

**BYLAW 1014-22**  
**Meeting Procedures Bylaw**

Section 145 of the Municipal Government Act, RSA 2000, c M-26 provides that a council may pass a bylaw to establish procedures to be followed by council, council committees and other bodies established by the council.

Council enacts:

**PART I – DEFINITIONS AND INTERPRETATION**

Definitions

1 In this bylaw:

- (a) "Agenda" is the list of items of consideration and orders of the day for any Council or Council Committee meeting;
- (b) "Chair" means the person presiding at a meeting, and, when in attendance at a Council meeting, means the Mayor;
- (c) "Chief Administrative Officer" means the chief administrative officer of the City or delegate;
- (d) "Clerk" means the designated officer position City Clerk as set out in the City's Designated Officers Bylaw;
- (e) "Closed Session" is a part of a Meeting which is closed to the public in accordance with the Municipal Government Act and the Freedom of Information and Protection of Privacy Act;
- (f) "Consensus" means that no objection is raised on a non-substantive motion put to Council;
- (g) "Councillor" means a Councillor of the City;
- (h) "City" means the City of Beaumont;
- (i) "Deputy Mayor" is the Councillor who is appointed pursuant to the Act to act as Mayor in the absence or incapacity of the Mayor;
- (j) "Mayor" is the chief elected official of the County, or delegate;
- (k) "Municipal Government Act" means the Municipal Government Act, RSA 2000, c M-26;
- (l) "Point of Order" means bringing to the attention of the Chair and Members that a person has broken a rule or made an error in procedure and asking that the rules be followed or that the error in procedure be corrected;
- (m) "Point of Privilege" means a request to the Chair and to Council to immediately consider and take action to remedy a situation negatively affecting the rights or privileges of Members or of Council as a whole, despite other pending business currently before Council;
- (n) "Quorum" means the number of members to be present at a meeting to legally conduct business at the meeting;

- (o) "Two-Thirds Vote" means a vote on a motion where at least two-thirds of Councillors present and entitled to vote at the meeting vote in favour of the motion; and
- (p) "Special Resolution" – means a vote on a motion where at least two-thirds of all Councillors entitled to vote at the meeting vote in favour of the motion.

Interpretation

- 2 The following rules apply to interpretation of this bylaw:
  - (a) headings, titles, and margin notes in this bylaw are for ease of reference only;
  - (b) gender-specific words, phrases, and references are intended to be gender-neutral, and the singular includes the plural as the context requires;
  - (c) every provision of this bylaw is independent of all other provisions and if any provision of this bylaw is declared invalid by a Court, all other provisions of this bylaw remain valid and enforceable; and
  - (d) references to bylaws and enactments in this bylaw include amendments and replacement bylaws and enactments, and regulations and orders thereunder.

**PART II – GENERAL MEETING MATTERS**

Inaugural Meeting

- 3 Within 14 days of each general election, Council must hold an inaugural organizational meeting at a date and time set by the Clerk.
- 4 At the inaugural organizational meeting, each Councillor must take the official oath.

Organizational Meeting

- 5 No later than 14 days after the third Monday in October of each year, Council must hold an organizational meeting to:
  - (a) provided that all councillors are present, set dates, times, and locations for regularly scheduled Council and Committee of the Whole meetings for the upcoming year;
  - (b) appoint Councillors as members of Council Committees and any external boards, committees, and commissions as required;
  - (c) Approve the schedule for the Deputy Mayor appointments so that only one Councillor will hold each office at any one time and the office will always be filled; and
  - (d) deal with any other business included on the agenda.

Campaign Period

- 6 No regularly scheduled Council or Committee of the Whole meetings will be held between nomination day and the inaugural organizational meeting each year a general election is held.

Meeting Notices

- 7 Notice of any meeting or meeting change under this bylaw or the Municipal Government Act will be given by the Clerk on behalf of the Chair, and must:
  - (a) be in writing;
  - (b) be issued at least 24 hours in advance of the start of the meeting;
  - (c) specify the date, time, and location of the meeting;
  - (d) be delivered by electronic mail to all Councillors and delivered to an adult person at the Councillor's home or place of business;
  - (e) be posted on the City's public website; and
  - (f) include any other matters specified by the Chair or determined necessary by the Chief Administrative Officer.

Meeting Changes

- 8 The date, time, or location of a meeting, including cancellation of a meeting, may be changed by resolution.

- 9 The Clerk must give notice of any changes to a meeting date, time, or location.
- Meeting in Public 10 All meetings of Council and Council Committees must be held in public, though a portion of a meeting may be closed to the public.
- Closed Session 11 Council and Council Committees may vote to close all or part of a meeting to the public to discuss any items that fall within one of the exceptions to disclosure in Part 1, Division 2 of the Freedom of Information and Protection of Privacy Act, RSA 20000, c F-25.
- Quorum 12 Quorum for a Council meeting is a majority of all Councillors.
- 13 If quorum is not present 15 minutes following the scheduled start time of a meeting, the meeting may be recessed to attempt to obtain quorum.
- 14 If quorum cannot be obtained within a reasonable time, the Clerk will record the names of Councillors present, and the meeting will be adjourned for lack of quorum.
- 15 If quorum is lost after the meeting is called to order, the meeting will be recessed until quorum is obtained, but if quorum cannot be obtained within 15 minutes, the meeting will be adjourned for lack of quorum.
- Mandatory Adjournment 16 Council meetings will adjourn at 10:00 pm, if in session at that hour, unless Council agrees to extend the time by a Two-Thirds vote.
- Remote Participation 17 Councillors may attend and participate in Council or Committee of the Whole meetings using electronic or other communication facilities, provided the Clerk is present at the location specified in the meeting notice to ensure that the facilities enable the public to watch or listen to the meeting and that the facilities enable all the meeting's participants to watch or hear each other.
- 18 Councillors that participate in a Council or Committee of the Whole meeting using electronic or other communication facilities must enable their video when addressing Council or the Committee of the Whole.
- 19 If a meeting is closed pursuant to section 11, Councillors participating remotely must confirm to the Chair that they are in a private location and able to maintain confidentiality over the item to be discussed.
- 20 Councillors participating in a meeting using electronic or other communication facilities must inform the Clerk before they leave the meeting, if the meeting has not been adjourned, and, if applicable, when they rejoin the meeting.
- Agenda Structure 21 The agenda for a meeting will be in the appropriate form set out in Schedule "A" and will be published 5 days in advance of a regular Council meeting.
- Adoption of the Agenda 22 The agenda and any amendments to it must be confirmed by a majority vote at the start of meetings of Council or Committee of the Whole.
- Meeting Business 23 Unless an item has been scheduled for a specific time on the agenda, items will be discussed at a meeting in the order they appear on the agenda.
- 24 Council may change the order of the agenda by Consensus, but an item that has been scheduled for a specific time requires a Two-Thirds vote to be moved to a different time.

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| Consent Agenda          | 25 The items included on the Consent Agenda for a Council meeting are moved and voted on without debate as one motion.   |
|                         | 26 The Consent Agenda requires a majority vote.  |
|                         | 27 Items for the Consent Agenda are selected by the Mayor, Chief Administrative Officer, and the Clerk in their review of the Council meeting agenda, but Council may, by Consensus, add any item or items to the Consent Agenda, and any Councillor may remove any item or items from the Consent Agenda. |
| Minutes                 | 28 Minutes of Council or Committee of the Whole meetings will be recorded without note or comment and will be included on the agenda of a subsequent Council or Committee of the Whole for adoption by majority vote.  |
|                         | 29 The Clerk will prepare and distribute the minutes.  |
|                         | 30 The Clerk may correct clerical, typographical and grammatical errors in minutes.  |
| Robert’s Rules of Order | 31 If any matter relating to meeting proceedings is not addressed in this Bylaw, Robert’s Rules of Order will be used as a guide.  |
|                         | 32 Should a conflict between the provisions of this Bylaw and Robert’s Rules of Order arise, the provisions of this Bylaw will apply.  |

**PART III – ROLE OF THE CHAIR AND MEETING CONDUCT**

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| Role of the Chair               | 33 The Chair will facilitate effective decision-making while presiding over and preserving order and decorum for all Council meetings.  |
|                                 | 34 If the Chair is absent for all or part of a Council meeting, the Deputy Mayor will assume the role of the Chair.   |
| Participation by the Chair      | 35 The Chair must leave the chair to move and speak to their own motion and must remain out of the chair until the vote is taken and the matter is concluded.   |
|                                 | 36 The Chair may leave the chair to speak to a motion or to debate on an item on the agenda for a Council meeting if the Chair determines that their participation in the debate prevents them from effectively managing the meeting.   |
|                                 | 37 The Chair’s participation in debate is subject to all rules that apply to any other member of Council.   |
| Leaving the Chair               | 38 When the Chair leaves the chair during a Council meeting, prior to leaving the chair, the Chair will turn over the chair to: <ul style="list-style-type: none"> <li>(a) the Deputy Mayor; or</li> <li>(b) in absence of the Deputy Mayor, the Councillor who is the next available as set out on the Deputy Mayor schedule adopted at the organizational meeting.</li> </ul> |
| Procedural Rulings              | 39 The Chair may make any procedural rulings or determinations provided for in this bylaw or otherwise necessary for the conduct of a meeting.  |
| Challenge to the Chair’s Ruling | 40 Immediately following a Chair’s ruling, a Councillor may challenge the ruling, even if another Councillor has the floor.   |

- 41 When a challenge is made, the Chair:
- (a) will provide concise reasons for the ruling;
  - (b) immediately put the motion to challenge the ruling to a vote by stating, "Is the Chair's ruling upheld?"; and
  - (c) debate is not allowed on the motion to challenge the ruling.
- 42 Despite the tied vote provision of this Bylaw, the Chair's ruling is upheld by a vote of 50% or greater.
- 43 A Chair's ruling that is not challenged, or is supported on challenge, is final.
- 44 When the Chair's ruling is not supported on challenge, Council's decision on the ruling is final.
- Conduct
- 45 Councillors must:
- (a) abide by the rules of the meeting and refrain from disturbing the proceedings;
  - (b) obey the decision of the Chair or Council on any question of order, practice, or interpretation;
  - (c) remain at their seat while a vote is being taken and while the result is declared;
  - (d) only interrupt a Councillor who is speaking to raise a Point of Order or Point of Privilege; and
  - (e) comply with the Council Code of Conduct.
- Point of Order
- 46 Any Councillor may raise a Point of Order to request that the rules be followed or that an error in procedure be corrected.
- Point of Privilege
- 47 Any Councillor may raise a Point of Privilege to request that the Chair take action to remedy a situation negatively affecting the rights or privileges of Council, despite other pending business.
- Addressing Points of Order and Points of Privilege
- 48 A Point of Order or a Point of Privilege will be addressed immediately by the Chair.
- Expelling a Person from a Meeting
- 49 The Chair may expel any person, including any Councillor, from a meeting for improper conduct.
- 50 If a person refuses to leave the meeting after being expelled by the Chair, the Chair may request that the Royal Canadian Mounted Police remove the person.

#### **PART IV – RULES OF DEBATE AND LIMITS TO SPEAKING**

- Rules of debate
- 51 An item on an agenda will be discussed as follows:
- (a) the Chair may invite the Chief Administrative Officer to provide introductory remarks or make a presentation;
  - (b) the Chair will invite Councillors to ask relevant questions;
  - (c) Councillors may make any motions necessary to dispose of the item;
  - (d) The Councillor who made a motion may speak first to introduce the motion;
  - (e) Councillors may speak to a motion that has been accepted by the Chair; and
  - (f) the Councillor that made the motion may speak in reply prior to the vote being called.

- Limits on speaking
- 52 The Chair will maintain the speaking order.
- 53 No Councillor may speak unless and until recognized by the Chair, except to raise a Point of Privilege or a Point of Order.
- 54 Councillors may not speak more than once until every Councillor present 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 close debate, after everyone else wishing to speak has spoken, provided that the Councillor made the motion in question; or
  - (c) to raise a Point of Privilege or a Point of Order.
- 55 At the discretion of the Chair, a Councillor may ask a series of questions relating to the matter.
- 56 Through the Chair, a Councillor may ask questions of another Councillor or the Chief Administrative Officer on a point of information relevant to the matter.
- 57 Councillors will ask all questions of debate through the Chair.
- Pecuniary Interest
- 58 A Councillor who has a pecuniary interest in a matter before Council or a Council Committee must:
- (a) disclose the general nature of the pecuniary interest; and
  - (b) leave the meeting before debate and return after the vote is declared.

#### **PART V – MOTIONS**

- Main Motions
- 59 A main motion may arise out of the following sources:
- (a) recommendations related to reports from Administration;
  - (b) recommendations related to reports from Council Committees;
  - (c) proposed motions related to a Notice of Motion; or
  - (d) proposed motion from a Councillor without notice in accordance with the rules for a motion without notice.
- 60 Recommendations and proposed motions which come before Council or Council Committees should be concise, unambiguous, and within the jurisdiction of Council.
- 61 A recommendation or proposed motion is not a motion and debate will not commence until it is moved.
- 62 A motion once passed is a resolution.
- 63 Any Councillor may require that the motion under discussion be read or displayed at any time during the debate, except when a Councillor is speaking.
- Invalid Motions
- 64 A motion may not:
- (a) have the effect of contravening any applicable law;
  - (b) exceed the mandate of Council or the Committee of the Whole; or
  - (c) have the effect of rescinding or contradicting a prior motion, or renewing a defeated motion, unless it is made:
    - (i) by a Councillor that voted with the prevailing side;
    - (ii) more than one year after the date of the original motion; or
    - (iii) after a general election.
- Withdrawing a Motion
- 65 The mover cannot withdraw a motion except by Consensus or by majority

vote.

- Dividing the Question 66 Any Councillor may request that a motion be divided and voted upon separately, but only if the divided parts can stand on their own.
- 67 The motion can be divided by Consensus or by majority vote.
- Amendments 68 A motion to amend is used to change the wording of another motion before voting on it.
- 69 A motion to amend may not interrupt a speaker and may not be contrary to the motion it purports to amend.
- 70 An amendment is debatable.
- 71 An amendment to an amendment is allowed, but a third level amendment is not.
- 72 An amendment to an amendment is voted on prior to the vote on the amendment.
- 73 A motion to amend requires a majority vote.
- Friendly Amendment 74 A friendly amendment means a change that does not affect the substance of a motion and clarifies the motion's intent.
- 75 The Councillor making a motion, after debate on a main motion has begun, may, with Consensus, propose a friendly amendment or agree to a friendly amendment proposed by another Councillor without a motion to amend.
- Motion to Receive for Information 76 A motion to receive a report for information does not represent approval or direction regarding the content of the report.
- Motion to Refer 77 A motion to refer is used to send the pending motion to a Committee or Administration with instructions.
- 78 The motion to refer may not interrupt a speaker and is debatable only as to:  
(a) the advisability of referral,  
(b) the body to which it is referred, and  
(c) the instructions on the referral.
- 79 A motion to refer requires a majority vote.
- Motion to Postpone to a Certain Time 80 A motion to postpone to a certain time is used to postpone the consideration of a main motion to a specified later meeting or to a specific time or place on the agenda.
- 81 The motion to postpone to a certain time may not interrupt a speaker and is only debatable or amendable as to the time to which the motion is to be postponed and the advisability of postponement.
- 82 A motion to postpone to a certain time requires a majority vote.
- Motion to Postpone Indefinitely 83 A motion to postpone indefinitely is used to dispose of a motion without bringing it to a direct vote.
- 84 The motion to postpone indefinitely may not interrupt a speaker and is

debatable, including as to the merits of the main question, but is not amendable.

- 85 A motion to postpone indefinitely requires a majority vote.
- Motion to Recess
- 86 A motion to recess is used to formally request a break in the proceedings.
- 87 A motion to recess may not interrupt a speaker and is not debatable but can be amended as to the duration of the recess.
- 88 A motion to recess requires a majority vote or may be informally decided by Consensus.
- Motion to Call the Previous Question
- 89 A motion to call the previous question is used to close debate on a pending motion by moving to a vote immediately on a pending motion.
- 90 A motion to call the previous question may not interrupt a speaker and is not debatable.
- 91 A motion to call the previous question requires a Two-Thirds Vote.
- Motion to Suspend the Rules
- 92 A motion to suspend the rules is used to temporarily suspend the rules of procedure to allow Council to do something that would normally be in violation of this Bylaw.
- 93 The motion to suspend the rules may not interrupt a speaker and is not debatable.
- 94 The motion to suspend the rules requires a Two-Thirds Vote.
- Motion to Reconsider
- 95 A motion to reconsider is used to reconsider a decision after the taking of the vote on a motion at the same meeting.
- 96 A motion to reconsider may be moved after a motion has been voted upon but may only be moved prior to the meeting being adjourned.
- 97 A motion to reconsider must be moved by a Councillor who voted with the prevailing side.
- 98 The Councillor making the motion to reconsider must state the reason for reconsideration.
- 99 Debate must be confined to reasons for or against reconsideration.
- 100 A motion to reconsider requires a majority vote.
- 101 If a motion to reconsider is carried, the reconsidered motion is then the next order of business.
- Motion to Rescind
- 102 A motion to rescind is used to overturn a motion made at a previous meeting.
- 103 A motion to rescind is debatable as to the merits of the motion it is proposing to rescind.
- 104 If a motion to rescind relates to an action taken at a previous meeting and the matter does not appear on the Agenda, a Notice of Motion is required to introduce the motion to rescind.



	105 A motion to rescind is not in order if it proposes to undo irrevocable actions that have been taken as a result of the motion previously passed.
Motion to Amend Something Previously Adopted	106 The motion to amend something previously adopted is guided by the same rules as the motion to rescind; however, a motion to amend something previously adopted is used to change part of the text or to substitute alternative wording for a motion made at a previous meeting.
Motion to Renew	107 If a motion fails, the same, or substantially the same, motion may not be renewed unless: <ul style="list-style-type: none"> <li>(a) it is brought more than one year after the date of the original motion;</li> <li>(b) it is brought after a general election which has taken place since the date of the original motion; or</li> <li>(c) the Councillor who wishes to have Council renew a motion provides prior Notice of Motion setting out in writing what special circumstances or significant new developments have occurred in respect of the issue to warrant further consideration.</li> </ul>
Objection to the Consideration of a Question	108 An objection to the consideration of a question is used to avoid a main motion altogether when it is undesirable for the main motion to come before Council. <p>109 The objection must be raised before there has been any debate on the motion and before any subsidiary motion has been stated by the Chair.</p> <p>110 The objection is neither debatable nor amendable and requires a Two-Thirds Vote.</p>
Motion to Adjourn	111 A motion to adjourn may be used to end the meeting, may not interrupt a speaker, and is neither debatable nor amendable. <p>112 The motion to adjourn requires a majority vote; however, when there are no more agenda items to be addressed, the Chair may adjourn the meeting without a motion.</p>

## **PART VI – PUBLIC HEARINGS**

Holding a Public Hearing	113 A public hearing will be held for any item required by an enactment and Council may direct a non-statutory public hearing be held for any other item. <p>114 All public hearings required by an enactment will be held during regularly scheduled or special Council meetings.</p> <p>115 Council must close a public hearing prior to second reading of a bylaw and once a public hearing is closed, Council may debate the item and may make amendments that do not require readvertising or re-opening the public hearing, or may pass, defeat, postpone, or refer the item to the Chief Administrative Officer.</p>
Non-Statutory Public Hearings	116 Non-statutory public hearings will be held as directed by Council.
Application of Other Rules	117 Unless a more specific provision is included in this Part, the procedures prescribed elsewhere in this Bylaw apply to public hearings and items discussed at public hearings.

- Registering to Speak
- 118 Anyone intending to speak at a public hearing must register with the Clerk by 4:00 pm on the business day prior to the public hearing if they wish to participate by electronic means.
- 119 Anyone intending to speak at the public hearing may register with the Clerk in advance by 4:00 pm on the business day prior to the public hearing or at the public hearing if they are participating in person.
- Time Limit for Speakers
- 120 An applicant will have up to ten minutes to make their presentation at a public hearing, and all other speakers will have up to five minutes to make their presentation at a public hearing.
- Panels
- 121 To facilitate the efficiency of a public hearing, the Chair, in consultation with the Clerk, may direct that multiple speakers make their submissions in a single panel. Each speaker in the panel will be permitted to speak for five minutes, and Council may defer asking questions until the entire panel has made their submissions.
- Written Submissions
- 122 Written submissions from the public in response to advertised public hearing matters must be provided to the Clerk no later than 12:00 pm (noon) on the business day prior to the public hearing.
- 123 Submissions must be in a form which can be reproduced in the written record of the meeting and may be transmitted to the Clerk in accordance with methods listed in the advertisement for the public hearing.
- 124 No written submissions from the public shall be accepted by the Clerk after the deadline.
- 125 All written submissions received by the Clerk will be made available for public inspection and will be included in the published agenda materials on the City's website.
- 126 Despite any provision in this Bylaw, the Clerk may exclude a written submission from public inspection and the published agenda materials on the City's website if such a submission:
- (a) is hate propaganda as defined by the Criminal Code RSC 1985, c C-46; or
  - (b) promotes discrimination against a person or class of persons, or is likely to expose a person or class of persons to hatred or contempt, in accordance with the provisions of the Human Rights Act RSA 2000, cA-25.5; or
  - (c) is defamatory.
- 127 An item will be discussed at a public hearing required by an enactment as follows:
- (a) the Chair will open the public hearing;
  - (b) the Clerk will provide an overview of the public hearing procedures;
  - (c) Administration will provide a presentation and Council may ask questions of clarification;
  - (d) if there is an applicant, the applicant will provide a presentation and Council may ask questions of clarification;
  - (e) speakers who wish to speak in favour of the bylaw or resolution will speak first, followed by speakers opposed, and then any other member of the public who wishes to speak;
  - (f) following each speaker's allotted time, Council may ask the speaker questions for clarification;
  - (g) the Chair will close the public hearing; and
  - (h) Once the public hearing is closed, Council may ask Administration

additional questions for clarification and may debate the bylaw or resolution.

## **PART VII – PUBLIC PRESENTATIONS AND OPEN FORUM PRESENTATIONS**

- Public Presentations
- 128 Any community group or other organization that wishes to make a Public Presentation to Council must register in advance by writing to the Clerk at least 10 business days prior to the requested meeting and must include the names of presenters, presentation topic, and requested Council meeting date.
- 129 Any written materials to be included as part of the Public Presentation must be provided to the Clerk no later than 7 business days prior to the requested Council meeting date.
- 130 Public presentations may be about any topic within Council’s jurisdiction, except for matters related to the Subdivision and Development Appeal Board, a bylaw or resolution subject to a public hearing, or any matter that will be addressed through the courts.
- 131 Presentations will be limited to a maximum of 10 minutes, not including time for questions from Councillors.
- 132 Presenters will speak only on their presentation topic and may only address Council once on a particular topic in a 12-month period.
- Open Forum Presentations
- 133 Any City resident or ratepayer may register for an Open Forum presentation at a Council or Committee of the Whole meeting by writing to the Clerk no later than noon on the day of the regular Council or Committee of the Whole meeting and by providing their name, topic, and requested Open Forum date.
- 134 Open Forum presentations may be about any topic within Council’s jurisdiction, except for matters related to the Subdivision and Development Appeal Board, a bylaw or resolution subject to a public hearing, or any matter that will be addressed through the courts.
- 135 Open Forum presentations are limited to a maximum of 5 minutes, not including time for questions from Councillors.
- 136 The Clerk will schedule a maximum of three Open Form presentations per regular Council or Committee of the Whole meeting.
- 137 Presenters will speak only on their requested topic and may only address Council or Committee of the Whole once on a particular topic in a 3-month period.

## **PART VIII – COUNCILLOR INQUIRIES AND NOTICES OF MOTION**

- Councillor Inquiries
- 138 At the designated time during a Council or Committee of the Whole meeting, a Councillor may make a formal Councillor Inquiry to obtain information from the Chief Administrative Officer about the operation or administration of the City.
- Limits to Councillor Inquiries
- 139 A Councillor Inquiry must:
- (a) be limited to the gathering of readily available information about the operation or administration of the City;
  - (b) not require any analysis or significant interpretation;

- (c) not require the expenditure of funds or use of significant administrative resources to gather the requested information;
  - (d) be limited to information that can be gathered within 10 business days; and
  - (e) be submitted to the Clerk in writing prior to making the Councillor Inquiry.
- Responses to Information Requests 140 The Chief Administrative Officer will provide written responses to Councillor Inquiries to all of Council within ten (10) business days and a copy of the responses will be included on the next available Council or Committee of the Whole agenda.
- Notice of Motion 141 During each regular Council meeting, the Chair will ask all Councillors present if they wish to provide notice of a motion to be made at a subsequent Council meeting.
- Notice of Motion Requirements 142 A notice of motion must:
  - (a) be given at a Council meeting held at least 7 days before the Council meeting at which the motion will be made;
  - (b) be given to the Clerk in writing prior to the start meeting;
  - (c) include sufficient detail about the substance and intent of the motion and any actions to be taken;
  - (d) state the date of the Council meeting at which the motion will be made; and
  - (e) be concise and unambiguous.
- No Debate of Discussion 143 A Councillor must present a notice of motion without any discussion of the matter, but written copies distributed may include explanatory information.
- Councillor Not Present 144 If a Councillor is unable to be present at a Council meeting, they may provide their written notice of motion to the Clerk to be presented at the meeting on their behalf.
- Motion without Notice 145 If a Councillor wishes to present a motion without notice, the Councillor must seek permission by way of Special Resolution.

## **PART IX – BYLAWS**

- Passing a Bylaw 146 A bylaw is passed after it receives three readings and is signed by the Mayor and by the Clerk.
- Bylaw Readings 147 A proposed bylaw must not be given more than two readings at the same meeting, except with a unanimous vote of all Councillors present at the meeting.
- 148 If a vote on authorization for third reading is not adopted unanimously, the Clerk will place third reading of the proposed bylaw on the agenda of the next regular Council meeting or a special meeting called for the purpose.
- 149 If a reading of a proposed bylaw fails, the previous readings, if any, are rescinded.
- Bylaw Abandoned 150 If a proposed bylaw has not received any readings within two years from the date that it is first presented to Council, the proposed bylaw is deemed to have been abandoned.
- Bylaw Consolidations 151 The Clerk may consolidate a bylaw by incorporating all amendments to it into one bylaw.

Certified Copy 152 A copy of any bylaw, resolution or record certified by the Clerk as a true copy of the original is prima facie proof of the bylaw, resolution, or record.

**PART X – VOTING**

Voting Procedures 153 A vote on any motion or bylaw will be conducted as follows:  
(a) the Chair will call for a vote;  
(b) all Councillors present must refrain from comment once the vote is called until the results of the vote are declared;  
(c) all Councillors present must vote using the electronic voting system, by a show of hands if the electronic voting system is unavailable, or verbally by stating "for" or "against" the motion if participating through a communication facility that does not permit electronic voting; and  
(d) the Chair will declare the results of the vote.

Vote Binding 154 Once the Chair declares the result of the vote, a Councillor may not change their vote for any reason.  
  
155 Notwithstanding the above, if immediately after a vote the Chair determines that either the voting procedures prescribed by this Bylaw were not followed or one or more Councillors may have been mistaken as to the subject matter of the vote, the Chair may recall the vote and immediately call for another vote.

Recording the Vote in the Minutes 156 The minutes will include a recorded vote for every motion.

Tied Vote 157 If there are an equal number of votes for and against a resolution or bylaw reading, the resolution or bylaw reading is defeated.

**PART XI – REPEAL AND EFFECTIVE DATE**

Repeal 158 Bylaw 974-20 is repealed.

Effective Date 159 This Bylaw comes into effect on October 1, 2022.

FIRST READING: July 12, 2022

SECOND READING: July 12, 2022

THIRD READING: July 12, 2022

SIGNED THIS 12 day of July, 2022.

Bill Daneluik  
MAYOR

Chelaine Winter  
CLERK

## Schedule A – Agenda Structure

The regular Council Agenda includes the following sections as required:

1. Call to Order
2. Protocol Items (includes land acknowledgement and proclamations)
3. Changes to Agenda and Adoption of Agenda
4. Adoption of Minutes
5. Open Forum
6. Public Presentations
7. Public Hearings
8. Motions following Notice
9. Council Reports
10. Notice of Motion
11. Councillor Inquiries, Responses, and Reports
12. CAO Update
13. Closed Session (includes motions arising out of closed session)
14. Adjournment

NB: When there are no items for a particular agenda section, that section heading will be deleted from the agenda.

Special Council Meeting Agendas follow a similar structure; however, since the call of meeting must include the matters to be addressed, the agenda structure for a Special Council Meeting is more limited and includes the following sections as required:

1. Call to Order
2. Deletions from the Agenda and Adoption of Agenda
3. Protocol Items (includes land acknowledgement)
4. Closed Session (includes motions arising of Closed Session)
5. Council Reports
6. Adjournment