

BYLAW NO. 1583

**OF THE TOWN OF WHITECOURT
IN THE PROVINCE OF ALBERTA**

**A BYLAW TO REGULATE MEETING PROCEEDINGS FOR COUNCIL AND
COUNCIL COMMITTEE MEETINGS**

WHEREAS, the *Municipal Government Act* allows Council to adopt bylaws in relation to the establishment and functions of Council Committees and the procedure and conduct of Council and Council Committees;

AND WHEREAS, the *Municipal Government Act* provides that Council may by bylaw delegate its powers, duties, or functions to a Council Committee;

AND WHEREAS, the *Municipal Government Act* governs the conduct of Council, Councillors, Council Committees, the municipal organization, administration, public participation and the powers of the municipality;

NOW THEREFORE, the Council of the Town of Whitecourt, in the Province of Alberta, duly assembled, enacts as follows:

Short Title

1. This Bylaw may be referred to as the "Procedure Bylaw".

Definitions

2. In this Bylaw:

- (1) "Act" means the Municipal Government Act, R.S.A. 2000, Chapter M-26, any regulations thereunder, and any amendments or successor legislation thereto;
- (2) "Acting Deputy Mayor" means the Councillor appointed by Council to preside at any Council Meeting in the absence of both the Mayor and the Deputy Mayor;
- (3) "Administrator" means the designated staff member responsible for the administrative duties of Council or Council Committee;
- (4) "Agenda" means the list of items, with supporting documents, setting out the order of business for a meeting;
- (5) "Bylaw" means a Bylaw of the Town of Whitecourt;
- (6) "CAO" means the designated Chief Administrative Officer as defined in the Act or their designate;
- (7) "Chair" means the Mayor or person who has been given authority to direct the conduct of a meeting;
- (8) "Challenge" means a Member's expression of disagreement immediately following a decision of the Chair;
- (9) "Closed Meeting" means a Council or Council Committee meeting that is closed to the public pursuant to the Act which only Members and other persons specified by Council or the Council Committee may attend;
- (10) "Council" means the Mayor and Councillors duly elected pursuant to the provisions of the Local Authorities Election Act;
- (11) "Council Committee" means a committee, board or other body established by Council under the Act;
- (12) "Councillor" means a member of Council elected pursuant to the Local Authorities Election Act;

- (13) "Defer" means a motion that includes direction as to the point in time when the item will appear on the Agenda for further debate and decision, and is debatable.
- (14) "Deputy Mayor" means the Councillor appointed by Council to perform all duties of the Mayor in the absence or incapacity of the Mayor;
- (15) "Mayor" means the Chief Elected Official as defined in the Act;
- (16) "Meeting" means any meeting of Council or Council Committee;
- (17) "Member" means any member of Council or Council Committee as defined in the Act;
- (18) "Organizational Meeting" means a meeting of Council held in accordance with the Act;
- (19) "Peace Officer" means a member of the Royal Canadian Mounted Police (RCMP), a Peace Officer appointed under the Peace Officer Act, S.A 2006, cP-3.5, as amended, a bylaw enforcement officer appointed under the Municipal Government Act R.S.A. 2000, cM-26, as amended, or any other person who is, in the execution of their duties, responsible for the preservation and maintenance of the public peace.
- (20) "Point of Information" means a request directed to the Chair, to another Member or to staff for information relevant to the business at hand but not related to a Point of Procedure;
- (21) "Point of Order" means the raising of a question by a Member or CAO to call attention to any departure from this Bylaw;
- (22) "Point of Procedure" means a question by a Member directed to the Chair to obtain information pertaining to the rules governing the meeting, bearing on the business at hand in order to assist a member to make an appropriate motion, raise a point of order, or understand the situation or the effect of a motion;
- (23) "Public Hearing" means a pre-advertised hearing that Council is required to hold under the Act or other enactments or a non-statutory meeting or hearing as approved by Council;
- (24) "Public Input Session" means that portion of the Regular Council Meeting at which members of the public will be provided the opportunity to voice opinions to Council and bring attention to pertinent local issues;
- (25) "Question of Privilege" refers to all matters affecting the rights and privileges of Council or Council Committee collectively or any of its Members individually;
- (26) "Quorum" means a majority of those members serving on Council or a Council Committee, except where special committee policies have been passed;
- (27) "Recess" means to take a short break or intermission within a meeting that does not end the meeting, after which proceedings are immediately resumed at the point where they were interrupted;
- (28) "Recorded Vote" means 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;
- (29) "Refer" means a motion that requires direction as to the person or group to which it is being referred and is debatable;
- (30) "Regular Meeting" means a meeting of Council held in accordance with the Act, or a regularly scheduled Council Committee meeting;
- (31) "Special Council Meeting" means a meeting of Council called by the Mayor, or a majority of Councillors, in accordance with the Act;

- (32) "Table" means a motion to delay consideration of any matter to another time. The motion is not debatable;
- (33) "Visitors and Delegations" means that portion of the Regular Meeting at which members of the public, by prior appointment and after providing information or a description of the presentation, may address Council or the Council Committee on matters that are a concern; this portion of the meeting is for information to Council or Council Committee members and not for debate or decision, and Council or the Council Committee may ask questions of the presenter for clarification purposes;
- (34) "Business Arising from Visitors and Delegations" means the portion of the Regular Meeting at which Council or the Council Committee debates or discusses the presentation made by the Visitors and Delegations, and at which time members of Council or Council Committee through the Chair may ask the presenter one way questions for clarification purposes if required for discussions purposes.

Application and Interpretation

- 3. This Bylaw will govern all Council Meetings and Council Committee Meetings, unless otherwise specified in this bylaw as applicable only to Council or only to Council Committees. This Bylaw shall be binding upon all Members whether elected or appointed members.
- 4. To the extent that a matter is not dealt with in the Act or by this Bylaw, Members will have regard to Robert's Rules of Order.
- 5. The precedent of rules governing the procedure of Council and Council Committees is:
 - (1) The Act,
 - (2) Other provincial legislation,
 - (3) This Bylaw, and
 - (4) Robert's Rules of Order (current edition).

Deputy Mayor

- 6. Council shall, at the first Organizational Meeting immediately after a civic election and thereafter, appoint by motion one Member from Council as Deputy Mayor for a period of no less than two months and no greater than eight months.
- 7. In the absence or inability of the Mayor or Deputy Mayor to act, Council may appoint by motion any other Member as Acting Deputy Mayor for a defined period of time.

Duties of the Chair

- 8. The Chair will preside over the conduct of the meeting, including the preservation of good order and etiquette, 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 Member on any ruling of the Chair.
- 9. The Chair will make reasonable efforts, including the calling of a recess, to ensure all Members in attendance at the meeting are present while a vote is being taken, unless a Member is excused from voting in accordance with the Act and this Bylaw.

Public Conduct

- 10. No person present shall cause any disturbance, interrupt any speaker, or interfere with any action of Council or Council Committee.
- 11. The Chair may call to order any person who has created a disturbance and may order that person expelled from the meeting, or end that person's electronic participation.
- 12. The Chair may request the services of a Peace Officer to remove any expelled person if that person does not leave voluntarily.

Regular Meeting

13. The time and frequency of Regular Meetings of Council and Council Committees shall be established by policy.
14. The time for the commencement of Regular Council Meetings shall apply excepting for instances when Special Meetings or Organizational Meetings are being held in which case the Regular Meeting shall commence after completion of such meeting.

Special Meeting

15. The Mayor or majority of Council may call a Special Council Meeting whenever it is considered necessary to do so in accordance with the Act.

Organizational Meeting

16. An Organizational Meeting of Council shall be held annually pursuant to the Act, at a time, date and place determined by the CAO.
17. The agenda for the Organizational Meeting shall be restricted to:
 - (1) In a Municipal Election Year:
 - a) The administration of the Oaths of Office and introduction of members of Council, unless scheduled by the CAO to take place at an earlier event;
 - b) The establishment of membership on Council Committees, based on the Mayor's recommendations after consultation with Members of Council prior to the Organizational Meeting;
 - c) Appointment of Deputy Mayor and Acting Deputy Mayor;
 - d) Signing of the Council-CAO Covenant.
 - (2) In a year in which no Municipal Election is held:
 - a) The establishment of membership on Council Committees, based on the Mayor's recommendations after consultation with Members of Council prior to the Organizational Meeting;
 - b) Appointment of Deputy Mayor if necessary.
18. When the Mayor has been elected at an election immediately preceding the Organizational Meeting, and the Oath of Office has not been administered, the CAO shall:
 - (1) Take the Chair;
 - (2) Call the meeting to order; and
 - (3) Preside over the meeting until the oath as prescribed in the Act has been administered to the Mayor.
19. After the Mayor has taken the Oath of Office and assumed the Chair, the Councillors who had been elected at an election immediately preceding the meeting shall take the official oath as prescribed by the Oaths of Office Act.

Public Hearing Procedures

20. A Public Hearing is held pursuant to the Act, and will be held during a Special Meeting of Council. When a Public Hearing is held on a proposed bylaw or resolution, the Public Hearing must be held before second reading of the proposed bylaw or prior to a vote on the proposed resolution in accordance with the Act.
21. Public Hearing presentations may be made in writing, in-person at Council Chambers, or by electronic means.
 - (1) Written submissions must be submitted by the deadline specified in the notice of Public Hearing. The CAO or delegate shall inform Council of any written submissions and the numbers in favour of and opposed to the matter.
 - (2) Individuals participating by electronic means must register by the deadline specified in the notice of Public Hearing to ensure they receive meeting instructions and access details

before the Public Hearing begins. Any person(s) who has not registered by the deadline specified in the notice of Public Hearing shall not be given the opportunity to speak at the Public Hearing by electronic means. If individuals who have registered to participate in the Public Hearing by electronic means have written or electronic material they intend to be part of their presentation, the material must be provided to the CAO by the deadline specified in the notice of the Public Hearing. Screen sharing will not be permitted.

22. Public Hearings will be livestreamed publicly. The notice of Public Hearing will include information on where the livestream will be available to view.
23. If there are technical difficulties while livestreaming the Public Hearing that are unable to be resolved, the Chair will advise those present at the meeting that the livestream is not available. Notice of the technical difficulties will be provided to the public on the Town of Whitecourt's public website.
24. The procedures to be followed are as follow:
 - (1) The Chair will state the purpose of the Public Hearing and outline the Public Hearing procedures.
 - (2) The CAO or delegate shall present an overview and summary regarding the resolution, bylaw, or matter to be dealt with, as well as any submissions received prior to the Public Hearing.
 - (3) The Chair shall request those who wish to make a presentation in the following order:
 - a. Those in support of the proposal;
 - b. Those opposed to the proposal;
 - c. Those others affected wanting to be heard.
 - (4) Individuals are required to give their name and address for the record, and shall direct their presentation to the Chair.
 - (5) Persons making presentations may be questioned by Council for clarification; however, Council shall not enter into debate during a Public Hearing.
25. Public Hearing items are forwarded for consideration and discussion to the next scheduled Policies and Priorities Committee meeting. When there is no Policies and Priorities Committee meeting scheduled following a Public Hearing, the item(s) are to be forwarded to the next Regular Meeting of Council for consideration and discussion.

Notice of Meetings

26. Notice of Meetings is provided in accordance with the Act and the Advertising Bylaw. Meetings of Council and Council Committees shall be posted at the front entrance of the Town Office at least 24 hours before the meeting time, or as legislated under the Act. The notice may indicate whether the meeting will include a Closed Meeting, or if a Member will be utilizing electronic means to participate in the meeting. Meeting notices may be accompanied by a tentative meeting agenda.
27. If a meeting is held electronically, the notice must specify how members of the public may access the meeting electronically and make submissions.

Chair

28. Council Committees shall elect a Chair annually, unless appointed by Council. Council Committees are encouraged to elect a public appointed member as the Chair when possible.
29. The Chair will preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal by any Member from any ruling of the Chair.
30. The Chair will introduce each item without debate.

Quorum

31. As soon as there is a quorum of Members after the hour fixed for the meeting, the Chair will call the meeting to order.

32. In the event that both the Mayor and the Deputy Mayor are not in attendance within fifteen (15) minutes after the time scheduled for a meeting of Council, the past Deputy Mayor shall preside over the meeting until the arrival of the Mayor or Deputy Mayor.
33. Unless a quorum is present within thirty (30) minutes after the time appointed for the Meeting, the Council or Council Committee shall stand adjourned until the next Regular Meeting date or until a Special Meeting is called to deal with the matters intended to be dealt with at the adjourned meeting. The CAO or Administrator shall record the names of the Members present at the expiration of the thirty (30) minute time limit and such record shall be added to the next Agenda.
34. In the event that quorum is lost after the meeting is called to order, the meeting will be recessed until quorum is obtained. If quorum is not obtained within thirty (30) minutes, the meeting will be adjourned.

Council Regular Meeting Agendas

35. The Agenda shall be prepared by the CAO in consultation with the Mayor.
36. All proposed items for the Agenda shall be delivered in writing to the CAO by 12:00 noon of the Town Office's third operational day preceding the meeting of Council unless a specific procedure stipulates otherwise.
37. The CAO shall have prepared for the use of Members, an Agenda listing the following order of business:
 - (1) Mayor's Address
 - (2) Adoption of the Agenda
 - (3) Adoption of the Minutes from the previous meeting
 - (4) Public Input Session
 - (5) Visitors and Delegations
 - (6) Business Arising from Visitors and Delegations
 - (7) Specific items set for recommendations from Advisory Boards
 - (8) Specific business items, including staff reports
 - (9) Councillor Reports
 - (10) Items of Information
 - (11) Adjournment
38. The addition of items to the prepared agenda will require unanimous consent by Members at the time of the meeting.
39. If an alteration to the order of business is desired for the convenience of the meeting, the Chair may make such alteration but shall not delete any portion of the business set out in the agenda.

Public Input Session at Council and Policies and Priorities Committee Regular Meetings

40. Every Regular Meeting of Council and the Policies and Priorities Committee shall include a Public Input Session for the purpose of obtaining public opinion on any resolution, bylaw, issue or other matter.
41. Members of the public wishing to address Council or the Policies and Priorities Committee in person, unless the meeting is held electronically, during the Public Input Session will be required to register beforehand with the Recording Secretary indicating that they wish to speak. If the meeting is held electronically, information on how to register to speak will be provided in the notice of meeting. The individual's name, address, and topic they will be addressing is required on the register.
42. Each public member shall have two (2) minutes to speak at a maximum; however, the Chair may reduce or increase time allotments per speaker depending on the number of public members wishing to speak at each meeting.

43. The public member shall begin by stating their name and address, and shall direct all comments to the Chair.
44. Public members are not permitted to discuss matters that include personnel, legal matters, land issues, or other items included in Sections 16 to 29 of the Freedom of Information and Protection of Privacy (FOIP) Act. Items pertaining to a scheduled Public Hearing or appeal will also not be permitted for discussion during the Public Input Session, and will be referred to the scheduled hearing or appeal.
45. Public members cannot discuss matters that are already included as items on the agenda for that meeting unless permission is granted by the Chair.
46. The Chair will not allow discussion on agenda items that are time sensitive in nature, or items that have previously been deferred.
47. If a public member is permitted to speak on a matter that is an item on that meeting agenda, and the presentation provides new information which could result in a different course of action, the item will be deferred to a future meeting.
48. Public Input Session issues shall be either:
 - (1) accepted as information,
 - (2) referred to Administration for further information, or
 - (3) deferred for further discussion.

Scheduled Visitors and Delegations at Council Meetings

49. Individuals or organizations can address Town Council as a Visitor and Delegation provided a written request has been submitted to the CAO by 12:00 noon of the Town Office's third operational day preceding the meeting. The written application must clearly indicate the topic and purpose of the presentation for inclusion in the meeting agendas.
50. The CAO will review the request in consultation with any affected Departments and may:
 - (1) Provide an administrative response to the delegation to satisfy the request for an appointment with Council;
 - (2) Add the appointment to the next Regular Meeting Agenda;
 - (3) Add the appointment to a future meeting agenda if:
 - a) Requested by the individual or group making the request; or,
 - b) If Administration requires more time to properly investigate and report the matter.
51. If presenters have written or electronic submissions that are intended to be part of their presentation, the written or electronic submissions must be provided to the CAO on the third operational day preceding the meeting of Council unless the CAO approves a lesser time.
52. Presentations will be directed to the Chair and, unless otherwise scheduled, will be limited to fifteen (15) minutes. The Chair may extend the time limits as necessary.
53. Discussion or debate concerning matters raised by a delegation may take place at the discretion of Members during the Business Arising from Visitors and Delegations portion of the meeting.

Recording Devices

54. Third party audio and video recordings of Council and Council Committee meetings may be allowed provided it does not interfere with the meeting process.

Holding and Participating in Meetings using Electronic Means

55. Meetings, including Public Hearings, may be held entirely by electronic means so long as they are held in accordance the provisions of the Act and comply with the public notification and participation requirements of the Act.

56. The Chair may direct that meetings or hearings be held electronically if, in their determination, electronic meetings are desirable or if they are required during emergency, public health or disaster events.
57. A Member may attend a Meeting by electronic means if the chosen method is able to ensure that all Council Members participating in the Meeting are able to communicate effectively. Acceptable alternatives include the use of telephone, a computer, or other means as technology advances.
58. A Member may participate in a specific item(s) at a meeting, including those discussed in Closed Meeting, by electronic means if:
 - (1) The member is in a location outside of the Town of Whitecourt for some reason;
 - (2) The member is in a location within the Town of Whitecourt but is unable to attend a Meeting due to physical restraints for themselves, or an immediate family member;
 - (3) There is quorum, including those attending through electronic means;
 - (4) The location is secure, appropriate for interaction, and free of outside distractions.
59. Any Member who wants to participate in the Meeting by electronic means must, at least four (4) hours in advance of the Meeting date, notify, in writing or by email, the Chair or CAO, or designate, that they intend to participate in the Meeting and provide the necessary contact information.
60. The Member will be available at least fifteen (15) minutes prior to the Meeting to ensure that the electronic device is functioning.
61. A Member may attend a Regular Meeting of Council by electronic means a maximum of three (3) times per calendar year, unless otherwise approved by Council.
62. A Member is deemed to be present at the Meeting for whatever period of time the connection via electronic means remains active.
63. Members of the public may present at Public Hearings by electronic means through telephone and/or video conference.
64. The Chair shall announce to those in attendance at the Meeting that a Member is attending the Meeting by electronic means.
65. When a vote is called, Members attending the Meeting by electronic means shall be asked to state their vote verbally only after all other Members physically present at the Meeting have cast their votes by a show of hands.
66. The Chair has the authority to end a Member's electronic participation in an electronic Meeting if, in their determination, it is disruptive or the location of the Member is not secure or appropriate.

Council Meeting Minutes

67. The CAO will prepare the minutes of each Council Meeting, and will distribute a copy of the minutes with the following Regular Meeting Agenda.
68. Any Member may make a motion requesting that the Minutes be amended to correct any inaccuracy or omission.

Council Committee Meeting Minutes

69. The Administrator will prepare the minutes of each meeting and will distribute a copy of the minutes with the following Regular Meeting Agenda.
70. Any Member may make a motion requesting that the Minutes be amended to correct any inaccuracy or omission.

Closed Meeting Session

71. Council or Council Committees may consider a matter in a closed session in accordance with the Act. No motions shall be made during the closed session, except for a motion to reconvene the Regular Meeting.

Motion Procedures

72. A motion will not require a seconder.
73. Every motion, when moved and accepted by the Chair is the property of Council or the Council Committee.
74. A motion that is withdrawn has the same effect as if it had never been made. After the motion is withdrawn, a Member may introduce a new motion for consideration.
75. A Member may require the motion under discussion to be read at any time during debate, except when another Member is speaking.
76. The mover of a motion must be present when the vote on the matter is taken.
77. When a motion is under debate, no other motion will be received other than a motion to:
- (1) Withdraw,
 - (2) Table,
 - (3) Defer
 - (4) Call the Question (that the vote must now be taken),
 - (5) Refer,
 - (6) Amend,
 - (7) Go to Closed Meeting (as defined and permitted in the Act)
78. All motions should be concise and unambiguous.
79. No motion bringing new matters before Council or Council Committee may be made while any other motion is pending.
80. A motion may be tabled to enable Council or Council Committee to deal with other more pressing matters.
81. If a motion is contrary to the rules and privileges of Council or Council Committee, the Chair may refuse to accept it and must cite the applicable section of this Bylaw.

Amendment to a Motion

82. All amendments must relate to the matter dealt with in the main motion and will not substantially alter the motion as to change its intent or meaning.
83. Only one amendment to a motion may be before the meeting at any time, except for an amendment to an amendment. An amendment to an amendment must be voted on before the first amendment.
84. An amendment to an amendment must be relevant to the first amendment.
85. When a motion to amend is passed, the main motion will be amended accordingly.
86. Following the completion of all amendments, the main motion, as amended, will be put to vote.

Motions to Accept As Information

87. A member may move to accept a report, either written or verbal, for information for the purpose of acknowledging the report when no further action or direction is required or desired, and

ensuring its inclusion in the corporate record. Receiving a report for information does not endorse the conclusions of the report, nor does a motion to accept for information adopt any of the recommendations or actions included in the report.

Splitting Motions

88. A Member may request that a motion be divided if it contains parts that stand as complete propositions. Council and Council Committee must then vote separately on each proposition.

Tabling

89. A motion to table takes precedence over all other motions connected with the motion being tabled.
90. Debate may occur regarding the merits of tabling a matter.
91. Any Member may move to take a motion from the table, provided no other motion is on the floor.
92. A tabled matter is brought back with all the motions connected with it, exactly as it was when it was laid on the table.
93. The motion to take from the table is not debatable or amendable and requires only a majority vote.
94. If the tabling motion does not include the date of the meeting to which the tabled matter is to be brought forward, it will be brought forward to the subsequent meeting.
95. If a matter is not taken from the table within one year after the date that it was tabled, the matter is considered withdrawn and is null and void. Tabled motions relating to bylaw readings are not subject to this section because the provisions of the Act prevail.

Reconsideration

96. After a motion has been voted on and before moving to the next item on the Agenda, any Member may move to reconsider the motion and must state their reason(s) for the motion to be reconsidered.
97. A motion to reconsider a motion may not be applied to:
- (1) Any vote which has caused an irrevocable action, or
 - (2) A motion to reconsider.
98. After a motion has been voted on, any member who voted on the prevailing side may move to reconsider the motion and must state his/her reason(s) for the motion to be reconsidered.
99. Debate on a motion for reconsideration must be confined to reasons for or against reconsideration.
100. Reconsideration may then be debated, provided the motion proposed to be reconsidered was debatable, and voted upon, and requires a majority vote of the Members present.
101. If a motion to reconsider is approved, the motion to be reconsidered is the next order of business (i.e. the motion to be reconsidered will precede the next item on the agenda), unless the motion defers reconsideration to a future meeting date. Debate on the matter resumes as though it had not previously been voted upon.
102. A motion that has been approved for reconsideration and passes automatically suspends the original motion.

103. No item that has been discussed, debated and voted upon, may be placed on Council's Agenda for at least six (6) months after the date such motion was passed unless a two-thirds majority of Council or Council Committee, by resolution, approves reintroduction of the item.

Calling the Question

104. When the Chair or Member ascertains that no further information is required or no further debate is forthcoming on a motion, the Chair will immediately submit the motion to a vote of the Members (i.e. call the question), and no further discussion will take place until the vote has been completed.

Pecuniary Interest and Conflict of Interest

105. Members who have a reasonable belief that they have a pecuniary interest or a conflict of interest, as defined in the Act, in any matter before Council, any Council Committee, or any 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 or conflict of interest prior to any discussion of the matter, abstain from discussions or voting on any question relating to the matter, and shall remove themselves from the room until the matter is concluded, excepting for matters on which the Member has a statutory right to be heard by Council in which case it is not necessary for the Member to leave the room. When participating electronically, Members who have made a declaration will be required to disconnect or will be moved to a private breakout room in the electronic platform being utilized. The Minutes shall indicate the declaration of disclosure, including the reason and the time at which the Member left the room or abstained from participating in the meeting, and the time the Member returned.

Voting Procedures

106. Votes on all motions must be taken as follows:
- (1) Members must be in their designated seats when the motion is accepted.
 - (2) The Chair must call the Members to vote (i.e. call the question).
 - (3) Members must:
 - a) Vote by show of hands;
 - b) Vote verbally if participating by electronic means.
 - (4) The Chair must declare the result of the vote.
107. After the Chair declares the result of the vote, Members may not change their votes.
108. From the time the question is called by the Chair until the result of the vote is declared, Members must be silent and must not leave their seats.
109. A Member who disagrees with the announcement made by the result of a vote may immediately object to the declaration and the vote shall be retaken.

Motion Carried

110. Unless otherwise specified in this Bylaw, a motion will be carried when a majority of Members present at a meeting vote in favour of the motion.

Tie Vote

111. A motion is lost when the vote is tied.

Failure to Vote

112. Any Member who fails to vote will be recorded as having voted in affirmative unless a statute expressly allows or requires an abstention.

Loss of Quorum (Abstention)

113. If a motion cannot be voted on because there would be no quorum due to the abstention allowed or required by statute, then the matter will be dealt with as unfinished business and proceeded with at the next Regular Meeting of Council or Council Committee.

Recorded Votes

114. At meetings of Council and the Policies and Priorities Committee meetings, the voting of motions that are unanimous shall be recorded as "Carried Unanimously" in the minutes. Motions that are not unanimous shall be recorded by showing the names of the members present and whether each member voted for or against the motion, or abstained.
115. At Council Committee Meetings, excluding the Policies and Priorities Committee, a Member may request a recorded vote, before a vote is taken on any motion. If the vote is not unanimous the names of the Members present shall be recorded and whether each voted for or against the motion, or abstained.

Bylaw Presentation

116. Any proposed amendments must be put to a vote before the bylaw is given a reading, and if carried the amendments shall be considered as having been incorporated into the bylaw at the time of the reading.
117. When all amendments have been accepted or rejected, the Chair must call the question on the motion for reading of the bylaw.
118. The CAO may make minor changes to the bylaw to correct errors in grammar, spelling and punctuation, or to correct the omission of a word necessary for the meaning or continuity of a sentence. No change shall be allowed which would alter or affect the substance of a proposed bylaw.

Rules Governing Debate

119. Members wishing to speak on a matter at the meeting should indicate their intention by raising their hands and be recognized by the Chair and, at the discretion of the Chair, normally should not speak more than once until every Member has had the opportunity to speak except:
- (1) In the explanation part of the speech which may have been misunderstood; or
 - (2) In reply, to close debate, after everyone else wishing to speak has spoken, provided that the member presented the motion of the meeting.
120. Supplementary questions or a series of questions relating to the matter before the meeting may be raised by a Member, but each such question requires the consent of the Chair.
121. A Member, when speaking to an issue, shall address their remarks to the Chair.
122. A Member shall restrict their comments to ensure relevance to the matter under discussion.
123. The Chair shall be accorded the same right as any Member of Council or the Council Committee.
124. Members who have been assigned their turn to speak may only be interrupted by other members including the Chair:
- (1) By a Point of Procedure;
 - (2) By a Point of Order;
 - (3) By a Question of Privilege;
 - (4) By an objection to the consideration of a motion; or,
 - (5) By a challenge.
125. A Member who is called to order must immediately stop talking, but must be given an opportunity to challenge before debate is closed. Council or Council Committee will decide the challenge without debate.

Member Prohibitions

126. A Member will not:
- (1) Use profane, vulgar or offensive language in a meeting;
 - (2) Disobey the rules of the meeting or decision of the Chair or of Members on questions of order practice, or upon interpretation of the rules of the meeting;
 - (3) Leave their seat or make any noise or disturbances while a vote is being taken and the result is declared; or,
 - (4) Interrupt a Member while speaking, except as provided under Section 124.
127. When a Member is in persistent breach of Section 126, after having been called to order by the Chair, the Chair may call for a vote of the members to:
- (1) Exclude the Member from part of the remainder of the meeting.
 - (2) Expel the Member from the meeting room for the duration of the meeting.
 - (3) Allow the Member to maintain or resume his/her seat providing an apology is given.
128. If a Member has been expelled under Section 127(2), that Member must leave the meeting room immediately. The Chair may request the services of a Peace Officer to remove an expelled Member if that Member does not leave voluntarily. The Member shall only be expelled for the duration of the meeting that was in progress at the time of expulsion.
129. Any expulsion shall be noted in the minutes.
130. A Member who wishes to leave the meeting permanently prior to adjournment will advise the Chair by means of a Question of Privilege, and the time of his/her departure will be recorded in the minutes.

Question of Privilege

131. A Member who desires to address the meeting upon a matter that they believe concerns the rights or privileges of the Members collectively, or of themselves as Members thereof, will be permitted to raise such Question of Privilege.
132. A Question of Privilege will take precedence over all other matters and while the Chair is ruling on the Question of Privilege, no one will be considered to be in possession of the floor.
133. Following the ruling of the Chair on the Question of Privilege and the dealing with the same, the Chair will go immediately back to the pending question or debate.

Point of Order

134. A Member or Administrator who desires to call attention to a possible violation of the meeting rules and procedures will ask permission from the Chair to raise a Point of Order.
135. When permission is granted by the Chair, the individual will state the Point of Order with a concise explanation and will abide by the decision of the Chair upon the Point of Order.
136. A Member called to order by the Chair will immediately cease speaking or otherwise engaging in the activity specified by the Chair until the Point of Order is dealt with, and will not speak again without the permission of the Chair except to appeal the ruling of the Chair.
137. The Member in possession of the floor when the Point of Order was raised will have the right to the floor when debate resumes.

Challenge

138. All decisions of the Chair will be final, subject to an immediate challenge by a Member at the meeting.

139. If a decision is challenged, the Chair will give reasons for the ruling, after which the Members, without debate, will vote on the appropriateness of the challenge. The decision of the vote will be final and binding.

Adjournment

140. When the Chair is satisfied that all business and purposes of a meeting have been addressed, the Chair may close the meeting.

Enactment

141. Should any provision of this bylaw be deemed to be invalid then such invalid provision will be severed from this bylaw and such severance will not affect the validity of the remaining portions of this bylaw, except to the extent necessary to give effect to such severance.
142. Bylaw 1556, and amendments thereto, are hereby rescinded.
143. This Bylaw shall come into force and take effect on the day of third and final reading thereof.

READ a first time this 28 day of April, 2025.

READ a second time this 28 day of April, 2025.

READ a third time this 28 day of April, 2025.

Redacted under Section
17 of the FOIP Act.

Mayor

Redacted under Section
17 of the FOIP Act.

CAO

Signed by the Mayor and CAO this 6 day of May, 2025.