

# APPENDIX A

## BYLAW NO. 1892

A BYLAW OF THE MUNICIPAL DISTRICT OF BONNYVILLE NO 87 IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE ORDERLY PROCEEDINGS OF COUNCIL MEETINGS AND COMMITTEE OF THE WHOLE MEETINGS OF THE MUNICIPAL DISTRICT OF BONNYVILLE HEREBY CITED AS THE PROCEDURAL BYLAW.

**WHEREAS** pursuant to the provisions of the Municipal Government Act, R.S.A. 2000, c. M-26, and amendments thereto, a Council may pass bylaws in relation to the establishment and functions of council committees and other bodies; and the procedures and conduct of council, council committees and other bodies established by council;

**AND WHEREAS**, pursuant to the provisions of the Municipal Government Act, R.S.A. 2000, c. M-26, and amendments thereto, a Council may by bylaw delegate its powers, duties or functions to a Council Committee;

**NOW THEREFORE**, the Council of the Municipal District of Bonnyville No. 87, in the Province of Alberta, duly assembled, hereby enacts as follows:

### 1 DEFINITIONS

- 1.1 Except as otherwise provided for in this Bylaw, the terms used in the Act, where used or referred to in this Bylaw, shall have the same meaning as defined or provided in the Act.
- 1.2 Words in the masculine gender will include the feminine gender whenever the context so requires and vice versa.
- 1.3 Words in the singular shall include the plural or vice versa whenever the context so requires.
- 1.4 In this Bylaw:
  - (a) "Act" means the Municipal Government Act, R.S.A., 2000, Chapter M-26 as amended;
  - (b) "Agenda" is the list of items and orders of business for any meeting.
  - (c) "Bylaw" is a Bylaw of the Municipal District of Bonnyville No. 87.
  - (d) "Chair" means the Reeve, Deputy Reeve or other person authorized to preside over a meeting;
  - (e) "Closed Session" means a part of a meeting that is closed to the public to deal with issues that fall within the provisions of the *Freedom of Information and Protection of Privacy Act* which provides for Closed Meetings of the Council, or the provisions of the Act;
  - (f) "Committee of the Whole" means a Council Committee established by Council as the Committee of the Whole;
  - (g) "Council" means the duly elected Council of the Municipal District of Bonnyville No. 87;

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- (h) "Councillor" means a member of Council who is duly elected and continues to hold office and includes the Reeve;
- (i) "Deputy Reeve" means the Deputy Chief Elected Official of the Municipal District of Bonnyville No. 87, who shall have the duties and obligations prescribed by the Act;
- (j) "Electronic Means" means electronic means within the meaning of the Act;
- (k) "Livestream" means when audio and video footage from a meeting is captured and streamed live via the internet, such that the content being streamed is not pre-recorded, but filmed and streamed on the internet when it is happening;
- (l) "Member-at-Large" means a member of the public appointed by Council to a Committee of Council.
- (m) "New Business" are matters of business that Council has not previously heard in a meeting in the last 365 days and is not unfinished business.
- (n) "Organizational Meeting" is a meeting of Council held in accordance with Section 192 of the Act.
- (o) "Pecuniary Interest" means a pecuniary interest within the meaning of the Act;
- (p) "Point of Order" is the raising of a question by a Councillor to call attention to any departure from the Procedural Bylaw.
- (q) "Point of Procedure" is a question directed to the Reeve/Chair to obtain information on a matter of parliamentary law or the rules of the Council bearing on the business at hand in order to assist a Councillor to make an appropriate motion, raise a point of order, or understand parliamentary situation or the effect of a motion.
- (r) "Private Interest" means a private interest within the meaning of the Act;
- (s) "Public Hearing" is a pre-advertised segment of the meeting that Council is required to hold pursuant to the provisions of the Act or another enactment;
- (t) "Question of Privilege" means a request or motion made to the Chair, unrelated to the business on the floor, which affects the comfort, dignity, safety, or reputation of Council or individual Councillors, examples of which include: requests related to heating, lighting, noise or other disturbances in Council Chambers, conduct of members of the public or fellow Councillors;
- (u) "Quorum" means the minimum number of members that must be physically present at a meeting for business to be legally transacted;
- (v) "Recorded Vote" is the calling by a member, prior to the vote on a motion, for a record to be kept of the members voting for and against a motion.
- (w) "Reeve" shall mean the Chief Elected Official of the Municipal District of Bonnyville No. 87;

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- (x) “Unfinished Business” is business that has been raised at the same or a previous meeting and that has not been completed.
- (y) “Visitors and Delegations” means that portion of the meeting at which members of the public, by prior appointment, may address Council on matters that are of concern;
- (z) “Webcast” means when audio and video footage from a meeting is captured and streamed over the internet, either as a recording or as a live stream.

### **2 APPLICATION**

- 2.1 This Bylaw shall govern Organizational Meetings, Regular Meetings, and Special Meetings, as well as Committee of the Whole Meetings and other Committees established by Council and shall be binding upon all Committee members whether Councillors or Members-at-Large.
- 2.2 When any matter relating to the meeting proceedings is not addressed in this Bylaw, Robert’s Rules of Order, if applicable, shall apply.
- 2.3 The precedence of rules governing the procedures of Council is:
  - (a) The Act;
  - (b) Other provincial legislation;
  - (c) This bylaw; and
  - (d) Robert’s Rules of Order.
- 2.4 In the event of conflict between the provisions of this Bylaw and Robert’s Rules of Order, the provisions of this Bylaw shall apply.
- 2.5 In the absence of any statutory obligation, any provision of this Bylaw may be waived by resolution of Council suspending the rules, provided two-thirds (2/3) of all members of Council present vote in favor of dealing with the matter under consideration.
- 2.6 A resolution waiving any provision of this Bylaw as provided for in Section 2.5 must specify the matter of the suspension and shall only be effective for the meeting during which it is passed, to deliberate and vote on the matter specified in the resolution passed by Council.

### **3 MUNICIPAL OFFICE**

- 3.1 In accordance with Section 204 of the Act, the municipal office shall be the administration office located in the Town of Bonnyville.

### **4 CHIEF AND DEPUTY CHIEF ELECTED OFFICIAL**

- 4.1 In accordance with Section 155 of the Act, the chief elected official shall have the title of Reeve, and the deputy chief elected official shall have the title of Deputy Reeve.

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- 4.2 The Reeve shall take the oath of office as prescribed by the Oath of Office Act prior to the first Organizational Meeting of Council immediately after a civic election.
- 4.3 Council shall, at each of its annual Organizational Meetings, appoint two members from the Councillors to the Deputy Reeve Roster for two 6-month terms over the next year, or one Councillor for a 1-year term, at the discretion of Council.
- 4.4 In the absence or inability of the Reeve or Deputy Reeve to act, Council may appoint any other Councillor as Acting Reeve in accordance with the Act.

### 5 QUORUM

- 5.1 Quorum for a meeting of Council or Committee of the Whole shall be a minimum of 4 Councillors.
- 5.2 Once there is a quorum of Councillors following the hour fixed for the meeting, the Chair shall call the meeting to order.
- 5.3 Unless a quorum is present within 30 minutes after the time appointed for the meeting, the meeting may stand adjourned until the next meeting date or until a Special Meeting is called to deal with the matters intended to be dealt with at the adjourned meeting. The Chief Administrative Officer or their designate shall record the names of the Councillors present at the expiration of the 30-minute time limit in the minutes.
- 5.4 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.

### 6 AGENDA

- 6.1 Before an Agenda is prepared for a Regular Meeting of Council it shall be approved by the Reeve and/or Deputy Reeve.
  - (a) The Chief Administrative Officer or their designate will send a copy of the draft agenda to the Reeve and Deputy Reeve by 4:30 PM 8 working days preceding the day on which the next Regular Meeting of Council or Committee of the Whole Meeting is to take place for their approval.
  - (b) The Reeve and/or Deputy Reeve shall submit their input and/or approval by 12:00 PM four (4) working days preceding the day of the meeting.
- 6.2 The Agenda shall be prepared by the Chief Administrative Officer or their designate in accordance with this Bylaw, in consultation with the Reeve and Deputy Reeve prior to each Regular Meeting and Committee of the Whole Meeting. A summary of the items included in the Agenda shall be made available to the public by the Chief Administrative Officer or their designate following the preparation of the Agenda.
- 6.3 All documents and notices of delegation intended to be submitted to the Chief Administrative Officer or their designate shall be placed in their hands not later than 5:00 PM 10 working days preceding the day on which the next Regular Meeting of Council or Committee of the Whole Meeting is to take place with the exception of public delegation requests and material, which shall be submitted in accordance with Section 9 of this Bylaw and associated municipal policy.

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- 6.4 The Chief Administrative Officer or their designate shall place at the disposal of each member of Council, a copy of the Agenda and all supporting materials not later than 5:00 P.M., three (3) working days preceding the day on which the next Regular Meeting of Council or Committee of the Whole Meeting is to take place.
- 6.5 Where the deadlines in Section 6.3 and 6.4 are not met, the Agenda and supporting materials shall be deemed to be acceptable by Council when the Agenda is adopted at the meeting.
- 6.6 Any item received by the Chief Administrative Officer or their designate after the appropriate deadline as outlined in this Bylaw shall not be placed on the Agenda unless:
- (a) in the opinion of the Reeve or Chief Administrative Officer, the item is urgent in nature; or
  - (b) it bears directly on a matter which is already scheduled to be dealt with by Council at such meeting.
- 6.7 Amendments to the Agenda may be proposed by a Councillor or by the Chief Administrative Officer, or their designate, through the Chair; such amendments may be included in the motion approving the Agenda. Where there is an objection to an amendment of the Agenda, a separate motion for that amendment shall be required.
- 6.8 Emergent Business:
- (a) An emergent business item is an item not included on the Agenda but, due to time constraints, must be brought before Council at a meeting.
  - (b) An emergent business item is considered when the Chief Administrative Officer, or their designate, or proposing Councillor provides Council with the reasons why the item is urgent and the degree of urgency.
  - (c) Councillors or Administration may propose to add an emergent business item to an Agenda without prior notice subject to the following conditions:
    - i. the matter relates to an emergency;
    - ii. the matter was not previously discussed at the same meeting;
    - iii. the matter does not require prior written notice;
    - iv. the matter does not raise a Point of Privilege; and
    - v. the emergent business item is added to the Agenda by Council by Resolution.
  - (d) If a Councillor or Administration is proposing to add an emergent business item to the Agenda after it has been adopted by Resolution, it may only be added through Council Resolution with unanimous support.

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6.9 The business of the Council intended to be dealt with at a Regular Meeting shall be stated in the Agenda in the following order:

1. Call to Order
2. Adoption of the Agenda
3. Adoption of the Minutes
4. Public Hearings
5. Delegations
6. Business arising out of the minutes
7. Development Applications
8. Subdivision Applications
9. New Business
  - 9.1 Notice of Motion
10. Correspondence and information
11. Reports from Members of Council
12. Closed Session
13. Business Arising from Closed Session
14. Adjournment

## 7 MEETING OF COUNCIL

### 7.1 Organizational Meetings

- (a) An Organizational Meeting of Council shall be held annually as required by the Act.
  - i. In a municipal election year and prior to the Organizational Meeting of Council, the Chief Administrative Officer or their designate shall organize an Orientation Meeting of Council in accordance with the Act.
- (b) At the Organizational Meeting, the Reeve shall:
  - i. Take the chair;
  - ii. Call the meeting to order; and
  - iii. Preside over the meeting.
- (c) At an Organizational Meeting immediately following a municipal election the Chief Administrative Officer will:
  - i. Take the chair;
  - ii. Call the meeting to order;
  - iii. Preside over the meeting; and
  - iv. Prescribe the Oath's of Office, following which the Reeve will assume chair for the remainder of the meeting.
- (d) For the appointments of Deputy Reeve, committee members, and Chair for the Agricultural Service Board, Councillors may nominate themselves for the positions, and at the request of any Councillor.

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- i. When a vote is required, it shall be by secret ballot in accordance with the Act.
- (e) The Agenda for the Organizational Meeting shall include:
  - i. when the Organizational Meeting follows the general municipal election, the administration of oaths and introduction of the elected Councillors as the first order of business;
  - ii. selection of the Deputy Reeve for the next year;
  - iii. the establishment of the Regular Meeting and Committee of the Whole Meeting dates and times for Council;
  - iv. appointment of Council representatives to committees and boards;
  - v. appointment for Chair for Agricultural Services Board; and
- (f) Immediately following the Organizational Meeting, and any time during their appointment, the Deputy Reeve may choose to re-arrange the order of seating for Councillors in Council Chambers, with the exception of the Reeve.

### 7.2 Regular Meetings

- (a) The Reeve shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on Points of Order, replying to 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.
- (b) The Reeve will introduce each item without debate.
- (c) The Regular Meetings of Council shall be established by resolution at the annual Organizational Meeting or a Regular Meeting of Council following the Organizational Meeting, as may be appropriate.
- (d) In the case where a regularly scheduled meeting date conflicts with a statutory holiday, the meeting shall be cancelled or the date, time, and place changed by a resolution of Council.

### 7.3 Special Meetings

- (a) The Reeve may call a Special Meeting of Council whenever the Reeve considers it appropriate to do so, or must call a Special Meeting of Council when the Reeve receives a written request from a majority of Councillors, in accordance with the Act.
- (b) The Reeve shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on Points of Order, replying to 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.
- (c) The Reeve will introduce each item without debate.

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- (d) 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 conducted shall be provided to each Councillor and to the public, in accordance with provisions of the Act.

### 7.4 Committee of the Whole Meetings

- (a) Pursuant to the Committee of the Whole Terms of Reference, the Deputy Reeve shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on Points of Order, replying to 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.
- (b) The Deputy Reeve will introduce each item without debate.
- (c) In the case where a regularly scheduled meeting date conflicts with a statutory holiday, the meeting shall be cancelled or the date, time, and place changed by a resolution of Council.

### 7.5 Notice of Meetings

- (a) Regular Council Meeting and Committee of the Whole Meeting dates shall be advertised to the public.
- (b) Notice of a meeting to the public shall be placed on the municipality website and main municipal office.

### 7.6 Closed Session Meetings

- (a) Council and the Committee of the Whole may close all or part of the meeting to the public if a matter to be discussed is authorized or required by legislation to be discussed by Council in private.
- (b) No bylaw or resolution shall be passed during a Closed Session except a Resolution to revert to a Regular Meeting or Committee of the Whole Meeting held in public.
- (c) In accordance with the Act and Provincial information and privacy protection legislation, all Councillors must keep in confidence matters discussed in a Session as per the Municipal District of Bonnyville Code of Conduct Bylaw.
- (d) Operation of electronic devices shall not be permitted in Council Chambers during any Closed Session portion of a meeting by anyone.

### 7.7 Electronic Meetings

- (a) Council may conduct any Council Meeting or Committee of the Whole Meeting through electronic means in accordance with the requirements of applicable provincial and municipal legislation.
- (b) Council shall conduct all Public Hearings through electronic means in accordance with the requirements of applicable provincial and municipal legislation.



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- (c) Public notifications of a meeting conducted through electronic means, including Public Hearings, shall include:
  - i. The type(s) of electronic means by which the meeting is to be held; and
  - ii. The method by which members of the public may access the meeting and make submissions.
  
- (d) Closed Sessions cannot be conducted through electronic means and Councillors participating in a meeting through electronic means cannot participate in any Closed Sessions held at that meeting but are required to vote on a matter put to a vote at the meeting unless the Councillor is required or permitted to abstain from voting under this or any other enactment.
  - i. Notwithstanding section 7.6(d) of this Bylaw, the Chair may authorize any members of Council and/or Administration, or municipal legal solicitor(s) to participate in Closed Session through electronic means with unanimous consent of the members of Council present at the meeting.
  - ii. When participation in Closed Session occurs through electronic means, those attendees will be required to confirm that they have attended the Closed Session alone and in private by providing a statutory declaration or affidavit sworn or declared before a Commissioner for Oaths prior to the next Regular Meeting of Council.
  
- (e) A member of Council may participate in a Council or Committee of the Whole Meeting through electronic means if:
  - i. the member is in a location outside of the Municipal District of Bonnyville for any reason;
  - ii. the member is in a location within the Municipal District of Bonnyville but is unable to attend the meeting for medical reasons for themselves or an immediate family member;
  - iii. Quorum is met by the members physically in attendance at the meeting to ensure that the meeting can continue if electronic communications fails or a Closed Session is held;
  - iv. the meeting location is able to support the use of electronic communications and that all members participating in the meeting are able to communicate effectively; and
  - v. the meeting location is secure and appropriate for interaction between members and viewing by the public and free from outside distractions.
  
- (f) To participate in a Council or Committee of the Whole Meeting through electronic means, a Councillor must advise the Chief Administrative Officer or their designate before 12:00 PM two (2) working days prior to the meeting in order to make arrangements for the use of electronic means.
  - i. The Chief Administrative Officer or their designate may waive the two (2) working day notice at their discretion.

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- (g) Anyone may participate in a Public Hearing through electronic means in accordance with the Act and the Public Hearing procedures outlined under Section 24 of this Bylaw.
- (h) Councillors participating in a meeting through electronic means are deemed to be present at the meeting but do not count towards quorum.
- (i) The Chair must be physically present at the meeting and cannot Chair the meeting through electronic means.
- (j) Only as many Councillors as are supported by the system's capacity, up to a maximum of three (3), may participate in a meeting through electronic means at the same time.
  - i. If more than three (3) Councillors request to participate in a meeting through electronic means, only the three (3) Councillors who submitted their requests to the Chief Administrative Officer or their designate first will be permitted.
- (k) The Chair must announce at the meeting that a Councillor is participating through electronic means.
- (l) With the exception of Public Hearings, the Chair has the sole authority to end the use of electronic means at any time if, in their opinion, the use of electronic means is disruptive to the meeting, is not secure, or is not appropriate.

### 7.8 Recording and Livestreaming Meetings:

- (a) Council and Committee of the Whole Meetings may be recorded and/or live streamed to the public with the exception of Closed Sessions.
- (b) The Chair may, at any time and at their discretion, direct the termination or interruption of a live stream or recording.
- (c) If there are technical difficulties while live streaming or recording:
  - i. notice of the technical difficulties will be provided on the M.D. website; and
  - ii. there will be no posted video of that meeting on the M.D. public YouTube channel website.
- (d) Meeting recordings will be retained by the M.D. into perpetuity.
- (e) The official record of meetings shall be the written, approved minutes as required by the Act, regardless if the meeting is recorded or livestreamed.
- (f) Meetings may be cancelled, postponed, or delayed due to technical issues related to recording, webcasting, or livestreaming, at the discretion of the Chair.

## 8 MINUTES OF COUNCIL MEETINGS

- 8.1 A written record or minutes of the proceedings and decisions of all meetings of Council or any Committee of the Whole shall be recorded in accordance with the Act.

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- 8.2 At Regular Meetings of Council, the minutes of the previous Regular Meeting and any Committee of the Whole Meeting or Special Meeting held more than 72 hours prior to the current meeting shall be considered for adoption.
- 8.3 The minutes shall not include comments made in the course of discussion or debate unless a member of Council or the Committee of the Whole specifically requests that the Councillor's comments be recorded in the minutes.
- 8.4 The preparation and distribution of minutes of meetings shall be the responsibility of the Chief Administrative Officer or their designate.
- 8.5 Clerical, typographical, and grammatical errors in meeting minutes may be corrected by the Chief Administrative Officer or their designate.

### 9 PUBLIC PRESENTATIONS (DELEGATIONS)

- 9.1 Individuals or groups can make public presentations to Council by appointment as follows:
  - (a) Individuals or groups will be required to make an appointment with Council when making a request to Council for support or funding, making a presentation to Council for Council's information, or making a presentation to Council regarding a specific policy issue.
  - (b) Requests for appointments with Council from individuals or groups shall be made to the Office of the Chief Administrative Officer in writing at least 12 working days prior to the requested meeting date. Requests received less than 12 working days before the requested meeting date shall be included on the Agenda for the next available meeting. Exceptions for emergent issues may be made at the discretion of the Reeve and Council.
  - (c) Presentations shall be limited to 15 minutes in length unless there is consent by Council to extend the allotted time.
  - (d) Submissions containing personal attacks or derogatory or defamatory statements, or statements that promote 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 provisions of the Human Rights Act, will not be accepted by the Municipal District of Bonnyville or provided to Council as part of the Public Presentation.
  - (e) Debate concerning matters raised during public presentations shall be added to the Agenda for a future Regular Meeting of Council by Administration at the direction of Council unless a report from Administration has already been prepared offering a recommendation, or Council unanimously agrees to debate the issue.
  - (f) Information presented by an individual or group, during a Public Presentation, shall relate only to the subject matter for which the presentation was originally requested.

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### 10 PUBLIC REQUESTS TO ADDRESS COUNCIL OR COMMITTEE

- 10.1 Members of the public wishing to address Council or the Committee of the Whole on an Agenda item that is not a Public Hearing must notify the Chief Administrative Officer or their designate of the request to speak prior to the start of a meeting, either in writing or verbally, and state the reasons for the request.
- 10.2 The Chief Administrative Officer will advise the Chair for the Meeting of the request to speak and the reasons provided by the requestor, and Council or the Committee of the Whole may by resolution permit the member of the public to speak in accordance with their submitted request.
- 10.3 Notwithstanding Section 10.1, Council or the Committee of the Whole may permit a member of the public to speak on an Agenda item without have provided prior notice by resolution passed with unanimous consent.
- 10.4 Members of the public permitted to address Council or the Committee of the Whole under Section 10.1 or 10.3 shall have a maximum speaking time limit of five (5) minutes, which may be extended by a separate resolution.
- 10.5 Written submissions containing personal attacks or derogatory or defamatory statements, or statements that promote 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 provisions of the Human Rights Act, will not be accepted by the Municipal District of Bonnyville or provided to Council as part of the presentation.

### 11 COUNCILLOR DEBATE

- 11.1 A Councillor, when speaking to an issue, shall address their remarks to the Chair.
- 11.2 A Councillor shall restrict their comments to ensure relevance to the matter under discussion.
- 11.3 The Reeve shall be accorded the same right as any other Councillor in debate.
- 11.4 Through the Chair, a Councillor may:
  - (a) ask for an explanation of any part of the previous speaker's remarks;
  - (b) ask questions to obtain information relating to the minutes presented to Council, following commencement of the debate on the minutes.

### 12 PROHIBITIONS (CONDUCT)

- 12.1 In accordance with the Municipal District of Bonnyville Code of Conduct Bylaw,
  - (a) Councillors shall not:
    - i. use offensive words or unparliamentary language in the meeting;
    - ii. disobey the rules of the meeting or decision of the Chair or Councillors on questions of order or practice, or upon the interpretation of the rules of the meeting;

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- iii. leave their seat or make any noise or disturbances while a vote is being taken and result is declared;
  - iv. interrupt a Councillor while speaking, except to raise a Point of Order or Question of Privilege.
- (b) A Councillor who wishes to leave the meeting prior to adjournment shall so advise the Chair and the time of departure shall be noted in the minutes.

### **13 PUBLIC DISTURBANCE/CONDUCT**

- 13.1 Subject to the Act and to the provisions of the Procedural Bylaw, visitors and delegations and any member of the public have the right to be present at Council Meetings and Committee of the Whole Meetings held in public.
- 13.2 The Chair may order any member of the public who disturbs the proceedings of Council by words or action to be expelled from the meeting.
- 13.3 If the health or safety of the meeting participants is deemed to be at risk, the individual may be disallowed from attending future meetings.
- 13.4 In the event that a member of the public who has been expelled refuses to leave the premises, the Chief Administrative Officer or Chair may request the Royal Canadian Mounted Police or Peace Officer to remove the person.

### **14 QUESTIONS OF PRIVILEGE**

- 14.1 A Councillor who desires to address the meeting upon a matter which concerns the rights or privileges of the Councillors collectively, or of themselves as a Councillor, thereof shall be permitted to raise such Question of Privilege.
- 14.2 A Question of Privilege shall take precedence over other matters and while the Chair is ruling on the Question of Privilege, no one shall be considered to be in possession of the floor.

### **15 POINTS OF ORDER**

- 15.1 A Councillor who desires to call attention to a violation of the rules of procedure shall ask leave of the Chair to raise a Point of Order. When leave is granted, the Councillor shall state the Point of Order with a concise explanation and shall attend the decision of the Chair upon the Point of Order. The speaker in possession of the floor when the Point of Order was raised shall have the right to the floor when debate resumes.
- 15.2 A Councillor called to order by the Chair shall immediately vacate the floor until the Point of Order is dealt with and shall not speak again without the permission of the Chair unless to appeal the ruling of the Chair.

### **16 APPEAL RULING**

- 16.1 The decision of the Chair shall be final, subject to an immediate appeal by a Councillor of the meeting.

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16.2 If the decision is appealed, the Chair shall give concise reasons for their ruling and the Councillors, shall decide the question. The ruling of the Councillors shall be final.

### 17 MOTIONS

#### 17.1 General Motion Provisions:

- (a) Unless otherwise determined by the Chair, no matter may be debated or voted on by Council or the Committee of the Whole unless it is in the form of a motion that has been verbally moved by a Councillor.
- (b) A Councillor may move a motion regardless of whether the Councillor intends to support the motion and without requiring the motion to be seconded by another Councillor.
- (c) Motions may be displayed to Council or the Committee of the Whole prior to the vote on the motion.
- (d) The Chair must not call for a vote on a motion until the Councillors and the Recording Secretary are clear on how the motion reads.
- (e) When a main motion – a motion that brings a matter before Council or the Committee of the Whole – has been moved and is being considered, a Councillor cannot make another motion except to:
  - i. move a subsidiary motion which is applied to another motion for the purpose of modifying it, delaying acting on it, handing its consideration, or disposing of it;
  - ii. move a privileged motion which relates to the rights or privileges of the organization or individual Councillors rather than to particular items of business and is of such urgency that it is entitled to immediate consideration; or
  - iii. move an incidental motion which are made in response to a variety of situations that may arise during the consideration of a pending question and must be resolved before business can continue.

#### 17.2 Notices of Motion

- (a) Councillor who wishes to introduce a new matter for consideration at a Council or Committee of the Whole Meeting must submit a Notice of Motion in writing or electronically to the Manager of Legislative and Information Services or their designate by 12:00 PM not less than 10 working days prior to the meeting that the Councillor wishes to introduce their Notice of Motion.
  - i. The requirement for 10 working days' notice established above may be waived by a resolution of Council at the meeting. The Notice of Motion would then be considered Emergent Business at the meeting.
- (b) A Notice of Motion will follow the approved template attached as Schedule "A" to the Amending Procedural Bylaw and include the following:

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- i. the proposed motion to be considered by Council;
  - ii. the date of the meeting at which the Councillor will read the Notice of Motion into the record; and
  - iii. the date of the meeting at which the proposed motion will be considered by Council after the Notice of Motion has been read into the record.
- (c) When a Notice of Motion is read into the record, and only when a resolution has been passed by Council directing Administration to prepare a report in response to the Notice of Motion, Administration shall:
- i. Provide a report in response to the Notice of Motion at the meeting date that the proposed motion is proposed to be considered, as per the specifics outlined in the Notice of Motion.
- (d) When providing the date of the meeting, pursuant to Section 17.2(b)iii. of this Bylaw, the Councillor should consider the Agenda preparation and distribution deadlines for that meeting to allow Administration time to prepare its report.
- (e) The proposed motion provided in the Notice of Motion will not be considered or debated until the motion provided in the Notice of Motion is both moved and seconded by members of Council.

### 17.3 Withdrawing Motions

- (a) After a motion has been verbally moved by a Councillor, the motion becomes the property of Council or the Committee as a whole and may only be withdrawn by the mover with the unanimous consent of the Councillors present.
- (b) Withdrawn motions are not recorded in the meeting minutes.

### 17.4 Severing Motions

- (a) If a motion includes two or more recommendations, the Chair or a Councillor may request, prior to the vote on the motion, that the motion be severed and debated and voted on individually.
- (b) The mover of the original motion is considered the mover of any severed motions.

### 17.5 Amending Motions

- (a) After a motion has been verbally moved by a Councillor, the motion becomes the property of Council or the Committee of the Whole.
- (b) A Councillor may move to amend a motion after it has been moved and prior to the vote on the motion, except for the following types of motions which cannot be amended:
  - i. motion to refer;
  - ii. motion to table, except as to the time and/or date provided in the main motion;

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- iii. motion to adjourn;
  - iv. motion for the first or third reading of a bylaw; or
  - v. motion to permit the consideration of third reading of a bylaw.
- (c) Amending motions may be passed by unanimous consent of the Councillors present.
  - (d) A Councillor cannot move an amendment to a motion that does not relate to the subject matter of the motion or is contrary to the motion.
  - (e) A Councillor may move an amendment to an amendment provided that the amendment to the amendment is relevant to the subject matter of the amendment and not contrary to the amendment.
  - (f) Only one amendment to a motion and only one amendment to an amendment are permitted at the same time.
  - (g) The amendment to the amendment must be considered before the amendment to the motion is considered, and all amendments are considered in reverse order in which they were moved, resulting in the main motion only being considered after all pending amendments have been considered.
  - (h) Amendments to the main motion are not recorded in the meeting minutes, and the mover of the main motion is still considered the mover after any amendments are made to the motion.

### 17.6 Motions Out of Order

- (a) The Chair may rule that a motion or an amendment to a motion is out of order, subject to a challenge of the ruling by a Councillor.
- (b) When ruling that a motion is out of order, the Chair must cite the applicable rule or authority without further comment.
- (c) Motions that are ruled by the Chair to be out of order are not considered or voted on by Council or the Committee of the Whole.
- (d) When ruling whether a motion is out of order, the Chair may consider, but is not limited to considering, the following:
  - i. the Chair may deem a motion to be out of order if it is a motion to refer that has the same effect as defeating the motion (for example, due to time constraints);
  - ii. the Chair may deem a motion to be out of order if a similar motion was considered and voted on within the previous six months and without first reconsidering the original motion;
  - iii. the Chair may deem a motion to be out of order if it conflicts with established procedures or is contrary to the privileges of Councillors; and



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- iv. a motion containing several different or distinct recommendations is not out of order for that reason alone.

### 17.7 Debating Motions and Closing Debate

- (a) After a motion has been moved by a Councillor, each member of Council is provided an opportunity to speak on the motion before it is voted on unless a motion is passed to end or limit debate on the motion.
- (b) Unless a resolution is passed to extend the time limit of debate, no Councillor may speak on a motion, including asking questions and debate but excluding any responses to those questions or debate, for longer than:
  - i. five minutes on a main motion;
  - ii. three minutes on an amendment to a motion; or
  - iii. three minutes for closing debate on a motion or an amended to a motion.
- (c) Councillors cannot interrupt while another member of Council is speaking except when a member of Council:
  - i. has exceeded their time limit to speak;
  - ii. raises a Point of Privilege;
  - iii. raises a Point of Order; or
  - iv. challenges a ruling of the Chair.
- (d) While a motion is being debated and considered, no other motion may be made except for the following:
  - i. amend the motion;
  - ii. amend the amendment to the motion;
  - iii. refer the main motion;
  - iv. table the main motion;
  - v. call the question;
  - vi. move a motion which has privilege, that is:
    - vii. a motion to recess;
    - viii. a motion to adjourn;
    - ix. a motion to set time for adjournment;
    - x. a point of privilege;

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- xi. motion to limit or extend debate;
  - xii. Motion to approve public requests to address Council or the Committee of the Whole in accordance with Section 10 of this Bylaw.
- (e) Before debate is closed and the vote on a motion is called, and without interrupting a speaker, a Councillor may request that the motion be read aloud, displayed at any time during debate, or ask clarifying questions that:
- i. relate directly to the debate on the motion;
  - ii. contain no argument; and
  - iii. introduce no new material.
- (f) The Councillor who moved a motion may close debate on the motion after all other members have been provided an opportunity to speak on the motion.
- (g) After the Councillor has closed debate on the motion, the Chair immediately calls for a vote on the motion. After the vote on the motion has been called, no Councillor may debate or speak on the motion further except to request that the motion be read aloud or displayed.

### 17.8 Specific Motion Provisions – Privileged Motions

- (a) The following motions are considered privileged motions:
- i. a motion to recess;
  - ii. a motion to adjourn;
  - iii. a motion to set a time for adjournment; and
  - iv. a point of privilege.

### 17.9 Specific Motion Provisions – Motion to Recess

- (a) The Chair may recess the meeting for a specific period of time and call the meeting back to order without requiring a motion.
- (b) A Councillor may move that the meeting be recessed for a specific period of time; after the meeting is called back to order, business is resumed at the point where it was interrupted.

### 17.10 Specific Motion Provisions – Motion to Adjourn

- (a) A Councillor may move to adjourn the meeting at any time, except when:
- i. a Councillor has the floor or is speaking on a motion;
  - ii. a vote has been called on a motion;
  - iii. a vote on a motion is being conducted;

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- iv. the meeting is in a Closed Session; or
- v. a previous motion to adjourn has been defeated and no other intermediate business or proceeding has occurred since the motion to adjourn was defeated.

- (b) Motions to adjourn are non-debatable and are voted on without comment or amendment.

### 17.11 Specific Motion Provisions – Motion to Limit or End Debate

- (a) A Councillor may move to limit or end debate on a motion which are motions that:
  - i. are not debatable;
  - ii. must be passed by Resolution; and
  - iii. may only be amended as to the limit to be placed on debate.
- (b) A Motion to limit or end debate takes precedence, but does not have privilege, over other motions except for a motion to table or a motion with privilege.

### 17.12 Specific Motion Provisions – Motion to Refer

- (a) A Councillor may move to refer any matter or motion to Administration, a Committee, or other body for further investigation, consideration, and report; a motion to refer:
  - i. is debatable;
  - ii. precludes all further amendments to a motion;
  - iii. may only be amended as to what body the motion is to be referred or any instructions or direction included in the referral.

### 17.13 Specific Motion Provisions – Motion to Receive as Information

- (a) A Councillor may move to receive an item, matter, report, presentation, recommendation, or other thing as information.
- (b) A motion to receive as information is made as acknowledgement and to retain the item, matter, report, presentation, recommendation, or other thing in the corporate record without taking additional action.

### 17.14 Specific Motion Provisions – Motion Arising

- (a) A Councillor may move an arising motion only if:
  - i. the motion arising is directly related to a matter or motion that has just been considered; and
  - ii. the motion arising is moved before another matter or motion is brought forward.

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### 17.15 Specific Motion Provisions – Motion to Postpone

- (a) A Councillor may move to postpone a matter or motion and all pending amendments to the motion either temporarily or indefinitely.
- (b) Motions to postpone temporarily:
  - i. must include either a set date or time;
  - ii. is debatable only regarding its merits, and cannot go into the main question except as necessary for debate of the immediate pending question;
  - iii. is generally used with the intention of bringing the matter or motion back for consideration at a later time in the same meeting or a later date.
- (c) A motion to postpone indefinitely:
  - i. must include a reason for the postponement;
  - ii. is debatable with debate able to go into the main question;
  - iii. is generally used with the intention of disposing of the matter or motion without bringing it to a direct vote.

### 17.16 Specific Motion Provisions – Motion to Table

- (a) A Councillor may move to table a matter or motion and all pending amendments to the motion either temporarily or indefinitely to defer debate and delay a decision on a matter.
- (b) A motion to table temporarily:
  - i. must indicate the intention of being temporary, or include a specified time, and resume consideration at the same meeting which it is tabled;
  - ii. is not amendable and only debatable with respect to the time, if applicable;
  - iii. takes precedence over other motions related to the matter or motion being tabled;
  - iv. is generally used with the intention of allowing Council to address a more pressing matter first.
- (c) A motion to table indefinitely:
  - i. does not include a specific time;
  - ii. is not debatable or amendable;
  - iii. takes precedence over other motions related to the matter or motion being tabled;

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- iv. is generally used with the intention of deferring further consideration of a matter.
- (d) A matter or motion that has been tabled must not be considered until lifted from the Table by Resolution.
- (e) A matter or motion that has been tabled indefinitely cannot be lifted from the table within six (6) months of the date it was tabled, unless by Resolution passed unanimously by Council.
- (f) If a matter or motion that has been tabled temporarily is not lifted from the table by Resolution before the adjournment of that meeting, it shall be considered to be tabled indefinitely.

### 17.17 Specific Motion Provisions – Motion to Lift from the Table

- (a) A matter or motion that has been tabled is brought back exactly as they were when they were laid on the table, including all related motions and amendments.
- (b) If the motion to table included a set time for return later in the same meeting or was made sine die, the matter or motion must be lifted from the table by resolution before consideration of the tabled matter or motion begins; a motion to lift from the table:
  - i. may only be made when no other motion is on the floor;
  - ii. cannot be debated or amended;
  - iii. may be made at a Regular Meeting but not at a Special Meeting, unless notice of the tabled matter or motion was provided in the notice of the Special Meeting.
- (c) If a motion to lift from the table is defeated, a subsequent motion to lift from the table may only be made again after other business is considered.
- (d) When a matter or motion that was tabled indefinitely or temporarily is brought back to a future meeting, it must be accompanied by a new report from Administration containing a recommendation to lift the matter or motion from the table.
- (e) If a tabled matter or motion is not lifted from the table within one year, or is not lifted from the table before the next Election, it cannot be lifted from the table and may only be made as a new motion.

### 17.18 Specific Motion Provisions – Motion to Reconsider

- (a) A Councillor may move to reconsider a motion previously passed or defeated provided that:
  - i. the motion to reconsider is made at the same meeting that the original motion was made; and
  - ii. the motion to reconsider is moved by a Councillor who voted on the prevailing side of the original motion; or

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- iii. a Notice of Motion is submitted, prior to the meeting at which it is to be considered, in which a Councillor sets out what special or exceptional circumstances warrant reconsideration of the original motion; and
  - iv. the original motion has not already been acted upon.
- (b) The requirement for a Notice of Motion for a motion to reconsider may be waived by Special Resolution.
- (c) A motion to reconsider is debatable only if the motion to be reconsidered is debatable.
- (d) A motion cannot be reconsidered if:
- i. six months has passed since the original motion was considered; or
  - ii. an Election was held since the original motion was considered.
- (e) The following motions cannot be reconsidered:
- i. a motion which created a contractual liability or obligation cannot be reconsidered, altered, varied, revoked, rescinded, or replaced except to the extent that it does not attempt to void or interfere with the liability or obligation;
  - ii. a motion to adjourn, to set a time for adjournment, or to recess;
  - iii. a motion to close nominations for an appointment;
  - iv. a request to sever a motion containing multiple recommendations, proposals, or actions;
  - v. a Point of Order, Point of Privilege, or Point of Information;
  - vi. a motion to suspend a rule or rules contained in this Bylaw;
  - vii. a motion to table or to lift from the table;
  - viii. a motion to adopt the Agenda;
  - ix. permission to withdraw a motion;
  - x. a motion to rescind a reading of a bylaw;
  - xi. a motion to provide first or third reading of a bylaw; and
  - xii. a motion to reconsider a motion.

### 17.19 Specific Motion Provisions – Motion to Rescind

- (a) A Councillor may move to rescind a motion previously passed; if passed, the motion to rescind renders the original motion null and void.

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- (b) A Councillor 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.
- (c) A motion to rescind does not undo any actions that have been taken as a result of the original motion being passed.
- (d) A motion to rescind is debatable only on the merits of the original motion that is proposed to be rescinded.

### 17.20 Specific Motion Provisions – Motion to Move into a Closed Session

- (a) A Councillor may move a motion to move into a Closed Session which must be in accordance with the provisions of the Act and the Freedom of Information and Protection of Privacy Act.

## 18 COUNCIL MEMBER REPORTS

18.1 Councillor reports are for information only and no business or motions shall arise from this information except for the following:

- (a) A motion for letters of support or congratulations;
- (b) A motion for letters of concern or advocacy;
- (c) A motion to approve expenditures relating to their report.

18.2 Any action required as a result of a Council Member Report shall be brought forward as a Notice of Motion.

## 19 VOTING – QUESTION

19.1 When a Motion that a Vote be Taken (Question) is presented, it shall be put to a vote without debate and, if carried by a majority vote of the Councillors present, the motion and any amendments thereto shall be submitted to a vote immediately without further debate.

19.2 When the Chair, having ascertained that no further information is required, commences to take a vote, no Councillor shall speak to or present another motion until the vote has been taken on such motion or amendment.

19.3 A Councillor who disagrees with the announcement made of the result of a vote may immediately object to the declaration and the vote shall be retaken.

## 20 VOTING – PECUNIARY INTEREST AND CONFLICT OF INTEREST

20.1 A Councillor who has a reasonable belief that they have a pecuniary interest 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 as a member of Council from Council Chambers until the matter is concluded.

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- 20.2 A Councillor who have a reasonable belief that they have a conflict of interest 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, may, if present, declare and disclose the general nature of the private interest prior to any discussion of the matter, abstain from discussions or voting on any question relating to the matter, and may remove themselves as a member of Council from Council Chambers until the matter is concluded.
- 20.3 The minutes shall indicate the declaration of disclosure under the applicable section of the Act and this section of the Bylaw, and, if applicable, the time at which the Councillor left the room, and returned.

### 21 REQUIREMENT TO VOTE

- 21.1 Every Councillor present shall vote on every matter, unless required or permitted to abstain from voting under this or any other bylaw or enactment.
- 21.2 A Councillor present at a meeting may make a request for a recess if for any reason they may be away from Council Chambers during a time when a vote on a matter is imminent unless excused from voting by the Chair.
- 21.3 Votes shall be made by the raising of hands or by an established electronic voting method as the Chair calls for those in-favour or against.
- 21.4 The minutes of Council Meetings will record if a motion is carried, defeated, or carried unanimously.

### 22 RECORDED VOTE

- 22.1 Before a vote is taken, a Councillor may request that the vote be recorded.
- 22.2 When a Councillor requests a Recorded Vote, it shall be recorded in accordance with applicable provincial legislation.
- 22.3 The Chief Administrative Officer or their designate shall, whenever a Recorded Vote is requested by a Councillor, record in the minutes the names of each Councillor present and whether the Councillor voted for or against the matter and the Chair shall announce the results of the vote.

### 23 TIE VOTE

- 23.1 If there are an equal number of votes for and against a resolution or Bylaw, the resolution or Bylaw is defeated.

### 24 PUBLIC HEARINGS

- 24.1 General Public Hearing Provisions:
- (a) Public Hearings are held when required by the Act or any other legislation or when Council directs that a matter be considered through a Public Hearing;
  - (b) Public Hearings are held at Regular or Special Council Meetings;



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- (c) Public Hearings shall accommodate participation through electronic means in accordance with the Act and this Bylaw.
- (d) All public information pertaining to a Public Hearing shall be included in the meeting's agenda package, which will be made available in accordance with this Bylaw.
- (e) When a Public Hearing is required to be held on a proposed bylaw or resolution, the Public Hearing will be held after first reading and prior to second reading of the proposed bylaw or prior to a vote on the proposed resolution;
- (f) Public Hearings are advertised in accordance with the Act and any applicable Municipal District of Bonnyville bylaws, policies, and procedures.

### 24.2 Written Submissions, Verbal Presentations and Electronic Participation:

- (a) Public Hearing advertisements must include:
  - i. an outline of the process for providing written submissions;
  - ii. an outline of the process for registering to participate in the Public Hearing through electronic means;
  - iii. a deadline for submitting written submissions to be included in the Agenda and provided to Council as part of the Public Hearing; and
  - iv. a deadline for registering to participate in the Public Hearing through electronic means.
- (b) In order to participate in a Public Hearing through electronic means, registration must be submitted, in the prescribed form with all required information, by 11:59 p.m. eight (8) business days prior to the scheduled Public Hearing date.
- (c) Once a registration to participate in a Public Hearing through electronic means is confirmed, instructions on how to access the Public Hearing will be provided to the participant using the email address provided on the registration form within 24 hours of the meeting date.
- (d) No registrations to participate in a Public Hearing through electronic means received after the advertised registration deadline will be accepted by the Municipal District of Bonnyville.
- (e) In order to be included in the Agenda and provided to Council as part of a Public Hearing, written submissions must be received prior to the advertised submission deadline and include the following:
  - i. the name and legal or municipal address of the signatories; and
  - ii. how each signatory is affected by the subject matter of the Public Hearing.
- (f) No written submissions received after the advertised submission deadline will be accepted by the Municipal District of Bonnyville or provided to Council as part of the Public Hearing.

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- (g) Written submissions containing personal attacks or derogatory or defamatory statements, or statements that promote 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 provisions of the Human Rights Act, will not be accepted by the Municipal District of Bonnyville or provided to Council as part of the Public Hearing.
- (h) An individual or group may provide a verbal presentation to Council at a Public Hearing, in person or through electronic means, which may include a previously submitted written component as part of the presentation.

### 24.3 Presenting at a Public Hearing:

- (a) Individuals or groups who wish to present in person at a Public Hearing should register on the designated sign-in sheet and must indicate if they are either in support or in opposition of the proposed bylaw, resolution, or other matter subject to the Public Hearing.
- (b) Individuals or groups who have registered to participate in the Public Hearing through electronic means will only be accepted into the meeting if:
  - i. the participant name matches the name indicated on the registration form; and
  - ii. the participant email address matches the email address indicated on the registration form.
- (c) No unregistered participants will be permitted into the electronic meeting for a Public Hearing.
- (d) The camera and microphone of participants through electronic means are to remain off and muted except when it is their turn to address Council.
  - i. The Chair may order the immediate removal of any electronic participants that are continuously disruptive to the Public Hearing, present in an inappropriate manner on camera (i.e. inappropriate attire or background/setting), and/or uses inappropriate language.
- (e) When addressing Council at a Public Hearing, the person speaking must state:
  - i. their name and legal or rural address;
  - ii. an indication as to whether they are speaking on their own behalf, on behalf of another person, or on behalf of a group;
  - iii. an indication as to whether they are speaking in support or in opposition to the proposed bylaw, resolution, or other thing subject to the Public Hearing;
  - iv. how they are affected by the proposed bylaw, resolution, or other thing subject to the Public Hearing; and must
  - v. address the Chair when responding to questions or providing information.

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- (f) An individual may authorize another individual to present on their behalf if such authorization is provided in writing and proof of such can be provided to the Municipal District of Bonnyville prior to the start of the Public Hearing.
- (g) An individual or group may present only once at a Public Hearing.
- (h) Presentations may include electronic components such as photos, videos, maps, PowerPoint presentations, written presentations, and furthermore, all presentation materials form part of the public record and will be collected by Administration and provided to the public in the meeting Agenda package and upon request.

### 24.4 Public Hearing Procedures:

- (a) The Chair reminds any individual or group that wishes to present at the Public Hearing to register on the designated sign-in sheet either in support or in opposition of the proposed bylaw, resolution, or other matter subject to the Public Hearing.
- (b) The Chair provides an outline of the Public Hearing process and procedures in the following sequence, as applicable:
  - i. Staff report from Administration;
  - ii. Presentation from the applicant;
  - iii. Reading of the names of participants signed in to speak in person and registered to speak through electronic means;
  - iv. Presentations from the public in support of the proposal;
  - v. Presentations from the public in opposition of the proposal;
  - vi. Rebuttal presentation from the applicant limited only to the comments received or heard in opposition; and
  - vii. Final questions of Administration.
- (c) The Chair announces that the Public Hearing is being recorded and/or live-streamed and will be available to view by the public.
- (d) The Chair calls for a motion to open the Public Hearing and notes the time that the Public Hearing is opened.
- (e) The Chair calls for the staff report from Administration to introduce the proposed bylaw, resolution, or other matter subject to the Public Hearing; Councillor are permitted to ask questions for clarification at this time.
- (f) Following the staff report from Administration, the Chair calls for the applicant to present their application with:
  - i. Presentations being limited to a maximum of 20 minutes; and

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- ii. Questions of clarification from Councillors to the applicant being permitted by the Chair.
- (g) Following the presentation from the applicant, the Chair calls for presentations from the public in support of and then against the proposed bylaw, resolution, or other matter subject to the Public Hearing with:
- i. presentations from individuals limited to a maximum of five (5) minutes;
  - ii. presentations from groups limited to a maximum of 10 minutes;
  - iii. the Chair calling upon the individuals or groups that have registered to present through electronic means in the order they appear on the registration list;
  - iv. the Chair calling upon the individuals or groups that have registered to present in-person in the order they appear on the designated sign-in sheet;
  - v. the Chair asking three (3) times whether anyone else wishes to present in support of the item after all who registered to present is provided an opportunity to present;
  - vi. the Chair asking three (3) times whether anyone else wishes to present against the item after all who registered to present is provided an opportunity to present; and
  - vii. questions of clarification from Councillors to the public presenters, whether in support or opposition, only permitted by the Chair during this portion of the Public Hearing.
- (h) Following the public presentation in support and in opposition, the Chair invites the applicant to provide a rebuttal to any points raised in opposition to their application either in a written submission or a maximum 10-minute presentation provided at the Public Hearing.
- (i) The Chair allows questions of clarification from Councillors to the applicant during this portion of the Public Hearing only in regards to the information provided by the applicant during their rebuttal.
  - (j) Following the rebuttal from the applicant, the Chair allows for any final questions from Councillors to Administration.
  - (k) The Chair calls for a motion to close the Public Hearing and notes the time that the Public Hearing is closed.
  - (l) The Public Hearing must be closed before Council votes on the proposed bylaw, resolution, or other matter subject to the Public Hearing.
  - (m) Pursuant to the Act, Councillors who are absent for the whole Public Hearing must abstain from voting on the matter; furthermore, Councillors who are absent for part of the Public Hearing may abstain from voting on the matter.

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- (n) If the number of Councillors present at the Council Meeting is less than quorum after those Councillors have abstained from voting, the debate and vote is postponed until the next Regular Council Meeting.

### 25 RECORDING DEVICES

- 25.1 Operation of audio or video recording devices, including cameras for photos, shall not be permitted by media or members of the public during a meeting.

### 26 ADJOURNMENT

- 26.1 A Motion to Adjourn the meeting shall be in order except:

- (a) when a Councillor is in possession of the floor; or
- (b) when it has been decided that the vote now be taken; or
- (c) during the taking of a vote.

- 26.2 Adjournment time is at the conclusion of the Agenda as adopted by Council or when a Motion to Adjourn has been passed.

### 27 SEVERABILITY

- 27.1 It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is the further intention of Council that if any provision of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion shall be severed and the remainder of the Bylaw is deemed valid and enforceable.

### 28 REPEAL

- 28.1 Upon third reading of Bylaw 1892, Bylaw 1787 and all amendments thereto are hereby repealed.

### 29 EFFECTIVE DATE

- 29.1 That this Bylaw shall come into force and have effect from and after the date of third and final reading thereof.

READ A FIRST TIME IN COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025.

READ A SECOND TIME IN COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025.

**BYLAW NO. 1892**

READ A THIRD TIME IN COUNCIL THIS \_\_\_ DAY OF \_\_\_\_\_, 2025.

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

DRAFT

# NOTICE OF MOTION

**Submitted in accordance with Section 17.2 of Bylaw No. 1892 Procedural Bylaw**

**Presented By:** Reeve/Councillor [Name]

This notice of motion is read into the Council record on [Meeting Date].

The motion as read will be debated on [Meeting Date].

**TITLE:**

**WHEREAS:** ;

**AND WHEREAS:** ;

**NOW THEREFORE BE IT RESOLVED THAT:**