

Meeting Procedures DRAFT Bylaw

The following three-column document provides a side-by-side comparison of the current Meeting Procedures Bylaw and the proposed draft of the new Meeting Procedures bylaw. The second column includes headings in square brackets which identify the marginal notes that will be included in the new bylaw to help the reader find topics more readily. The current bylaw does not have marginal notes. The third column, titled rationale, offers explanations for the proposed changes. Finally, the sections are not provided in the definitive order in which they will appear in the bylaw. One of the goals of the redraft is to ensure that there is a logical order in the bylaw and thus the final order cannot be determined until the drafting is complete.

MEETINGS AND RELATED MATTERS

Current Bylaw	Proposed Bylaw	Rationale
<i>Not addressed in current bylaw</i>	<p>[Inaugural Meeting] Within 14 days of each general election, Council must hold an inaugural organizational meeting at a date and time set by the Director.</p> <p>At the inaugural organizational meeting:</p> <ul style="list-style-type: none"> (a) all Councillors must take the oath of office; (b) Council will confirm the seating of all Councillors for Council meetings; and (c) Council will approve the schedule for the Deputy Mayor and Acting Mayor appointments so that: <ul style="list-style-type: none"> i. Only one Councillor will hold each office at any one time, and ii. Each office will be filled at all times. 	Added to provide greater clarity on the first meeting following a general election. This section reflects the current Council practice in terms of establishing a schedule for the Deputy and Acting Mayor for the term.
<p>6.1 Organizational Meeting (a) An Organizational Meeting of Council shall be held annually as required by the Act.</p>	<p>[Organizational Meeting] No later than 14 days after the third Monday in October of each year, Council must hold an organizational meeting to:</p>	No substantive changes but clarified that the organizational meeting may address "any other

<p>(b) The Agenda for the Organizational Meeting shall be restricted to:</p> <ul style="list-style-type: none"> (i) the administration of the oath and the introduction of new Councillors should the meeting follow a general municipal election; (ii) selection of the Deputy Mayor and Acting Mayor by rotation; (iii) the establishment of the Regular Meeting dates for Council and the Priorities Committee; (iv) establishment of Councillor membership on committees and boards; and (v) any such other business as is described in the notice of the meeting. <p>(c) The Director shall ensure a schedule of Meetings as scheduled at the Organizational Meeting is posted as directed by Council.</p>	<ul style="list-style-type: none"> (a) provided that all councillors are present, set dates, times, and locations for regularly scheduled Council and Priorities Committee meetings for the upcoming year; (b) appoint Councillors as members of Council Committees and any external boards, committees, and commissions as required; and deal with any other business included on the agenda. 	<p>business included on the agenda”.</p>
<p>6.2 Regular Meetings</p> <ul style="list-style-type: none"> (a) Notice of Regular Meetings need not be given. (b) If Council changes the date, time or place of a Regular Meeting, at least 24 hours' notice of the change must be given to: <ul style="list-style-type: none"> (i) any Councillor not present at the meeting at which the change was made, and (ii) the public. 	<p><i>Not addressed in proposed bylaw.</i></p>	<p>Removed from proposed draft since this process is well documented in the MGA.</p>

<p>6.3 Special Meetings</p> <p>(a) A Special Meeting shall be scheduled by the Director when required to do so by the Mayor or a majority of the Councillors of Council.</p> <p>(b) Where a Special Meeting is required by a majority of Council the Mayor shall call such meeting within 14 days of the date on which the request was made.</p> <p>(c) No less than twenty four (24) hours notice of a Special Meeting stating the time, date and place at which it is to be held and stating in general terms the nature of the business to be transacted at the meeting shall be provided to each Councillor and to the public.</p> <p>(d) A Special Meeting may be held with less than 24 hours' notice to all Councillors and without notice to the public if at least 2/3 of the whole Council agrees to this in writing before the beginning of the meeting.</p> <p>(e) The Agenda for a Special Meeting of Council shall be restricted to the business stated in the notice unless all the Councillors of Council are present, in which case, by unanimous consent, any other business may be transacted.</p>	<p><i>Not addressed in proposed bylaw.</i></p>	<p>Removed from proposed draft since this process is well documented in the MGA.</p>
<p><i>Not addressed in current bylaw</i></p>	<p>[Meeting Notices] Notice of any meeting or meeting changes under this bylaw or the Municipal Government Act will be given by the Director on behalf of the Chair, and must:</p> <ul style="list-style-type: none"> (a) be in writing; (b) be issued at least 24 hours in advance of the start of the meeting; (c) specify the date, time, and location of the meeting; (d) be delivered by electronic mail to all Councillors and delivered to an adult person at the Councillor's home or place of business; (e) be posted on the County's public website; and 	<p>Adds clarity on process, aligns with MGA requirements as well as current practice. The municipality's "natural person" powers allow for the ability to cancel meetings.</p>

	<p>(f) include any other matters specified by the Chair or determined necessary by the Chief Commissioner.</p> <p>[Meeting Changes] The date, time, or location of a meeting, including cancellation of a meeting, may be changed by special resolution.</p> <p>The Director must give notice of any changes to a meeting date, time, or location, unless the location change is limited to holding the meeting in an alternate room within the same building.</p>	
<i>Not addressed in current bylaw</i>	<p>[Campaign Period] No regularly scheduled Council or Priorities Committee meetings will be held between nomination day and the inaugural organizational meeting each year a general election is held.</p>	<p>Adds clarity on when regular meetings cannot be scheduled.</p> <p>Local Authorities Election Act provides that "nomination day" is 6 weeks prior to election day.</p>
<p>Part 5 Agendas and Minutes</p> <p>5.1 The Order of Business at a Meeting is the order of the items on the Agenda except:</p> <p>(a) when a previous Meeting has been adjourned for lack of Quorum and no Special Meeting has been called to deal with the business of the adjourned Meeting, the Agenda items from the adjourned Meeting must be dealt with before any items on the current Agenda;</p> <p>(b) when Council alters the Order of Business for the convenience of the Meeting by a majority vote;</p> <p>(c) when the same subject matter appears in more than one place on an Agenda and Council decides, by motion, to deal with all</p>	<p>[Agenda Structure] The agenda for a meeting will be in the appropriate form set out in Schedule "A".</p> <p>[Adoption of Agenda] The agenda and any amendments to it must be confirmed by a majority vote at the start of meetings of Council or Priorities Committee.</p> <p>[Meeting Business] Unless an item has been scheduled for a specific time on the agenda, items will be discussed at a meeting in the order they appear on the agenda.</p>	<p>Schedule "A" will include both regular and special meeting types.</p> <p>Clarifies requirements for making changes to the agenda.</p> <p>Provides Council with more flexibility to move items that are not scheduled for a specific time within the agenda.</p> <p>Protects the rights of Council and the public by requiring a 2/3 vote</p>

<p>items related to the matter at the same time; and</p> <p>(d) when Council decides not to deal with an item on the Agenda and no motion is made about it.</p> <p>5.2 The Agenda orders the business for a Meeting and will follow the appropriate Order of Business as set out on Schedule "A".</p> <p>5.3 Council must vote to adopt the Agenda prior to transacting other business and may:</p> <p>(a) add new items; and</p> <p>(b) delete any items from the Agenda.</p>	<p>Council may change the order of the agenda by consensus, but an item that has been scheduled for a specific time requires a two-thirds vote to be moved to a different time.</p>	<p>to change the time of a scheduled item.</p>
<p>5.4 Consent Agenda</p> <p>(a) The Consent Agenda portion of a Meeting is moved and voted on without debate as one item regardless of the number of reports included.</p> <p>(b) A Councillor may add any item or items to the Consent Agenda or may exempt any item or items from the motion and the vote;</p>	<p>[Consent Agenda]</p> <p>The items included on the Consent Agenda for a Council meeting are moved and voted on without debate as one motion.</p> <p>The Consent Agenda requires a majority vote.</p> <p>Items for the Consent Agenda are selected by the Mayor's Executive Committee in their review of the Council meeting Agenda, but any Councillor may add any item or items to the Consent Agenda or may remove any item or items from the Consent Agenda.</p> <p>If the Consent Agenda, as selected by the Mayor's Executive Committee, is changed as a result of any Councillor adding or removing items, then the Director will verbally confirm the item numbers on the Consent Agenda prior to the vote.</p>	<p>Clarifies that a majority vote is required for adopting the consent agenda (this means that a councillor can vote against the consent agenda if they wish to vote against a particular item on consent without pulling the item).</p> <p>Clarifies the current Council process and requires that any changes to the consent agenda not reviewed by the Mayor's Executive Committee are read aloud by the Director (i.e. Clerk).</p>
<p>5.5 Minutes</p> <p>(a) Minutes of Council Meetings shall be recorded without note or comment and shall record the names of the Councillors present at the Meeting and shall be</p>	<p>[Minutes]</p> <p>Minutes of Council and Priorities Committee meetings will be recorded without note or comment and will be included on the agenda of a subsequent Council or Priorities Committee for adoption by majority vote.</p>	<p>No substantive changes. Clarified that the minutes are adopted by majority vote. Maintained the no note or comment requirement (no longer in the MGA) and</p>

<p>presented to Council for adoption at a subsequent Meeting.</p> <p>(b) The preparation and distribution of minutes of Council Meetings shall be the responsibility of the Director.</p> <p>(c) Clerical, typographical and grammatical errors in Minutes may be corrected by the Director.</p>	<p>The Director will prepare and distribute the minutes.</p> <p>The Director may correct clerical, typographical and grammatical errors in minutes.</p>	<p>maintained the ability to have the Director make clerical corrections to the minutes.</p>
<p>4.11 Pecuniary Interest</p> <p>(a) Councillors who have a reasonable belief that they have a pecuniary interest (as defined in the Act) in any matter before Council, 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 question relating to the matter and shall remove themselves from Council Chambers until the matter is concluded.</p> <p>(b) the Minutes shall indicate the declaration of disclosure, the time at which the Councillor left the room and the time the Councillor returned.</p>	<p>[Pecuniary Interest]</p> <p>A Councillor who has a pecuniary interest in a matter before Council or a Council Committee must:</p> <ul style="list-style-type: none"> (a) disclose the general nature of the pecuniary interest; and (b) leave the meeting before debate and return after the vote is declared. 	<p>No substantive changes. The minutes would continue to record any declaration of pecuniary interest since this is a requirement of the MGA.</p>
<p>4.1 Quorum</p> <p>(a) As soon as there is a Quorum of Councillors after the hour fixed for the meeting, the Chairman shall take the chair and call the Meeting to order.</p> <p>(b) Unless a Quorum is present within 30 minutes after the time appointed for the Meeting, the Meeting shall stand adjourned until the next regular Meeting date or until a Special Meeting is called to deal with the matters intended to be dealt with at the adjourned Meeting. The</p>	<p>[Quorum]</p> <p>Quorum for a Council meeting is a majority of all Councillors.</p> <p>If quorum is not present 30 minutes following the scheduled start time of a meeting, the meeting may be recessed to attempt to obtain quorum.</p> <p>If quorum cannot be obtained within a reasonable time, the Director will record the names of Councillors</p>	<p>No substantive changes – removes extraneous detail and is written in plain language.</p>

<p>Director shall record the names of the Councillors present at the expiration of the 30 minute time limit and such record shall be appended to the next Agenda.</p> <p>(c) The only action that can legally be taken in the absence of Quorum is to extend the time to which to adjourn (if more than 30 minutes is being allowed), adjourn, recess or to take measures to obtain a Quorum.</p> <p>(d) 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 30 minutes, the meeting shall stand adjourned.</p>	<p>present and the meeting will be adjourned for lack of quorum.</p> <p>If quorum is lost after the meeting is called to order, the meeting will be recessed until quorum is obtained, but if quorum cannot be obtained within 30 minutes, the meeting will be adjourned for lack of quorum.</p>	
<p>6.4 In-Camera Sessions</p> <p>(a) Council and Council Committees may close all or part of a Meeting to the public if a matter to be discussed is within one of the exceptions to disclosure as set out in the Freedom of Information and Protection of Privacy Act, RSA 2000, c. F-25;</p> <p>(b) When a Meeting is closed to the public, the Meeting may include any person or persons invited to attend by Council;</p> <p>(c) When a Meeting is closed to the public pursuant to this Section, no resolution or bylaw may be passed at the Meeting, except a resolution to revert to a Meeting held in public.</p>	<p>[Meeting in Public] All meetings of Council and Council Committees must be held in public, though a portion of a meeting may be closed to the public.</p> <p>[Closed Session] Council and Council Committees may vote to close all or part of a meeting to the public to discuss any items that fall within one of the exceptions to disclosure in Part 1, Division 2 of the <i>Freedom of Information and Protection of Privacy Act</i>, RSA 20000, c F-25.</p>	<p>No substantive changes – removes extraneous detail and is written in plain language. Updates term “in-camera” to “closed session” in alignment with current MGA terms.</p>
<p>4.12 Electronic Meetings</p> <p>(a) A Meeting may be conducted by means of electronic or other communication facilities if:</p> <p>(ii) notice is given to the public of the meeting, including the way in which it is to be conducted;</p> <p>(iii) the facilities enable the public to watch or listen to the meeting at a place</p>	<p>[Remote Participation] Councillors may attend and participate in Council or Council Committee meetings using electronic or other communication facilities if the Director is present at the location specified in the meeting notice to ensure that the facilities enable the public to watch or listen to the meeting and that the facilities enable all the meeting’s participants to watch or hear each other.</p>	<p>No substantive changes and no additional requirements or limitations added for remote participation.</p> <p>Language (phrases “watch or listen” and “watch or hear”)</p>

<p>(iv) specified in that notice and a designated officer is in attendance at that place; and the facilities enable all the meeting's participants to watch or hear each other.</p> <p>(b) Councillors participating in a Meeting held by means of a communications facility are deemed to be present at the Meeting.</p>		mirrors the language in the MGA s. 199(1).
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CONDUCT AND ROLE OF THE CHAIR

Current Bylaw	Proposed Bylaw	Rationale
<p>4.2 Chairman</p> <p>(a) The Chairman shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on Points of Procedure and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal by any Councillor from any ruling of the Chair.</p> <p>(b) The Chairman shall make reasonable efforts, including the calling of a recess, to ensure all Councillors in attendance at a meeting are present while a vote is being taken, unless a Councillor is excused from voting in accordance with the Act or this Bylaw.</p> <p>(c) When the Chairman wishes to participate in the debate on a question or motion properly before the Meeting, the Chairman shall vacate the Chair and request the Deputy Mayor to assume the Chair.</p> <p>(d) The Chairman may invite Persons forward from the audience to speak with the permission of Council if it is deemed to be within the best interests of the issue being discussed, the public, and the conduct of good business.</p>	<p>[Role of the Chair] The Chair will facilitate effective decision-making while presiding over and preserving order and decorum for all Council meetings.</p> <p>If the Chair is absent for all or part of a Council meeting, the Deputy Mayor, or in the absence of the Deputy Mayor the Acting Mayor, will assume the role of the Chair.</p> <p>[Participation by Chair] The Chair must leave the chair to move and speak to their own motion and must remain out of the chair until the vote is taken and the matter is concluded.</p> <p>The Chair may leave the chair to speak to a motion or to debate on an item on the agenda for a Council meeting if the Chair determines that their participation in the debate prevents them from effectively managing the meeting.</p> <p>The Chair's participation in debate is subject to all rules that apply to any other member of Council.</p> <p>[Leaving the Chair] When the Chair leaves the chair during a Council meeting, prior to leaving the chair, the Chair will turn over the chair to:</p> <ul style="list-style-type: none"> (a) the Deputy Mayor; (b) in absence of the Deputy Mayor, the Acting Mayor; or 	<p>Updated gender-neutral language and simplified description of the Chair's role. Also removed extraneous details (e.g. although Council may invite a person to speak at a meeting this would be exceptionally rare outside of a Public Hearing or Priorities Committee Open House).</p> <p>Unless excluded by bylaw or policy, under RONR requiring the chair to leave the chair to debate only applies in large assemblies, where the Presiding Officer must generally focus on the process rather than the issues. In a small Board or Council, RONR allows the Chair to participate in debate on the same basis as other members. The proposed bylaw only requires the Chair to leave the chair when they are moving and speaking to their own motion.</p>

	(c) in absence of both the Deputy Mayor and Acting Mayor, the Councillor who will next serve as Deputy Mayor.	
4.3 Conduct (a) Councillors shall not: <ul style="list-style-type: none"> (i) use offensive words or unparliamentary language in the meeting and shall refrain from abusive conduct, personal attacks or verbal attacks upon the character or motives of other Councillors of Council, boards, commissions, committees, staff or the public; (ii) disobey the rules of the meeting or disturb the proceedings; (iii) disobey the decision of the Chairman or of Councillors on any question of order, practice or interpretation; (iv) leave their seat while a vote is being taken and until the result is declared; (v) interrupt a Councillor while speaking, except to raise a Point of Procedure or Question of Privilege; (vi) engage in any other conduct in contravention of an Act of Canada or Alberta or a Council-approved Bylaw or Policy; or (vii) pass between a Councillor who is speaking and the Chair. (b) A Councillor who wishes to leave the meeting prior to adjournment shall so advise the Chairman and the time of departure shall be noted in the minutes.	[Conduct] Councillors must: <ul style="list-style-type: none"> (a) obey the rules of the meeting and refrain from disturbing the proceedings; (b) obey the decision of the Chair or Council on any question of order, practice, or interpretation; (c) remain in their seat while a vote is being taken and while the result is declared; (d) only interrupt a Councillor who is speaking to raise a Point of Order or Point of Privilege; and (e) comply with the Council Code of Conduct. 	Simplified this section and removed the details that are in the Code of Conduct bylaw.
4.10 Appeal Ruling (a) The decision of the Chairman shall be final, subject to an immediate appeal by a Councillor of the meeting.	[Procedural Rulings] The Chair may make any procedural rulings or determinations provided for in this bylaw or otherwise necessary for the conduct of a meeting.	This section in the proposed bylaw is detailed since a challenge to the Chair's ruling may be procedurally complex and

<p>(b) If the decision is appealed, the Chairman shall give concise reasons for his ruling and must state the question "Is the ruling of the Chair upheld?"</p> <p>(c) A majority of the Councillors present at the Meeting, without debate, shall decide the question. The ruling of the Councillors shall be final.</p>	<p>[Challenge to the Chair's Ruling] Immediately following a Chair's ruling, a Councillor may challenge the ruling, even if another Councillor has the floor.</p> <p>When a challenge is made, the Chair:</p> <ul style="list-style-type: none"> (a) will provide concise reasons for the ruling; and (b) immediately put the motion to challenge the ruling to a vote without debate by stating, "Is the Chair's ruling upheld?". <p>The Chair's ruling is upheld by a vote of 50% or greater.</p> <p>A Chair's ruling that is not challenged, or is supported on challenge, is final.</p> <p>When the Chair's ruling is not supported on challenge, Council's decision on the ruling is final.</p>	<p>is typically rare so the added instruction may be beneficial.</p> <p>The proposed bylaw departs from RONR but is consistent with municipal procedural bylaws and Bourinot's Rules of Order.</p>
<p>4.4 Calling a Councillor to Order</p> <p>(a) When a Councillor has been warned about breaches of conduct but continues to engage in them, the Chair may name the Councillor by stating the Councillor's name and declaring the offence.</p> <p>(b) The offence must be noted in the minutes.</p>	<p>[Call to Order] The Chair may call to order any Councillor who is out of order.</p>	<p>Simplified language and removed unnecessary detail.</p>
<p>4.5 Effect of Naming Councillor</p> <p>(a) If a Councillor who has been named apologizes for a breach of conduct and withdraws any objectionable statements, then:</p> <ul style="list-style-type: none"> (i) that Councillor may remain and continue participating in the meeting; and 	<p>[Naming a Councillor] If a Councillor continues to breach order or decorum, the Chair may name the Councillor and direct the Director to record the name of the Councillor and the offence in the minutes.</p> <p>If a Councillor who has been named apologizes for their breach of order or decorum, the Chair may direct that the offence be removed from the minutes.</p>	<p>Simplified language and removed unnecessary detail.</p>

<p>(ii) the Chair may direct that the notation of the offence be removed from the minutes; or</p> <p>(b) If a Councillor who has been named fails or refuses to apologize, then:</p> <p>(i) Council may pass a motion to:</p> <p>a. censure the Councillor; or</p> <p>b. require that Councillor to immediately leave Council Chambers for the remainder of the meeting or until the Councillor apologizes and withdraws the objectionable statements.</p> <p>(ii) Council must, without debate, vote on the motion under this Section; and</p> <p>(iii) A majority vote carries the motion.</p>		
<p>4.5 Removal of Councillor</p> <p>(a) If a Councillor has been expelled pursuant to Section 4.5 that Councillor must leave Council Chambers immediately.</p> <p>(b) The Chair may request the Royal Canadian Mounted Police to remove an expelled Councillor if that Councillor does not leave voluntarily.</p>	<p>[Expelling a Person from a Meeting]</p> <p>The Chair may expel any person, including any Councillor, from a meeting for improper conduct.</p> <p>If a person refuses to leave the meeting after being expelled by the Chair, the Chair may request that the Royal Canadian Mounted Police remove the person.</p>	<p>Simplified language. No substantive changes.</p>
<p>4.4 Disturbance by Public</p> <p>(a) The Chair may order any member(s) of the public who disturbs the proceedings of Council by words or actions to be expelled.</p> <p>(b) The Chair may request the Royal Canadian Mounted Police to remove the person(s).</p>	<p><i>Addressed in section above.</i></p>	
<p>4.5 Points of Privilege</p> <p>(a) A Councillor who desires to address the meeting upon a matter which concerns the rights or privileges of the Councillors collectively, or of himself/herself as a</p>	<p>[Point of Privilege]</p> <p>Any Councillor may raise a Point of Privilege and request that the Chair take action to remedy a situation negatively affecting the rights or privileges of Council, despite other pending business.</p>	<p>Clarified and simplified.</p>

<p>Councillor personally, shall be permitted to raise such Point of Privilege.</p> <p>(b) A Point of Privilege shall take precedence over other matters and while the Chairman is ruling on the Point of Privilege, no one shall be considered to be in possession of the floor.</p>		
<p>4.9 Points of Procedure</p> <p>(c) A Councillor who desires to call attention to a violation of this Bylaw shall ask leave of the Chairman to raise a Point of Procedure. When leave is granted, the Councillor shall state the Point of Procedure with a concise explanation and shall attend the decision of the Chairman upon the Point of Procedure. The speaker in possession of the floor when the Point of Procedure was raised shall have the right to the floor when debate resumes.</p> <p>(d) A Councillor called to order by the Chairman shall immediately vacate the floor until the Point of Procedure is dealt with, and shall not speak again without the permission of the Chairman unless to appeal the ruling of the Chair.</p>	<p>[Point of Order]</p> <p>Any Councillor may raise a Point of Order and request that the rules be followed or that an error in procedure be corrected.</p> <p>[Addressing Points of Privilege and Points of Order]</p> <p>A Point of Privilege or a Point of Order will be addressed immediately by the Chair.</p>	<p>Clarified and simplified.</p>

INFORMATION REQUESTS

Current Bylaw	Proposed Bylaw	Rationale
<p>7.1 Information Requests</p> <p>(a) A Councillor wishing to request information from the Chief Commissioner shall present it as an Information Request.</p> <p>(b) If the Chief Commissioner is unable to answer the Information Request at the meeting, the Chief Commissioner will forward the request to the appropriate County department for response.</p> <p>(c) Unless the Information Request specifies that the Councillor wishes the information to appear on a subsequent agenda, the information will be forwarded directly to all members of Council.</p> <p>(d) The Chief Commissioner may determine that an Information Request is a Program Request.</p>	<p>[Information Requests] At the designated time during a Council or Priorities Committee meeting, a Councillor may make a formal Information Request to obtain information from the Chief Commissioner about the operation or administration of the County.</p> <p>[Limits to Information Requests] An Information Request must:</p> <ul style="list-style-type: none"> (a) be limited to the gathering of readily available information about the operation or administration of the County; (b) not require any analysis or significant interpretation; (c) not require the expenditure of funds or use of significant administrative resources to gather the requested information; (d) be limited to information that can be gathered within 10 business days; (e) be submitted to the Director in writing prior to making the Information Request. <p>[Responses to Information Requests] The Chief Commissioner will provide written responses to Information Requests to all of Council within ten (10) business days and a copy of the responses will be included on the next available Council or Priorities Committee agenda.</p>	<p>Provides clarity on Information Requests.</p> <p>The draft version clarifies that these requests should be made in writing prior to presenting the request; however, another option is to require that requests be made several hours in advance.</p> <p>The draft version provides greater transparency to the public by noting that the responses to requests will be included on the next available Council or Priorities Committee agenda (current practice).</p> <p>Removes the "Program Request" which has become defunct.</p> <p>Need to separate "Information Requests" from "Reports for Information". Administration recommends that the Meeting Procedures Bylaw only addresses Information Requests since "Reports for Information" only appear on a Priorities Committee agenda.</p>

NOTICE OF MOTION

Current Bylaw	Proposed Bylaw	Rationale
<p>7.2 Notices of Motion A Councillor wishing to introduce any new matter may do so only if notice is given at a Council Meeting. A Notice of Motion must be in writing and give sufficient detail so that the subject of the motion and any proposed action can be determined, and it must state the date of the meeting at which the motion will be made. A Notice of Motion must be given without discussion of the matter, but written copies distributed may include explanatory paragraphs. If the subject matter and proposed action contained in the Notice of Motion is determined by the Chairman to be a Program Request, the Motion shall be presented as a Program Request at a Priorities Committee Meeting.</p> <p>(g) A Notice of Motion introduced in accordance with this Section shall be included under Council Priorities on the Agenda of the next available Regular Meeting or other Meeting date as specified by the Councillor.</p> <p>(h) A Notice of Motion may be received by the Director prior to the closing of the Meeting. In this event, the Councillor shall read the Notice of Motion which shall be recorded in the minutes.</p> <p>(i) Councillor who hands a written Notice of Motion to the Director to be read at any Regular Meeting need not necessarily be present during the reading of the Notice.</p> <p>(j) A Program Request may not be made by way of Notice of Motion.</p>	<p>[Notice of Motion] During each Council meeting, the Chair will ask all Councillors present if they wish to provide notice of a motion to be made at a subsequent Council meeting.</p> <p>[Notice of Motion Requirements] A notice of motion must:</p> <ul style="list-style-type: none"> (a) be given at a Council meeting held at least 7 days before the Council meeting at which the motion will be made; (b) be given to the Director in writing; (c) include sufficient detail about the substance and intent of the motion and any actions to be taken; (d) state the date of the Council meeting at which the motion will be made; (e) be concise and unambiguous. <p>[No Debate or Discussion] A Councillor must present a notice of motion without any discussion of the matter, but written copies distributed may include explanatory information.</p> <p>[Councillor Not Present] If a Councillor is unable to be present at a Council meeting, they may provide their written notice of motion to the Director to be presented at the meeting on their behalf.</p> <p>[Motion without Notice] If a Councillor wishes to present a motion without notice, the Councillor must seek a Special Resolution of Council.</p>	<p>The current requirements are maintained; however, the proposed draft is more detailed, and the limitations are explained more clearly.</p> <p>Current bylaw requires a suspension of the rules in order to debate a motion without notice, but the proposed bylaw requires a Special Resolution (2/3 of all Councillors) in order to debate a motion without notice.</p> <p>Removed references to "Program Requests".</p>