

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 deviation from a provision of this Bylaw or any other bylaw, statute or regulation, or to any procedural matter that according to this Bylaw must be raised by way of Point of Order;
- (w) “Point 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:
 - (a) if the Councillor represents a rural ward and is unable to attend the Meeting in person due to inclement weather or other conditions or circumstances that make travel impossible or dangerous;
 - (b) if the Councillor’s attendance at the Meeting is necessary to establish a quorumusing 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 a Councillor’s electronic participation in a Meeting, the minutes shall reflect the time at which the Councillor ceased to participate in 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 interruption in the Councillor’s

participation, 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. Council Committees are established pursuant to the Standing Council Committees Bylaw.
12. Council will appoint the Members of each Council Committee by resolution, annually at the Organizational Meeting, excepting the four members of the Rural Committee representing rural wards who are automatically members of that Committee by virtue of their rural status. 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.
 - 12.1 When making appointments under section 12 Council may appoint for any Committee an alternate who may serve as a voting member if the absence of a regular Committee member and/or the absence of the Mayor would result in failure to achieve quorum for a meeting of the Committee.
13. 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.
14. 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.

15. Subject to section 15.1 the Chair of a Council Committee will determine the Agenda for a Meeting of a Council Committee, and in so doing will give reasonable notice to Administration of a proposed Agenda item to allow Administration time to prepare an informed presentation to the Committee on that item. Any items recommended by a Council Committee to the full Council will then be ~~addressed~~submitted through the Agenda review process for placement on a future Council Agenda.
- 15.1 If a matter ~~falls within the mandate of more than one Council Committee, or~~ has been specifically referred to a Council Committee by the whole Council, the Chair of that Committee shall place that matter ~~may be placed on~~ anthe Agenda of the ~~Council~~ Committee involved through the Agenda review process.
16. A Council Committee may establish a schedule of its Meetings but is not required to do so.
17. Unless otherwise provided for in this Bylaw, a quorum of a Council Committee is the majority of the ~~appointed~~ Members of the Committee.
18. 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.
19. 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

20. 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.
21. 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.
22. 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

- 23. Regular Council Meetings will be held in the Council Chamber on the time and dates established at the Organizational Meeting.
- 24. 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.
- 25. 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.
- 26. As soon as there is a quorum of Council after the time fixed for a Meeting, the Chair shall call the Meeting to order.
- 27. 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 no Meeting will take place on that date.
- 28. 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.
- 29. 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.
- 30. All Council Meetings shall be open to the public and no person may be excluded up to the capacity limit of the Council Chamber, except for improper conduct as determined by the Chair. When there are more members of the public who wish to attend a Council Meeting than may be safely and lawfully accommodated in Council Chamber, the Chief Legislative Officer shall make reasonable efforts to accommodate as much of the overflow as possible in other areas of the building where there is access to the proceedings of the Meeting via television or other visual means.
- 31. Despite section 30 Council may, by resolution, meet *in camera* to discuss any matter that meets the criteria set out in the Act for closing all or part of a Meeting to the public.

32. The only Motion that may be passed during an *in camera* Meeting is a Motion to reconvene in public.
- 32.1 A Council Meeting shall not continue more than four hours past its starting time, except that when an item is still actively under debate when the four hour point is reached the Meeting may continue until debate on that item is concluded and all votes arising therefrom have been taken, and until any Motion under section 32.2 has been made and voted upon.
- 32.2 If a Council Meeting is about to end under the provisions of section 32.1 before all items on the Agenda have been dealt with, the Chair may call for a Motion to recess the Meeting to another day prior to the next regularly scheduled Council Meeting, and such Motion is not debatable except as to the time proposed for the Meeting to resume after recess. If no such Motion is passed, any remaining items on the Agenda shall be considered through the Agenda review process for inclusion on the Agenda of a subsequent regularly scheduled Council Meeting, subject to the provisions of the Act for calling a special Meeting.

Recess Periods

33. 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.
34. 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.

Agendas

35. Subject to the provisions of Sections 15, ~~15.1~~, 32.2, 85(d) and 99 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, either in person or by telephone.~~ The Chief Administrative Officer and in consultation with the 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.

36. ~~The CAO shall forward to all Councillors a draft of a proposed Agenda for each regularly scheduled Council Meeting, by 3:00 p.m. on the Wednesday preceding the Meeting or as soon as practicable thereafter, requesting that Councillors provide feedback by 3:00 p.m. on Thursday to allow administration time to take such comments into account before publishing the final version of the Agenda pursuant to Section 41 of this bylaw. Council and Committee of the Whole Agendas, and Council Committee Agendas when Section 15.1 applies, will be determined commencing at 11:00 a.m. on Thursdays. All Councillors will be given a minimum of 16 hours' notice of any change in the date, time or place of any Agenda review.~~
37. Any Councillor may submit an item to the ~~CAO Mayor and 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 at a Council meeting or Council Meeting through the Notice of Motion process set out in Sections 96.1 to 100.2 of this bylaw if the item is not placed on a Council Agenda. ~~through the Council Meeting Agenda determination process.~~
38. ~~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 the Mayor and Councillors in attendance, subject to the provisions of Section 15, 15.1, 32.2, 85(d) and 99 of this Bylaw.~~
39. The final Agenda for a Council Meeting shall list the order of business, as determined during the process set out in sections 35 to ~~38~~7 of this Bylaw.
40. Once a Meeting Agenda has been published on the Municipality's website, any new items may only be added by resolution of Council when adopting the Agenda at the Meeting to which it applies.
41. A regular 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, or as soon as practicable thereafter. Supporting documentation that is received too late to be included with the Agenda will be made available as soon as reasonably practicable. ~~Draft Meeting Agendas will be posted on the municipal website as soon as reasonably practicable.~~

Public Delegations

42. 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 at the office of the Chief Legislative Officer no later than 12:00 noon on the Wednesday immediately preceding the Meeting.

43. 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.
44. All scheduled Delegations will be allocated a maximum of five minutes to make a verbal submission to the Meeting.
45. Despite section 42 the Chair shall, at all regular Council Meetings after the Agenda is adopted but before any substantive item of business has been dealt with, advise the ~~sk~~ gallery that if there is anyone present who who wishes to speak to one or more an-items on the Agenda and is not a scheduled Delegation must—register with the Legislative Officers in attendance at the meeting, disclosing their name and the item(s) on which they wish to speak, at some point prior to the beginning of debate or discussion on the item(s), and that a person who does not so register and is not a scheduled Delegation will not be allowed to speak. When an item arises for debate on the Agenda for which a person has registered to speak, the Chair shall call upon that person to speak before debate begins between Councillors. 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 except for (a), with the exception of any bylaw or other matter that requires a Public Hearing or for which a Public Hearing has already been held; and (b) any submission made by a scheduled Delegation.
- 45.1 Despite sections 44 and 45 no Delegation, scheduled or unscheduled, who speaks to more than one item on the Agenda of any Meeting, may speak for more than a total of 10 minutes at that Meeting.
46. All ~~unscheduled~~ Delegations must clearly state their name and identify the Agenda item to which they are speaking. All Delegations must speak clearly and directly to the Agenda item only, and must not diverge or digress to any other topic.
47. 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.

Presentations

- 47.1 A person invited by Administration or Council to address Council may be scheduled on the Agenda as a Presentation rather than a Delegation, and in such case all the procedural rules of this Bylaw pertaining to Delegations apply, except that the person or persons making the Presentation may be allowed up to fifteen minutes to make a submission.

Public Hearings

48. 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.

49. 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.
50. 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 Administration 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.
51. 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.
52. Council may, at its discretion, schedule a non-statutory hearing for any other matter. In such cases, sections 48 to 50 of this Bylaw shall apply.

Meeting Procedure

53. Only Councillors, the CAO and persons authorized by the Chair are allowed to come within the enclosure formed by the Councillors' chairs during a Meeting.

54. Only Councillors or other persons recognized by the Chair shall be allowed to address a Meeting.
55. 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.
56. 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.
57. 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.
58. Councillors must address the Chair when speaking.
59. 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 or subsequent time.
- 59.1 Councillors must attempt to remain in the Council Chamber at all times during a Meeting, except during a break or recess called by the Chair. If a Councillor must leave the Council Chamber for a short time for personal reasons [for example, to take medication or for personal hygiene], the Councillor shall so indicate by a signal to the Chair which may be non-verbal, and upon acknowledgement by the Chair the Councillor may leave the Council Chamber while proceedings continue. In such case the Chair shall avoid calling for a vote while the Councillor is not present in the Council Chamber, and shall afford the Councillor a reasonable time to return before any vote is taken.

Voting Procedures

60. 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.
61. The Chair will declare the result of the vote.

62. 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

63. 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 or when section 59.1 applies, 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 Point of Privilege.
- 63.1 A Councillor may use a cell phone or other hand-held electronic device to monitor public comments made in real time concerning the Council proceedings, if in the opinion of the Chair this is done in a discreet manner without unduly diverting the Councillor's attention from the Council proceedings; but a Councillor may not use a cell phone or other hand-held electronic device to send or receive any private message from any person, including another Councillor, while a Meeting is in progress.
64. The Chair may call to order any Councillor who is out of order.
65. 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.
66. Subject to Section 67 the name of the offending Councillor and offence declared by the Chair shall be noted in the minutes.
67. If a Councillor who has been named by the Chair under section 65 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.

68. If a Councillor who has been named by the Chair under Section 65 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.
69. If a Councillor is expelled under Section 68, the Councillor must not return to the Council Chamber for the duration of the Meeting.
70. The Chair may declare a Meeting recessed or adjourned if an expelled Councillor does not leave the Council Chamber voluntarily.
71. No expulsion of a Councillor under Section 68 shall be for more than the Meeting in progress.
72. Subject to Section 63(d) and Section 59.1 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.
73. 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 10 minutes to allow the Councillor to return to the Council Chamber to participate in the vote. If the Councillor has not returned after 10 minutes, the Chair shall call the Meeting back to order and the vote shall proceed.

Conduct of the Public at Meetings

74. During a Meeting, members of the public must conduct themselves in accordance with the Guidelines set out in Schedule A to this Bylaw. The Chair may order any member of the public who fails to adhere to the Schedule "A" Guidelines, or who otherwise disturbs the proceedings of Council by words or actions or in any other manner, to be expelled from the Meeting.
- 74.1 The Chief Legislative Officer shall ensure that the Schedule A guidelines are displayed outside the Council Chamber where all members of the public may see and read them before entering Council Chamber, and are posted on the Municipality's website.
75. 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

76. A Motion need not be seconded, but must be stated by the Chair or displayed electronically in a manner visible to all Councillors present in Council Chamber, prior to debate.

- 76.1 The Chair may declare a “Motion recess” for the purpose of allowing Administration to work with a Councillor seeking to make a Motion, in order to be sure that the Motion is clear and reflects accurately the Councillor’s intent. All Councillors must remain in the Council Chamber and refrain from any discussions with members of the public, during such Motion recess.
77. 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.
78. The mover of any Motion may speak and vote for or against the Motion.
79. 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.
80. 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.
81. The Chair may participate in debate and vote on all matters before Council, without relinquishing the Chair.
82. The Chair may make Motions, but must vacate the Chair in order to do so and while the Motion is being debated.
83. When the Chair is called upon to decide a Point of Order or Point of Privilege, 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.
84. Any Councillor may require a Motion under debate to be re-read at any time during the debate if the Motion is not electronically displayed in the Council Chamber, but must not interrupt a speaker to do so.
85. 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 “lift [the Motion] from the table” is required in order to resume consideration of the matter. If not lifted from the table during the same Meeting, a tabled Motion expires at the end of that Meeting;
 - (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, but is

only in order if all Councillors have had an opportunity to speak to the Motion under debate. If a Motion to call for the question is in order and passes, the Chair must put the Motion under debate to an immediate vote. [Note: The Chair has the option to call for the question without a formal Motion to that effect, if it appears to the Chair that no Councillor has anything further to say on a Motion under debate];

- (c) refer – a Motion to refer must identify whether the matter is being referred to Administration or to a named Council Committee and must 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.
86. 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.
87. 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.
88. 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.
89. 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.
90. 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.
91. 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.

92. 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.
93. Debate on a Motion for reconsideration of a previous Motion must be confined to reasons for or against reconsideration of the previous Motion.
94. 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.
95. 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.
96. A Motion to adjourn the 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

96.1 A Councillor who wishes to introduce a new matter for debate must serve notice at a Council Meeting of a Motion introducing the new matter, and must include as part of the notice an indication of which Council Committee is proposed to deal with the Motion at first instance. Any such notice of Motion that fails to name a Council Committee as the venue for debate may be ruled out of order by the Chair, or the Chair may put to a vote by show of hands without debate the question of which Council Committee the Motion will be referred to.

~~97.—97.~~ Despite Section 96.1 a Councillor who is of the opinion that a proposed Motion addresses a matter sufficiently serious or urgent that it should be dealt with immediately by the whole Council at the same Meeting that notice of the Motion is given, may so indicate in the notice and in such case the Chair shall put to a vote by show of hands without debate the question of whether the Motion should be added to the Agenda of that very Meeting. If there is majority support the Motion shall be added to that Meeting's Agenda. ~~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.~~

~~97.~~

98. 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 and to the Chief Legislative Officer.

99. A notice of Motion must include the complete, precise text of the Motion to be considered, and subject to Section 97 must also state the date of the Council Committee 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 Committee Agenda.

100. Notice of a Motion must be given without verbal or written comment on its merits.

100.1 A Councillor who serves notice of a Motion may withdraw the Motion as of right and without the need for a vote on an amendment to any Agenda, by verbal or written notice to all other Council members served at an open and public Meeting at any time before debate begins on the Motion.

100.2 A notice of Motion served at a special Meeting of Council is not an item transacted at the Meeting within the meaning of subsection 194(5) of the *Municipal Government Act* if no debate on the substance of the Motion occurs at that Meeting

Committee of the Whole

101. Council may gather informally as a Committee of the Whole to:

- (a) receive briefings and updates [which may include privileged legal advice] from Administration and from other bodies to which Council appoints members;
- (b) hear from members of the public; or
- (c) participate in training or education.

102. 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.

103. 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 other employee or contractor, or say or do any other thing that materially progresses the business of the Municipality.

Minutes of Meetings

104. The Chief Legislative Officer will prepare or cause to be prepared minutes of Council, Committee of the Whole and Council Committee Meetings.

105. At every regular Meeting, 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.
106. 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.
107. The minutes will reflect the time that any Councillor leaves the Meeting, and, if applicable, the time that the Councillor returns.
108. Meetings may be recorded, with the exception of any portion of a Meeting that is held *in camera*.
109. A separate record shall be maintained to identify all outstanding resolutions and commitments arising from Meetings.

Repeal and Coming into Force

110. Bylaw No. 06/020 and all amendments thereto are hereby repealed.
111. This Bylaw shall become effective when passed.

READ a first time this 10th day of June, A.D. 2014.

READ a second time this 12th day of May, A.D. 2015.

READ a third and final time this 12th day of May, A.D. 2015.

SIGNED and PASSED this 19th day of May, A.D. 2015.

Guidelines for Public Conduct at Council and Council Committee Meetings

Members of the public attending at Council or Council Committee Meetings are expected to adhere to the following standards of conduct. Failure to do so may result in expulsion from the Meeting.

1. No crude, vulgar, obscene or offensive language or gesture is allowed at any time in the Council Chamber.
2. No person attending a Meeting may approach or speak to the Mayor or a Councillor while the Meeting is in progress, unless invited by the Chair to address Council as a Delegation or Presentation, or during a break or recess in the proceedings called by the Chair.
3. Business attire is not required, but persons attending a Meeting must dress in a respectful manner. For example, clothing must not be worn that displays any crude, vulgar, obscene or offensive language or image.
4. Unless addressing the Meeting as a Delegation or Presentation, no talking or whispering is allowed. It is permissible to communicate by passing written notes, or by way of cell phone or other hand held electronic device (set to silent or vibrate mode) if done in a discreet manner that does not interfere with any person's ability to follow the proceedings of the Meeting. Electronic messages may not be sent to any Councillor participating in a Meeting.
5. No signs, placards or banners of any kind are allowed in the Council Chamber except with the express permission of the Chair.
6. Water and non-alcoholic beverages in covered containers are allowed in the Council Chamber, but food is prohibited.
7. Audio and/or videotape recordings are allowed in the Council Chamber, only if all equipment is completely muted and is operated in a manner that does not interfere with any person's ability to hear or observe the proceedings.