



## BYLAW: 6250

DATE OF CONSOLIDATION: July 30, 2024

### Amendment History:

BYLAW 6418	Amendments to change Standing Policy Committee Structure, Clerical amendments, Delegation of Authority to Economic and Finance SPC
BYLAW 6450	Amendment to provide for shorter recruitment timelines for the Boards, Commissions and Committees of Council

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# Procedure Bylaw 6250

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Bylaw Last Revised: July 23, 2024  
Effective Date: July 23, 2024  
Bylaw 6450

## BYLAW 6250

### A BYLAW OF THE CITY OF LETHBRIDGE FOR THE REGULATION OF MEETINGS OF COUNCIL AND COUNCIL COMMITTEES

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**WHEREAS** it is necessary to establish rules to regulate the conduct of business in Council Meetings;

**AND WHEREAS** in accordance with s. 145 of the *Municipal Government Act*, Council may pass bylaws in relation to the procedure and conduct of Council, Council Committees, and other bodies established by Council;

**NOW THEREFORE** the Council of the City of Lethbridge, duly assembled, enacts the following:

#### PART 1 – INTERPRETATION & DEFINITIONS

##### Short Title

1. This Bylaw may be referred to as the “Procedure Bylaw”.

##### Interpretation

2. (1) If there is an inconsistency between this Bylaw and the *Act*, the Bylaw shall be of no force to the extent of the inconsistency.  
(2) It is the intent of Council that each provision of this Bylaw shall be deemed independent of all other provisions, and if any provisions of this Bylaw are declared invalid, all other provisions shall remain valid and enforceable.
3. If neither the *Act* nor this Bylaw resolves a question about procedure, the most recently published edition of *Robert’s Rules of Order* applies.
4. The rules contained in this Bylaw must be used to facilitate progress and must be applied in the spirit of fairness, equality and common sense.

##### Definitions

5. In this Bylaw:
  - (a) “*Act*” means the *Municipal Government Act*, R.S.A. 2000, c. M-26 and any regulations thereunder, as amended or replaced from time to time;
  - (b) “Acting Mayor” means the Member appointed by Council to act as Mayor in the

absence or incapacity of both the Mayor and the Deputy Mayor;

- (c) “Administrative Inquiry” means an inquiry made by a Council Member to the City Manager about City business, submitted on the form provided by the City Clerk;
- (d) “Agenda” means the items of business of a Meeting and the associated reports, bylaws or other documents and includes the order of business and time for said Meeting;
- (e) “Agenda Review Committee” means a Committee established in accordance with s. 98;
- (f) “Board” means a board that Council has a specific legislated authority or obligation to create, and that Council may appoint members to;
- (g) “Boards, Commissions, and Committees of Council” (“BCCs”) means the Boards, Commissions and Committees established by Council, and to which Council may appoint members;
- (h) “Chair” means the person who presides over a Meeting, and at a Council Meeting is the Mayor, the Mayor’s designate, or another person who has been designated as the Chair;
- (i) “City” means the municipal corporation of the City of Lethbridge;
- (j) “City Clerk” means the City employee appointed to that position, or their designate;
- (k) “City Manager” means the person appointed as the Chief Administrative Officer of the City in accordance with the *Act* and the City Manager Bylaw 6099, as amended or replaced from time to time, or their designate;
- (l) “Closed Meeting” means a Meeting or a portion of a Meeting held in the absence of the public, as described in the *Act*;
- (m) “Code of Conduct” means the Council Code of Conduct Bylaw 6125, as amended or replaced from time to time;
- (n) “Code of Conduct for Citizen Members” means the Code of Conduct for Citizen Members Bylaw 6203, as amended or replaced from time to time;
- (o) “Commission” means a commission that Council has a specific legislated authority or obligation to create, and that Council may appoint members to;
- (p) “Committee” means a committee created by Council that provides recommendations and advice to Council within the parameters set by Council;
- (q) “Consent Agenda” means a group of items for which the recommended action is to approve the recommendations for each of the Agenda reports, by a single Omnibus Motion;
- (r) “Corporate Record” means the record of Agendas, Minutes, bylaws and other related Meeting material, that is dealt with by Council or a BCC. It also includes

- all documents to which the City of Lethbridge corporate seal is affixed;
- (s) “Council” means the Mayor and Councillors duly elected as representatives of the City in accordance with the *Act* and the *Local Authorities Election Act*;
  - (t) “Council Calendar” means a schedule of Meetings approved in accordance with s. 18(c);
  - (u) “Council Chamber” means the room that has been designated for the purposes of holding Council Meetings;
  - (v) “Council Meeting” means Closed Meeting, Inaugural Organizational Meeting, Organizational Meeting, Public Hearing, Regular Council Meeting, Special Meeting;
  - (w) “Council Member” or “Council Members” means the Mayor or a Councillor, or any two or more of them;
  - (x) “Councillor” means a duly elected councillor under the *Act*, who continues to hold office;
  - (y) “Deputy Mayor” means the Councillor appointed by Council to act as Mayor in the absence or incapacity of the Mayor;
  - (z) “Deferral Request” is a request from Administration to defer an item to a later date, when Council has previously directed the item to be brought to a Council meeting by a specific date;
  - (aa) “*Freedom of Information and Protection of Privacy Act*” or “*FOIP*” means the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F- 25 and any regulations thereunder, as amended or replaced from time to time;
  - (bb) “Friendly Amendment” means an informal request to make minor changes to the wording of a Motion after debate on it has begun, and for which there is General Consent to make the revision. A request for a Friendly Amendment may be made by the original mover or by another Member;
  - (cc) “General Consent” is an informal way of asking for consensus, used for routine and non-controversial decisions, usually of a procedural nature. If one or more Members object, then a vote must occur;
  - (dd) “*General Election*” means general election as defined in the *Local Authorities Election Act*, R.S.A. 2000, c. L-21, as amended or replaced from time to time;
  - (ee) “Inaugural Organizational Meeting” means the first Council Meeting held after a General Election;
  - (ff) “Mayor” means the person duly elected as the Chief Elected Official under the *Act*;
  - (gg) “Meeting” means any Council or Board, Commission or Committee meeting;
  - (hh) “Member” means a Council Member or a Public Member;

- (ii) “Minutes” means the formal record of a Meeting;
- (jj) “Motion” means a proposal by a Member in a Meeting that Council or Board, Commission or Committee consider a certain action, or generally related to parliamentary procedure;
- (kk) “Motion Arising” means a Motion that is related to the main Motion, which does not constitute an amendment, to be dealt with after the main Motion or main Motion as amended is voted upon and before the next Agenda item is introduced;
- (ll) “Nominating Committee” means the Committee established in accordance with s. 30;
- (mm) “Nomination Day” means nomination day as defined in the *Local Authorities Election Act*, R.S.A. 2000, C. L-21, as amended or replaced from time to time;
- (nn) “Notice of Motion” means a written Motion provided by a Member to the City Clerk;
- (oo) “*Oaths of Office Act*” means the *Oaths of Office Act*, R.S.A. 2000, c. O-1, as amended or replaced from time to time;
- (pp) “Omnibus Motion” means a Motion to place on the floor and adopt, without discussion, debate, or question, the recommendations of two or more reports;
- (qq) “Organizational Meeting” means the annual Council Meeting held pursuant to the *Act*;
- (rr) “Point of Order” means a Member highlights a departure from this Bylaw or other parliamentary procedure, and that takes precedence over any other Motion;
- (ss) “Postpone” means a Motion to delay consideration of a main Motion, along with any adopted amendments or put amendments, to a specified later Meeting or to a specific time during the same Meeting;
- (tt) “Privilege” means a point relating to:
  - (i) the rights of those in attendance at a Meeting collectively, including their safety, dignity, and ability to participate in a Meeting;
  - (ii) the integrity of a Meeting; or,
  - (iii) the rights, reputation and conduct of a Member;
- (uu) “Public Gallery” means the space designated for the public at a Meeting;
- (vv) “Public Hearing” means a Council Meeting held for any matter for which the *Act* or any other enactment requires such a hearing be held;
- (ww) “Public Member” means an individual from the community appointed to a Board, Commission or Committee of Council, by Council;
- (xx) “Quorum” means a majority of voting Members appointed that must be in attendance to hold a Meeting;



- (yy) “Reconsideration Motion” means a Motion to reconsider a decision made at the same Meeting as set out in s. 176(a);
- (zz) “Recorded Vote” means a vote where each Member who is entitled to vote on a matter indicates their vote on a ballot, and provides it to the City Clerk who shall read aloud each Member’s name and vote;
- (aaa) “Regular Council Meeting” means a Council Meeting that is normally scheduled every two weeks, but does not include a Public Hearing or any Committee Meeting;
- (bbb) “Remote Member” means a Member participating in a Meeting by electronic communications, in accordance with the *Act* and this Bylaw;
- (ccc) “Rescinding Motion” means a Motion made by any Member to rescind a decision made at a previous Meeting, as set out in s. 176(b) - 179;
- (ddd) “Resolution” means a written Motion adopted by Council or a Board, Commission, or Committee;
- (eee) “*Robert’s Rules of Order*” or “RONR” means *Robert’s Rules of Order Newly Revised*, current edition;
- (fff) “Roll Call Vote” means a vote taken when more than one Member objects to the matter being voted upon, with the City Clerk calling the name of every Member entitled to vote on a matter, the Members advising their vote, and the City Clerk recording the Members’ votes;
- (ggg) “Secondary Motion” means those Motions as set out in Schedule “C”;
- (hhh) “Special Meeting” means a special Meeting held in accordance with the *Act*;
- (iii) “Standing Policy Committee” or “SPC” is a Council Committee that provides recommendations and advice to Council respecting the planning, development and implementation of policies, strategies, programs, and projects;
- (jjj) “Table” means a Motion to delay consideration of a main Motion, along with any adopted amendments or put amendments, to an unspecified time during the same Meeting as described in Schedule “C”;
- (kkk) “Urgent Business” means those matters added by a two-thirds vote of Council to a Meeting Agenda once the Meeting has commenced; and,
- (lll) “Vice-Chair” means the Member who is appointed by a Board, Commission, or Committee to act as Chair in the absence or incapacity of the Chair.

### **Applicability**

6. This Bylaw applies to all Council and Board, Commission and Committee Meetings, unless Council establishes other procedural rules for a Board, Commission, or Committee.
7. Notwithstanding s. 6, this Bylaw must be observed in a Board, Commission or Committee Meeting insofar as applicable except that:

- (a) the number of times a Member may speak on a question is not limited; and,
- (b) A seconder for a Motion is not required.

**Alteration or Suspension of the Bylaw**

- 8. Except as otherwise provided in this Bylaw, Council may, by Resolution, temporarily suspend provisions of this Bylaw or *RONR* on a case by case basis, for a single Agenda item at a time, by unanimous vote of Members.
- 9. Notwithstanding s. 8 the following cannot be altered or suspended:
  - (a) any provision of this Bylaw that respects the rights of a Member;
  - (b) any requirements that originate in the *Act*, or any other enactment.

**General**

- 10. The Schedules to this Bylaw form part of the Bylaw.

**Orientation and Review**

- 11. The City Clerk must include this Bylaw in an orientation for Council at the beginning of each term of Council.
- 12. Council must review this Bylaw in the third year of each term to ensure that it remains current.
- 13. Notwithstanding s. 12, any Council Member may bring this Bylaw forward at any time a Member considers it appropriate to do so.

**PART 2 – ORGANIZATION OF COUNCIL**

**Inaugural Organizational Meeting**

- 14. Council must hold an Inaugural Organizational Meeting within fourteen (14) days of a General Election, at a date and time specified on the Council Calendar.

**Presiding over the Inaugural Organizational Meeting**

- 15. The City Clerk must call the Inaugural Organizational Meeting to order and must preside over the Inaugural Organizational Meeting until all Council Members have:
  - (a) taken the official oath as prescribed by the *Act* and the *Oaths of Office Act*; and,
  - (b) signed the official oath and Code of Conduct declaration.
- 16. The City Clerk must retire from the Chair immediately once all Council Members have completed taking the official oath and signing the Code of Conduct, and the Mayor will assume the Chair.
- 17. At the Inaugural Organizational Meeting, Council must approve a schedule of Deputy

Mayors and Acting Mayors for the term.

**Organizational Meeting**

- 18. Council must hold an annual Organizational Meeting, at which all Council Members must be present to:
  - (a) appoint Council Members and the City Manager, to Boards, Commissions and Committees of Council;  

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  - (b) DELETED  

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  - (c) approve the annual Council Calendar for the following year; and
  - (d) deal with any other Boards, Commissions and Committees matters.

**PART 3 – ESTABLISHMENT OF STANDING POLICY COMMITTEES**

- 19. By this Bylaw, Council establishes the following Standing Policy Committees:
  - (a) Economic and Finance Standing Policy Committee;
  - (b) Assets and Infrastructure Standing Policy Committee;
  - (c) Safety and Social Standing Policy Committee;
  - (d) Governance Standing Policy Committee; and,
  - (e) Audit Standing Policy Committee.  

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- 20. Rules governing the role and procedures of Standing Policy Committees are contained in Schedule “A”. If any of the provisions of Schedule “A” conflict with the provisions of Parts 4 to Part 12 of this Bylaw, the provisions of Schedule “A” prevail.

**PART 4 – OTHER BOARDS, COMMISSIONS, AND COMMITTEES**

**Establishing and dissolving other Boards, Commissions, and Committees**

- 21. Subject to s. 22, Council may, by bylaw, establish any other Board, Commission, or Committee or sub-Committee as necessary for the orderly and efficient handling of City affairs.
- 22. Notwithstanding s. 21, if there is an urgent need to set up a Committee for a short term period, Council may adopt a resolution establishing an ad hoc Committee, including its terms of reference and a Sunset Clause. For the purposes of this section, a “Sunset Clause” is a measure by which the ad hoc Committee will expire, such measure being either a specific date or the occurrence of an event.

23. Council may create a new Board, Commission, or Committee for the following reasons:
  - (a) there is a legislated requirement or provincial mandate; or,
  - (b) a community project or issue requires it.
24. Council may also appoint Council Members to these types of Boards, Commissions, or Committees that are not created by Council:
  - (a) Joint
  - (b) Externalwhich are described in Schedule "B".
25. A bylaw creating a Board, Commission, or Committee must contain, at minimum:
  - (a) name of Board, Commission, or Committee;
  - (b) purpose statement;
  - (c) terms of reference;
  - (d) objectives, duties and responsibilities of the Board, Commission, or Committee;
  - (e) composition of the Board, Commission, or Committee;
  - (f) the number of voting and non-voting Council Members and Public Members of the Board, Commission, or Committee;
  - (g) term of appointments;
  - (h) designation of a Chair and Vice-Chair, or a process by which a Chair and Vice-Chair are appointed;
  - (i) Quorum;
  - (j) required resources (financial and/or staff);
  - (k) the authorities granted to the Board, Commission, or Committee;
  - (l) reporting, review, and evaluation dates and processes for the Board, Commission, or Committee.
26. Any revisions to a Board, Commission, or Committee's terms of reference must be approved by Council.
27. Council must dissolve a Board, Commission, or Committee if the Board, Commission, or Committee:
  - (a) has fulfilled its mandate;
  - (b) is to be merged with another Board, Commission, or Committee;

- (c) is no longer required, and,
- 28. Council may dissolve a Board, Commission, or Committee if the City Manager or Board, Commission, or Committee recommends to Council that the Board, Commission, or Committee be dissolved.

**Nominating Committee and appointment of Council Members to Boards, Commissions and Committees of Council and other bodies**

- 29. The appointment of Council Members to Board, Commission, and Committees and other bodies to which Council may appoint a representative, shall be done annually at the Organizational Meeting, with the exception of an election year, in which case, the appointments will be done before December 31.
- 30. A Nominating Committee is established by this Bylaw, such Committee to include the Mayor, Deputy Mayor and Acting Mayor, whose function is to consider appointments of Council Members to BCCs and other bodies to which Council may appoint Council Members, with the exception of an election year, in which case, Council will consider such appointments.
- 31. The City Clerk will prepare a summary of Council Members' requested appointments to BCCs and other bodies, and provide the summary to the Nominating Committee, or in an election year, to Council, and the Nominating Committee, or Council, as the case may be, will review, and may revise, the list.
- 32. The City Clerk must circulate the nominations list prepared in accordance with s. 31, to all Council Members.
- 33. Council must hold a Closed Meeting to consider the Nominating Committee's (or Council's) recommendations, and the City Clerk must prepare a draft Resolution for presentation to Council.
- 34. Council must approve, by Resolution, Council Member appointments to BCCs and other bodies to which Council is entitled to appoint a representative.
- 35. The appointment of a Councillor to a Board, Commission or Committee of Council will be terminated if the Councillor ceases to be a Councillor.

**Appointment of Public Members to Boards, Commissions and Committees of Council**

- 36. In appointing Public Members to BCCs, Council acknowledges that an ethos of good governance is advanced when the City's diversity is meaningfully reflected in the composition of its BCCs, and shall strive to have diverse and reflective BCC public membership.
- 37. The City Clerk, prior to the December meeting of Council, shall annually:

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- (a) communicate with BCCs' Chairs to receive feedback on the skills required of Public Members, and update the Public Member skills matrices accordingly;

- (b) communicate with Public Members whose terms are expiring, but who are eligible for re-appointment, to advise them to of their eligibility;
  - (c) conduct an annual advertising and recruitment campaign seeking Public Member applicants interested in BCC appointments for those BCCs with Public Member positions available or becoming available;
  - (d) provide sorted applications, with names removed, to respective BCC appointment panels, as described in s. 38, for review, and provide all necessary support to the panels.
38. Each BCC with Public Member positions available to be appointed will have an appointment panel, consisting of two (2) Council Members (preferably those that serve on the Board, Commission or Committee), and the Chair and Vice-Chair of the Board, Commission or Committee. The appointment panel will interview shortlisted applicants and make recommendations to Council for Public Member appointments to its Board, Commission, or Committee.
39. The City Clerk shall:
- (a) prepare reports to Council from each respective appointment panel with the recommendations on Public Member appointments;
  - (b) prepare letters to all applicants, advising whether the applicant was successful or not;
  - (c) advise:
    - (i) any appropriate agencies; and,
    - (ii) the appropriate Board, Commission and Committee Chairs and resource staff,
 about the status of Public Member appointments to BCCs;
  - (d) provide all applicable policies, Board, Commission, or Committee terms of reference, orientation and training session information, and resource contact information, to BCC Members and resource staff;
  - (e) provide orientation and training for Chairs, Vice-Chairs, Members, and resource staff;
  - (f) provide support to Committees on matters of governance, procedure, and reporting to Council; and,
  - (g) organize an annual "Committee Day" for all Committees to present to Council, if desired by Council.
40. Council must hold a Closed Meeting to consider the recommendations to appoint Public Members to Boards, Commissions, and Committees of Council and other bodies to which Council may appoint Public Members, and the City Clerk must prepare a draft Resolution based on the Closed Meeting, for presentation to Council.

41. The draft Resolution prepared in accordance with s. 40:

(a) will be considered at the December meeting of Council; and,

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(b) will include term length.

42. In addition to considering the Resolution referenced in s. 41, Council may, at the December meeting of Council, ratify the appointments of Public Member representatives nominated by organizations for those instances which are specified in the Terms of Reference.

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43. Subject to s. 44 and 46, Public Member appointments may be reappointed at the end of the term, provided that a reappointment will not result in the Public Member exceeding the maximum term allowed.

44. Public Member appointments shall not exceed six (6) consecutive years to a single Board, Commission or Committee, unless

(a) Council determines that extraordinary circumstances exist, warranting the re-appointment of a Public Member, that will result in more than six (6) consecutive years of appointment to a Board, Commission or Committee; and,

(b) Council by a two-thirds vote, reappoint such Public Member.

45. Police information checks:

(a) including vulnerable sector checks, are required for members of the Youth Advisory Committee who are 18 years and older;

(b) are required for Members appointed to the Police Commission; and,

(c) may be required for Members of other Boards, Commissions, or Committees.

46. Public Members who have been appointed to a Board, Commission or Committee, whose terms are expiring, and who are eligible for re-appointment, must reapply to be re-appointed.

47. Public Members who resign mid-term will be replaced using the procedures outlined in s. 36, 40, and 41, except that the new appointment will be made at a Regular Council Meeting.

***Bylaw 6418 – October 3, 2023***

48. Public Members;

(a) must be residents of the City of Lethbridge, unless Council determines that conditions warrant the appointment of a non-resident to a Board, Commission, or Committee;

- (b) may serve on only one Board, Commission, or Committee at a time, unless Council determines that conditions warrant the appointment to more than one Board, Commission, or Committee;
- (c) are disqualified from the Board, Commission or Committee if they have three (3) consecutive unexcused absences from Board, Commission, or Committee Meetings; and,
- (d) may be an employee of the City as long as there is no conflict with their employment and it does not interfere with their job.

### **Rules Applicable to all Boards, Commissions, and Committees**

- 49. Boards, Commissions and Committees must refer all decisions that require a Council decision to a Regular Council Meeting through the respective Standing Policy Committee.
- 50. All Board, Commission, and Committee Meetings are public, unless an exemption under the *Act* or any other enactment applies.
- 51. Board, Commission, and Committee Members must comply with all applicable City policies.
- 52. Council Members may attend Meetings of Boards, Commissions, and Committees to which they are not appointed, and may take part in any discussion or debate in such a Meeting, but may not vote. The right to participate in the discussion and debate at Meetings does not extend to the Lethbridge Police Commission, Lethbridge Library Board, or Joint or External Committees.
- 53. Council Members will not normally participate in sub-Committee activities, but may do so at their discretion.
- 54. Boards, Commissions, and Committees must report to Council or the designated Standing Policy Committee on:
  - (a) a regular basis on their activities; and,
  - (b) an annual basis on their activities for the past year, work plan and budget for next year, and any issues or concerns.

### **Procedures of Boards, Commissions, and Committees**

- 55. Board, Commission, and Committee Members must elect the Chair and Vice-Chair at the first Board, Commission, or Committee Meeting of the year, unless the *Act* or another enactment provides otherwise.
- 56. Subject to s. 58, the Chair may call a Meeting whenever it is necessary to do so.



57. A majority of Board, Commission, or Committee Members may, by written request, require the Chair to call a Meeting, and the Chair, or the Vice-Chair, shall call such Meeting in accordance with the *Act*.
58. All Boards, Commissions, and Committees, excluding Standing Policy Committees, must give a minimum of 24 hours' notice to its Members and to the public prior to a Meeting.
59. The Chair shall preside at every Meeting and shall vote on all questions submitted, and in the case of a tie vote, the question shall be considered defeated.
60. The City Clerk shall keep a record of all Board, Commission, and Committee Meetings.

## **PART 5 – MEETING SCHEDULING**

### **Dates, Times and Locations of Meetings**

61. All Council Meetings and Standing Policy Committees Meetings must:
  - (a) be held in accordance with the dates shown on the Council Calendar;
  - (b) be held in Council Chamber unless otherwise posted; and,
  - (c) not be held between Nomination Day and a General Election.
62. Unless notice is given pursuant to s. 67, Meetings will commence at the start times as follows:
  - (a) all Council Meetings, excluding Public Hearings and Special Meetings, will commence at 12:30 p.m.
  - (b) all Standing Policy Committee Meetings will commence at 1:30 p.m.
63. A Public Hearing, if required, must be held on the same day as a Regular Council Meeting, or on such other day and time as otherwise scheduled by the Agenda Review Committee and as publicly advertised.
64. The Chair, in consultation with the City Clerk, may cancel a scheduled Board, Commission, or Committee Meeting if the deadline for Agenda submissions has passed, and there is no time-sensitive business to bring to that Meeting.
65. A majority of the Agenda Review Committee, in consultation with the City Manager, may cancel a scheduled Council Meeting if conditions beyond the control of the City prevent it from occurring.

### **Notice of Meetings**

66. Notice of regularly scheduled Meetings does not need to be given.
67. Notwithstanding s. 61, 62, and 63, the date, location, and time, of a Council Meeting or a Board, Commission, or Committee Meeting may be changed, or added to, by the Agenda Review Committee so long as notice of the change is given in accordance with the *Act* and s. 68.

68. Notice may be given in accordance with the *Act* and any bylaws passed pursuant to the *Act*, and may include one or more of the following:
- (a) updating the City's website;
  - (b) advising local media;
  - (c) posting on the City's social media pages;
  - (d) utilizing other reasonable means of public notification.

### **Board, Commission, and Committee Meetings**

69. Meetings of any Board, Commission, or Committee excluding Standing Policy Committees will be set by each specific Board, Commission, or Committee, open to the public, and the dates, times and locations will be advertised in accordance with s. 58.

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### **Special Meetings**

70. The Mayor:
- (a) may call a Special Meeting of Council whenever the Mayor considers it appropriate to do so; and,
  - (b) must call a Special Meeting of Council if the Mayor receives a written request for a Special Meeting, stating its purpose, from a majority of Councillors,
- in accordance with the *Act*.
71. The Mayor must notify the City Manager and City Clerk about a Special Meeting of Council called pursuant to s. 70.
72. The City Clerk must provide notice of the Special Meeting of Council to the public in accordance with the *Act*.

### **Remote Participation at Meetings**

73. Members may participate in Meetings through electronic communications in accordance with the *Act* and only if the requirements in sections 74 to 78 are met.
74. A Member may participate in a Meeting through electronic communications if the Member is unable to attend the Meeting in person.
75. This Bylaw applies to a Remote Member in the same manner as if the Remote Member was present at the Meeting.
76. A Remote Member:
- (a) may participate in the Closed Meeting and public portions of a Meeting;

- (b) counts towards Quorum;
  - (c) retains all rights and privileges contained in this Bylaw; and,
  - (d) must have camera on when speaking and voting, whenever possible.
77. If there are any Remote Members attending a Meeting, the
- (a) Remote Members must use the words “in favour” or “opposed” following the call for the vote;
  - (b) Chair will call for a Roll Call Vote if there is more than one vote in opposition at the first call for the vote; and,
  - (c) the Remote Member must email the City Clerk when leaving and returning to a Meeting in progress.
78. If a Meeting is attended by one or more Remote Members, any information received in hard copy at the Meeting will be scanned and sent by email to the Remote Members as soon as it is received by the City Clerk.

## **PART 6 – ROLES AND CONDUCT**

### **Role of the Chair**

79. The Chair:
- (a) presides over Meetings;
  - (b) maintains order and preserves decorum;
  - (c) enforces the rules of this Bylaw;
  - (d) confirms that:
    - (i) Members who wish to speak on a Motion have spoken;
    - (ii) Members are ready to vote;
    - (iii) a Member calls the question;
    - (iv) all Members have voted;
  - (e) performs such leadership functions as may be required for the efficient and effective conduct of a Meeting.
80. When the Chair moves a Resolution, they must step down from the Chair, in which case, the Vice-Chair assumes the responsibilities of the Chair.
81. Members may, by majority vote, select a new Chair to preside over a Meeting.

### **Role of Deputy Mayor and Acting Mayor**

82. When the Mayor, through illness, absence, or other cause, is unable to perform the duties of the office, or when the office is vacant, the Deputy Mayor will assume all duties of the Mayor.
83. When both the Mayor and the Deputy Mayor, through illness, absence, or other cause, are unable to perform the duties of the office, or when the offices are vacant, the Acting Mayor will assume all duties of the Mayor.
84. When the Deputy Mayor or Acting Mayor has assumed the duties of the Mayor in accordance with section 82 or 83, the Deputy Mayor or Acting Mayor, as the case may be, has all the powers of the Mayor, and must perform all duties of the Mayor.
85. In the absence or inability of the Mayor, Deputy Mayor, and Acting Mayor to act, the Councillor who served as Deputy Mayor immediately prior to the current Deputy Mayor, shall assume the duties of the Mayor, and shall have all the powers of the Mayor.

### **Conduct of Members**

86. All Members must conduct themselves in a professional manner consistent with this Bylaw, the Code of Conduct or Code of Conduct for Citizen Members, as the case may be, and any applicable policies, at all Meetings.
87. A Member may speak at a Meeting only after being recognized by the Chair.
88. When a Member is speaking in a Meeting,
  - (a) the Member must:
    - (i) ensure their comments are relevant to the subject matter at issue;
    - (ii) not make personal comments about any other Member; and,
    - (iii) not shout, use profane, vulgar, or offensive language;
  - (b) all other Members must
    - (i) remain quiet;
    - (ii) subject to s. 89, not interrupt the speaking Member.
89. A Member may interrupt another Member to raise a Point of Order so long as
  - (a) it is not done frivolously, and,
  - (b) the breach of rule is more than a minor breach, where a minor breach is considered one where there would be no discernable harm to the proper transaction of business.
90. If a Member wishes to leave the Council Chamber during a Meeting they must advise the Chair and City Clerk prior to leaving, or in the case of a Remote Member, comply with s. 77(c).

### **Pecuniary Interest**

91. A Member must disclose a pecuniary interest in accordance with the *Act* and any bylaws enacted pursuant to the *Act* or any other applicable legislation.

### **Conduct of the Public at a Meeting**

92. No member of the public may address Council unless the item is added to the Agenda by Agenda Review Committee or Council.
93. Those seated in the Public Gallery:
- (a) must ensure that all electronic devices are turned off or set to silent mode, and leave the Meeting room if they need to take a call; and,
  - (b) must not applaud, display signs or engage in any behaviour that may be disruptive, disrespectful or intimidating to others.
94. The Chair may direct that any member of the public in the Public Gallery who creates a disturbance immediately leave the Public Gallery, and if that person does not leave, may have them removed.
95. Notwithstanding s. 94, the media must be permitted to remain for any portion of the Meeting that is not a Closed Meeting.

### **Presenting to Council**

96. Anyone presenting to Council or a Board, Commission, or Committee must:
- (a) follow the rules set out in sections 86 - 88, and the Chair's direction regarding participation;
  - (b) limit comments to the item of debate contained in the report and recommendations being discussed;
  - (c) limit their presentation to five (5) minutes, unless the Chair allows a longer amount of time; and,
  - (d) not engage in arguments with any Members.
97. A presenter may only respond to inquiries at a Meeting when called upon by the Chair.

## **PART 7 – AGENDAS AND INQUIRIES**

### **Agenda Review Committee**

98. The Agenda Review Committee is established, consisting of the Mayor, Deputy Mayor and the Acting Mayor.

### **Agenda Review Committee – Council Agenda Preparation**

99. The Agenda Review Committee will meet at the time and the dates specified on the

Council Calendar, in a Closed Meeting, to set an Agenda for the next Council Meeting.

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100. If two of the three Members of the Agenda Review Committee are unable to attend the Agenda Review Committee Meeting, the Meeting date and time must be changed to accommodate at least two Members.
101. If a new Meeting date and time cannot be agreed upon in accordance with s. 100, the Councillor who served as Deputy Mayor immediately prior to the current Deputy Mayor, will be asked to attend the Meeting, at the date and time indicated on the Council Calendar, and if required, the Councillor who served as Acting Mayor immediately prior to the current Acting Mayor, will also be asked to attend.
102. The Agenda Review Committee must:
  - (a) determine whether to
    - (i) include an item on the Agenda for a Council Meeting;
    - (ii) refer an item to a different Meeting;
    - (iii) refer an item to the City Manager;
    - (iv) include an item on a Closed Meeting Agenda, in accordance with the *Freedom of Information and Protection of Privacy Act*;
  - (b) suggest wording revisions to reports and recommendations if appropriate; and,
  - (c) schedule items on the Agenda, and determine whether a presentation will be required and if so whether it will be allocated more than five (5) minutes at Council.

### **Council Meeting Agenda Preparation and Distribution**

103. All material for inclusion on the Agenda must be submitted to the City Clerk no later than 1:00 p.m. on the Friday prior to the Agenda Review Committee Meeting.
104. A Member may submit a Notice of Motion to the City Clerk for inclusion on a future Agenda, such Notice of Motion to contain the date of the Regular Council Meeting the Member wishes it to be brought forward for debate. If a Notice of Motion does not contain a date, it will be removed from the Agenda after four (4) months.
105. A Member who submits a Notice of Motion that has been introduced at a Meeting for inclusion on a subsequent Agenda may withdraw the Notice of Motion from the Agenda prior to the Agenda being set by the Agenda Review Committee, and the City Clerk will note on the Agenda that the Notice of Motion was withdrawn.
106. If the date of receipt for submissions to the City Clerk for the Agenda Review Committee falls on a statutory holiday, the date for receipt will be the following business day.
107. Notwithstanding s. 103,
  - (a) the City Manager may add items to the Agenda after the deadline set out in s. 103

provided that:

- (i) the Agenda Review Committee has not met; or,
  - (ii) if the Agenda Review Committee has met and the Agenda has not yet been published:
    - (A) the City Manager, or the City Clerk on behalf of the City Manager, emails a notice to all members of the Agenda Review Committee outlining the nature of the addition and the reason for its late application to the Agenda, and,
    - (B) two-thirds (2/3) of the Members of the Agenda Review Committee respond to the City Manager and the City Clerk approving the addition;
  - (b) If the Agenda has been published, a Member may present an item as Urgent Business at the beginning of a Meeting for inclusion on the Agenda, and the matter may be included with a two-thirds vote. If two-thirds of Members present do not vote to allow the item on the Agenda, the Motion may be forwarded to the next Meeting.
108. The City Clerk shall ensure that copies of the Agenda are:
- (a) provided electronically to each Member of Council and the City Manager; and,
  - (b) available to members of the media and the public
- seven (7) days prior to the day on which the Council Meeting is to be held.
109. The City Clerk shall distribute confidential Agenda materials to all Council Members, the City Manager, and only to those members of senior Administration as appropriate.
110. If a Council Member wishes to make a change to the order of the Agenda at the Meeting, the Council Member may, before the Agenda is adopted, make any such alteration with General Consent, but in so doing, must not delete any portion of the Agenda.
111. The Agenda and any amendments to it must be confirmed by a majority vote at the Meeting.
112. Any materials distributed by members of the public at a Meeting, that are not included in the Agenda, may be added by Council or Board, Commission, or Committee, to the Agenda by general consent.
113. Any materials distributed by the City Manager at a Meeting, that are not included in the Agenda, may be added by Council or Board, Commission, or Committee, to the Agenda, by general consent.

### **Administrative Inquiries**

114. A Council Member may submit an Administrative Inquiry in writing to the City Manager on a form provided by the City Clerk and if the Administrative Inquiry is received before the

deadline for submission on the Agenda:

- (a) the City Clerk shall place the Administrative Inquiry in the Inquiries section of the Agenda; and,
  - (b) the City Manager will provide a written response to the City Clerk for submission on the next Meeting Agenda.
115. If the City Clerk receives a written Administrative Inquiry at a Council Meeting, the City Clerk will display such Administrative Inquiry.
116. A Council Member who has made an Administrative Inquiry verbally at a Council Meeting must, after the Council Meeting, submit a written inquiry to the City Clerk on a form provided by the City Clerk, for inclusion on a future Agenda under the Consent Agenda, with the corresponding response.
117. The City Manager must provide a written response to an Administrative Inquiry for inclusion on a future Council Agenda, unless there is an exemption under *FOIP*, in which case, the response will be included on a future Closed Meeting Agenda under the appropriate *FOIP* exceptions.
118. Notwithstanding s. 117, if the City Manager determines that responding to an Administrative Inquiry will require funding above two thousand dollars (\$2,000.00), the City Manager must provide the City Clerk such a statement for inclusion in a future Agenda, and upon receiving such a statement, Council may:
- (a) direct the City Manager to proceed with the investigation necessary to answer the Administrative Inquiry, and allow funds to be used for this purpose; or
  - (b) instruct the City Manager to abandon the Administrative Inquiry.
119. Responses to Administrative Inquiries are not debatable.

### **Communications from the Public**

120. The Agenda Review Committee will consider any request to present to Council, and may refer any requests to another appropriate Board, Commission, or Committee for consideration or to the City Manager for a response.

### **Agendas**

121. The City Clerk will retain all materials published as part of an Agenda as the permanent Corporate Record.

## **PART 8 – ORDER OF BUSINESS – COUNCIL AND BOARD, COMMISSION, AND COMMITTEE MEETINGS**

122. The order of business for Council and Board, Commission, and Committee Meeting Agendas is as follows:
- (a) Regular Council Meeting:



- (i) Roll Call
- (ii) Call to Order
- (iii) Acknowledgement Statement
- (iv) Recognitions
- (v) Adoption of the Agenda
- (vi) Consent Agenda
  - (A) Confirmation of Minutes of the previous Meeting
  - (B) Status of Directed Resolutions
  - (C) Deferral requests
  - (D) Meeting revisions
  - (E) Information Reports from Administration
  - (F) Reports from Standing Policy Committees, and Boards, Commissions, and Committees;
  - (G) Bylaws for first reading
  - (H) Administration responses to Administrative Inquiries
  - (I) Any other items considered appropriate by the Agenda Review Committee
- (vii) Presentations
  - (A) Public
- (viii) Official Business
- (ix) Bylaws
- (x) Submissions
  - (A) Board, Commission, or Committee
- (xi) Presentations
  - (A) Administration
- (xii) Submissions
  - (A) Administration
- (xiii) Administrative Inquiries and Responses

- (xiv) Council Updates
- (xv) Public Hearing
- (xvi) Confidential reports
- (xvii) Council Notices of Motion
- (xviii) Adjournment
- (b) Special Meeting of Council
  - (i) Roll Call
  - (ii) Call to Order
  - (iii) Acknowledgement Statement
  - (iv) Adoption of Agenda
  - (v) Reports (only those noted on the notice issued to call the Meeting)
  - (vi) Adjournment
- (c) Board, Commission, and Committee Meetings
  - (i) Roll Call
  - (ii) Call to Order
  - (iii) Acknowledgement Statement
  - (iv) Recognitions
  - (v) Adoption of the Agenda
  - (vi) Consent Agenda
    - (A) Confirmation of Minutes of the previous Meeting
    - (B) Status of Directed Requests
    - (C) Deferral requests
    - (D) Procedural requests
    - (E) Meeting revisions
    - (F) Information reports
  - (vii) Presentations
  - (viii) Submissions

- (ix) Inquiries and responses
- (x) Updates
- (xi) Confidential reports
- (xii) Adjournment

### **Consent Agenda**

- 123. If a Member wishes to debate an item included in the Consent Agenda or vote against it, the Member may request the item be removed from the Consent Agenda before voting occurs on the Consent Agenda Motion, and the item will be considered as a separate item in the appropriate section of the Agenda.
- 124. In the event a Member declares a conflict of interest or pecuniary interest on an item that is included in the Consent Agenda, that item must be removed from the Consent Agenda before voting occurs on the Consent Agenda Motion, and considered as a separate item.
- 125. Approval of the Consent Agenda requires one single Omnibus Motion.

## **PART 9 – MEETINGS**

### **Commencing a Meeting**

- 126. The Chair must call a Meeting to order at the time set for the start of the Meeting if a Quorum is present.
- 127. If there are an insufficient number of Members at a Meeting to constitute a Quorum within thirty (30) minutes of the scheduled start time of a Meeting, the City Clerk must record the names of all Members present and announce that the Meeting cannot be called to order due to lack of Quorum.
- 128. When Council is unable to hold a Regular Council Meeting due to lack of a Quorum, the Agenda for the Meeting will be considered at:
  - (a) the next Regular Council Meeting prior to the consideration of the Agenda for that Meeting; or,
  - (b) a Special Meeting called for that purpose.

### **Reports for Information Only**

- 129. When a main Motion states that an item be received as information, no administrative action will be taken unless directed otherwise by Council.

### **Proceedings of a Closed Meeting**

- 130. All Council, Board, Commission, and Committee Meetings must be held in public, but part of a Meeting may be closed to the public in accordance with the *Act* and any other applicable legislation.

131. Before holding a Closed Meeting, Council or Board, Commission, or Committee must adopt a Motion, in a Meeting open to the public, that part of the Meeting be a Closed Meeting, and the Motion must include:
  - (a) the title of each item to be discussed; and,
  - (b) the applicable provisions of the *Act* and/or *FOIP*.
132. If a Closed Meeting Agenda item requires a decision of Council or Board, Commission, or Committee, a Resolution must be presented in the public Meeting for a vote. The recommendations may be kept confidential if they fall within an exception pursuant to the *Act* or *FOIP*.
133. The Minutes of the Meeting must reflect the time that Council or Board, Commission, or Committee met in a Closed Meeting, the title of each item discussed, the applicable sections of the *Act* and/or *FOIP* authorizing the Closed Meeting, the names of the Members in attendance, the names of attendees other than Members, and the reason for their attendance.
134. This Bylaw applies to Closed Meetings of Council, Board, Commission, and Committees.

#### **Confidential Reports – Review and Release**

135. For all Agenda items for a Closed Meeting, Administration must recommend a date by which the item should be reviewed for consideration of public release.
136. If Council has directed confidential items be reviewed by a specific date:
  - (a) the City Clerk must forward the item to the Director responsible no later than thirty (30) days prior to the date specified by Council; and,
  - (b) the Director responsible must either:
    - (i) direct that the item be reclassified and published to the City's website; or,
    - (ii) set a new date for the item to be reviewed, and the City Clerk must:
      - (A) publish the revised date on the Agenda on which the item appeared; and,
      - (B) follow the procedure outlined in subsection (a) above.

#### **Public Hearings**

137. The City must give notice of Public Hearings in accordance with the *Act*.
138. The Mayor is the Chair of Public Hearings.
139. Council must hear from any person in accordance with the *Act*, and any person who desires to be heard at a Public Hearing may either:
  - (a) file a written submission with the City Clerk prior to noon eight (8) days preceding the date of the Public Hearing; or,

- (b) attend the Public Hearing and make a verbal presentation, limited to five (5) minutes; or,
  - (c) both (a) and (b).
140. The City Clerk must publish all communications received pursuant to s. 139(a) in the Agenda.
141. A Public Hearing is conducted in the following manner:
- (a) the City Manager introduces the proposed Bylaw or Resolution;
  - (b) the applicant or their representative will be allowed five (5) minutes to speak to the proposed Bylaw or Resolution;
  - (c) the Chair must ask if there are any people present who wish to make a verbal submission to Council;
  - (d) any member of the public will be allowed to speak for five (5) minutes;
  - (e) Council Members may ask questions of the City Manager, the applicant and members of the public;
  - (f) at the conclusion of the Public Hearing, the Chair must declare the Public Hearing closed.
142. Council may debate the proposed Bylaw or Resolution and:
- (a) pass the proposed Bylaw or Resolution as presented
  - (b) make amendments to it that would not require re-advertising and a new Public Hearing, and proceed to pass the proposed Bylaw or Resolution; or,
  - (c) make amendments to it that would require re-advertising and a new Public Hearing,
  - (d) defeat, refer, or postpone the proposed Bylaw or Resolution.
143. If a Public Hearing is scheduled, and the application is subsequently withdrawn, the Public Hearing will not be held.

## **PART 10 – MOTIONS IN MEETINGS**

### **Motions**

144. The City Clerk will draft Motions, on the basis of recommendations contained in reports on the Meeting Agenda.
145. The Chair must introduce a Motion prior to any questions, debate or vote on the matter.
146. No Member may make any other Motion once a Motion has been properly presented and under consideration by Council, except a Motion to:

- (a) refer;
  - (b) amend, or an amendment to an amendment;
  - (c) Table;
  - (d) postpone;
  - (e) enter a Closed Meeting.
147. No seconder is required for any motion.
148. The Member moving a Motion may withdraw it, prior to the Motion being introduced and read by the Chair.
149. The Member moving a Motion may withdraw it once it has been introduced, with the approval of a majority of Members.
150. Motions at a Board, Commission or Committee may be adopted by consensus, unless the bylaw forming the Board, Commission or Committee contains other procedural rules stating otherwise.

#### **Secondary Motions (Subsidiary, Privileged, and Incidental)**

151. A Member may make a Secondary Motion when a Motion has been made and is under consideration.
152. Secondary Motions are introduced, debated and voted on in a “last-in-first-out” sequence.

#### **Amending a Motion**

153. A Member may propose an amendment to a Motion.
154. When an amendment to a Motion has been moved, debate is limited to the proposed amendment only.
155. If an amendment is defeated, Members may continue debate on the original Motion.
156. If the amendment is adopted and no further amendments are proposed, the Chair must then continue with the debate on the Motion, as amended.
157. At any given time, only one amendment to the Motion and only one amendment to that amendment will be allowed.

#### **Amending an amendment**

158. Any Member may propose an amendment to an amendment.

#### **Calling the question on an amended Motion**

159. The Chair must call the question on a Motion that has been amended, in the following order:

- (a) the amendment to the amendment, if any;
- (b) the amendment to the original Motion;
- (c) the original Motion, as amended.

### **Scope of Amendments**

- 160. The amendments permitted by sections 153 and 158 may take the form of deletions, additions or substitutions, provided that such amendments do not, in the opinion of the Chair, negate the intent of the original Motion.
- 161. If any Member, by Point of Order, states that a proposed amendment to a Motion would negate the intent of the original Motion, the Chair must immediately rule on whether that would be the case.
- 162. A Member may appeal a ruling made pursuant to s. 161 as if the ruling were a Point of Order, pursuant to the process defined in s. 181.
- 163. Motions that are related to the original Motion, but that are not considered amendments to the Motion, will be dealt with as a Motion Arising and considered after the Main Motion is voted upon.

### **Friendly Amendments**

- 164. A Member introducing a Motion may, with the General Consent of other Members, make minor changes to the wording of the Motion, or agree to a minor change proposed by another Member.
- 165. If Members do not give General Consent for a Friendly Amendment, or the Member moving the Motion does not agree to a Friendly Amendment, the proposed change must follow the amendment process outlined in sections 153 to 157.

### **Motions to Refer**

- 166. A Member may propose a Motion to refer a Motion, including an amendment and an amendment to an amendment, during Adoption of the Agenda or when an item is on the floor.
- 167. Members may debate a Motion to refer, but only as to the merits of the referral.
- 168. When a Motion has been amended, and a Motion to refer has been adopted, the referral applies to the original Motion as amended.
- 169. Any proposed amendments to a Motion that are pending at the time a Motion is referred are to be included in the referral.
- 170. A Motion to refer a pending Motion to a Board, Commission, or Committee or to Administration must include:
  - (a) the body the Motion is to be referred to;
  - (b) the information being sought;

- (c) the date for the Motion to return; and,
- (d) the body for the Motion to return to.

**Motions to Table/Lift from Table**

- 171. A Member may propose a Motion to Table an item during adoption of the Agenda or when an item is on the floor to an unspecified time in the same Meeting.
- 172. A Member may propose a Motion to lift a Tabled item before the end of the Meeting.

**Motions to Postpone**

- 173. A Member may propose a Motion to Postpone an item during adoption of the Agenda or when an item is on the floor:
  - (a) to a later specified time in the same Meeting;
  - (b) to another Meeting, stating:
    - (i) the date of the Meeting to which the Postponed Motion is to be considered; and,
    - (ii) any considerations that must be fulfilled in order for the Postponed Motion to be considered, if any.
- 174. Members may debate a Motion to Postpone, but only as to the time it will be Postponed to.
- 175. Members may amend a Motion to Postpone, but only as to the time the Motion will be Postponed to.

**Changing previously adopted Motions – Rescinding Motions**

- 176. A Member may bring a Motion back before Council in accordance with the rules in the following table:

<b>Circumstances</b>	<b>The original Motion was adopted</b>	<b>The original Motion was defeated</b>
(a)  The <b>Reconsideration Motion</b> and the original Motion are at the <b>same Meeting</b> .  The original Motion will be revisited in its entirety or in part if the Reconsideration Motion is successful.	<b>Step 1:</b> Reconsideration may only be moved by a Member who voted in favour of the original Motion.  <b>Step 2:</b> The original Motion may be reconsidered if the Reconsideration Motion is adopted by 2/3 vote. The vote on the original Motion is canceled and the Motion is once again before Council (or	<b>Step 1:</b> Reconsideration may only be moved by a Member who voted against the original Motion.  <b>Step 2:</b> The original Motion may be reconsidered if the Reconsideration Motion is adopted by 2/3 vote. The vote on the original Motion is canceled and the Motion is once again before Council (or



	<p>the Board, Commission or Committee) for debate. A 2/3 vote is required for the Motion to pass.</p> <p>The Reconsideration Motion cannot be amended.</p>	<p>the Board, Commission or Committee) for debate. A 2/3 vote is required for the Motion to pass.</p>
<p>(b)</p> <p>A Rescinding <b>Motion</b> is made at a <b>Meeting subsequent</b> to the Meeting at which the original Motion was adopted.</p> <p>A Rescinding Motion may revisit all or a portion of the original Motion.</p>	<p><b>Step 1:</b> A Rescinding Motion may be moved by any Member. The Member must ensure that the Rescinding Motion is clear whether the original Motion is to be rescinded in full or in part.</p> <p><b>Step 2:</b> Only the portions of the Motion being considered for rescission are before Council (or the Board, Commission or Committee) for debate. A Rescinding Motion must be adopted by 2/3 vote.</p>	<p><b>Step 1:</b> A Rescinding Motion may be moved by any Member.</p> <p>The Notice of Motion must contain the date of the original Motion and the action that is proposed to be taken on the matter.</p>
<p><b>Note 1:</b> A Reconsideration Motion is debatable only when the original Motion to be reconsidered is debatable.</p> <p><b>Note 2:</b> An adopted Motion may only be reconsidered or rescinded if it has not been acted upon in a manner that is impossible to reverse or modify, and does not attempt to interfere with a contractual obligation. The Chair, in consultation with the City Manager, shall make such determination.</p>		

177. The Chair may, in consultation with the City Clerk, determine that a Rescinding Motion, is considered out of order if the original Motion:
- (a) was considered by Council or a Board, Commission or Committee in the preceding six months or less; or
  - (b) has already been rescinded during the term of Council.

**Notice required to rescind a Motion adopted at a previous Meeting**

178. A Member may only make a Rescinding Motion of a Motion from a previous Meeting by submitting a Notice of Motion for inclusion on an Agenda in accordance with s. 104, such Motion to include the date of the original Motion, and the action that is proposed to be taken on the matter.
179. The City Manager may request that Council revisit a Motion from a previous Meeting by submitting a written report and recommendation for inclusion on an Agenda, such report

to include the date of the original Motion and the action proposed to be taken on the matter.

### **Point of Order**

180. A Member may raise a Point of Order at any time, at which time, the Chair must:
- (a) interrupt the matter currently under consideration;
  - (b) interrupt any Member who is speaking at the time the Point of Order is raised;
  - (c) recognize the Member raising the Point of Order, and ask the Member to state the Point of Order;
  - (d) either:
    - (i) rule on the Point of Order and state the authority for the ruling from this Bylaw or other rule applicable to the Point of Order; or,
    - (ii) ask Council or the Board, Commission, or Committee to vote on the ruling, and the matter shall be determined by a majority vote.

### **Appeal of the ruling on a Point of Order**

181. A Member who is dissatisfied with the Chair's ruling pursuant to s. 180 has the right to appeal such a ruling, at which time, the Chair must immediately ask "Will the ruling of the Chair be upheld?" and Council or the Board, Commission, or Committee must decide the question without debate by majority vote.

### **Motions not debatable**

182. Motions for the following items are not debatable:
- (a) Consent Agenda;
  - (b) first reading of a bylaw;
  - (c) fixing the time at which to adjourn;
  - (d) recess;
  - (e) question of privilege;
  - (f) Tabling a Motion;
  - (g) closing debate
  - (h) previous question;
  - (i) limiting or extending the limits of debate;
  - (j) Point of Order;
  - (k) withdrawing a Motion

- (l) sanctions under the Code of Conduct Bylaw.

**Clarification**

- 183. Members may ask the mover, the City Manager, or others questions of clarification prior to debate.

**Debate**

- 184. The mover of a Motion may introduce the Motion.
- 185. Each Member may debate on an item for a maximum of five (5) minutes.
- 186. A Member's time to debate may be extended by General Consent.
- 187. Each Member may enter the debate only once on any Agenda item.
- 188. A Member may ask questions during debate.
- 189. The mover of the main Motion for an Agenda item may close the debate after all other Members have had the opportunity to debate.

**Voting**

- 190. Subject to s. 77 and 191, Members must vote by a show of hands.
- 191. A Member may request a Roll Call Vote or a Recorded Vote at any time prior to the vote commencing.
- 192. From the time the vote is called until the result is declared, Members are to remain in their seats and be silent, except when called upon for their vote.
- 193. Subject to any requirements in this Bylaw, the *Act*, any other enactment, and any other requirements, all questions before Council or the Board, Commission, or Committee will be decided by a majority vote.
- 194. Notwithstanding s. 193:
  - (a) a two-thirds vote is required for the addition of a Motion or Notice of Motion to the Agenda, after the Agenda has been adopted; and,
  - (b) a unanimous vote is required for:
    - (i) the approval of the Consent Agenda; and;
    - (ii) giving three readings to a bylaw at the same Meeting.
- 195. The Chair or the City Clerk must declare the result of a vote.
- 196. Subject to s. 197, once the result of a vote has been announced, no Member can change their vote unless with General Consent of Council or the Board, Commission or Committee.

197. If, after a vote, the Chair determines that either the voting procedures described in this Bylaw were not followed, or one or more Members were mistaken as to the subject matter of the vote, the Chair may recall the vote and immediately call for another vote.

## **PART 11 – BYLAWS**

198. Prior to its submission to the Agenda Review Committee, the City Solicitor must ensure that the content of a proposed bylaw does not contravene any applicable laws.
199. A proposed bylaw, its number and short title will be included on the Agenda.
200. The Chair must read the proposed bylaw number and short title at each reading of the proposed bylaw.
201. After a Council Member makes a Motion for second reading of a proposed bylaw, Council may debate the substance of the proposed bylaw, and consider amendments to it.
202. The Chair must call for a vote on second reading of the bylaw once all proposed amendments to a proposed bylaw have been accepted or rejected.
203. After a Council Member makes a Motion for third reading of a proposed bylaw, Council may debate the substance of the proposed bylaw and consider amendments to it.
204. The Chair must call for a vote on third reading of the bylaw once all proposed amendments to a proposed bylaw have been accepted or rejected.
205. The City Clerk must keep a record of all adopted bylaws and bylaw amendments as part of the Corporate Record.

## **PART 12 – RECORDS OF COUNCIL AND BOARDS, COMMISSIONS, AND COMMITTEES**

### **Agendas and Bylaws**

206. Council and Board, Commission, and Committee Agendas, bylaws, and other materials published as part of an Agenda must be retained by the City Clerk in the permanent Corporate Records.

### **Minutes of Meetings**

207. The Minutes of Council and Board, Commission, and Committee Meetings are the official record of the Meetings.
208. The City Clerk must attend all Council and Board, Commission, and Committee Meetings for the purposes of providing procedural advice to the Chair, and to prepare Minutes of the Meetings for approval at the next Meeting.
209. The City Clerk must ensure that the Minutes reflect:
  - (a) the names of the Members present;
  - (b) the names of City staff present;

- (c) the time that Members leave and return to a Meeting in progress;
- (d) all Resolutions and bylaws that are voted on, including the names of those Members voting in favour, opposed, and absent;
- (e) Points of Order, including the name of the Member raising the Point of Order, and the Chair's ruling;
- (f) the name of any Member declaring a pecuniary interest, and the general nature of the pecuniary interest declared by the Member;
- (g) the names of any member of the public who speaks to an item on the Agenda;
- (h) the distribution of additional material received at the Meeting, to form part of the City's Corporate Record;
- (i) the topic of any verbal inquiries and/or updates made by Members during the Meeting;
- (j) upon the request of a Member, specific details or information to be included in the Minutes.

### **Corrections to the Minutes**

210. A Member may make a Motion that the Minutes be amended to correct an inaccuracy or omission. The Member must notify the City Clerk of the proposed correction to the Minutes as soon as possible prior to the Meeting at which they are confirmed, to allow the City Clerk to:
- (a) review the inaccuracy or omission; and,
  - (b) prepare a revision to be distributed at the Meeting, if required.
211. Typographical errors should be reported to the City Clerk in advance of a Meeting, and may be corrected without a Motion to amend, but only if they do not materially affect the principle or substance of the Minutes.
212. If a Member questions the accuracy of a portion of the Minutes of a Meeting for which audio-visual recordings are available, the recording of that Meeting must be used to decide the question.

### **Recording and Streaming of Meetings**

213. Whenever possible, Council and Standing Policy Committee meetings will be video streamed to the City's website, and the video will be archived in accordance with any Corporate Records retention schedules in effect.
214. Signage will be prominently displayed at the Council Chamber so presenters and members of the public are aware the Meeting is being broadcast and made available on the internet and television, as well as recorded for future access.
215. The audio-visual recordings of Council and Standing Policy Committee Meetings in no way detracts or undermines the Minutes of the Meetings as the official Corporate Record

of a Meeting.

**PART 13 – ADMINISTRATIVE**

**Repeal**

216. Bylaws 2468 and 5411 are repealed.

**Coming into force**

217. This Bylaw comes into force on October 22, 2021

READ A FIRST TIME THIS 27<sup>th</sup> DAY OF July, 2021.

READ A SECOND TIME THIS 10<sup>th</sup> DAY OF August 2021.

READ A THIRD TIME THIS 10<sup>th</sup> DAY OF August 2021.

C.A. Spearman (Sgd.)  
Mayor

Bonnie L. Hilford (Sgd.)  
City Clerk

**SCHEDULE “A” – STANDING POLICY COMMITTEES**

**Appointment to Standing Policy Committees**

1. (1) Council will appoint Council Members to SPCs.
- (2) All Council Members shall be appointed to the Economic and Finance SPC.

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- (3) Each Council Member, except the Mayor, shall be appointed to two (2) SPCs in addition to the Economic SPC.

2. The number of Council Members and Chair of the SPCs is as follows:

<b>SPC</b>	<b>Number of Council Members / Term</b>	<b>Quorum</b>	<b>Chair</b>
(a) Economic and Finance SPC	<ul style="list-style-type: none"> <li>• All Members of Council</li> </ul>	Five (5)	The Mayor is the Chair.  The Vice-Chair will be decided by a vote of the SPC at the first Meeting of the SPC after the Organizational Meeting of Council each year.
(b) Assets and Infrastructure SPC	<ul style="list-style-type: none"> <li>• Four (4) Members of Council</li> <li>• One (1) year term</li> </ul>	Three (3)	The Chair and Vice-Chair will be decided by a vote of the SPC at the first meeting of the SPC after the Organizational Meeting of Council.
(c) Safety and Social SPC	<ul style="list-style-type: none"> <li>• Four (4) Members of Council</li> <li>• One (1) year term</li> </ul>	Three (3)	The Chair and Vice-Chair will be decided by a vote of the SPC at the first meeting of the SPC after the Organizational Meeting of Council.
(d) Governance SPC	<ul style="list-style-type: none"> <li>• Four (4) members of Council</li> <li>• One (1) year term</li> </ul>	Three (3)	The Chair and Vice-Chair will be decided by a vote of the SPC at the first meeting of the SPC after the Organizational Meeting of Council.
(e) Audit SPC	<ul style="list-style-type: none"> <li>• Four (4) members of Council</li> <li>• One (1) year term</li> </ul>	Three (3)	The Chair and Vice-Chair will be decided by a vote of the SPC at the first meeting of the

			SPC after the Organizational Meeting of Council.
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**SPCs’ Ability to Bind the City**

- 3. No action of a SPC is binding on the City unless:
  - (a) the power to take such action is expressly conferred on the SPC by legislation, bylaw or Resolution; or,
  - (b) Council has adopted the motions recommended by the SPC.
- 3.1 Notwithstanding s. 3, the Economic and Finance Standing Policy Committee has the authority to approve individual expenditures up to a maximum of \$75,000.00 (SEVENTY-FIVE THOUSAND DOLLARS) without Council approval, provided that a funding source is specified and funds are available.

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- 4. The following actions/decisions of SPCs are binding on the City without the requirement of Council approval:
  - (a) to receive reports for information from those areas contained in its mandate;
  - (b) at the SPC’s discretion, to forward any information reports to Council;
  - (c) to postpone, amend or refer reports to Administration or to other Boards, Commissions, or Committees.

**Reporting**

- 5. Each SPC shall, after each Meeting, submit to Council, those reports heard at its Meetings that require a decision by Council. The SPC shall include its recommendation to Council in its submission.
- 6. Council shall, by Resolution, provide direction to all non-SPC Boards, Commissions, and Committees, as to which Standing Policy Committee, it shall report.

**Presiding at SPC**

- 7. When a SPC has not yet elected a Chair, the City Clerk, serving as temporary Chair, shall call the first Meeting to order. The first order of business will be:
  - (a) the temporary Chair calls for nominations for Chair, and then distributes ballots for the position of Chair;
  - (b) the temporary Chair announces who is elected to the position of Chair;
  - (c) the Chair assumes the Meeting, calls for nominations for Vice-Chair and then distributes ballots for the position of Vice-Chair; and,



- (d) the Chair announces who is elected to the position of Vice-Chair.

**Rights of non-Members to Attend**

- 8. SPC Meetings are open to all Council Members, and they may attend the open and Closed portion of the Meetings, and may participate in the discussion of any Agenda item.
- 9. A Member of Council who has not been appointed to the SPC may ask questions and debate Agenda items, but may not:
  - (a) count towards Quorum; or,
  - (b) vote on any Motion.

**Meeting Days**

- 10. Each SPC shall meet in accordance with the Council Calendar.

**Agendas for Standing Policy Committees**

- 11. All material for inclusion in the Agenda for a Standing Policy Committee must be submitted to the City Clerk no later than 1:00 p.m. on the Monday the week prior to the Standing Policy Committee Meeting.
- 12. The City Clerk shall ensure that copies of the Agenda are:
  - (a) provided electronically to each Member of Council and the City Manager;
  - (b) available to members of the media and the public.seven (7) days prior to the day on which the Standing Policy Committee.

**SPC Mandates and Duties**

- 13. 13. The mandate of each Standing Policy Committee is as follows:
  - (1) Economic and Finance Standing Policy Committee – to provide recommendations and advice to Council regarding monetary issues, which may include: financial planning and budgets; agreements and contracts where approval and/or signing authority has not been delegated to administration; funding requests; grants; procurement, purchases, sales, and leases; assessment and taxation; and, tourism.
  - (2) Assets and Infrastructure Standing Policy Committee – to provide recommendations and advice to Council regarding tangible and physical assets, which may include: environment; infrastructure; land use and development; tangible assets (facilities, vehicles, equipment, property and buildings); and, utilities.
  - (3) Safety and Social Standing Policy Committee – to provide recommendations and advice to Council regarding external and intangible issues, which may include: animal control; community; cultural; emergencies and protective; and, social.

- (4) Governance Standing Policy Committee – to provide recommendations and advice to Council regarding internal and intangible issues, which may include: advocacy; intangible assets (communications, computer software and licences, human resources); inter-governmental relations; master plans; performance indicators and measures; Council policies; operational reviews; service levels; and, strategic plans.
- (5) Audit Standing Policy Committee – to provide recommendations and advice to Council regarding audit issues, which may include: audit; insurance; internal controls; investments; financial services policies; internal reviews; and, risk.
- (6) Notwithstanding anything contained in subsections (1) through (5), inclusive, any matter that is subject to a regulatory or approval process, such as a permit or license application, that requires a Public Hearing, or that has been delegated to administration, will not be brought forward to a Standing Policy Committee.

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14. DELETED

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## **SCHEDULE “B” – TYPES OF BOARDS, COMMISSIONS AND COMMITTEES**

Council Boards, Commissions, and Committees may be:

1. Standing Policy Committee – as described in Schedule “A”
2. Other Boards, Commissions, and Committees

Other committees to which Council may appoint Members, may generally be described as follows:

1. Joint
  - (a) established through written agreement with another party
  - (b) Council may or may not appoint Council Members to the Committee, or may appoint members of Administration to the Committee
  - (c) Council does not approve the Terms of Reference unless required to do so by agreement
  - (d) the purpose of appointing a Council Member to the Committee is to act as a representative of Council and to act as a liaison between the Committee and Council
2. External
  - (a) composition, appointments, and dissolution of the committee are determined by another body;
  - (b) there is no legislative requirement for Council to appoint a Council Member to the committee
  - (c) Council may or may not appoint Council Members to the Committee, or may appoint members of Administration to the Committee Council does not approve the Terms of Reference unless required by agreement
  - (d) the purpose of appointing a Council Member to the Committee is to act as a representative of Council and to act as a liaison between the Committee and Council
3. Council may establish other Boards, Commissions, and Committees as deemed necessary. The Terms of Reference or bylaw are to include the Board, Commission, or Committee’s authority and direction. This is in addition to the requirements outlined in s. 25.

DURATIONS OF BOARD, COMMISSION OR COMMITTEE:

1. Standing
  - (a) An ongoing Board, Commission, or Committee established by City Council that shall continue in force until terminated by a City Council resolution or rescinding of a bylaw. A Standing Policy Committee is one type of Standing Committee.

2. Ad Hoc

- (a) a short term Committee established as the need arises
- (b) it has a clearly defined purpose and life span
- (c) it will cease to exist when its mandate is fulfilled and the Committee has provided Council with a final report
- (d) Council may or may not appoint Council Members to the Committee, or may appoint the City Manager to the Committee
- (e) the purpose of appointing a Council Member to the Committee is to act as a representative of Council and to act as a liaison between the Committee and Council

### SCHEDULE “C” – SECONDARY MOTIONS

**Note:** where there are differences between Schedule “C” and RONR, Schedule “C” will prevail.

#### 1. Secondary Motions: Subsidiary

The seven subsidiary Motions listed below are listed in order of precedence, from the highest to the lowest. E.g., it is in order to move to amend a main Motion when the Motion to Postpone indefinitely is pending, but it is not in order to move to postpone indefinitely when an amendment is pending, as the Motion to amend has a higher ranking than the Motion to postpone indefinitely.

Motion	Usage	Process
1. Lay on the table, or “Table”	<p>A Motion to set a pending main Motion aside temporarily, within the course of the Meeting, to accommodate something else of immediate urgency.</p> <p>A motion to lift a motion from the table is required to bring back the motion for debate.</p>	<p>The Motion is not debatable (due to the urgency of the matter) and is not amendable. It may not interrupt a speaker. A majority vote is required to adopt.</p> <p>When the interrupting event is over, the Tabled Motion is lifted from the table and debate is resumed, usually by General Consent (if done formally, this step requires a majority vote).</p>
2. Close debate, or “Previous Question”	<p>A Motion to close debate and vote immediately: “I move we close debate”.</p>	<p>This Motion may not interrupt a speaker.</p> <p>When done formally, it is not debatable and requires a majority vote to adopt.</p> <p>Ending debate can be done informally, by General Consent by saying: “Is there any objection to ending debate?”</p> <p>Pause, then, if no one else wishes to speak, say: “There being no objections, debate on the Motion is closed, and we will proceed to vote on it immediately”.</p>
3. Limit or extend debate	<p>A Motion to limit or extend debate on a Motion. E.g., “I move to limit debate on this Motion to three minutes.”</p>	<p>The Motion may not interrupt a speaker, is not debatable, but can be amended.</p> <p>When done formally, by a Motion, it requires a majority vote.</p> <p>The Motion can be decided by General Consent: “Is there any objection to extending debate on this Motion by ten minutes?” (Pause) “Debate is extended by ten minutes.”</p>

<p>4. Postpone to a certain time</p>	<p>A Motion to postpone consideration of a main Motion to a specified later Meeting or to a specific time during the same Meeting.</p>	<p>The Motion may not interrupt a speaker, and is only debatable or amendable as to the time to which the Motion is to be postponed.</p> <p>A majority vote is required to adopt.</p>
<p>5. Refer</p>	<p>A Motion to send the pending Motion to a Board, Commission, or Committee or the City Manager. The Motion must include:</p> <ul style="list-style-type: none"> <li>• the body to refer the Motion to;</li> <li>• the information sought;</li> <li>• the date for return; and,</li> <li>• the body to return to.</li> </ul>	<p>Any adopted or proposed amendments to the main Motion that are pending at the time the Motion is referred are to be included.</p> <p>The Motion may not interrupt a speaker, is debatable (as to the merits of referral) and is amendable as to:</p> <ul style="list-style-type: none"> <li>• the body to which the main Motion is proposed to be referred;</li> <li>• any instructions to the body to which the main Motion is proposed to be referred;</li> <li>• date to return.</li> </ul> <p>A majority vote is required to adopt.</p>
<p>6. Amend</p>	<p>A Motion to change the wording of the main Motion before voting on it. The intent of the Motion cannot be amended. Amendment usually occurs by adding, deleting, or replacing text.</p>	<p>This Motion may not interrupt a speaker, and may not be contrary to the Motion it purports to amend.</p> <p>An amendment is debatable.</p> <p>An amendment to an amendment is allowed, but a third amendment is not.</p> <p>A majority vote is required to adopt.</p>
<p>7. Postpone Indefinitely</p>	<p>A Motion to decline to take a position on a pending main Motion. The effect is to “kill” the main Motion for the current Council term.</p>	<p>The Motion to postpone indefinitely may not interrupt a speaker, is debatable, but is not amendable.</p> <p>A majority vote is required to adopt.</p>

**2. Secondary Motions: Privileged**

The following privileged Motions can be addressed formally (by a Motion) or informally (by General Consent).

Motion	Usage	Process
1. Question of Privilege	A request or Motion, usually relating to the rights and immunities of the assembly collectively (e.g., a complaint about noise or other distractions), or of an individual Member (e.g., being misquoted)	A question of privilege should interrupt a speaker only if the circumstances require it to interrupt.  If the issue relates to noise or another distraction, it is handled informally by the Chair or by General Consent, and a formal Motion or vote is not required.
2. Recess	A Motion to take a short intermission in the proceedings; "I move we take a ten minute recess."  OR  To continue a meeting over a span of time; "I move we recess the Standing Policy Committee meeting until tomorrow at 9:30am".	This Motion may not interrupt a speaker.  The Motion is not debatable, but can be amended as to the duration of the recess.  The Motion is typically done with General Consent: "Is there any objection to a ten minute recess?" (Pause) "There being no objection, we are in recess and will resume the Meeting at ____."  If dealt with formally a majority vote is required.
3. Adjourn	A Motion to close the Meeting	This Motion may not interrupt a speaker.  This Motion is not debatable or amendable.  This Motion can be handled by General Consent: "There being no further business, the Meeting is adjourned."  If dealt with formally, a majority vote is required.

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### 3. Secondary Motions: Incidental

Below are the most commonly used incidental Motions

Motion	Usage	Process
1. Point of Order	A Point of Order is raised by a Member who believes a rule has been breached. The Member says: "Point of Order" as soon as the violation occurs.	The process is outlined in s. 180.
2. Appeal	A Member who disagrees with the Chair's ruling can appeal it.	The process is outlined in s. 181.
3. Suspend the rules  Note: if a rule in this Bylaw that does not originate in applicable legislation is inadvertently not followed, it is deemed to have been suspended by General Consent. If a Member objects, they may challenge, and there will be a vote	A Motion to allow Council or BCC to waive a rule of order for a specific purpose.  Note: This Motion cannot be used to suspend any provisions of the Act, or any other applicable legislation.	This Motion may not interrupt a speaker.  This Motion may be used when a more flexible approach is needed. For example: "I move to suspend the rules and dispense with the 3:15 pm recess."  This Motion may be handled by the Chair informally: "Is there any objection to suspending the rules and removing the 3:15 pm recess?" (Pause). "There being no objections, the Meeting must continue uninterrupted."