



REGIONAL MUNICIPALITY
OF **WOOD BUFFALO**

Procedure Bylaw

Bylaw No. 06/020

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CONSOLIDATION OF PROCEDURE BYLAW NO. 06/020
Consolidated by Bylaw No. 07/067

BYLAW NO. 06/020

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

WHEREAS pursuant to Section 7 of the Municipal Government Act, R.S.A. 2000, c. M-26, as amended, a Council may pass bylaws to establish Council Committees and to regulate the conduct of Council and Council Committee meetings to promote orderly proceedings and to provide for open and effective government.

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

I. SHORT TITLE

1. This Bylaw may be cited as the “Procedure Bylaw.”

II. DEFINITIONS

2. In this bylaw,
 - (a) Whenever the singular, masculine or feminine is used it shall be considered as if the plural, feminine or masculine has been used where the context of the bylaw so requires;
 - (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 the employees of the Region~~ 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.
 - (c.1) “Administrative Briefing” means a meeting of Council that is closed to the public and where all matters discussed fall under one of the exceptions to disclosure in the Freedom of Information and Protection of Privacy Act, as amended.

- (d) “Agenda” is the list of items and orders of business for any meeting of Council or a Council Committee;
- (e) “Bylaw” is a bylaw of the Regional Municipality of Wood Buffalo;
- (f) “Chair” is the presiding officer of a Council or a Council Committee meeting and includes the acting Chair who has temporarily assumed the duties of the Chair;
- (g) “Chief Legislative Officer” is an individual delegated specific functions and duties through the Chief Administrative Officer Bylaw; (BL 07/067)
- (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) “Council” is the Mayor and Councillors of the Regional Municipality of Wood Buffalo elected pursuant to the provisions of the Local Authorities Election Act, R.S.A. 2000, c. L-21 as amended;
- (i.1) “Delegation” means any individual, group or organization, other than Administration, who addresses Council at a regular Council meeting;
- (j) “Department Manager” is an individual delegated specific functions and duties through the Chief Administrative Officer Bylaw; (BL 07/067)
- (k) “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;
- (l) “Mayor” is the Chief Elected Official of the Municipality elected in accordance with the provisions of the Municipal Government Act, as amended, or its successor legislation;
- (m) “Meeting” is a duly constituted regular, special or committee meeting of council where municipal business is conducted or issues are discussed;
- (n) “Member” is a Member of Council or a Member of a Council Committee or Special Purpose Body as the context requires;
- (o) “Motion” is a standard terminology used by Council to describe the original statement whereby business is brought before a meeting, and may also mean resolutions;
- (p) “Municipal Government Act”, means the Municipal Government Act, R.S.A. 2000, c. M-26, as amended, or replaced from time to time;

- (q) “Notice of Motion” is a period of time set aside on the Agenda when individual Members may introduce a new Motion or matter for consideration at a future meeting;
- (r) “Point of Information” is a request directed to the Mayor or through the Chair to another Member or to staff for information relevant to the business at hand, but not related to a point of procedure;
- (s) “Point of Order” is the raising of a question by a Member to call attention to any departure from the Procedure Bylaw;
- (t) “Public Hearing” is a meeting of Council convened to hear matters pursuant to
 - (i) The Municipal Government Act;
 - (ii) Any other Act; or
 - (iii) Any other matter at the direction of Council.
- (u) “Quorum” is a majority of those members elected and serving on Council or a majority of the members appointed to a Council Committee or a Special Purpose Body, unless otherwise specified in this Bylaw;
- (v) “Chief Administrative Officer” or “CAO” means the individual appointed by Council pursuant to the Chief Administrative Officer Bylaw, or any successor legislation, who is responsible for the overall coordination, direction and administration of all policies of Council; (BL 07/067)
- (w) “Regional Municipality” is the corporation of the Regional Municipality of Wood Buffalo; and
- (x) “Special Purpose Body” is any body established by Council which is not a Committee established by Council in accordance with the Municipal Government Act.

III. APPLICATION

- 3. This Bylaw shall govern the proceedings of Council, Committees and Special Purpose Bodies.
- 4. When any matter relating to the proceedings of Council or a Special Purpose Body is not addressed in this Bylaw, reference shall be made to Robert's Rules of Order, which rules(s), if applicable, shall govern.

5. In the event of conflict between the provisions of this Bylaw and Robert's Rules of Order, the provisions of this Bylaw shall apply.
6. In the absence of a statutory obligation, any provision of this Bylaw may be waived by resolution of Council or Special Purpose Body, as the case may be, if two-thirds (2/3) of all Members present vote in favour of dealing with the matter under consideration.

IV. ELECTRONIC PARTICIPATION AT MEETINGS

7. In accordance with s. 199 of the Act, a Council or Committee Meeting may be conducted by means of electronic or other communication facilities if:
 - (a) Notice is given to the public of the meeting, including the way in which it is to be conducted;
 - (b) The facilities enable the public to watch or listen to the meeting at a place specified in that notice and a designated office is in attendance at that place; and
 - (c) The facilities enable all the meeting's participants to watch or hear each other.
8. Members participating in a meeting held by means of a communication facility are deemed to be present at the meeting.
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. Delegations may participate electronically if they can arrange to do so at no cost to the Region.
12. Agenda packages will be delivered to Members participating electronically, if possible.

V. ESTABLISHMENT OF COUNCIL COMMITTEES AND SPECIAL PURPOSE BODIES

13. Council may, by bylaw, establish Council Committees.
14. Council may, by bylaw, establish Special Purpose Bodies to undertake specific tasks and may establish a Selection Committee to make a recommendation on the Membership of Special Purpose Bodies to Council.
15. In establishing Special Purpose Bodies, their composition may consist entirely of Councillors or a combination of Councillors and any other person, or persons, or entirely

of persons who are not Councillors, provided, however, that the Mayor, unless Council otherwise provides, is a member of Special Purpose Bodies.

16. When a Special Purpose Body is established, Council shall
 - (a) Name it;
 - (b) Approve the Terms of Reference;
 - (c) Establish the terms of appointment, or direct that the Special Purpose Body exists at the pleasure of Council;
 - (d) Establish the requirements for reporting to Council; and
 - (e) Allocate any necessary budget or other resources that may required.
17. A Quorum of any Council Committee or Special Purpose Body shall be a majority of the duly appointed Members except as provided for in this Bylaw.
18. Unless otherwise stated, the following rules apply to the governance and conduct of Council Committee meetings:
 - (a) Motions need not be seconded;
 - (b) There is no limit as to the number of times which a member may speak on a matter;
 - (c) Informal discussion on a subject matter is permitted when no motion has been made;
 - (d) The Chair may make motions, participate in discussion and debate, and vote on motions without leaving the chair; and
 - (e) The procedure at Council Committee meetings shall follow as closely as reasonably possible the procedure at Council Meetings specified in this Bylaw.

VI. ORGANIZATIONAL MEETING OF COUNCIL

19. An Organizational Meeting of Council shall be held annually not later than two weeks after the third Monday in October, pursuant to the Municipal Government Act.
20. When the Mayor has been elected at a general municipal election immediately preceding the Organizational Meeting, the Chief Legislative Officer shall:
 - (a) Assume the Chair;

- (b) Call the meeting to order; and
 - (c) Preside over the meeting until the Oath of Office and the Ethical Guidelines of Conduct have been administered to the Mayor.
21. After the Mayor has taken the Oath of Office and the Ethical Guidelines of Conduct have been administered, the Mayor shall then assume the Chair.
22. Councillors who have been elected at a general municipal election immediately preceding the Organizational Meeting shall, alphabetically, take the Oath of Office and the Ethical Guidelines of Conduct and be seated.
23. When the Organizational Meeting immediately follows a general municipal election, the Agenda shall consist of the following:
- (a) Administration of the Oath of Office and the Ethical Guidelines of Conduct;
 - (b) Establishment of a Deputy Mayor Roster for the following year, with each term to be for a period of three (3) months, commencing in November;
 - (c) Establishment of an Acting Mayor Roster for the following year, with each term to be for a period of three (3) months, commencing in November;
 - (d) Appointment of Members to Council Committees and Special Purpose Bodies on which Council has representation;
 - (e) Establishment of a schedule of Regular Council Meetings for the following year including dates, times and locations and the mode of notice;
 - (i) If the meeting is not preceded by a general municipal election and all Members of Council are not present, regular meetings of Council will be held in accordance with the provisions of this Bylaw until such time as they are changed by resolution passed at a meeting of Council at which all Members are present;
 - (f) Establishment of Summer, Christmas and other recesses respecting regular meetings of Council and Council Committees as Council may deem appropriate; and
 - (g) Such other business as is required by the Municipal Government Act.
24. When the Organizational Meeting does not immediately follow a general municipal election, the Agenda shall consist of the items listed in the preceding section with the exception of administration of the Oath of Office and the Ethical Guidelines of Conduct.

VII. MEETINGS OF COUNCIL

25. Notice of regular Council meetings shall be as established at the Organizational Meeting of Council, unless subsequently modified by Council, and no further notice is required. In the absence of any form of notice having been adopted by Council, notice shall be by posting the schedule of regular Council meetings at the municipal office in Fort McMurray, and all rural municipal offices. Other methods of notification may be utilized as deemed appropriate.
26. DELETED (BL 07/057)
27. As soon as there is a quorum of Council after the hour fixed for the meeting, the Chair shall be taken and the meeting shall be called to order.
28. In the absence or inability of the Mayor to act, the Deputy Mayor shall preside over Council meetings.
29. In the absence or inability of the Mayor or Deputy Mayor to act:
 - (a) The Acting Mayor shall preside; or
 - (b) Council may appoint any other Member as Acting Mayor and that Member shall preside.
30. The Deputy Mayor or Acting Mayor shall have all the powers and duties of the Mayor while acting for the Mayor.
31. Unless a quorum is present within thirty (30) minutes after the time appointed for the meeting of Council, the Council shall 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 names of the Members present at the expiration of the thirty (30) minute time limit shall be recorded, and such record shall be appended to the next agenda.
32. In the case where a regular meeting of Council conflicts with a statutory holiday, the regular meeting may be held on another date, as deemed appropriate.
33. All Council meetings shall be open to the public in accordance with the provisions of the Municipal Government Act, and no person may be excluded except for improper conduct.
34. Council may, by resolution, meet privately to discuss any matter if a statute authorizes the holding of that meeting in the absence of the public.
35. The only resolution that can be passed in a private Council meeting is a resolution to revert to a public meeting.

VIII. SPECIAL MEETINGS

36. Pursuant to the Municipal Government Act, the Mayor may call a special meeting of Council whenever it is considered appropriate to do so, and must do so upon receiving a written request, stating its purpose, by a majority of Council.
37. Written notice of a special meeting stating the purpose, date, time and place at which it is to be held shall be given to each Councillor by delivering the notice to the Member or an adult person at the residence or place of business of the Member not less than twenty-four (24) hours prior to the Meeting. Notice to the public, unless otherwise specified by resolution of Council, shall be by way of posting a notice of the special meeting in the fashion provided in this Bylaw.
38. The Mayor may call a special meeting of Council with less than twenty-four (24) hours' notice to all Councillors and without notice to the public if at least two-thirds (2/3) of the Members of Council agree to this in writing before the beginning of the meeting.
39. No matter other than that stated in the notice calling the special Council meeting may be transacted at the meeting, unless the whole Council is present at the meeting, and Council, by unanimous consent, agrees to deal with the additional matter in question.
40. Where a special meeting is requested by a majority of Council, the Mayor shall call such meeting within fourteen (14) days of the date on which the request in writing was received by the Mayor.

IX. COUNCIL AGENDA

41. The agenda and all supporting documentation shall be distributed to all Members of Council on the Friday immediately preceding the meeting of Council. The agenda, and all supporting documentation, may be made available to the public on the Monday immediately preceding the meeting of Council.
42. The agenda shall list the order of business, as determined by the Chief Administrative Officer, in consultation with the Mayor and Chief Legislative Officer. (BL 07/067)

X. DELEGATIONS

43. A person, group or organization wishing to address a Council meeting shall give notice, clearly and legibly stating the matter at issue and the request being made of Council, to the Chief Legislative Officer by no later than noon on the Wednesday immediately preceding the meeting. The request to make a presentation may be referred or denied. Presenters shall be allocated a maximum of five (5) minutes to present the matter at issue; however, additional time may be granted at the Council's discretion.

44. Persons appearing before Council shall state their name and address and the purpose of their presentation.
45. Notwithstanding Sections 43 and 44, the Chair shall, at any regular Council meeting, call for delegations from the gallery. S, said delegations may only speak to an item that is on the regular meeting agenda, with the exception of the following:
 - (a) any bylaw that requires a public hearing, or for which a public hearing has already been held; or
 - (b) any bylaw that is scheduled for first reading.
46. Upon being recognized, a member may direct questions to a delegate or to administration, but at no time shall a council member, a delegation or administration enter into a debate during the delegation section of the agenda.

XI. PUBLIC HEARINGS

47. Any person or group wishing to address Council regarding a matter which is the subject of a public hearing may attend at the Council Chambers at the appointed time and, having complied with the requirements of the Notice of Public Hearing, shall be heard, subject to the following:
 - (a) Where a person or group of people have made a written submission, that person or spokesman, in the case of a group, will be granted a total of five (5) minutes to present arguments for or against the issue at hand; and
 - (b) The proponent of the issue at hand shall be granted a total of five (5) minutes, at the commencement of the hearing, to present his opening remarks, and a further five (5) minutes at the conclusion of the hearing to summarize final arguments and make closing remarks.
48. Any person not having made a written submission may, with Council approval, be granted a period of five (5) minutes to present arguments for or against the issue at hand.
49. Where Council directs that a public hearing be held for the purpose of considering adoption of a proposed land use bylaw, area structure plan, area redevelopment plan, municipal development plan or any bylaw to amend or repeal any such bylaw, the Chief Legislative Officer shall cause notice of the public hearing to be advertised, as provided for under the Municipal Government Act.
50. Where Council directs that a public hearing be held for the purpose of considering a bylaw for the purpose of closing the whole or any portion of any street, road, lane or public highway, the Chief Legislative Officer shall cause notice of the intention of

Council to pass the bylaw to be advertised, as provided for under the Municipal Government Act.

51. Where Council directs that a public hearing be held for the purpose of considering the disposal of reserve lands, the Chief Legislative Officer shall cause notice of the intention of Council to sell, lease, or otherwise dispose of the Municipal Reserve to be advertised.
52. Notice of a Public Hearing must be published at least once a week for two (2) consecutive weeks in at least one (1) newspaper or other publication circulating in the area to which the proposed Bylaw relates. The notice of the Public Hearing must be advertised at least five (5) days before the Public Hearing occurs. Council, at its discretion, may direct other modes of notice to Public Hearing to supplement the foregoing.
53. The said notice shall contain the following information:
 - (a) A brief statement of the general purpose of the proposed bylaw;
 - (b) The address and location of one or more places, one of which shall be the Chief Legislative Officer's Office, where a copy of the proposed bylaw and all documents that a person is entitled to inspect and that relate to the proposed bylaw, may be inspected by the public;
 - (c) Name the date, place and time the public hearing shall be held; and
 - (d) Outline the procedure to be followed by anyone wishing to be heard.
54. When a public hearing on a proposed bylaw or resolution is held, a Member:
 - (a) Must abstain from voting on the bylaw or resolution when the matter is considered by Council, if the member was absent from all of the public hearing,
 - (b) May abstain from voting on the bylaw or resolution when the matter is considered by Council, if the Member was only absent from a part of the public hearing.

XII. PROCEDURE AT COUNCIL MEETINGS

55. No person, except Members of Council, the Chief Legislative Officer and persons authorized by the Chair or the Chief Legislative Officer during the proceedings shall be allowed to come within the enclosure formed by the Members' chairs during the meetings of Council.
56. Only those Members or other persons recognized by the Chair shall be allowed to address a meeting of Council.

57. The Mayor shall preside over the conduct of a Council meeting, and shall decide all questions relating to the orderly procedure of the meeting, subject to an appeal by any Member of Council from any ruling.
58. A Member may not speak more than once on a matter but reasonable debate shall be allowed and the Mayor, subject to the provisions of this Bylaw regarding Conduct of Members, shall have the power to rule any Member out of order where debate is considered superfluous and call for closure, except that a Member may:
- (a) Ask for an explanation of a material part of a speech which the Member has not understood; or
 - (b) Reply after everyone else has spoken, provided that the Member has presented the motion in question to Council.
59. A Member may ask for an explanation of any part of a previous speaker's remarks or for the purpose of obtaining information or clarification relating to any matter which has been placed before Council for its due consideration. All questions and responses shall be directed through the Chair.

Conduct of Members

60. Members shall not:
- (a) Use offensive words or language in Council;
 - (b) Disobey the rules of Council or a decision of the Chair or of Council on questions of order, practice or the interpretation of the rules of Council;
 - (c) Leave their seat or make any noise or disturbance while a vote is being taken or the result declared;
 - (d) Enter the Council Chambers while a vote is being taken; and
 - (e) Interrupt other Members while speaking, except to raise a point of order or a question of privilege.
61. A Member who persists in a breach of the foregoing subsections after having been called to order by the Chair may be ordered to leave for the duration of the meeting.
62. Council may then proceed to an in camera session ~~of Committee of the Whole~~ to consider the excluded person, member or officer. If, after reconvening in open council the excluded member adequately apologizes to council, the member may, at the discretion of the Chair, resume his or her seat.
63. No exclusion of a Member shall be for more than the meeting in progress.

64. Members who wish to leave their seats for any reason or leave the meeting of Council shall so advise the Chair and the time of departure shall be noted in the minutes. If a Member returns prior to adjournment, the time of the Member's return shall be noted in the minutes.
65. A Member who desires to call attention to a violation of the rules of procedure shall ask leave of the Chair to raise a point of order with a concise explanation and shall attend the decision of the Chair upon the point of order. The Member in possession of the floor when the point of order was raised shall have the right to the floor when debate resumes.
66. A Member called to order by the Chair shall immediately vacate the floor until the point of order is dealt with, and shall not speak again without the permission of the Chair unless to appeal the ruling of the Chair.
67. The decision of the Chair shall be final, but is subject to an immediate appeal by a Member. If the decision is appealed, the Chair shall give concise reasons for such ruling and Council, without debate, shall decide the question. The ruling of Council shall be final.

Public Disturbance

68. The Chair may order any member of the public who disturbs the proceedings of Council by words or action to be expelled from the meeting. If the health or safety of the meeting participants is deemed to be at risk, the individual may be disallowed from attending future meetings.
69. In the event that a member of the public who has been expelled by the Chair refuses to leave the premises, said individual shall be guilty of an offense and liable to penalties. The Chair may request that a Peace Officer or security be called upon to remove the person.

Motions

70. Every motion, when moved and presented to the Chair, is the property of Council; a motion may only be withdrawn with the unanimous consent of Council.
71. The mover of any motion may speak and vote for or against any motion.
72. Unless otherwise specified in this bylaw, a motion will be carried when a majority of Councillors present at a meeting vote in favour of the motion. Any bylaw or resolution upon which there is an equality of votes shall be deemed to be defeated.
73. The chairperson shall treat each question in a judicial spirit, but shall not take part in the debate of council.

74. The chairperson may step down from the chair for the purpose of taking part in the debate, in which case the deputy mayor or other member may be called to take the chair.
75. The chairperson may give explanations and recommendations or information within his knowledge from the chair in respect to the business being discussed.
76. When the chairperson is called upon to decide a point of order or practice, the point shall be stated clearly and without unnecessary comment, except to cite the rule of authority applicable to the case.
77. Any Member may require the motion under discussion to be read at any time during the debate.
78. When a matter is under debate, no motion shall be received other than a motion
 - (a) To table (postpone indefinitely);
A motion to table (postpone indefinitely) may be made when a Member wishes Council to decline to take a position on the main question. The motion is not debatable and when passed may be resurrected by a motion to “rise from the table”.
 - (b) That the vote be taken (question);
 - (c) To refer;
A motion to refer shall require direction as to where and when the matter is being referred and is debatable.
 - (d) To defer;
A motion to defer must include a reason for deferral and is debatable.
 - (e) To amend;
 - (f) To meet in camera; or
 - (g) To revert to a public meeting;which order shall be the order of preference for the receipt and consideration of motions.
79. A motion not relating to a matter within the jurisdiction of Council shall not be in order.
80. Only one amendment at a time shall be presented to the main motion and only one amendment shall be presented to the amendment. When the amendment to the amendment has been disposed of, another may be introduced provided it is sufficiently at variance with the previous amendment to constitute a new amendment. The amendment to the main motion shall not be withdrawn until the amendment to the amendment has been addressed. The amendment to the amendment, if any, shall be voted upon first and if

no other amendment to the amendment is presented, the amendment shall be voted upon. If any amendment is carried, the main motion, as amended, shall be put to a vote.

81. Nothing in this section shall prevent other proposed amendments being read for the information of the Members.
82. When the question under consideration contains distinct propositions, the vote upon each proposition shall, at the request of any Member, be taken separately.
83. After a motion has been voted upon, and before moving to the next item on the agenda, any Member who voted with the prevailing side may move for reconsideration.
84. Reconsideration shall then be open to debate, voted upon and shall require the votes of a majority of Members present to pass.
85. If a motion for reconsideration is moved at a subsequent meeting, it shall require a two-thirds (2/3) vote of the Members present to carry.
86. If a motion to reconsider is decided in the affirmative, such reconsideration shall become the next order of business, unless the motion calls for a future definite date; debate on the matter to be reconsidered shall proceed as though it has not previously been voted upon.
87. Debate on a motion for reconsideration must be confined to reasons for or against reconsideration.
88. A motion for reconsideration of any decided matter shall not operate to stop or delay action on the decided matter unless the Council, by a two-thirds (2/3) vote of the Members present, shall so direct.
89. When a motion that the vote now be taken (question) is presented, it shall be put to a vote without debate and if carried by a two-thirds (2/3) vote of the Members present, the motion and any amendments thereto shall be submitted to a vote immediately, without further debate.
90. Each Member present at a meeting of Council shall vote when the vote is taken on a matter, unless prohibited from so doing by statute.
91. A motion to adjourn the Council meeting shall be in order except:
 - (a) When a Member is in possession of the floor,
 - (b) When it has been decided that the vote be now taken, or

During the taking of a vote.

92. No second motion to adjourn the Council Meeting shall be in order until Council has completed its consideration of the matter currently before it.

Notice of Motion

93. A notice of motion may be given at any council meeting, but may not be dealt with at that meeting.
94. A notice of motion shall be given verbally and in writing to all members of council present. A copy of such notice of motion shall be given to the Chief Legislative Officer upon adjournment of the meeting at which the notice was given.
95. Every notice of motion shall precisely specify the entire content of the motion to be considered, and shall be on the agenda for the next regular meeting of council unless otherwise specified.
96. The Chief Legislative Officer shall include the subject referred to in the notice of motion under New and Unfinished Business on the agenda of the next regular council meeting or the meeting specified in the notice of motion.

Pecuniary Interest

97. When a Member has a pecuniary interest in a matter before Council, a Council Committee or any other body, board, commission, committee or agency to which the Member is appointed as a representative of the Council, the Member shall, if present:
- (a) Disclose the general nature of the pecuniary interest prior to any discussion on the matter;
 - (b) Abstain from any discussion and voting on any question relating to the matter;
 - (c) Leave the room in which the meeting is being held until discussion and voting on the matter are concluded, if required;
 - (d) If the matter with respect to which the Member has a pecuniary interest is the payment of an account for which funds have previously been committed, it is not necessary for the Councillor to leave the room; and
 - (e) If the matter with respect to which the Member has a pecuniary interest is a question on which the Member as a tax payer, an elector or an owner has a right to be heard by the Council:
 - (i) It is not necessary for the Member to leave the room; and
 - (ii) The Member may exercise the right to be heard in the same manner as a person who is not a Member.

XIII. BYLAWS

98. Where a bylaw is presented to Council for enactment, the Chief Legislative Officer shall cause the number and short title of the bylaw to appear on the Agenda.
99. A bylaw shall be introduced for first reading by a motion that the bylaw, specifying its number and short title, be read a first time.
100. When a bylaw is subject to a Public Hearing, a Council, without amendment or debate, shall vote on the motion for first reading of a bylaw and the setting of a public hearing date in accordance with the applicable form of notice. A Member may ask a question or questions concerning the bylaw provided that such questions are simply to clarify the intent, purpose or objective of the bylaw, and do not indicate the Member's opinion for or against the bylaw.
101. After the holding of the required public hearing, a bylaw shall be introduced for second reading by a motion that it be read a second time specifying the number of the bylaw.
102. After a motion for second reading of the bylaw has been presented, Council may:
 - (a) Debate the substance of the bylaw; and
 - (b) Propose and consider amendments to the bylaw.
103. A proposed amendment shall be put to a vote and if carried, shall be considered as having been incorporated into the bylaw at second reading.
104. When all amendments have been accepted or rejected, the motion for second reading of the bylaw shall be voted on.
105. A bylaw shall not be given more than two readings at one meeting unless the Members 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, provided that Council is not prohibited from giving more than two readings to a bylaw at one meeting by any valid enactment.
106. When Council unanimously agrees that a bylaw may be presented for third reading at a meeting at which it has received two readings, the third reading requires no greater majority of affirmative votes to pass the bylaw than if it has received third reading at a subsequent meeting.
107. A bylaw shall be adopted when a majority of the Members present vote in favour of third reading, provided that any applicable provincial statute does not require a greater majority.

108. A bylaw, which has been defeated at any stage, may be subject to a motion to reconsider in accordance with the provisions of this Bylaw.
109. A bylaw is passed and comes into effect when it has received third and final reading and has been signed by the Mayor and the Chief Legislative Officer, unless otherwise provided by statute.
110. After passage, a bylaw shall be impressed with the corporate seal for the Regional Municipality of Wood Buffalo.

XIV. MINUTES OF MEETINGS

111. A written record or minute of all meetings of Council or any Committee shall be recorded in accordance with the Municipal Government Act.
112. 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.
113. The minutes shall not include comments made in the course of discussion or debate unless a Member of Council or a Council Committee specifically requests that the Member's comments be recorded in the minutes.
114. Council, a Council Committee or a Special Purpose Body may tape record or video record its proceedings. In the event that proceedings are tape-recorded or video recorded, such recordings shall be retained for at least twelve months.

XV. ADMINISTRATIVE BRIEFINGS

115. Administrative Briefings shall be held at a time and location set by Administration.
116. Matters scheduled to be heard at an Administrative Briefing must meet the exception to disclosure criteria identified within Part 2 of the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c.F-25, as amended, and are subject to approval by the Chief Administrative Officer, or his delegate.
117. Administrative Briefings shall not be open to the public; all public delegations must occur at a Council Meeting.
118. Only those members of Administration who are scheduled may attend or participate in an Administrative Briefing.

119. Council shall not make decisions, give direction to Administration, or enter into debate regarding any of the information presented at an Administrative Briefing. All decisions, direction and debate must occur in a public Council Meeting.

XVI. REPEAL AND COMING INTO FORCE

120. Bylaw No. 05/038 is hereby repealed.

121. This Bylaw shall come into effect when it has received third and final reading and has been signed by the Mayor and Chief Legislative Officer.

READ a first time this 23rd day of May, A.D. 2006.

READ a second time this 13th day of June, A.D. 2006.

READ a third and final time this 13th day of June, A.D. 2006.