

**CITY OF BEAUMONT**  
**Bylaw Number 974-20**

**MEETING PROCEDURES BYLAW**

**A BYLAW OF THE CITY OF BEAUMONT IN THE PROVINCE OF ALBERTA TO ESTABLISH PROCEDURES OF COUNCIL AND COMMITTEE MEETINGS.**

**WHEREAS**, pursuant to Section 145(b) of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26 and amendments thereto, a council may pass by bylaw in relation to the procedure and conduct of council, council committees and other bodies established by council, and;

**WHEREAS**, the Council of the City of Beaumont duly assembled, hereby establishes the following rules and regulations for the order and conduct in which the business of all Council and identified Committee meetings shall be transacted.

**NOW THEREFORE**, the Council of the City of Beaumont enacts as follows:

From the date of the passing of this bylaw, the following rules and regulations only shall be observed for the order and dispatch of business in Council thereof and all motions, rules or regulations existing and inconsistent with this bylaw are hereby repealed.

**I. TITLE**

This bylaw shall be cited as the "Meeting Procedures Bylaw".

**II. DEFINITIONS**

"Act" means the *Municipal Government Act* RSA 2000 Chapter M-26 and regulations made under the Municipal Government Act as amended.

"Administration" means the employees of the municipality.

"Agenda" means the agenda for regular or special meetings of Council.

"Chief Administrative Officer" or "CAO" means the person or his or her designate appointed to that position by Council under the provisions of the Act.

"Closed Session" means the portion of the meeting at which only members of Council and other persons designated by Council may attend, approved by motion including the related section of the FOIP Act, and under the legislation of the *Municipal Government Act*.

"Committee of the Whole" or "COTW" shall refer to the Council committee established under Section 145(a) of the Act.

"Council" shall mean the duly elected Council of the City of Beaumont.

"Deputy Mayor" shall mean the member who is appointed pursuant to the Act to act as Mayor in the absence or incapacity of the Mayor.

"Electronic Communications" shall mean that members of Council may attend a Council meeting through electronic communications. This can include using a telephone with the use of the speaker; via personal computer, or other means as technology advances.

"Freedom of Information and Protection of Privacy Act" or "FOIP" means the Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25, as amended or legislation substituted therefore.

"Mayor" shall mean the Chief Elected Official of the City of Beaumont.

"Member" means a member of Council duly elected and continuing to hold office, or where the context requires, a member of a Council committee appointed by Council.

"Motion" means a standard terminology used by Council to describe the original statement whereby business is brought before a meeting, and also means resolutions.

"Notice of Motion" is the means by which a member of Council brings business before Council that is not on the approved agenda.

"Postpone" means to delay the consideration of any matter to a definite time, or to a future time when further specific conditions have been met.

"Presiding Officer" means the Mayor, or in the absence of the Mayor, the Deputy Mayor, or in the absence of the Deputy Mayor any other member of Council chosen to preside at the meeting.

"Public Hearing" means a meeting of Council convened to hear matters pursuant to the Act.

"Pecuniary Interest" means a pecuniary interest with the meaning of the Municipal Government Act;

"Quorum" means more than half of all members, unless Council provides otherwise in this bylaw.

"Special Meeting" means a meeting called by the Mayor pursuant to the Act.

"City Clerk" means the position that conducts administrative duties of the CAO pursuant to Section 208(1)(a-d) of the Act as permitted by Section 209 of the Act, or his/her designate.

"Table" means a motion to delay consideration of any matter to deal with more pressing matters, which does not set specific time resume consideration of the matter.

"City" means the Corporation of the City of Beaumont.

### **III. STRUCTURE**

Of Council:

1. The Council of the City of Beaumont shall consist of seven (7) Members of Council.
2. All Councillors shall be elected by vote of electors of the City.
3. The chief elected official shall be elected by a vote of the electors of the City.

4. The chief elected official of the City shall be designated the title of "Mayor" and addressed as Mayor (last name).
5. Councillors of the City shall be designated as the title "Councillor" (last name).
6. Councillors shall each serve a term as Deputy Mayor, rotating in the manner as agreed upon Council.
  - Organizational Meeting – June 30
  - July 1 – February 28 or 29
  - March 1 – October 31
  - November 1 – June 30
  - July 1 – February 28 or 29
  - March 1 – Organizational Meeting
7. The Mayor shall preside when in attendance at the meeting of Council.
8. The Mayor may, at the discretion of the Mayor, be a member of all Council Committees and all bodies to which Council has the right to appoint members under the Act.

#### **IV. APPLICATION**

1. This bylaw applies to all meetings of Council, the Committee of the Whole, and Council committees as identified.
2. Where Council makes this bylaw applicable to a Council committee, it shall apply with all necessary modifications, and
  - a. Any reference to the Mayor shall be treated as a reference to the Chair of the Council committee;
  - b. Any reference to a Councillor shall be treated as a reference to a member of the Council committee; and
  - c. Any reference to Council shall be treated as a reference to the Committee.
3. To the extent that it is a matter not dealt with the Act or this bylaw, Council shall refer to *Robert's Rules of Order Newly Revised*.
4. The precedence of the rules governing the procedures of Council is:
  - a. the Act;
  - b. other provincial legislation;
  - c. this Bylaw; and
  - d. *Robert's Rules of Order Newly Revised*.
5. In the absence of statutory obligation, any provision of this bylaw may be temporarily altered or suspended by an affirmative vote of two-thirds of all members present. A motion to temporarily alter or suspend this bylaw is not debatable or amendable.

#### **V. INAUGURAL MEETING**

1. The first Meeting of Council after a general election shall be held on the date and time established at the previous year's Organizational Meeting.

2. Every member of Council shall make and subscribe to the official oath prescribed by the Oath of Office Act before undertaking any Council duties and shall deposit the oath with the City Clerk.

#### **VI. ORGANIZATIONAL MEETING**

1. Council shall hold an Organizational Meeting not later than two weeks after the third Monday in October each year.
2. The CAO shall set the time and place for the Organizational Meeting, the business of the meeting shall be limited to:
  - a. the appointments of members to Committees which Council is entitled to make;
  - b. establishing a roster of Deputy Mayors for the Council term; and
  - c. any other business required by the Act, or which Council or the CAO may direct.
3. Appointments of Council members to committees shall be for a term of one year, unless otherwise specified and reviewed at the Organizational Meeting.

#### **VII. EDUCATIONAL SESSION**

1. Sessions for educational purposes may be held as required, based on the following criteria:
  - a. sessions are optional and do not require quorum;
  - b. are strictly educational (one-way information), allowing for clarifying questions;
  - c. do not progress matters within Council's jurisdiction;
  - d. minutes shall not be taken;
  - e. information provided may be shared with the public (not confidential);
  - f. where no directions or instructions shall be given to Administration; and
  - g. where no procedural or Council business decisions are made by the Members.

#### **VIII. REGULAR AND SPECIAL MEETINGS**

1. Regular Council meetings will be scheduled for the second and fourth Tuesdays of any given month, commencing at 6:00 p.m. at the City's Administration Office.
2. If there are changes to the date and time of a regular meeting, the municipality must give at least twenty-four (24) hours' notice of the change to all members and post the notice in a public office. Posting a public notice in the front foyer of the City's Administration Office is sufficient notice to the public if administration is unable to advertise the change in the local newspaper.
3. All meetings will be open to members of the public, except for Closed Session portions of the meeting, and approved by motion including the related section of the FOIP Act and following the legislation of the Act.
4. Council has the authority to move into Closed Session pursuant to Section 197(2) of the Act for the purposes of:
  - a. protecting the City, its operations, economic interests and delivery of its mandate from harm that could result from the release of certain information; and

- b. to comply with Division Two of Part One of the *Freedom of Information and Protection of Privacy Act*.

**IX. QUORUM**

1. When quorum is present at the time set for commencement of a Council meeting, the Mayor shall call the meeting to order.
2. If there is a quorum present at the time set for commencement of a Council meeting, but the Mayor and Deputy Mayor are absent, the CAO shall call the meeting to order and shall call for a Presiding Officer to be chosen by resolution.
3. If quorum is not constituted within fifteen (15) minutes from the time set for commencement of a Council meeting, the CAO shall record the names of all the members present and adjourn the meeting.
4. Whenever a vote on a motion before Council cannot be taken because of a loss of quorum resulting from:
  - a. the declaration of pecuniary interest or conflict of interest; or
  - b. from a Councillor or Mayor not being present for all or part of a Public Hearing;  
then the motion shall be the first order of business to be proceeded with and disposed of at the next meeting of Council under that particular order of business.
5. If a quorum is lost for any other reason than those aforementioned in section VII. 4, the meeting is adjourned.

**X. MEETING THROUGH ELECTRONIC COMMUNICATIONS**

1. Council members may attend a Council meeting by means of electronic communication. Acceptable alternatives include through the use of a telephone (with the speaker on), ensuring that dialogue is available for both parties; through the use of a personal computer; or other means as technology advances.
2. A Council member may attend regular or special Council meetings by means of electronic communication a maximum of three (3) times per calendar year, unless otherwise approved by Council.
3. A Council member shall be permitted to attend a meeting using electronic communication if that location is able to support its use, ensuring that all Council members participating in the meeting are able to communicate effectively.
4. A Council member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active.
5. The Mayor, Deputy Mayor or Presiding Officer shall announce to those in attendance at the Council meeting that a Council member is attending the meeting by means of electronic communications.

6. When a vote is called, Council members attending the meeting by means of electronic communications shall be asked to state their vote only after all other Council members present at the meeting have cast their votes.
7. When a Council member attends a Closed Session, they will be required to confirm that they have attended the Closed Session alone in keeping with the definition in this bylaw of Closed Session, by providing a statutory declaration or affidavit sworn or declared before a Commissioner for Oaths prior to the next regular Council meeting.
8. If only the public will be present at the Council Chambers in the City's Administration Office and all Council members are participating by way of electronic communication, notice shall be posted in the City's Administration Office, 24 hours prior to the meeting, indicating the manner in which the meeting will be conducted.

#### **XI. CANCELLATION OF MEETINGS**

1. A regular meeting may be cancelled:
  - a. by a vote of the majority of members at a previously held meeting; or
  - b. with the written consent of a majority of members, providing twenty-four (24) hours' notice is provided to members and the public; or
  - c. with the written consent of two-thirds (2/3) of the members of Council if twenty-four (24) hours' notice is not provided to the public.
2. A special meeting may be cancelled:
  - a. by the Mayor if twenty-four (24) hours written notice is provided to all members and the public, or
  - b. by the Mayor, with the written consent of two-thirds (2/3) of the members, if less than twenty-four (24) hours' notice is provided to all members.

#### **XII. AGENDAS FOR COUNCIL MEETINGS**

1. The agenda for each regular Council meeting shall be prepared by the City Clerk or designate and submitted electronically together with all pertinent correspondence, statements and reports to each member of Council at least four (4) calendar days prior to the meeting.
2. Any Council member wishing to have an item of business placed on the agenda for a regular Council meeting shall make the submission to the City Clerk or CAO not later than 12:00 noon on the Wednesday of the week prior to the meeting. The submission shall contain adequate information to the satisfaction of the City Clerk and approved by the CAO to enable the Council to consider the matter.
3. Council shall only consider items of business on the agenda, unless a motion to change it is unanimously passed.
4. When the City Clerk receives a request for a presentation to Council, they shall place it on the Council agenda. If the communication is considered administrative in nature, the originator will be notified of the administrative follow-up by the City Clerk.

5. Consent Agenda  
The recommendation in the agenda report for the consent agenda portion of a meeting is moved and voted upon without debate as one item, regardless of the number of reports included.

If a member wishes to debate an item in the consent agenda, a request to exempt the item must be made before the Chair call the question.

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

### **XIII. MINUTES**

1. With CAO approval, the City Clerk may delegate any duties relating to Council to other administrative official, but shall remain responsible for the performance of those duties.
2. If a member of the Council arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be so recorded in the minutes.
3. The City Clerk or designate shall record in the minutes, each time a member of the Council is absent; and each time a member of Council refrains from discussion and voting by reason of absence or pecuniary interest, as well as the general nature of the pecuniary interest or any other reason given for abstaining from voting.
4. As a matter of course, the City Clerk shall record in the minutes, the name of each member present and whether each member voted for or against the matter.
5. The minutes of all Council, Organizational, Special and COTW meetings will include the signatures of the Presiding Officer and the City Clerk.

### **XIV. PRESENTATIONS**

1. The Registered Presentations portion of a Council meeting shall:
  - a. any registered presentation wishing to appear before Council or to address an agenda item not designated as a public hearing shall give written notice to the City Clerk;
  - b. any person or delegation must provide their written submission for inclusion in the agenda to the City Clerk no later than noon on the Wednesday the week prior to the scheduled meeting;
  - c. presentations shall speak only on the matters which they have submitted to Council and which have been included in the agenda;
  - d. presentations will be limited to ten (10) minutes, followed by questions from Council members;
  - e. Council will not entertain submissions from the public on issues that are before the Subdivision and Development Appeal Board, the courts, or that require a statutory Public Hearing; and
  - f. presenters shall not address Council on the same subject matter more than once every three (3) months.

2. The Open Forum portion of Council Shall:  
Function to provide citizens of Beaumont with an opportunity to ask questions on matters of public interest or concern. Council may allow a person other than a member to make a presentation or, ask a question of Council, in accordance with the following:
  - a. a maximum of fifteen (15) minutes for Open Forum;
  - b. the person must have submitted their request in writing to the CAO or City Clerk, including the general topic, by noon on the day of the regular Council day; and
  - c. a person addressing Council or asking a question may not address Council longer than five (5) minutes inclusive of the time required to answer questions from Council;

#### **XV. GENERAL RULES OF COUNCIL**

1. Council meetings shall adjourn at 10:00 p.m. (if in session at that hour), unless the members present, by a 2/3-majority vote, agree to extend the time.
2. Every person wishing to speak during a Council meeting shall address their comments through the Mayor. The Mayor shall be addressed as "Your Worship" and no person shall be permitted to speak unless and until the Mayor has granted that person permission.
3. A meeting may be adjourned by a motion or by declaration of the Mayor. A declaration by the Mayor to adjourn a meeting may be appealed through a motion decided by a majority of members.

#### **XVI. MOTIONS**

1. A **Main Motion** brings new business (the next item on the agenda) before Council. A motion does not require a seconder.
2. After a motion is accepted by the Mayor, it shall be deemed to be in possession of Council; but, may be withdrawn at any time before a vote is taken or an amendment is made.
3. The Mayor shall have 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.
4. The Mayor shall reference all motions before they are debated or voted upon.
5. The City Clerk or designate shall record all motions in writing before the motion is debated or put to a vote.
6. No motion shall be offered that is substantially the same as one that has already been expressed during the same meeting.
7. Where a matter under consideration contains several distinct propositions, a member may request; or the Mayor may direct, that each proposition be made as a separate motion.
8. After the Mayor has called the vote, no member shall speak to the motion nor shall any other motion be made until after the result of the vote has been declared.



9. Council may deal with a motion on a subject which is not on the agenda with unanimous consent only.
10. Electronic voting technology that enables Administration to display and record each motion, the names of the members of Council who voted for and against the motion, and the result of the vote shall be used during Council meetings. Council shall vote using the electronic voting technology, unless excused from voting by any statute; and all votes shall be displayed publicly and recorded in the minutes in accordance with the public display. When the electronic voting technology is inoperable or unavailable, or if the Mayor decides that the electronic voting technology shall not be used, voting shall be done by clearly raising one hand so that the Mayor can easily count them.
11. When using electronic communications, the Mayor will ask whether the member is voting for or against the motion. After the Mayor has counted the vote, he or she shall declare whether it was "carried", "carried unanimously" or "defeated." Except where provided for in this bylaw or by the applicable legislation, a majority vote of the members present who are eligible to vote, shall decide a motion or question before the Council. If the vote results in a tie, the motion will be considered defeated.

## **XVII. BYLAWS**

1. Where a bylaw is presented to a meeting for enactment, the Chief Administrative Officer shall cause the number, short title and brief description of the bylaw to appear on the agenda.
2. The following shall apply to the passage of all bylaws:
  - a. every proposed bylaw shall have three (3) separate and distinct readings. Only the title or identifying number must be read at each reading;
  - b. a proposed bylaw shall be introduced for first reading by a motion that the bylaw be introduced and read a first time. Council shall vote on the motion for first reading of a bylaw without amendment or debate;
  - c. a bylaw shall be introduced for second reading by a motion that the bylaw be read a second time. The following applies at second reading:
    - i) Council may debate the substance of the bylaw;
    - ii) Council may propose and consider amendments to the bylaw; and
    - iii) Council may refer by motion the bylaw to Administration for further information or a Committee for further review prior to second reading.
  - d. all aspects of passage of a bylaw at second reading shall apply to third reading of any bylaw;
  - e. a bylaw shall not be given more than two readings at one meeting unless the Councillors present at the meeting unanimously agree that the bylaw may be presented for third reading at the same meeting at which it received two readings; and;
  - f. a bylaw shall be passed when a majority of the Councillors present vote in favour of third reading, provided that any applicable Provincial statute does not require a greater majority.

3. When a bylaw has been given three readings and is signed in accordance with the Act, it is considered an enactment of the City and is effective immediately, unless the bylaw or an applicable Provincial statute provides otherwise.
4. The previous readings of a proposed bylaw are rescinded if the proposed bylaw:
  - a. does not receive third reading within 2 years of first reading; or
  - b. is defeated on second or third reading.
5. After passage, a bylaw shall be signed by the Mayor or Mayor's designate and by the City Clerk, and shall be impressed with the corporate seal of the City.
6. Clerical, typographical and grammatical errors in bylaws may be corrected by the City Clerk.
7. The City Clerk is permitted to consolidate one (1) or more bylaws as deemed convenient and in doing so, must incorporate all amendments to the bylaw into one (1) bylaw, and omit a provision that has been repealed or that has expired.
8. A copy of any bylaw, resolution or record certified by the City Clerk as a true copy of the original is prima facie proof of the bylaw, resolution or record.

#### **XVIII. MOTIONS BEFORE THE MEETING**

1. When a motion has been made and is being considered, no other actions may be considered except:
  - a. a motion to *refer* to some other party for consideration (state which council committee or administration area is to receive the motion for research or further information), or to *withdraw* (the motion can be done only after a motion is stated; mover can accept an amendment without obtaining the floor);
  - b. a motion to *amend* the motion, insert or strike out words or paragraphs, or substitute whole paragraphs or resolutions; this motion may be made by any member;
  - c. a motion to *table* the motion (the motion will remain pending in order to address another urgent matter at that meeting) and bring back without debate;
  - d. motion to *postpone* the motion to a future date (not beyond the third month from when it was presented) and must be passed by majority of members present;
  - e. a motion to *adjourn* the meeting; and, any necessary resultant motion to postpone shall not be debated except as to the time when the matter will again be considered; or,
  - f. a motion of privilege, an incidental or a subsidiary motion.
2. A motion to refer, adjourn, postpone or to table, until it is voted upon, shall preclude all amendments to the main motion. A motion to refer or postpone is debatable, while a motion to table is not. A motion to adjourn is not debatable except as allowed in Section XVIII (1)(e) above.
3. Each motion to amend a motion or motion to amend an amendment to a motion:
  - a. must be relevant to the motion on which it is proposed. Any amendment that raises a new question can only be considered as a new distinct motion;
  - b. must not propose a direct negative which would be considered out of order;

- c. must be decided upon or withdrawn before the main question is put to a vote. Only one amendment at a time to the main motion shall be allowed; and, only one amendment to an amendment shall be allowed at one time;
  - d. shall not be moved by the original mover of the motion or the amendment;
  - e. must not enlarge the scope of the amendment (an amendment to an amendment), but should only deal with matters not covered by the original amendment;
  - f. shall only be sub-amended one time. A request for a second amendment to an amendment would require the current motion to be defeated and a new motion to be moved.
4. A motion to *reconsider* a motion shall:
- a. only be made at the same meeting the motion was decided;
  - b. only be made by a member who voted with the prevailing side on the motion involved;
  - c. not be proposed more than once for a specific motion at any one meeting of Council;
  - d. be decided by a majority of the members of Council present; and
  - e. not be allowed on a motion of adjournment.
5. A motion to *rescind* a previous motion of Council may:
- a. be made by any member of the Council; and
    - i. be offered at any time subsequent to the meeting at which the original motion was passed;
    - ii. be passed by:
      - 1. a vote of 2/3 of the members of Council (who hold office at the time) when the motion is without notice; and
      - 2. a simple majority of the members of Council present when notice has been given. Notice shall be through a Notice of Motion or the inclusion of the item on an agenda delivered to the members of Council before the meeting.
  - b. the previous motion has not been acted upon to the extent that the City has undertaken or become subject to any liability or obligation; or
  - c. was not a motion for a reading of a bylaw.

**XIX. NOTICE OF MOTION**

- 1. Council members may bring forward notices of motion as an item on the agenda of a regular Council meeting. Once the Notice of Motion is stated, it will be recorded in the meeting's minutes.
- 2. A written copy of the Notice of Motion shall be provided to the City Clerk prior to the meeting's adjournment.
- 3. The Notice of Motion will be placed on the next regular Council Meeting agenda that the elected official who made the Notice of Motion is present, to vote whether the matter will proceed.
- 4. Once approved by Council, a Notice of Motion given at a regular Council meeting will be addressed in a time frame not beyond the end of the third month from when it was presented, unless Council directs differently.
- 5. A Notice of Motion cannot be made at a special Council meeting.

6. A Notice on Motion is not debatable until a Council member moves the motion.

**XX. MISCELLANEOUS**

1. Members shall follow Bylaw 920-18 - Council Code of Conduct.
2. No member shall:
  - a. speak to a subject, except upon the question in debate;
  - b. reflect upon any vote of Council except for the purpose of moving that such a vote be rescinded or reconsidered; or
  - c. resist the rules of Council or disobey the decision of the Mayor or of Council on any question of order or practice or upon the interpretation of the rules of Council. In case any member shall so resist or disobey, they may be ordered by a majority vote of Council to leave their seat for that meeting and should they refuse to do so, the Mayor may request that they be removed by law enforcement. Should the offender provide an ample apology, they may, by majority vote of Council (without debate), be permitted to return to their seat.
3. Council may adjourn from time to time to a fixed future date, any special meeting of Council that has been duly convened, but not terminated. The object of adjourning is to finish the business for which the meeting was called, but which has not been completed.
4. No member of Council shall have the power to direct or interfere with the performance of any work of the Corporation. This shall in no way however, interfere with or restrict the right of a Council member to seek information through the office of the CAO or appropriate administrative members.

**XXI. DEPUTY MAYOR**

1. The Deputy Mayor shall chair council meetings when the Mayor is absent or unable to act as Mayor and shall have all the powers and responsibilities of the Mayor under this bylaw during the Mayor's absence or inability to act.
2. The Deputy Mayor may chair meetings of Committee of the Whole when delegated by the Mayor.

In the absence or inability of the Mayor and Deputy Mayor to act, the next Councillor scheduled to be Deputy Mayor on the appointment roster shall chair council meetings and shall have all the powers and responsibilities of the Mayor under this bylaw.

**XXII. COMMITTEES AND BOARDS**

1. Council shall appoint Council representatives to such committees, boards and commissions as required by legislation, agreement or bylaw as they deem necessary. Unless an immediate appointment is required mid-term, these appointments shall be made on an annual basis.
2. Council may make appointments to a board or committee at any time, providing that Council has adopted a bylaw specifying the terms of reference of the committee.

3. It shall be the duty of the Chair of each board or committee (or his or her designee), to summon members for meetings.
4. The Mayor shall be an ex-officio member of all Council committees and bodies which Council has a right to appoint members under the Act.
5. The Mayor shall be advised in a similar manner as other committee members when any meetings are called.
6. Appointed Council members shall keep the rest of the Council informed of the actions of committees or boards to which they are appointed by Council, by providing regular activity highlights through their Councillor Committee reports.

### **XXIII. COMMITTEE OF THE WHOLE**

1. The Committee of the Whole is hereby established.
2. The COTW enables Committee members to review upcoming and important issues opportunities with members of Administration where deemed appropriate, where the focus is on understanding the broader policy implications of the items being considered. The purpose of the COTW is to:
  - Receive updates on emerging and ongoing projects and initiatives.
  - Meet principally as a forum for discussion rather than as a decision-making arena, enabling all Committee members to discuss key items without the requirement to make a decision.

The key for the Committee is to keep the focus on the broader and more strategic items. The operation of the Committee is purposely kept informal to encourage deliberation of information and ideas. The Committee has no power to commit funds. Matters requiring further direction will be forwarded as a recommendation to Council.

3. COTW meetings will be held the third Tuesday of each month in the City of Beaumont Council Chambers, beginning at 5:00 p.m. Meetings will adjourn at 10:00 p.m. (if in session at that hour), unless 2/3 or more of the Elected Officials present agree to extend the meeting past that time.
4. The Committee may:
  - Conduct non-statutory public hearings (for information);
  - Receive delegations and submissions;
  - Meet in Closed Session pursuant to the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*, approved by motion including the related section of the FOIP Act;
  - Receive information from Administration on emerging items;
  - Discuss and debate policy matters to formulate recommendations to Council;
  - Committee member may make an inquiry to obtain information from the CAO as prescribed in Section XXIV Councillor Inquires; and
  - Discuss arising issues amongst committee members.
5. The Committee may make the following motions:
  - To receive agenda reports as information;

- To refer matters to Administration or a Committee for review;
  - To make recommendations to Council; and
  - To move into a Closed Session meeting or to revert to an open meeting.
6. Councillors will comprise the COTW.
  7. The CAO and other required administrative staff will be in attendance at Committee meetings to make presentations and answer questions.
  8. The Mayor is the Chair for all meetings, unless this responsibility is delegated by the Mayor to another Committee member or Deputy Mayor.
  9. Every person wishing to speak during a COTW meeting shall address their comments through the Chair. The Chair shall be addressed as "Mister Chair" or "Madam Chair", and no person shall be permitted to speak unless the Chair has grant that person permission.

#### **XXIV. COUNCILLOR INQUIRES**

1. At the designated time during a Council meeting or Committee of the Whole, a Councillor may make an inquiry to obtain information from the CAO.
2. An inquiry made under this section must:
  - a. be limited to the gathering of readily available information;
  - b. not require any analysis or significant interpretation; and
  - c. not require the expenditure of funds or use of significant administrative resources to gather requested information;
3. When making the inquiry a Councillor/Committee member may include a preamble to provide context or additional information, however the preamble will not be recorded in the minutes.
4. Under the circumstances, if the inquiry cannot be addressed at the meeting, the CAO will provide a response to Council prior to the next scheduled meeting.
5. A decision of the Mayor to refuse an inquiry from a Councillor/Committee member that does not comply with XXIV 2 a,b,c above.

#### **XXV. Special Council Quarterly Meetings**

1. Special Council Quarterly Meetings is hereby established.
2. Council conducts special quarterly meetings in order to brainstorm ideas that are not identified in Our Beaumont: *Municipal Strategic Plan 2017-2021*. These ideas may be prioritized and actioned immediately or they may be listed for future consideration in the annual review of the Strategic Plan.
3. At each Special Quarterly Meeting, Council will prioritize and vote on items that they feel need immediate action. In doing so, municipal operations and/or previously identified projects may be re-prioritized and possibly shifted to future years.

**XXVI. CAMPAIGN PERIOD**

1. No regularly scheduled Council or COTW meeting will be held between nomination day and the inaugural organizational meeting each year a general election is held.

**XXVII. REPEAL AND EFFECTIVE DATE**

Bylaw 953-19 and any amendments to Bylaw 953-19 are hereby repealed.

This bylaw shall come into force and effect upon receiving third reading and being signed.

READ A FIRST TIME IN COUNCIL THIS 28<sup>th</sup> DAY OF JANUARY, 2020

READ A SECOND TIME IN COUNCIL THIS 28<sup>th</sup> DAY OF JANUARY, 2020

UNANIMOUS CONSENT FOR THIRD READING GIVEN THIS 28<sup>th</sup> DAY OF JANUARY, 2020

READ A THIRD TIME IN COUNCIL THIS 28<sup>th</sup> DAY OF JANUARY, 2020



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Mayor



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City Clerk