

**BYLAW 21-2021**  
**Meeting Procedures Bylaw**

Section 145 of the Municipal Government Act, RSA 2000, c M-26 provides that a council may pass a bylaw to establish procedures to be followed by council, council committees and other bodies established by the council.

Council enacts:

**PART I – DEFINITIONS AND INTERPRETATION**

Definitions

1 In this bylaw:

- (a) "Acting Mayor" is the Councillor appointed by resolution of Council to act as Mayor in the absence or incapacity of the Mayor and Deputy Mayor;
- (b) "Agenda" is the list of items of consideration and orders of the day for any Council or Committee meeting;
- (c) "Chair" means the person presiding at a meeting, and, when in attendance at a Council meeting, means the Mayor;
- (d) "Chief Commissioner" means the chief administrative officer of the County, or delegate;
- (e) "Closed Session" is a part of a Meeting which is closed to the public in accordance with the Municipal Government Act and the Freedom of Information and Protection of Privacy Act;
- (f) "Consensus" means that no objection is raised on a non-substantive motion put to Council;
- (g) "Councillor" means a Councillor of the County;
- (h) "Councillor Inquiries" means the portion of an Agenda when Councillors may make Information Requests or give Notices of Motion.
- (i) "County" means the municipal corporation of Strathcona County, a specialized municipality established under the authority of the Municipal Government Act, RSA 2000, c M-26 and Order in Council 761/95;

- (j) "Deputy Mayor" is the Councillor who is appointed pursuant to the Act to act as Mayor in the absence or incapacity of the Mayor;
- (k) "Director" is the Director of Legislative and Legal Services for Strathcona County, or delegate;
- (l) "Information Request" is an inquiry that Administration is able to respond to within ten business days with information that is readily available;
- (m) "Mayor" is the chief elected official of the County, or delegate;
- (n) "Mayor's Executive" is a committee established through Bylaw 8-2019, as amended or replaced from time to time;
- (o) "Municipal Government Act" means the Municipal Government Act, RSA 2000, c M-26;
- (p) "Point of Order" means bringing to the attention of the Chair and Members that a person has broken a rule or made an error in procedure and asking that the rules be followed or that the error in procedure be corrected;
- (q) "Point of Privilege" means a request to the Chair and to Council to immediately consider and take action to remedy a situation negatively affecting the rights or privileges of Members or of Council as a whole, despite other pending business currently before Council;
- (r) "Priorities Committee" means the Priorities Committee as established by Bylaw 17-2017, as amended or replaced from time to time;
- (s) "Quorum" means the number of members to be present at a meeting to legally conduct business at the meeting;
- (t) "Substantive Motion" is a motion put on the floor to deal with Council's business matters but does not include motions relating to procedural matters such as motions to recess, points of procedure, points of privilege or other purely procedural issues;
- (u) "Two-Thirds Vote" means a vote on a motion where at least two-thirds of Councillors present and entitled to vote at the meeting vote in favour of the motion; and
- (v) "Special Resolution" – means a vote on a motion where at least two-thirds of all Councillors entitled to vote at the meeting vote in favour of the motion.

- Interpretation      2 The following rules apply to interpretation of this bylaw:
- (a) headings, titles, and margin notes in this bylaw are for ease of reference only;
  - (b) gender-specific words, phrases, and references are intended to be gender-neutral, and the singular includes the plural as the context requires;
  - (c) every provision of this bylaw is independent of all other provisions and if any provision of this bylaw is declared invalid by a Court, all other provisions of this bylaw remain valid and enforceable; and
  - (d) references to bylaws and enactments in this bylaw include amendments and replacement bylaws and enactments, and regulations and orders thereunder.

## **PART II – GENERAL MEETING MATTERS**

- Inaugural Meeting      3 Within 14 days of each general election, Council must hold an inaugural organizational meeting at a date and time set by the Director.
- 4 At the inaugural organizational meeting:
- (a) Each Councillor must take the official oath;
  - (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:
    - (i) Only one Councillor will hold each office at any one time, and
    - (ii) Each office will always be filled.
- Organizational Meeting      5 No later than 14 days after the third Monday in October of each year, Council must hold an organizational meeting to:
- (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
  - (c) deal with any other business included on the agenda.
- Campaign Period      6 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.

- |                   |  |
|-------------------|--|
| Meeting Notices   | <p>7 Notice of any meeting or meeting change 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"><li>(a) be in writing;</li><li>(b) be issued at least 24 hours in advance of the start of the meeting;</li><li>(c) specify the date, time, and location of the meeting;</li><li>(d) be delivered by electronic mail to all Councillors and delivered to an adult person at the Councillor's home or place of business;</li><li>(e) be posted on the County's public website; and</li><li>(f) include any other matters specified by the Chair or determined necessary by the Chief Commissioner.</li></ul> |
| Meeting Changes   | <p>8 The date, time, or location of a meeting, including cancellation of a meeting, may be changed by resolution.</p> <p>9 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, in which case a sign must be posted at the original meeting room indicating the new location.</p>  |
| Meeting in Public | <p>10 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>  |
| Closed Session    | <p>11 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>   |
| Quorum            | <p>12 Quorum for a Council meeting is a majority of all Councillors.</p> <p>13 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>14 If quorum cannot be obtained within a reasonable time, the Director will record the names of Councillors present, and the meeting will be adjourned for lack of quorum.</p> <p>15 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>  |

Remote Participation	16 Councillors may attend and participate in Council or Council Committee meetings using electronic or other communication facilities, provided 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.
Agenda Structure	17 The agenda for a meeting will be in the appropriate form set out in Schedule "A".
Adoption of the Agenda	18 The agenda and any amendments to it must be confirmed by a majority vote at the start of meetings of Council or Priorities Committee.
Meeting Business	19 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.  20 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.
Consent Agenda	21 The items included on the Consent Agenda for a Council meeting are moved and voted on without debate as one motion.  22 The Consent Agenda requires a majority vote.  23 Items for the Consent Agenda are selected by the Mayor's Executive Committee in their review of the Council meeting Agenda, but Council may, by Consensus, add any item or items to the Consent Agenda, and any Councillor may remove any item or items from the Consent Agenda.  24 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.
Minutes	25 Minutes of Council or 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.  26 The Director will prepare and distribute the minutes.  27 The Director may correct clerical, typographical and grammatical errors in minutes.

- Robert's Rules of Order
- 28 If any matter relating to meeting proceedings is not addressed in this Bylaw, Robert's Rules of Order will be used as a guide.
- 29 Should a conflict between the provisions of this Bylaw and Robert's Rules of Order arise, the provisions of this Bylaw will apply.

### **PART III – ROLE OF THE CHAIR AND MEETING CONDUCT**

- Role of the Chair
- 30 The Chair will facilitate effective decision-making while presiding over and preserving order and decorum for all Council meetings.
- 31 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.
- Participation by the Chair
- 32 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.
- 33 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.
- 34 The Chair's participation in debate is subject to all rules that apply to any other member of Council.
- Leaving the Chair
- 35 When the Chair leaves the chair during a Council meeting, prior to leaving the chair, the Chair will turn over the chair to:
- (a) the Deputy Mayor;
  - (b) in absence of the Deputy Mayor, the Acting Mayor;
  - (c) or in absence of both the Deputy Mayor and Acting Mayor, the Councillor who is the next available as listed on the Deputy Mayor and Acting Mayor schedule established at the inaugural meeting.
- Procedural Rulings
- 36 The Chair may make any procedural rulings or determinations provided for in this bylaw or otherwise necessary for the conduct of a meeting.
- Challenge to the Chair's Ruling
- 37 Immediately following a Chair's ruling, a Councillor may challenge the ruling, even if another Councillor has the floor.
- 38 When a challenge is made, the Chair:
- (a) will provide concise reasons for the ruling;
  - (b) immediately put the motion to challenge the ruling to a vote by stating, "Is the Chair's ruling upheld?"; and
  - (c) debate is not allowed on the motion to challenge the ruling.

	39 Despite the tied vote provision of this Bylaw, the Chair's ruling is upheld by a vote of 50% or greater.
	40 A Chair's ruling that is not challenged, or is supported on challenge, is final.
	41 When the Chair's ruling is not supported on challenge, Council's decision on the ruling is final.
Conduct	<p>42 Councillors must:</p> <ul style="list-style-type: none"> <li>(a) obey the rules of the meeting and refrain from disturbing the proceedings;</li> <li>(b) obey the decision of the Chair or Council on any question of order, practice, or interpretation;</li> <li>(c) remain at their seat while a vote is being taken and while the result is declared;</li> <li>(d) only interrupt a Councillor who is speaking to raise a Point of Order or Point of Privilege; and</li> <li>(e) comply with the Council Code of Conduct.</li> </ul>
Point of Order	43 Any Councillor may raise a Point of Order to request that the rules be followed or that an error in procedure be corrected.
Point of Privilege	44 Any Councillor may raise a Point of Privilege to request that the Chair take action to remedy a situation negatively affecting the rights or privileges of Council, despite other pending business.
Addressing Points of Order and Points of Privilege	45 A Point of Order or a Point of Privilege will be addressed immediately by the Chair.
Calling a Councillor to order	46 The Chair may call to order any Councillor who is out of order.
Naming a Councillor	<p>47 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>48 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>
Expelling a Person from a Meeting	<p>49 The Chair may expel any person, including any Councillor, from a meeting for improper conduct.</p> <p>50 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>

## **PART IV – RULES OF DEBATE AND LIMITS TO SPEAKING**

- Rules of debate      51 An item on an agenda will be discussed as follows:
- (a) the Chair may invite the Chief Commissioner to provide introductory remarks or make a presentation;
  - (b) the Chair will invite Councillors to ask the Chief Commissioner relevant questions;
  - (c) Councillors may make any motions necessary to dispose of the item;
  - (d) The Councillor who made a motion may speak first to introduce the motion;
  - (e) Councillors may speak to a motion that has been accepted by the Chair; and
  - (f) the Councillor that made the motion may speak in reply prior to the vote being called.
- Limits on speaking      52 The Chair will maintain the speaking order.
- 53 No Councillor may speak unless and until recognized by the Chair, except to raise a Point of Privilege or a Point of Order.
- 54 Councillors may not speak more than once until every Councillor present has had the opportunity to speak except:
- (a) in the explanation of a material part of the speech which may have been misunderstood;
  - (b) in reply, to close debate, after everyone else wishing to speak has spoken, provided that the Councillor made the motion in question; or
  - (c) to raise a Point of Privilege or a Point of Order.
- 55 At the discretion of the Chair, a Councillor may ask a series of questions relating to the matter.
- 56 Through the Chair, a Councillor may ask questions of another Councillor or the Chief Commissioner on a point of information relevant to the matter.
- 57 Councillors will ask all questions of debate through the Chair.
- Pecuniary Interest      58 A Councillor who has a Pecuniary Interest in a matter before Council or a Council Committee must:
- (a) disclose the general nature of the Pecuniary Interest; and
  - (b) leave the meeting before debate and return after the vote is declared.



## **PART V – MOTIONS**

### **Main Motions**

- 59 A main motion may arise out of the following sources:
- (a) recommendations related to reports from Administration;
  - (b) recommendations related to reports from Council Committees;
  - (c) proposed motions related to a Notice of Motion; or
  - (d) proposed motion from a Member without notice in accordance with the rules for a motion without notice.
- 60 Recommendations and proposed motions which come before Council or Council Committees should be concise, unambiguous, and within the jurisdiction of Council.
- 61 A recommendation or proposed motion is not a motion and debate will not commence until it is moved.
- 62 A motion once passed is a resolution.
- 63 Any Councillor may require that the motion under discussion be read or displayed at any time during the debate, except when a Councillor is speaking.

### **Withdrawing a Motion**

- 64 The mover cannot withdraw a motion except by Consensus or by majority vote.

### **Dividing the Question**

- 65 Any Councillor may request that a motion be divided and voted upon separately, but only if the divided parts can stand on their own.
- 66 The motion can be divided by Consensus or by majority vote.

### **Amendments**

- 67 A motion to amend is used to change the wording of another motion before voting on it.
- 68 A motion to amend may not interrupt a speaker and may not be contrary to the motion it purports to amend.
- 69 An amendment is debatable.
- 70 An amendment to an amendment is allowed, but a third level amendment is not.
- 71 An amendment to an amendment is voted on prior to the vote on the amendment.
- 72 A motion to amend requires a majority vote.

### **Friendly Amendment**

- 73 A friendly amendment means a change that does not affect the substance of a motion and clarifies the motion's intent.

	74 The Councillor making a motion, after debate on a main motion has begun, may, with Consensus, propose a friendly amendment or agree to a friendly amendment proposed by another Member without a motion to amend.
Motion to Refer	75 A motion to refer is used to send the pending motion to a Committee or Administration with instructions.
	76 The motion to refer may not interrupt a speaker and is debatable only as to: (a) the advisability of referral, (b) the body to which it is referred, and (c) the instructions on the referral.
	77 A motion to refer requires a majority vote.
Motion to Postpone to a Certain Time	78 A motion to postpone to a certain time is used to postpone the consideration of a main motion to a specified later meeting or to a specific time or place on the agenda.
	79 The motion to postpone to a certain time may not interrupt a speaker and is only debatable or amendable as to the time to which the motion is to be postponed and the advisability of postponement.
	80 A motion to postpone to a certain time requires a majority vote.
Motion to Postpone Indefinitely	81 A motion to postpone indefinitely is used to dispose of a motion without bringing it to a direct vote.
	82 The motion to postpone indefinitely may not interrupt a speaker and is debatable, including as to the merits of the main question, but is not amendable.
	83 A motion to postpone indefinitely requires a majority vote.
Motion to Recess	84 A motion to recess is used to formally request a break in the proceedings.
	85 A motion to recess may not interrupt a speaker and is not debatable but can be amended as to the duration of the recess.
	86 A motion to recess requires a majority vote or may be informally decided by Consensus.
Motion to Call the Previous Question	87 A motion to call the previous question is used to close debate on a pending motion by moving to a vote immediately on a pending motion.

	88 A motion to call the previous question may not interrupt a speaker and is not debatable.
	89 A motion to call the previous question requires a Two-Thirds Vote.
Motion to Suspend the Rules	90 A motion to suspend the rules is used to temporarily suspend the rules of procedure to allow Council to do something that would normally be in violation of this Bylaw.
	91 The motion to suspend the rules may not interrupt a speaker and is not debatable.
	92 The motion to suspend the rules requires a Two-Thirds Vote.
Motion to Reconsider	93 A motion to reconsider is used to reconsider a decision after the taking of the vote on a motion at the same meeting.
	94 A motion to reconsider may be moved after a motion has been voted upon but may only be moved prior to the meeting being adjourned.
	95 A motion to reconsider must be moved by a Councillor who voted with the prevailing side.
	96 The Councillor making the motion to reconsider must state the reason for reconsideration.
	97 Debate must be confined to reasons for or against reconsideration.
	98 A motion to reconsider requires a majority vote.
	99 If a motion to reconsider is carried, the reconsidered motion is then the next order of business.
Motion to Rescind	100 A motion to rescind is used to overturn a motion made at a previous meeting.
	101 A motion to rescind is debatable as to the merits of the motion it is proposing to rescind.
	102 If a motion to rescind relates to an action taken at a previous meeting and the matter does not appear on the Agenda, a Notice of Motion is required to introduce the motion to rescind.
	103 A motion to rescind is not in order if it proposes to undo irrevocable actions that have been taken as a result of the motion previously passed.

- |  |   |
|--|---|
| Motion to Amend Something Previously Adopted | 104 The motion to amend something previously adopted is guided by the same rules as the motion to rescind; however, a motion to amend something previously adopted is used to change part of the text or to substitute alternative wording for a motion made at a previous meeting.   |
| Motion to Renew                              | 105 If a motion fails, the same, or substantially the same, motion may not be renewed unless: <ul style="list-style-type: none"> <li>(a) it is brought more than one year after the date of the original motion;</li> <li>(b) it is brought after a general election which has taken place since the date of the original motion; or</li> <li>(c) the Councillor who wishes to have Council renew a motion provides prior Notice of Motion setting out in writing what special circumstances or significant new developments have occurred in respect of the issue to warrant further consideration.</li> </ul> |
| Objection to the Consideration of a Question | 106 An objection to the consideration of a question is used to avoid a main motion altogether when it is undesirable for the main motion to come before Council.  |
|  | 107 The objection must be raised before there has been any debate on the motion and before any subsidiary motion has been stated by the Chair.  |
|  | 108 The objection is neither debatable nor amendable and requires a Two-Thirds Vote.  |
| Motion to Adjourn                            | 109 A motion to adjourn may be used to end the meeting, may not interrupt a speaker, and is neither debatable nor amendable.  |
|  | 110 The motion to adjourn requires a majority vote; however, when there are no more agenda items to be addressed, the Chair may adjourn the meeting without a motion.   |

## **PART VI – PUBLIC HEARINGS**

- |                               |   |
|-------------------------------|---|
| Holding a Public Hearing      | 111 A public hearing will be held for any item required by an enactment and Council may direct a non-statutory public hearing be held for any other item. |
|                               | 112 All public hearings required by an enactment will be held during regularly scheduled or special Council meetings.                                     |
| Non-Statutory Public Hearings | 113 Non-statutory public hearings will be held as directed by Council.  |

Application of Other Rules	114 Unless a more specific provision is included in this Part, the procedures prescribed elsewhere in this Bylaw apply to public hearings and items discussed at public hearings.
Registering to Speak	<p>115 Anyone intending to speak at a public hearing must register with the Director by 4:00 pm on the day prior to the public hearing if they wish to participate by electronic means.</p> <p>116 Anyone intending to speak at the public hearing may register with the Director in advance by 4:00 pm on the day prior to the public hearing or at the public hearing if they are participating in person.</p>
Time Limit for Speakers	117 Each speaker will have up to five minutes to make their presentation at a public hearing.
Panels	118 To facilitate the efficiency of a public hearing, the Chair, in consultation with the Director, may direct that multiple speakers make their submissions in a single panel. Each speaker in the panel will be permitted to speak for five minutes, and Council may defer asking questions until the entire panel has made their submissions.
Written Submissions	<p>119 Written submissions in response to advertised public hearing matters must be provided to the Director no later than 12:00 pm on the business day prior to the public hearing to allow adequate time for circulation to Council.</p> <p>120 All written submissions received by the Director will be made available for public inspection and will be included in the published agenda materials on the County's website following the public hearing.</p> <p>121 Despite any provision in this Bylaw, the Director may exclude a written submission from public inspection and the published agenda materials on the County's website if such a submission:</p> <ul style="list-style-type: none"> <li>(a) is hate propaganda as defined by the Criminal Code RSC 1985, c C-46; or</li> <li>(b) promotes discrimination against a person or class of persons, or is likely to expose a person or class of persons to hatred or contempt, in accordance with the provisions of the Human Rights Act RSC 1985, c H-6; or</li> <li>(c) is defamatory.</li> </ul>

- |  |   |
|--|---|
| Displaying<br>Materials at a<br>Public Hearing | 122 No person registered to speak at a public hearing may display any visual materials unless those materials have been provided as a written submission in accordance with the provisions of this Bylaw.   |
| Advertising One's<br>Position                  | <p>123 No person attending or participating in a public hearing will advertise their position on the matter of the public hearing with signs, novelty-clothing, or other materials.</p> <p>124 An item will be discussed at a public hearing required by an enactment as follows:</p> <ul style="list-style-type: none"> <li>(a) the Chair will open the public hearing;</li> <li>(b) the Director will provide an overview of the public hearing procedures;</li> <li>(c) Administration will provide a presentation and Council may ask questions;</li> <li>(d) speakers who pre-registered will be invited to speak first, followed by any other member of the public present at the hearing who wishes to speak;</li> <li>(e) following each speaker's allotted time, Council may ask the speaker questions for clarification;</li> <li>(f) the Chair will close the public hearing; and</li> <li>(g) Once the public hearing is closed, Council may ask Administration additional questions for clarification and may debate the bylaw or resolution.</li> </ul> |

## **PART VII – INFORMATION REQUESTS AND NOTICES OF MOTION**

- |                                      |   |
|--------------------------------------|---|
| Information<br>Requests              | 125 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.  |
| Limits to<br>Information<br>Requests | <p>126 An Information Request must:</p> <ul style="list-style-type: none"> <li>(a) be limited to the gathering of readily available information about the operation or administration of the County;</li> <li>(b) not require any analysis or significant interpretation;</li> <li>(c) not require the expenditure of funds or use of significant administrative resources to gather the requested information;</li> <li>(d) be limited to information that can be gathered within 10 business days; and</li> <li>(e) be submitted to the Director in writing prior to making the Information Request.</li> </ul> |

Responses to Information Requests	127 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.
Notice of Motion	128 During each regular 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.
Notice of Motion Requirements	129 A notice of motion must: <ul style="list-style-type: none"> <li>(a) be given at a Council meeting held at least 7 days before the Council meeting at which the motion will be made;</li> <li>(b) be given to the Director in writing;</li> <li>(c) include sufficient detail about the substance and intent of the motion and any actions to be taken;</li> <li>(d) state the date of the Council meeting at which the motion will be made; and</li> <li>(e) be concise and unambiguous.</li> </ul>
No Debate of Discussion	130 A Councillor must present a notice of motion without any discussion of the matter, but written copies distributed may include explanatory information.
Councillor Not Present	131 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.
Motion without Notice	132 If a Councillor wishes to present a motion without notice, the Councillor must seek permission by way of Special Resolution.
Informal Announcements	133 During the time on the Agenda set aside for Councillor Inquiries, a Councillor may make a brief informal announcement related to a community event or topic of interest to the community; however, informal announcements should not be a political statement, or commentary on any matter expected to be before Council or Priorities Committee.

## **PART VIII – BYLAWS**

Passing a Bylaw	134 A bylaw is passed after it receives three readings and is signed by the Mayor and by the Director.
Bylaw Readings	135 A proposed bylaw must not be given more than two readings at the same meeting, except with a unanimous vote of all Councillors present at the meeting.

- 136 If a vote on authorization for third reading is not adopted unanimously, the Director will place third reading of the proposed bylaw on the agenda of the next regular Council meeting, or a special meeting called for the purpose.
- 137 If a reading of a proposed bylaw fails, the previous readings, if any, are rescinded.
- Bylaw Abandoned 138 If a proposed bylaw has not received any readings within two years from the date that it is first presented to Council, the proposed bylaw is deemed to have been abandoned.
- Bylaw Consolidations 139 The Director may consolidate a bylaw by incorporating all amendments to it into one Bylaw.
- Certified Copy 140 A copy of any bylaw, resolution or record certified by the Director as a true copy of the original is *prima facie* proof of the bylaw, resolution, or record.

## **PART IX – VOTING**

- Voting Procedures 141 A vote on any motion or bylaw will be conducted as follows:
- (a) the Chair will call for a vote;
  - (b) all Councillors present must refrain from comment once the vote is called until the results of the vote are declared;
  - (c) all Councillors present must vote using the electronic voting system, by a show of hands if the electronic voting system is unavailable, or verbally by stating “for” or “against” the motion if participating through a communication facility that does not permit electronic voting; and
  - (d) the Chair will declare the results of the vote.
- Vote Binding 142 Once the Chair declares the result of the vote, a Councillor may not change their vote for any reason.
- 143 Notwithstanding the above, if immediately after a vote the Chair determines that either the voting procedures prescribed by this Bylaw were not followed or one or more Councillors may have been mistaken as to the subject matter of the vote, the Chair may recall the vote and immediately call for another vote.
- Recording the Vote in the Minutes 144 The minutes will include a recorded vote for every motion.
- Tied Vote 145 If there are an equal number of votes for and against a resolution or bylaw reading, the resolution or bylaw reading is defeated.



**PART X – REPEAL and Effective date**

Repeal                    146 Bylaw 20-2015 is repealed.

147 Bylaw 17-2020 is repealed.

148 Bylaw 44-2020 is repealed.

Effective Date        149 This Bylaw comes into effect on October 18, 2021

FIRST READING: \_\_\_\_\_

SECOND READING: \_\_\_\_\_

THIRD READING: \_\_\_\_\_

SIGNED THIS \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DIRECTOR, LEGISLATIVE AND LEGAL  
SERVICES

## **Schedule A – Agenda Structure**

The regular Council Agenda includes the following sections as required:

1. Call to Order
2. Changes to Agenda and Adoption of Agenda
3. Closed Session
4. Protocol Items
5. Motions Arising out of Closed Session
6. Confirmation of Minutes
7. Council Priorities
8. Requests for Decision
9. Public Hearings
10. Councillor Requests
11. Adjournment

Special Council Meeting Agendas follow a similar structure; however, since the call of meeting must include the matters to be addressed, the agenda structure for a Special Council Meeting is more limited and includes the following sections as required:

1. Call to Order
2. Deletions from the Agenda and Adoption of Agenda
3. Protocol Items
4. Closed Session
5. Motions Arising out of Closed Session
6. Council Priorities
7. Requests for Decision
8. Adjournment