

# COUNCIL PROCEDURES BYLAW

## Bylaw No. \_-25

### Leduc County

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#### **BEING A BYLAW OF LEDUC COUNTY IN THE PROVINCE OF ALBERTA TO REGULATE THE PROCEEDINGS OF COUNCIL AND COUNCIL COMMITTEE MEETINGS ~~PROCEDURES~~**

**WHEREAS** pursuant to section 145 of the *Municipal Government Act*, RSA 2000, Chapter M-26, and ~~amendments thereto~~, provides that a council may pass a, by bylaw to, establish the procedures to be followed by council and establish council committees and other bodies established by council; and

**WHEREAS** it is the desire of Leduc County Council to establish and follow a process and procedures for the order and conduct in which council and council committee meetings shall transact its business; and

**WHEREAS** the public is entitled to expect the highest standards of conduct from councillors and members of council committees;

**NOW THEREFORE** be it resolved that the council of Leduc County, duly assembled, enacts as follows:

#### **1. Title**

1.1 This bylaw may be referred to cited as the “~~Meeting~~ *Council Procedures Bylaw*”.

#### **2. Definitions**

##### **2.1 In this bylaw:**

- a) “Act” or “MGA” means the *Municipal Government Act*, RSA 2000, Chapter M-26, and amendments thereto;
- b) “Chair” means the individual who presides over a council or council committee meeting;
- c) “Closed Session” means a meeting or portion of a meeting of council without the presence of the public where the matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Access to Information Act*;
- d) “Council Committee” means any committee, board, or other body established by council by bylaw under the Act;
- e) “Councillor” means a councillor ~~duly elected official~~, and includes the chief elected official, as defined in the Act;
- f) “County” means the incorporated municipality of Leduc County;
- g) “County Manager” means the person appointed as the chief administrative officer as defined in the Act or a person to whom the appointed chief administrative officer has delegated any chief administrative officer power, function or duty;
- h) “Delegation” means an individual or a group of persons chosen to represent others on a matter before council or committee;
- i) “Deputy Mayor” means the councillor appointed by council to perform all the duties of the mayor in the absence or incapacity of the mayor;
- j) “Electronic means” is a communication method that enables all persons attending the hearing virtually to hear and communicate with others during the course of the hearing

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and includes electronic (audio/video through Microsoft Teams or platform approved by the County) or by telephone (audio only);

- k) “FOIP” means the Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25, and all amendments thereto;
- l) “General Election” means a municipal election held in Leduc County to elect members of council as described in the Alberta Local Authorities Election Act, RSA 2000, Chapter L-21, as amended;
- m) “Mayor” means the person elected or appointed as chief elected official under section 150(2) of the MGA;
- n) “Pecuniary Interest” means pecuniary interest as defined in the Act;
- o) “Public Hearing” means a meeting of council, or a dedicated portion of a meeting, for the purpose of complying with the MGA, section ~~230~~ 216.4.
- p) “Resolution” is the same meaning as a motion.

### 3. Application and Interpretation

- 3.1 This bylaw will govern all proceedings of council.
- 3.2 This bylaw shall govern all council committees subject to the following:
  - a) a reference in the bylaw to “councillor” is, in the context of “council committee”, deemed to include a member of the public appointed to the committee;
  - b) a reference in the bylaw to “council”, shall be deemed to include council committees where appropriate;
  - c) a rule or procedure established in this bylaw that is specifically stated to apply to a council committee shall prevail over a rule or procedure of general application; and
  - d) a specific rule or procedure set out in a council committee’s governing bylaw shall, in the event of a conflict, prevail over a rule or procedure of general application in this bylaw.
- 3.3 Council and council committee meetings shall be governed by the following hierarchy:
  - a) the Act;
  - b) other provincial legislation;
  - c) this bylaw; and
  - d) the most current version of Robert’s Rules of Order.
- 3.4 In the event of conflict between the provisions of this bylaw and Robert’s Rules of Order, the provisions of this bylaw shall apply.
- 3.5 In the absence of any statutory obligation, any provision of this bylaw may be waived by resolution carried by a two-thirds vote in favour of dealing with the matter under consideration and such a waiver will only be effective for the meeting during which it is passed.

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### 4. ~~Council and committee appointments~~ **Meetings**

#### 4.1 Organizational Meeting

- a) An organizational meeting of council shall be held annually not later than two weeks after the third Monday in October, in accordance with the *MGA*, section 192(1); and
- b) **At the Organizational Meeting, council must:**
  - i. **appoint a councillor to the position of mayor;**
  - ii. **establish the term for the position of deputy mayor;**
  - iii. **appoint a councillor(s) to the position of deputy mayor;**
  - iv. **appoint councillors to council committees;**
  - v. **establish the date, time and location of regular meetings of council; and**
  - vi. **conduct other business identified in the agenda of the Organizational meeting.**

#### 4.2 Regular Meeting

- a) Council shall decide at the organizational meeting the date, time and place of regular meetings of council;
- b) If council changes the date, time or place of a regular meeting, the county manager must give at least 24 hours' notice of the change, in accordance with the *MGA*, section 193.

#### 4.3 Special Meetings

- a) **The mayor may call** a special meeting of council ~~may be called~~ in accordance with the *MGA*, section 194; and
- b) **Notice of the Special Meeting must be given at least 24 hours in advance and in accordance with the *MGA*, section 194.**

#### 4.4 Council Committee Meetings

- a) Council committee meetings shall be held on at least 24 hours' notice in accordance with the *MGA*, section 195; and
- b) The date, time and place of council committee meetings whose membership includes all of council will be decided at the organizational meeting.

#### 4.5 **Closed session** ~~In-camera sessions~~

- a) All council meetings shall be open to the public in accordance with the *MGA*, section 198;
- b) Council may, in accordance with the *MGA*, section 197, close all or part of ~~the a meetings~~ to the public if a matter to be discussed is within one of the exceptions to disclosure set out in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*;
- c) No resolution or bylaw may be passed ~~in-camera~~ **in closed session**, except a resolution to revert to the meeting held in public.

#### 4.6 Electronic Participation

- a) Councillors who are unable to attend meetings in person, under extenuating circumstances, may participate in a meeting through teleconference or electronic

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communication means that has been tested for reliability and can be muted to block background noise, provided that:

- i. the requirements of the MGA, section 199, can be met, and
  - ii. there is quorum physically present at the meeting to ensure the meeting can continue if the connection fails;
- b) Councillors who intend to participate electronically must provide notice to the chair and the county manager prior to the start of the meeting;
  - c) Immediately after a meeting or public hearing is called to order, the chair must conduct a roll call to verbally identify and acknowledge any councillor participating by electronic means;
  - d) The county manager will ensure a separate invite is provided to any councillor or other person, attending via electronic means, whose attendance is required for a closed session;
  - e) If the chair determines the electronic communication is of poor quality, difficult to hear or disruptive, the chair, at the chair's discretion, may terminate the connection;
  - f) If a technical problem prevents or interrupts electronic participation, the minutes shall reflect the time the councillor ceased to participate in the meeting due to technical problems. If the technical problem can be resolved and the councillor can rejoin before a vote is taken, the minutes shall reflect the councillor rejoined the meeting;
  - g) If the electronic communication is interrupted and remains interrupted during a vote, the councillor is deemed to have left the meeting prior to the vote and shall not be permitted to rejoin the meeting.

### 5. Council and Council Committee Appointments

#### 5.1 Mayor

- a) Nominations for the position of mayor shall be considered at the organizational meeting and received by the county manager;
- b) Seconders to a nomination shall not be required;
- c) Nominations must be called for three times and nominations may be closed after the third call or by the passage of a motion that nominations cease;
- d) If only one nomination is received for any position, the county manager will declare the nominee elected by acclamation;
- e) If an election is required, the county manager shall conduct a vote by secret ballot;
- f) After the result is announced, all ballots shall be destroyed by the county manager.

#### 5.2 Deputy Mayor

- a) Exempting out the mayor, the deputy mayor position will be rotated between all councillors with each councillor appointed for eight months over a the four-year period term;
- b) If a councillor wishes to decline serving as deputy mayor, then councillors will determine whether there is an option to allow the choice to opt out.

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### 5.3 Council committees, boards and commissions

- a) Appointment of councillors and members of the public to council committees or other boards or commissions will be by resolution at the organizational meeting or, if necessary, at a council meeting;
- b) Seconders to nominations are not required;
- c) If an election is required for any position, the county manager shall conduct the election by secret ballot;
- d) After the results are announced, all ballots shall be destroyed by the county manager.

## 6. Public Participation

6.1 Members of the public may ~~make~~ request to appear before council as a delegations or make an informal presentations to council or council committees as outlined ~~below~~ in the following sections. The following applies to all delegations and informal presentations:

- a) speakers must be respectful and maintain proper decorum;
- b) speakers must ~~provide~~ state their name and address for the record;
- c) submissions must be limited to matters ~~properly~~ within council's jurisdiction;
- d) submissions must not be made about matters scheduled or to be scheduled before the development authority, the subdivision authority, the subdivision and development appeal board, the assessment review board, a statutory public hearing or the courts;
- e) submissions must not be about matters that are confidential, the subject of ongoing negotiations, the subject of ongoing litigation or the subject of ongoing investigations of any kind;
- f) councillors may ask the speaker or the county manager questions of clarification but debate is not allowed; and
- g) council may, by resolution, direct the county manager to follow-up on a question or matter arising from a delegation or informal presentation.

### 6.2 Delegations

- a) Delegations may be allowed for the following purposes:
  - i. to raise an issue or concern for council's attention, or
  - ii. to give special recognition to a person, organization or event;
- b) All requests for delegations must be directed to the county manager in writing and must identify the speaker or group and the purpose of the delegation;
- c) The county manager, upon review of a delegation request may:
  - i. approve the request and add it to the upcoming agenda,
  - ii. approve the request but defer it to a subsequent agenda,
  - iii. refer the matter to administration if it is operational in nature,
  - iv. refuse the matter if it is outside the jurisdiction of council or otherwise inappropriate;

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- d) Any written submissions and visual aids to be used by the delegation must be provided to the county manager in advance and will form part of the agenda package. All written submissions and visual aids shall become the property of the County;
- e) Delegations shall be limited to five minutes in length unless council, by resolution, extends the time;
- f) Delegations shall only present on the subject matter for which the delegation was originally requested and **was** approved.

### 6.3 Informal presentations

- a) Informal presentations provide an opportunity for members of the public to make submissions regarding municipal issues and for council to hear such submissions;
- b) Informal presentations shall be scheduled for regular meetings at or about 1:35 p.m. and the ~~time~~ period of **time** for information presentations on the agenda shall be limited to 20 minutes in total, subject to a resolution of council to extend the time;
- c) Individual informal presentations are limited to five minutes;
- d) Any written materials, audio or visual aids used will be left with the recording secretary for the record.

## 7. ~~Quorum~~ **Statutory public hearings**

7.1 Public hearings shall be conducted in accordance with section ~~230~~ **216.4** of the MGA.

7.2 If a public hearing is held on a proposed bylaw or resolution, council must:

- a) give notice of the public hearing in accordance with section 606 of the MGA; and
- b) conduct the public hearing during a regular or special council meeting.

7.3 In the public hearing, council:

- a) must hear any person, group of persons, or person representing them, who claims to be affected by the subject matter of the public hearing and who has complied with the procedures outlined by council; and
- b) may hear any person who wishes to make representations and whom the council agrees to hear.

7.4 After considering the representations made to it about a proposed bylaw or resolution at a public hearing and after considering any other matter it considers appropriate, the council may:

- a) pass the bylaw or resolution,
- b) make any amendment to the bylaw or resolution it considers necessary and proceed to pass it without further advertisement or hearing; or
- c) defeat the bylaw or resolution.

7.5 The minutes of the council meeting during which a public hearing is held must be recorded to the extent directed by council.

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7.6 The proceedings of the public hearing will be as follows:

- a) Mayor opens the public hearing;
- b) explain purpose of hearing and procedures to be ~~follows~~ followed;
- c) Administration introduces the bylaw or resolution;
- d) presentations from
  - the applicant, if applicable,
  - registered speakers,
  - supporters, and
  - opponents;
  - questions by councillors of administration and of any speaker(s);
  - final comments by applicant, if applicable;
  - Mayor closes the public hearing;
  - Council debate and decision by resolution.

### **8. Public Participation by electronic means**

8.1 Members of the public may participate by electronic means in public hearings held under Part 17 of the MGA.

8.2 Any person wishing to attend by electronic means must register by the specified deadline and choose which method they prefer, either by electronic means or telephone. Administration will provide the information to access the hearing.

8.3 The Chair of the hearing will ask all persons participating virtually to state their name and address. Each person will be given the opportunity to speak in the order set out by the Chair.

### **9. Agendas Non-statutory public hearings**

9.1 Council may hold non-statutory public hearings to solicit input from the public on issues for which a public hearing is not legislatively required.

9.2 Non-statutory public hearings shall be conducted in accordance with the County's public participation policy and the procedures for statutory hearings.

### **10. Duties of the Mayor Duties of the chair**

~~14.1 The chair will preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order, replying to points of procedures and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal by any councillor from any ruling of the chair.~~

~~14.2 The chair will make reasonable efforts, including the calling of a recess, to ensure all councillors in attendance at the meeting are present while a vote is being taken, unless a councillor is excused from voting in accordance with Act and this bylaw.~~

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### **10.1 The mayor shall:**

- a) chair council meetings;
- b) preserves order in council meetings;
- c) decides all questions of procedure;
- d) ensure that each councillor who wishes to speak on a debatable motion is granted the opportunity to do so; and
- e) decides who, aside from councillors, may address council.

### **10.2 It shall be the duty of the mayor or chair, with respect to any meetings over which he/she presides, to:**

- a) receive and submit to a vote all motions presented by the member of council which do not contravene the rules and regulations of committee or council;
- b) announce the results of the vote on any motions so presented;
- c) adjourn the meeting once business is concluded;
- d) adjourn the meeting without a question being put forward or suspend or recess the meeting for a time to be named if considered necessary;
- e) represent and support council, declaring its will and implicitly obey the decisions in all things, and perform other duties when directed to do so by motion of council.

## **11. ~~Motions~~ Duties of the Deputy Mayor**

**11.1** The deputy mayor must act as the mayor when the mayor is unavailable or unable to perform the duties of the mayor, or if the office of the mayor is vacant. While acting in the place of the mayor, the deputy mayor shall have and may exercise all rights, powers and authority of the mayor in his/her absence.

## **12. ~~Bylaws~~ Agendas**

### **12.1 Regular meetings**

- a) The agenda for each meeting shall be prepared by the county manager in consultation with the mayor;
- b) Councillors may submit items for consideration on an agenda;
- c) For all regular meetings, the agenda package will be available electronically by 4:30 p.m., at least two business days prior to the meeting. Councillors are responsible to access the agenda package;
- d) The order of business at a council meeting shall be the order of the items on the adopted agenda.

### **12.2 Special meetings**

- a) The mayor may call a special meeting in accordance with the MGA, section 194.



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- b) No other matter than that stated in the notice calling the special meeting may be transacted at a special meeting unless the whole of council is present and council agrees to deal with another matter.

### **12.3 Council committees**

- a) The agenda for each council committee meeting shall be prepared by the chair or vice chair.
- b) Where a council committee sets meetings for the year, the agenda package shall be electronically available at least two business days prior to the meeting.
- c) Where a council committee gives 24 hours' notice of a meeting in accordance Section 195, MGA, the agenda package shall be electronically available as soon as possible before the meeting.

### **12.4 Late submissions**

- a) If an agenda item is submitted after the deadline, the county manager or designate, based on emergent or time-sensitive material, will determine whether to:
  - i. add the item if the agenda has not yet been published, or
  - ii. if the agenda package has been published, request council to add to the agenda at the meeting;
- b) Additional agenda items, reports and supplementary materials that are received too late to be included in the agenda package will be provided as soon as reasonably possible.

### **12.5 Adoption of the agenda**

- a) Council, prior to transacting any business on the agenda, may add new items or delete any matters, and must vote to adopt the agenda as presented or amended for each meeting.
- b) Any agenda items not addressed from the agenda of an adjourned meeting will be added to the agenda for the next scheduled regular meeting, unless a special meeting is called to deal with the item(s).

### **12.6 Order of business**

- a) The order of business for each meeting shall be conducted as outlined in Schedule "A" attached.
- b) The chair, in his/her sole discretion, may deviate from the order of business to accommodate special circumstances and ensure effective and efficient use of time.

## **General Proceedings**

### **13. ~~Voting~~ Quorum**

- 13.1 Quorum is the ~~majority~~ minimum number of councillors that must be present at a meeting in order to legally transact business.

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13.2 Unless a quorum is present within 15 minutes after the time appointed for the meeting, the meeting may, at the discretion of the chair, stand adjourned until the next regular meeting date or until a special meeting is called to deal with the matters intended to be dealt with at the adjourned meeting. The county manager will record the names of the councillors present at the end of the 15-minute time limit and such record will be appended to the next agenda. The only action that can legally be taken in the absence of quorum is to fix the time to which to adjourn, recess or to take measures to obtain a quorum.

13.3 In the event that quorum is lost after the meeting is called to order, the meeting will be suspended until quorum is obtained. If quorum is not obtained within 15 minutes, the meeting will stand adjourned.

### 14. ~~Rules governing debate~~ **Minutes**

14.1 Minutes must be prepared for all council and committee meetings and will include:

- a) all decisions, without note or comment;
- b) the names of the councillors present at the meeting;
- c) the names of the councillors absent ~~and the reason for the abstention;~~
- d) the signatures of the chair and county manager.

14.2 The following times must be recorded in minutes:

- a) commencement of meeting;
- b) withdrawal and return of councillors ~~including reason for arrival/departure from meeting~~ and absences at time of vote on matter;
- c) noon or other called recess;
- d) reconvening after recess;
- e) adjournment.

14.3 Votes shall be recorded as “carried”, “carried unanimously” or “defeated”.

14.4 Where a vote is not unanimous, the vote shall be recorded in the minutes to indicate the councillors who voted for and against the motion.

14.5 Where there are an equal number of votes for and against a matter, the matter shall be defeated and recorded as “defeated”.

14.6 The unofficial minutes of each meeting must be circulated prior to the meeting at which they are to be adopted.

14.7 Upon a councillor’s notification to the chair or the county manager of the councillor’s absence from a meeting prior to the end of the meeting, ~~the reason for the absence shall be recorded in the minutes~~ **their departure shall be duly noted in the minutes.**

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- 14.8 The county manager may make changes to the minutes to correct errors in grammar, spelling, and punctuation, or to correct the omission or addition of a word necessary to the meaning or continuity of a sentence but no changes may be made which would alter the actual decision made by council.

**15. ~~Duties of the Chair~~ Motions**

- 15.1 A motion does not require a seconder.
- 15.2 Motions require a simple majority of votes cast to be carried except where a two-thirds vote is specifically required in this bylaw.
- 15.3 After a motion has been made, the motion may not be withdrawn, modified or substituted without consent of the majority.
- 15.4 Council may give permission by majority vote to withdraw, modify or substitute any motion at the request of the mover before the motion has been voted on.
- 15.5 A motion that is withdrawn has the same effect as if it had never been made. After the motion is withdrawn, a councillor may introduce a new motion for consideration.
- 15.6 When a motion is on the floor for debate, the only motions that may be made are the following:
- a) postpone indefinitely;
  - b) amend;
  - c) refer;
  - d) postpone to a specific time;
  - e) call the question (that the vote must now be taken);
  - f) table;
  - g) recess;
  - h) adjourn.
- 15.7 All motions should be clear and concise and generally request that a person or body take a certain action.
- 15.8 If a motion is contrary to this bylaw, the chair may refuse to accept it and must cite the applicable section of this bylaw.
- 15.9 **Motion to postpone indefinitely and motion to postpone to a specific time**
- a) motions to postpone are debatable;
  - b) if a motion to postpone indefinitely or to a certain time is carried, no further motions on the same subject may be tabled until the original motion is addressed.
- 15.10 **Splitting a motion**
- a) A councillor may request that a motion be divided if it contains parts that stand as complete propositions;

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- b) If a motion is split, each part must be voted on separately.

### **15.11 Motion to amend**

- a) A motion to amend the main motion on the floor is debatable;
- b) A motion to amend must be relevant to the main motion and may not substantially alter the main motion;
- c) Only one amendment to the main motion may be presented at a time, but a motion to amend the proposed amendments may be made;
- d) The chair shall rule on disputes arising from a motion to amend;
- e) The motion to amend shall be voted upon and, if carried, the main motion, as amended, shall be put to the vote, unless further amendment is proposed.

### **15.12 Motion to call the question**

- a) Any councillor may make a motion to call the question;
- b) A motion to call the question is not debatable and requires a two-thirds vote to carry;
- c) A motion to call the question ends debate and requires a vote on the main motion on the floor. If there is an amending motion on the floor, the amending motion is called and then the main motion without debate.

### **15.13 Tabling motions**

- a) A motion to table is debatable;
- b) A motion to table takes precedence over all other motions connected with the motion being tabled;
- c) Any councillor may move to lift a motion from the table, provided no other motion is on the floor;
- d) A tabled motion is brought back with all of the motions connected with it, exactly as it was when laid on the table;
- e) The motion to lift from the table is not debatable or amendable;
- f) If a motion is not lifted from the table within one year after the date that it was tabled, the motion is considered withdrawn and is null and void. Motions relating to bylaw readings are not subject to this section and the provisions of the Act prevail.

### **15.14 Motion to recess**

- a) A motion to recess is a short intermission in the meeting but does not close adjourn the meeting;
- b) Any councillor may make a motion to recess for a specific period;
- c) A motion to recess is amendable only as to the length of the recess;
- d) If a motion is on the floor, a motion to recess is not debatable and the recess begins upon the motion being carried;

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- e) If there is no motion on the floor, a motion to recess is debatable.

### **15.15 Motion to adjourn**

- a) A motion to adjourn closes a meeting but shall not be used to interrupt a speaker;
- b) A motion to adjourn is not debatable.

### **15.16 Motion to reconsider**

- a) A motion to reconsider may not be applied to:
  - i. any vote which has caused an irrevocable action, or
  - ii. a motion to reconsider;
- b) After a motion has been voted upon, and before moving to the next item on the agenda or at any time before the chair declares the meeting adjourned, any member who voted with the prevailing side may make a motion to reconsider and shall state the reason for making the motion to reconsider;
- c) A motion to reconsider is only debatable when the motion proposed to be reconsidered was debated;
- d) Debate on a motion for reconsideration must be confined to reasons for or against reconsideration;
- e) Reconsideration may then be debated (if debatable) and voted upon;
- f) If a motion to reconsider is approved, reconsideration is the next order of business. Debate on the matter resumes as though it had not previously been voted upon;
- g) A motion that has been approved for reconsideration and passes automatically suspends the original motion.

### **15.17 Motion to rescind**

- a) A councillor may make a motion to rescind a previous motion which will make the previous motion null and void if carried by a two-thirds vote;
- b) 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 shall precede the motion to rescind;
- c) A motion to rescind will not undo actions which have already been taken as a result of the motion previously passed.

### **15.18 Notice of motion**

- a) A notice of motion must be used by a councillor to introduce a matter which does not appear on the agenda;
- b) A notice of motion may be received by the county manager prior to the closing of the meeting. In this event, the councillor shall read the notice of motion which shall be recorded in the minutes and shall form part of the agenda for the next meeting or other meeting date as specified by the member;

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- c) A councillor may present and describe a notice of motion for consideration at the next meeting or other meeting date as specified by the mover;
- d) A councillor who hands a written notice of motion to the county manager, to be read at a meeting, need not be present during the reading of the notice;
- e) If a motion is not made at the meeting indicated in the notice, it will appear on the agenda for and may be made at any of the next two regular meetings. After the third regular meeting it will be removed from the agenda and may only be made by a new notice of motion;
- f) A notice of motion must give sufficient detail so that the subject of the motion and any proposed action can be determined, and it must state the date of the meeting at which the motion will be made. A notice must be given without discussion of the matter, but any written copies distributed may include explanatory paragraphs.

### **16. Conduct at meetings Requirement to vote**

16.1 Councillors shall vote on every matter at a meeting unless:

- a) the member is required to abstain from voting under this or any other bylaw or enactment; or
- b) the member is permitted to abstain from voting under this or any other bylaw or enactment.

16.2 A councillor present at the meeting shall make a request for a recess if for any reason they may be away from council chamber during a time when a vote on a matter is imminent, unless that councillor is excused from voting pursuant to this section.

16.3 Votes shall be made by a show of hands.

### **17. Challenge Rules governing debate**

#### **17.1 Order of speakers**

- a) Councillors wishing to speak on a matter at the meeting should indicate their intention by raising their hand and being recognized by the chair.
- b) All councillors must be provided an opportunity to speak on a matter before any councillor is allowed to speak to the matter a subsequent time, with the exception, at the discretion of the chair, to clarify a misunderstanding.
- c) Supplementary questions or a series of questions relating to the matter before the meeting may be raised by a councillor, but each such question requires the consent of the chair.

17.2 Through the chair, a councillor may ask:

- a) questions of another councillor or of the county manager on a point of information relevant to the business at hand; and

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- b) questions to obtain information relating to the minutes presented to the meeting, or to any clause contained therein, at the commencement of the debate on the minutes or clause.

17.3 All questions and debate will be directed through the chair.

17.4 The chair may, as appropriate, direct questions from council to the county manager.

### **18. ~~Bylaw precedence~~ Conduct at meetings**

18.1 Councillors shall not:

- a) use profane, vulgar or offensive language in a meeting;
- b) disobey the rules of the meeting or decision of the chair or of councillors on questions of order or practice, or upon interpretation of the rules of the meeting; or
- c) leave their seat or make any noise or disturbances while a vote is being taken and the result is declared.

18.2 Members of public and the media attending a meeting shall:

- a) maintain decorum and respect; and
- b) remove headwear, unless worn for an ethnic, religious or medical reason.

### **19. ~~Rescind Bylaw No. 11-15~~ Challenge**

19.1 All decisions of the chair will be final, subject to an immediate challenge by a councillor at the meeting.

19.2 If a decision is challenged, the chair will give reasons for the ruling and the councillors, without debate, will decide the question that will be final and binding on the meeting.

### **20. Bylaws**

#### **20.1 Presentation process**

- a) A bylaw to be considered by council for enactment must be included on the prepared agenda;
- b) A bylaw introduced at a council meeting must:
  - i. be provided in the agenda package in accordance with the MGA, section 187(2),
  - ii. have a distinguishing name,
  - iii. have a distinguishing number,
  - iv. contain an introductory statement of purpose, and
  - v. be divided into sections.

#### **20.2 Reading and adopting bylaws**

- a) A bylaw will be introduced for first reading by a motion that is read a first time specifying the number of the bylaw;

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- b) After a motion of first reading of the bylaw has been presented, councillors may debate the substance of the bylaw and propose and consider amendments to the bylaw;
- c) Any proposed amendments must be put to a vote, and if carried, are considered as having been incorporated into the bylaw at time of reading;
- d) After first reading has been passed, any councillor may move the bylaw, referenced by the proposed bylaw number, be read a second time, subject to any statutory public hearing requirement;
- e) Each councillor present at the meeting at which first and second reading is to take place must be given or have had the opportunity to review the full text of the proposed bylaw prior to the vote of the readings in accordance with the MGA, section 187;
- f) When a bylaw requires the approval of an outside authority, the county manager, must be submitted to the approving authority in accordance with the applicable legislation;
- g) A proposed bylaw may be debated and amended at any time during the first three readings;
- h) **Third reading:**
  - i. after second reading has been passed, any councillor may move the bylaw, referenced by the proposed bylaw number, be read a third time,
  - ii. each councillor present at the meeting at which third reading is to take place must, before the proposed bylaw receives third reading, be given or have had the opportunity to review the full text of the proposed bylaw and any amendments that were passed after third reading, in accordance with the MGA, section 187(3),
  - iii. 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,
  - iv. a bylaw shall be passed when third reading is carried and duly signed, and
  - v. a bylaw shall be signed by the mayor and by the county manager and shall be impressed with the corporate seal of the County. The bylaw is then considered an enactment of the County and is effective immediately, unless the bylaw or an applicable provincial statute provides otherwise.

### **20.3 Amending or repealing bylaws**

- a) The amending or repealing of a bylaw must be made in the same way as the original bylaw and is subject to the same consents, conditions, or advertising requirements that apply to the passing of the original bylaw.

### **20.4 Amending schedules to bylaws**

- a) Unless otherwise specified in the bylaw, a schedule to a bylaw is part of the bylaw and must only be amended or repealed in the same manner as the bylaw.

### **20.5 Revising bylaws may:**

- a) omit and provide for the repeal of a bylaw or a provision of a bylaw that is inoperative, obsolete, expired, spent or otherwise ineffective;



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- b) omit, without providing for its repeal, a bylaw or a provision of a bylaw that is of a transitional nature or that refers only to a particular place, person or thing or that has no general application throughout the county;
- c) combine 2 or more bylaws into one bylaw, divide a bylaw into 2 or more bylaws, move provisions from one bylaw to another and create a bylaw from provisions of one or more other bylaws;
- d) alter the citation and title of a bylaw and the numbering and arrangement of its provisions, and add, change or omit a note, heading, title, marginal note, diagram or example to a bylaw;
- e) omit the preamble and long title of a bylaw;
- f) omit forms or other material contained in a bylaw that can more conveniently be contained in a resolution, and add authority for the forms or other material to be prescribed by resolution;
- g) make changes, without materially affecting the bylaw in principle or substance:
  - i. to correct clerical, technical, grammatical or typographical errors,
  - ii. to bring out more clearly what is considered to be the meaning of a bylaw, or
  - iii. to improve the expression of the law;
- h) the title of a revised bylaw must include the words "revised bylaw".

**21. ~~Bylaw precedence~~ Severability**

21.1 This bylaw supersedes and takes precedence over all previously passed bylaws that refer to meeting procedures, as well as any previously passed resolutions that may be in conflict with this bylaw.

**22. Repeal Bylaw No. ~~11-15~~ 04-21**

22.1 Bylaw No. 04-21 is hereby repealed upon third and final reading of this bylaw.

**23. Effective Date**

23.1 This bylaw shall take effect on the date of third and final reading.

Read a first time this \_\_\_\_ day of \_\_\_\_\_, 2025.

Read a second time this \_\_\_\_ day of \_\_\_\_\_, 2025.

Read a third and final time with the unanimous consent of the Council Members present this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
County Manager

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### **Schedule "A"** **Regular Council Meeting Agenda Category List**

Standard categories and order on the Regular Council meeting agenda are listed below. A category may be removed at the discretion of the County Manager or designate.

Call to Order

Adoption of the agenda

Adoption of previous meeting minutes

Presentations

- Public
- Staff Introductions
- Staff Recognitions

Public Hearing

Department reports/recommendations

Closed Session

Revert to open session

Business arising from closed session

Adjournment