



WESTLOCK COUNTY BY-LAW NO. 44-2023
WESTLOCK, ALBERTA

Being a Bylaw to provide for the orderly proceedings of Council and Committee meetings of Westlock County.

WHEREAS pursuant to the *Municipal Government Act*, R.S.A. 2000, Chapter M-26 and amendments thereto, a council may pass bylaws in relation to the procedure and conduct of council, council committees and other bodies established by the council, and

WHEREAS Council deems it advisable to set out procedures for the orderly conduct of Council and Committees;

AND WHEREAS Council wishes to maintain a balance between informality and the requirements of legislation;

NOW THEREFORE the Municipal Council of Westlock County, duly assembled, enacts as follows:

1. Bylaw Reference

1.1 This bylaw may be referred to as the "Procedure Bylaw".


2. Definitions

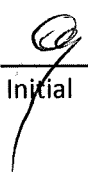
In this Bylaw, the following words shall have the following meanings:

- 2.1 "Acting Reeve" means the Deputy-Reeve or, in the event the Deputy-Reeve is not available to perform the duties of the Reeve, Council may appoint a Councillor as Acting Reeve.
- 2.2 "Administration" means staff members of the County, unless used in the context of describing the "County Administration Building".
- 2.3 "Agenda" means the items of business of a meeting and the associated reports, bylaws or other documents.
- 2.4 "Chair" means the Reeve, Deputy-Reeve or other person who has authority to preside over a meeting.
- 2.5 "Chief Administrative Officer" or "CAO" means the Chief Administrative Officer of the County within the meaning of the MGA, or their designate.
- 2.6 "Committee" means any Board, Commission or Committee established by Council.
- 2.7 "In-Camera" means a meeting or portion of a meeting held by Council absent from the public in accordance with applicable legislation.

Initial Initial

- 2.8 "Committee of the Whole" means a committee comprised of all Members which conducts itself as a Committee of Council;
- 2.9 "Council" means the municipal Council of Westlock County.
- 2.10 "County" means the municipal corporation of Westlock County or the areas contained within its boundaries.
- 2.11 "Deputy-Reeve" means the deputy chief elected official elected by Council as provided for in the Municipal Government Act.
- 2.12 "Meeting" means a meeting of Council where all members are eligible to attend and quorum is maintained throughout the meeting.
- 2.13 "Member" means a member of Council.
- 2.14 "MGA" means the Municipal Government Act, Chapter M-26, RSA 2000, and amendments thereto.
- 2.15 "Minutes" means the formal record of decisions of a meeting.
- 2.16 "Notice of Motion" means the manner in which a Councillor may bring a topic before Council for consideration.
- 2.17 "Organizational Meeting" means the annual Organizational Meeting of Council held pursuant to the MGA.
- 2.18 "Peace Officer" has the same meaning as in the Provincial Offences Procedure Act and includes a member of the Royal Canadian Mounted Police, a Peace Officer, a Community Peace Officer and a Bylaw Enforcement Officer of the County.
- 2.19 "Pecuniary Interest" means a pecuniary interest within the meaning of the MGA.
- 2.20 "Point of Order" means a query in a formal debate or meeting as to whether correct procedure is being followed.
- 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 MGA.
- 2.22 "Reeve" means the Chief Elected Official of the County as elected by Council and as described in the Municipal Government Act.
- 2.23 "Resolution" is a matter put to Council for debate and vote and can also be referred to as a "Motion".


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3. Purpose, Interpretation and Application

- 3.1 This Bylaw shall govern all meetings of Council including but not limited to Organizational Meetings, Regular Meetings, Budget Meetings, Special Meetings, and Committee of the Whole Meetings.
- 3.2 If a matter of procedure arises that is not contemplated in this Bylaw, the matter is decided by reference to the most current edition of Robert's Rules of Order. If there is a conflict between this Bylaw and Roberts's Rules of Order, this Bylaw takes precedence.
- 3.3 In the absence of any statutory obligation, any provision of this Bylaw may be suspended by motion of Council with 2/3 majority vote except the provisions regarding statutory hearings.
- 3.4 A motion waiving any provision of this Bylaw as provided for in section 3.3 shall only be effective for the meeting during which it is passed.
- 3.5 If the provisions in any other bylaw conflict with the rules in this Bylaw, this Bylaw will prevail.
- 3.6 The decision of the Chair on a Point of Order or a Point of Privilege shall be subject to an immediate appeal by a Member at the meeting. If the decision is appealed, the Chair shall give concise reasons for their ruling and the Members, without debate, shall decide the question. The ruling of the Members shall be final.
- 3.7 All of the rules of order herein contained shall apply to all committees of County Council, excepting those items pertaining to meeting dates and providing that appropriate substitutions of officers and titles are made where required.

4. Quorum

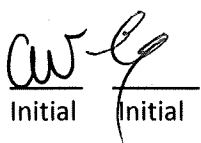
- 4.1 As soon as there is Quorum of Members, after the hour fixed for the meeting, the Chair shall call the meeting to order. In the case where neither the Reeve or Deputy Reeve are in attendance within fifteen (15) minutes, after the hour appointed for a Council Meeting, and quorum is present, the CAO shall call the meeting to order and Council's first order of business will be to appoint a Councillor as Acting Reeve.
- 4.2 Unless a Quorum is present within thirty (30) minutes after the time appointed for the meeting, the meeting may, at the discretion of the Chair, stand adjourned until the next regular meeting date or until a Special Meeting is called to deal with the matters intended to be dealt with at the adjourned meeting. The Municipal Clerk shall record the names of the Members present at the expiration of the thirty (30) minute time limit and such record shall be appended to the next Agenda. The only action that can legally be taken in the absence of Quorum is to fix the time to which to adjourn (if more than thirty (30) minutes is being allowed), recess or to take measures to obtain a Quorum.
- 4.3 In the event that Quorum is lost after the meeting is called to order, the meeting shall be suspended until Quorum is obtained. If Quorum is not obtained within thirty (30) minutes, the meeting shall stand adjourned.


Initial Initial

- 4.4 A council meeting or council committee meeting may be conducted by means of electronic or other communication facilities if;
- 4.4.1 notice is given to the public of the meeting, including the way in which it is to be conducted;
 - 4.4.2 the facilities enable the public to watch or listen to the meeting at a place specified in that notice and a designated officer is in attendance at that place, and;
 - 4.4.3 the facilities enable all the meeting's participants to watch or hear each other.
- 4.5 Members participating in a meeting held by means of electronic media as outlined in Section 4.4 hereto, are deemed to be present at the meeting.
- 4.6 Members may remotely attend meetings of Council via electronic media provided that all other meeting attendees can hear the member when they speak, and the member can hear all other meeting attendees when they speak. If a member connected by remote electronic means is disconnected, they are deemed to have left the meeting and will advise the Reeve or CAO immediately via email or text message.
- 4.7 The Agenda of a Meeting includes the order of the items to be dealt with at the meeting except when the Chair alters the Agenda for the convenience of the Meeting.

5. Public Presentations

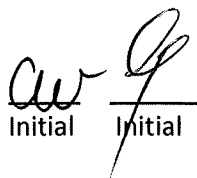
- 5.1 Public presentations may be arranged at Regular Council and Committee of the Whole meetings for the purpose of providing for information sharing, special recognition of persons, organizations and events or for award presentations.
- 5.2 Requests for Public Presentations from the public shall be made to the Municipal Clerk in writing at least twelve (12) business days prior to a Regular Meeting. Requests received less than twelve (12) business days before a regular meeting of Council shall be included on the Agenda for the next Regular Meeting immediately following.
- 5.3 The Municipal Clerk may:
- 5.3.1 Refer the matter to a Committee;
 - 5.3.2 Recommend that Council hear from that person;
 - 5.3.3 Refer the matter to Administration for reply; and
 - 5.3.4 Shall report to Reeve and Council on a regular basis which items have been referred.
- 5.4 Verbal presentations including question and answer shall be limited to fifteen (15) minutes in length unless there is consent prior to establishment of the Agenda or by Council at the Regular Meeting to extend the time for a presentation.
- 5.5 Debate concerning matters raised during public presentations shall take place at the discretion of Council.


Initial Initial

- 5.6 Information presented during a public presentation shall be provided in writing and relate only to the subject matter for which the presentation was originally requested.
- 5.7 Personal presentations to Council shall not be allowed with regard to an undisposed matter which has been the subject of a Public Hearing.

6. Delegations

- 6.1 A person or a representative of any delegation or group of persons, who wish to bring any matter to the attention of Council, or who wish to have any matter considered by the Council shall address a letter or other communication to the Municipal Clerk outlining the subject to be discussed.
- 6.2 The letter shall be typewritten or legibly written, signed by the name of the writer, delivered or mailed (including electronic delivery) to the Municipal Clerk so that it arrives no later than twelve (12) business days prior to the meeting at which it is to be presented. If he or she wishes to appear before Council it shall be so stated in the letter.
- 6.3 Any person or group wishing to appear as a delegation before Council may request a time allotment through the office of the CAO or Municipal Clerk. All such requests must state the nature and subject area the delegation wishes to discuss.
- 6.4 Persons or groups requesting a delegation with Council for matters that deal with operational or administrative items will be directed to meet with County staff, if they have not already done so, to endeavor to resolve the matter prior to being accepted on the Agenda as a delegation.
- 6.5 Presentation and questions with respect to each delegation shall be restricted to a maximum of fifteen (15) minutes in length unless there is consent prior to establishment of the agenda or by the Chair at the Regular Meeting to extend the time for a presentation.
- 6.6 Every delegation shall be supported in the Agenda by a written presentation or communication providing Council with background and a concise statement of the purpose of the delegation and the action being requested. Supporting information must be submitted to the CAO or Municipal Clerk not later than seven (7) days prior to the date of the meeting. If complete information is not supplied, the delegation will not be registered to appear before Council.
- 6.7 The Council shall address any questions or comments to the delegation upon completion of the presentation and such questions or comments may only be with respect to clarification of the issue being discussed.
- 6.8 No motion or resolution shall be made during the delegation portion of the meeting and any decision forthcoming should be referred to the appropriate section of the agenda of the current or a subsequent meeting.

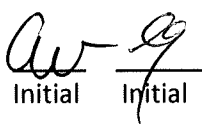

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7. Powers and Responsibilities of the Reeve

- 7.1 General duties of the Reeve/Chief Elected Official are defined in section 154 of the Act.
- 7.2 Presides over the conduct of the Meeting, including the preservation of good order and decorum, determine speaking order when two or more Members of Council wish to speak, and rule on all questions relating to the orderly procedure of the meeting, subject to an appeal by any Member;
- 7.3 Calls Meetings to order;
- 7.4 Chairs Meetings including those held via electronic communications; if the Reeve is unavailable, the Deputy Reeve will chair;
- 7.5 Ensures that each Member who wishes to speak on a debatable motion is granted the opportunity to do so; and
- 7.6 When participating in debate the Reeve shall have the same rights and be subject to the same restrictions as all other members. When wishing to make a motion the Chair shall vacate the chair, and request that the Deputy Reeve take the chair.
- 7.7 Decides who, aside from Members, may address Council.
- 7.8 The Reeve is an ex officio member, by virtue of office, of all Council Committees. If the Reeve is present at a Committee Meeting by virtue of office the Reeve has all the rights and privileges of the other Committee Members including the right to make motions, but the Reeve shall not be counted to determine quorum.

8. Rules of Conduct and Debate

- 8.1 All discussion at a Meeting is directed through the Chair who will be addressed as "Reeve", or "Mister/Madam Chair."
- 8.2 No Council member or County staff member is permitted to speak unless and until recognized by the Chair.
- 8.3 The Chair, shall at all times, conduct the manner and order of speaking so that all sides of a question may be as fully presented as the circumstances warrant, and shall ensure that each member is allowed an equal opportunity to speak.
- 8.4 No member shall speak on any matter for longer than five (5) minutes unless permitted by the Chair.
- 8.5 No member shall resist the rules of the Council or disobey the decision of the Council on points of order or practice, or upon the interpretation of the rules of Council.
- 8.6 The Chair, or any member, may call another member to order while the latter is speaking. When such action is taken, the Chair may immediately suspend the debate and the member in question shall refrain from speaking until the point of order is determined.
- 8.7 After a question is finally put by the Chair, 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

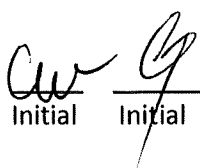

Initial Initial

decision of the Chair as to whether the question has been finally put and decided shall be conclusive. When the Chair is putting the question on a motion, no member shall walk out of or across the Chamber.

- 8.8 When a member is speaking, no other member shall hold discourse which may interrupt the speaker, nor pass between the speaker and the Chair except to raise a Point of Order.
- 8.9 During a Council meeting, members of Council will follow Council's Code of Conduct Bylaw.
- 8.10 During a Council meeting members of the public will:
- 8.10.1 not approach or speak to Council without permission from the Chair;
 - 8.10.2 maintain order, remain quiet and seated;
 - 8.10.3 not applaud or otherwise interrupt a speaker or action of Council or other person addressing Council;
 - 8.10.4 not engage in improper conduct as defined in this Bylaw; and
 - 8.10.5 turn cellular and other electronic devices off or to silent mode.
- 8.11 The Chair may order any member of the public who disturbs the Meeting by either words or actions to:
- 8.11.1 be quiet; and/or
 - 8.11.2 remove themselves from the meeting;
 - 8.11.3 If any member of the public shall so resist or disobey, the Chair may order a Peace Officer to remove the individual from the meeting.
- 8.12 Whenever a vote of Council is taken for any purpose, each member of the Council present shall indicate his/her vote openly and individually by raising his/her hand when the Chair puts the vote for either "those in favor" or "those opposed".
- 8.13 Issues may be debated prior to putting a Motion on the floor. No matter may be voted on by Council unless it is in the form of a Motion.
- 8.14 The Chair may recess and reconvene the Meeting without a Motion. Following the recess, business will be resumed at the point where it was interrupted. A recess may not be used to interrupt a speaker.
- 8.15 The Chair may adjourn a meeting without a Motion to adjourn.

9. Pecuniary Interest

- 9.1 Any Member of Council who has a reasonable belief that they have pecuniary interest in a matter before Council, as defined in the MGA, any committee of Council or any board, commission, committee or agency to which they are appointed as a representative of Council, shall, if present, declare and disclose the general nature of the pecuniary interest prior to any discussion of the matter, abstain from discussions or voting on any


Initial Initial

questions relating to the matter and shall remove themselves from Council Chambers until the matter is concluded. The minutes shall indicate the declaration of disclosure, the time at which the Member of Council left the room and the time the Member of Council returned.


- 9.2 A Member who has a Pecuniary Interest in a matter is not considered part of Quorum for that matter.
- 9.3 It is the responsibility of each individual Councillor to determine if they have a Pecuniary Interest in a matter. If a Member believes that they require legal advice to determine a Pecuniary Interest conflict, it shall be sought at the initiative of the Member and solely at the Member's individual expense.


10. Notice of Council Meetings

- 10.1 Council will hold regular Meetings on the dates, times and location established at the Organizational Meeting. If a regular Meeting falls on a statutory holiday, the Meeting will take place on the next business day.
- 10.2 Council may change the time, date or location of any Meeting by Motion if at least twenty-four (24) hours' notice of the change is given;
 - 10.2.1 in writing to all Members (email message is sufficient, deemed delivered at the time it was sent); and
 - 10.2.2 to members of the public by posting a notice of the change in the front foyer at the County Administration Building and on the County's website;
- 10.3 Council may cancel any Meeting by posting a notice of the cancellation in the front foyer at the County Administration Building and on the County's website.
- 10.4 In the event that a Meeting does not have quorum or loses quorum during the course of the Meeting, the Meeting cannot be held or continue.
- 10.5 Special Meetings of Council may be called in accordance with the MGA.

11. Organizational Meeting of Council

- 11.1 Council shall hold an Organizational Meeting not later than two weeks after the third Monday in October each year. The first Organizational Meeting of Council after a general election shall be held on the date and time established at the previous year's Organizational Meeting.
- 11.2 At the Organizational Meeting:
 - 11.2.1 The Chief Administrator shall take the position of Chair and call the Meeting to order;
 - 11.2.2 The Municipal Clerk shall report and all Council Members shall take the "Oath of Office" as prescribed by the Oaths of Office Act, RSA 2000, and amendments thereto, at the first Meeting after an election and shall deposit the oath with the Municipal Clerk;

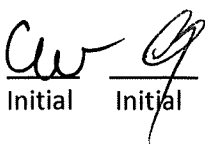

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- 11.2.3 The CAO will conduct the election for the Position of Reeve, which shall be determined by secret ballot for nomination and election. The newly elected Reeve will then take the Oath of Office for the position of Reeve;
- 11.2.4 The CAO will hand over the position of Chair to the newly elected Reeve;
- 11.2.5 The Reeve may either conduct the election for the position of Deputy Reeve, which shall be determined by secret ballot for nomination and election, or direct the CAO to conduct the election of Deputy Reeve;
- 11.2.6 The newly elected Deputy Reeve will then take the Oath of Office for the position of Deputy Reeve;
- 11.3 Process for above Elections:
 - 11.3.1 The CAO and the Municipal Clerk will review the nomination ballots for the position of Reeve and Deputy Reeve and report back to Council those nominated. Those nominated will have a choice to accept or decline their nomination prior to the election being held;
 - 11.3.2 If only one individual accepts a nomination for Reeve or for Deputy-Reeve, they shall be declared elected to that position;
 - 11.3.3 The CAO and Municipal Clerk will count the ballots for the election of Reeve and Deputy Reeve and shall report the results back to Council;
 - 11.3.4 The Reeve shall entertain a motion for the destruction of the ballots;
 - 11.3.5 Council will determine the appointments of members and public members to Committees which Council is entitled to make. Appointments of Council members and public members to committees shall be for a term of one year, unless otherwise specified and reviewed at the Organizational Meeting; and
 - 11.3.6 No public member shall exceed six (6) consecutive years on one board unless by Council approval.
 - 11.3.7 Council will conduct other business required by the MGA, or which Council or the CAO may direct.

12. **Public Hearings**



- 12.1 Public hearings will be held in accordance with Section 230 of the Municipal Government Act.
- 12.2 The Reeve or designate shall chair all public hearings.
- 12.3 The procedures of Public Hearings are as follows:
 - 12.3.1 The Chair shall declare the public hearing in session, state the purpose of the public hearing and outline the public hearing procedures;
 - 12.3.2 The CAO or Department Director shall present an overview and summary regarding the motion, bylaw or matter to be dealt with, as well as any written submissions received prior to the public hearing;


Initial Initial

- 12.3.3 The Chair shall request those who wish to make a verbal presentation to identify themselves. A person who does not identify himself or herself will not be given the opportunity to speak. In the case of a Public Hearing initiated by an application from a third party, the applicant will be invited to make the first presentation. Those wishing to speak in support of the bylaw or motion will be invited to make presentations either after the applicant, or after County staff as the case may be. Presentations by those in opposition of the bylaw or motion shall present next;
- 12.3.4 Public presentations may be made verbally, in writing, or both, with copies of written submission being filed with the CAO;
- 12.3.5 Presentations shall be directed to the Chair and be limited to ten (10) minutes in duration unless there is consent by the Members to extend this limit;
- 12.3.6 Persons making presentations may be questioned by Members and administration for clarification, however, Council shall not enter into debate during a Public Hearing. Time required for questions or clarification will not be charged against the ten (10) minute time limit for the presentation;
- 12.3.7 If applicable, the Chair shall invite the applicant to make closing comments, if any;
- 12.3.8 Following verbal presentations, the CAO or Department Director will respond to any questions from Council;
- 12.3.9 The Chair shall close the public hearing;
- 12.3.10 Once the public hearing is closed, the Chair shall advise that no further information on the matter shall be received by Council;
- 12.3.11 The Chair may recess or postpone the public hearing;
- 12.3.12 If a public hearing is recessed or postponed, Council shall not receive any additional submissions in relation to the subject matter until it reconvenes the public hearing;
- 12.3.13 Debate concerning matters raised at the public hearing shall take place during a Council meeting following or subsequent to the closure of the public hearing.

13. Committee of the Whole

- 13.1 There shall be a Committee of the Whole comprised of all members of Council.
- 13.2 Committee may:
 - 13.2.1 Receive delegations and submissions;
 - 13.2.2 Meet with other municipalities and other levels of government
- 13.3 Quorum of Committee of the Whole is the majority of Council.
- 13.4 Committee of the Whole may move to go In Camera.

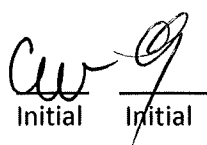
 
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14. Agenda

- 14.1 The agenda for each Meeting is established by the CAO in consultation with Administration, the Reeve, and the Deputy Reeve. The Reeve or Deputy Reeve has final approval of the agenda.
- 14.2 The agenda summary and prior meeting minutes will be reviewed with the CAO, the Municipal Clerk, the Reeve and/or Deputy Reeve three business days prior to the meeting for approval.
- 14.3 The CAO or Municipal Clerk will distribute the Agenda to Members and Administration, two business days prior to the Meeting.
- 14.4 Reports and supplementary materials that are received too late to be included with the regular Agenda may, at the discretion of the CAO, be made available as supplementary agenda materials and will be delivered to Council members no later than Noon the day before a Council Meeting.
- 14.5 The CAO will make the Agenda and supplementary materials (unless these must or may be withheld under the Municipal Government Act or other legislation) available to the public on the County's website no later than noon the day before the Meeting, excepting in the case of a Special Meeting, then the Agenda will be available on the County's website as soon as is practical.
- 14.6 In preparing the Agenda, the CAO shall list the business for consideration of Council in the order agreed upon from time to time by Council.
- 14.7 A Member of Council or Administration may bring forward an item of urgent or emergent business that cannot wait to be included on the next Regular Council Meeting Agenda subject to the following conditions:
 - 14.7.1 The matter relates to an emergency;
 - 14.7.2 The matter does not require prior written notice;
 - 14.7.3 The Emergent Business item is added to the Agenda by Council motion
 - 14.7.4 The Council or staff member shall supply information to Council and/or Administration by handout or electronic mail prior to or at the commencement of the Regular Council Meeting. This information shall be distributed to all members prior to consideration of adding the item as an addition to the agenda and include the matter, brief detail and recommendation around the matter.
- 14.8 After adoption of the Agenda, Council may alter the order of the items on the Agenda, by majority vote, for convenience of the meeting.
- 14.9 The copy of the Agenda on the County website shall be amended within three business days of a meeting reflecting any approved amendments to the Agenda.

15. Closed/In Camera Sessions

- 15.1 Council and Council Committees may close all or part of the Meetings to the public if a matter to be discussed meets one of the requirements of Section 18 of the Freedom of Information and Protection of Privacy Regulation.


Initial Initial



- 15.2 When a Meeting is closed to the public, the Meeting may include any person or persons invited to attend by Council.
- 15.3 When a Meeting is closed to the public, no motion or bylaw may be passed at the Meeting, except a motion to revert to a Meeting held in public.
- 15.4 In accordance with section 153 of the Act, all Members are required to keep in confidence matters discussed In Camera until the item is discussed at a Meeting held in public.. All In Camera documents will be included in the Published Agenda. If necessary, In Camera documents may be retrieved from Council at the completion of the any session at the CAO's discretion.
- 15.5 A motion to go into a closed/in-camera session shall include the names or titles of the individuals who are not members of Council who will be in attendance and shall include the details of which matters they will be in attendance for in the event they will not be in attendance for the entire portion of the closed/in-camera session.

16. Minutes of the Meeting

- 16.1 The CAO will prepare a written record of all Meetings that includes:
 - 16.1.1 the names of the Members present at and absent from the Meeting, CAO and/or delegated authority and staff, or any portion thereof;
 - 16.1.2 under the Agenda section "Delegations", a brief description of the subject matter;
 - 16.1.3 in all other sections, only the Motion will be recorded;
 - 16.1.4 all decisions and other proceedings;
 - 16.1.5 the names and municipality of residence of members of the public who speak to an item;
 - 16.1.6 any abstentions made under the MGA by any Member and the reason for the abstention;
 - 16.1.7 any abstentions made as a result of a Pecuniary Interest and the reason for the abstention;
 - 16.1.8 If a Member arrives late to a Meeting, leaves before it is adjourned, or is temporary absent from the Meeting, the Meeting Minutes reflect the absence and its duration.
 - 16.1.9 all motions, which Member moved each motion, whether each motion was carried or defeated, and any Members who were absent or abstained from the vote on the motion;
 - 16.1.10 provision for the signatures of the Chair and the CAO.
- 16.2 Minutes of the Meeting are held permanently as per the Record Retention Schedule.

17. Electronic Recording of Minutes

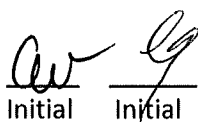
- 17.1 The CAO shall keep an electronic record of all Regular Meetings of Council, except during breaks and those portions of meetings held In Camera.

- 17.2 At the start of the meeting, the Chair notifies those present that the meeting is being recorded and will be made available on the County's website.
- 17.3 An electronic recording will be made available to the public by posting it to the County's website within three (3) business days following each meeting of Council.
- 17.4 One electronic recording for each meeting will be retained for three (3) years.
- 17.5 A member may make a motion requesting that the Minutes be amended to correct an inaccuracy or omission, however the CAO shall be advised of the challenge to the Minutes before the meeting at which they are officially confirmed, to allow the CAO or designate to review the electronic recording.
- 17.6 Use of any electronic recording devices, including but not limited to digital cameras, standalone video cameras, Internet accessible webcams, video recorders, audio recorders, and software designed to monitor activities in Council, the press or public may be prohibited at the discretion of the Chair.
- 17.7 During In Camera Sessions the use of all electronic devices for recording purposes, including cell phones will not be permitted.
- 17.8 The official record of a Meeting are the minutes, not the recording.

18. **Motions**

- 18.1 Every motion of Council shall be recorded in writing by the CAO.
- 18.2 Should a motion be introduced that is not included in a recommendation or report to Council, the wording of the motion shall be recorded and displayed in the Council Chambers in such a manner that all members of Council are able to view the wording of the proposed motion prior to the Question on the motion being put by the Chair. The Chair shall read out the introduced solution in the event that any Member is in attendance via electronic media.
- 18.3 A Member may move a Motion whether or not the Member intends to support it.
- 18.4 A seconder to a Motion is not required.
- 18.5 Whenever the Chair is of the opinion that a Motion is contrary to the rules of privileges of the Council, the Chair shall apprise the members thereof without proposing the question and shall cite the rule of authority applicable to the case without argument or comment.
- 18.6 After any matter has been decided, any member that voted on the prevailing side of the vote, at any time prior to the end of the meeting at which such matter was decided, may:
 - 18.6.1 move for a reconsideration of the matter at the same meeting, or
 - 18.6.2 give notice of a motion of reconsideration of the matter, such motion to be considered at the subsequent meeting of Council.
- 18.7 Within six (6) months of a decision being made by Council, any member may at a regular meeting of Council, move for a reconsideration of the matter providing that no action has been taken by Administration or Council to carry into effect the decision of Council.


Initial Initial

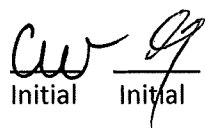
- 18.8 If a notice as provided for in item 17.6.2 hereof is given, no action shall be taken to carry into effect the decision of Council until after the motion for reconsideration has been disposed of at a subsequent meeting.
- 18.9 If the member who gave notice of the motion for reconsideration is not in attendance at the subsequent meeting, the Chair shall declare the notice of the motion for reconsideration not accepted.
- 18.10 A matter shall only be reconsidered once in any calendar year.
- 18.11 Notwithstanding sections 18.7 and 18.10 hereof, a Motion may be reconsidered after a general election.
- 18.12 After a Motion has been stated or read, it is deemed to be in possession of the Council, but it may be withdrawn by the originator of the Motion prior to the Question being put to the members by the Chair. A withdrawn Motion will not be recorded.
- 18.13 When any Motion is under consideration, no other Motion may be received except to:
- 18.13.1 postpone the original motion definitely to another Meeting; or
 - 18.13.2 postpone the original motion indefinitely; or
 - 18.13.3 refer or defer for further information or feedback; or
 - 18.13.4 amend the original motion.
- 18.14 Motion Amendment Procedures are as follows:
- 18.15 When a member moves to amend a Motion, the Chair shall state the original Motion followed by the amendment and then shall propose the question of the amendment to the Council;
- 18.16 If such a question is resolved in the negative, the Chair shall again propose the main question and debate may ensue thereon, or other amendments may be submitted by members other than the member who moved the defeated amendment;
- 18.16.1 **If such a question is passed in the affirmative, the Chair shall then propose the main question as amended. Members may move other amendments subject to the limitation set forth in the following section;**
 - 18.16.2 Only one amendment shall be allowed to an amendment and an amendment once rejected by the Council cannot be moved a second time.
- 18.17 Amendments to Motions shall be put to the Council in the reverse order to that in which they are moved, in other words, when there is a main motion, an amendment and an amendment thereto; the motion and appendages shall be put to the Council in the following order:
- 18.17.1 the amendment to the amendment;
 - 18.17.2 the amendment to the main motion;
 - 18.17.3 the main motion.

19. Friendly Amendments to Motions

- 19.1 A member may make minor changes to the wording of the motion, or accept any minor changes proposed by another member, if the changes do not alter the intent of the Motion and the members present must unanimously consent to the changes.
- 19.2 Friendly amendments may be proposed by a Member or requested by a Member while speaking on or debating a motion.
- 19.3 If a friendly amendment is not accepted by the mover of the motion or does not receive the unanimous consent of the Members present, then a Member may move a motion to amend the motion.
- 19.4 Friendly amendments are not recorded in the Meeting Minutes, and the mover of the original motion is still considered the mover after any friendly amendments are made to the motion.

20. Question Period, Discussion, Debating Motion, Closing Debate and Voting

- 20.1 Once administration has presented an item to Council and has returned the meeting to the Chair, the Chair will then call for any questions from Members of Council in a round table fashion for up to three times if necessary.
- 20.2 Should no further questions be asked, the Chair will then call for a motion.
- 20.3 After a motion has been moved by a Member, each Member is provided an opportunity to speak on the motion in a round table fashion for up to three times before it is voted on.
- 20.4 While a motion is being debated and considered, no other motion may be made except for the following:
 - 20.4.1 Amend the motion;
 - 20.4.2 Amend the amendment to the motion;
 - 20.4.3 Refer to the main motion;
 - 20.4.4 Table the main motion (see Section 20);
 - 20.4.5 Call the question;
 - 20.4.6 Postpone the original motion definitely to another Meeting;
 - 20.4.7 Postpone the original motion indefinitely;
 - 20.4.8 Refer or defer for further information or feedback
 - 20.4.9 Move a motion which has privilege, that is:
 - 20.4.9.1** A motion to recess
 - 20.4.9.2** A motion to adjourn;
 - 20.4.9.3** A motion to set time for adjournment;
 - 20.4.9.4 A point of privilege


Initial Initial

20.5 Once Members of Council have all had an opportunity to debate the motion, the debate will then be closed and the Chair will ask for a vote on the Motion (see Section 23).

21. Tabling a Motion

21.1 A Member may move to table a matter or motion and all pending amendments to the motion either temporarily or indefinitely (sine die) with the intention of bringing the matter or motion back for consideration at a later date or time. A motion to table:

21.1.1 Must include a set date or time;

21.1.2 Is only debatable with respect to the date or time;

21.1.3 Takes precedence over other motions related to the matter or motion being tabled;

21.1.4 Cannot be amended; and

21.1.5 Cannot be tabled more than once in any calendar year.

22. Motion to Rescind

22.1 A Member may move to rescind a motion previously passed. If passed, the motion to rescind renders the original motion null and void.

22.2 A Member must submit a Notice of Motion to rescind a motion if that motion was considered at a previous Meeting and the same matter is not included on the Agenda.

22.3 A motion to rescind does not undo any actions that have been taken as a result of the original motion being passed;

22.4 A motion to rescind is debatable only on the merits of the original motion that is proposed to be rescinded.

23. Notice of Motion


23.1 A member of Council wishing to introduce a matter that is not formally on the agenda for consideration must present a Notice of Motion by reading the Notice of Motion into the minutes and by providing the CAO or Municipal Clerk with a copy of said Notice of Motion.


23.2 A Notice of Motion must give sufficient detail so that the subject of the motion and any proposed action can be determined.

23.3 A Notice of Motion may state the date of the regular Council meeting at which the Motion will be included in the agenda. Should no date of return be stated, the Notice of Motion, as submitted, will be scheduled to be considered by Council at the next appropriate regular Council meeting.

23.4 No action will be taken on a Notice of Motion until said Motion has been passed in a regular Council meeting.

23.5 A Notice of Motion cannot be made at a Special Council Meeting.


Initial


Initial

23.6 When providing the date of the Meeting, the Member of Council should consider the agenda preparation in accordance with administrative deadlines.

23.7 The proposed motion provided in the Notice of Motion will not be considered or debated until a Councillor moves the motion provided in the Notice of Motion.

24. **Voting**

24.1 Members shall indicate their vote openly and individually by raising their hand when the Chair puts the vote for either "those in favour" or "those opposed".

24.2 A Motion is carried when a simple majority of Members present at the Meeting vote in favour of the Motion, unless otherwise specified in the MGA or in this Bylaw.

24.3 A Motion is lost when the vote does not receive the required number of votes to pass or when the vote is tied.

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

24.5 A member may request a recorded vote on a motion at any time during debate on a matter up until the Chair calls for the Question. The voting results shall be recorded in the minutes indicating the name of the Member who asked for the recorded vote and how each member voted identified as "Those in Favour" and "Those Opposed".

25. **Loss of Quorum**

25.1 If a Motion cannot be voted on because there would be no quorum due to any abstention allowed or required by statute, then the matter will be dealt with at the next regular Meeting.

25.2 If Council is unable to achieve quorum at any Meeting on an issue due to allowable abstentions, then Council must ask the Minister of Municipal Affairs for an order to deal with the issue as outlined in the MGA.

25.3 If at any time during a Meeting Quorum is lost, the Meeting shall be recessed and if Quorum is not regained within fifteen (15) minutes, the Meeting shall be deemed to be adjourned.

26. **Meeting Proceedings**

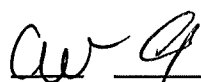
26.1 All discussion, questions, and debate at a Meeting must be directed through the Chair.

26.2 No Member may speak unless and until they are recognized by the Chair.

26.3 The Chair rules on Points of Order and Points of Privilege. A ruling by the Chair may be challenged by a Member, in which case a vote is taken by the Members to either uphold or overturn the ruling of the Chair.

26.4 Points of Order, Points of Privilege, rulings made by the Chair, and challenges to a ruling made by the Chair are not recorded in the Meeting Minutes.


26.5 Unless otherwise permitted by the Chair, Members may speak up to three times in a round table manner on any Motion.



Initial Initial

- 26.6 The Chair may allow a Member to speak more than three times on a matter in the following circumstances:
- 26.6.1 To clarify or further explain previous remarks by a Member if misunderstood;
 - 26.6.2 In the case of the mover of a Motion, to respond to questions about the Motion directed through the Chair; and
 - 26.6.3 To allow the mover to close debate on a Motion after the Chair has allowed for discussion on the Motion and all other Members were provided an opportunity to speak to the Motion.
- 26.7 Members may speak on a matter for a maximum of ten minutes unless otherwise permitted by the Chair.
- 26.8 If a Member is unable to attend a Meeting, that Member must advise the Chair of their absence and the reasons for their absence, if possible.

27. Council's Boards, Commissions, and Committees

- 27.1 Council may, by bylaw or motion, establish any other Board, Commission, Committee or sub-Committee to carry out the orderly and efficient handling of County affairs notwithstanding if there is an urgent need to set up a Committee for a short-term period. Council may adopt a motion establishing an ad hoc Committee, including its terms of reference and a Sunset Clause. For the purpose of this section, a "Sunset Clause" is a measure by which the ad hoc Committee will expire, such measure being either a specific date or the occurrence of an event.
- 27.2 Council may create a new Board, Commission or , Committee for the following reasons:
- 27.2.1 There is a legislated requirement or provincial mandate; or
 - 27.2.2 A community project or issue requires it.
- 27.3 Council may also appoint council members to these types of Boards, Commissions, or Committees that are not created by Council:
- 27.3.1 Joint
 - 27.3.2 External
- 27.4 The membership of the Committees will be determined as follows:
- 27.4.1 Membership of Councillors, except the Reeve, is for a total of one year on a Committee as determined at the Organizational Meeting; and
 - 27.4.2 If a Councillor vacates the office of Councillor during the term of office;
 - 27.4.3 the Person elected as Councillor in a by-election shall take the place of the vacating Councillor on Committee membership until the next General Election or Organizational Meeting; unless the Reeve determines the committees for the newly elected Member.
 - 27.4.4 if no by-election is held, Council may appoint another Councillor to fill the vacancy.


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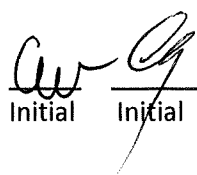
- 27.5 The general duties and responsibilities of Committees are as follows:
- 27.5.1 Each Committee elects a Chair from among the members of the Committee at the first meeting after each Organizational Meeting.
 - 27.5.2 If the Committee is unable to elect a Chair, then Council must select the Chair from among the members of the Committee at the next regular Council Meeting.
 - 27.5.3 The members of the Committee must elect a Vice-Chair who will preside at meetings of the Committee in the absence of the Chair.
 - 27.5.4 If neither the Chair nor Vice-Chair is present at a Committee meeting, the Committee must elect a Chair from among its members for that meeting.
 - 27.5.5 The duties of the all the Committees will be mandated by Bylaw or Motion as desired by Council.
- 27.6 Members may attend meetings of Committees of which they are not members but shall not take part in any discussion or debate in such meeting except by permission of a majority of the members of the Committee present.

28. Member Appointments to Council's Boards, Commissions, and Committees

- 28.1 Appointments of Members to serve on Council's Boards, Commissions, Committees, and other bodies on which County Council is entitled to representation shall be made yearly at the Organizational Meeting.
- 28.2 Council shall enter In-Camera to consider appointments.
- 28.3 Upon leaving In-Camera, Council shall report back in open session, and appoint Members of the various Boards, Committees, Commissions and other bodies.

29. Citizen Appointments to Council's Boards, Commissions, and Committees

- 29.1 Appointments of citizens to serve on Council's Boards, Commissions, and Committees on which citizens are entitled to serve shall be made yearly at the Organizational Meeting.
- 29.2 Prior to the Organizational Meeting, County administration shall:
 - 29.2.1 canvas currently serving citizens regarding re-appointment;
 - 29.2.2 advertise for new citizens wishing to serve.
- 29.3 Citizen appointments by Council to one of its Committees shall be subject to the following requirements:
 - 29.3.1 a written confirmation of interest and willingness to continue serving be received from current appointees prior to the Organizational Meeting;
 - 29.3.2 a written confirmation of interest and willingness to serve received from new applicants prior to the Organizational Meeting;
 - 29.3.3 when a vacancy is created by a resignation mid-term, Council may appoint a new citizen to fill the remaining term;


Initial Initial

29.3.4 a citizen may be disqualified if the citizen has three (3) unexcused absences annually from regular meetings.

29.4 Council shall enter In-Camera to consider appointments.

29.5 Upon leaving In-Camera, Council shall report back in open session, and appoint citizens to the various Committees of Council.

30. Petitions

30.1 Any matter required to be brought to Council by way of petition must be supported by a petition that complies with the MGA or other applicable legislation.

Bylaw 28-2022-2019 and Bylaw 11-202 are hereby repealed.

READ A FIRST TIME THIS 15TH DAY OF AUGUST 2023.



Reeve



Chief Administrative Officer

READ A SECOND TIME THIS 15TH DAY OF AUGUST 2023.



Reeve



Chief Administrative Officer

RECEIVED UNANIMOUS CONSENT FOR CONSIDERATION OF THREE READINGS IN ONE MEETING VIA COUNCIL MOTION # 226-2023, August 15, 2023.

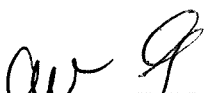
READ A THIRD TIME AND PASSED THIS 15TH V DAY OF AUGUST 2023.



Reeve



Chief Administrative Officer


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