



REGIONAL MUNICIPALITY  
OF **WOOD BUFFALO**

## **Governance, Agenda and Priorities (GAP) Committee**

Council Chamber  
9909 Franklin Avenue, Fort McMurray

Tuesday, May 13, 2014  
3:00 p.m. – 3:30 p.m.

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### **Agenda**

#### **Call to Order**

1. Appointment of Chair
2. Approval of GAP Committee Minutes - November 12, 2013
3. Procedure Bylaw

#### **Adjournment**

**Unapproved Minutes of a Meeting of the Governance, Agenda and Priorities Standing Committee held in the Council Chamber at the Municipal Offices in Fort McMurray, Alberta, on Tuesday, November 12, 2013, commencing at 4.00 p.m.**

**Present:** Mayor M. Blake  
Councillor J. Stroud  
Councillor S. Germain  
Councillor A. Vinni

**Absent:** Councillor J. Chadi

**Administration:** G. Laubenstein, Chief Administrative Officer  
S. Kanzig, Chief Legislative Officer  
A. Rogers, Senior Legislative Officer  
S. Soutter, Legislative Coordinator

**Call To Order**

Mayor Blake called the meeting to order at 4.06 p.m.

**Adoption of Agenda**

Moved by Councillor J. Stroud that the agenda be adopted as presented.

CARRIED UNANIMOUSLY

**Minutes of Previous Meetings**

**2. GAP Standing Committee Meeting – September 3, 2013**

Moved by Councillor J. Stroud that the Governance, Agenda and Priorities Standing Committee Minutes of September 3, 2013 be approved as presented.

CARRIED UNANIMOUSLY

**New and Unfinished Business**

**2. Completed Governance, Agenda and Priorities Standing Committee Initiatives**

Mayor Blake advised that the summary of completed GAP Committee initiatives was prepared to bring current members up-to-date with work that had been done by the preceding Committee.

The Committee reviewed, at length, the summary of items presented and it was suggested that it might be appropriate to revisit some of the items from the August 2010 meeting, specifically those relating to organizational performance and whistleblower legislation.

Moved by Councillor J. Stroud that the Completed Governance, Agenda and Priorities Committee Initiatives, as listed in Attachment 1, dated November 12, 2013, be accepted as information.

CARRIED UNANIMOUSLY

Moved by Councillor S. Germain that the Notices of Motion considered at the August 23, 2010 GAP Committee be brought forward for reconsideration at a future GAP Committee meeting; and that Administration look at other municipalities that may have similar legislation in place with options to be brought forward for reconsideration.

CARRIED UNANIMOUSLY

**3. Councillor Office Space Request, as proposed by Councillor G. Boutilier**

The Committee reviewed a request submitted by Councillor G. Boutilier, which was supported by nine Councillors, requesting that the current lounge be converted to Councillor’s office space. The redesigned office would enable Councillors to have accessibility to citizens and staff of the Municipality, and better opportunity to network with one another.

Moved by Councillor J. Stroud that Administration proceed with rearranging the existing third floor Council Lounge to accommodate office space for Council.

CARRIED UNANIMOUSLY

**Adjournment**

Moved by Councillor S. Germain that the meeting be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 4:58 p.m.

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Mayor

\_\_\_\_\_  
Chief Legislative Officer

**Subject: Procedure Bylaw – Bylaw No. 14/020**

**APPROVALS:**

Surekha Kanzig, Director/Chief Legislative Officer  
Marcel Ulliach, Interim Chief Administrative Officer

**Administrative Recommendation:**

THAT the proposed Procedure Bylaw be recommended for consideration of first reading.

**Summary:**

Council requested that a comprehensive review of the current Procedure Bylaw be undertaken and revisions made to ensure that the bylaw is reflective of current and desired standards.

**Background:**

The existing Procedure Bylaw has been in place since June 2006, with only minor revisions having been made. The needs of Council have changed since the bylaw was first adopted, and several Council Members have expressed a desire to see a new bylaw which is designed to meet current standards.

Administration has undertaken a review of the current bylaw, which included consultation with the current Council, a registered parliamentarian and the Municipality's Regional Legal Counsel. Due to the number of updates required, a new bylaw is provided for consideration, as opposed to numerous amendments.

**Rationale for Recommendation:**

The Regional Municipality of Wood Buffalo has changed substantially since the last Procedure Bylaw was adopted in 2006. It is imperative that the procedures that govern Council meetings also adapt to the changing needs of the community and residents. The proposed bylaw incorporates the feedback received from Council Members and the recommendations of a registered parliamentarian and the Municipality's Regional Legal Counsel. The bylaw submitted for consideration is designed to address the needs of Council, and provide for the Council and Council Committee meetings to be conducted in an orderly, efficient, and most importantly, transparent manner.

**Attachments:**

1. Bylaw No. 14/020

**BYLAW NO. 14/020**

**BEING A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO REGULATE THE PROCEEDINGS OF COUNCIL AND COUNCIL COMMITTEES.**

**WHEREAS** pursuant to Section 145 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, a Council may pass bylaws in relation to the procedure and conduct of Council and Council Committees.

**NOW THEREFORE**, the Council of the Regional Municipality of Wood Buffalo, duly assembled, hereby enacts as follows:

**Short Title**

1. This Bylaw may be cited as the "Procedure Bylaw".

**Definitions**

2. In this bylaw:
  - (a) a word or expression that is defined in the Act and not otherwise defined in this Bylaw has the meaning set out in the Act; and
  - (b) words in the singular shall be read as though in the plural, and words implying a gender shall be read as including all genders, where the context so requires.
3. The following definitions shall apply in interpreting this bylaw:
  - (a) "Act" means the *Municipal Government Act, R.S.A. 2000, c.M-26*;
  - (b) "Acting Mayor" is the Member appointed by Council to preside at any meeting of Council in the absence or incapacity of both the Mayor and the Deputy Mayor;
  - (c) "Administration" means an individual employed by the Regional Municipality of Wood Buffalo, including any individual employed or contracted by the Municipality, either through a personal services agreement or on a contractual basis through a third-party company or agency;
  - (d) "Agenda" is the list of items and orders of business for any meeting of Council or a Council Committee;
  - (e) "Bylaw" means this Procedure Bylaw;
  - (f) "Chair" means the person who presides over a Council or Council Committee meeting;
  - (g) "Chief Administrative Officer" or "CAO" means a person appointed by Council

as chief administrative officer within the meaning of the Act, or a person to whom the appointed CAO has delegated any CAO power, function or duty;

- (h) “Committee” is a committee, board or other body established by Council, including Part 9 Corporations, with representation from the public as appointed by Council and may or may not include representation from Council;
- (i) “Committee of the Whole” is an informal meeting of Council established for the purpose of sharing information with Council and the public;
- (j) “Council Committee” means a committee, board or other body established by Council by bylaw;
- (k) “Delegation” means any individual, group or organization, other than Administration, who addresses Council at a regular Council meeting;
- (l) “Deputy Mayor” is the Member who is appointed pursuant to the provisions of the *Municipal Government Act*, as amended, or its successor legislation, to act as Mayor in the absence or incapacity of the Mayor;
- (m) “Ex-officio” means a member of a board or committee who holds the position by virtue of holding another office, and who is afforded the same rights as other members, including debating, making motions and voting, unless otherwise prohibited by bylaw or other enactment; ex-officio members are not counted for quorum purposes;
- (n) “In camera” means a meeting or portion of a meeting that is held in the absence of the public;
- (o) “Mayor” is the Chief Elected Official of the Municipality;
- (p) “Meeting” is a duly constituted regular, special or committee meeting of Council where municipal business is conducted or issues are discussed;
- (q) “Member” means a Councillor acting as a member of a Council Committee;
- (r) “Motion” is a standard terminology used by Council to describe the original statement whereby business is brought before a meeting, and may also mean resolution;
- (s) “Municipality” means the municipal corporation of the Regional Municipality of Wood Buffalo;
- (t) “Organizational Meeting” means the annual meeting prescribed under subsection 192(1) of the Act;
- (u) “Point of Order” is the raising of a question by a Member to call attention to any

departure from the Procedure Bylaw;

- (v) “Point of Privilege” or “Question of Privilege” means a matter brought to the attention of the Chair by a Councillor or a Member concerning the comfort, safety, dignity, or reputation of the Council, a Council Committee, a Councillor or a Member, or the conduct of the public in the gallery;
- (w) “Public Hearing” is a meeting of Council convened to hear matters pursuant to:
  - (a) the *Municipal Government Act*;
  - (b) any other Act; or
  - (c) any other matter at the direction of Council;
- (x) “Unanimous consent” is an informal method of taking a vote and may be used for routine and non-controversial decisions to expedite process and save time.

### **Application**

- 4. This Bylaw shall govern the proceedings of Council and Council Committees.
- 5. When any matter relating to the proceedings of Council or Council Committees is not addressed in the Act or in this Bylaw, the provisions of the most recent version of *Robert's Rules of Order Newly Revised*, will govern the matter.
- 6. In the event of conflict between the provisions of this Bylaw and Robert's Rules of Order, the provisions of this Bylaw shall apply.
- 7. In the absence of a statutory obligation, any provision of this Bylaw may be waived if the majority of all Members present vote in favour of dealing with the matter under consideration.

### **Electronic Participation at Meetings**

- 8. Members may participate in a meeting via electronic means; however, in order to do so they must be able to connect from a land line which has the ability to mute any background noise.
- 9. If technological problems prevent participation, the Member shall be marked absent.
- 10. If communication is lost during the meeting and cannot be reconnected, the minutes shall reflect when the Member left the meeting.
- 11. Only Councillors or Council Committee Members may participate in a meeting electronically, with the exception of public hearings which impact rural residents.

**Council Committees**

12. This bylaw establishes the following Council Committees:
  - (a) Audit and Budget Committee;
  - (b) Governance, Agenda and Priorities Committee;
  - (c) Public Engagement and Communications Committee;
  - (d) Rural Development Committee;
  - (e) Selection Committee; and
  - (f) Transportation Committee.
13. The Terms of Reference for the Council Committees is set out in Schedule A to this Bylaw.
14. Council will appoint the Members of each Council Committee by resolution, annually at the Organizational Meeting.
15. Each Council Committee will select a Chair by majority vote of its Members, annually, as soon as practicable following the Organizational Meeting.
16. In the absence or inability of the Chair to preside over Council Committee proceedings:
  - (a) the Mayor shall preside; or
  - (b) if the Mayor is unable to preside, the Deputy Mayor shall preside if the Deputy Mayor is a member of the Council Committee; or
  - (c) if the Mayor and Deputy Mayor are unable to preside, the Acting Mayor shall preside if the Acting Mayor is a member of the Council Committee; or
  - (d) the remaining Council Committee Members may select another Member to preside.
17. The Chair will determine the agenda for a meeting of a Council Committee.
18. A Council Committee may establish a schedule of meetings but is not required to do so.
19. Unless otherwise provided for in this Bylaw, a quorum of a Council Committee is the majority of the Members.
20. In Council Committee meetings:
  - (a) there is no limit to the number of times that a Member may speak on a matter;
  - (b) informal discussion on a matter is permitted when no motion has been made; and

- (c) the Chair may make motions without leaving the chair.
21. If there is no quorum within 30 minutes after the time set for the meeting, the names of the Members present shall be recorded and the meeting will be adjourned to the next Council Committee meeting.

### **Organizational Meeting of Council**

22. An Organizational Meeting of Council must be held annually not later than two (2) weeks after the third Monday in October at a date and time set by Council.
23. At the Organizational Meeting Council must by resolution:
- (a) establish a Deputy Mayor and Acting Mayor roster for the following year;
  - (b) make appointments to Council Committees and other agencies and boards to which Council appoints representatives;
  - (c) establish a schedule of regular Council Meetings for the following year;
  - (d) determine the seating assignments for Councillors in Council Chamber; and
  - (e) deal with any other business described in the notice of the meeting.
24. In the year of a municipal general election, the CAO shall determine the date and time for the Organizational Meeting. At or before this meeting all Councillors must take the oath of office before dealing with any matter of business.

### **Council Meetings**

25. Regular Council meetings will be held in the Council Chamber on the time and dates established at the Organizational Meeting.
26. Notice of regular Council meetings may be established at the Organizational Meeting of Council, and in such cases, no further notice is required. In the absence of any form of notice having been adopted by Council, the schedule of meetings will be posted on the municipal website. Other methods of notification may be utilized as deemed appropriate.
27. The Mayor is the Chair of Council meetings. If the Mayor is absent the Deputy Mayor shall take the Chair, and if the Deputy Mayor is also absent, the Acting Mayor shall take the chair. In the absence of the Mayor, the Deputy Mayor and the Acting Mayor, the CAO shall begin the meeting by calling for a motion for the appointment of a Chair from among the Councillors present.
28. Regular Council meetings will adjourn by 10:00 p.m. unless the time to adjourn is extended by a majority vote of Council.

29. As soon as there is a quorum of Council after the hour fixed for a meeting, the Chair shall call the meeting to order.
30. If there is no quorum within 30 minutes after the time set for the meeting, the names of the Councillors present shall be recorded and the meeting will be adjourned to the next regular Council meeting.
31. If at any time during a meeting quorum is lost, the Chair shall call a recess and if quorum is not achieved again within 15 minutes, the meeting will be adjourned.
32. The agenda for an adjourned meeting will be dealt with at the beginning of the next regular Council meeting, unless a special meeting is called before the next regular Council meeting to deal with the business of the adjourned meeting.
33. In the case where a regular meeting of Council conflicts with a statutory holiday, the regular meeting may be cancelled or held on another date, as deemed appropriate.
34. All Council meetings shall be open to the public, and no person may be excluded except for improper conduct, as determined by the Chair in accordance with the Act.
35. Council may, by resolution, meet in camera to discuss any matter that meets the exception to disclosure criteria within Part 2 of the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c.F-25, as amended.
36. The only resolution that may be passed during an in camera meeting is a resolution to reconvene in public.

### **Recess Periods**

37. Council and Council Committee meetings shall not be held during the following scheduled recess periods:
  - (a) Summer Recess – the period immediately following the second Tuesday in July and ending on the Monday prior to the fourth Tuesday in August;
  - (b) Christmas Recess – the period immediately following the second Tuesday in December and ending on the Monday prior to the second Tuesday in January;
  - (c) In an election year, during the period between Nomination Day and Election Day; and
  - (d) any other recess period established by Council resolution.
38. Recess periods shall not be considered as absences on the part of any Member.

### **Council Agenda**

39. Council Agendas will be reviewed by an ad hoc committee consisting of the Mayor and any Council Members in attendance or participating by other means when the agenda is reviewed. The Chief Administrative Officer and Chief Legislative Officer will attend agenda reviews for advisory purposes only.
40. Any Councillor may submit an item through the agenda review process for consideration of placement on a future agenda.
41. In the event that the Council Members participating in the agenda review process are unable to reach consensus on the content of the agenda, the final determination will be based on a majority vote among those in attendance.
42. The final agenda shall list the order of business, as determined during the agenda process.
43. Once the final agenda has been set, any new business items may only be added by way of a majority vote of Council when adopting the agenda.
44. The agenda and all supporting documentation will be distributed to all Members and posted on the municipal website by 12:00 noon on the Friday immediately preceding the meeting. Supporting documentation that is received too late to be included with the agenda will be made available as soon as reasonably practicable.

### **Public Delegations**

45. A person, group or organization may submit a written request to make a presentation as a scheduled delegation, either on the person's own behalf or as a representative of a group or organization. The request must clearly and succinctly state the general nature of the intended presentation, and must be received by the CAO no later than 12:00 noon on the Wednesday immediately preceding the meeting. If the request is approved by the Agenda Review Committee, the person will be scheduled as a delegation.
46. All scheduled delegations will be allocated a maximum of five (5) minutes to present the matter at issue.
47. Despite section 45, the Chair will, at all regular Council meetings, ask the gallery if there is anyone present who wishes to speak to an item on the agenda. Upon responding to the call and being recognized by the Chair, a person may speak for a maximum of five (5) minutes to any item on the agenda, with the exception of any bylaw or other matter that requires a public hearing, or for which a public hearing has already been held, or any bylaw that is scheduled for first reading.
48. All unscheduled delegations must clearly state their name and identify the agenda item to which they are speaking.
49. Upon being recognized by the Chair, a Councillor may pose questions for clarification to

a delegation or the CAO; however, debate is not permitted at the delegation stage.

### **Public Hearings**

50. Any person or group who has complied with the procedures set out in the Notice of Public Hearing shall be recognized by the Chair and allowed to speak at the Public Hearing.
51. Any person or group addressing Council at a Public Hearing must clearly state their name and indicate whether they are supporting or opposing the matter.
52. The procedure followed in conducting a Public Hearing is:
  - (a) The Chair will declare the Public Hearing open, and advise of the process to be followed. A motion is not required.
  - (b) Administration will introduce the item, provide a brief overview, and clearly indicate whether or not the item is recommended for approval;
  - (c) The applicant will be permitted a maximum of five (5) minutes at the commencement of the hearing to present opening remarks;
  - (d) The Chair will invite persons who have complied with the procedures set out in the Notice of Public Hearing to come forward to speak, and will be allocated a maximum of five (5) minutes to present arguments for or against the issue at hand;
  - (e) The Chair will invite persons who have not complied with the procedures set out in the Notice of Public Hearing to come forward to speak. The Chair will then ask each such person to give their name, and a brief explanation of the nature of their interest in the matter. A maximum of five (5) minutes will be allocated to each person;
  - (f) After each person has spoken, whether scheduled or unscheduled, any Councillor may ask the speaker relevant questions;
  - (g) After all persons who wish to speak have spoken, any Councillor may ask the CAO relevant questions;
  - (h) Once all questions have been posed, the Chair will declare the Public Hearing closed.
53. The minutes of the Council meeting during which a Public Hearing is held must contain the name of each speaker and indicate the nature of the speaker's interest.
54. Council may, at its discretion, schedule a non-statutory public hearing for any other matter. In such cases, sections 50-53 of this Bylaw shall apply.

### **Council Meeting Procedure**

55. Only Councillors, the CAO and persons authorized by the Chair are allowed to come within the enclosure formed by the Members' chairs during a meeting of Council.
56. Only Councillors or other persons recognized by the Chair shall be allowed to address a meeting of Council.
57. The Chair will preserve order and decorum and decide all questions relating to the orderly procedure of the meeting, subject to an immediate appeal by a Councillor from any ruling.
58. If a ruling of the Chair is appealed, the Chair will give concise reasons for the ruling and Council will, without debate, determine by a show of hands whether to uphold or overturn the ruling. The decision of Council shall be followed by the Chair.
59. If the Chair wishes to leave the chair for any reason, the Chair must call on the Deputy Mayor, or in the Deputy Mayor's absence, the Acting Mayor, to preside.
60. Councillors must address the Chair when speaking.
61. All Members must be provided with an opportunity to speak before any Member is permitted to speak a second time.
62. Each Councillor is permitted to have the floor for a cumulative maximum of five (5) minutes per agenda item, for the purpose of:
  - (a) asking questions on a motion;
  - (b) speaking to a motion; or
  - (c) replying, when the Councillor is the mover of the motion,unless Council, by a majority vote, authorizes the Chair to permit the Councillor to speak for an additional five (5) minutes.

### **Voting Procedures**

63. Votes on all motions must be taken as follows:
  - (a) Councillors present at the meeting and not absent from the Council Chamber by reason of pecuniary interest must be in their designated Council seats when the Chair puts a motion to a vote;
  - (b) the Chair will put the motion to a vote by stating the motion exactly as it was moved or amended, as applicable; and

- (c) Councillors must:
  - (i) use the electronic voting system;
  - (ii) vote by a show of hands if the electronic voting system is not in use; or
  - (iii) vote verbally if participating in the meeting by an electronic communication facility.

64. The Chair will declare the result of the vote.

65. After the Chair declares the result of a vote, Councillors may not change their recorded votes, except where the electronic voting system has incorrectly identified a Councillor as having voted for or against a motion.

### **Conduct of Councillors in the Council Chamber**

66. Councillors must:

- (a) refrain from using crude, vulgar, profane or offensive language in the Council Chamber, or disturbing the orderly business of the meeting in any way;
- (b) respect and follow all applicable procedural rules;
- (c) respect and obey all rulings of the Chair except in the case of an appeal of a Chair's decision that is upheld by the Council;
- (d) except in case of medical emergency, refrain from leaving their seats or making any noise while a vote is being taken or the result declared;
- (e) refrain from re-entering the Council Chamber while the vote is being taken, if absent from the Council Chamber due to pecuniary interest; or
- (f) refrain from interrupting other speakers, except to raise a Point of Order or a Question of Privilege.

67. The Chair may call to order any Councillor who is out of order.

68. When a Councillor persists in a breach of order, after having been called to order by the Chair, the Chair may declare the offence and name the offending Councillor.

69. Subject to Section 68 the name of the offending Councillor and offence declared by the Chair shall be noted in the minutes.

70. If a Councillor who has been named by the Chair under section 68 apologizes for the offence and withdraws any objectionable statements, the Councillor may remain in the Council Chamber and continue to participate in the meeting, and the Chair shall in that event direct that the notation of the declaration of the offence and naming of the

Councillor be removed from the minutes.

71. If a Councillor who has been named by the Chair under Section 68 refuses to apologize for the offence, the Councillor must immediately leave the Council Chamber. Immediately thereafter, Council must vote, without debate, on whether to expel the Councillor for the duration of the meeting.
72. If a Councillor is expelled under Section 71, the Councillor must not return to the Council Chamber for the duration of the meeting.
73. The Chair may request the assistance of a peace officer if an expelled Councillor does not leave the Council Chamber voluntarily.
74. No expulsion of a Councillor under Section 71 shall be for more than the meeting in progress.
75. Subject to Section 76, a Councillor who wishes to leave the Council Chamber for any reason other than having declared a pecuniary interest shall so advise the Chair on a Point of Privilege. The times of the Councillor's departure and subsequent return shall be noted in the minutes.
76. If a Councillor has temporarily left the Council Chamber, other than for declaring a pecuniary interest, and a vote is about to be taken, the Chair shall recess the meeting for up to 15 minutes to allow the Councillor to return to the Council Chamber to participate in the vote. If the Councillor has not returned after 15 minutes, the Chair shall call the meeting back to order and the vote shall proceed.

### **Public Disturbance**

77. During a Council meeting, members of the public must maintain order and quiet and not approach or speak to Council without permission of the Chair.
78. The Chair may order any member of the public who disturbs the proceedings of Council by words or actions to be expelled from the meeting.
79. The Chair may request the assistance of a peace officer if the individual does not leave voluntarily.

### **Motions**

80. A motion need not be seconded, but must be stated by the Chair prior to debate.
81. Once a motion has been moved and stated by the Chair, it is in the possession of Council and may only be withdrawn with the consent of the majority of Councillors present at the meeting.
82. The mover of any motion may speak and vote for or against any motion.

83. Unless otherwise specified in this Bylaw, a motion will be carried when a majority of Members present at a meeting vote in favour of the motion.
84. The Chair may participate in debate and vote on all matters before Council, without relinquishing the Chair.
85. The Chair may make motions, but must vacate the Chair in order to do so and while the matter is being debated.
86. When the Chair is called upon to decide a Point of Order or Question of Privilege, both the point or question and the Chair's ruling shall be stated clearly and without comment by the Chair, except to cite the rule of authority applicable to the case.
87. Any Councillor may require a motion under debate to be re-read at any time during the debate, but must not interrupt a speaker to do so.
88. When a motion is under debate, no other motion shall be made except to:
  - (a) table ("lay on the table") – a motion to table may be made when a Member wishes to cease discussion on the current topic to address another matter of immediate urgency. A motion to table is not debatable. If a motion to table is passed, the motion under debate is no longer debatable and a motion to "take [the motion] from the table" is required in order to resume consideration of the matter;
  - (b) postpone indefinitely – A motion to postpone indefinitely does not include a date or date range for the matter to be brought back to Council. A motion to postpone indefinitely is debatable. A motion postponed indefinitely may only be brought back to Council after:
    - (i) six months from the date of the motion to postpone indefinitely; or
    - (ii) an intervening general municipal electionunless a resolution is passed allowing the motion to be brought back to Council at an earlier time;
  - (c) call for the question (close debate) – a motion to call for the question may be made when a member wishes to close debate and ask that a vote be taken on the motion under debate. A motion to call for the question is not debatable. If the motion passes, the Chair must put the motion under debate to an immediate vote even if not all Councillors have spoken to it;
  - (d) refer - a motion to refer must identify whether the matter is being referred to Administration or to a named Council Committee and may include instructions to the referral body. A motion to refer is debatable;
  - (e) defer - A motion to defer may be made to temporarily set aside a motion under

debate to a future meeting, and must state a specific date or a date range for the matter to be brought back to Council. A motion to defer is debatable, except as to the date on which the motion is to re-appear on the Council agenda;

- (f) amend the motion;
  - (g) to move In Camera; or
  - (h) to reconvene in public.
89. A motion relating to a matter outside the jurisdiction of Council is not in order.
  90. A Councillor may only amend the Councillor's own motion for the purpose of clarifying the motion's intent without affecting the substance of the motion. The Chair may accept such a "friendly amendment" if no other Councillor objects.
  91. A proposed amendment to a motion under debate that changes the motion under debate in any substantive way must take the form of a motion to amend and is debatable. A motion to amend must be relevant to the subject matter of the motion under debate and must not propose a direct negative of the motion under debate.
  92. Only one amendment to the main motion under debate may be before the meeting at any time, but a motion to amend the proposed amendment may be before the meeting at the same time.
  93. When a motion to amend is on the floor, Councillors may debate only the proposed amendment, not the main motion under debate to which the amendment pertains.
  94. An amendment to an amendment, if any, shall be voted upon before the motion to amend. If no other amendment to the motion to amend is proposed, the motion to amend shall then be voted upon. Only after all motions to amend have been put to a vote shall the main motion under debate [as amended, if applicable] be put to a vote.
  95. When a motion under debate contains distinct propositions, at the request of any Councillor, the Chair shall call for separate votes on each proposition.
  96. After a motion has been voted upon, but before the meeting is adjourned, any Member who voted with the prevailing side may move for reconsideration of the previous motion.
  97. Debate on a motion for reconsideration of a previous motion must be confined to reasons for or against reconsideration of the previous motion.
  98. If a motion to reconsider a previous motion is passed, such reconsideration shall become the next order of business despite the agenda for the meeting. Council may affirm, overturn or vary a motion under reconsideration.
  99. A Councillor who voted with the prevailing side on a motion may serve notice of

intention to bring a motion for reconsideration at a subsequent Council meeting; however a motion for reconsideration is out of order if the original motion has already been irrevocably acted upon.

100. A motion to adjourn the Council meeting is always in order except:
- (a) when another Councillor has the floor;
  - (b) when a vote on a motion has been called for but not yet taken; or
  - (c) when a vote on a motion is in progress, or has been completed but the Chair has not yet declared the results of the vote.

### **Notice of Motion**

101. A Councillor may make a motion introducing a new matter only if:
- (a) notice is given by the Councillor at a Council meeting prior to the Council meeting at the Councillor intends to make the motion introducing the new matter; or
  - (b) Council passes a resolution dispensing with notice.
102. A notice of motion shall be given both verbally and in writing to all Members present. A copy of the notice shall also be given to the CAO.
103. A notice of motion must include the complete, precise text of the motion to be considered, and must also state the date of the meeting at which the motion will be made. The motion, precisely as stated in the notice of motion, will then appear on the applicable Council agenda.
104. Notice must be given without verbal or written comment on the merits of the motion.

### **Committee of the Whole**

105. Council may gather informally as a committee of the whole at which no minutes shall be taken, to receive briefings from Administration, hear from members of the public, or participate in training or education.
106. Committee of the Whole is open to the public, subject to all or part of the proceedings being held In Camera as required or permitted by statute.
107. Councillors may ask questions and discuss any of the information presented in Committee of the Whole, but must not enter into any debate and must not make any decisions or give any direction to the CAO or any other employee or contractor, or say or do any other thing that materially progresses the business of the Municipality.

108. Minutes will not be recorded for proceedings of Committee of the Whole.

**Minutes of Meetings**

109. The CAO will prepare minutes of Council and Council Committee meetings.

110. At every regular meeting of Council, the minutes of the previous regular meeting and any special meeting held more than 48 hours prior to the current meeting shall be considered for adoption.

111. The minutes shall not include comments made in the course of discussion or debate.

112. The minutes will reflect the time that any Member leaves the meeting, and, if applicable, the time that said Member returns.

113. Council and Council Committee meetings may be recorded, with the exception of any portion of a meeting that is held In Camera.

114. A separate record shall be maintained to identify all outstanding resolutions and commitments arising from Council and Council Committee meetings.

**Repeal and Coming into Force**

115. Bylaw Nos. 06/020, 13/038 and all amendments thereto are hereby repealed.

116. This Bylaw shall become effective when passed.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2014

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2014

READ a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2014

SIGNED and PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2014

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Legislative Officer

### **Council Committee Terms of Reference**

The purpose of Council Committees is to:

- (a) develop and evaluate policies and programs for the Municipality;
- (b) exercise governance oversight with respect to the administrative branch, on behalf of the full Council; and
- (c) carry out any other duty or function set out in these Terms of Reference.

Council Committees make recommendations to Council, but do not have approval authority, unless otherwise indicated below.

#### **Audit and Budget Committee**

The general mandate of the Audit and Budget Committee is to exercise policy and governance oversight, and make recommendations to Council with respect to all aspects of the manner in which the municipality obtains and expends money. Without limiting that broad mandate, the Audit and Budget Committee is responsible to make recommendations to Council concerning:

- (a) the expectations of Council in this area, and key performance indicators to allow Council to determine if its expectations are being met;
- (b) approval of budgets, and approval of amendments to approved budgets;
- (c) policies and programs relevant to the Municipality's finances;
- (d) internal and external audit processes, and their outcomes;
- (e) any specific matter the Committee considers important to the proper carrying out of the Municipality's duties or functions with respect to budgeting, procurement, assessment, taxation, financial management or financial auditing.

The Audit and Budget Committee is also responsible to review and approve the expenses incurred by the Mayor and CAO in the performance of their official duties.

Composition: All Council Members

#### **Governance, Agenda and Priorities Committee**

- (a) Review and make recommendations on matters related to strategic planning;
- (b) Review and make recommendations on matters related to corporate structure and intergovernmental issues; and
- (c) Deal with and make recommendations on any specific matter the Committee considers important to good governance of the Municipality, or the process of determining how the Municipality establishes its priorities.

Composition: Mayor and four (4) Councillors, with a minimum of one (1) Councillor from the Rural and Urban Service Areas.

### **Public Engagement and Communications Committee**

- (a) Review and make recommendations on regional communication matters;
- (b) Recommend programs, guidelines and strategies related to communication; and
- (c) Deal with and make recommendations on any specific matter the Committee considers important to communication with residents, taxpayers or other stakeholders.

Composition: Mayor and four (4) Councillors, with a minimum of one (1) Councillor from the Rural and Urban Service Areas.

### **Rural Development Committee**

- (a) Make recommendations on capital projects within the rural service area;
- (b) Develop new partnership and strategic alliances to serve and develop rural communities; and
- (c) Deal with and make recommendations on any specific matter the Committee considers important to all or a portion of the rural service area.

Composition: Mayor and four (4) Councillors, with a minimum of one (1) Councillor from the Rural and Urban Service Areas.

### **Selection Committee**

The sole purpose of this Committee is to make recommendations to Council on the appointment of members of boards, committees, corporations, agencies and other entities to which Council has a power of appointment.

Composition: Mayor and four (4) Councillors, with a minimum of one (1) Councillor from the Rural and Urban Service Areas.

### **Transportation Committee**

- (a) Review issues, evaluate standards and make recommendations to Council on issues related to land use and development, specific to transportation initiatives;
- (b) Review issues, evaluate standards and make recommendations to Council on matters related to transportation systems and infrastructure.

Composition: Mayor and four (4) Councillors, with a minimum of one (1) Councillor from the Rural and Urban Service Areas.