



BYLAW 2021/72

BYLAW 2021/72 is a Bylaw of the County of Wetaskiwin No. 10 in the Province of Alberta, respecting the procedures and order of meetings held within and dealing with subject matters pertaining to the County of Wetaskiwin No. 10.

WHEREAS: Section 145 of the Municipal Government Act, revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto, authorizes the passing of Bylaws to regulate the proceedings and conduct of Meetings of Council, Council Committees, and other bodies established by Council;

AND WHEREAS: Council has deemed it expedient and necessary to establish rules and provisions to regulate the conduct of the business in Council Meetings and Council Committee Meetings;

NOW THEREFORE the Council of the County of Wetaskiwin No. 10, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. This Bylaw shall be known as the "Procedural" Bylaw.
2. **Definitions:**
 - 2.1 'Administration' means the Chief Administrative Officer of the County of Wetaskiwin No. 10 or the employee(s) accountable to and designated by the Chief Administrative Officer.
 - 2.2 'Administrative Inquiry' is a written request from a Councillor directed to Administration through the Chief Administrative Officer, or in accordance with Provision of Information to Council Policy 11.0.8, for the future provision and report of information to Council as a whole.
 - 2.3 'Agenda' is the order of items of business for a meeting in the County as outlined in Schedule "A".
 - 2.4 'Agenda Package' is the reports, bylaws, or other documents provided to Council and Committees by Administration for meetings in the County.
 - 2.5 'Chair' means the person who has the authority to preside over a meeting. During a Council meeting this position, unless otherwise appointed by Council, will be filled by the Reeve.
 - 2.6 'Chief Administrative Officer (CAO)' means the person appointed by Council to the position of CAO under the authority of Section 205 of the MGA or the individual(s) duly designated to perform the required functions by the CAO and for whom the CAO is accountable for.
 - 2.7 'Closed to the Public' means in the absence of the public.
 - 2.8 'Committee' means a board or other body established by Council under Section 145 and 146 of the MGA.
 - 2.9 'Consent Agenda' are agenda items that do not require discussion, debate or decision by Council.
 - 2.10 'Contrary Motion' means a motion put forward by a Councillor that opposes or goes against a previous Council resolution.
 - 2.11 'Corporate Record' is the record of Agendas, Minutes and other related material which is dealt with by Council or a Committee. It also includes all documents to which the corporate seal of the County is affixed.



- 2.12 'Council' is the Reeve and Councillors as a whole duly elected in the County that hold office at that time.
- 2.13 'Council Chambers' is the primary meeting room referred to as Council Chambers in the County Administration building.
- 2.14 'Councillor' is an individual duly elected, under Section 147 to carry out the duties of Section 153 & 154 of the MGA or amendments thereto, to represent the residents and ratepayers of the County and who also continues to hold office.
- 2.15 'the County' is the municipal corporation of the County of Wetaskiwin No. 10 having jurisdiction under the MGA and other applicable legislation.
- 2.16 'Delegation' is defined as an individual acting independently or a group of persons chosen to represent others on a matter before Council or a Committee.
- 2.17 'Deputy Reeve' is the Councillor appointed by Council, pursuant to Section 152 of the MGA and this Bylaw, to act as Reeve in the absence or incapacity of the Reeve.
- 2.18 'Director' means a person who is in charge of a department or activity in accordance with the County of Wetaskiwin's Organizational Policy.
- 2.19 'Draft Minutes' are the unapproved minutes of a previous meeting presented within the Agenda Package for review.
- 2.20 'Electronic Meeting' is a meeting or conference format that allows audio and visual to be available to the public in real time. May also be referred to as online meeting or virtual meeting.
- 2.21 'Freedom of Information and Protection of Privacy Act (FOIPP)' means the Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25, as amended or any legislation substituted thereto.
- 2.22 'Friendly Amendments' are changes to a main motion that do not affect the intent or goal of the motion itself. Used to clarify a motion or enhance the intent.
- 2.23 'General Election' means an election held for all the members of Council of an elected authority to fill vacancies caused by the passage of time, in accordance with the Local Authorities Election Act.
- 2.24 'Improper Conduct' means any action by a member of Council, Committee, Administration, or the public at a meeting which, in the opinion of the Chair of the meeting, does not follow the guidelines as established in this Bylaw or Councillor Code of Conduct Bylaw.
- 2.25 'Inaugural Meeting' is the first meeting of Council held immediately following a General Election.
- 2.26 'Local Authorities Election Act (LAEA)' means the Local Authorities Election Act RSA 2000, Chapter L-21, as amended or legislation substituted thereto.



- 2.27 'Manager' means a person who is in charge of a department or activity in accordance with the County of Wetaskiwin's Organizational Policy.
- 2.28 'Meeting' means a meeting of Council or a Committee of the County.
- 2.29 'Member' is a Member of a Committee duly appointed by Council, under the MGA, to that Committee.
- 2.30 'Minutes' are the official record of proceedings of a meeting recorded in the English language without note or comment.
- 2.31 'Motions of Precedence', are motions that can temporarily replace a motion on the floor and can only be superseded by a motion of higher rank or 'Precedence', in accordance with Section 22 of this Bylaw.
- 2.32 'Municipal Government Act (MGA)' means the Municipal Government Act, RSA 2000, Chapter M-26, as amended or any legislation substituted thereto.
- 2.33 'Notice of Motion' is the means by which a Councillor or Member brings business before Council or a Committee.
- 2.34 'Organizational Meeting' is the annual Council meeting held to determine Council structure for the upcoming year as stated in Section 192 of the MGA.
- 2.35 'Pecuniary Interest' means the interest of an individual Councillor that allows them to become ineligible from participating in debate as a Councillor or voting on an issue as identified in Section 170 of the MGA.
- 2.36 'Point of Information' is a request made during a meeting directed to a Councillor or Administration for information or clarification relevant to the business at hand directed from a member of Council.
- 2.37 'Point of Order' is a statement by a Councillor or Member raising a departure from this Bylaw or other parliamentary procedure.
- 2.38 'Point of Privilege' refers to matters affecting the rights and protection of Council or a committee collectively or the propriety of the conduct of individual Councillors or Members and includes, but is not limited to, the following:
- 2.38.1 the organization or existence of Council or a committee;
 - 2.38.2 the comfort of Councillors or Members,
 - 2.38.3 the conduct of Councillors or Members,
 - 2.38.4 the conduct of Administration or members of the public in attendance at the meeting, and
 - 2.38.5 the reputation of a Councillor, Member or of Council or a committee as a whole.
- 2.39 'Point of Procedure' is a question to obtain information on the procedures of Council or a Committee to assist a Councillor or a Member to:



- 2.39.1 make an appropriate motion,
 - 2.39.2 raise a Point of Order,
 - 2.39.3 understand the procedure, or
 - 2.39.4 understand the effect of a motion.
- 2.40 'Public Hearing' is a meeting to hear matters with presentations from members of the public, pursuant to the MGA.
- 2.41 'Public Notice' shall be the formal posting of the date, time, and place for all meetings and hearings of Council as outlined by Section 196 of the MGA and Terms of Reference for Council Meetings Policy.
- 2.42 'Question' is the request of the Chair to have a vote on a motion.
- 2.43 'Quorum' is the attendance of the majority of voting Members or Council.
- 2.44 'Recess' is a temporary break in a meeting that has an identified return time.
- 2.45 'Recording Secretary' is the person at a meeting entrusted to keep official records of the meeting, convey correspondence, provide specified reports and convey the appropriate information from the meeting to appropriate members of Administration.
- 2.46 'Reeve' is a Councillor appointed by Council as the Chief Elected Official with duties as identified under Section 154 of the MGA who continues to hold office.
- 2.47 'Resolution' is a motion that is presented, voted upon, and either passed or defeated by a majority thus becoming the direction of Council or a Committee.
- 2.48 'Table' the purpose of this motion enables the discussion of an issue to be put off to a more convenient time, which may be later in the same meeting or at a subsequent meeting. This allows more information to be collected or permits members to draft desired amendments.
- 2.49 'Vice-Chair' is the person who has the authority to preside at a meeting in the absence of the Chair. During a Council meeting this position, unless otherwise approved by Council, will be filled by the Deputy Reeve.

3. Authority:

- 3.1 This Bylaw applies to all meetings held by organized bodies of the County. Committees created by Council are subject to the provisions of this Bylaw unless Council has given the Committee the power to establish procedures. Sections of this Bylaw which are governed by the MGA may not be altered.
- 3.2 The precedence of rules governing the procedure of Council are:
 - 3.2.1 the MGA,
 - 3.2.2 other Provincial legislation,



3.2.3 this Bylaw, and

3.2.4 the current edition of 'Robert's Rules of Order'.

3.3 Procedure in any meeting is a matter of interpretation by the Chair.

3.4 If the provisions of any other Bylaw conflict with the rules outlined in this Bylaw, this Bylaw shall prevail.

4. Organization of Council:

4.1 The Reeve, when present shall preside as Chair of Council and unless otherwise determined by Council serve as the official representative of the County at all public events and meetings.

4.2 The Deputy Reeve shall act as Council Chair and Council representative should the Reeve become unable to attend a Council meeting or function.

4.3 In the absence, incapacity, or inability of the Reeve or Deputy Reeve to act, Council may appoint a replacement in accordance with Section 152(3) of the MGA.

5. Meetings – Schedule for Meetings of Council:

5.1 Regular meetings of Council will be held in Council Chambers and/or through Electronic Meetings unless notice is given pursuant to Section 5.7.

5.2 All Council meetings will be held free from admission and have open public access other than circumstances as identified in subsection 5.8 of this Bylaw.

5.3 Unless otherwise determined through resolution Council will hold meetings every two weeks. If a regular meeting of Council falls on a Statutory Holiday the meeting will take place on the next business day unless otherwise determined through resolution.

5.4 Council meetings shall commence at 9:00 a.m. unless otherwise provided for through Council resolution.

5.5 Council may change, cancel or reschedule any meeting through Council resolution provided proper public notice is given pursuant to subsection 5.7 of this Bylaw.

5.6 No Council meeting may occur unless there is a Quorum of Councillors in attendance.

5.6.1 If a Quorum is not available the scheduled meeting shall be cancelled. Public notice shall be given for the cancelled meeting and when the rescheduled meeting will occur.

5.7 The CAO shall ensure that notice of all meetings, meeting cancellations, and subsequent reschedules will be given in accordance with the Section 196 and 606 of the MGA.

5.8 Council meetings shall be open to the public in their entirety unless one of the exceptions to disclosure named in Division Two (2) Part One (1) of the Freedom of Information and Protection of Privacy Act must be discussed.



5.8.1 If this is the case Council shall, through resolution, move 'Closed to the Public' for all discussions and deliberations on the matter at hand but shall not vote on any decisions while Closed to the Public. All public and members of Administration not required to be in attendance must exit Council Chambers while Council is 'Closed to the Public'.

5.8.2 If a vote is desired Council shall move out of 'Closed to the Public', open the meeting to the public and proceed with a resolution on the issue.

5.9 Special meetings may be called in accordance with Section 194 of the MGA.

6. Meetings - Inaugural Meeting:

6.1 At this meeting:

6.1.1 every member of Council must take the Oath of Office;

6.1.2 Council shall appoint the Reeve who will then take an additional Oath of Office;

6.1.3 Council shall appoint a Deputy Reeve who will then take an additional Oath of Office;

6.1.4 Council may establish a rotation schedule for the position of Deputy Reeve; and

6.1.5 Council shall appoint Members to Committees.

6.2 Until Council has taken the Oath of Office, the CAO shall chair the meeting. Once the position of Reeve has been appointed, the Oath of Office as well the Oath of Chief Elected Official has been taken the Reeve will take chair of the meeting.

7. Meetings - Organizational Meeting:

7.1 In accordance with Section 192 of the MGA, An Organizational Meeting must be held in October of each year no later than two (2) weeks after the third Monday of the month. At this meeting Council shall:

7.1.1 appoint the Reeve & Deputy Reeve of the County,

7.1.2 appoint Members to Committees.

7.2 Appointments of Council Members to Committees shall be for a term of one year unless otherwise specified.

8. Records of Council – Agenda:

8.1 Items to be considered from a Director for inclusion on the Agenda shall be made available to the CAO no later than 12:00 noon four (4) working days preceding the scheduled meeting of Council.

8.2 Council Members wishing to include an item on the Agenda must submit a Notice of Motion to the CAO no later than five (5) working days prior to the scheduled meeting.

8.3 Any member of the public who wish to be included on the Council agenda as a delegation must submit a written request along with presentation/information to the CAO as outlined in



Section 19 of this Bylaw. All items must be received a minimum of seven (7) days prior to the scheduled meeting. If further research is required, the delegation will be scheduled at the first meeting after the research is completed.

- 8.4 When the date for submissions falls on a statutory holiday, the date for receipt shall be the previous business day.
- 8.5 The items on the Agenda for Council meetings shall be approved by the CAO and made available to Councillors a minimum of three (3) working days before the scheduled meeting date.
- 8.6 The dates for the availability of the agenda shall be subject to Administrative schedule and emergent issues.
- 8.7 Agenda Packages shall be made available to the public through the County of Wetaskiwin website. The Agenda, as per Section 2.3, will be available at the County of Wetaskiwin Administration Building.

9. Records of Council - Additions to Agenda:

- 9.1 Notwithstanding subsection 8 of this Bylaw, in exceptional circumstances, items of emergent business nature will be made available to Council. These items will only be considered once made a part of the agenda pursuant to Section 9 of this Bylaw. Urgent items are considered to be time sensitive in nature without the ability to wait until the next appropriate meeting to be dealt with by Council.
- 9.2 Councillors and Administration may present information to be considered during a Council meeting prior to the acceptance of the Agenda. The item will then be placed under new business behind the last item that was originally set to be discussed.
- 9.3 When the time comes for the item to be discussed the party responsible for the items inclusion on the agenda will speak to the issue and discussion shall occur.
- 9.4 Once discussion has occurred the item will be accepted as information until the next meeting where it will be presented on the Agenda for decision. This will ensure that all proper research, possible advertisement, and citizen consultation has been conducted.
- 9.5 Notwithstanding subsection 9.4 of this Bylaw, if an issue is deemed by Council to be of a time sensitive nature, unable to wait until the next meeting, Council may provide direction on the issue providing there is a two-thirds (2/3) majority vote of Council. Prior to a resolution providing direction, a resolution must be presented for the issue to be deemed a time sensitive matter.
- 9.6 Members of the public may not add new business to an Agenda outside of Section 8.3 of this Bylaw.

10. Records of Council – Minutes:

- 10.1 The CAO shall prepare the minutes of every meeting, in accordance with Section 208(1) of the MGA.



10.2 The Draft Minutes of previous Council Meeting(s) shall be provided to each Councillor before the meeting in which they are to be approved. There is no requirement to read draft minutes aloud at the meeting prior to adoption.

10.3 Every Councillor will have the opportunity to provide clarification to the Draft Minutes they have been supplied. Minutes will become official, inclusive of any changes through a Council resolution.

10.4 Minutes will be recorded without comment; and shall only record the specific directions and decisions of Council; with the exception of Subdivision & Development Appeal Board hearings.

11 Procedures of Meetings – Roles:

11.1 The Chair:

11.1.1 shall maintain order and preserve decorum at all meetings;

11.1.2 may, if necessary, call a member to order;

11.1.3 shall decide Points of Order and Points of Procedure without debate or comment from other Councillors or Administration;

11.1.4 will acknowledge receipt of a motion and ensure it is clear.

11.1.5 shall determine the speaking order to ensure all Councillors have the opportunity to ask a question or provide comment;

11.1.6 shall ensure that all Councillors are prepared to vote, subsequently call the question, and ensure that all Councillors qualified to vote on an issue have done so;

11.1.7 shall rule when a motion is out of order; and

11.1.8 shall rule when a motion is contrary.

11.2 Unless otherwise provided in a Bylaw the Reeve shall be an inherent member of all County Committees in accordance with Section 154(2) of the MGA that states, *'The chief elected official is a member of all council committees and all bodies to which council has the right to appoint members under this Act, unless the council provides otherwise.'*

11.3 The Chair shall have the same rights and opportunity to participate in debate as all other members. The Chair is required to vote on all issues to which they are entitled to do so as all other members.

12. Procedures of Meetings - Conduct in Public Gallery:

12.1 During any meeting individuals in attendance in the public gallery shall:

12.1.1 not address the Council or Committee without permission;

12.1.2 maintain order and quiet;



12.1.3 not interrupt any speech or action of any person addressing Council or a Committee; and

12.1.4 not engage in any improper conduct as determined by the Chair of the County meeting in compliance with the entirety of this Bylaw.

12.2 The Chair may order a member of the public, who disturbs, or acts improperly, at a meeting by words or actions, be expelled. The Chair may request the assistance of the County Peace Officers, RCMP or other enforcement officers to remove the person.

13. Procedures of Meetings - Conduct of Councillors:

13.1 Councillors must adhere to Code of Conduct as outlined in the Councillor Code of Conduct Bylaw.

14. Procedures of Meetings - Calling a Councillor to Order:

14.1 When the Chair calls a Councillor to order, it must be done so in accordance with the Councillor Code of Conduct Bylaw.

15. Procedures of Meetings - Points of Information, Order, Procedure, and Privilege:

15.1 When a Point of Order, Point of Procedure, or Point of Privilege arises, it shall be considered immediately.

15.2 When a Point of Information is raised, the Chair shall answer the query or direct the Point of Information to the appropriate member of Administration.

15.3 When a Point of Privilege arises, the Chair shall rule upon the admissibility of the question and if the Chair rules favorably, the Member, who raised the Point of Privilege, shall pursue the Point of Privilege or action.

15.4 When a Point of Order is raised, the Chair shall rule, without comment or debate from any other Councillor or Member, on the appropriate procedure or action required in order to address the Point of Order.

16. Procedures of Meetings - Pecuniary Interest:

16.1 Any Councillor who has a Pecuniary Interest as identified in Section 2.35 of this Bylaw on an issue before Council shall:

16.1.1 disclose the general nature of the Pecuniary Interest to Council as a whole; and

16.1.2 a Councillor may be excused from a meeting in accordance with Section 170 and 172 of the MGA upon resolution from the rest of Council allowing dismissal. The time of when the Councillor removes themselves from the meeting is recorded and forms part of the minutes before debate or discussion begins and return after the vote is declared. The time of when the Councillor returns to the meeting is recorded in the minutes and forms part of the minutes.

16.2 An Elected Official has the right to be excused from a meeting under reasons of Pecuniary Interest and may only



re-enter the same meeting as a member of the general public for a public hearing or after discussion and voting on the issue is complete.

16.3 The Councillor declaring Pecuniary Interest is not considered part of Quorum for the discussion of the item.

16.4 The minutes of the meeting shall record the name and general nature of the Pecuniary Interest declared by a Councillor.

17. Procedures of Meetings - Recess

17.1 Every regular meeting may recess without a motion for ninety (90) minutes at 12:00 noon unless otherwise determined by Council.

17.2 Notwithstanding subsection 17.1 of this Bylaw, a motion to recess for more than a period of fifteen (15) minutes may be made at any time and must include a time to reconvene.

17.3 The Chair may call for a recess up to a period of fifteen (15) minutes without resolution by Council.

18. Procedures of Meetings - Adjournment:

18.1 All regularly scheduled Council meetings shall be adjourned at 3:00 p.m. If still in session at the time of adjournment Council may conclude the matter under discussion and then recess the meeting.

18.2 Council, through resolution, may extend the end time for a meeting provided that an adjournment time is established.

18.3 A meeting is deemed adjourned when:

18.3.1 a Quorum is no longer established within ten (10) minutes after a recess, or

18.3.2 the number of Councillors present at a meeting becomes less than the required number for a Quorum.

19. Procedures of Meetings - Communications:

19.1 When an individual(s) applies to have a letter or other communication considered by Council it shall be addressed to the CAO and shall:

19.1.1 clearly set out the matter at hand and the request,

19.1.2 be clearly written or typed and contain the name and address of the writer, and

19.1.3 for electronic communications contain the name and contact information of the writer.

19.2 No anonymous communications received will be presented to Council and will be filed by the CAO.

19.3 Communication received by the CAO that is not considered to meet the conditions in subsections 19.1 and 19.2 of this Bylaw, is abusive or otherwise inappropriate in nature may be filed and not presented to Council.

19.4 On receipt of a communication the CAO may:



- 19.4.1 include it on the agenda for the next appropriate Council meeting in full or in summary, or
- 19.4.2 refer it to the appropriate administrative department for reply.
- 19.5 Except for Council reports from attendance at meetings as an official County representative, Councillors shall not present matters for consideration by submitting communications for inclusion in the Agenda unless in accordance with Section 9. Rather, these items shall be submitted through Section 20 Administrative Inquiry.
- 19.6 Any communications directed to a Councillor or to Council shall be provided to all Council including any subsequent action taken.

20. Procedures of Meetings - Administrative Inquiries:

- 20.1 A Councillor making an Administrative Inquiry shall do so under the Provision of Information to Council Policy 11.0.8.
- 20.2 No individual Councillor may at any time give any direct direction to a member of Administration. Council may provide direction to the CAO who shall delegate the direction to the appropriate Administration department.
- 20.3 If an Administrative Inquiry requires a substantial and quantifiable cost to the County either in administrative time commitment or the procurement of contracted work, a cost report will be presented to Council along with the Administrative Inquiry response.
- 20.4 Council may at any time instruct the CAO to abandon any inquiry request.

21. Procedures of Meetings - Absence from Council:

- 21.1 Subject to Section 174(1)(d) of the MGA, if a Councillor is absent from all regular Council meetings for a period of eight (8) consecutive weeks the Councillor may be considered disqualified unless the absences are authorized through resolution pursuant to Section 174(2) of the MGA.

22. Motions and Debate - General Provisions on Motions:

- 22.1 Motions in Council do not have to be seconded by another Councillor to be considered by Council.
- 22.2 Any Councillor may make a motion after being recognized by the chair.
- 22.3 Every motion, other than to recess, adjourn, or accept a presentation as information, shall be presented to Council with opportunity for clarification before the question is called. A Councillor may withdraw their motion anytime prior to the question being called.
- 22.4 The CAO, if requested, shall read the motion aloud before the call of the question.
- 22.5 All motions/votes must be recorded.



22.6 Once a motion has been moved, been presented to Council, and is being considered, no Councillor may make another motion other than to:

22.6.1 amend the main motion,

22.6.2 amend an amendment to the motion,

22.6.3 refer to the main motion,

22.6.4 table the motion,

22.6.5 move a motion of Privilege, that is a motion to,

(a) recess,

(b) adjourn,

(c) set the time for adjournment, or

(d) extend the time for adjournment, or

22.2.6 raise a:

(a) Point of Privilege,

(b) Point of Order,

(c) Point of Information, or

(d) Point of Procedure.

22.3 Once a motion has been made and presented for consideration by Council, only Friendly Amendments that do not alter the intention of motion may be made either:

22.3.1 by the Motioning Councillor's initiative, or

22.3.2 when requested by another Councillor speaking to the motion.

23. Motions and Debate - Voting on Motions:

23.1 All Councillors must vote on all motions other than when a Councillor has a pecuniary interest as identified in Section 16 of this Bylaw or if a Councillor:

23.1.1 has not been present for the entirety of a public hearing, or

23.1.2 is not present at the time of the call of the question.

23.2 In order for a motion to be considered the Councillor making a motion must be present at the time of the call of the question.

23.3 When voting all Councillors are required to raise their hands and leave them raised until the Chair is able to distinguish the votes cast on a motion both for and against.

23.4 A motion shall be declared lost when it:

23.4.1 does not receive the required number of votes, or

23.4.2 receives a tie vote.

23.5 When a motion presents two (2) or more recommendations, a Councillor may request, before the question is called, that the recommendations in the motion be voted upon separately.



- 23.6 A vote on an item for which a Public Hearing has been held must follow the guidelines identified in Section 25 of this Bylaw.

24. Committees – Establishment and Conduct:

- 24.1 Council may establish Committees, pursuant to Section 145 and 146 of the MGA, as are deemed necessary or advisable for the orderly and efficient handling of specific affairs of the County.
- 24.2 Council shall approve Terms of Reference for established Committees providing specific direction for the purpose and responsibilities of the Committee.
- 24.3 Unless contrary to Legislation or contract, Council has the ability to terminate any Committee through resolution.
- 24.4 At the first Meeting of any Committee a Committee Chair and Committee Vice-Chair shall be established as per the Terms of Reference of each Committee.
- 24.5 The role of all Committees shall be of an advisory nature. Committees shall make recommendations through Administration to Council for a decision. No budgetary decisions may be directly made by any Committee.
- 24.6 Committee recommendations shall only become binding once Council has adopted a Committee report and ratified Committee recommendations through resolution, unless otherwise indicated in the Terms of Reference.
- 24.7 Council shall establish when Committee reports must be presented to Council. If no specific report timeframe is determined, it shall be at the discretion of the Council when to bring forward a Committee Report.

25. Public Hearings – Process and Public Conduct:

- 25.1 Public Hearings shall be held when required and as set out in Section 230 of the MGA.
- 25.2 The Chair shall determine the amount of time for public input.
- 25.3 Individuals addressing a meeting must state their name and who, if anyone, they are representing as well as provide the CAO with the correct spelling of their name.
- 25.4 Individuals addressing Council at a Public Hearing may present additional information to Council outside of the requirements of Section 19 of this Bylaw with the consent of Council. A copy of any information presented may be taken for inclusion in the corporate record.
- 25.5 In accordance with the MGA all Public Hearings:
- 25.5.1 must hear from person(s), groups of persons or person representing them, who claims to be affected by the proposed Bylaw or resolution and who has complied with the procedures outlined by Council, and



25.5.2 may hear from another person(s) who wish to make representations and whom Council chooses to hear.

25.6 The order of business for a Public Hearing shall be:

25.6.1 The Chair will declare a Public Hearing open. The time and names of the delegation who registered will be recorded or it will be recorded that there were no delegates in attendance.

25.6.2 Presentations from Administration and Councillor questions of clarification,

25.6.3 Public Hearing presentations by:

(a) those speaking that are in favor,

(b) those speaking that are opposed,

(c) follow up questions from Councillors,

(d) Rebuttals as allowed by Council,

(e) Questions from Councillors for Public and Administration.

(f) The Chair will declare the Public Hearing closed. The time will be recorded.

(g) Once the Public Hearing has been closed no additional information can be presented to Council by the public.

26. Public Hearings - Councillor Conduct During Public Hearings:

26.1 Councillors may request clarification during a presentation providing the question does not guide or manipulate the presentation.

26.2 Councillors must be present for a Public Hearing, in its entirety, in order to be entitled to vote on the matter. If a Councillor is not eligible to vote on a matter they must leave the meeting before the matter is discussed and a vote is taken.

26.3 The Chair shall announce the opening and closing or recessing of a Public Hearing to the entire room. A motion is not required to open or close a Public Hearing.

26.4 The Chair must close a Public Hearing before a vote may be taken on the matter.

27. Bylaws:

27.1 All Bylaws shall be subject to the requirements for advertising as mandated by the MGA.

27.2 Every proposed Bylaw shall have three (3) separate and distinct readings.

27.3 The CAO shall be responsible for recording amendments to the proposed Bylaw. A resolution for amendments shall be put to a vote.



- 27.4 A proposed Bylaw shall be introduced at the first reading through a motion that the Bylaw be given first reading. The following applies at the first reading:
- 27.4.1 Council may debate the content of the proposed Bylaw,
 - 27.4.2 Council may propose and consider amendments to the Bylaw in accordance with Section 27.2, and
 - 27.4.3 a Councillor may request that individual parts of the Bylaw be read aloud.
- 27.5 The Bylaw shall be introduced for second reading through a motion that the Bylaw be read a second time. The following applies at second reading:
- 27.5.1 Council may debate the content of the proposed Bylaw,
 - 27.5.2 Council may propose and consider amendments to the Bylaw in accordance with Section 27.3, and
 - 27.5.3 a Councillor may request that individual parts of the Bylaw be read aloud.
- 27.6 A Bylaw shall not be given more than two (2) readings at any meeting unless Council unanimously agree on a motion to give third reading without debate.
- 27.7 A motion shall be introduced to give third reading that the proposed Bylaw be read for a third time. The following applies at the third reading:
- 27.7.1 Council may debate the content of the proposed Bylaw,
 - 27.7.2 Council may propose and consider amendments to the Bylaw in accordance with Section 27.3, and
 - 27.7.3 a Councillor may request that individual parts of the Bylaw be read aloud.
- 27.8 If the motion is approved the proposed Bylaw shall take effect once signed by the designated signing authorities in the County, unless otherwise noted in the Bylaw.
- 27.9 If a reading of a proposed Bylaw fails all previous readings are rescinded and the proposed Bylaw shall be deemed to be defeated. The defeated Bylaw shall remain as part of the permanent record.
- 27.10 In accordance with Section 188 of the MGA, if a Bylaw does not receive three (3) readings within two (2) years of the date of first reading, the readings are deemed to have been rescinded and the Bylaw shall be abandoned.
- 27.11 Once a Bylaw has passed through three (3) readings it shall be signed by the Reeve or the Councillor chairing the meeting at the time of third reading and by the CAO and shall be impressed with the County Seal. Once these steps have taken place the Bylaw will be deemed to be in effect, unless otherwise noted in the Bylaw.



27.12 The CAO is responsible to update and keep current all Bylaws of the County that are subject to amendments, expiration or repeal.

28. Standard of Care – Council Chambers:

28.1 In addition to the actions deemed to be impermissible in previous Sections of this Bylaw the following are also deemed to be contrary actions for anyone in attendance at a meeting:

28.1.1 use of a disruptive communication device (ie: cell phone), or

28.1.2 use a disrespectful tone of voice, shouting, profane, vulgar or offensive language or any unnamed action deemed to be inflammatory or unproductive in nature by the Chair.

28.2 In an emergency situation if a communication device must be answered by a Councillor they shall rise, be given permission by the Chair to exit Council Chambers and only then respond to the communication. The Councillor entrance and exit shall be recorded in the minutes.

28.3 Members of the public in attendance at a meeting will be made aware of the communication device obligations at the beginning of the meeting. If a communication device from the public gallery interrupts a meeting a warning from the chair may be given.

28.4 Any attendees or meeting participants who act in a manner deemed unacceptable by the Chair shall be subject to the consequential actions as outlined Section 12 and 13 of this Bylaw.

28.5 Media representatives shall not address Council or Administration during a meeting. Any issues requiring clarification shall wait until a meeting adjournment or an appropriate recess before any questions or inquiries are presented.

29. Standard of Care - Media Relations:

29.1 Unless otherwise determined through resolution all official comments and releases from Council shall be provided to the media through the Reeve.

29.2 All media announcements from Administration shall be approved by the CAO before release.

29.3 All media inquiries directed to Administration shall be directed to the CAO for response.

30. This Bylaw shall be reviewed by Council within 90 days following a General Election.

31. This Bylaw shall repeal Bylaw 2020/10.

32. This Bylaw shall come into full force and effect upon passing of the third reading.



READ: First time this 14th day of December, 2021

READ: A Second time this 14th day of December, 2021

READ: A Third time and finally passed this 14th day of December, 2021

Previously Signed

REEVE

Previously Signed

CHIEF ADMINISTRATIVE OFFICER



Schedule "A"

ORDER OF BUSINESS AT MEETINGS

Subject to other provisions in this Bylaw, the order for business for a meeting shall be the order of the items contained in the Agenda, as follows:

1. Present
2. Call to Order
3. Approval of Agenda
4. Approval of Minutes
5. Consent Agenda
6. Delegations
7. Unfinished Business
8. New Business
9. Information Items
10. Closed to the Public
11. Adjournment