

## **BYLAW 877**

### **A BYLAW OF THE VILLAGE OF BIG VALLEY IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF THE PROCEDURE AND CONDUCT OF COUNCIL AND COUNCIL COMMITTEES AND OTHER BODIES ESTABLISHED BY COUNCIL.**

**WHEREAS;** Section 145(b) of the *Municipal Government Act* allows a council to pass a bylaw in relation to the procedure and conduct of Council and other bodies established by Council

**NOW THEREFORE,** the Council of the Village of Big Valley, in the Province of Alberta, duly assembled, wishes to enact the following:

The appropriate sections of the *Municipal Government Act* and Robert's Rules of Order also apply to the procedure and conduct of all meetings.

#### **1. TITLE**

1.1. This Bylaw may be cited as the "Procedural Bylaw".

#### **2. DEFINITIONS**

- 2.1. "Agenda" means the items of business of a meeting and the associated reports, bylaws or other documents and includes the order of business and time for said meeting;
- 2.2. "Chief Administrative Officer" is the person appointed by Council as the administrative head of the municipality, to carry out the responsibilities outlined in Section 207 of the *Municipal Government Act*; may also be referred to as the "CAO";
- 2.3. "Chair" means the Mayor, Deputy Mayor or other person who has the authority to preside over a meeting;
- 2.4. "Closed Session" means a meeting or portion of a meeting of Council without the presence of the public where matters to be discussed are within one of the exceptions to disclosure in Division 2, of Part 1 of the *Freedom of Information and Protection of Privacy Act*;
- 2.5. "Committees/Boards" means committees, boards, commissions or authorities duly appointed by Council;
- 2.6. "Council" means the municipal Council of the Village of Big Valley;
- 2.7. "Councillor" means the member of Council and includes the chief elected official;
- 2.8. "Delegation" means a person or group of persons wishing to appear before the Council to address a specific matter;
- 2.9. "Deputy Mayor" means the person appointed to act as Mayor in the absence or incapacity of the Mayor;

- 2.10. "Election" means an election held in the Village of Big Valley for the purpose of electing the members of Council as described in the *Local Authorities Election Act*;
- 2.11. "Electronic Transmission" means the transfer of data or information electronically including but not limited to email, automated file transfer, Instant Messaging and SMS;
- 2.12. "Mayor" means the head of Village Council appointed in accordance with the Municipal Government Act;
- 2.13. "Member" means a member of Council;
- 2.14. "Minutes" means the record of decisions of any meeting recorded in the English language without note or comment;
- 2.15. "Organizational Meeting" means the meeting held as described in Section 5.1 to 5.3;
- 2.16. "Pecuniary Interest" means something of which could monetarily affect you, your spouse, or adult interdependent partner, or children, your parents or parents of your spouse, or a business in which employs you or in which you have an interest;
- 2.17. "Point of Order" means the raising of a question by a member to call attention to any departure from procedure and to enforce the rules;
- 2.18. "Postpone" means the motion by which action on appending question can be put off, within limits, to a definite day, meeting, hour, or until after a certain event;
- 2.19. "Public Hearing" means a public meeting of a Council convened to hear matters on a proposed bylaw or resolution; matters pursuant to the *Municipal Government Act*, or any other Act, or any other matter at the direction of Council;
- 2.20. "Question of Privilege" is a term of parliamentary law and procedure which refers to an urgent motion made at a meeting which seeks an immediate ruling on an alleged violation of the rights or privileges of members as a whole, or in regards to a negative personal remark.
- 2.21. "Quorum" means the minimum number of members that must be present at a meeting for business to be legally transacted as set out in the Municipal Government Act. If there is a vacancy on Council and the Council is not required to hold a by-election under the MGA, a quorum shall consist of the majority of the remaining Councillors that comprise Council;
- 2.22. "Recorded Vote" means that before a vote is taken by Council, a Councillor may request that the vote be recorded pursuant to the *Municipal Government Act*.
- 2.23. "Regular Meeting" is a meeting of Council held in accordance with Section 193 of the *Municipal Government Act*;
- 2.24. "Resolution" can also be referred to as a motion, and, along with passing bylaws, is the only way Council can act;
- 2.25. "Special Meeting" is a meeting of Council held in accordance with Section 194 of the *Municipal Government Act*;

- 2.26. "Table" means to set a matter aside until a majority decides to address the item again by means of a motion to take from the table;

### **3. APPLICATION AND INTERPRETATION**

- 3.1. This Bylaw shall govern Organizational Meetings, Regular Meetings, Special Meetings and Committees established by Council and shall be binding upon all Committee members whether Members of Council or Members at Large.
- 3.2. To the extent that procedural matter is not dealt with in the *Municipal Government Act* or this Bylaw, the matter will be determined by referring to the most recent version of *Robert's Rules of Order*.
- 3.3. In the event of conflict between provisions of this Bylaw and *Robert's Rules of Order*, the provisions of this Bylaw shall apply.
- 3.4. The Mayor, when present, shall preside as Chair over all meetings of Council, unless otherwise provided for in this Bylaw or delegated to another member by the Chair.
- 3.5. The Deputy Mayor shall Chair council meetings when the Mayor is absent or unable to act as Mayor and shall have the powers and responsibilities of the Mayor under this Bylaw.
- 3.6. Direction to Administration by Council shall be limited to Council as a whole directing the CAO only.

### **4. MAYOR AND DEPUTY MAYOR**

- 4.1. Council shall, at its Organizational Meeting, immediately after a civic election and every year thereafter, appoint by motion one member from the Councillors as Mayor and one member from the Councillors as Deputy Mayor.
- 4.2. In the absence or inability of the Mayor or Deputy Mayor to act, Council may appoint by resolution any other member as Acting Mayor for a defined period of time.
- 4.3. The duties of the Mayor are as follows:
- 4.3.1. Opens Council meetings;
  - 4.3.2. Chairs Council meetings;
  - 4.3.3. Preserves order in Council meetings;
  - 4.3.4. Decides all questions of procedure;
  - 4.3.5. Ensures that each Councillor who wishes to speak on a debatable motion is granted the opportunity to do so;
  - 4.3.6. Decides who, aside from Councillors, may address Council.

## **5. MEETINGS**

### ***Organizational Meetings***

- 5.1. An Organizational Meeting must be held not later than two (2) weeks after the third Monday in October each year.
- 5.2. At the Organizational Meeting, Council must:
  - 5.2.1. Appointment of Mayor for a one (1) year term;
  - 5.2.2. Appointment of Deputy Mayor for a one (1) year term;
  - 5.2.3. Appointment of Members to Council Committee/Boards/Commissions;
- 5.3. At the Organizational Meeting the Chief Administrative Officer shall:
  - 5.3.1. Take the Chair;
  - 5.3.2. Call the meeting to order; and
  - 5.3.3. Preside over the meeting until the oath as prescribed by the Oaths of Office Act has been administered by the Chief Administrative Officer or Commissioner for Oaths or Lawyer.

### ***Regular Meetings***

- 5.4. The days and times of Regular Council Meetings shall be established by resolution at the annual Organizational Meeting;
- 5.5. Notice of regularly scheduled meetings need not be given;
- 5.6. Notice of a change in date, time or place of a regularly scheduled meeting must be provided at least 24 hours prior to the meeting to Councillors and to the public in accordance with Sections 5.13. and 5.14. of this Bylaw.
- 5.7. Council may cancel any meeting if notice is given in accordance with Sections 5.13 and 5.14.

### ***Special Meetings***

- 5.8. The Mayor may call a Special Meeting whenever the official considers it appropriate to do so in accordance with Section 194 of the Municipal Government Act.
- 5.9. Where a Special Council Meeting is required by a majority of Council, the Mayor shall call such a meeting within 14 days of the date on which the request was made;
- 5.10. Notice of the Special Council Meeting must be given at least 24 hours in advance and in accordance with Sections 5.13. and 5.14. of this Bylaw;
- 5.11. In an emergent situation, a Special Council Meeting may be held without 24 hours notice to all Members of Council and without the presence of the public if at least two-thirds of the whole Council agrees to this in writing before the beginning of the meeting;

- 5.12. No business other than that stated in the notice shall be transacted at any Special Meeting of Council unless all members of Council are present, in which case, by unanimous consent, any other business may be transacted.

***Method of Giving Notice***

- 5.13. Notice of any Council or Council Committee Meeting is deemed to have been given to a Councillor or a Member of a Council Committee if the notice is delivered by:

5.13.1. Electronic Transmittal including but not limited to email, instant message or SMS; or

5.13.2. In person to an adult person at the Councillor's or Member's home or place of business.

- 5.14. Notice of a Council or Council Committee Meeting to the public is sufficient if the notice is delivered by all of the following:

5.14.1. Posting a notice in the Village of Big Valley Office; and

5.14.2. Posting a notice in the Village of Big Valley's Canada Post Office; and

5.14.3. Posting on the Village of Big Valley website; and

5.14.4. Posting on the Village of Big Valley Facebook page.

***Electronic Means For Meetings***

- 5.15. When holding a meeting of Council the requirement is deemed to have been complied with by holding the meeting by electronic means, including, without limitation, a teleconference or a live, publicly streamed broadcast:

5.15.1. Members of the public are able to hear the meeting as it occurs,

5.15.2. Any members of the public who would be entitled to make submissions at the meeting if the meeting were being held in person are able, before and during the meeting, to make submissions by email or any other method that the Council considers appropriate.

**6. PUBLIC HEARINGS**

- 6.1. Public Hearings will be held in conjunction with a regular Council Meeting. However, a Special Meeting for the purpose of holding Public Hearings may be called.

- 6.2. The procedure for a Public Hearing is as follows:

6.2.1. The Chair declares the meeting open, noting the time;

6.2.2. The Chair welcomes all participants and introduces the Councillors and officials in attendance;

6.2.3. The Chair asks that the nature of the proposed amendment be read into the record (as it was advertised in the newspaper, not the bylaw if it is a Land Use Bylaw amendment);

6.2.4. The Chair states the Rules of Conduct that will be followed during the Public Hearing (optional if everyone present is familiar with the procedure);

- Written submission shall be tabled first and read into the record.
- Anyone wishing to support or oppose the amendment will be given the opportunity to speak up to 5 minutes.
- Councillors may ask questions of the speakers after each presentation for clarification purposes, or direct questions to other presenters.
- There will be no debating between participants/presenters allowed.
- Any questions from the floor shall be addressed through the Chair.

6.2.5. The Chair calls for Written Submissions:

- In support of the proposed bylaw.
- In opposition to the proposed bylaw.

6.2.6 The Chair calls for any Verbal Presentations (up to 5 minutes per speaker):

- In support of the proposed bylaw.
- In opposition to the proposed bylaw.

6.2.7. The Chair calls for presentation from the Resource Person(s) (Development Officer, etc.). Time limit to be a maximum of 5 minutes.

6.2.8. The Chair asks if there are any questions from Council.

6.2.9. The Chair declares the public portion of the Public Hearing closed, noting the time.

6.3. The use of slides, maps, videos and other similar materials is permitted and these, along with written submissions, become the property of the Village of Big Valley as exhibits to the hearing.

6.4. Persons addressing the Hearing shall give their name, location of residence, an indication as to whether they are speaking on their own behalf or for another person or a group, and address the Chair when responding to questions or providing information. Individuals can speak for up to a maximum of 5 minutes.

6.5. At the discretion of the Chair, the time limits for speaking and presentation may be extended to ensure that all interested parties have had fair and equitable opportunity to express their views.

6.6. At the discretion of the Chair, after everyone has had an opportunity to speak once, those interested in speaking a further time and providing new information, may be granted further opportunity to speak.

6.7. The Chair is hereby authorized to make any other decisions or determinations with respect to the process or rules of order for the Public Hearing.

6.8. The minutes of a Council meeting during which a Public Hearing is held must contain the names of speakers and a summary of the nature of representations made at the Public Hearing.

## **7. COMMENCEMENT OF MEETINGS AND HEARINGS**

- 7.1. As soon after the hour of the meeting as there shall be a quorum present, the Mayor, or other Presiding Officer, shall take the Chair and call the meeting to order.

## **8. QUORUM**

- 8.1 A quorum of Council shall be a majority of those members elected and serving on Council, including the Mayor, unless specified otherwise by this or any other bylaw, or the *Municipal Government Act*.

### ***No Quorum***

- 8.2. If there is no quorum present within thirty (30) minutes after the time appointed for a Regular Meeting of Council, the Chief Administrative Officer shall record the names of the members of Council who are present and the meeting shall be absolutely adjourned until the next Regular Meeting or until a Special Meeting has been duly called to deal with the matters intended to be dealt with at the adjourned meeting. Notice of adjournment should be posted on the outside door of access to the Council chambers.

## **9. AGENDA FOR COUNCIL MEETINGS**

### ***Preparation of Agenda***

- 9.1. The Agenda for each Regular and Special Meeting shall be prepared by the Chief Administrative Officer in consultation with the Mayor.

### ***Agenda Delivery***

- 9.2. The Chief Administrative Officer will distribute the Council Agenda, together with copies of all pertinent correspondence, statements, and reports to each member of Council by electronic transmission or in person at least six (6) days prior to each Regular Meeting.
- 9.3 The Chief Administrative Officer, or designate, will distribute the Council Agenda cover pages publicly, on the Administration Office door, the Post Office bulletin board (in the Village of Big Valley), on Facebook and on the Village of Big Valley website within three (3) days of the Council meeting.
- 9.4 The Chief Administrative Officer, or designate, will distribute complete copies of the agenda to persons requesting an agenda package via email, or in print, as soon as time permits and reasonably before the Council meeting.

### ***Submissions***

- 9.5. Any member of Council, or any other person wishing to have an item of business placed on the Agenda, shall make the submissions to the Chief Administrative Officer no later than 12:00 noon, ten (10) days prior to the meeting.

- 9.6. Any member of Council, Village of Big Valley Administration or any member of the public wishing to speak to Council in a Closed Session, must submit their request to do so with the Chief Administrative Officer not later than 12:00 noon, ten (10) days prior to the scheduled Council meeting. The Chief Administrative Officer will review the request for a Closed Session and advise if and when the Closed Session is needed, in accordance with Section 14 of this Bylaw.
- 9.7. Emergent Agenda items, reports and supplementary material for inclusion in the upcoming meeting that are received after the deadline may be considered by the Chief Administrative and the Mayor and will be delivered to Councillors or Members in paper or electronic format as soon as possible.
- 9.8. All submissions shall contain adequate information to the satisfaction of the Chief Administrative Officer to enable Council to deal with the matter.
- 9.9. A motion to adopt the Agenda has to be passed prior to transacting any other business, and may add new items or delete any matter from the Agenda with a majority vote. The Chair, any Councillor or the Chief Administrative Officer shall be given an opportunity to state why an item shall receive consideration on the Agenda because of its emergent nature before the motion is put to a vote.

**10. ORDER OF BUSINESS**

- 10.1. The Order of Business for each meeting shall be outlined in Schedule "A".
- 10.2. The Order of Business "Schedule A" can be altered from time to time by resolution of Council.
- 10.3. The Chair, in their sole determination, may deviate from the Order of Business to accommodate special circumstances and ensure effective and efficient use of time.

**11. MINUTES**

- 11.1. The Chief Administrative Officer shall be responsible for the preparation and distribution of the minutes for the Council Meetings.
- 11.2. The minutes will include:
  - 11.2.1. The names of all Councillors, Members and Administration present at Council meetings;
  - 11.2.2. A brief description of the subject matter;
  - 11.2.3. All decisions and other proceedings;
  - 11.2.4. The names of staff or members of the public who speak to an item;
  - 11.2.5. Any abstentions made under the *Municipal Government Act* by a Councillor and the reason for the abstention;
  - 11.2.6. The signatures of the Chair and the CAO.
- 11.3. The Chief Administrative Officer may delegate any duties to a designate.



- 11.4. It shall be recorded in the Minutes each time a member of Council excuses themselves by reason of pecuniary interest.

## **12. PROCEEDINGS**

### ***Discussion Directed Through Chair***

- 12.1. Every member wishing to speak to a question or motion shall address themselves to the Chair.

### ***Absence from Proceedings***

- 12.2. When a Member has a pecuniary interest in a matter before Council or a Council Committee the Member must, if present, disclose the general nature of the pecuniary interest prior to any discussion on the matter, abstain from voting on any question relating to the matter and, subject the Municipal Government Act, abstain from any discussion of the matter and leave Council Chambers until discussion and voting on the matter are concluded.

### ***Interruption of Speaker***

- 12.3. A member who is speaking may only be interrupted by another Member:
- 12.3.1. By a Question of Privilege; or
  - 12.3.2. By a Point of Order.
- 12.4. A Member who is speaking when a Question of Privilege or Point of Order is raised must cease speaking immediately.
- 12.5. The Chair may grant permission:
- 12.5.1. To the Member raising a Question of Privilege or a Point of Order to explain the Question or Point briefly; and
  - 12.5.2. To the Member who was speaking to respond briefly.

Otherwise a Question of Privilege or a Point of Order is not debateable or amendable.

### ***Ruling on Proceedings***

- 12.6. The Chair will rule on Question of Privilege or Point of Order.
- 12.7. The Chair may seek advice on a Question of Privilege or Point of Order to determine whether a matter is within the jurisdiction of Council.
- 12.8. Any ruling of the Chair may be challenged.
- 12.9. A member who desires to address Council upon a matter that concerns the rights and privileges of the Council collectively, or of themselves as a member thereof, shall be permitted to raise such questions of privilege. A question of privilege shall take precedence over other matters. While the Chairman is ruling on the question of privilege, no one shall be considered to be in possession of the floor.

## **13. MOTIONS**

### ***Consideration of Motions***

- 13.1. Unless otherwise determined by the Chair, no matter may be voted on by Council unless it is in the form of a motion.
- 13.2. A Member may move a motion whether or not the Member intends to support it.
- 13.3. Once a motion has been moved and stated by the Chair, it is in possession of Council, and may only be withdrawn with the unanimous consent of the Members present at the meeting.
- 13.4. All motions shall be presented in a manner that allows Council to take a positive action.
- 13.5. A motion does not require a seconder.
- 13.6. Any Member may require the question or motion under discussion to be read at any time during the debate, but not to interrupt a member while speaking.
- 13.7. Whenever the Chair is of the opinion that a motion offered to Council is contrary to the rules and privileges of Council, the Chair shall apprise the members immediately, and shall cite the rule or authority applicable to the case without argument or comment.

### ***Motion to Main Motion***

- 13.8. When a motion has been made and is being considered by Council, no other motion may be made and accepted, except to:
  - 13.8.1. Refer the main question to some other person for group consideration;
  - 13.8.2. Amend the question;
  - 13.8.3. Table the motion;
  - 13.8.4. Postpone the main question to some future time; or
  - 13.8.5. Move a privilege motion.
- 13.9. A motion to adjourn the meeting automatically tables any motion on the floor at the time and shall not be debated except as to the time when the matter will again be considered.

### ***Privileged Motions***

- 13.10. The following motions are privileged motions:
  - 13.10.1. A motion to recess;
  - 13.10.2. A motion to adjourn;
  - 13.10.3. A motion to set the time for adjournment; and
  - 13.10.4. A Question of Privilege.

***Motion to Recess***

- 13.11. The Chair, without a motion, may recess the meeting for a specified period.
- 13.12. Any Councillor may move that Council recess for a specified period.
- 13.13. After a recess, business will be resumed at the point where it was interrupted.

***Separating Motions***

- 13.14. Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the Mayor, or other Presiding Officer, so directs.

***Amending Motions***

- 13.15. Every amendment must be relevant to the question on which it is proposed. Any amendment offered which raises a new question can only be considered on a distinct motion.
- 13.16. An amendment proposing a direct negative is out of order.
- 13.17. Every amendment shall be decided upon or withdrawn before the main question is put to a vote.
- 13.18. Only one amendment shall be allowed on a main motion or to an amendment at one time.

***Referring Motions***

- 13.19. A Member may vote to refer any motion to the appropriate Council Committee or the Administration for investigation and report, and the motion refer:
  - 13.19.1. Precludes all further amendments to the motion;
  - 13.19.2. Is debateable; and
  - 13.19.3. May be amended only as to the body to which the motion is referred and the instructions on the referral.

***Tabled Motions***

- 13.20. A motion to Table another motion:
  - 13.20.1. Cannot be debated;
  - 13.20.2. Takes precedence over any other motion connected with the motion being Tabled; and
  - 13.20.3. May be raised from the Table at any time by a majority vote of Council.
- 13.21. A Tabled Motion is brought back with all the motions connected with it, exactly as it was when it was tabled.

### ***Reconsiderations of Motions***

- 13.22. A motion to reconsider shall not be allowed unless a majority of the members of Council present agree and it must be made by a member who voted on the prevailing side.
- 13.23. Debate on a motion to reconsider must be confined to reasons for and against reconsideration.
- 13.24. No question shall be reconsidered more than once at any one meeting of Council.
- 13.25. No item that has been discussed, debated and voted upon, may be placed on Council's Agenda for at least six (6) months after the date such motion was passed unless a two-thirds majority of Council, by resolution, approves reintroduction of the item.

### ***Rescinding of Motions***

- 13.26. A motion to rescind an action of Council may be offered at any time subsequent to the original motion.
- 13.27. Any member of Council may make the motion to rescind.
- 13.28. A majority vote of two-thirds of the members of Council is necessary for the passage of a motion to rescind.

### ***Calling the Question***

- 13.29. After the Mayor or other Presiding Officer finally puts forward the question, no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Mayor or other Presiding Officer as to whether the question has been finally put shall be conclusive.

## **14. CLOSED SESSION**

- 14.1. Any Member may move that Council convene into a Closed Session if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*.
- 14.2. All Closed Session meetings will be chaired by the Mayor and be held without the presence of the public unless invited by Council.
- 14.3. No Bylaw or motion will be passed in a Closed Session meeting except for a motion to revert to a meeting to be held in the public.

## **15. VOTING**

### ***Requirement to Vote***

- 15.1. Each Member present must vote on every motion, unless the Member is required or permitted to abstain from voting under the *Municipal Government Act*.

### ***Recorded Vote***

- 15.2. Before a vote is taken, a Member may request that the vote be recorded. When a vote is recorded, the minutes shall show the names of the Councillors present and whether each Councillor voted for or against the proposal.

### ***Voting Procedure***

- 15.3. Voting on all matters shall be done by raising of the hand in such a clear manner that the Mayor, or other Presiding Officer may easily count them.
- 15.4. Unless otherwise specified in the Bylaw, a motion is carried when a majority of Members present at a meeting vote in favour of the motion.

### ***Declaring Results of a Vote***

- 15.5. After the Chair declares the result of the vote, Members may not change their vote for any reason.

### ***Tied Votes***

- 15.6. A motion is lost when the vote is tied.

## **16. COUNCIL REQUESTS FOR INFORMATION**

### ***Written Inquiries***

- 17.1. Any Councillor may make a Request for Information, in writing to the Chief Administrative Officer, in accordance with Section 9.3 of this Bylaw, cc all other Councillors and the CAO will place the Request for Information on the upcoming Agenda.
- 17.2. Requests for Information approved by Council will be responded to at the next meeting of Council following the meeting at which the inquiry was submitted, unless:
- 17.2.1. The financial or other resources required to answer the request are substantial and a decision of Council or the CAO is required to approve such allocation of resources; or
  - 17.2.2. Additional time is required to prepare the response or compile the requested information.
- 17.3. A Councillor who submits a request for information may abandon the request at any time, and can do so by notifying the Chief Administrative Officer.

## **18. COMMUNICATION INTENDED FOR COUNCIL**

### ***Presentations at Council***

- 18.1. Requests for an appointment to make a presentation to Council must be received by the CAO and must:

- 18.1.1. Be in writing no less than ten (10) days prior to Council meeting date;
  - 18.1.2. Clearly identify the reason or purpose of the appointment;
  - 18.1.3. Identify the individual or primary contract for group or organization; and
  - 18.1.4. Include contact information of the individual or organization.
- 18.2. If a delegation presents a request and the CAO has not presented a background report and recommendation, the matter will be referred back to administration for review, preparation of a background report and recommendation from the CAO.
- 18.3. Council shall hear no more than four delegations at any one meeting unless the Mayor or Presiding Officers deems that a further delegation is on an emergent nature. Delegations shall be restricted to a fifteen (15) minute time limit unless Council allows otherwise. All rules of Council in the Procedural Bylaw shall apply to each and every member of the delegation.
- 18.4. In questioning delegations whether statutory or otherwise, members of Council will ask only those questions which are relevant to the subject of the hearing and will avoid repetition. Delegations speaking to the subject will be restricted to speaking to the subject matter only.

***Written Submissions***

- 18.5. Any communication intended for Council must be forwarded to the Chief Administrative Officer, in writing, and shall be fairly written, printed on paper or distributed electronically and signed by at least one person whose address is also shown and will be redacted in the Council Agenda package.
- 18.6. When a communication intended for Council is received by the Chief Administrative Officer, they shall place it on the agenda of the next regular meeting of Council once the Chief Administrative Officer is assured there is sufficient information contained therein to allow Council to render a decision.
- 18.7. Any type of communication received by Council may be referred to a Committee, Council or may be referred to the Chief Administrative Officer for report.

**19. CONDUCT IN COUNCIL**

***Public Conduct***

- 19.1. During a Council Meeting, members of the public must:
- 19.1.1. Not approach or speak to Council without permission of the Chair;
  - 19.1.2. Maintain order and quiet; and
  - 19.1.3. Not interrupt a speech or action of Council or another person addressing Council;
- 19.2. The Chair may order a member of the public who creates a disturbance or acts improperly at a meeting to be expelled.

**Council Conduct**

19.3. During a Council meeting, Members must not:

- 19.3.1. Imply attribution of motive, speak disrespectfully or use offensive words;
- 19.3.2. Address Members without permission;
- 19.3.3. Carry on a private conversation;
- 19.3.4. Break the rules of Procedure or disturb the proceedings;
- 19.3.5. Leave their seat or make noise or disturbance while a vote is being taken or the results declared; or
- 19.3.6. Disobey the decision of the Chair on any question of order, practice or interpretation.

19.4. Councillors are also bound by the Code of Conduct Bylaw and shall adhere to all pertinent bylaws when conducting the business of Council.

**Cell Phones and Personal Electronic Devices**

19.5. During a Council meeting, cell phones and electronic devices shall be turned off or set on a mode that will not be a disruption to the meeting.

**20. REPEAL OF BYLAW**

20.1. This Bylaw Repeals Bylaw 861 – Procedural Bylaw

Read a First time this 20th day of November, 2023 A.D. on a motion of Mayor German.

**CARRIED**

Read a Second time this 20th day of November, 2023 A.D. on a motion of Councillor Houle.

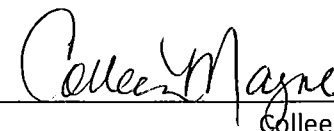
**CARRIED**

Read a Third time this 20th day of November, 2023 A.D. on a motion of Councillor Hoogenberg.

**CARRIED**



Clark German, Mayor



Colleen Mayne, CAO

## **SCHEDULE "A"**

### **ORDER OF BUSINESS AT REGULAR COUNCIL MEETINGS**

The normal order of business for the Regular Meeting of Council shall be as follows:

1. Call to Order
2. Agenda Additions
3. Adoption of Agenda
4. Adoption of Minutes
5. Delegations
6. Specific Items Set for Business Arising from Public Hearings, Visitors, and Delegations
7. Old Business
8. New Business
9. Reports
10. Financial Statements
11. Items of Information
12. Public Comments – Limited to 5 minutes
13. Closed Session
14. Adjournment