

CITY OF CHESTERMERE

PROVINCE OF ALBERTA

BYLAW NO. 013-20

A BYLAW OF THE CITY OF CHESTERMERE, IN THE PROVINCE OF ALBERTA, TO ESTABLISH PROCESSES AND PROCEDURES FOR COUNCIL MEETINGS IN THE CITY OF CHESTERMERE.

WHEREAS the Municipal Government Act gives Municipalities the power to enact Bylaws and impose fines and penalties for infractions of their Bylaws;

AND WHEREAS the Municipal Government Act authorizes a Council to pass bylaws in relation to the procedure and conduct of Council and may regulate the conduct of councillors;

AND WHEREAS Council has deemed it necessary to regulate the procedures and conduct at meetings of Council;

NOW, THEREFORE THE COUNCIL OF THE CITY OF CHESTERMERE, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. Title:

- a) This Bylaw may be cited as the Procedural Bylaw.

2. Definitions:

- a) "Act" means the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended;
- b) "Administration" means the organization known as the City of Chestermere led by the CAO;
- c) "Action List" means the compilation of Council requests to Administration in the form of a resolution;
- d) "Agenda" means the list and order of business items for any meeting of Council;
- e) "Bylaw" means an active bylaw of the City;
- f) "CAO" means the Chief Administrative Officer of the City of Chestermere,

Alberta appointed by Council, or his or her designate;

- g) "Calendar Year" means the period of 365 days beginning the first of January to the thirty first of December;
- h) "Clerk" means the member of Administration assigned to fulfil the role of the Clerk of the Council of the City of Chestermere;
- i) "City" means the municipal corporation of the City of Chestermere, in the Province of Alberta, or the area within the City of Chestermere's corporate limits, as the context requires;
- j) "Council Committee" means any Board, Commission or Committee established by Council in which Council Members are members themselves;
- k) "Committee of the Whole", or COW, means a Committee comprised of all Council Members;
- l) "Consent Agenda" means the portion of the Agenda containing items that are being presented for information only;
- m) "Council" means the duly elected Mayor and Councillors of the City of Chestermere;
- n) "Deputy Mayor" means the Member of Council appointed pursuant to this Bylaw to act as Mayor in the absence or incapacity of the Mayor;
- o) "In-Camera" means a part of a meeting closed to the public at which no Resolution or Bylaw may be passed, except a Resolution to revert to a meeting held in public;
- p) "Mayor" means the Member of Council duly elected as the Chief Elected Official and the head of Council. The Mayor is the Presiding Officer at all meetings of Council unless otherwise specified;
- q) "Member" means a Member of Council or Committee of the Whole within context;
- r) "Minutes" mean the formal record of decisions of a meeting;
- s) "Motion" means a formal suggestion that is put to a vote;
- t) "Motion to Defer" means a motion to delay consideration of a matter by postponing consideration:

- i. Indefinitely;
 - ii. Until a specified time;
 - iii. Until a specified event happens; or
 - iv. Until a report or communication is presented.
- u) "Motion to Receive" means a motion to acknowledge an item, report or recommendation under consideration with no additional action required;
- v) "Motion to Refer" means a motion to direct a matter to staff or a committee of Council for additional information and/or recommendation, including a specified date at which the information is to be brought back to Council;
- w) "Notice of Motion" means a notice given by a Member of Council advising that the matter described therein will be brought forward at a subsequent meeting;
- x) "Oaths of Office Act" means the Oaths of Office Act, R.S.A 2000, Chapter O-1, as amended;
- y) "Pecuniary Interest" means a matter that could monetarily affect a Member of Council, a member of their family or their employer as prescribed in the Act;
- z) "Point of Order" means the raising of a question by a Member or Administration with the view of calling attention to any departure from this Bylaw or the customary proceedings in debate or in the conduct of Council's business;
- aa) "Point of Privilege" means a request to the Chair to immediately consider and take action to remedy a situation negatively affecting the rights or privileges of a Member of Council or of Council as a whole, despite other pending business currently before Council;
- bb) "Presiding Officer", means the Chair of Meetings of Council, typically the Mayor, or in the absence of the Mayor, the Deputy Mayor, or in the absence of the Deputy Mayor, any other Member of Council;
- cc) "Public Hearing" means a meeting of Council convened to hear matters pursuant to the Act;
- dd) "Quorum" means a majority of Members present at a meeting;
- ee) "Recess" means an intermission or break within a meeting, after which the proceedings are immediately resumed at the point where the recess was

called;

ff) "Recording Officer" means any person directed or appointed by the CAO to record the Minutes of the meeting;

gg) "Repeal" means to render a Bylaw, policy or Motion no longer in effect;

hh) "Resolution" means a formal decision made by Council or COW and can also be referred to as a Motion;

ii) "Special Meeting" means a meeting called by the Mayor pursuant to the Act;

3. Application & Governance

a) This Bylaw applies to all meetings of Council and COW.

b) The precedence of the rules governing the procedure of Members is:

- i. The Municipal Government Act
- ii. This Bylaw
- iii. Robert's Rules of Order

c) In the absence of a statutory obligation, any concern about the procedure or process of a meeting may be decided upon and approved by a majority vote of all Members present.

4. Organizational Meeting

a) Council shall hold an Organizational Meeting in which Council agrees on the items outlined in Section 4c) of this Bylaw, once a year as specified by the Act.

b) First Meeting of newly elected City Council:

- i. At the first Organizational Meeting after an election, the elected officials shall take the oath(s) of office and follow the requirements for an annual Organizational Meeting.
- ii. The CAO shall call the meeting to order and shall preside over the meeting until every Member of Council has made and subscribed the official oath in accordance with the Oath of Office Act. The CAO shall then retire from the chair and the Mayor shall take the chair.

- iii. All Council members are authorized to sign cheques, agreements and other negotiable instruments on behalf of the Mayor and Deputy Mayor, as well as fulfill other roles such as chairing meetings, when the Mayor and Deputy Mayor are unable to fulfill these duties.
 - iv. Council will review the Procedural Bylaw and approve any amendments as deemed necessary.
 - c) At the annual Organizational Meetings, Council shall determine:
 - i. Council Meeting and Committee of the Whole dates and times for the Calendar Year;
 - ii. Council Committees to which each Council member will be appointed. Councillor appointments to Council Committees shall be for a term of one year unless otherwise specified;
 - iii. The Councillor who will serve as Deputy Mayor for up to 12 months;
 - iv. Any amendments to the Council Code of Conduct Bylaw as well as the Elected Officials Remuneration and Expense Policy. The Code of Conduct Bylaw shall be signed by all Members once all revisions have been approved.

5. Committee of the Whole

- a) There shall be a Committee of the Whole comprising of all Council Members.
- b) Committee of the Whole shall meet during the dates and times determined at the Organizational Meeting. The meeting shall be chaired by the Presiding Officer, unless otherwise determined, and Quorum shall be a majority of Members.
- c) The purpose of Committee of the Whole meetings is for the Committee to:

- i. Hear and/or receive information that enhances the understanding of an issue or topic, including considering newly drafted or amended bylaws and policies prior to being considered by Council;
 - ii. Hear and/or receive delegations from the public;
 - iii. Direct and provide feedback to Administration and/or make recommendations to Council through Resolution; and
 - iv. assist Council with making informed decisions.

- d) The Committee may only make the following Resolutions:
 - i. to adopt the Agenda;
 - ii. to move in and out of In-Camera;
 - iii. to accept or receive reports and delegations as information;
 - iv. to refer an item back to Administration or a Committee of Council;
 - v. to make recommendations to Council;
 - vi. to provide Administration with direction on a matter pertaining to an item on the corresponding meeting Agenda;
 - vii. to defer a matter until a specified time or indefinitely; and
 - viii. to adjourn the meeting.

- e) Meetings shall be held in the public forum unless discussion falls under Division 2, Part 1 of the *Freedom of Information and Protective of Privacy Act*.

6. Preparing for Meetings

- a) Collecting Items
 - i. All Agenda submissions for Regular Meetings of Council Meetings including Public Hearings and Committee of the Whole Meetings must be received by Administration no later than 4:30 p.m. two Thursdays prior to the meeting, unless otherwise specified.

- ii. Administration and members of the public wishing to appear or have correspondence brought before Council or Committee of the Whole must ensure that their correspondence or request is legible and appropriate to be brought before Council or COW and is delivered in the time prescribed above.
- iii. Members of the public granted an audience with the COW must submit a summary of the information that is to be presented. Upon receipt of the request or correspondence, Administration may refer the matter to a staff member or include it as an item on a future Agenda.

b) Distributing the Agenda

- i. Administration shall ensure that Regular Council Meeting and COW Agendas are prepared and distributed to Council at least two working days prior to the meeting.
- ii. Administration shall ensure that Regular Council Meeting and COW Agendas are available on the City's website and copies of the Agenda cover are available in paper form at City Hall at least two working days prior to the meeting.

c) Advertising for Meetings

Once Council determines their regular meeting schedule at the Organizational Meeting, the schedule shall be advertised as prescribed in the Act. If the meeting dates, times, or locations change, the public must be notified in accordance with the provisions set out in the Act.

d) Last Minute Additions

Council may, through Resolution, add last minute items to the Agenda during the adoption of the Agenda under circumstances where urgent matters that were not scheduled need to be addressed. Items may also be added under New Business as prescribed in Section 8p) and 9h) of this Bylaw.

7. Conduct of Council Meetings

a) General Provisions

- i. This section applies to all Council meetings and Committee of the Whole meetings.
- ii. Council Meetings shall be held in the Council Chambers at City Hall located at 105 Marina Road, Chestermere, Alberta, T1X 1V7, and a change of venue shall be advertised as prescribed in the Act.
- iii. Special Meetings shall be subject to the provisions of the Act.
- iv. Council Meetings shall be held in public and no person may be excluded except as prescribed in the Act or under Section 8n) of this Bylaw.
- v. Any person attending a meeting is expected to behave in a polite, courteous, and professional manner whether speaking or watching the proceedings. Cell phones must be turned to silent and conversation must be held outside of Council Chambers, or any room in which a meeting is being held.
- vi. Those attending Council Meetings may not speak or address Council or COW unless they have been scheduled as a delegation, are given permission to do so, or rise during Question Period or Public Input Session.
- vii. Administration and members of the public speaking to Members must introduce themselves to the Presiding Officer. They may not speak until they have been acknowledged by the Presiding Officer.
- viii. Members may attend up to two consecutive meetings through electronic means, unless extraordinary circumstances warrant continuous participation through electronic means.
- ix. Members must inform the Mayor when they will be absent from any meeting of Council or COW.
- x. Reoccurring absences shall be dealt with in accordance with the Act.
- xi. Should a Regular Meeting or Committee of the Whole Meeting continue past 11:00p.m., Members must recess the meeting until a

later date and time unless Members agree to continue the meeting past 11:00 p.m. through a unanimous vote.

b) Quorum

- i. When Quorum is present at the time set for commencement of a meeting, the Presiding Officer should call the meeting to order.
- ii. If there is Quorum present at the time set for commencement but the Mayor and Deputy Mayor are absent, those in attendance shall choose the member of Council to preside over the meeting, and that member shall call the meeting to order.
- iii. If Quorum is not constituted within fifteen minutes from the time set for commencement of a meeting, the C.A.O shall record the names of all the Members present and the meeting shall be adjourned by the Presiding Officer.
- iv. If a meeting does not take place due to a lack of Quorum, or if there is unfinished business as a result of loss of quorum during a meeting, the Agenda or unfinished business shall be reviewed at the next scheduled meeting unless a Special Meeting is called to complete the business.
- v. If at any point during a meeting Quorum becomes lost, the Presiding Officer, prior to loss of Quorum, must call a recess until such a time where Quorum can be resumed.
- vi. If Quorum becomes lost at any time during the meeting to the extent where it cannot be resumed in an appropriate time frame as determined by the Presiding Officer, the Presiding Officer must adjourn the meeting.

c) Authority of Presiding Officer

- i. The Presiding Officer shall be the Mayor unless otherwise determined by Council.
- ii. In addition to the requirements outlined by the Act, the Presiding Officer shall:

- a. Determine if a Motion or amendment is in order. If a Motion or amendment is not in order, the Presiding Officer shall not call for a vote on the Motion.
- b. Determine which Member has the right to speak and ensure that all Members who wish to speak on a Motion have spoken.
- c. The Presiding Officer shall have the authority to set a time limit on the number of times that a Member may speak on the same question or Resolution.
- d. Call for votes after Motions have been put forward and addressed.
- e. Decide Points of Order and Points of Privilege without debate or comment (unless giving references to other legislation).

d) Points of Order

Any Member or Administration may raise a Point of Order and ask that the Presiding Officer rule on the point. The decision of the Presiding Officer on a Point of Order is final.

e) Point of Privilege

Where a Member considers that their integrity or the integrity of the Council as a whole has been impugned, they may raise a Point of Privilege and ask the Presiding Officer to rule on the point. The decision of the Presiding Officer on a Point of Privilege is final.

f) Pecuniary Interest

A Councillor who has a pecuniary interest in a matter before Council (as set out in the Act) shall disclose the general nature of the pecuniary interest and leave the room (unless they are allowed to remain in accordance with the Act) until discussion and voting on the matter are concluded.

g) Conflict of Interest

A Member who believes they may have a conflict of interest other than a pecuniary interest must declare the conflict, however they are still required

to vote on the matter in accordance with the Act.

h) Motions

- i. Any Member may make a Motion for action to be taken on a Resolution or Bylaw.
- ii. When a Motion has been made and is being considered, the Motion must be addressed before moving on to another Motion, unless a subsidiary Motion or privileged Motion is proposed.
- iii. The Member who made the Motion may withdraw or amend the Motion at any time prior to the vote on the Motion.
- iv. A Motion that contains several propositions may be voted on as a single Motion or may be separated into separate Motions if any Member requires it.

i) Discussion

- i. Members may provide their input on items on the Agenda when asked for comments by the Presiding Officer and after they have obtained approval to speak from the Presiding Officer.
- ii. Members are responsible for all of their comments and shall assume personal responsibility for any statement quoted at a meeting. Upon request of Council or COW, the Member shall give the source of information.
- iii. Members shall not speak disrespectfully of others, shout, use offensive language or carry on private conversations during meetings.
- iv. Any Member who takes part in the above prescribed behaviour shall be asked to excuse themselves from the meeting as determined by the Presiding Officer. Should the Presiding Officer act in this manner, the Deputy Mayor shall ask them to excuse themselves from the meeting until a time determined by the Deputy Mayor. The Deputy Mayor shall then preside over the remainder of the meeting.

j) Actions and Voting

- i. When considering a matter, Council or COW may:
 - a. Put the matter to a vote;
 - b. Refer the matter to Administration;
 - c. Refer the matter to a Committee; or
 - d. Defer the matter.
- ii. Each Member must vote once per Motion in accordance with the Act. Once the vote is called by the Presiding Officer, the Members must vote by a show of hands.
- iii. In accordance with the Act, a Member must vote on a matter unless he or she is required or permitted to abstain for any reason (including pecuniary interest or absence from Public Hearing) under the Act or other applicable legislation.
- iv. In accordance with the Act, a Member may ask for a recorded vote. In the event of a recorded vote, each Member shall vote verbally and the Presiding Officer shall vote last.
- v. A Resolution is passed by a majority vote unless otherwise provided for by the Act. If a Motion receives an equal number of votes for and against, the Motion is considered defeated.
- vi. Following a vote, the Presiding Officer shall declare the result of the vote.

k) Recess

- i. The Presiding Officer may recess and reconvene a meeting and determine the length of time Council will recess for without a Resolution.
- ii. Should Members choose to recess in accordance with Section 7a)xi. of this Bylaw, they must do so by Resolution.
- iii. After the recess, business will be resumed at the point when the recess was called.

l) Cancelling Meetings

- i. Council may cancel meetings in the manner as prescribed by the Act.

m) Live Streaming Meetings

- i. All Regular Council Meetings, Public Hearings, Special Meetings and Committee of the Whole Meetings will be live streamed to the City's website when appropriate and will be available through archives provided the equipment is functional and no technical difficulties are experienced. The City of Chestermere cannot guarantee that video streamed footage will always be available.
- ii. If it is predetermined that no further items and/or decisions are addressed or made following the In Camera portion of any meeting other than the decision to adjourn the meeting, Council may decide through general consent to close the video stream function once Council moves In Camera.

8. Regular Meeting Agenda

The list below outlines the standard Agenda for Regular Meetings of Council. Council may or may not hear all aspects of the Agenda or maintain the order of the item listed below depending upon the information or items submitted for the meeting.

a) Call to Order

Once Quorum has been established, the Presiding Officer shall call the meeting to order.

b) Adoption of the Agenda

- i. The Presiding Officer shall ask if Council is willing to adopt the Agenda as presented. If Council wishes to add, remove, or reorder items from the Agenda, it must do so with a majority vote. If the Agenda is to be accepted as presented, Council may adopt the Agenda with a majority vote.
- ii. Council may address items on the Agenda in a different order than presented by a majority vote of Council.
- iii. Following the adoption of the Agenda, Council may modify the order of items should circumstances arise where it is appropriate

to do so, through general consent.

c) Declaration of Conflict of Interest

At this point in the proceedings, any Member of Council who believes they have a conflict of interest, including any pecuniary interest pertaining to any item(s) on the meeting Agenda must declare their interest.

d) Awards and Proclamations

Council may recognize members of the public, organizations, community groups, etc. under this section to recognize accomplishments, awards, performance or achievements. Proclamations may also be made under this section.

e) Adoption of Minutes

- i. Minutes from all previous meetings are to be reviewed and adopted under this section.
- ii. Any Member may request that the Minutes be amended to correct any inaccuracy or omission.

f) Business Arising Out of the Minutes

Council has the opportunity to discuss and inquire on any item on the Action List. Administration frequently updates the Action List which tracks the progression of formal requests, in the form of Resolutions, from Council.

- i. Before an item may be added to the Action List, Council will direct Administration to conduct preliminary investigative work and provide a report that outlines how pursuing the matter will impact the organization. The report should include an approximate timeline for completion, any monetary and staff resources associated, and any other pertinent information pertaining to the matter. Once this report is presented, Council may choose to have the item added to the Action List by directing Administration to further pursue the matter through Resolution.

g) Consent Agenda

- i. Members may move items off the Consent Agenda and on to the regular business Agenda for robust discussion under its appropriate section, or may be addressed immediately following the adoption of the Consent Agenda, at Council's discretion.
 - a. Removing items from the Consent Agenda and adding them under their appropriate section on the regular meeting Agenda is done through Resolution.
- ii. Council shall receive the Consent Agenda, including all remaining items, if any, as information by Resolution.
- iii. Items of correspondence, committee/board Minutes and other information brought forward to Council on a regular basis may be included in this section.
- iv. Consent Agenda items:
 - a. Must be submitted by the deadline outlined in Section 6a) of this Bylaw;
 - b. May be referred to Administration without being circulated to Council, when appropriate.

h) Question Period

- i. During this section, any member of the public may come forward and ask a question of Council. Questions must be directed to the Chair.
- ii. Members of the public may have their questions directed by the Chair, to Administration in order to receive the response to their question. Administration may respond at that time, or offer to provide a formal response at a later prescribed date.
- iii. Comments, questions and answers will not be recorded in the meeting Minutes.
- iv. Persons speaking will have a maximum of five minutes to ask a question of Council. This time may be extended by a majority general consent of Council. With permission from the Chair, speakers may be permitted to ask additional questions or follow up questions.

i) Staff Reports for Information

- i. Administration may provide Council with reports or updates on projects and departmental progression, accepted as information by Resolution. A resolution to receive for information requires no further action be taken by Administration unless specified by Council.
- ii. Administration shall not make recommendations within their Staff Report, nor shall Council make approvals.

j) Staff Reports for Decision

Administration will bring policies, Requests for Decisions and other items for consideration to Council under this section. Decisions of Council shall be made through Resolution as prescribed in Section 7j) of the Bylaw.

k) Public Hearing

- i. At the commencement of a Public Hearing, the Presiding Officer shall:
 - a. state the matter to be considered at the hearing;
 - b. request that Administration present a report on the issue at hand; and
 - c. allow the applicant and/or their representative up to fifteen minutes to present their position. This time does not include the time necessary for him or her to answer questions from Council. This time may be extended by Council.
- ii. Following the presentations, Council shall allow time for anyone who wishes to speak in favour or against the proposed Bylaw or Resolution. Persons speaking must state their name, address and if they are speaking for themselves or on behalf of a group or organization which will be recorded in the Minutes. Those wishing to speak in favour may have the opportunity to speak first followed by those who are opposed to the Bylaw or Resolution.
- iii. If a person is unable to attend a Public Hearing, he or she may authorize another individual to speak on his or her behalf. Council may accept written submissions in lieu of a verbal presentation as long as the document is signed, dated and shows the legal address

of the person making the submission.

- iv. Individuals or groups wishing to make representation at a Public hearing must register with Legislative Services by 12:00pm the day of the scheduled Public Hearing and provide their name, contact information, address, and whether they plan to speak in favour or opposed. Non-registered individuals may be heard only at Council's discretion.
- v. Organizations and business entities are only permitted to make representation once during a Public Hearing. Multiple representatives from the same organization are not permitted to make representation at different times during a Public Hearing. This representation may be done at once as a group, but the time restrictions outlined in section 8(k)(vi) of this Bylaw will still apply.
- vi. No person other than Administration or the applicant may speak longer than five minutes exclusive of the time required to answer questions of Council. This time limit may be extended by Council.
- vii. Following the time allowed for all persons to speak, Council may close the Public Hearing. In accordance with the Act, Council may:
 - a. make such amendments as it considers necessary and proceed to pass the proposed Bylaw or Resolution;
 - b. defeat the proposed Bylaw or Resolution; or
 - c. postpone the proposed Bylaw or Resolution.
- viii. Once a Public Hearing is closed, it cannot be reopened, and no further submissions may be received by Council.
- ix. Any Council Member who is not present at a Public Hearing is not permitted to vote on the Bylaw for which the Public Hearing took place as per the Act.

l) Bylaws

- i. In accordance with the Act, every Bylaw must have three readings. Only the title or identifying number must be read at each reading.
- ii. In accordance with the Act, a Bylaw shall not be given more than

two readings at one Meeting unless the Members present unanimously agree that the Bylaw may be presented to Council for a third reading. Bylaws that must be heard at a Public Hearing may only be given first reading before going to the Public Hearing.

- iii. A Bylaw is determined to be defeated if:
 - a. It does not receive the majority of Council's support at any reading; or
 - b. It does not receive third reading within two years from the date of first reading; or
- iv. Administration is designated to consolidate one or more Bylaws as deemed convenient and in doing so must:
 - a. incorporate all amendments to the Bylaw into one Bylaw; and
 - b. omit a provision that has been repealed or that has expired.

m) Correspondence & Information

- i. When addressing items of Correspondence and Information, Council may:
 - a. accept the correspondence or information as information by Resolution;
 - b. refer any communication to Administration or a committee to review; or
 - c. act upon the correspondence or information by Resolution under New Business or a future agenda.

n) In-Camera

- i. In accordance with the Act, Council may close their meeting to the public if a matter to be discussed is within one of the exceptions to disclose in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*.

- ii. Before moving into an In-Camera session, a Member must state the authority that gives them the power to move In-Camera and provide a brief description of the issue to be discussed without revealing private or confidential information.
- iii. In accordance with the Act, when a meeting is closed to the public, no Resolution or Bylaw may be passed at the meeting, except a Resolution to revert to a meeting held in public.
- iv. In accordance with the Act, members of the public who are present outside of the meeting room must be notified after the In-Camera portion of the meeting is complete and must be given a reasonable amount of time to return to the meeting before it continues.

o) Notice of Motion

1. A Member of Council may introduce a matter that is not formally on the Agenda in the form of a Notice of Motion.
 - i. The Notice of Motion will be recorded in the meeting Minutes, not as a formal Motion, and must give sufficient detail as to the nature of the matter.
 - ii. The Notice of Motion may state the date in which the formal recommendation will be brought in front of Council. If no date is provided, the item will be scheduled for the next Regular Council Meeting.
 - iii. No action is to be taken on the matter until Council formally passes the Motion at a Regular Council Meeting.

p) New Business

At this point, Council may address any items that were brought up after the Agenda was adopted. Any items that reside outside of regularly scheduled business may be addressed here. Council may direct Administration to complete a task, through a Resolution, which will be put onto the Action List, or provide a brief Council report to be accepted as information. Under this section of the Regular Council Meeting Agenda, Council may also make formal decisions through Resolution and are not limited to only directing Administration.

q) Adjournment

- i. Council shall adjourn when all the items on the Agenda have been addressed or when Council approves a unanimous Motion to adjourn.
- ii. When all the items on an Agenda have been addressed, the Presiding Officer will call for a Motion to adjourn the meeting.

9. Committee of the Whole Agenda

a) Call to Order

Refer to section 8a) of this Bylaw.

b) Adoption of Agenda

Refer to section 8b) of this Bylaw.

c) Declaration of Conflict of Interest

Refer to section 8c) of this Bylaw

d) In Camera

Refer to section 8n) of this Bylaw.

e) Delegations

- i. Delegations may include members of the public, members of Council Committees, community groups or organizations who wish to make a presentation to the Committee.
- ii. Delegations may provide information, bring pertinent information, provide updates and bring forward requests at Committee of the Whole meetings.
- iii. The Committee may choose, through resolution, to direct Administration to look into a matter further or request that Council consider or make a decision on a particular matter.

f) Public Input Session

- i. Following delegations, with permission from the Chair, any member of the public may come forward and provide comments or ask question of the Committee. Should any questions or comments of Council arise, the Committee may, on behalf of Council, address the matter.
- ii. Members of the public may have their questions directed by the Chair, to Administration in order to receive the response to their question. Administration may respond at that time, or offer to provide a formal response at a later prescribed date.
- iii. Comments, questions and answers will not be recorded in the meeting Minutes.
- iv. Persons speaking under Public Input will have a maximum of five minutes to make comments or ask questions of COW. This time may be extended by a majority general consent of Members.

g) Staff Reports for Consideration

- i. Administration may provide the Committee with reports detailing updates, information or recommendations on projects, operations or other matters.
- ii. The Committee may direct Administration to take action or put forth a recommendation from the committee to Council through Resolution.

h) New Business

- i. At this point, the Committee may address any items that were brought up after the Agenda was adopted, or make Resolutions subject to section 5d).
- ii. Members of the Committee may seek approval to present a Motion to direct Administration or to propose a recommendation for Council.

i) Adjournment

Refer to section 8q) of this Bylaw.

10. Minutes

- a) In accordance with the Act, Administration shall ensure that all Minutes of Council and COW meetings are recorded in English and are without note or comment.
- b) The Recording Officer shall record the times when Council and COW:
 - i. commence;
 - ii. recess;
 - iii. move In-Camera and out of In-Camera;
 - iv. excuse themselves from the meeting and returned due to pecuniary interest or any other reason;
 - v. when Members arrive at the meeting after the call to order; and
 - vi. adjourn.
- c) In accordance with the Act, Administration shall record the names of the Members present at a meeting.
- d) The Recording Officer shall record the names and corresponding votes of all Members when a recorded vote has been called.
- e) In accordance with the Act, the Minutes shall indicate all individuals, other than Members, who were present during any In-Camera portion of a meeting.
- f) Minor changes to the Minutes to correct errors in grammar, spelling or to correct the omission of a word may be made prior to the meeting by Administration. No change shall be allowed that will change a decision made by Members.

11. Enforcement

- a) Any person or Member who does not comply with the above expectations of proper conduct may be asked to leave by the Presiding Officer as set out in the Act.
- b) If a person has been requested to leave for improper conduct but does not leave the room, Members may recess until such time as the person in question leaves the room or a Peace Officer escorts the individual out of the room.

12. Severability and General Provisions

- a) If any section or parts of this Bylaw are found in any court of law to be illegal or beyond the power of Council to enact, such section or parts shall be deemed to be severable and all other sections or parts of this Bylaw shall be deemed to be separate and independent there from and to be enacted as such.
- b) Words in the singular include the plural and words in the plural include the singular.
- c) This Bylaw is gender-neutral and, accordingly, any reference to one gender includes all others.
- d) This Bylaw comes into force on the date of third and final reading.
- e) Upon passing of this Bylaw, Bylaw 013-19 being the Procedural Bylaw, and all amendments thereto, are hereby repealed.

Read a first time this 19 day of May, 2020.

Read a second time this 19 day of May, 2020.

Read a third time this 2 day of June, 2020.

Resolution Numbers:

Mayor

Chief Administrative Officer