will be available at the commencement of the Public Hearing to offer an opportunity for those present to record their names and address and to check a box if he or she wishes to make an oral presentation during the Public Hearing;
- 5.4 At the commencement of a Public Hearing, the Chairperson shall:
- a) State the matter to be considered at the meeting;
 - b) inform those present of the procedure, which shall be followed in hearing the respective submissions;
 - c) ask the CAO if the Public Hearing has been advertised in Accordance with the *Municipal Government Act*;
 - d) request that administrative staff present a report of the issue at hand;
 - e) request that the Municipal Planning Commission provide their position on the proposed bylaw (if applicable); and
 - f) allow the applicant, and-or their representative(s) up to twenty (20) minutes to present their position, exclusive of the time required to answer questions put to the applicant by a Council Member, unless granted a time extension by Council.
- 5.5 Any person or group who claims to be affected by the subject matter of the Public Hearing shall be afforded an opportunity to speak in the following order:
- a) The Chairperson will call on each person who is in favor of the proposal before Council and has filed a submission in writing;
 - b) the Chairperson will call on each person who is in favor of the proposal and has failed to make a written submission, but has indicated on the sign-in sheet that he or she wishes to make an oral presentation;
 - c) the Chairperson will call on each person who is opposed to the proposal before Council and has filed a submission in writing;
 - d) the Chairperson will call on each person who is opposed to the proposal and has failed to make a written submission, but has indicated on the sign-in sheet that he or she wishes to make an oral presentation.
- 5.6 If a person is unable to attend a Public Hearing, that person may authorize an individual to speak on his or her behalf. The authorization must:
- a) be in legible writing,
 - b) name the individual authorized to speak,
 - c) indicate the proposed bylaw or matter to be spoken to; and
 - d) be signed by the person giving the authorization.

6. QUORUM

- 6.1 The Chairperson shall take the Chair and call the meeting to order at the scheduled meeting time, provided there is a quorum present. As soon after the hour of the meeting as there shall be a quorum present, the Chairperson will call the meeting to order.
- 6.2 Unless a quorum is present within thirty (30) minutes from the scheduled meeting time, the Council shall stand adjourned until the next regular meeting date or until a special meeting of Council is called to deal with the matters intended to be dealt with at the adjourned meeting. The CAO or designate shall record the names of the Council Members present.
- 6.3 When the Council is unable to meet for want of a quorum, the agenda delivered for the proposed meeting shall be considered at the next regular meeting for the consideration of the agenda for the subsequent meeting or at a special meeting called for that purpose.

6.4 If a Member of Council arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be so recorded in the minutes.

7. **DUTIES OF THE CHAIR**

7.1 The Chair:

- a) opens Council meetings;
- b) chairs Council meetings;
- c) preserves order in Council meetings, and may call to order any Councilor, staff member, or member of the public who is out of order;
- d) decides all questions of procedure;
- e) ensures that each Councilor who wishes to speak on a debatable motion is granted the opportunity to do so;
- f) states and puts to a vote all questions that legitimately come before Council as motions and declares the results of all votes;
- g) decides who, aside from Councilors, may address Council; and
- h) declares meetings adjourned when Council so votes or, where applicable, at the time appointed for adjournment, or at any time in the event of an emergency.

8. **AGENDA**

Preparation of Agenda

- 8.1 The Agenda shall be prepared by the CAO or designate in conjunction with the Mayor.
- 8.2 All items for the Agenda shall be delivered in writing to the CAO by 2:59 PM on the Wednesday preceding the meeting of Council. The CAO, based on consultation with all Members of the Council, has the authority to refuse to include any request by a Delegate for the meeting, based on the circumstances involved. The Delegations submission shall contain adequate information to the satisfaction of the CAO, to enable Council to deal with the matter. Council may add items to the Agenda at the commencement of the meeting prior to the acceptance of the Agenda.

Agenda Delivery

- 8.3 The CAO will distribute the agenda to the Councilors no later than 4:00 PM on the Wednesday before the regular meeting.
- 8.4 The CAO may add to the agenda up to 24 hours prior to the regular meeting at their discretion and redistribution the agenda to the Councilors.

Late Submissions

- 8.5 Reports and supplementary materials related to items on the agenda and that are received less than seven (7) days prior to the Council Meeting will be accepted only if the matter is time critical, otherwise the additional material and the affected item on the agenda will be deferred to the next scheduled meeting.
- 8.6 The CAO will make the agenda available to the public within 24 hours of the meeting, subject to the following:

- a) Agenda items whose subject matter relate to privacy, land, or legal or other related issues as described in the *Freedom of Information Act, the Municipal Government Act, or other applicable legislation* may be withheld, in whole or in part as appropriate, from public distribution.
- b) The full agenda and all supporting documentation, other than those matters described in 8.6a) will be made available to the general public through electronic means including, but not limited to the Village of Edberg website.
- c) Upon request, paper copies of specific agenda items will be provided to members of the general public who do not have electronic access to the agenda; in order to receive the paper copy of the item(s), the request for same must be received prior to noon on the day of the Council Meeting.

Adoption of the Agenda

- 8.7 The agenda must be adopted by Council prior to transacting other business; in adopting the agenda, Council may:
 - a) add each new item to the agenda with a majority vote;
 - b) delete any item from the agenda with a majority vote;
 - c) change the order of the agenda.
- 8.8 The motion to adopt the agenda, with or without amendments, requires a majority vote.
- 8.9 Any agenda item not disposed of at the time that a meeting is adjourned will be addressed at the beginning of the next regular meeting unless a special meeting is called to deal with the business of the adjourned meeting.

Order of Agenda

- 8.10 The order of business on the agenda shall be as follows:
 - a) Additions to, deletions from, or an acceptance of the Agenda
 - b) Adoption of the previous minutes
 - c) Delegations/Presentations
 - d) Financials
 - e) Information Items
 - f) Unfinished Items
 - g) New Business
 - h) Committee Reports
 - i) Round Table
 - j) Closed Session
 - k) Adjournment

9. MINUTES

- 9.1 The CAO or designate shall attend all regular and special meetings of the Council and shall record minutes of all Council meetings which will include:
 - a) the names of Council Members and members of administration present and participating at the Council meeting;

- b) all decisions and other proceedings;
 - c) any abstentions made under the *Municipal Government Act* by a Councilor and the reason for the abstention;
 - d) record of the time when any Member of Council leaves and returns to the meeting;
 - e) the signatures of the Chair and CAO;
 - f) the minutes will not reflect dialogue or opinion, favorable or otherwise, on anything said or done.
- 9.2 The CAO, or designate shall ensure a copy of the Council Meeting minutes are distributed to each Member for the next meeting. Copies of Council meetings shall not be released to the public prior to their adoption at a subsequent duly assembled meeting of the Village Council.
- 9.3 The Chairperson shall present the minutes to Council with a request for a motion to confirm the minutes.
- 9.4 Minor changes may be made to the minutes to correct errors in grammar, spelling and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence. No change shall be allowed which would alter the actual decision of Council.
- 9.5 If a Member wishes to challenge the accuracy of the minutes of a previous meeting, the Member must make the challenge known to the CAO before the Council has officially confirmed the minutes.

10. MEMBER DEBATING

- 10.1 A Member wishing to speak on a matter during the meeting should indicate his or her intentions and once recognized by the Chair shall speak. This Member should not speak more than once until every Member has had the opportunity to speak, except;
- a) in the explanation of a material part of the speech, which may have been misunderstood,
 - b) in reply, to closed debate, after everyone else wishing to speak has spoken.
- 10.2 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.
- 10.3 Through the Chairperson, a member may ask:
- a) for an explanation of any part of the previous speaker's remarks; and
 - b) questions to obtain information relating to the minutes presented to the meeting, or to any clause contained therein.
- 10.4 All questions or debate shall be directed through the Chair.
- 10.5 Every Member wishing to speak to a question or motion shall address only the Mayor or presiding officer.
- 10.6 The Mayor or presiding officer shall have the authority to set a time limit and the number of times that a member may speak on the same question or resolution having due regard to the importance of the matter.
- 10.7 When two or more Members wish to speak to a matter, the Mayor or presiding officer shall decide who is entitled to speak.

11. MOTIONS

- 11.1 The Chairperson shall have the authority to set a time limit and the number of times that a Member may speak on the same motion or matter, having due regard to the importance of the matter.
- 11.2 After a motion is accepted by the Chairperson, it shall be deemed to be in possession of the Council; but, may be withdrawn at any time before a decision or an amendment with the unanimous consent of Council.
- 11.3 Any Member may require the motion under discussion to be read at anytime during the debate, except when a Member is speaking,
- 11.4 Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the Mayor or presiding officer so directs.
- 11.5 After the Chairperson has called the vote, no Member shall speak to the motion, nor shall any motion be made until after the result of the vote has been declared.
- 11.6 A motion submitted to Council does not require a seconder.
- 11.7 When a motion has been made and is being considered by Council, no other motion may be made and accepted, except:
- a) a motion to refer the main question to some other person or group for consideration;
 - b) a motion to amend the main question;
 - c) a motion to table the main question.

Motions Before the Meeting

- 11.8 When a matter is under debate, no motion shall be received other than:
- a) a motion to *refer* to some other party for consideration;
 - b) a motion to *withdraw* the motion;
 - c) a motion to *amend* the motion;
 - d) a motion to *table* the motion so it will remain pending until it is brought back to a future meeting by motion to lift from the table;
- 11.9 Amendment:
- a) only one amendment at a time shall be presented to the main motion. When the amendment has been disposed of, another may be introduced;
 - b) all amendments must relate to the matter being discussed in the main motion and shall not so substantially alter the motion as so to change the basic intent or meaning of the main motion. The Chairperson shall rule on disputes arising from amendments;
 - c) the amendment shall be voted upon. If the amendment is carried, the main motion as amended shall be put to the vote, unless a further amendment is proposed.
- 11.10 A motion to reconsider a motion shall:
- a) be decided by a majority of the Members of Council present;
 - b) not be allowed on a motion of adjournment.
- 11.11 A motion to rescind a previous motion of Council may:
- a) be offered at any time subsequent to the meeting at which the original motion was passed;
 - b) be made by any Member of Council.

12. **VOTING**

- 12.1 When the Chairperson has ascertained that the motion should be put to a vote, it shall be put to a vote without debate and, if carried by a two-thirds vote of the Members present, the motion and any amendments thereto shall be submitted to a vote immediately without further debate.
- 12.2 When the Chairperson, 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 a motion or amendment.
- 12.3 Every Member present, including the Mayor or Chairperson, shall vote on every matter unless the Member is disqualified from voting by reason of pecuniary interest.
- 12.4 Voting on all matters shall be done by raising of the hand in such a clear manner that they may easily be counted by the Mayor or presiding officer.
- 12.5 The CAO shall record in the minutes each time a Member of Council excuses themselves from voting and the reason for the abstention.
- 12.6 Before a vote is taken by Council, a Councilor may request that a vote be recorded. When a vote is recorded, the minutes must show the names of the Councilors present and whether each Councilor voted for or against the proposal or abstained.
- 12.7 Any bylaw or resolution on which there is an equality of vote shall be deemed to be decided in the negative.

13. **BYLAWS**

- 13.1 Where a bylaw is presented to Council for enactment, the CAO shall cause the number and short title of the bylaw to appear on the Agenda.
- 13.2 Unless the *Act* or any other provincial statute requires a greater majority, a bylaw shall be passed when a majority of the Members present and voting on the third and final reading vote in favor of the bylaw.
- 13.3 A bylaw shall be introduced for the first reading by a motion that the bylaw, specifying its number and short title, be read a first time.
- 13.4 Where a bylaw is introduced for a first reading is not copied or delivered with the Agenda, the CAO or designate shall read the bylaw aloud at length but otherwise, only the title of the bylaw shall be read out loud.
- 13.5 Council shall vote on the motion for the first reading of the bylaw without amendment or debate.
- 13.6 A Member may ask a question or questions concerning the bylaw, provided such questions do not indicate the Member's opinion for or against the bylaw.
- 13.7 A bylaw shall be introduced for its second reading by the motion that it be read a second time, specifying the short title of the bylaw.
- 13.8 After a Member has made the motion for the second reading of the bylaw, Council may:
- a) debate the substance of the bylaw, and;
 - b) propose and consider amendments to the bylaw.
- 13.9 A proposed amendment shall be put to a vote and if carried shall be considered as having been read a first time and incorporated into the bylaw.
- 13.10 After a motion has been made for a second reading of a bylaw, a Member may require all or any portion of the bylaw to be read at length.

- 13.11 The CAO or designate shall be responsible for keeping a record of any amendments to the bylaw passed by Council.
- 13.12 When all amendments have been adopted or rejected, the motion for second reading of the bylaw shall be put.
- 13.13 A motion for the third reading of a bylaw shall give the short title of the bylaw.
- 13.14 Unless the Members present at a meeting unanimously agree that a bylaw may be presented to Council for a third and final reading at the same meeting at which it has received two (2) readings, the bylaw shall not be given more than two (2) readings in that same meeting.
- 13.15 If a Council unanimously agrees that a bylaw may be presented for a third and final reading at a meeting at which it has received two (2) readings, the third reading requires no greater majority of affirmative votes to pass the bylaw than if it had received a third reading at a subsequent meeting.
- 13.16 After Council votes affirmatively for a third reading of a bylaw, it:
 - a) becomes a municipal enactment of the Village; and
 - b) is in effect immediately, unless the bylaw provides otherwise.
- 13.17 After passage, a bylaw shall be signed by the Chairperson and the CAO.

14. **CLOSED SESSIONS**

- 14.1 Any Member may move that Council resolve into Closed Session to consider a matter that is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection Act* as follows:
 - a) Local public body confidence;
 - b) Policy advise or recommendations;
 - c) Legal advice;
 - d) Disclosure would be harmful to law enforcement;
 - e) Disclosure would be harmful to intergovernmental regulations or negotiations;
 - f) Disclosure would be harmful to the financial or economic interest of a public body;
 - g) Disclosure would be harmful to the conservation of heritage sites, etc.;
 - h) Disclosure would be harmful to individual or public safety;
 - i) Information that will be published or released within sixty (60) days;
 - j) Disclosure would be harmful to the business interests of a third party;
 - k) Disclosure would be harmful to personal privacy;
 - l) Disclosure of information relating to abortion services.
- 14.2 The Chairperson will chair the closed session.
- 14.3 Quorum of the closed session is a majority of the Members.
- 14.4 Procedures in closed session only differ from Council's in that:
 - a) Council Members may speak more than once, provided that all Council Members who wish to speak to a matter have been permitted to speak;
 - b) a Council Member may speak even though there is no motion on the floor, but if there is a motion on the floor, a Council Member shall only address that motion;
 - c) the proceedings will not be recorded except the report to the Council;
 - d) the Committee may include or exclude person or persons, the minutes will notate the names of any person, other than a Member of Council that is in attendance in the closed session; and
 - e) no motions will be permitted other than one to revert to the open meetings.

15. **ADMINISTRATIVE INQUIRY**

- 15.1 All questions or administrative inquiries from Council should be directed through the CAO.
- 15.2 No Member of Council shall have the power to direct or interfere with the performance of any work for the corporation. This shall in no way, however, interfere with or restrict the right of a Councilor to seek information through the CAO.
- 15.3 The CAO may approve a meeting of a Councilor with a member of staff, through an appointment only, but the information gathered must be presented/distributed to all Members of Council.
- 15.4 All questions or inquiries from Council Members to the Administration should be directed through the CAO for review and distribution to the appropriate department or individual for response.
- 15.5 Once the CAO acquires the response(s) to an administrative inquiry, it will be distributed to all Members of Council for information, regardless of who submitted the inquiry.
- 15.6 All responses to inquiries made by Councilors will be copied to all of Council.

16. **CONDUCT IN COUNCIL MEETINGS**

Council Conduct

- 16.1 A Member shall not:
- a) use offensive words in or against Council;
 - b) Disobey the rules of Council or decision of the Chairperson or of Council on questions of order or practice, or upon the interpretation of rules of Council;
 - c) leave his or her seat or make any noise or disturbance during the discussion or while a vote is being taken and the result is undeclared;
 - d) enter the Council Chamber while a vote is being taken;
 - e) interrupt a Member while speaking, except to raise a point of order or question of privilege.
- 16.2 A Member who wishes to leave the meeting of Council, without intent to return prior to adjournment, shall so advise the Chairperson and the time of departure will be recorded in the Minutes.
- 16.3 A Member who persists in a breach of Section 15.1, after having been called to order by the Chairperson, may be ordered by a majority vote of the Council to leave his or her seat for the duration of the meeting.
- 16.4 Should the individual refuse to leave his or her seat, the Mayor may request his or her removal by the police.
- 16.5 Should the offender provide an apology, he or she may, by majority vote of the Council, without debate, be permitted to resume his or her seat.
- 16.6 A Member called to order by the Mayor or presiding officer shall cease discussion and the debate shall be suspended until the point of order is decided, but the Member may afterwards explain. Any Member may appeal the decision of the Chair to Council, and the appeal shall be decided by a majority vote without debate. If there is no appeal, the decision of the Mayor or presiding officer shall be final.

Public Conduct

- 16.7 Members of the public and media who constitute the audience in the Council Chamber during a Council meeting shall:
- a) Not address Council without the Chairperson permission;
 - b) maintain order and quiet;
 - c) not interrupt any speech or action of the Members or any other person addressing Council; and
 - d) not use any digital or mechanical voice-recording device without the prior written consent of the CAO.
17. **COMMUNICATIONS TO COUNCIL**
- 17.1 The Presentations portion of the Council Meeting shall provide:
- a) an opportunity for any person or representative of any delegation who wishes to bring any matter to the attention of Council, provided they have submitted information in accordance with Section 8.2 of this bylaw and their submission has been distributed to Council along with the Agenda package.
 - b) an opportunity for members of the public to ask questions or make a brief presentation to Council on matters of public interest or concern.
- 17.2 Notwithstanding the provisions of the *Municipal Government Act*, respecting petitions, where a person or group of person wishes to bring any matter to the attention of Council or to have any matter considered by Council, a letter, petition, or other communication shall be addressed to the CAO, which shall:
- a) be printed, typewritten or legibly written;
 - b) clearly set out the matter at issue and request made of the Council in respect thereof;
 - c) in the case of a letter or communication, be signed with the correct name of the writer and contain the correct mailing address of the writer;
 - d) in the case of a petition, be prepared and presented in accordance with the *Act* or other Provincial Statute.
- 17.3 The Presentations portion of the meeting shall last for a maximum of thirty (30) minutes unless the majority of Council Members present agree for the time to be extended.
- 17.4 All persons wishing to address Council will be required to give their name, topic of concern and whether there has been any previous contact with a Member of Council or administration regarding the matter.
- 17.5 Delegates shall be granted a maximum of five (5) minutes to present the matter outlined in the letter, unless the majority of Council Members present agree for the time to be extended.
- 17.6 When a member of the public wishes to ask questions or make brief presentations to Council on matters of public interest or concern, they must register in advance with the CAO or designate in accordance with Section 8.2. Persons who have registered in advance will be placed on the Agenda in the order in which they registered.
- 17.7 Delegations from the same party or parties, or for the same matter as a previous delegation, held within the previous six (6) months shall not be allowed to appear before Council unless, in the opinion of the Mayor, new and compelling information comes to light which would warrant the delegation within the six (6) month period.

- 17.8 Council will not entertain submissions from the public on issues that are before the Subdivision and Development Appeal or Assessment Appeal Boards, a Statutory Public Hearing; or, any public consultation/communication process.
- 17.9 All rules of Council in this bylaw shall apply to each and every member of the delegation.

18. **QUESTIONS OF PRIVILEGE AND POINTS OF ORDER**

- 18.1 When the Mayor or presiding officer is called upon to decide a point of order or practice, the point shall be stated without necessary comment and the Mayor or presiding officer shall cite the rule or authority applicable to the case.
- 18.2 Whenever the Mayor or presiding officer is of the opinion that a motion is contrary to the rules and privileges of the Council, they shall appraise the Member thereof immediately, before putting the question, and shall cite the rule or authority to the case without argument or comments.

19. **ADJOURNMENT**

- 19.1 A motion to Adjourn a meeting shall be in order except:
 - a) when a Member is in possession of the floor;
 - b) when it has been decided that the vote now be taken; or
 - c) during the taking of a vote.
- 19.2 Council may adjourn from time to time to a fixed future date, any regular or special meeting of Council which has been duly convened but not terminated. The object of adjourning is to finish the business which the meeting was called to transact in the first place, but which has not been completed.

EFFECTIVE DATE

This Bylaw shall come into full force and effect upon receiving third and final reading.

Read a first time this 29 day of November, 2023

Read a second time this 29 day of November, 2023

Read a third and final time with unanimous consent of the Council Members present and passed this 29 day of November, 2023.

ORIGINAL SIGNED
MAYOR

ORIGINAL SIGNED
CAO