



REGIONAL MUNICIPALITY
OF **WOOD BUFFALO**

Procedure Bylaw

Bylaw No. 14/025

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BYLAW NO. 14/025

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* 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 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 a Councillor appointed under subsection 152(3) of the Act;
 - (c) "Administration" includes the CAO and any other person who exercises a power, function or duty of the Municipality, including natural person powers, whether under delegation from the CAO or by any other authority or agreement;
 - (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 of the Whole” is an informal meeting of Council established for the purpose of allowing Administration to share information with Council and the public;
- (i) “Council Committee” means a committee, board or other body established by Council by bylaw;
- (j) “Councillor” means a person elected to be a member of the Council including the Mayor, and, where the context permits, includes the definition of “Member”;
- (k) “Delegation” means any person other than Administration, who addresses Council at a regular Council meeting;
- (l) “Deputy Mayor” is a Councillor appointed under subsection 152(1) of the *Act*;
- (m) “Ex Officio” means to be a Member of a Council Committee by virtue of being a Mayor, independent of being appointed as a Committee Member by resolution of the Council;
- (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 or special meeting of Council or of a Council Committee where municipal business is conducted or issues are discussed;
- (q) “Member” means a Councillor acting as a member of a Council Committee;
- (r) “Motion” means a formal proposition put forward [i.e. “moved”] by a Councillor in attendance at a Meeting with the intention that it be put to a vote, and is synonymous with the word “resolution”;
- (s) “Municipality” means the municipal corporation of the Regional Municipality of Wood Buffalo;
- (t) “Notice of Public Hearing” means a formal notice issued by the CAO to announce the date, place, time and purpose of a Public Hearing and the steps a person must take to be scheduled as a Delegation before a Public Hearing.

- (u) “Organizational Meeting” means the annual meeting prescribed under subsection 192(1) of the Act;
- (v) “Point of Order” is the raising of a question by a Councillor to call attention to any departure from the provisions of this Bylaw or any procedural matter that according to this Bylaw must be raised by way of Point of Order;
- (w) “Point of Privilege” or “Question of Privilege” means a matter brought to the attention of the Chair by a Councillor concerning the comfort, safety, dignity, or reputation of the Council, a Council Committee or a Councillor, or the conduct of the public in the gallery. The conduct or spoken words of a Councillor may be the subject matter of a Point of Privilege raised by another Councillor;
- (x) “Public Hearing” is a Meeting of Council, or a dedicated portion of a Meeting, for the purpose of complying with Section 230 of the Act.

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 Newly Revised*, the provisions of this Bylaw shall apply.

Electronic Participation at Meetings

- 7. A Councillor may participate in a Meeting via electronic means using a telephone land line that has been tested for reliability and capability to block out background noise. Other forms of electronic communication technology may be used if determined to be reliable and capable of blocking out background noise.
- 8. If a technical problem prevents or interrupts electronic participation in a Meeting, the Councillor participating in that manner shall be marked absent and the minutes shall reflect the time at which the Councillor left the Meeting by reason of the technical problem. If such technical problem is later resolved and the Councillor is able to rejoin the Meeting by electronic means without a vote on a Motion having taken place during the Councillor’s absence, the minutes shall reflect the time at which the Councillor rejoined the Meeting.
- 9. If electronic communication is interrupted during a Meeting and remains interrupted while a vote on a Motion is taken, the Councillor affected is deemed to have left the

Meeting prior to the vote and shall not be permitted to rejoin the Meeting, either electronically or in person.

10. Unless otherwise provided by resolution, only Councillors may participate in a Meeting electronically.

Council Committees

11. The following Council Committees are hereby established:
 - (a) Finance Committee;
 - (b) Governance and Priorities Committee;
 - (c) Public Engagement and Communications Committee;
 - (d) Rural Affairs Committee
 - (e) Selection Committee; and
 - (f) Transportation Committee.
12. Terms of Reference for Council Committees are in Schedule A to this Bylaw.
13. Council will appoint the Members of each Council Committee by resolution, annually at the Organizational Meeting. The Mayor is an Ex Officio Member and entitled to vote at all Council Committee Meetings, as are the Deputy Mayor or Acting Mayor when acting in the absence of the Mayor.
14. Each Council Committee will select both a Chair and an Acting Chair to perform the duties of the Chair when the Chair is absent or incapacitated, such selections to be made by majority vote of the Committee Members, annually, as soon as practicable following the Organizational Meeting.
15. In the absence or inability of the Chair to preside over Council Committee Meetings:
 - (a) the Acting Chair will preside; or
 - (b) in the absence of the Acting Chair the Mayor will preside if present; or
 - (c) if the Mayor is not present the Deputy Mayor shall preside if the Deputy Mayor is a Member of the Council Committee; or
 - (d) 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
 - (e) if the application of clauses (a) through (d) of this section do not result in selection of a person to preside, the remaining Members may select another Member to preside.

16. The Chair will determine the Agenda for a Meeting of a Council Committee. Any items recommended by a Council Committee will then be submitted through the Council Agenda review process for placement on a future Agenda.
17. A Council Committee may establish a schedule of Meetings but is not required to do so.
18. Unless otherwise provided for in this Bylaw, a quorum of a Council Committee is the majority of the appointed Members of the Committee.
19. 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.
20. If there is no quorum within 30 minutes after the time set for a Meeting, the names of the Members present shall be recorded and the Meeting will be adjourned.

Organizational Meeting of Council

21. An Organizational Meeting of Council must be held annually within two weeks after the third Monday in October at a date and time set by Council, except in the year of a general election when the CAO shall determine the date and time for the Organizational Meeting.
22. At or before the first Organizational Meeting of a Council term all Councillors must take the oath of office before dealing with any matter of business.
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.

Council Meetings

24. Regular Council Meetings will be held in the Council Chamber on the time and dates established at the Organizational Meeting.
25. Notice of regular and/or special Council Meetings may be established at an Organizational Meeting of Council. In the absence of any other method of notice having been adopted by Council, the schedule of regular Council Meetings will be posted on the municipal website and the date, time and location of special Council Meetings will be posted on the municipal website as soon as practicable after that information is available.
26. 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.
27. As soon as there is a quorum of Council after the hour fixed for a Meeting, the Chair shall call the Meeting to order.
28. 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 date.
29. If at any time during a Meeting the quorum is lost, the Chair shall call a recess and if quorum is not achieved again within 15 minutes, the Meeting will be adjourned.
30. 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.
31. All Council Meetings shall be open to the public and no person may be excluded, except for improper conduct as determined by the Chair.
32. Despite section 31 Council may, by resolution, meet In Camera to discuss any matter that meets the criteria set out in subsection 197(2) of the Act for closing all or part of a Meeting to the public.
33. The only Motion that may be passed during an In Camera Meeting is a Motion to reconvene in public.

Recess Periods

34. Regularly scheduled Council Meetings 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.
35. The time between the last Meeting prior to a recess period and the first Meeting after a recess period shall not be counted in computing the eight week period referenced in clause 174(1)(d) of the Act.

Council Agenda

36. Subject to the provisions of Sections 16, 86(d) and 100 of this Bylaw, Regular Council and Committee of the Whole Meeting Agendas will be determined by the Mayor (or by the Deputy Mayor or Acting Mayor in the Mayor's absence) and by any Councillors who choose to participate in the process. The Chief Administrative Officer and Chief Legislative Officer will attend all Agenda reviews in an advisory capacity to offer clarification with respect to proposed Agenda items and urgent or time-sensitive matters.
37. Council and Committee of the Whole Agendas will be determined commencing at 11:00 a.m. on Thursdays. All Councillors will be given a minimum of 24 hours' notice of any change in the date, time or place of any Agenda review.
38. Any Councillor may submit an item to the Mayor or the Chief Legislative Officer for consideration of placement on a future Council Meeting Agenda and such item will be considered during the next available Agenda review. A Councillor who submits an item for consideration retains the right to compel debate and a vote on the item through the Notice of Motion process if the item is not placed on a Council Agenda through the Council Meeting Agenda determination process.
39. If the Councillors participating in an Agenda review are unable to reach consensus on the content of the Agenda, the final determination will be based on a majority vote of Councillors in attendance, subject to the provisions of Section 16, 86(d) and 100 of this Bylaw.
40. The final Agenda for a Council meeting shall list the order of business, as determined during the process set out in sections 36 to 39 of this Bylaw.
41. Once a Council Meeting Agenda has been set, any new items may only be added by resolution of Council when adopting the Agenda at the Meeting to which it applies.

42. A regular Council Meeting Agenda and all supporting documentation will be distributed to all Councillors 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. Draft Council Agendas will be posted on the municipal website as soon as reasonably practicable.

Public Delegations

43. A person may submit a written request to make a presentation to the Council 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.
44. All presentation requests will be reviewed in accordance with the Council Presentation Request Policy, or any successor policy dealing with the scheduling of Delegations, and may be approved, referred to Administration or refused.
45. All scheduled Delegations will be allocated a maximum of five minutes to make a presentation.
46. Despite section 43 the Chair shall, 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 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.
47. All unscheduled Delegations must clearly state their name and identify the Agenda item to which they are speaking.
48. Upon being recognized by the Chair, a Councillor may pose questions for clarification to a Delegation or to the CAO; however, debate is not permitted at the Delegation stage.

Public Hearings

49. Any person who has complied with the procedures set out in a Notice of Public Hearing shall be recognized by the Chair and allowed to speak at the Public Hearing.
50. Any person or group addressing Council at a Public Hearing must commence their presentation by clearly stating their name and indicating briefly their position on the matter in question.
51. The procedure for conducting a Public Hearing is as follows, in sequence:

- (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 proponent or applicant will be permitted a maximum of five minutes 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 all such persons will be allocated a maximum of five (5) minutes to present their position.
 - (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 require each such person to give their name and a brief explanation of the nature of their interest in the matter, after which each such person will be allowed a maximum of five minutes to speak.
 - (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) After all questions have been posed and answered, the Chair will declare the Public Hearing closed. If it is anticipated that the Public Hearing may be resumed at a future date, the Chair may opt to declare an adjournment, as opposed to closing the Public Hearing.
52. 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.
53. Council may, at its discretion, schedule a non-statutory hearing for any other matter. In such cases, sections 49 to 51 of this Bylaw shall apply.

Council Meeting Procedure

54. Only Councillors, the CAO and persons authorized by the Chair are allowed to come within the enclosure formed by the Councillors' chairs during a Council Meeting.
55. Only Councillors or other persons recognized by the Chair shall be allowed to address a Council Meeting.

56. 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.
57. 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 Chair shall comply with the decision of the Council.
58. 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.
59. Councillors must address the Chair when speaking.
60. All Councillors must be provided with an opportunity to speak to a Motion before any Councillor is permitted to speak to the Motion a second time.

Voting Procedures

61. 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.
62. The Chair will declare the result of the vote.
63. 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

64. 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; and
 - (f) refrain from interrupting other speakers, except to raise a Point of Order or a Question of Privilege.
65. The Chair may call to order any Councillor who is out of order.
66. 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.
67. Subject to Section 68 the name of the offending Councillor and offence declared by the Chair shall be noted in the minutes.
68. If a Councillor who has been named by the Chair under section 66 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.
69. If a Councillor who has been named by the Chair under Section 66 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.
70. If a Councillor is expelled under Section 69, the Councillor must not return to the Council Chamber for the duration of the Meeting.
71. The Chair may declare a Meeting adjourned if an expelled Councillor does not leave the Council Chamber voluntarily.

72. No expulsion of a Councillor under Section 69 shall be for more than the Meeting in progress.
73. Subject to Section 64(d) 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.
74. 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

75. 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. 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.
76. The Chair may request the assistance of a security guard or peace officer if a person ordered expelled by the Chair does not leave voluntarily.

Motions

77. A Motion need not be seconded, but must be stated by the Chair prior to debate.
78. Once a Motion has been moved and stated by the Chair, it may only be withdrawn with the consent of the majority of Councillors present at the Meeting.
79. The mover of any Motion may speak and vote for or against the Motion.
80. Unless otherwise specified in this Bylaw, a Motion is passed when a majority of Councillors present at a Meeting and entitled to vote have voted in favour of the Motion. A Motion put to a vote and not passed is defeated.
81. A matter not amounting to a Motion that is put to a vote of the Council in the same manner as a Motion [e.g., a challenge to a ruling of the Chair on a Point of Order or any matter raised as a Point of Privilege] becomes an act of the Council if a majority of Councillors present indicate support for it.
82. The Chair may participate in debate and vote on all matters before Council, without relinquishing the Chair.

83. The Chair may make Motions, but must vacate the Chair in order to do so and while the Motion is being debated.
84. 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.
85. 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.
86. 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 Councillor wishes discussion to cease on the current topic in order to address another matter that the Councillor considers to be of greater 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) call for the question (close debate) – a Motion to call for the question may be made when a Councillor 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;
 - (c) 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;
 - (d) 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.
 - (e) amend the Motion;
 - (f) move In Camera; or
 - (g) reconvene in public.
87. 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" upon putting a request to that effect to the Meeting and if no other Councillor objects. A Councillor may also propose such a "friendly amendment" to another Councillor's Motion, which may be accepted by the Chair if the other Councillor agrees and no Councillor objects.

88. 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.
89. 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.
90. 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.
91. 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.
92. When a Motion under debate contains distinct propositions, at the request of any Councillor on a Point of Order, the Chair shall call for separate votes on each proposition.
93. After a Motion has been voted upon, but before the Meeting is adjourned, any Councillor who voted with the prevailing side may move for reconsideration of a previous Motion.
94. Debate on a Motion for reconsideration of a previous Motion must be confined to reasons for or against reconsideration of the previous Motion.
95. 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.
96. 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.
97. 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

98. 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 which the Councillor intends to make the Motion introducing the new matter; or
 - (b) Council passes a resolution dispensing with notice.
99. A notice of Motion shall be given both verbally and in writing to all Councillors present. A copy of the notice shall also be given to the CAO.
100. 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.
101. Notice of a Motion must be given without verbal or written comment on its merits.

Committee of the Whole

102. Council may gather informally as a Committee of the Whole to:
- (a) receive briefings and updates from Administration and other bodies to which Council appoints members;
 - (b) hear from members of the public; or
 - (c) participate in training or education.
103. 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.
104. 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.

Minutes of Meetings

105. The CAO will prepare minutes of Council, Committee of the Whole and Council Committee Meetings.

106. 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.
107. The minutes shall be a concise record focusing on identifying those in attendance who participated in the Meeting, Motions made and the results of votes on Motions. The minutes may include clarifications or requests for information, but shall not include comments made in the course of discussion or debate.
108. The minutes will reflect the time that any Councillor leaves the Meeting, and, if applicable, the time that the Councillor returns.
109. Council and Council Committee Meetings may be recorded, with the exception of any portion of a Meeting that is held in camera.
110. 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

111. Bylaw Nos. 06/020, 13/038 and all amendments thereto are hereby repealed.
112. 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 of Administration, 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.

Finance

The general mandate of the Finance 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 Finance 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 Finance Committee is also responsible to review the expenses incurred by the Mayor and CAO in the performance of their official duties.

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

Governance 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;
- (c) 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 issues;
- (b) Recommend programs, guidelines and strategies related to communication
- (c) 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 Affairs Committee

- (a) Make recommendations on capital projects within the rural service area;
- (b) Take a leadership role in developing new partnerships and strategic alliances to serve and develop rural communities.
- (c) Make recommendations on any specific matter the Committee considers important to the rural service area or to 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.