Consolidated Version
of
the Procedure Bylaw

(being Bylaw No. 24/2022 of the City of St. Albert, as amended by Bylaw No. 11/2023, 5/2025 and 20/2025 consolidated and printed under the authority of the Chief Administrative Officer of the City of St. Albert)

This is certified to be a true copy of consolidated Bylaw No. 24/2022 of the City of St. Albert.

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Marta Caufield
Director of Legal, Legislative, and Records Services
Chief Legislative Officer

PROCEDURE BYLAW

	NUMBER	1ST READING	2ND READING	3RD READING	Signed and Passed
PASSED	24/2022 (Repealed 3/2018)	December 6, 2022	December 6, 2022	December 6, 2022	December 8, 2022
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3	20/2025	September 2, 2025	September, 2025	September 2, 2025	September 5, 2025

TABLE OF CONTENTS **Page**

Short Title…….. 3
Definitions 3
Application and Interpretation …..... 6
Council Meetings 7
Organizational Meetings ..…….....…. 7
Inaugural Meetings ……..... 7
Regularly Scheduled Council Meetings and Standing of the Whole Meetings ….....…….. 8
Meetings Prior to a General Election …….. 8
Notice of Regularly Scheduled Council Meetings …… 8
Special Meetings ...…… 8
Notice of Special Meeting …… 9
Committee of the Whole Meetings …… 9
Meetings By Electronic Means …… 12
Commencement of Meetings …… 13
Quorum ..…… 13
No Quorum …… 13
Lost Quorum …… 14
Attendance by Administration …… 14
Duties of the Chair ……... 14
Deputy Mayor …… 15
Agenda ……... 15
Preparation of the Agenda ……... 15
Adding Urgent Matters to an Agenda …… 15
Consent Agenda …… 15
Requests from the Public …… 16
Agenda Delivery …… 16
Order of Business …… 17
Order of Process for Agenda Items Involving a Motion …… 17
Conduct of Council Members ……... 18
Breach of Conduct …….. 18
Council Member Speaking Time Limit ……... 19
Conduct of Public …… 19
Parliamentary Inquiry …… 19
Point of Order ……... 20
Question of Privilege …… 20
Appeals of Rulings of the Chair …….. 20
Motions ……... 21
Review and Reconciliation of Prior Council Decisions ……..…… 22
Rescinding a Motion at Same Meeting …….. 22
Notice of Motion to Rescind …… 22
Recess and Adjournment of Meetings …….. 23
Closed Meetings ……... 24
Notices of Motion …… 24
Votes of Council …….. 26
Bylaws …… 26

Amendments to Bylaws 26
Defeated Bylaws 27
Bylaws Signed 27
Public Hearings 27
Council Member Information Requests 27
Minutes 28
Transitional and General 29
Repeal 29
Effective Date 29
Schedule A: Agenda Planning Process 30
Schedule B: Subsidiary Motions 32
Schedule C: Privileged Motions 34
Schedule D: Incidental Motions 35
Schedule E: Public Hearings 36
Registration to Speak 36
Written Submissions 37
Verbal Submissions 38
Voting on Matters Related to a Public Hearing 39
Order of Process for Public Hearing 39
Adjournment of a Public Hearing 40
Limits on Receiving Information 41
Appendix E.1: Public Hearing Guide and Rules of Order 42
Schedule F: Public Presentations 45
Time Limit..... 45
Registration Process – Items on Agenda..... 45
Registration Process – Items not on Agenda 46
Presentation Materials..... 46

The text shown in parentheses in various locations throughout this document identifies the corresponding amending bylaw which authorized the change. For example (BL 5/2019) refers to Bylaw No. 5/2019.

CITY OF ST. ALBERT

BYLAW 24/2022

PROCEDURE BYLAW

A bylaw to set the procedures of Council

WHEREAS in accordance with section 145 of the *Municipal Government Act*, Council may pass bylaws in relation to the procedures to be followed by Council, Council Committees and other bodies established by Council;

AND WHEREAS in accordance with section 203 of the *Municipal Government Act*, Council may by bylaw delegate its powers, duties, or functions to a Council Committee;

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

NOW THEREFORE COUNCIL OF THE CITY OF ST. ALBERT, ENACTS AS FOLLOWS:

SHORT TITLE

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

DEFINITIONS

2 In this bylaw, the following definitions shall apply:

(a) “**Adjourn**” or “**Adjournment”** used in relation to any Meeting except a Public Hearing means to terminate the Meeting, and used in relation to a Public Hearing means to take a break in the Public Hearing with the intent of returning to the Public Hearing at another Meeting or later in the same Meeting;

(b) “**Administration**” means the employees of the City of St. Albert;

(c) “**Agenda**” means the items of business for a Meeting to be addressed and the order in which they will be addressed at a Meeting, but does not include the Agenda Package, the associated reports, bylaws or other documents;

(d) “**Agenda Package**” means background or supporting material to the items on an Agenda, including reports, bylaws or other documents, or links to any of them;

(e) "**Agent**" means a person who acts on behalf of another party in accordance with the procedure set out in this bylaw;

(f) "**Chair"** means the Mayor, Acting Mayor, Deputy Mayor or other person who has authority to preside over a Meeting;

(g) "**Chief Administrative Officer**" or "**CAO**" means the person appointed by Council to the position of chief administrative officer under section 205 of the *Municipal Government Act* and pursuant to Bylaw No. 13/2002, or their delegate;

(h) **"City"** means the municipal corporation of the City of St. Albert;

(i) "**Clerk**" means a member of Administration who serves as the parliamentary advisor to Council, or their delegate;

(j) "**Closed Meeting**" means a Meeting or portion of a Meeting held without the public and media present;

(k) "**Committee of the Whole**" means a committee comprised of all Councillors which conducts itself as a committee of Council;

(k.1) **"Conflict of Interest"** means a conflict of interest as defined in the *Municipal Government Act*; **(BL5/2025)**

(l) "**Consent Agenda**" means those matters on an Agenda considered in accordance with sections 57 to 60 of this bylaw;

(m) "**Council**" means the municipal Council of the City of St. Albert;

(n) "**Council Committee**" means a Committee established by bylaw of Council under sections 145 and 146 of the *Municipal Government Act*;

(o) "**Councillor**" means an elected Member of Council who continues to hold office. For the purposes of this bylaw only, the term Councillor does not include the Mayor;

(p) "**Friendly Amendment"** means an amendment to a Motion that the mover of the Motion accepts as an improvement to way the Motion is worded and is willing to incorporate into the Motion without a formal Motion to Amend;

(q) "**General Consent**" means informal agreement of Council to a proposed procedural step, or to a minor change to the wording of a Motion (including a Friendly Amendment) that does not significantly alter the substance of the Motion, confirmed by the Chair requesting a show of hands without a recorded vote being taken;

(r) "**General Election**" means a General Election as defined in the *Local Authorities Election Act;*

(s) "**Group**" means two or more persons advocating for substantially the same position, who have chosen one of them to speak for all;

(t) "**Inaugural Meeting**" means the first Organizational Meeting following a General Election;

(u) "**Mayor**" means the chief elected official of the City of St. Albert as defined in the *Municipal Government Act;*

(v) **"Member"** means a member of Council and includes the Mayor and members of Council Committees, as applicable; **(BL20/2025)**

(w) "**Meeting**" or "**Council Meeting**" means any gathering of a Quorum of Members where Council provides direction on any matter over which Council has authority at that gathering, including gatherings of the Standing Committee of the Whole and Committee of the Whole;

(x) "**Motion**" means a proposal by a Member, made in a Meeting, in a form that invites Council to vote on the proposal;

(y) "**Minutes**" means a written record of a Meeting;

(z) "**Notice of Motion**" means written notice given to Council by a Member to indicate the Member's intent to bring a Motion to Council for consideration;

(aa) "**Organizational Meeting**" means the Meeting held in accordance with sections 4 through 5 of this bylaw;

(bb) "**Parliamentary Inquiry**" means an inquiry, directed to the Chair by a Member, to obtain information on a matter of parliamentary procedure (including interpretation of this bylaw) that applies to the business at hand;

(cc) "**Pecuniary Interest**" means a pecuniary interest as defined in the *Municipal Government Act;*

(dd) "**Point of Order**" means a request from a Member that the Chair enforce the rules of procedure;

(ee) "**Public Hearing**" means a Council Meeting or portion of a Council Meeting during which a statutorily required public hearing is held for the primary purpose of hearing submissions;

(ff) "**Question of Privilege**" means a question or concern raised by a Member during a Meeting relating to the safety, comfort, dignity or reputation of any Member, any member of Administration or the public, Council as a whole or the City; **(BL20/2025)**

(gg) "**Quorum**" means the minimum number of Members that must be present at a Meeting for business to be legally conducted;

(hh) "**Resolution**" means a Motion passed in a Council Meeting;

(ii) "**Special Meeting**" means a Meeting of Council called in accordance with sections 13 through 19 of this bylaw;

(jj) "**Special Resolution**" means a Motion passed in a Council Meeting that is supported by at least two thirds of the Members of Council; and

(kk) "**Standing Committee of the Whole**" refers to Meetings of Committee of the Whole that are scheduled on a yearly calendar of Meetings under section 8 of this bylaw.

APPLICATION AND INTERPRETATION

3 **(1)** This bylaw shall apply to all Meetings of Council, including Meetings of Committee of the Whole and Standing Committee of the Whole.

(2) Council may make this bylaw applicable to a Council Committee, either in whole or in part.

(3) Where Council makes this bylaw applicable to a Council Committee, it shall apply with all necessary modifications including the following:

(a) any reference to the Mayor shall be treated as a reference to the Chair of the Council Committee;

(b) any reference to a Member of Council shall be treated as a reference to a member of the Council Committee; and

(c) any reference to Council shall be treated as a reference to the Council Committee.

(4) When a matter arises relating to proceedings in a Council Meeting that is not addressed by a provision of this bylaw or another enactment, the Chair will consider the most recent available edition of "Robert's Rules of Order – Newly Revised."

(5) In the event of a conflict between this bylaw and "Roberts Rules of Order – Newly Revised" this bylaw shall prevail.

(6) With the exception of the procedures respecting Public Hearings, Council may waive or vary all or some of the provisions of this bylaw for a Meeting or for a portion of a Meeting, if the Councillors present vote unanimously to do so.

COUNCIL MEETINGS

Organizational Meetings

4 An Organizational Meeting will be held annually no later than two weeks after the third Monday in October.

5 At the Organizational Meeting, Council will:

(a) adopt a schedule for Deputy Mayor, appointing Councillors to the position for a two-month period on a rotating basis;

(b) Intentionally deleted; **(BL5/2025)**

(c) on the recommendation of the Nominating Committee pursuant to Council Policy C-CC-13, appoint Members to serve on Council Committees and external boards and agencies;

(d) establish the dates, time of commencement and place of regular Council Meetings and Standing Committee of the Whole Meetings;

(e) establish the date of the next Organizational Meeting; and

(f) conduct other business as identified on the Organizational Meeting Agenda.

Inaugural Meeting

6 At the Inaugural Meeting:

(a) the Clerk will convene the Meeting and act as Chair until the Members have taken the oath of office, following which the Clerk will relinquish the Chair to the Mayor;

(b) Members will take the oath of office as prescribed in the *Oaths of Office Act*;

(c) Intentionally deleted. **(BL20/2025)**

(d) the Mayor has the option to deliver an inaugural address.

7 The Mayor shall occupy the seat at the centre of the Council table. The seats of

Councillors shall be chosen by lot prior to the Inaugural Meeting. Council may reallocate the seating for Councillors by lot at any time by majority vote of Council.

Regularly Scheduled Council Meetings and Standing of the Whole Meetings

8 Council will approve the schedule for Meetings on an annual basis. The schedule shall specify the date, time and location of each Meeting. All Members must be present at the Meeting where the schedule for Meetings is approved.

9 Council, by Resolution, may change the time, date or location of any Meeting. Changes to Meeting dates and times must be determined with input from the CAO and Clerk in order to ensure that Administration has adequate time to prepare background material, to minimize conflicts between Meetings and to ensure that notification of the change to Members and to the public can be achieved.

Meetings Prior to a General Election

10 When Council establishes the annual schedule of Meetings, Council will not schedule Council Meetings between the close of the nomination period and the Inaugural Meeting.

Notice of Regularly Scheduled Council Meetings

11 Notice of regularly scheduled Meetings will not be given. The schedule of Meetings approved under section 8 of this bylaw will be posted on the City's public website.

12 Notification of a change in time, date, location, or cancellation of any Meeting will be posted on the City's public website.

Special Meetings

13 Where the Mayor or a Councillor believes a Meeting is required in addition to the scheduled Meetings set by Council under section 8, the additional Meeting shall be a Special Meeting.

14 The Mayor:

(a) may call a Special Meeting whenever the Mayor believes there is a matter that requires Council consideration; and

(b) must call a Special Meeting if the Mayor receives a written request for a Meeting, stating its purpose, from a majority of the Councillors. The Special Meeting must be held within 14 days after the date the Mayor receives the written request.

15 When the Mayor calls a Special Meeting, the Mayor must identify in a Notice of Special Meeting what matters will be discussed at the Special Meeting.

16 Council may set a Special Meeting by Resolution. The Resolution must specify:

(a) the matters to be placed on the Agenda for consideration; and

(b) the date, time and location of the Meeting.

17 Only matters identified in the Notice of Special Meeting may be considered at the Special Meeting, unless all of Council is present and agrees to deal with a matter not mentioned in the Notice.

Notice of Special Meeting

18 **(1)** A Notice of Special Meeting will be provided:

(a) to each Member in writing delivered electronically to their email address (Members are responsible to inform the CAO and Clerk of any change in their email address); and

(b) to the public by a notice on the City's public website.

(2) A Notice of Special Meeting will include the date, time and location of the Meeting and indicate the matters to be considered by Council at the Special Meeting.

19 A Special Meeting may be held with less than 24 hours' notice to all Members and without notice to the public, provided that at least two-thirds of Members agree to this in writing before the beginning of the Special Meeting.

Committee of the Whole Meetings

20 There shall be a Committee of the Whole and a Standing Committee of the Whole comprising all Members of Council.

21 The Mayor shall be Chair of the Committee of the Whole and the Standing Committee of the Whole unless another individual is chosen by the Mayor to act as Chair. The Mayor may at any time resume the Chair.

22 Council, by majority vote, may schedule a Committee of the Whole meeting or may resolve itself into Committee of the Whole.

23 Subject to the *Municipal Government Act*, Committee of the Whole and Standing Committee of the Whole may consider any matter that Council may consider including any of the following:

(a) the budget;

(b) the audit;

(c) transit and transportation issues;

(d) development issues;

(e) strategic planning;

(f) legislative reform;

(g) policing matters; and

(h) policy formulation.

24 Committee of the Whole and Standing Committee of the Whole may:

(a) conduct Meetings;

(b) receive delegations and submissions, including from Council Committees;

(c) receive information or briefings from Administration;

(d) discuss and debate policy matters;

(e) engage in dialogue with representatives of other municipalities, provincial governments and the federal government;

(f) engage in dialogue with representatives of Indigenous governing bodies and others who represent or advocate for the interests of Indigenous peoples;

(g) recommend annual appointments of members of the public to Council Committees, other City committees and other bodies on which the City is entitled to representation;

(h) make recommendations to Council for motions or bylaws;

(i) give direction to the Chief Administrative Officer in the preparation and continued development of a matter being reviewed by the Committee of the Whole or Standing Committee of the Whole, including but not limited to regarding the following matters:

(i) amendments to proposed motions;
(ii) revisions to reports;
(iii) amendments to bylaws; and

(iv) guidance on development of plans, including concept and design plans;

(BL 11/2023)

prior to those matters being transmitted from Committee of the Whole or Standing Committee of the Whole to Council.

25 In addition to the restrictions contained in subsection 203(2) of the *Municipal Government Act*, Committee of the Whole and Standing Committee of the Whole shall not hold Public Hearings.

26 The Mayor may call for a Meeting of the Committee of the Whole at any time, including during a regular or special Council Meeting.

27 Subject to the *Municipal Government Act*, any Member of Council may make a Motion that Council move into Committee of the Whole to consider any matter either at the current Council Meeting or at another date. Instructions to the Committee of the Whole may be included in this Motion.

28 The reason for a Motion to move into Committee of the Whole may be briefly explained by the Member who makes the Motion but the Motion is not debatable.

29 Quorum of Committee of the Whole or Standing Committee of the Whole is a majority of Members.

30 In Committee of the Whole the procedures of Council shall be relaxed as follows:

(a) a Member of Council may speak even though there is no Motion on the floor, but if there is a Motion on the floor a Member of Council shall only address that Motion;

(b) a Member of Council may speak more than once, provided that each Member of Council who wishes to speak to the matter has already been permitted to do so;

(c) with the permission of the Mayor, persons other than Councillors may be seated at the Council table and on the Council floor;

(d) no notice need be given of any motion to be made; and

(e) the Mayor may make a Motion on any matter without relinquishing the Chair.

31 Subject to section 24, Committee of the Whole and Standing Committee of the Whole may make the following Motions: **(BL 11/2023)**

(a) to receive agenda reports as information;

(b) to refer matters to Administration or a Council Committee for review;

(c) to make recommendations to Council;

(d) to give direction to the CAO; and

(e) to move into a Closed Meeting or to revert to an open Meeting.

31.1 Further to section 31, Standing Committee of the Whole may make a Motion to approve minutes from previous Meetings of the Standing Committee of the Whole. **(BL 11/2023)**

32 Meetings of Committee of the Whole must be open to the public unless criteria set out in the *Municipal Government Act* require or allow the public to be excluded from all or a portion of a Meeting.

33 No Motion may be made when Committee of the Whole is in a Closed Meeting except a Motion to return to a public Meeting.

34 When Council moves into Committee of the Whole within a Council Meeting with the intention of returning to Council for a decision at the same Meeting, Committee of the Whole is not required to vote on a recommendation to Council.

35 When Council moves into Committee of the Whole to consider a matter delegated to it by Council, Members of Council are required to vote on a recommendation to Council.

MEETINGS BY ELECTRONIC MEANS

36 All Meetings of Council, including Public Hearings, Committee of the Whole, and Standing Committee of the Whole, may be conducted by electronic means, or partially by electronic means, according to the provisions of the *Municipal Government Act* and associated regulations, if the communication method enables all persons attending to hear and communicate with each other during the course of the Meeting or Public Hearing.

36.1 Public Hearings must be conducted by electronic means. For clarity, this means that in addition to in person attendance, individuals must have the option to attend Public Hearings by electronic means in accordance with the requirements of the *Municipal Government Act*. **(BL5/2025)**

37 The following electronic means are authorized for Meetings, including Public Hearings:

(a) “Zoom” or “Teams” meetings or similar; and

(b) Livestreaming on one or both of: the City's public website and YouTube.

38 For Meetings, including Public Hearings, held by electronic means, each Council Member attending the Meeting must be visually identified by the Chair prior to the start of the Meeting.

39 For Meetings (including Public Hearings) held by electronic means, members of the public may access the Meeting and make submissions by sending an email request to Administration (Legislative Services) in accordance with Schedule E for Public Hearings and Schedule F for other Meetings.

40 Presenters and speakers at meetings of Council, including Public Hearings, Committee of the Whole, and Standing Committee of the Whole, must not make use of the chat feature while in the meeting. Use of the chat feature by speakers or presenters during a meeting of Council, including Public Hearings, Committee of the Whole, or Standing Committee of the Whole, may result in an individual being removed from the meeting.

41 When a meeting is held in person, Members, Administration and members of the public scheduled to attend may make a request to the Clerk to participate through electronic or other communication facilities. The request must be received by the Clerk by the end of the business day prior to the commencement of the Meeting so that the Clerk can make any required accommodations and communicate with the party making the request as to how their request will be accommodated. The Clerk will make reasonable efforts to accommodate the request or provide a reasonable alternative consistent with this bylaw and the *Municipal Government Act* and regulations.

42 Members participating in a Meeting, including a Public Hearing, held by electronic means are deemed to be present at the Meeting.

COMMENCEMENT OF MEETINGS

43 The Chair will call a Meeting to order as soon as a Quorum of Members is present following the time set for the start of the Meeting.

QUORUM

44 The Quorum for a Meeting is a majority of Members.

45 If there is a vacancy on Council, Quorum is the majority of the remaining Members.

NO QUORUM

46 If a Quorum is not present within 15 minutes after the time set for the start of a Meeting, the Clerk will record the names of the Members present upon which the Meeting is automatically and without Motion or ruling of the Chair Adjourned to the

time set for the next regularly scheduled Meeting.

LOST QUORUM

47 If at any time during a Meeting Quorum is lost, the Chair will declare Meeting in recess and, if Quorum is not restored within 15 minutes of the commencement of the recess, the Chair will declare the Meeting Adjourned to the time set for the next regularly scheduled Meeting.

ATTENDANCE BY ADMINISTRATION

48 The Chief Administrative Officer and the Clerk must be present during a Meeting.

DUTIES OF THE CHAIR

49 The Mayor, when present, will Chair all Council Meetings unless the Mayor has delegated these responsibilities to another Member. **(BL20/2025)**

50 When the Mayor is not present at a Meeting or otherwise unable to act as Chair, the role of Chair will be assumed by:

(a) the Deputy Mayor;

(b) the Acting Mayor if the Deputy Mayor is not present or otherwise unable to assume the role of Chair; or

(c) the next scheduled Acting Mayor identified in the adopted Acting Mayor rotation if the current Acting Mayor is absent, and so on through the rotation.

51 The Chair:

(a) presides over all Meetings;

(b) preserves order and decorum in Meetings;

(c) decides all questions of procedure;

(d) ensures that each Member who wishes to speak on a debatable Motion is granted the opportunity to do so; and

(e) determines the speaking order for any one other than a Member who addresses Council.

52 The Chair may participate in debate and must vote on Motions but must relinquish the Chair in order to make Motions.

DEPUTY MAYOR

53 Each Councillor acts as Deputy Mayor based on the rotation assigned to that Councillor at the Organizational Meeting.

AGENDA

Preparation of Agenda

54 **(1)** The proposed Agendas for regularly scheduled Meetings, pre-scheduled Meetings of Committee of the Whole, and Standing Committee of the Whole Meetings shall be established in accordance with process outlined in Schedule A.

(2) The Agenda for a Special Meeting is set in accordance with the notice given as to the matters to be considered at the Special Meeting when the Special Meeting was called.

55 After an Agenda has been determined, no addition shall be made to the Agenda unless Council agrees, by Special Resolution when adopting the Agenda, to add one or more urgent matters to the Agenda.

Adding Urgent Matters to an Agenda

56 **(1)** Urgent matters must be kept to a minimum in accordance with the principle of conducting municipal business in a transparent manner where notice of matters coming before Council is shared with the public in advance.

(2) The CAO or a Member introducing an urgent matter is responsible for defining why it is urgent.

(3) A matter proposed to be added as an urgent matter must be submitted to the Clerk as soon as possible.

(4) The Clerk will make all reasonable efforts to distribute any written materials in relation to an urgent matter to the public during or following the Meeting.

Consent Agenda

57 The Consent Agenda may include:

(a) Minutes;

(b) a report with a recommendation to postpone Council’s consideration of a matter or recommending a time extension for Council’s consideration of a matter;

(c) a report with a recommendation that Council receive the report for information with no further action;

(d) a report with recommendation for routine business;

(e) for a bylaw that requires a Public Hearing before it is passed, the proposed bylaw for first reading only;

(f) for a bylaw that does not require a Public Hearing before it is passed, the proposed bylaw for first, second, and third reading;

(g) Notices of Motion being introduced that have been published in the Agenda; and/or

(h) any other item added at Council's discretion at the time of adoption of the Agenda.

58 Council may, by General Consent, add any item to the Consent Agenda at the time of adoption of an Agenda.

59 Any Member may request as of right that a matter be removed from the Consent Agenda. The matter shall be removed from the Consent Agenda without debate and placed on the regular Agenda, and the Member shall provide rationale for removing the matter from the Consent Agenda to Administration at the time of removal. **(BL 11/2023)**

60 Matters remaining on the Consent Agenda after items have been removed under section 59 of this bylaw shall be moved and voted on without debate by omnibus Motion.

Requests from the Public

61 This section does not apply to Public Hearings. Requests from the public to speak or to present at a Meeting will be administered in accordance with Schedule F.

Agenda Delivery

62 **(1)** The Clerk will distribute the Agenda and Agenda Package to Members and make the Agenda and Agenda Package available to the public prior to the Council Meeting in accordance with Schedule A.

(2) When a Special Meeting is set, the Clerk will distribute the Agenda and Agenda Package to Members of Council and make the Agenda Package available to the public as soon as possible.

(3) The Clerk will, after consultation with the CAO, distribute confidential parts of an Agenda Package to all Members, but only to members of Administration as directed by the CAO.

(4) Matters to be discussed in a Closed Meeting will not be made available to the public.

ORDER OF BUSINESS

63 The order of business for each Meeting will be determined by the Chair unless a matter has been scheduled for a specific time.

64 When the Agenda identifies a scheduled time for a matter, any matter currently being considered when that time arrives will be set aside and Council will consider the matter set for a specific time at its scheduled time.

ORDER OF PROCESS FOR AGENDA ITEMS INVOLVING A MOTION

65 The process for consideration of an Agenda item involving a Motion or potential Motion is as follows:

(a) the matter is introduced by the CAO or by a member of Administration assigned by the CAO to present it, who may make a presentation on the matter; **(BL 11/2023)**

(b) Members pose questions on the matter to the CAO who may refer Members' questions to other members of Administration. Members shall not frame questions in a way that invites Administration to engage in debate or calls into question the competence or good faith of Administration;

(c) a Motion is moved, and the Chair invites questions for clarification only from other Members posed to the Member who moved the Motion;

(d) When the Chair is satisfied that all questions from Members, either to the CAO or to the Member who moved the Motion, have been responded to, the Chair accepts the Motion provided that upon being accepted by the Chair a Motion may not be withdrawn by the Member who moved it, but a Motion may at any time prior to being put to a vote (including a vote on a proposed amendment to the Motion) be subject to revision through Friendly Amendment by way of General Consent;

(e) Members debate the Motion including any amendments to the Motion;

(f) the Member who moved the Motion has the right to be the last to speak on the Motion and in so doing may address questions or comments raised during debate;

(g) Council votes on the Motion (as amended if applicable); and

(h) the Chair announces the result of the vote.

MEETING MANAGEMENT (BL20/2025)

66 Members shall comply with procedures imposed by this bylaw. **(BL20/2025)**

67 Unless raising a Point of Order or Question of Privilege by calling out "Point of Order" or "Question of Privilege" in a respectful tone, a Member shall only speak when recognized and called upon to do so by the Chair.

68 The Chair shall determine the order in which Members are recognized to speak. Typically, Members shall be recognized by the Chair in the order in which Members indicate to the Chair their desire to speak.

69 **(1)** A Member shall not interrupt another Member who has been recognized to speak except to raise a Question of Privilege or a Point of Order.

(2) A Member speaking when a Question of Privilege or Point of Order is raised shall immediately cease speaking to allow the other Member to explain and the Chair to respond to the Question of Privilege or Point of Order.

70 Unless otherwise permitted by the Chair, Members may speak on an Agenda matter once to ask questions and a second time during debate on the matter.

71 The Chair may grant permission to a Member to speak again to allow the Member, as the mover of a Motion, to close debate after the Chair has called for any further discussion and other Members have had an opportunity to be heard.

72 Members shall limit their comments to the Agenda matter under consideration and shall not ask Administration argumentative questions.

73 The Chair may call to order any Member who is out of order.

74 Members shall:

(1) preserve the integrity and impartiality of the meetings;

(2) promote meetings which are respectful and courteous;

(3) keep in confidence matters discussed in-camera until discussed at a meeting held in public;

(4) attend and participate in meetings and notify the Chair ofany anticipated absences. With respect to Council Committee meetings, if a Member fails to

attend three consecutive meetings without prior approval of the Chair, that Member will be automatically removed from the Council Committee;

(5) declare any real or perceived Conflict of Interest;

(6) not use their status as a Member to secure any special privileges, favours, or exemptions for themselves or any other person or entity; and

(7) not use their status as a Member to advance their personal interests or the interests of any person or organization with whom or with which they are associated. **(BL20/2025)**

75 Intentionally deleted **(BL20/2025)**

COUNCIL MEMBER SPEAKING TIME LIMIT

76 A Member shall not speak to a Motion for the purpose of engaging in debate or declaring their intended vote on a Motion or explaining the rationale for their intended vote, for a total time longer than five minutes. The time used by a Member in asking questions of the CAO prior to the making of a Motion, making a Motion, asking questions to the mover of a Motion or responding as mover to other Members questions on the Motion shall not be included in calculating the five-minute speaking time limit under this section.

77 Time taken by a Member on procedural matters such as a Parliamentary Inquiry, Question of Privilege or Point of Order shall not be included in calculating a Member's speaking time limit under section 76.

CONDUCT OF PUBLIC

77.1 No member of the public may address Council in a Meeting unless the item has been added to the Agenda by the Chair or permission has been granted in accordance with the Agenda planning process. **(BL5/2025)**

78 In order to ensure a safe and respectful Meeting environment, members of the public attending a Meeting must: **(BL5/2025)**

(a) not applaud; **(BL5/2025)**

(b) not speak, except when invited to speak by the Chair, **(BL5/2025)**

(c) not cheer, boo, or otherwise verbally interrupt the proceedings of the Meeting; **(BL5/2025)**

(d) 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 **(BL5/2025)**

(e) not engage in any behaviour that is disruptive, disrespectful or intimidating to others. **(BL5/2025)**

79 The Chair may, after providing a warning to a member of the public to cease behaviours that disrupt the Meeting, order that person to leave the Meeting. If necessary, the Chair may ask security personnel to remove the person.

PARLIAMENTARY INQUIRY

80 Parliamentary Inquiries will be directed to the Chair.

81 The Chair may seek advice from the Clerk on a Parliamentary Inquiry and may call a recess to allow the Clerk time to research the matter before providing advice.

82 The response provided by the Chair to a Parliamentary Inquiry may be informational only or may be in the form of a ruling by the Chair.

POINT OF ORDER

83 When a Point of Order is raised, the Chair will ask the Member raising the Point of Order to briefly explain the Point of Order.

84 The Chair may respond to a Point of Order in the form of a ruling on the Point of Order.

85 Rather than making a ruling on the Point of Order, the Chair may ask that Council vote on the Point of Order. A vote by Council on a Point of Order cannot be appealed as in the case of a ruling by the Chair but may be rescinded by a Special Resolution of Members present if the matter that gave rise to the Point of Order is still on the floor. **(BL5/2025)**

86 The Chair may seek advice from the Clerk on a Point of Order.

QUESTION OF PRIVILEGE

87 When a Question of Privilege is raised, the Chair will ask the Member raising the Question of Privilege to briefly explain the Question of Privilege. In giving the explanation the Member may offer a suggestion for addressing the Question of Privilege.

88 The Chair will rule on whether the issue raised by the Member is a Question of Privilege, and if the Chair rules the issue is a Question of Privilege and that ruling is not appealed, the Chair may then proceed to issue a ruling to:

(a) direct that immediate corrective action be taken;

(b) direct that corrective action be taken at another time; or

(c) direct that Administration research and recommend possible corrective actions.

89 The Chair may call a recess to allow corrective action to be researched or be taken.

90 The Chair may seek advice from the Clerk on a Question of Privilege.

APPEALS OF RULINGS OF THE CHAIR

91 A Member may appeal any ruling of the Chair under this bylaw.

92 When a Member appeals a ruling of the Chair, the Member may speak for no more than two minutes to explain why the ruling of the Chair should not be upheld.

93 The Chair shall have no more than two minutes to respond to the comments of the Member and to explain to Council the reasons for their ruling.

94 After the Chair has spoken the Chair shall ask for a vote on the question “Is the ruling of the Chair upheld?” This is not a debatable question and no other Member shall be entitled to speak to whether the Chair’s ruling should be upheld: the question shall be put directly to a vote of Council.

95 The vote of Council on the appeal is final and must be accepted by the Chair.

MOTIONS

96 A main Motion may arise from any of the following sources:

(a) a recommendation or alternative set out in a report on an Agenda matter;

(b) autonomously from a Member provided the Motion is germane to the Agenda item under discussion; or

(c) a Notice of Motion.

97 The Chair shall seek input from Administration on all Motions to ensure that legal, financial and operational impacts are addressed. This may be done in writing if time permits, or verbally.

98 When a Motion is introduced by a Member it should be provided to the Clerk in advance whenever possible.

99 After a Motion is moved, the mover may withdraw the Motion only with General Consent.

100 **(1)** A Motion is out of order if the Motion violates the *Municipal Government Act*, any other applicable legislation including the *Constitution Act* of Canada, or a municipal bylaw.

(2) The Chair may consult with the Clerk or with the City Solicitor before making a ruling on whether a Motion is out of order. The advice given by the City Solicitor may be given *in camera* if the City Solicitor considers it to be advice given under solicitor and client privilege unless Council by Motion explicitly waives the privilege.

101 The mover of a Motion may, with General Consent, make minor changes to the wording of the Motion during questions on the Motion.

102 When a main Motion is being considered only the following types of secondary Motions can be made:

(a) subsidiary Motions;

(b) privileged Motions; and

(c) incidental Motions.

103 The types of secondary Motions and the process to be followed by Council in dealing with subsidiary Motions, privileged Motions and incidental Motions are set out respectively in Schedules B, C and D of this bylaw. No type of secondary Motions, other than those identified in Schedules B, C and D of this bylaw, will be in order even though other types of secondary Motions may be discussed in "Roberts Rules of Order - Newly Revised".

REVIEW AND RECONCILIATION OF PRIOR COUNCIL DECISIONS

104 **(1)** After Council has passed a Resolution on a matter, Council cannot consider the same or substantially the same matter again unless:

(a) a General Election has been held;

(b) six months have passed since the date the Resolution was passed; or

(c) a Motion to rescind or reconsider the Resolution or defeated Motion has been passed. **(BL5/2025)**

(2) When two or more Resolutions are in irreconcilable conflict, the most recent Resolution will stand as the expression of the will of Council.

RECONSIDERING A MOTION AT SAME MEETING
(BL5/2025)

105 A Motion to reconsider a Resolution may be put before Council at the same Meeting at which the Resolution proposed to be rescinded was considered,

provided no action has been taken in response to that Resolution that could result in adverse legal consequences if the Resolution were rescinded, or is impossible to reverse or modify, in accordance with the following:

Situation	Adopted Motion or Bylaw Reading	Defeated Motion or Bylaw Reading
Reconsider Motion and original Motion at the same meeting. Reconsider revisits the original Motion in its entirety.	Step 1: Reconsideration may only be moved by a Member who **voted in favour** of the Resolution or bylaw reading. Step 2: If reconsideration is adopted (by majority vote), the original vote is cancelled, and the Motion or bylaw reading is once again before Council for debate. The reconsideration Motion cannot be amended. **See Notes 1 and 2 below**.	Step 1: Reconsideration may only be moved by a Member who **voted against** the Resolution. Step 2: If reconsideration is adopted (by majority vote), the original vote is cancelled, and the Motion is once again before Council for debate. The reconsideration Motion cannot be amended. **See Notes 1 and 2 below.**
Note 1: A Motion to reconsider is debatable only when the Resolution being reconsidered is debatable. **Note 2:** Only second or third reading of a proposed bylaw may be reconsidered. However, a bylaw that has received three readings and has been signed in accordance with section 213 of the *Municipal Government Act* may not be reconsidered.		

NOTICE OF MOTION TO RESCIND

106 A Member may bring forward a Notice of Motion to request recission of a Resolution passed at a Prior meeting, regardless of how the Member voted on the Resolution proposed for recission or whether the Member was on Council at the time of the Resolution proposed for recission, provided the City has not taken any action on the Resolution proposed for recission that could result in adverse legal consequences if the Resolution were rescinded.

107 A Notice of Motion to rescind a Resolution must:

(a) indicate the date of the Meeting when the Member will be making the Motion to rescind;

(b) identify the Resolution that is proposed for recission, including identifying whether recission of the Resolution would require recission of any secondary Motions; and

(c) explain what special or exceptional circumstances, which may include new information, would warrant Council rescinding the Motion.

108 In circumstances where time is of the essence, Council may by Motion waive the requirement for a Member to submit a Notice of Motion to rescind a Resolution and proceed directly to debate and voting on a Motion to rescind the Resolution.

109 Except where section 108 of this bylaw applies Administration will prepare a written report on a Notice of Motion to rescind a Resolution, advising Council whether the Resolution proposed to be rescinded has been acted upon in a manner that is impossible or impractical to reverse or modify or could lead to adverse legal consequences if rescinded.

RECESS AND ADJOURNMENT OF MEETINGS

110 The Chair may call for a recess at any time.

111 A Member may introduce a Motion to recess when they have the floor. A Motion to recess is not debatable but the duration of the recess is amendable.

112 A designated time for recess may be identified on an Agenda. If the Agenda specifies a time at which the Meeting will recess, the Meeting will recess at that time or a soon thereafter as any matter of business then under consideration has been dealt with, unless Council passes a Motion to cancel the recess.

113 Council may pass a Motion to Adjourn a Meeting and continue that same Meeting at another date and time. The date and time for reconvening must be included in the Motion to Adjourn, which is a debatable Motion.

114 In order to support a healthy and productive work environment for both Council and Administration, Council shall:

(a) take a minimum of thirty minutes of recess within every four continuous hours of a Meeting, provided that each recess duration is at least ten minutes and that periods of recess for the purpose of drafting Motions are not included in the calculation; and

(b) Adjourn a Meeting to another day once the duration of the Meeting, excluding time spent in recess, has reached seven hours even if all matters on the Agenda have not been considered by Council.

CLOSED MEETINGS

115 Council must meet in open session unless criteria set out in the *Municipal Government Act* require or allows the public and media to be excluded from all or a portion of a Meeting.

116 Unless Council otherwise directs, the following persons shall be allowed to attend a Closed Meeting:

(a) the CAO, except for a portion of a Closed Meeting directly related to the performance or employment contract of the CAO;

(b) the Clerk; **(BL5/2025)**

(c) other members of Administration required to attend the Closed Meeting to support Council, as determined by the CAO or the Clerk; and **(BL5/2025)**

(d) persons not members of Administration who are invited by Council to participate in all or a portion of a Closed Meeting.

117 Resolutions and bylaws cannot be passed in a Closed Meeting. The only Motion that can be passed in a Closed Meeting is a Motion to revert to an open Meeting where members of the public and media are permitted to attend.

118 Members of Council who attend a Closed Meeting via electronic means must take sufficient care to ensure that other individuals will not overhear the Closed Meeting.

NOTICES OF MOTION

119 **(1)** Prior to Council Adjourning a regular Council Meeting or a regular Standing Committee of the Whole Meeting, Members will be given an opportunity to present Notices of Motion by reading into the record their Notice of Motion and by providing the CAO and the Clerk with a written copy of the Notice of Motion which may be in email form. **(BL 11/2023)**

(2) A Motion arising from an unscheduled presentation to Council or Standing Committee of the Whole shall be treated as a “Notice of Motion” and subject to the rules outlined in this section. **(BL 11/2023)**

(3) In addition to the opportunity described in subsection 119(1) Members of Council may:

(a) present a Notice of Motion during discussion or debate on a matter to which the Notice of Motion pertains; or

(b) present a Notice of Motion at any time by providing written notice, including by email, of the Motion to all other Members of Council, the CAO, the Clerk, and any other members of Administration required by the CAO to receive notice.

(4) A Notice of Motion presented under subsection 119(3)(b) will be read aloud at the next Council Meeting in cases where there is a regular Meeting of Council within a week of the Notice or be posted on the City's public website within one week.

(5) A Notice of Motion must give sufficient detail to allow the subject of the Motion and any proposed action to be determined.

(6) A Notice of Motion may state the date of the regular Council Meeting or Standing Committee of the Whole Meeting at which the Member wishes the Motion to be included in the Agenda, and if the date is stated, then the Member must provide the rationale for the date chosen when the Notice of Motion is presented in accordance with subsection 119(3)(b). **(BL 11/2023)**

(7) If no date for debate and voting is provided in a Notice of Motion, the date will be determined through the process for establishing Agendas set out in Schedule A.

(8) If a Motion for which notice was given is referred to Standing Committee of the Whole, the Standing Committee of the Whole shall, after consideration of the proposed Motion, refer it to a subsequent Council Meeting with a recommendation as to whether the Motion should be supported, not supported, or supported with revisions.

(9) A date included in or determined for a Notice of Motion, including an emailed Notice of Motion, shall be no sooner than 20 days after the date on which the Notice of Motion is emailed to the parties identified in subsection 119(3)(b).

(10) A Notice of Motion may be added to a Council Agenda with less notice than prescribed in subsection 119(9) if Council passes a Special Resolution waiving the time requirement for notice.

(11) If a Motion for which notice was provided is not moved at the Meeting that was either indicated in the Notice of Motion or determined in accordance with Schedule A, it will appear on the Agenda for, and may be moved at, any of the next two regular Council Meetings.

(12) A Notice of Motion cannot be made at a Special Council Meeting.

(13) A Motion on notice is not debatable until a Member of Council moves the Motion.

VOTES OF COUNCIL

120 Each Council Member present must vote on every Motion unless the Member is required or permitted to abstain from voting under the *Municipal Government Act*.

121 The Chair will call for a vote on a matter once debate on the matter is complete. After the vote has been called, Members must refrain from further comment until the results of the vote are declared by the Chair.

122 Votes will be taken by electronic means and the votes of Members for and against a matter will be recorded in the Minutes. If the electronic system is not available, Members will vote by hand or verbally by stating “in favour” or “opposed”.

123 A vote is final once declared by the Chair. However, if the Chair determines that proper procedures were not followed or that a Member may have mistakenly voted in a manner that was not their intention, the Chair may immediately recall the vote and direct that a new vote be taken forthwith on the matter.

124 **(1)** A Motion is carried when a simple majority of Members present at a Meeting vote in favour of the Motion or, in those instances when support of more than a simple majority is required for a Motion to pass, when the required number of votes for passage is received.

(2) A Motion or reading of a bylaw requiring a simple majority is defeated when the number of votes in support is equal to or less than the number of votes in opposition.

BYLAWS

125 Bylaws must be published in the Agenda Package before first reading of the bylaw to ensure that Council and the public have an opportunity to review the wording of the bylaw.

126 A Motion for first reading of a bylaw is not debatable. After first reading of a bylaw a Member of Council may move to have the bylaw read a second time. **(BL5/2025)**

127 Council may not give a bylaw more than two readings at a Meeting unless all Council Members present at the Meeting vote in favour of allowing the bylaw to be presented for third reading at the same Meeting. This unanimous consent to all three readings at the same Meeting may occur by way of an approved Consent Agenda indicating all three readings.

AMENDMENTS TO BYLAWS

128 The CAO or Clerk may draw Council’s attention to clerical error in a bylaw or recommend a minor change that does not materially affect the substance of the bylaw and may recommend that Council consider a revision to the bylaw to correct the error or affect the change by General Consent.

129 Any amendments to a bylaw that are passed prior to the vote on third reading of that bylaw will be considered to have been given first and second reading and the amendments will be incorporated into the proposed bylaw prior to third reading.

130 If amendments to a proposed bylaw have been passed, all Members must be given an opportunity to review the full text of the bylaw as amended prior to third reading and, if necessary, the Chair shall provide a recess for the Members to do so. Alternatively Council may prior to third reading indicate by General Consent that they have fully understood the meaning and significance of all bylaw amendments.

DEFEATED BYLAWS

131 If a Motion to give second or third reading to a bylaw is not passed, any previous readings of the bylaw are rescinded.

132 Readings of a bylaw are rescinded if the bylaw does not receive third reading within two years after the date of the first reading.

BYLAWS SIGNED

133 The Chair and the Clerk must sign a bylaw as soon as reasonably possible after third reading is given. Signatures can be affixed electronically.

134 Once a bylaw has been passed, it may only be amended or repealed by another bylaw.

PUBLIC HEARINGS

135 Public Hearings, including non-statutory Public Hearings, shall be conducted in accordance with the provisions contained in Schedule E.

COUNCIL MEMBER INFORMATION REQUESTS

136 A Member may make a formal request for information to the CAO during a Meeting either:

(a) at the time designated for information requests on the Agenda; or

(b) during discussion of a matter on the Agenda to which the information request is related.

137 The request for information must directly pertain to City operations or Administration.

138 The Member requesting information will be permitted to speak for up to two minutes to introduce and explain the request.

139 **(1)** If the CAO is unable to answer an information request at the Meeting, the CAO will forward the request to the appropriate members of Administration for a response.

(2) Unless the information request specifies that the Member wishes the information to appear on a subsequent Agenda, the information will be forwarded directly to all Members.

140 **(1)** If the CAO determines that a request for information:

(a) does not directly pertain to City operations or administration;

(b) requires significant analysis or interpretation; or

(c) requires the expenditure of significant administrative resources or funds;

the CAO shall request a Resolution to approve the request either at the same Meeting or a future Meeting.

(2) The CAO shall not prepare or direct Administration to prepare a response to an information request described in subsection 140(1) unless Council passes a Resolution directing that a response be prepared.

141 If the CAO determines that the requested information should not be provided or should not be shared with the public on the basis that the City has an obligation to keep it private under the provisions of applicable access to information or protection of privacy legislation, the CAO shall file a response with Council stating the reasons for not providing the information or for withholding the information from the public. **(BL5/2025)**

142 A Member of Council who has made an information request may at any time withdraw the request and shall so inform all of Council at the next scheduled Meeting under the appropriate heading on the Agenda.

MINUTES

143 The Clerk will record Meeting Minutes which must:

(a) include the names of the Members present and absent from the Meeting;

(a.1) include the time that Members leave and return to a Meeting in progress; **(BL5/2025)**

(a.2) include the names of Administration present at the Meeting; **(BL5/2025)**

(b) include the names of members of the public who speak to an item;

(c) include the names of the Members voting for or against a Motion and of those who are absent for the vote;

(d) include any abstentions declared by Members under the *Municipal Government Act* other than abstentions for Pecuniary Interest or Conflict of Interest, including the reason for the abstention; **(BL5/2025)**

(e) include any abstentions declared because of a Pecuniary Interest and include the explanation provided by the Member of the nature of the Pecuniary Interest;

(e.1) include any abstentions declared because of a Conflict of Interest or perceived Conflict of Interest and include the explanation provided by the Member of the nature of the Conflict of Interest or the perceived Conflict of Interest; **(BL5/2025)**

(f) not include any notes or comments; and

(g) be signed by the Chair and the Clerk once adopted by Council. Signatures can be affixed electronically.

144 Requests for correction of inaccuracies or omissions in draft Minutes should be submitted to the Clerk as soon as possible after draft Minutes are circulated to Members to allow the Clerk to:

(a) review the request for a correction and verify any inaccuracy or omission; and

(b) prepare a revised version of the Minutes, if required.

145 Questions about inaccuracies and omissions in Meeting Minutes must be reviewed by the Clerk against any audio-visual recording made of the Meeting by the Clerk.

TRANSITIONAL AND GENERAL

146 Any references to Bylaw No. 3/2018 in any City bylaws, policies, administrative directives, or other City records are deemed to be references to this bylaw until such records are revised as appropriate.

147 Administration may cause a version of this bylaw to be made available that attaches a Table of Contents and/or an Appendix to enable the reader to more easily search for relevant provisions. In such case the Table of Contents and Appendix are deemed to be for convenience of reference only and are not to be considered for any purpose related to interpretation of this bylaw or application of its provisions to any situation.

REPEAL

148 Bylaw No. 3/2018 is repealed upon this bylaw coming into force.

EFFECTIVE DATE

149 This bylaw comes into force on December 8, 2022.

SCHEDULE A
Agenda Planning Process

1 Without debating or discussing the merits of any matters, the proposed Agendas for regular Council Meetings and pre-scheduled Meetings of the Committee of the Whole shall be established by the Mayor in consultation with the CAO.

2 Any Member may also participate in meetings or discussions with respect to establishing the Agendas, even if not acting in place of the Mayor.

3 The following may be considered when establishing the Agendas:

(a) the number and complexity of matters to be included on upcoming Agendas for regularly scheduled Council Meetings and Standing Committee of the Whole Meetings;

(b) determining a response for requests from the public to speak or present at Meetings on items that are not on the Agenda;

(c) identifying possible procedural issues that may arise at Meetings;

(d) estimating the time for individual Agenda matters in order to understand the estimated duration of each Meeting, and to balance as well as possible the workload of Council across a number of Meetings;

(e) determining whether specific times for recess are required;

(f) determining dates for Notices of Motion, as required when a date for a Notice of Motion has not been specified by a Member; **(BL 11/2023)**

(g) setting dates for Public Hearings;

(h) confirming the matters to be considered on the Consent Agenda; and

(i) determining that a matter will be discussed at a specific time on the Agenda.

4 The Mayor, in consultation with the CAO, shall review the submissions of individuals or Groups wishing to address Council on topics not on the Agenda and shall determine if:

(a) the Council Meeting or Standing of the Whole Meeting at which that individuals or Groups wish to make a presentation has sufficient time for Council to hear their presentation, and relevant staff from Administration will be available to answer any questions from Council arising from the topics not on the Agenda; or

(b) the topics not on the Agenda will be or are likely to be scheduled for a later

Council meeting.

5 When Council has passed a Motion directing that an item be considered by Council on by a specific date, the item may be postponed to an Agenda for a Meeting later than the date specified in the Motion except where the specified date is included in a Motion made on Notice or in a Motion applicable to a Motion made on Notice.

6 Agendas for Council Meetings and Standing Committee of the Whole Meetings shall be circulated to Members not less than five days prior to the Meeting (e.g., by the close of business on Thursday for a Meeting the following Tuesday) including the corresponding Agenda Package if it is ready for distribution at that time.

6.1 Appropriate supporting materials for Public Hearings shall be posted to the City website on the same day that the first legal advertisement for the Public Hearing is published in accordance with section 606 of the *Municipal Government Act*, and a link to the Public Hearing page shall be included in the legal advertisements.

7 If an Agenda Package is not ready for distribution to Council or to Standing Committee of the Whole at the same time as the corresponding Agenda, an incomplete Agenda Package may, in the discretion of the CAO, be distributed to Members five days prior to the Meeting in question and the complete and final Agenda Package shall be distributed to Members as soon as possible thereafter but not later than the close of business on the Friday prior to the Meeting.

8 The final Agenda for a Council or Standing Committee of the Whole Meeting, and the complete and final Agenda Package for that Meeting, shall be distributed to Members and published on the City's public website not less that three days prior to that Meeting (i.e. not later than Saturday in the case of a Meeting taking place on Tuesday)

SCHEDULE B
Subsidiary Motions

1 When a main Motion is on the floor a subsidiary Motion can be introduced.

2 Subsidiary Motions are considered in order of precedence. The chart below outlines precedence from highest to lowest. When a subsidiary Motion is on the floor only a subsidiary Motion of higher precedence can be introduced.

Type of Motion	Description	Process
(a) Close Debate	A Motion to close debate, if passed, would end the current debate and require the Chair to immediately call the vote	Not debatable Not amendable May not interrupt a speaker Majority vote
(b) Limit or Extend Debate	A Motion to limit debate would shorten the time limits allowed on a specific item A Motion to extend debate would extend the time limits allowed on a specific item When legislated advertising has been provided to the public that identifies speaking time, a motion to limit or extend debate is not in order	Not debatable Can be amended (amendments are not debatable) May not interrupt a speaker Special Resolution**(BL5/2025)**
(c) Postpone to a certain time	A Motion to postpone consideration of an item postpones that item to a time specified in the Motion. When the item is resumed it will resume in the same place where it was postponed; all Motions pending will be on the floor. There is no maximum amount of time that an item can be postponed for however, an item can not be postponed indefinitely Can be handled informally when an item is going to be postponed within the same Meeting. Can be done by General Consent “Is there any objection to postponing this matter until later in the meeting?”	Is debatable Is amendable May not interrupt a speaker Majority vote
(d) Refer	A Motion to send the pending matter to a Council Committee or Administration.	Is debatable

	Instructions may be included, such as the scope of the referral, deadline, etc	Is amendable May not interrupt a speaker Majority vote
(e) Amend	A Motion to change the wording of another Motion Usually occurs by adding, deleting or replacing text. The changes must be germane to the main Motion and can not be contrary to the main Motion. Only one amendment to a main Motion and one amendment to that amendment is allowed, a third level amendment is not permitted to be on the floor at one time. Motions for additional amendments must wait until votes on the amendments on the floor have been held. Amendments that have carried will be incorporated into the main Motion.	Is debatable Is amendable May not interrupt a speaker Majority vote

SCHEDULE C
Privileged Motions

1 When a main Motion is on the floor a privileged Motion can be introduced. A privileged Motion does not relate to the pending matter but is a special matter of immediate and overriding importance. A privileged Motion can be introduced when no Motion is on the floor.

2 Privileged Motions are considered in order of precedence. The chart below outlines precedence from highest to lowest. When a privileged Motion is on the floor only a privileged Motion of higher precedence can be introduced. Any privileged Motion has a higher precedence than a subsidiary or incidental Motion.

Type of Motion	Description	Process
(a) Recess	A Motion to recess requests the Meeting to take a break. The Motion must include the duration of the break A recess can be handled informally as the Chair can call a recess at any time	Not debatable The duration of the recess is amendable May not interrupt a speaker Majority vote
(b) Adjourn	A Motion to Adjourn allows a Member to propose the close of the Meeting. This Motion can be made while business is pending When no business is pending, a motion to set a future time to Adjourn can be introduced An Adjournment can be handled informally as the Chair has the ability to declare a Meeting Adjourned when all business has been conducted.	Not debatable Not amendable May not interrupt a speaker Majority vote

SCHEDULE D
Incidental Motions

1 When a main Motion is on the floor an incidental Motion can be introduced.

2 Incidental Motions do not have an order or precedence.

Type of Motion	Description	Process
(a) Suspend the rules	A Motion to suspend the rules sets aside the rules of this Bylaw or "Roberts Rules of Order - Newly Revised" as applicable A Motion to suspend the rules cannot be used to suspend the provisions of the *Municipal Government Act* or any other provincial legislation	Not debatable Not amendable May not interrupt a speaker Special Resolution **(BL5/2025)**
(b) Division of a Question (sever)	A Motion to divide a Motion to allow it to be considered in parts Can be handled informally as the Chair can require a Motion be divided (severed) The Motion to be divided (severed) must be able to have each separate part stand on its own	Not debatable Not amendable May not interrupt a speaker Majority vote

SCHEDULE E
Public Hearings

1 Public Hearings are held in conjunction with a Council Meeting and Public Hearing dates are established in accordance with the Agenda planning process.

2 Council may follow the process for non-statutory Public Hearings on issues that Council determines would benefit from public input.

3 Public Hearings shall be held before second reading of a bylaw or before Council votes on a resolution.

4 A member of the public can participate in a Public Hearing by providing written submissions or by attending the Public Hearing to make verbal submissions, or by both of those methods.

Registration to Speak

5 Unless otherwise indicated in the advertising and notification for the Public Hearing, individuals or Groups wishing to address Council on their own behalf at a Public Hearing from a remote location by electronic means of communication must register with Administration (Legislative Services) by 11:00 AM on the day of the Public Hearing. Where a Public Hearing offers the option to address Council in person, individuals and Groups wishing to address Council on their own behalf in person at the Public Hearing may register with Administration (Legislative Services) up to one hour prior to the commencement of the Public Hearing and additionally a sign-in sheet will be available at the entrance to Council chambers for individuals and Groups who have not previously registered but wish to address Council on their own behalf in person at the Public Hearing. **(BL5/2025)**

6 Individuals wishing to address Council in the capacity of Agent for one or more other persons at a Public Hearing, whether by electronic means of communication or in person where that format is available, must:

(a) register with Administration (Legislative Services) by 3:30 p.m. on the Friday preceding the Public Hearing, or by 3:30 on the Thursday preceding the Public Hearing if the Friday preceding the Public Hearing is a statutory holiday, declaring their intention to act as an Agent at the Public Hearing; and

(b) submit a separate, completed, and signed Agent Declaration form, which may be obtained from Administration (Legislative Services) for each affected party that they will be representing. An Agent Declaration form must be signed and dated by BOTH the individual being represented AND the representing Agent and must be submitted to Administration (Legislative Services) no later than 11:00 AM on the day of the Public Hearing.

Written Submissions

7 Written submissions from members of the public must be received by the date indicated in the advertising and notification for the Public Hearing. Written submissions received after the deadline will not be accepted and will not be included in the Agenda Package for the Public Hearing. The Clerk will contact the person who sent in the written submission and advise them that the written submission will not be distributed to Members of Council or be made part of the Agenda Package. The submitter will be advised that they, or their delegate, can attend the Public Hearing to present their comments verbally to Council during the Public Hearing.

8 **(1)** Written submissions from the public will appear on the Agenda in the same format that they were received. No personal information will be redacted.

(2) Anyone who submits written materials marked “in confidence” or “confidential” will be contacted by the Clerk who will explain that materials cannot be submitted “in confidence” or “confidentially” as all material submitted for Council consideration at the Public Hearing must form part of the public record. The submitter will be given the option to withdraw their submission, submit a revised submission prior to the deadline or have their original submission included in the Agenda with the notation that the submission is not “confidential.”

(3) Unsigned or anonymous letters or emails that do not provide a proper name for the party sending the email will not be accepted as there is no way for Council to properly weigh the contents of the letter.

(4) If, during the course of a verbal presentation, a presenter makes a PowerPoint presentation or provides documentation to Members which had not previously been submitted in accordance with section 7 of Schedule E, the Clerk will collect those documents and ensure they form part of the record pertaining to the Public Hearing after the close of the Public Hearing. **(BL 11/2023)**

9 **(1)** The Clerk may withhold a written submission from the Agenda Package if the Clerk, after consulting legal counsel, concludes the submission contains:

(a) hate speech;

(b) discriminatory language; or

(c) defamatory language.

(2) The Clerk shall contact the party making a written submission that is being withheld under this section and advise them that the submission is being withheld and that if the party wants to make submissions to Council that they, or their delegate, can attend the Public Hearing to present their comments verbally to Council during the Public Hearing.

Verbal Submissions

10 Members of the public may speak for up to five minutes. This does not include the time to respond to questions from Members.

11 Members of the public may make a request to the Clerk to utilize technology to show images, videos, presentations and other visual aids during a Public Hearing. The request must be received by the Clerk by the end of the working day on the third business day prior to the Public Hearing so that the Clerk can make any required accommodations and communicate with the party making the request as to how their request will be accommodated. The Clerk will make reasonable efforts to accommodate the request provided the necessary technology is available for use in Council Chambers or other location of the Meeting. The Clerk must advise the person making the request to refrain from using technology to show images, videos, presentations and other visual aids during a presentation if their request cannot be accommodated.

12 **(1)** Members of the public will speak in the order as determined by the Chair. The Chair may delegate the responsibility to determine the speaking order of members of the public to the Clerk.

(2) Regardless of the speaking order identified in the section above, the Chair will, prior to proceeding, ask if anyone else from the public wishes to speak to Council on the matter in order to ensure that everyone who wishes to speak is added to the list of speakers and is given an opportunity to speak.

13 During the Public Hearing, members of the public will not be offered an opportunity to rebut comments made by other speakers who may follow them in the speaking order.

14 The Chair may ask any person making a presentation to focus or refocus their comments on the matter that is the subject of the Public Hearing.

15 The Chair may, after providing a warning to a member of the public to cease behaviours that disrupt the Public Hearing, order that person cease speaking and may order the person to leave the Meeting. If necessary, the Chair may request that security personnel remove the person.

Voting on Matters Related to a Public Hearing

16 **(1)** If a Member of Council is absent for the entirety of a Public Hearing, the Member cannot participate in debate or voting on the subject matter of the Public Hearing.

(2) If a Member of Council is absent for only a portion of a Public Hearing the Member can determine whether they will participate in debate and voting on the matter.

Order of Process for Public Hearing

17 The process for a Public Hearing, whether statutory or non-statutory, is as follows:

(a) the Chair calls the Public Hearing to order;

(b) the Chair provides information on how the Public Hearing will be conducted and the rules of order, as outlined in Appendix E.1;

(c) Administration introduces the item. If there is an identified Applicant and Administration and the Applicant have worked together in the process, they may determine an effective and efficient approach to jointly presenting the pertinent information to Council. Alternatively, an Applicant may have a maximum of ten minutes to make a presentation to Council immediately following Administration's presentation;

(d) After both Administration and the Applicant have completed their presentations, Members may ask questions of Administration or the Applicant;

(e) When Members have completed their questioning, the Chair invites members of the public to speak:

(i) Members may ask questions of the speaker following the speaker's presentation;

(ii) When every person shown on the Chair's list of registered speakers has had the opportunity to speak, the Chair will call for any additional speakers in order to ensure that everyone wishing to speak has had the opportunity to do so;

(f) Members may ask questions of Administration on any points raised by the public that were not answered in previous questioning;

(g) the Chair may ask for a Motion to close the Public Hearing. If such a Motion is passed, this ends the opportunity for the public or Administration to provide further information on the matter;

(h) the Motion or bylaw that is the subject matter of the Public Hearing is on the

floor for Council's consideration after the Public Hearing is closed;

(i) Council debates the matter. The normal rules of debate as set out in this bylaw apply to debate following a Public Hearing, including the ability of a Member to propose amendments to the Resolution or Bylaw;

(j) Following completion of the debate, Council votes on the matter; and

(k) The results of the vote are announced by the Chair.

Adjournment of a Public Hearing

18 **(1)** Intentionally deleted. **(BL5/2025)**

(2) A Public Hearing may be Adjourned if Council determines that an Adjournment is reasonable which may be the case in a variety of circumstances including if a bylaw requires additional public circulation and response. **(BL5/2025)**

(3) A Motion to Adjourn a Public Hearing may include the date, time and location at which the Public Hearing will be resumed.

(4) If a Public Hearing has been Adjourned, Council may refer the bylaw or resolution in question to Administration, Standing Committee of the Whole, or an outside agency or group for new information, comment, or opinion. Any information resulting from such referrals shall be presented to Council at the Public Hearing when it resumes.

(5) If during a period of Adjournment Members are given or receive information germane to the subject matter of the Public Hearing, that information must be shared with all Members of Council and the public when the Public Hearing resumes.

Limits on Receiving Information

19 **(1)** Members of Council shall not seek additional information, advice or opinions from Administration, or members of the public on a matter that is the subject of a Public Hearing outside of the Public Hearing.

(2) After a Public Hearing has been closed, Members must not accept any further written or verbal submissions germane to the Public Hearing until Council has voted on the related Resolution or second and third reading of the related bylaws.

(3) After a Public Hearing has been closed, Members cannot ask any further questions for new, substantive information on the subject matter of the Public Hearing. **(BL5/2025)**

Appendix E.1
Public Hearing Guide and Rules of Order

Description	Chair's Guide	Notes
Open Public Hearing	I hereby open the public hearing concerning _____	
Councillor's Opportunity to Declare Pecuniary Interest or Conflict of Interest **(BL5/2025)**	Is there any councillor present who wishes to declare a pecuniary interest or conflict of interest with respect to this public hearing?	If yes, have Council member leave chambers or the electronic meeting and remain outside meeting for the debate and voting after the public hearing.
Chair outlines procedures for Public Hearing for all present	For today's public hearing we will follow the procedures outlined in Procedure Bylaw 24/2022. First we will hear from Administration, then the Applicant, and then the public. Council may ask questions after each presenter has had the opportunity to speak. The Applicant will have up to 10 minutes to speak and members of the public will have up to 5 minutes to speak. Any written submissions that have been received after the stated cut-off time for inclusion in the Agenda Package, may be read into the record verbally by the presenter or their delegate. When there is no further information to share from the public, Administration, or the Applicant, a motion will be made to close the public hearing. There will be no debate on this matter nor a decision made on	Administration and the applicant may choose to present together for efficiency and effectiveness.

	this matter until the public hearing is closed. Debate will occur on consideration of 2nd or 3rd readings of this bylaw (or upon consideration of this matter when it is next considered later in this meeting or on ____ date).	
Administration's Presentation	We will now hear Administration's presentation.	
Applicant's Presentation	Is the Applicant in attendance? Do you wish to make a presentation? You will have up to 10 minutes to make your presentation.	
Public Submissions – Written	Council should note that written submissions were received from ___ individuals and they are included in your agenda package for this meeting.	Only say this if there are written submissions in the Agenda package.
Public Submissions – Verbal	We will now hear any verbal submissions. Does anyone in the public gallery (or in the electronic meeting) wish to speak on this matter? Is there anyone in the public gallery (or in the electronic meeting) wishing to speak on _____ tonight? (After each speaker) Does Council have any questions for this speaker?	Note: If the speakers become repetitive the Mayor can request that the speakers who come forward only come forward if they have NEW information. This respects the time of everyone involved.
Further Questions from Council to Administration Upon Hearing Public Submissions	Does Council have any further questions for Administration?	
Rebuttals	Does the Applicant, or Administration have anything	If no one has anything further to add close the public hearing;

	further to add that arises solely from another person's verbal submission that you have heard for the first time at this Public Hearing? Does anyone from the Public have anything further to add that arises solely from another person's verbal submission you have heard?	if someone has something further to add, allow them to speak and then ask again if Council has any further questions of Administration and ask of the Applicant or members of the public have anything further to add. IMPORTANT: Rebuttals must be allowed to ensure that the views of all involved are respected, but the Chair has the discretion to cut off a rebuttal if it becomes apparent the rebuttal is being used merely to repeat submissions already made
Close of Hearing	Could I get a motion to close the public hearing?	If the public hearing is being Adjourned to another date, ensure, if possible, that the date is selected before moving to the next item on the Agenda and everyone present has heard the date.

SCHEDULE F
Public Presentations

Time Limit

1 An individual or Group appointment shall not exceed five minutes unless:

(a) the Chair, at their discretion, extends the amount of time; or

(b) Council, by Resolution, extends the amount of time.

2 Notwithstanding section 1 of this Schedule F, if a Group is a Council Committee or invited by Council, ten minutes will be allotted for the appointment.

3 Individuals representing more than one person will only be allotted one presentation.

4 If requested by a Member, a vote of Council must be taken to approve an extension of time given by the Chair pursuant to subsection 1(a) of Schedule F.

4.1 Anyone presenting to Council in a Meeting must not engage in arguments with any Members. **(BL5/2025)**

4.2 A presenter may only respond to inquiries at a Meeting when called upon by the Chair. **(BL5/2025)**

Registration Process – Items on Agenda

5 Subject to the approval of the Chair, individuals or Groups wishing to address Council on an Agenda item scheduled for an upcoming Council Meeting, shall register with Administration (Legislative Services) by 11:00 AM on the day of the Council Meeting regardless of whether they wish to speak in person or by electronic means of communication, and shall provide their name, contact information and the Agenda item they wish to speak to. Individuals or Groups who have registered shall be given priority during the public presentation time, in the order in which they have registered, to make their presentations to Council. **(BL5/2025)**

5.1 Notwithstanding section 5 of Schedule F, individuals or Groups will not be permitted to address Council with respect to the following Agenda items for an upcoming Council Meeting: **(BL5/2025)**

(a) items for which a Public Hearing has been or will imminently be scheduled; and **(BL5/2025)**

(b) items for which a Public Hearing has been held and Closed, but Council

has not yet made a decision with respect to them. **(BL5/2025)**

6 On the day of the Council Meeting, subject to approval of the Chair, a sign-in sheet shall be available at the entrance to Council chambers for people who have not registered but who wish to address Council on an Agenda item scheduled for that Council Meeting. **(BL5/2025)**

7 Individuals and Groups who have registered to address Council on specific Agenda items when those items come before Council will follow this process: **(BL5/2025)**

(a) the Mayor will invite Administration to introduce the Agenda item;

(b) Council may ask questions of Administration;

(c) the Mayor may invite any interested member in the public gallery to speak to the Agenda item. The speaker will provide their name and municipality of residence; **(BL 11/2023)**

(d) Council may ask questions of the presenters;

(e) Council may ask further questions of Administration; and

(f) Council will then debate and deal with the Agenda item.

Registration Process – Items not on Agenda

8 In recognition of the fact that Council and Committee meetings are open to the public to attend and observe, but not participate in, individuals or Groups wishing to address Council on topics not on the Agenda for an upcoming Council Meeting or in respect of which the individual or Group does not know whether the item will appear on an upcoming Council Agenda, shall make a request, submitted to Legislative Services, to address Council during an upcoming Council or Committee Meeting at least 5 business days prior to the Council or Committee Meeting they wish to attend and shall provide their name, contact information, their topic, and the outline and purpose of their presentation. All requests by members of the public to speak to items not on a Council Agenda are subject to approval of the Chair. **(BL 11/2023) (BL5/2025)**

9 Individuals and Groups who have received authorization to address Council on topics not on the Agenda shall follow the following process: **(BL5/2025)**

(a) the Mayor will invite the presenter to state their name and municipality of residence, and to make their presentation on their topic not on the Agenda. Presenters must limit their comments to the matter for which they received authorization to address; **(BL 11/2023) (BL5/2025)**

(b) Council may ask questions of the presenter;

(c) Council may ask questions of Administration; and

(d) Council may ask Administration to further research the topic not on the Agenda and bring back any new recommendations to Council as an Agenda item.

Presentation Materials

10 If a presentation or other material will be presented to Council at the Council Meeting, the presentation materials must be provided to Administration (Legislative Services) at least 2 hours prior to the Council Meeting.

11 Members of the public who wish to make presentations to Council in Council Chambers shall arrive at least one-half hour prior to the commencement of the Council Meeting to install and test their own computer equipment.