

**BYLAW NO. 4725**

---

**A BYLAW OF THE CITY OF MEDICINE HAT** to set the procedures of Meetings and to establish certain Council Committees.

**WHEREAS**, in accordance with section 145 of the Act, Council may pass bylaws in relation to

- (a) the procedures to be followed by Council,
- (b) the establishment of Council Committees, and
- (c) the functions of Council Committees and the procedures to be followed by Council Committees;

**NOW THEREFORE THE MUNICIPAL CORPORATION OF THE CITY OF MEDICINE HAT, IN COUNCIL ASSEMBLED, ENACTS AS FOLLOWS:**

**CONTENTS**

1. TITLE .....	3
2. DEFINITIONS.....	3
3. GENERAL PROVISIONS AND APPLICATION .....	5
Suspension of Rules .....	6
4. MEETINGS .....	6
Inaugural Meeting .....	6
Organizational Meetings .....	7
Deputy Mayor and Acting Mayor.....	7
Regular Meetings.....	7
Location of Meetings.....	7
Changes to Meeting Dates .....	8
Time of Council Meetings .....	8
Special Meetings .....	9
Quorum .....	9
Unfinished Business .....	9
Adjourning the Meeting .....	10
Committee of the Whole .....	10
Closed Meetings .....	11
Public Hearings.....	11
Non-Statutory Public Hearing.....	12
Abstention from Voting on Matter Discussed at Public Hearing.....	12

---

5.	BYLAWS.....	13
	Bylaw Readings.....	13
	Amendments to a Bylaw.....	13
	Authorization of Three Readings at One Meeting.....	14
	Bylaws as a Corporate Record.....	14
	No Readings or Failure of a Reading.....	14
	Consolidation of Bylaws.....	14
6.	AGENDAS AND MINUTES.....	14
	Agenda Submission Deadlines.....	15
	Provision of Agendas.....	15
	Confirming the Agenda Order / Changes to a Published Agenda.....	15
	Protocols of Agenda Items.....	16
	Adoption / Corrections of Minutes.....	16
	Recording of Meetings.....	16
7.	ROLES AND CONDUCT.....	17
	The Mayor and the Chair.....	17
	Point of Order / Challenging a Ruling.....	17
	Enforcement of Rules.....	18
	The Members.....	18
	Members of the Public.....	18
	Participation by Members of the Public.....	19
	Meetings by Electronic Means.....	19
8.	PECUNIARY INTEREST.....	20
9.	MOTIONS.....	20
	Main Motions.....	20
	Friendly Amendment.....	21
	Debate on Motions.....	21
	Secondary Motions.....	21
	Notice of Motion.....	21
	Reconsideration of Motions.....	21
10.	VOTING.....	22
	Voting Procedure.....	23
	Voting Results.....	23
	Division of a Motion.....	23

11. STANDING COMMITTEES/COUNCIL COMMITTEES ..... 23  
    Member Appointments.....24  
    Council Committee Rules of Procedure .....25

12. REPEAL AND COMING INTO FORCE ..... 25

SCHEDULE “A” - ORDERS OF THE DAY..... 26

SCHEDULE “B” - STANDING COMMITTEES ..... 27  
    Establishment of Standing Committees – Terms of Reference .....27  
    Membership / Quorum .....28  
    Mandate / Authority.....28

SCHEDULE “C” – MEETINGS BY ELECTRONIC MEANS ..... 29  
    Remote Participation for Members.....29

SCHEDULE “D” - SECONDARY MOTIONS ..... 31  
    Secondary Motions - Subsidiary .....31  
    Secondary Motions - Privileged .....32  
    Secondary Motions - Incidental.....33

**1. TITLE**

1.1 This Bylaw shall be cited as the “Procedure Bylaw”.

**2. DEFINITIONS**

2.1 In this Bylaw,

- (a) “**Act**” means the Municipal Government Act, RSA 2000, c. M-26;
- (b) “**Acting Mayor**” means the acting chief elected official appointed by Council;
- (c) “**Administration**” means managing directors, directors, supervisors or any other employee of the City;
- (d) “**Administrative Committee**” means an administrative committee established by the City Manager pursuant to the Administrative Organization Bylaw;
- (e) “**Administrative Organization Bylaw**” means the City’s Administrative Organization Bylaw No. 4662;
- (f) “**Chair**” means the person who has been given authority to direct the conduct of a Meeting;
- (g) “**City**” means the municipal corporation of the City of Medicine Hat and where the context requires, means the area included within the boundary of the City;
- (h) “**City Clerk**” means any person to whom the City Clerk’s powers are delegated or any person delegated to act in the absence of the City Clerk;

- (i) “**City Manager**” means the Chief Administrative Officer of the City, operating under the title of “City Manager”, and includes any person to whom the City Manager’s powers are delegated, or any person delegated to act in the absence of the City Manager;
- (j) “**Closed Meeting**” means a confidential Meeting of Council, or a Council Committee held in confidence to address matters protected under the FOIP Act;
- (k) “**Committee of the Whole**” means a committee comprised of Council which conducts itself as a Council Committee;
- (l) “**Consent Agenda**” means those items on the agenda of a Council Meeting in which the recommended action is to approve, without discussion, questions or debate, the recommendations in each of the agenda reports referenced in the consent agenda report;
- (m) “**Corporate Record**” means the record of agendas, and other related Meeting material, and includes all documents to which the City’s corporate seal is affixed;
- (n) “**Council**” means the Council of the City;
- (o) “**Council Committee**” means a committee, board or other body established by Council under the Act but does not include an assessment review board, a subdivision and development appeal board or an administrative committee established by the City Manager;
- (p) “**Council Meeting**” means a Meeting of Council, including Special Meetings, Regular Meetings, Organizational Meetings, and Public Hearings;
- (q) “**Councillor**” means a person elected to Council and includes the Mayor;
- (r) “**Deputy Mayor**” means the deputy chief elected official appointed by Council;
- (s) “**Electronic Means**” means an electronic or telephonic communication method that enables all persons attending a Meeting to hear and communicate with each other during the course of the Meeting;
- (t) “**FOIP Act**” means the *Freedom of Information and Protection of Privacy Act, RSA 2000, c. F-25*;
- (u) “**General Consent**” means informal agreement of Council or a Council Committee to a proposed procedural step, confirmed by the Chair requesting a show of hands without a recorded vote being taken;
- (v) “**Land Use Bylaw**” means the City’s Land Use Bylaw No. 4168;
- (w) “**Majority**” means more than half of the Members;
- (x) “**Mayor**” means the chief elected official under the Act;
- (y) “**Member**” means a Councillor, or a Public Member appointed to a Council Committee;
- (z) “**Meeting**” includes Council Meetings and Council Committee Meetings;

- (aa) “**Non-Statutory Public Hearing**” means a Council Meeting where members of the public may attend and be invited to make submissions to Council, but which is not a Public Hearing;
- (bb) “**Notice of Motion**” means a submission made by one or more Members intended to provide notice of a proposed Resolution for Council’s consideration, where the Resolution:
  - (i) Raises a significant issue affecting all or part of the City; or
  - (ii) directs a significant amount of work to be undertaken in order to respond;
- (cc) “**Oath**” means ‘oath’ as prescribed by the *Oaths of Office Act, RSA 2000, c. O-1*;
- (dd) “**Organizational Meeting**” means a meeting of Council pursuant to section 192 of the Act;
- (ee) “**Point of Order**” means a raising of a question by a Member to call attention to any deviation from a provision of this Bylaw or any other bylaw, statute, or regulation, or to any procedural matter in this Bylaw;
- (ff) “**Public Hearing**” means a ‘public hearing’ pursuant to the Act;
- (gg) “**Public Member**” means a member of the public appointed to a Council Committee;
- (hh) “**Quorum**” means the number of Members entitled to vote who must be present in order to conduct a Meeting, and is a Majority of the membership of the voting body;
- (ii) “**Regular Meeting**” means ‘regular meeting’ of Council pursuant to the Act;
- (jj) “**Robert’s Rules of Order**” means the Robert’s Rules of Order, Newly Revised, 12<sup>th</sup> Edition, as amended or replaced;
- (kk) “**Resolution**” means a motion made by Council or a Council Committee;
- (ll) “**Request to Address**” means a written request to present at a Council Meeting;
- (mm) “**Special Meeting**” means a ‘special meeting’ of Council as described in the Act;
- (nn) “**Standing Committee(s)**” means the Council Committees established by Council pursuant to section 11.1 and **Schedule “B”** of this Bylaw;
- (oo) “**Urgent Business**” means those matters added by vote of Council Committee or Council as the case may be to a Meeting agenda once the Meeting has commenced;
- (pp) “**Written Inquiry**” means a discussion item that a Member may add to a Meeting agenda.

### 3. GENERAL PROVISIONS AND APPLICATION

- 3.1 Where a Council Committee contains Public Members, the applicable procedures prescribed by this Bylaw for Members apply equally to those Public Members.

- 3.2 Each provision of this Bylaw is independent of all other provisions and if any provision is declared invalid for any reason by a court of competent authority, all other provisions of this Bylaw remain valid and enforceable.
- 3.3 Where this Bylaw refers to a statute bylaw or policy, such reference includes all amendments and successor legislation or policy.
- 3.4 All the schedules attached to this Bylaw form part of this Bylaw.
- 3.5 This Bylaw applies to all Council and Council Committee Meetings.
- 3.6 If there is a conflict or inconsistency between a procedure contained in a bylaw establishing a Council Committee and the procedures prescribed in this Bylaw, the establishing bylaw will prevail to the extent of the conflict or inconsistency.
- 3.7 The precedence of the rules governing the procedures of Council and Council Committees is as follows:
  - (a) the Act;
  - (b) other provincial legislation;
  - (c) this Bylaw; and
  - (d) Robert's Rules of Order.

Suspension of Rules

- 3.8 Council may temporarily suspend all or part of the provisions of this Bylaw for a Meeting or part of a Meeting, if the Members present at this Meeting vote unanimously to do so.
- 3.9 Despite section 3.8, the following cannot be altered or suspended:
  - (a) any provision of this Bylaw that respects the rights of a Member; or
  - (b) any requirements that originate in the Act or any other enactment.

**4. MEETINGS**

Inaugural Meeting

- 4.1 The first Meeting immediately following a general municipal election will be called the Inaugural Meeting.
- 4.2 A Councillor, Mayor, Deputy Mayor, and Acting Mayor may not conduct any power, duty or function until that person has taken the official Oath. *[M.G.A. s. 156]*
- 4.3 In the event of a by-election, a duly elected Mayor or Councillor must take the prescribed Oath as the first order of business upon being elected to office.
- 4.4 Until the Mayor has taken the prescribed Oath, the City Manager must be designated Chair.

- 4.5 Immediately upon every Councillor taking the prescribed Oath, the City Manager shall relinquish the Chair to the Mayor.
- 4.6 Each Councillor, including the Mayor, must affirm the Council Code of Conduct Bylaw.

Organizational Meetings

- 4.7 Council must hold an Organizational Meeting annually not later than two (2) weeks after the 3<sup>rd</sup> Monday in October. *[M.G.A. s. 192(1)]*
- 4.8 At an Organizational Meeting, Council must:
  - (a) appoint Councillors to the position of Deputy Mayor and the position of Acting Mayor pursuant to section 4.10;
  - (b) conduct other business as identified within the Organizational Meeting agenda.
- 4.9 At an Organizational Meeting, Council shall vote on the appointment of Councillors to Council Committees, boards, commissions, and external organizations.

Deputy Mayor and Acting Mayor

- 4.10 At the Organizational Meeting, Council shall appoint Councillors as Deputy Mayor, and Acting Mayor on a rotating basis for periods of forty-five (45) days.
- 4.11 When the Mayor is unable to perform the duties of Mayor, or when the office is vacant, the Deputy Mayor, or in their absence, the Acting Mayor, shall perform all the duties of the Mayor and shall preside at all such meetings of Council.
- 4.12 When the Mayor, the Deputy Mayor and the Acting Mayor are unable to perform the duties of the office, Council may appoint an alternate Acting Mayor.
- 4.13 An Acting Mayor appointed in accordance with section 4.12 shall hold office for such time as Council may fix.

Regular Meetings

- 4.14 Council shall hold Regular Meetings on the dates established at the Organizational Meeting. If a Regular Meeting falls on a statutory holiday, the Meeting will take place on the next business day.

Location of Meetings

- 4.15 All Regular and Special Meetings and Committee of the Whole Meetings will be held in Council Chambers, Main Floor, City Hall, unless otherwise directed by Council.
- 4.16 Council Committee Meetings will be held in the following locations:
  - (a) for Standing Committee Meetings in Board Room 2-1, 2<sup>nd</sup> Floor, City Hall, unless otherwise directed by the Chair of the applicable Standing Committee; and

- (b) for other Council Committees, in a location determined by the Chair.

Changes to Meeting Dates

- 4.17 The Chair determines Council Committee Meeting dates and changes to the dates.
- 4.18 The Mayor may cancel or postpone a Council Meeting or schedule additional Council Meeting dates or times as required, in consultation with the other Councillors and the City Manager.
- 4.19 The Chair of a Standing Committee may cancel or postpone a scheduled Meeting:
  - (a) if the deadline for agenda submissions has passed, and
  - (b) there is no time-sensitive business to bring to that Meeting.
- 4.20 The City Clerk must notify Council and the public as soon as possible, and not less than twenty-four (24) hours in advance, when new Meetings are scheduled, or Meetings previously scheduled are postponed or cancelled. Notice is deemed to be given by:
  - (a) notifying Council via e-mail;
  - (b) updating the City’s website; and
  - (c) posting the notification of changes to the Meeting Schedule in a place which is accessible by the public. *[M.G.A. s. 193(3)]*
- 4.21 Any delegation named in the agenda as planning to present at a cancelled or postponed Meeting shall be given notice of its cancellation or of its postponement and, if applicable, of the new time and date upon which the Meeting will be held.
- 4.22 Council may at any Regular Meeting, by Resolution, direct that:
  - (a) the next Regular Meeting will be held on a day other than the Monday on which it would fall due;
  - (b) the Regular Meeting will commence at any time other than 6:30 p.m.;
  - (c) no notice of any such Council Meeting is necessary; and
  - (d) no Regular Meeting be held during any portion of any month or months designated by Council.

Time of Council Meetings

- 4.23 Subject to section 4.28, Council Meetings must commence at 6:30 p.m. and must not continue later than 11:00 p.m. of the same day, unless approved by a Majority vote on a motion on the issue taken not later than 11:00 p.m.
- 4.24 Unless there has been a motion passed by the Majority within the prescribed time extending the Meeting beyond 11:00 p.m., all matters of business which appear on the agenda for that Meeting and which have not been dealt with by that time shall be forwarded to the next Regular Meeting.



- 4.25 Closed Meetings of Council must commence at 3:45 p.m. on the same dates as Regular Meetings and must not continue later than 5:45 p.m. of the same day. All matters which appear on the agenda for a Closed Meeting of Council which have not been dealt with by that time shall be forwarded to the next Closed Meeting of Council or as directed by a motion of Council in the Regular Meeting.

Special Meetings

- 4.26 The Mayor:
- (a) may call a Special Meeting whenever the Mayor considers it appropriate to do so;  
*[M.G.A. s. 194(1)(a)]*
  - (b) must call a Special Meeting if the Mayor receives a written request for the Meeting, stating its purpose, from a Majority of Members. Such Meeting must be held within fourteen (14) days from the date that the Mayor receives the request.  
*[M.G.A. s. 194(1)(b)]*
- 4.27 The notice for a Special Meeting must describe the purpose of the Meeting.  
*[M.G.A. s. 194(3)]*
- 4.28 Special Meetings will be held on the date, time and in the location specified in the notice. If a matter is not specified in the notice, it may not be dealt with unless all Members are present and pass a motion, by Majority vote, to deal with the matter.  
*[M.G.A. s. 194(5)]*
- 4.29 The addition of a matter as Urgent Business to a Special Meeting may only be made if all Members attend the Meeting, the item proposed for addition falls within the stated purpose of the Special Meeting and the Members adopt a motion by Majority vote to add the business.  
*[M.G.A. s. 194(5)]*

Quorum

- 4.30 At the time set for the start of the Meeting, the Chair must call the Meeting to order if a Quorum is present.
- 4.31 If Quorum is not achieved within thirty (30) minutes after the time the Meeting is scheduled to begin, the City Clerk or a member of Executive Services Team as the case may be, will document the names of those who are present, and the Meeting is adjourned.
- 4.32 If at any time during a Meeting the Quorum is lost, the Meeting must be recessed and if Quorum is not achieved within fifteen (15) minutes of the start of the recess, the Meeting is adjourned.

Unfinished Business

- 4.33 Unfinished business which was not concluded when a Meeting did not achieve Quorum, or when Quorum was lost, shall be forwarded as follows:
- (a) to the next Meeting; or
  - (b) to a Special Meeting called to dispose of the unfinished business.

### Adjourning the Meeting

- 4.34 When the Chair is satisfied that all the business and purposes of a Meeting have been addressed, the Chair must request a motion to adjourn the Meeting.
- 4.35 Any Member may move to adjourn the Meeting at any time.

### Committee of the Whole

- 4.36 The Mayor may call for a Committee of the Whole Meeting at any time.
- 4.37 The Mayor must be Chair of the Committee of the Whole Meeting unless delegated to another Member to function as Chair. The Mayor may at any time resume the Chair.
- 4.38 Subject to the Act, a Committee of the Whole Meeting may consider any matter, including but not limited to any one or more of the following:
- (a) the budget;
  - (b) the audit;
  - (c) development matters;
  - (d) legislative reform;
  - (e) strategic planning;
  - (f) emergencies (including but not limited to floods, wind-storms, and pandemics)
  - (g) policing matters; and
  - (h) policy formulation.
- 4.39 Committee of the Whole may:
- (a) conduct Meetings in public;
  - (b) receive delegations and submissions;
  - (c) meet with other municipalities and other levels of governments; and
  - (d) recommend annual appointments of members of the public to Council Committees, and other bodies which the City is entitled to have representation.
- 4.40 A Committee of the Whole Meeting must not hold Public Hearings.
- 4.41 The process for a Committee of the Whole Meeting is as follows:
- (a) a Member may speak even though there is no motion on the floor, but if there is a motion on the floor a Member must only address that motion;
  - (b) a Member may speak more than once, provided that each Member who wishes to speak to the matter has had the opportunity; and
  - (c) the Mayor may make a motion on any matter without relinquishing the Chair.
- 4.42 Committee of the Whole may move into a Closed Meeting in accordance with the Act and the FOIP Act.

- 4.43 No motions may be made when Committee of the Whole is in Closed Meeting in accordance with the FOIP Act except motions to return to the Meeting held in public.

### Closed Meetings

- 4.44 All Meetings must be held in public, though a portion of a Meeting may move into a Closed Meeting in accordance with the Act and the FOIP Act. *[M.G.A. ss. 197 and 198]*
- 4.45 The only matters to be considered in a Closed Meeting must pertain to one (1) of the exceptions to disclosure in Part 1, Division 2 of the *FOIP Act*. *[M.G.A. s. 197(2)]*
- 4.46 Members of Administration and invited delegations, as deemed necessary by the City Manager, may attend a Closed Meeting, unless Council or the Council Committee directs otherwise.
- 4.47 If a written report is provided for an item discussed in a Closed Meeting, the written report will also be kept confidential unless otherwise directed or required by an enactment.
- 4.48 Members must not make motions or vote in a Closed Meeting except on a motion to recess or to resume the public Meeting. *[M.G.A. s. 197(3)]*

### Public Hearings

- 4.49 Council must conduct a Public Hearing during a Regular or Special Meeting. *[M.G.A. s. 216.4(2)(b)]*
- 4.50 In rendering certain decisions related to land and planning and as required by the Act, Council must hear and consider the submissions of members of the public, including affected landowners.
- 4.51 Written submissions to Council will be accepted from the public up to the advertised submission deadline and included in the published agenda for the Public Hearing. Late submissions may be provided to Council; however, they will not be included in the published agenda and the delegation may make a verbal presentation to Council at the Public Hearing.
- 4.52 Despite section 4.51, the City Clerk may exclude submissions from agenda materials, if in consultation with the City Manager, such a submission:
- (a) is deemed to constitute hate speech as defined by the Criminal Code;
  - (b) promotes discrimination against a person or class of person or is likely to expose a person or class of persons to hatred or contempt, in accordance with the Alberta Human Rights Act, RSA 2000, c.A-25.5; or
  - (c) is deemed to be defamatory.
- 4.53 In a Public Hearing, Council:
- (a) must hear any person, group of persons, or a person representing them, who claims to be affected by the proposed bylaw or Resolution and who has complied with the procedures outlined by Council; and *[M.G.A. s. 216.4(4)(a)]*

- (b) may hear from another person(s) who wishes to make representations and from whom Council wishes to hear. *[M.G.A. s. 216.4(4)(b)]*
- 4.54 The Public Hearing must be held before:
- (a) second reading of the bylaw; or
  - (b) before Council votes on the Resolution. *[M.G.A. s. 216.4(1)]*
- 4.55 The proceedings of Public Hearings are as follows:
- (a) the Mayor opens the Public Hearing;
  - (b) Administration introduces the bylaw or Resolution;
  - (c) the applicant may have a maximum of ten (10) minutes to make a presentation to Council following Administration's presentation;
  - (d) Council may ask questions of Administration and of the applicant;
  - (e) the Mayor invites members of the public to speak;
  - (f) Council hears those in attendance who wish to speak. Individuals are allotted a maximum of five (5) minutes to make their presentations. Those who register as groups are allotted a maximum of ten (10) minutes. Council may, by Majority vote, extend time limits;
  - (g) Council may ask questions of the members of the public who come forward to speak;
  - (h) Council may ask questions of Administration on any points raised by the public; and
  - (i) the Mayor closes the Public Hearing.
- 4.56 Council may resolve to reopen a Public Hearing which has been concluded when it is determined that critical new information has arisen, provided that the Public Hearing is reopened at the same Meeting of Council or is scheduled for another specific Meeting of Council in the future.
- 4.57 If there is more than one (1) Public Hearing on the agenda, the Mayor must close one (1) Public Hearing before opening another Public Hearing.
- 4.58 All matters related to the same topic may be addressed in the same Public Hearing.

#### Non-Statutory Public Hearing

- 4.59 On the advice of Administration, and should Council deem it appropriate, a Non-Statutory Public Hearing may be held at a date, time, and place approved by Council Resolution.
- 4.60 The procedures for the conduct of a Non-Statutory Public Hearing are the same as those for a statutory Public Hearing, as described in this Bylaw.

#### Abstention from Voting on Matter Discussed at Public Hearing

- 4.61 A Member must abstain from voting on a bylaw or Resolution if the Member was absent from all of the Public Hearing. *[M.G.A. s. 184(a)]*

- 4.62 A Member may abstain from voting on a bylaw or Resolution if the Member was only absent from a part of the Public Hearing. *[M.G.A. s. 184(b)]*

## **5. BYLAWS**

- 5.1 All proposed bylaws must have:
- (a) a bylaw number assigned by the City Clerk; and
  - (b) a concise title indicating the purpose of the bylaw.
- 5.2 Members present at the Meeting at which first reading is to take place must be given or have had the opportunity to review the full text of the proposed bylaw before the bylaw receives first reading. *[M.G.A. s. 187(2)]*

### Bylaw Readings

- 5.3 Every proposed bylaw must have three (3) distinct and separate readings. *[M.G.A. s. 187(1)]*
- 5.4 A proposed bylaw must be introduced at a Council Meeting by a motion that the bylaw be read a first time.
- 5.5 Council shall vote on the motion for first reading of the bylaw without amendment or debate.
- 5.6 If a Member does not elaborate on the subject matter of the bylaw or phrase the questions to establish a position of being in favor or in opposition to the bylaw, a Member may ask questions regarding the proposed bylaw.
- 5.7 After first reading has been given, subject to the requirements of the Act, any Member may move that the bylaw be read a second time.

### Amendments to a Bylaw

- 5.8 After first reading and before second reading is given, Council may propose and consider amendments to the bylaw.
- 5.9 When all amendments have been carried or defeated, a vote on second reading of the bylaw as amended must be read.
- 5.10 Any amendments to the bylaw which are carried prior to the vote on third reading will be considered to have been given first and second reading and will be incorporated into the proposed bylaw.
- 5.11 Each Member present at the Meeting at which third reading is to take place must, before the proposed bylaw receives third reading, have had the opportunity to review the full text of the proposed bylaw and any amendments that were passed after first reading. *[M.G.A. s. 187(3)]*

Authorization of Three Readings at One Meeting

- 5.12 A proposed bylaw must not be given more than two (2) readings at the same Meeting, except with the unanimous vote of all Members present at the Meeting. *[M.G.A. s. 187(4)]*
- 5.13 If the vote regarding consideration of third reading does not pass unanimously, the City Clerk must place the proposed bylaw on the agenda of the next Council Meeting for third reading.

Bylaws as a Corporate Record

- 5.14 A bylaw, having received third reading, must be signed by the Mayor and the City Clerk, and shall be embossed with the corporate seal of the City.
- 5.15 Subject to section 5.14, a bylaw must be signed;
  - (a) in the Mayor's absence, by the Deputy Mayor or the Acting Mayor, as the case may be; and
  - (b) by the City Clerk.

No Readings or Failure of a Reading

- 5.16 If a reading of a proposed bylaw is defeated, the previous readings, if any, are rescinded. *[M.G.A. s. 188(b)]*
- 5.17 If a proposed bylaw has not received third reading within two (2) years from the date of the first reading, the previous readings are rescinded, and the proposed bylaw is deemed abandoned. *[M.G.A. s. 188(a)]*
- 5.18 Subject to the Land Use Bylaw, the defeat of a proposed bylaw will not preclude the introduction of another proposed bylaw with similar terms and effect.

Consolidation of Bylaws

- 5.19 The City Clerk is designated to consolidate bylaws at their discretion when deemed convenient and in doing so, must:
  - (a) incorporate all amendments to the bylaw into one (1) bylaw; *[M.G.A. s.69(2)(a)]*
  - (b) omit from the consolidated bylaw a provision that has been repealed or that has expired; and *[M.G.A. s 69(2)(b)]*
  - (c) retain for the Corporate Record the original bylaw and all adopted amending bylaws.

**6. AGENDAS AND MINUTES**

- 6.1 Items placed on Council Meeting agendas must follow the Orders of the Day as set out in **Schedule "A."**
- 6.2 Agenda items for all Meetings will be reviewed and approved as follows:

- (a) Administrative Committee must review and approve agenda items no later than one (1) week prior to the Meeting; and
- (b) the Mayor and City Manager, in consultation with the City Clerk, must approve Regular Meeting and closed Council Meeting agendas no later than five (5) days prior to the Meeting.

### Agenda Submission Deadlines

- 6.3 Subject to section 4.51, submissions for inclusion in a Meeting agenda must be received no later than one (1) week before the Meeting. Submissions received after the stated deadline will be placed on the next agenda of the respective Meeting for which the submission deadline has not passed.
- 6.4 Any Member can add an item:
- (a) to any Regular Meeting agenda by providing a Notice of Motion or Written Inquiry; or
  - (b) to any Closed Meeting agenda by providing a Written Inquiry, to the City Clerk, in writing, no later than one (1) week prior to the date of the Meeting.
- 6.5 Despite section 6.4, subject to the approval of the Mayor and the City Manager, a Member may bring a Notice of Motion or Written Inquiry related to an emergent matter with less notice than set out in section 6.4.
- 6.6 When the date for receipt of submissions falls on a statutory holiday, the date for receipt is the next business day.

### Provision of Agendas

- 6.7 All Meeting agendas, bylaws, minute records, and any other materials published within a Meeting agenda are retained by the City Clerk in the permanent Corporate Record. *[M.G.A. s. 208(1)(b)]*
- 6.8 Copies of the Meeting agendas will be provided to Members and made publicly available, as follows:
- (a) delivered electronically to Members as soon as possible after all submissions to the Meeting agenda have been approved;
  - (b) published on the City's website for the general public and media, no later than twenty-four (24) hours after the agenda is sent to the Members; and
  - (c) made available for review in person by making available the agenda cover pages in a place in City Hall which is accessible by the public.

### Confirming the Agenda Order / Changes to a Published Agenda

- 6.9 Once a Meeting agenda is set or otherwise published, it is the property of Council or the Council Committee. Changes or deletions from the published agenda may only be considered at the Meeting.

- 6.10 The agenda and any amendments to it must be confirmed by a Majority vote at the start of the Meeting.

### Protocols of Agenda Items

- 6.11 The protocol of addressing each agenda item will be:
- (a) if requested by the Chair, Administration provides initial introduction/presentation;
  - (b) questions from Members;
  - (c) delegations/submissions from the public;
  - (d) informal discussion by Members;
  - (e) formal motion;
  - (f) formal discussion/debate; and
  - (g) vote.

### Adoption / Corrections of Minutes

- 6.12 The minutes of each Council Meeting must be circulated prior to the Meeting at which they are to be adopted. If there are errors or omissions, at the next Regular Meeting, Council must:
- (a) pass a motion to amend the minutes; and
  - (b) adopt the minutes as amended.
- 6.13 If there are no errors or omissions, Council must adopt the minutes as presented and will include:
- (a) all decisions and other proceedings;
  - (b) the names of the Members present and absent from the Meeting;
  - (c) the names of the Members voting either “for” or “opposed” on all motions;
  - (d) any abstentions pursuant to a declaration of pecuniary interest and any other abstentions permitted by the Act; and
  - (e) signatures of the Chair and City Clerk or delegate. *[M.G.A. s. 213(1)(a)]*

### Recording of Meetings

- 6.14 Except for a Council Meeting or portion of a Council Meeting held in a Closed Meeting, all Regular and Special Meetings will be video recorded, and all video recordings will be made available to the public through the City’s website.
- 6.15 The City must retain the video recordings in accordance with the Records Management Policy 0156.



## 7. ROLES AND CONDUCT

### The Mayor and the Chair

- 7.1 The Mayor, when present, presides as the Chair over a Council Meeting and those portions of a Council Meeting held in a Closed Meeting. *[M.G.A. s. 154(1)(a)]*
- 7.2 The Mayor or the Chair must:
- (a) open and Chair the Meeting;
  - (b) maintain order and decorum in a manner which promotes fairness and forward progress in Meetings;
  - (c) keep a sequence of speakers and recognize Members, Administration, delegations or the public to speak at the appropriate segments of an approved agenda;
  - (d) rule on all Points of Order;
  - (e) endeavour to ensure that each Member who wishes to speak on a debatable motion is granted the opportunity to do so;
  - (f) endeavour to ensure that Members understand the motion put before them;
  - (g) decide who, in addition to Members, may address Council or the Council Committee; and
  - (h) perform such other leadership functions as may be required for the efficient and effective conduct of the Meeting.

### Point of Order / Challenging a Ruling

- 7.3 A Member may raise a Point of Order at a Meeting.
- 7.4 A Member can raise a Point of Order at any time by raising their hand and stating, "Point of Order."
- 7.5 Once stated, the Chair will cause all current debate to stop and call upon the Member to state the Point of Order matter.
- 7.6 After the Member has stated the Point of Order, the Chair must rule on the matter.
- 7.7 Any Member may challenge the ruling on a Point of Order and state the terms of the challenge. If there is a challenge to the ruling, all further debate must cease until the Members of the Meeting have dealt with the challenge.
- 7.8 If a ruling is challenged, the Chair must briefly state the reasons for the ruling and then put the question to Members of the Meeting.
- 7.9 The Members of the Meeting must decide on the challenge by Majority vote, without debate.
- 7.10 The decision on the challenge is final.

### Enforcement of Rules

- 7.11 The Chair must enforce the rules of this Bylaw. When the Chair interrupts a Member to enforce a rule, the Member must stop speaking and allow the Chair to explain the interruption and cite the rule that has been breached.
- 7.12 If a Member continues to breach the rules of this Bylaw, the Chair may call a recess, or may invite a motion that the Member be removed either:
- (a) for the balance of the Meeting;
  - (b) until a time stated in the motion; or
  - (c) until the Member makes an apology acceptable to the Chair.
- 7.13 If the motion to remove a Member passes by a Majority vote, the Chair must direct the Member to leave the Meeting.
- 7.14 The removal of a Member will not extend to any future Meeting and is limited to the Meeting in progress.

### The Members

- 7.15 Members must abide by all applicable policies, procedures and bylaws related to conduct.
- 7.16 Members must keep their comments relevant to the discussion item at hand.
- 7.17 Members must direct their questions through the Chair and must abide by the directions and rulings of the Chair.
- 7.18 Members who wish to speak or make a motion at a Meeting must do so only after being recognized by the Chair. The Chair has discretion to recognize Members. The Chair should recognize Members in the order in which Members raise their hand to request to speak.
- 7.19 A Member must not interrupt another person who was duly recognized to speak, except to raise a Point of Order.
- 7.20 The Chair may grant further permission to a Member to speak again to:
- (a) provide an explanation of the Member's previous remarks if misunderstood;
  - (b) in the case of the Member making the motion, to answer questions from the floor directed to the Chair; and
  - (c) allow the Member making the motion to reply, closing the debate after the Chair has called for any further discussion and all others have had an opportunity of being heard.

### Members of the Public

- 7.21 Members of the public who wish to speak at a Meeting, excluding a Public Hearing, must submit a completed Request to Address Form to the City Clerk.

- 7.22 The submitted Request to Address Form must:
- (a) be legible, coherent and respectful;
  - (b) legibly identify the writer and the writer's contact information; and
  - (c) outline the subject matter being presented and identify any requests being asked of Council.
- 7.23 Administrative Committee must consider the Request to Address Form and may approve the request.

### Participation by Members of the Public

- 7.24 In order to ensure a safe and respectful Meeting environment, those seated in the public gallery at a Meeting must:
- (a) ensure all electronic devices are set to silent mode, and leave the meeting room if they need to respond to a call; and
  - (b) refrain from acts of disruptive, disrespectful or intimidating behavior including spontaneous applause.
- 7.25 When making a presentation at a Meeting, a member of the public must:
- (a) turn on video and microphone when attending via Electronic Means only when invited to do so by the Chair;
  - (b) abide by the rules of conduct in section 7.24 and abide by the Chair's direction regarding participation;
  - (c) limit their comments to the matter described within the approved Request to Address Form;
  - (d) address Members for a maximum of five (5) minutes, unless the Chair allows a group to extend this time limit to include multiple presentations without interruption; and
  - (e) refrain from engaging in argumentative behavior with Members.
- 7.26 At the consent of the Chair, delegations may provide presentation material, to be included in the Corporate Record, for the Meeting. Members present may move to exclude any written submission deemed to be offensive from the Corporate Record.
- 7.27 The Chair may order that a member of the public, who disturbs or acts improperly at a Meeting by words or actions, be expelled from the Meeting. This may include directing the City Clerk to disable access of the person attending via Electronic Means.

### Meetings by Electronic Means

- 7.28 The City Manager may determine the form of Electronic Means for Meetings.
- 7.29 A Member may participate in a Meeting by Electronic Means, in accordance with the procedures set out in **Schedule "C."**

- 7.30 Members who attend a Meeting by Electronic Means are deemed to be present at the Meeting and will be counted towards Quorum.
- 7.31 Members of the public who have submitted an approved Request to Address Form and require access to the Meeting by Electronic Means can do so in accordance with the procedures set out in **Schedule "C."**

## 8. PECUNIARY INTEREST

- 8.1 A Member who has a pecuniary interest in a matter before Council or Council Committee or any other body to which the Member is appointed as a representative of the Council, must:
- (a) disclose the general nature of the pecuniary interest prior to any discussion of the matter;
  - (b) abstain from voting on any motion relating to the matter;
  - (c) abstain from any discussion of the matter; and
  - (d) leave the room in which the Meeting is being held until discussion and voting on the matter are concluded. *[M.G.A. s. 172(1)]*
- 8.2 If the matter with respect to which a Member has a pecuniary interest is a motion on which, under the Act or another enactment, the Member as a taxpayer, an elector or an owner has a right to be heard by Council:
- (a) it is not necessary for the Member to leave the room; and
  - (b) may exercise a right to be heard in the same manner as a person who is not a Member. *[M.G.A. s. 172(3)]*
- 8.3 Where a Member has left the Meeting due to a pecuniary interest, the City Clerk must record in the minutes the reason for and time of the Member's departure and return.

## 9. MOTIONS

### Main Motions

- 9.1 Members must make reasonable efforts to ensure that proposed Resolutions are concise, unambiguous and do not conflict with previously adopted Resolutions or bylaws.
- 9.2 Members may request input of Administration, through the City Manager, which must be incorporated into proposed Resolutions to ensure that any legal, financial and operational impacts are professionally addressed.
- 9.3 A Member who has made a motion cannot withdraw a motion once stated by the Chair except by General Consent or by Majority vote.
- 9.4 The Chair must state the motion before putting it to vote, to ensure that the Members and the public understand what the Members are voting on.

### Friendly Amendment

- 9.5 After debate on a main motion has begun, the Member making a motion may, with General Consent, make minor changes to the wording or agree to a minor change proposed by another Member if the proposed change does not impact the intent of the motion.

### Debate on Motions

- 9.6 No Member may debate twice on a motion; however, the Member who moved the main motion may respond to questions raised during debate after all other Members have been given the opportunity to speak.
- 9.7 A Member may ask a question, stated concisely, of the previous speaker to explain comments made by the previous speaker.
- 9.8 A Member may ask questions of the City Manager to obtain information related to the information presented that relates to the debate or the discussion.
- 9.9 A Member will refrain from the use of ridicule, vague or meaningless comments or language that is considered biased or offensive.
- 9.10 Administration should provide their best professional judgement on issues and Members must not engage in debate with or ask argumentative questions of Administration.

### Secondary Motions

- 9.11 When a main motion has been made and is being considered, a Member may make a secondary motion. Secondary motions include subsidiary, privileged, and incidental motions. **Schedule "D"** provides the rules for secondary motions that are most likely to be used at Meetings.
- 9.12 Secondary motions to the main motion are introduced, debated and voted on in a "last-in-first-out" sequence (e.g., if an amendment is moved while a main motion is pending, the amendment is then debated and voted on, and then debate on the main motion resumes).
- 9.13 At a given time, only one (1) amendment to the main motion and only one (1) amendment to that amendment will be in order.

### Notice of Motion

- 9.14 Subject to sections 6.4 and 6.5, Notices of Motion submitted will be debated and voted on at the Council Meeting following the one in which the Notice of Motion was first presented unless Council votes with a 2/3 majority to consider the matter sooner.

### Reconsideration of Motions

- 9.15 Council or a Council Committee cannot reconsider an adopted motion if
- (a) the adopted motion has been acted upon; and

- (b) the reversal or modification of the adopted motion may result in significant financial impact to the City or the reversal or modification would attempt to interfere with a contractual obligation of the City.

The Chair, in consultation with the City Manager, must make such determination.

- 9.16 A Member may make a motion to reconsider a motion from a previous Meeting by submitting a Notice of Motion, distributed in advance of the Meeting. The Notice of Motion must contain the date of the original decision, and the action, which is proposed to be taken on the matter.
- 9.17 Despite section 9.16, a Member may make a motion to reconsider the original motion, in accordance with the provisions set out in the chart below:

<b>Situation</b>	<b>Rule</b>	<b>Motion Previously Carried</b>	<b>Motion Previously Defeated</b>
Reconsideration motion and original motion occur during the same Meeting.	Reconsideration revisits all or a portion of the original motion.	<u>Step 1:</u> Reconsideration may only be moved by a Member who voted in favour of the motion. <u>Step 2:</u> If reconsideration is carried (by Majority vote), the original vote is cancelled and the motion is debated again.	<u>Step 1:</u> Reconsideration may only be moved by a Member who voted against the motion. <u>Step 2:</u> If reconsideration is carried (by 2/3 Majority vote), the original vote is cancelled and the motion is debated again.
Reconsideration motion is made at a subsequent Meeting.	Reconsideration revisits all or a portion of the original motion.	<u>Step 1:</u> Reconsideration may be moved by any Member and must state whether reconsideration is in full or in part. <u>Step 2:</u> If reconsideration is carried, only the portion of the motion reconsidered is debated again.	Any Member regardless of how they voted on a defeated motion can bring back the motion for reconsideration.

## 10. VOTING

- 10.1 Every Member present at a Meeting must vote on every matter put to a vote, unless a Member declares a pecuniary interest, or has abstained from voting on a matter due to absence from the Public Hearing. *[M.G.A. ss. 170, 182, 183(1) and 184]*
- 10.2 A motion carries when a Majority of Members present at a Meeting vote in favour of the motion, unless otherwise specified in this Bylaw.

- 10.3 If a motion cannot be voted on due to loss of Quorum for any reason, the matter will be postponed.

### Voting Procedure

- 10.4 To vote, voting Members must be physically present or attend via Electronic Means, pursuant to the rules outlined in **Schedule "C"**.
- 10.5 Before the vote, the Chair must present the motion.
- 10.6 Voting Members must submit their vote:
- (a) using their voting technology;
  - (b) verbally; or
  - (c) by a show of hands at the call of the Chair.
- 10.7 The Chair must declare the result of the vote at the conclusion of the vote.

### Voting Results

- 10.8 The Chair may call for a re-vote on a motion in order to resolve a question on the results of a vote.
- 10.9 A motion must be declared defeated when it:
- (a) does not receive the required number of votes; or
  - (b) the vote is tied.

### Division of a Motion

- 10.10 A Member may request, or the Chair may direct, that a motion be divided and called separately, but only if the divided parts can stand on their own.

## **11. STANDING COMMITTEES/COUNCIL COMMITTEES**

- 11.1 The Standing Committees are established as set out in **Schedule "B"** of this Bylaw.
- 11.2 Council may establish, by bylaw, Council Committees comprised of Members, Administration or Public Members to investigate and report to Council about any matter.  
*[M.G.A. s. 145(2)]*
- 11.3 When any Council Committee is established, Council may, by bylaw establish the functions of the Council Committee and the procedures to be followed by it and may include the:
- (a) name of Council Committee;
  - (b) terms of reference;
  - (c) term of appointment of Members;

- (d) reporting requirements, if any, for reporting to Council; and
- (e) allocation of any necessary budget or other resources as required.

*[M.G.A. s.145(3)]*

- 11.4 Subject to the terms of reference and the Bylaw that governs the Standing Committee or Council Committee,
  - (a) Councillors may attend any Meeting of any Council Committee as an observer; and
  - (b) only a Councillor or Public Member who has been appointed to a Council Committee is entitled to participate in debate, make motions, and vote at Meetings of the Council Committee.
- 11.5 Standing Committees and Council Committees must only operate with a Quorum.
- 11.6 All Council Committees are advisory to Council unless authority to exercise or perform any power or duty is specifically delegated by Council.
- 11.7 A Council Committee may consist entirely of Councillors, entirely of persons who are not Councillors or of both Councillors and persons who are not Councillors. *[M.G.A. s. 146]*

Member Appointments

- 11.8 In accordance with section 4.9, Council must appoint Councillors to Council Committees, boards, commissions and external organizations by Resolution, unless otherwise specified in this Bylaw.
- 11.9 The first named Councillor appointed to a Standing Committee will be the Chair, the second named Councillor appointed to a Standing Committee will be the vice Chair.
- 11.10 Council will base appointments on the following considerations:
  - (a) the best interests of the City;
  - (b) the availability of Members;
  - (c) the skills and experience of Members;
  - (d) willingness to serve; and
  - (e) the desires expressed by Members.
- 11.11 Public Member appointments will be considered in a Closed Meeting and approved by a motion passed at a Regular Meeting.
- 11.12 A Councillor or a Public Member duly appointed may resign from a Council Committee or as a representative to an external organization at any time by giving written notice to the City Clerk.
- 11.13 The Mayor may appoint a Councillor to replace an absent Member of a Standing Committee, or to replace a Member who has resigned from a Standing Committee, in order to obtain Quorum.



### Council Committee Rules of Procedure

- 11.14 At a Council Committee Meeting, there is no limit to the number of times a Member may speak to a question.
- 11.15 At a Council Committee Meeting, informal discussion of an item is permitted prior to making a motion.
- 11.16 The minutes of a Council Committee Meeting shall be approved by the Chair and submitted to Council for adoption into the Corporate Record.

### **12. REPEAL AND COMING INTO FORCE**

- 12.1 Bylaw No. 2270 and all amendments to Bylaw No. 2270 are repealed.
- 12.2 Bylaw No. 4710 is repealed.
- 12.3 This Bylaw comes into force at the beginning of the date it is passed.

**READ A FIRST TIME** in open Council on July 4, 2023.

**READ A SECOND TIME** in open Council on August 21, 2023.

**READ A THIRD TIME** in open Council on August 21, 2023.

**SIGNED AND PASSED** on August 22, 2023.

## **SCHEDULE "A" - ORDERS OF THE DAY**

### **Regular Council Meeting**

1. Call to Order
2. Land Acknowledgement
3. Moment of Reflection / Prayer
4. Adoption of Previous Council Meeting Minutes
5. Adoption of Agenda
6. Council Announcements
7. Consent Agenda
8. Delegation(s) – Not Pertaining to Public Hearings
9. Delegation Business
10. Public Hearings
  - 10.1 Call to Order
  - 10.2 Introduction by Administration
  - 10.3 Presentations/Submissions
  - 10.4 Close Public Hearing
  - 10.5 Business Arising from the Hearing
11. Unfinished Business
12. New Business
13. Committee Business
14. Correspondence
15. Notices of Motion
16. Council Member Reports
17. Adjournment

## SCHEDULE “B” - STANDING COMMITTEES

### Establishment of Standing Committees – Terms of Reference

1. The following Standing Committees are established:

- (a) Administrative and Legislative Review Committee is responsible for matters related to legislation, Administration and City organization referred to it by Council.
- (b) Audit Committee is responsible for oversight of the appointment and performance of the independent auditor of the City’s financial performance, system of internal controls and risk, ongoing financial reporting and any other matters referred to it by Council.
- (c) Corporate Services Committee is responsible for matters related to finance (including assessment and taxation, financial control & reporting, supply chain (procurement), customer care and billing and treasury), information technology, corporate communications, engagement and marketing, fleet and facilities, corporate planning and performance and any other matters referred to it by Council.

The Corporate Services Committee shall appoint one (1) of its Members as Chair of the grievance committee or committees established pursuant to the City’s collective agreements.

The Corporate Services Committee shall appoint one (1) of its Members as Corporate Services Committee Representative to oversee matters relating to labour relations, pursuant to the City’s Administrative Organization Bylaw.

- (d) Development & Infrastructure Committee is responsible for matters related to water, waste water, solid waste and waste diversion, storm collector systems, roads, airports, municipal engineering, business licencing, safety codes and administrative matters relating to the City’s land use and planning responsibilities, and any other matters referred to it by Council.
- (e) Energy, Land and Environment Committee is responsible for matters related to energy (including but not limited to electric generation, oil and gas production and related well management, electric distribution, natural gas distribution, and energy marketing and analysis), the City’s land and property management (including but not limited to real estate transaction and land development), and the City’s environmental services (including compliance and strategy leadership) and any other matters referred to it by Council.
- (f) Public Services Committee is responsible for matters related to community development, arts and culture, cemeteries, transit services, events programming, emergency services, fire safety codes services, 911 communication, parks and recreation, asset planning, facility operations and business and innovation and any other matters referred to it by Council.
- (g) Emergency Advisory Committee is responsible to carry out the powers and duties detailed in City Bylaw No. 4319, the Emergency Management Bylaw.

Membership / Quorum

2. Each of the Standing Committees shall consist of three (3) Members for which Quorum to conduct business will consist of two (2) Members.

Mandate / Authority

3. Standing Committees:
  - (a) may refer matters to other Council Committees;
  - (b) may refer matters to Administration for a report and may provide direction to the City Manager on the preparation of the report;
  - (c) may receive reports and presentations for information purposes. Reports received for information must be forwarded to Council;
  - (d) must submit recommendations to Council on any action or decision recommended on any matter within the authority of the Council Committee;
  - (e) must not appropriate, expend or direct expenditure of any money not provided for in the budget approved by Council; and
  - (f) may consider any other matters referred to it by Council.
4. A member of Executive Services Team shall attend all Standing Committee Meetings and record the minutes.
5. The minutes of the Standing Committee Meetings, upon approval by the Chair, shall be submitted to Council for adoption at the next Regular Meeting.

## **SCHEDULE “C” – MEETINGS BY ELECTRONIC MEANS**

1. Meetings are permitted to be conducted through a combination of Electronic Means and in person attendance.
2. Despite section 1, any Meeting may be conducted solely by Electronic Means in the event of an emergency such as a pandemic, fire, flood, or similar emergency.
3. The public may access Council Meetings by:
  - (a) attending the Council Meeting in person; or
  - (b) through Electronic Means as posted on the City’s website.
4. Persons, delegations or special interest groups approved to present at a Council Meeting, pursuant to this Bylaw, may do so by:
  - (a) attending the Council Meeting in person; or
  - (b) through Electronic Means by registering with the City Clerk, by 4:30 pm on the Friday before the Meeting.
5. In the case of a Public Hearing, any member of the public wishing to make representations may only do so by attending the Public Hearing in person at City Hall. If a person is experiencing extenuating circumstances which is causing them to be unable to attend in person, the person may apply to the City Clerk for an exemption to appear through Electronic Means. This request must be provided to the City Clerk, by 4:30 pm on the Friday before the Public Hearing.
6. Public attendance is not permitted through any means at Closed Meetings.
7. The public may access Council Committee Meetings through:
  - (a) attending the Council Committee Meetings in person; or
  - (b) Electronic Means as posted on the City’s website.
8. Information in respect of a Meeting that is required to be made publicly available pursuant to the Act will be made available before and during the Meeting on the City’s website.
9. Notice to the public of a Meeting is deemed sufficient if notice (and any information required under the Act to be provided before or during the Meeting, if applicable) is posted on the City’s website, a minimum of twenty-four (24) hours before the Meeting.
10. Notice to a Member of a Meeting is deemed sufficient if provided to the Member through their official email, a minimum of twenty-four (24) hours before the Meeting.

### **Remote Participation for Members**

11. A Member may participate remotely in Meetings through Electronic Means if the Member is unable to attend in person, or if the Meeting is being conducted entirely by Electronic Means.
12. To confirm the identity of a Member appearing through Electronic Means, the Chair of the Meeting must perform a roll call of the Members. Upon the Member’s name being called,

- the Member is required to turn on their camera and confirm on the record that they are present.
13. Members must also comply with the following requirements while attending a Meeting through Electronic Means.
    - (a) the Member must notify the City Clerk and Chair at least twenty-four (24) hours in advance of the start of the Council Meeting of their intention to participate using Electronic Means;
    - (b) the Member must notify the Chair and the City Clerk at least twenty-four (24) hours in advance of the start of the Council Committee Meeting of their intention to participate using Electronic Means;
    - (c) the Member must turn on their camera, where possible;
    - (d) the Member must use the words “in favor” or “opposed” following the call for a vote; and
    - (e) the Member must email or phone the City Clerk if they get disconnected from the Meeting or encounter technical difficulties which impede their ability to hear, speak, or participate in the Meeting, at which point the Meeting will be postponed until the Member is able to participate fully through Electronic Means.
  14. The City Clerk will provide the Member with instructions for joining the Meeting through Electronic Means and will include the access link, date and time of the Meeting.
  15. Members may participate in Closed Meetings of Meetings using Electronic Means, as long as the Member is in a secure and private location, behind closed doors.
  16. In the event a Member is absent at the time a Special Meeting is called, the City Clerk will:
    - (a) notify the Member by email; and
    - (b) provide instructions for joining the Meeting using Electronic Means including the access link, date and time of the Special Meeting.
  17. Council may consider requests for exceptions from this Schedule when exceptional circumstances or matters of an urgent or emergent nature exist.

## SCHEDULE “D” - SECONDARY MOTIONS

### Secondary Motions - Subsidiary

The seven (7) subsidiary motions are listed below in order of their precedence, from the highest ranking to the lowest ranking.

Note: The rules contained in this Schedule supersede Robert’s Rules of Order where differences exist.

	<b>Motion</b>	<b>Usage</b>	<b>Rules of Debate</b>	<b>Vote</b>	<b>Reconsideration</b>
1	Lay on the Table “Table”	A motion to set a pending main motion aside temporarily, within the course of the meeting, to accommodate something else of an urgent nature.	Not Debatable  Not Amendable	Majority	No
2	Previous Question	Closes debate and voting begins immediately.	Not Debatable  Not Amendable	2/3 Majority	Only before the Vote is taken
3	Limit/Extend Time Limit for debate	Sets a time Limit or extends a set time limit for debate	Not debatable  Amendable	Majority	Yes
4	Postpone to a certain Date/Time	Postpones consideration of a motion to a date or time later in the same meeting, or to a later meeting.	Debatable  Amendable	Majority	Yes
5	Refer to Committee	A motion to send the pending motion to a Committee or Administration.	Debatable  Amendable	Majority	Yes
6	Amend	A motion to change the wording of another motion before voting on it. Amendments typically occur by adding, inserting, deleting or replacing text.	Debatable  Amendable	Majority	Yes
7	Postpone Indefinitely	A motion to decline to take a position on a pending main motion. The intent is to “kill” the main motion for the current Council Term.	Debatable  Not Amendable	Majority	Affirm vote only

### Secondary Motions - Privileged

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

	<b>Motion</b>	<b>Usage</b>	<b>Rules of Debate</b>	<b>Vote</b>	<b>Reconsideration</b>
1	Question of Privilege	A question or motion relating to the rights and comforts of the Members collectively, (Noise, temperature, distractions, etc.)	Not Debatable  Not Amendable	Not required. Chair Rules.	No
2	Recess	A motion to take a short break during a meeting.	Not Debatable  Amendable	Majority	No
3	Adjourn	A motion to close the meeting.	Not Debatable  Not Amendable	Majority	No
4	Set Time to Adjourn	A motion to set an "adjourned meeting" (a continuation of the same meeting, to conclude the same order of business, e.g., when a Public Hearing is not concluded).	Not Debatable  Amendable	Majority	Yes



## Secondary Motions - Incidental

Below are the most used incidental motions.

	<b>Motion</b>	<b>Usage</b>	<b>Rules of Debate</b>	<b>Vote</b>	<b>Reconsideration</b>
1	Take From the Table	A motion to resume consideration of a motion previously set aside to address an urgent matter.	Not Debatable  Not Amendable	Majority	No
2	Rescind	A motion to bring back a completed motion, at the same meeting that the motion was addressed, to cancel the vote and resume debate.	Debatable  Amendable	2/3 Majority	Negative Vote Only
3	Point of Order	Raised by a Member who believes a rule has been breached.	Not Debatable  Not Amendable	Chair Rules	No
4	Appeal	A Member who disagrees with the Chair's ruling can appeal. The Chair puts the appeal to a vote immediately without debate: "Shall the ruling of the Chair be upheld?" A Majority against the ruling is required to override it.	Not Debatable  Not Amendable	Majority	No
5	Dividing a Motion	A multi-part motion can be divided at the request of a Member, as long as the separate parts can stand on their own.	Not Debatable  Amendable	Majority	No
6	Withdraw a Motion	After a motion is moved and stated by the Chair, it belongs to the Council or Committee, which may withdraw it by majority vote or General Consent.	Not Debatable  Not Amendable	Majority	Negative Vote Only