



COUNCIL PROCEDURAL BYLAW

BYLAW #: 2023-12

AUTHORITY:

COUNCIL

SUPERSEDES: COUNCIL PROCEDURE BYLAW 1999-07

EFFECTIVE DATE:

November 27, 2023

A BYLAW OF THE TOWN OF VALLEYVIEW, IN THE PROVINCE OF ALBERTA, TO REGULATE THE PROCEDURES AND TRANSACTION OF BUSINESS BY COUNCIL.

WHEREAS, pursuant to Section 145 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, and amendments thereto, Council may pass bylaws in relation to the establishment and functions of Council Committees, and the procedures and conduct of Council and Council Committees;

AND WHEREAS, pursuant to Section 203 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, and amendments thereto, Council may, by bylaw, delegate its powers, duties, and functions to a Council Committee;

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

NOW, THEREFORE, THE COUNCIL OF THE TOWN OF VALLEYVIEW, IN THE PROVINCE OF ALBERTA DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. Short Title

This Bylaw may be cited as the Town of Valleyview’s “Council Procedural Bylaw”.

2. Purpose

The purpose of this Bylaw is to regulate the procedures and transaction of business by Council of the Town of Valleyview.

3. Definitions

In this Bylaw:

- 3.1 **"Acting Mayor"** means the member selected by Council to act in the absence or incapacity of both the Mayor and Deputy Mayor;
- 3.2 **"Administration"** means the Chief Administrative Officer (CAO) or any employee of the Town who is accountable to the CAO;
- 3.3 **"Agenda"** means the order of items of business for a regular or special meeting of Council and the associated reports, bylaws, and other documents;
- 3.4 **"Annual Organization Meeting"** means the annual organizational meeting held in October as required under the *Municipal Government Act*;



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- 3.5 **“Business Day”** means a day in which the Town Administrative Office is open to the public, typically Monday through Friday, with the exception of Statutory Holidays;
 - 3.6 **“Chief Administrative Officer”** or CAO means the chief administrative officer of the Town of Valleyview or their delegate;
 - 3.7 **“Closed Session”** means a meeting or portion thereof, where any members of the public are not permitted to attend. Councils and Council Committees may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*;
 - 3.8 **“Committee of the Whole”** means a Council Committee comprised of all members of Council.
 - 3.9 **“Council”** means the Mayor and Councillors duly elected in the Town of Valleyview and who continue to hold office;
 - 3.10 **“Council Committee”** means a committee established by Council containing the entirety of Council members, including Committee of the Whole and Municipal Planning Commission. These Committees make recommendations to Council;
 - 3.11 **“Delegation”** means an individual or group making a presentation to Council or Council Committee;
 - 3.12 **“Electronic Meeting”** means a meeting conducted through electronic communications;
 - 3.13 **“Member”** means either Council, Council Committee, or Board Member;
 - 3.14 **“Person”** refers to any Council or Committee member, any member of Administration, any delegation addressing Council, any Committee, any member of the press and media, and any member of the public present at a meeting;
 - 3.15 **“Presiding Officer”** means the Mayor, the Deputy Mayor, or other Councillor chosen to act as the Chairperson at a Council meeting should the Mayor or Deputy Mayor not be in attendance; and in the case of Council Committees, shall refer to the Chairperson or any acting Chairperson;
 - 3.16 **“Quorum”** means a majority of the elected members of the whole Council; or in the case of a Council-appointed Committee, at least fifty one percent (51%) of the voting members at a meeting; or conformance with the requirements of a quorum as set out in the bylaw establishing the Board or Committee;



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- 3.17 **“Recess”** means an intermission or break within a meeting that does not end the meeting, and after which proceedings are immediately resumed at the point that they were interrupted;
- 3.18 **“Request for Information”** means a request from a member of Council regarding items on the Council meeting Agenda;
- 3.19 **“Signing Authority”** means those members of Council and Administration who are duly appointed to sign all Town documents which include (but are not restricted to) agreements, bylaws, plans, etc., but shall not mean those members of Council and Administration who are duly registered with the Town banking institutions as signing authority for Town issued cheques and other financial documents;
- 3.20 **“Special Committee”** means those Committees composed of Members appointed annually for a specific purpose and disbanded upon attainment of the purpose;
- 3.21 **“Standing Committee”** means those Committees composed of Members appointed annually at the Annual Organizational Meeting and which are an on-going, continually functioning body;
- 3.22 **“Town”** means the Town of Valleyview.

4. Application

- 4.1 This Bylaw applies to all meetings of Council and Council Committees and shall be binding on all Councillors and Committee Members.
- 4.2 This Bylaw shall prevail over any other bylaw of the Town of Valleyview.

5. Interpretation

- 5.1 When a matter arises relating to proceedings not covered by a provision of this Bylaw, or the *Municipal Government Act*, the matter shall be decided by reference to the most recent edition of Robert’s Rules of Order.
- 5.2 Procedure is a matter of interpretation by the Chairperson.
- a. In the event of a conflict between Robert’s Rules of Order and this Bylaw, the provision of this Bylaw shall apply;
 - b. In the absence of any statutory obligation, any provision of this Bylaw may be temporarily waived, altered, or suspended by Special Resolution (two-thirds majority vote), except:
 - i. The provisions about statutory hearings, and
 - ii. The provisions for amending or repealing this Bylaw.



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5.3 Headings in this Bylaw are for guidance purposes and convenience only.

5.4 Any reference to the provisions of a statute of Alberta is a reference to that statute as amended, from time to time.

6. Setting of Meetings

6.1 Organizational Meetings

6.1.1 An Organizational Meeting will be held each year in accordance with the *Municipal Government Act*.

6.1.2 At the Organizational Meeting:

- a. The CAO shall call the meeting to order;
- b. The Oaths of Office shall be issued to all Councillors as the first order of business at the first Organizational Meeting following a General Election;
- c. The Oath of Office shall be administered to the Mayor and Deputy Mayor annually at every Organizational Meeting;
- d. The CAO will preside over the election of Mayor. Council shall confirm the result of the election by resolution;
- e. Following the election of Mayor, the Oath of Office for the Mayor shall then be issued, and the CAO will turn the meeting over to the Mayor.

6.1.3 The Mayor will:

- a. Preside over the election of Deputy Mayor. Council shall confirm the result of the election by resolution, after which the CAO will administer the Oath of Office to the Deputy Mayor; and
- b. Preside over the remaining of the meeting.

6.1.4 At the Annual Organizational Meeting, Council will:

- a. Establish the dates and times of its regular meetings. If a regular meeting falls on a holiday, the meeting shall be held on the next following day, not being a holiday, unless said regular council meeting is cancelled by resolution;
- b. Establish the dates, times, and places for Committee, Commission, and other pertinent meetings;
- c. Appoint Council Committee, Commission, and Board Members;
- d. Appoint Town's signing authority Persons;
- e. Conduct other business as identified within the agenda.

6.1.5 A secret ballot may be held for the election of the Mayor if requested by a Councillor present at the meeting. A vote by secret ballot must be confirmed by resolution. In the event that the Organizational Meeting is conducted electronically, an electronic method of conducting a secret ballot vote shall be made to all Councillors.

6.1.6 In the case of tied votes for either Mayor or Deputy Mayor, or in the appointment of a Board Member, the CAO will write the names of the individuals in question on slips of paper of equal size and place them in an



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appropriate receptacle. The CAO will then draw a name from the receptacle and shall declare the name of the individual written on the withdrawn slip of paper. Council shall confirm the result by resolution.

6.1.7 The Mayor and Deputy Mayor, as appointed from among Council members, shall hold their appointment from immediately after the vote is announced by the CAO until immediately before the beginning of the next Organizational Meeting.

6.2 Council shall hold its meetings openly and no person shall be excluded or expelled therefrom except for improper conduct and Closed Session portions of the meeting.

6.3 Unless there shall be a Quorum present in half an hour after the time appointed for the meeting of Council, Administration shall call the roll and take down the names of Members present, and the Council shall then stand absolutely adjourned until the next day of meeting unless a special meeting be duly called in the meantime.

6.4 As soon after the hour of the meeting as there is a Quorum present, the Mayor shall take the chair and the Members shall be called to order.

6.5 In case the Mayor or the Deputy Mayor shall not be in attendance within fifteen (15) minutes after the hour appointed, Administration shall call the meeting to order until a Presiding Officer is chosen, who shall preside over the meeting until the arrival of the Mayor or the Deputy Mayor.

6.6 Administration shall record the time of arrival and departure of Council members at meetings should a Member arrive late at or depart prior to the completion of the meeting.

6.7 All regular meetings shall be held in Council chambers at the Town Administrative Office in Valleyview, Alberta unless otherwise resolved by Council.

6.8 Council, by resolution, can establish additional meeting dates.

7. Makeup of Agendas

7.1 Unless otherwise specified in this Bylaw, the order of business for a regular meeting of Council shall be contained in the Agenda for the meeting and the Agenda shall be as laid out in general format in Schedule "A".

7.2 Administration shall prepare the Agenda of Council together with copies of all reports of communications to be dealt with at each regular meeting. Said Agenda is to be placed at the disposal of Council at least three (3) full days prior to the Council meeting.



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7.3 When a communication intended for Council is received by Administration, he/she/they shall place it on the Agenda of the next regular meeting once he/she/they is assured that there is sufficient information contained therein to allow Council to render a decision.

7.4 Every written communication reaching Administration and intended for Council shall be written or printed on paper and signed by at least one person whose address is shown.

8. Conduct of Business

8.1 Order

- 8.1.1 The Presiding Officer shall preserve order, decorum, and decide questions or procedure subject to an appeal to the Council; and the decision of the Presiding Officer shall be final unless reversed by a majority vote of the Members present, without debate.
- 8.1.2 When the Mayor or Presiding, Officer is called upon to decide a point of order or practice, the point shall be stated without unnecessary comment, and the Mayor or Presiding Officer shall cite the rule or authority applicable to same.

8.2 Discussion

- 8.2.1 The Presiding Officer shall give each member of Council who wishes to speak an opportunity to do so before calling the question. No Member shall speak more than once to the same question without the leave of Council, except to make an inquiry or in explanation of a part of his/her/their speech that may have been misconstrued; and in doing so shall not introduce any new matter. No Member shall speak to the same question, or in reply, for longer than fifteen (15) minutes.
- 8.2.2 Every member of Council and every member of Administration present at the meeting, in speaking to any question or motion, shall address him/her/their selves only to the Presiding Officer.
- 8.2.3 When two or more members of Council desire to speak to a matter, the Presiding Officer shall determine the priority.
- 8.2.4 A Member called to order shall immediately cease to speak, but may afterwards explain, and the Council, if appealed to, shall decide the same without debate; if there be no appeal, the decision of the Presiding Officer shall be complied with. During the reading of minutes, reports, communications, or other papers, and when a Member or any other person is addressing the Council, silence shall be observed, and no person shall be allowed to disturb the meeting.
- 8.2.5 Any Member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a Member while speaking.
- 8.2.6 No person shall be allowed to interrupt the speaker, except on a point of order, and no person shall carry on a private conversation.



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8.3 Calling the Question and Subsequent Motions

- 8.3.1 All motions shall be taken in writing by Administration before being debated or put from the chair. When a motion is stated, and upon request by a Member, it shall be read by the Presiding Officer or Administration before debate.
- 8.3.2 After a motion is read by the Presiding Officer or Administration, it shall be deemed to be in possession of the Council but may be withdrawn at any time before decision or amendment with the permission of all Members present.
- 8.3.3 Whenever the Mayor or Presiding Officer is of the opinion that a motion offered to Council is contrary to the rules and privileges of Council, he/she/they shall apprise the members thereof immediately before putting the question and shall cite the rule or authority applicable to the case without argument or comment.
- 8.3.4 No motion shall be offered that is subsequently the same as one on which the judgement of the meeting has already been expressed during the same meeting; and no question shall be reconsidered more than once at any one meeting.
- 8.3.5 A motion to refer any matter, until it is decided, shall preclude all amendments to the main question; further, said motion to refer is open to debate.
- 8.3.6 Whenever any matter of privilege arises, it shall immediately be taken into consideration.
- 8.3.7 When the question under consideration contains distinct propositions, upon the request of any member of Council, the vote upon each proposition shall be taken separately. If the vote is taken upon each proposition, it then becomes unnecessary to vote upon the whole question.
- 8.3.8 A motion to rescind an action of Council may be offered at any time subsequent to the meeting at which the original motion was passed. Any member of Council may make the motion to rescind; a majority vote of two-thirds of the members of Council is necessary for the passage of a motion to rescind.
- 8.3.9 A motion to adjourn Council shall always be in order; no reconsideration shall be allowed on motion of adjournment.
- 8.3.10 After any question is finally put by the presiding officer, no Member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared; and the decision of the Presiding Officer as to whether the question has been finally put shall be subject to appeal pursuant to Section 8.1.1 of this Bylaw. After the presiding officer has declared the vote, and subject to a motion for reconsideration, no change of vote can be made by the unanimous consent of the Members who were present when the vote was put.
- 8.3.11 The Mayor, when present, and every member of Council present shall vote on every matter:
 - a. Unless, in a specific case, the Mayor or Councillor is excused by resolution of the Council from voting, or
 - b. Unless disqualified or excused from voting by reason of pecuniary interest or conflict of interest, and
 - c. Administration shall record that the excused or disqualified Council abstained from voting on the matter.



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8.3.12 Upon division of the Council on a particular matter, those members of Council who wish to have their vote in opposition recorded may request same through the Presiding Officer.

8.3.13 Any bylaw or resolution upon which there is an equality of votes shall be deemed to have been decided in the negative.

8.4 Bylaws

8.4.1 When a proposed bylaw is read in Council, Administration shall certify the reading and the date of the reading on the face thereof. When a bylaw has been read a third time and finally passed, Administration shall keep on file correct copies thereof including amendments, if any.

8.4.2 A bylaw appearing upon the Council agenda when listed as ready for the first reading shall be introduced by a Member moving "That Bylaw No. (quoting Bylaw No.) be read a first time". After first reading the bylaw may be debated, referred, or laid over. If a bylaw fails to receive first reading, then it may be struck from the agenda.

8.4.3 Proposed bylaws shall be referred, after the first reading, to Town boards, committees, or commissions, if and when appropriate. Said reference to the boards, committees, or commissions shall be for reports on the leading features of said proposed bylaws, and for submission of any recommended amendments.

8.4.4 Every bylaw shall be read a third time before it is signed by the Mayor or Deputy Mayor. If a bylaw fails to receive third reading, it shall remain on the agenda to be dealt with at the next regular meeting of Council.

8.4.5 Every bylaw of general application shall be printed or otherwise duplicated so as to be available to all interested parties; other bylaws shall be recorded and filed as well as amendments thereto and Administration shall retain the original of every bylaw on file and properly record amendments thereto.

8.4.6 Every bylaw which has passed the Council shall immediately after being sealed with the seal of the Corporation and signed by the Mayor and CAO, be securely deposited by Administration.

8.5 Amendments

8.5.1 Every amendment must be relevant to the question on which it is proposed. Any amendment offered which raises a new question can only be considered on a distinct motion after notice.

8.5.2 All amendments shall be put in the reverse order to that in which they are moved; and every amendment shall be decided upon or withdrawn before the main question is put to a vote. Only one amendment to the main motion at one time shall be allowed, and only one sub-amendment shall be allowed to an amendment at one time. No member of Council may move to amend his/her/their own motion.

8.5.3 A sub-amendment should not enlarge the scope of the amendment but should deal with matters not covered by either the original motion or the amending motion.



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- 8.5.4 All motions for the appointment of any person to any office shall preclude any amendments.
- 8.5.5 An amendment proposing a direct negative to the original motion is out of order.

8.6 Delegation, Petitions, and Other Communications to Council

- 8.6.1 Any person or group of persons wishing to make direct representation to Council, shall so advise Administration in writing not less than seven (7) days prior to the Council meeting date. The written submission shall state a specific request to speak to Council and shall include a name of the person or group representative wishing to speak before Council, their municipal and mailing addresses, phone number(s), and the subject on which they wish to speak.
- 8.6.2 Notwithstanding any provisions of this Bylaw, the Council will grant a full and fair hearing to persons entitled by law to make oral submissions to Council.
- 8.6.3 In questioning Delegations, whether statutory or otherwise, members of Council will ask only those questions which are relevant to the subject of the hearing and will avoid repetition. Delegations speaking to the subject will be restricted to speaking to the relevant subject matter only.
- 8.6.4 Delegations shall not speak for more than five (5) minutes unless the time is extended by a majority vote of Council.
- 8.6.5 When a person or group of persons wishes to present to Council a petition on any matter within its jurisdiction, the petition must be:
 - a. typed or legibly written;
 - b. clearly set out the matter at issue;
 - c. in accordance with the relevant Statutes to which the matter at issue is governed;
 - d. received by Administration at least seven (7) days before the Council meeting.

Further, should the petitioners wish to address Council on the matter at issue contained on the petition, they shall do so in accordance with the provision of Section 8.6.1 of this Bylaw.

- 8.6.6 Before considering a Delegation, a petition, or any other communication directed to them, Council may first refer any such item to any appropriate board, commission, or committee; or, if Council deems the urgency of the matter so requires, by a two-third majority vote, take immediate action thereon.

8.7 In Camera

- 8.7.1 Where a majority of the members of Council present is of the opinion that it is in the public interest to hold a meeting or a portion of a regular meeting as Committee of the Whole on any subject in private, a Council may, by resolution, move in camera, and exclude any person or persons from said meeting. Council has no power at such In Camera meeting to pass any resolution or bylaw, apart from the resolution necessary to revert back to an open meeting.



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8.7.2 The rules of Council shall be observed while In Camera, as far as may be applicable. Questions of order arising In Camera shall be decided by the Presiding Officer, subject to an appeal to the Council.

8.8 Public Hearing

8.8.1 A Public Hearing may be held in conjunction with a regular or special meeting of Council.

8.8.2 In accordance with the *Municipal Government Act*, a Public Hearing:

- a. Shall hear any person, or group of persons, or persons representing them, who claims to be affected by a proposed bylaw or resolution and who has complied with the procedures outlined by Council; and
- b. May hear any other person who wishes to make a presentation and whom the Council agrees to hear.

8.8.3 The Mayor or Presiding Officer will:

- a. Introduce the first item on the agenda.
- b. Call upon the following to speak, in the order designated:
 - i. Persons in favor
 - ii. Persons against
 - iii. Administration
- c. Ask for a motion on the proposed matter.
- d. Proceed to the next item on the agenda.

8.8.4 Persons addressing Council should:

- a. Give their name and address.
- b. Indicate if they are speaking on their own behalf, or for a client or company, or for a group of citizens (i.e., community association, club, organization, etc.).

8.8.5 Conduct and control of meeting:

- a. A person who is not a member or officer of the Council shall not come within the bar of the Council chamber during a sitting of the Council unless he/she/they first obtains permission from the Mayor or Presiding Officer.
- b. Members of the Public Hearing who constitute the audience in the Council chamber during a Council meeting:
 - i. May not address Council without permission of the Council;
 - ii. Shall maintain order and quiet; and
 - iii. Shall not applaud or otherwise interrupt any speech or action of the members of Council, or any other person addressing Council.
- c. The Mayor or Presiding Officer may, at any meeting, cause to be expelled and excluded any person who creates any disturbance or acts improperly during a meeting.
- d. No person shall address Council for more than five (5) minutes, exclusive of the time required to answer questions put to him/her/them by Council.



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- e. Council will not debate issues with any speaker, but each member of Council may ask questions for clarification of each speaker. All questions will be directed through the Presiding Officer.
- f. Council may accept written submissions in lieu of verbal presentations as long as the document is signed, dated, and includes the name and address of the person making the submission.
- g. The Agenda may be retained for a person’s personal use, however, if he/she/they have no further use for it, the Agenda shall be left on the table where it had been picked up for use by another person.
- h. When all persons who want to speak to an issue have been given their opportunity to speak, the Presiding Officer shall declare the Public Hearing closed. Once a Public Hearing is closed, it cannot be re-opened. Council may hold another Public Hearing on the same subject, however, it is subject to the same requirements of advertising and rules for speaking as the initial Public Hearing in accordance with the *Municipal Government Act*.

9. Appointment, Organization, and Conduct of Committees

9.1 Council may appoint Standing or Special Committees consisting of one or more of its Members, and may delegate to any such Committee:

- a. Any matter for consideration or inquiry, and
- b. Any of the duties and powers imposed and conferred upon this Council by this Act, except the powers:
 - i. To borrow money,
 - ii. To pass bylaws,
 - iii. To enter into contracts, or
 - iv. To publicly express or communicate any opinion that may be misconstrued as being Council's opinion.

A Committee to which a duty or power is delegated may exercise or perform it in like manner and with same effect as the Council.

9.2 All Standing and Special Committees shall be appointed on motion of a Member by consent of a majority of the Members present at a meeting of Council. Any member of the Council may be placed on a Committee notwithstanding the absence of any such Member at the time of his/her/them being named upon such Committee; the Mayor shall be ex-officio a Member of all Committees and the Mayor as such Member of the Committees shall have all the powers and privileges of any Member of the same including the right to vote upon all questions to be dealt with by such Committee.

9.3 In any case where a Member of a Standing or Special Committee is absent from the Town or is otherwise unable to attend meetings of the Committee of which he/she/they are a Member, the Mayor may appoint a member of Council to such a Committee to attend the



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meetings of the Committee concerned, such appointment to be restricted to one meeting unless authorized by Council.

- 9.4 Among the reports to each Council meeting shall be a written report from the CAO upon matters requiring the Council 's decision or providing information to Council or including any other matter that is submitted at the request of Council or because the CAO deems it to be a matter that should properly be placed before Council.
- 9.5 A Special Committee may be appointed at any time by Council or by the Mayor acting upon the instruction of Council, providing only that a motion has been adopted specifying the matters to be dealt with by the Committee, and including the term of the Committee.
- 9.6 The membership of Standing Committees shall be subject to revision on a yearly basis at the Organizational Meeting of each year of a Council's term of office.
- 9.7 Each proposed change will be voted upon and decided by a majority vote.
- 9.8 The business of Council Committees shall be conducted under the following regulations and subject to the rules governing procedure in the Council:
- a. The Chairman shall preside at every meeting;
 - b. The name of the Chairman shall appear upon all reports and recommendations made by the Committee;
 - c. In the absence of the Chairman, an acting Chairman will be chosen by the Members present;
 - d. The minutes of the transaction of every Committee shall be accurately entered in a book to be provided for that purpose;
 - e. When a division takes place on any question and the question may be put to a vote, the votes of the Members may be recorded;
 - f. No report or recommendation to do with any matter or thing shall be recognized as emanating from any Committee unless it is in writing, nor unless it bears the name of the Chairman or acting Chairman and has been certified correct by Administration and refers to the minute of the Committee under which it is issued;
 - g. The Town staff person in attendance, or a Committee member designated by the Committee chairman, shall record the minutes of the Committee;
 - h. Any Council member not a member of a Committee shall have the right to attend Committee meetings with right of debate, but not to make motions or to vote; and
 - i. The CAO shall be "ex-officio" a member of all Standing Committees but shall not have the privilege of voting thereon.



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9.9 No member of the Council shall have the power to direct or interfere with the performance of any work for the Corporation, and the officer in charge shall be subject only to his/her/their superior officer (if any) and to the Council, or to any Committee (while acting in the capacity and not otherwise) to which the Council may in any case give authority in that behalf. Nothing in the foregoing shall in any way interfere or restrict the right of a Councillor to seek information from any officer or employee of the Town through the office of the CAO.

9.10 The general duties of all the Committees of Council shall be as follows:

- a. To report to Council whenever so desired by Council, and as often as the interests of the Town may require, on all matters connected with the duties imposed on each such Committee; and to recommend such action by the Council as it deem necessary within its terms of reference;
- b. To observe, unless otherwise specifically permitted, the rules prescribed by the bylaws of the Council; and
- c. The reports of all Committees shall be made available to the Council prior to same being made available to the public.

10. General

10.1 No Member shall speak disrespectfully of the Sovereign, or any of the Royal Family, or of the Governor General, or the Lieutenant Governor, or persons administering the government of the Dominion or of this Province, nor shall he/she/they use offensive words in or against the Council or against any Member thereof, nor shall he/she/they speak except upon the question in debate.

10.2 No Member shall reflect upon any vote of the Council except for the purpose of moving that such a vote be rescinded, nor shall he/she/they resist the rules of the Council, or disobey the decision of the Mayor or of the Council on any question of order or practice or upon the interpretation of the rules of the Council; and in case any Member shall so resist or disobey, he/she/they may be ordered by the Council by a majority vote to leave his/her/their seat for that meeting; and in case of his/her/they refusing to do so, he/she/they may on order of the Mayor, Deputy Mayor or other presiding officer, be removed therefrom by the police, but in case of ample apology being made by the offender, he/she/they may by vote of the Council without debate be permitted forthwith to take his/her/their seat.

10.3 Any Member of the Public who, while in the Council chamber, interrupts and disturbs the proceedings of Council by words or actions and who, when so requested by the presiding officer, refuses to end such interruption or to leave the Council chambers if so requested, shall be guilty of an offence and liable on conviction to the penalties provided in the Town's General Penalty Bylaw and shall be subject to removal from the Council chambers by the police.



**COUNCIL PROCEDURAL
BYLAW**

BYLAW #: 2023-12

AUTHORITY:

COUNCIL

SUPERSEDES: COUNCIL PROCEDURE BYLAW 1999-07

EFFECTIVE DATE:

November 27, 2023

11. Severability

All sections of this Bylaw are separate and severable. Should any section or part of this Bylaw be deemed invalid or inoperative by any court or administrative body for any reason, the remaining sections shall remain valid and in full force and effect.

12. Repeal

This Bylaw repeals Council Procedure Bylaw #1999-07 and all amendments.

13. Coming Into Force

This Bylaw comes into force and effect on the day it is passed.

READ A FIRST TIME ON _____

READ A SECOND TIME ON _____

READ A THIRD TIME AND PASSED ON _____

MAYOR

DATE

CAO

DATE



**COUNCIL PROCEDURAL
BYLAW**

BYLAW #: 2023-12

AUTHORITY:

COUNCIL

SUPERSEDES: COUNCIL PROCEDURE BYLAW 1999-07

EFFECTIVE DATE:

November 27, 2023

SCHEDULE "A"

Regular Council Meeting - Agenda

1. Call to Order
2. Acceptance of Agenda
3. Adoption of Minutes
4. Public Hearings
5. Presentations & Delegations
6. Town Operational Reports
7. Committee Reports
8. Old Business
9. New Business
10. Bylaws
11. Correspondence
12. Closed Session
13. Adjournment